



Regular Meeting MINUTES
Tuesday, January 21, 2014
Located at: SRWD Office at 6:00 p.m.

| | |
|--------------------------|--|
| Managers Present: | Jim Kral, Larry Kuseske, John Harren, Bob Mostad, Jason Scherping, Vern Vangsness, Lee Bautch, Duane Willenbring |
| Staff Present: | Melissa Roelike, Interim Administrator; Tara Ostendorf, Environmental Project Technician; John Kolb, District Attorney; Rebecca Kluckhohn, District Engineer; Adam Hjelm, Public Outreach Coordinator; Sarah Jo Schmitz, Monitoring Coordinator; Lynn Nelson, Environmental Project Coordinator. |
| Guests Present: | Donald & Bernice Schmidt, Duane Pung, Jason Weinerman |
| Manager's Absent: | |

1. **The meeting was called to order by President Kuseske at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. **Oath/Bond for Newly Appointed Stearns County Manager – Lee Bautch** – Staff and board introduced themselves to Manager Bautch. Manager Bautch read and signed the oath of office and Manager's Bond.
3. **Additions/corrections to the agenda items** - President Kuseske asked for additions or corrections to the amended agenda. Tara Ostendorf, Environmental Project Technician, added additional items to the agenda. Manager Kral made a motion to approve the amended agenda. The motion was seconded by Manager Willenbring. The motion passed with all in favor.
4. **Consent Agenda**
 - a. **Financial Reports/Meeting Minutes**
 1. Check Register for General Fund 101
 2. Revenue Guideline
 3. Grant & Cost Share Logs
 4. Expenditure Report
 5. December 17th Meeting Minutes
 6. January 7th Special Meeting Minutes
 - b. **Contracts for Approval – None**
 - c. **Board Action Items for Approval – None**
 - d. **Resolutions for approval**

| | |
|-------|---|
| 02-14 | Approval of Grant Project Satisfaction & Project Release Policy |
|-------|---|
 - e. **Grant Application Approvals - None**
 - f. **Grant Payment Approvals – None**



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

g. Loan Project Approvals - None

h. Loan Payment Approvals

| <u>Landowner / Project</u> | <u>Type</u> | <u>\$ Amount</u> | <u>Fund Code</u> | <u>Pay To</u> |
|--------------------------------|-------------|------------------|------------------|-------------------|
| Wally & Yvonne Spanier | Septic | \$12,000 | 224 | B&S Excavating |

i. Appropriations

| <u>Payee</u> | <u>Description of Payment</u> | <u>\$ Amount</u> | <u>Payment Code</u> |
|--------------|---|------------------|-------------------------|
| Wenck | Supplementary Regulatory CD 15& 26 | \$735.26 | 560 |
| Wenck | 2013 Inspection Assistance | \$38.00 | 101 |
| Wenck | General Engineering | \$715.71 | 101 |
| Wenck | CD 51 Bidding Documents | \$1965.64 | 555 |
| Wenck | Voss Lawsuit | \$1221.50 | 550 |
| Wenck | CD 15 & 26 Construction Services | \$2819.04 | 560 |
| RESPEC | Runoff Rates & HSPF Management Scenarios | \$3063.00 | 333 |
| Rinke Noonan | Retainer | \$600.00 | 101 |
| Rinke Noonan | State Revolving Fund | \$113.40 | 101 |
| Rinke Noonan | County Ditch 15 & 26 | \$200.60 | 560 |
| Rinke Noonan | Clean Water Partnership | \$188.70 | 332 |
| Rinke Noonan | CD 51 Repair | \$1630.10 | 555 |
| Rinke Noonan | Litigation Advice | \$25.00 | 101 |
| Rinke Noonan | Voss Bid Litigation | \$3166.20 | 550 |

Tara Ostendorf, Environmental Project Technician, stated that she would like Item d. pulled from the consent agenda for discussion. **Manager Rettig made a motion to approve the consent agenda minus Item d. The motion was seconded by Manager Willenbring. The motion passed with all in favor.** Ostendorf clarified Item d., as Resolution 02-14 as it was previously misstated. Ostendorf asked the board to review the policy presented in Resolution 02-14 because was not a part of the original board packet. **Manager Vangness made a motion to approve Resolution 02-14. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

5. **Open Discussion from the Public** – Duane Pung asked to speak during the County Ditch 26 portion of the meeting. Donald and Bernice Schmidt also asked to speak during the ditch discussion.
6. **Old Business**
 - a) **Overall Plan Update** – Tara Ostendorf informed the board that the Board of Water and Soil Resources (BWSR) has received comments from the Department of Natural Resources (DNR) and so a public hearing date can be determined.
 - b) **Springsted Updates** – Sharon Klumpp, Springsted Inc., passed out a revised version of the Administrator Position Profile. Klumpp asked the board for any



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

revisions or modifications they feel need to be made to the profile. Sharon also shared the information she collected on salaries for comparable jobs in the area.

Manager Willenbring made a motion to set the range for the Administrator Position at \$68,000 to \$80,000 per year. The motion was seconded by Manager Kral. The motion passed with all in favor. Sharon discussed a tentative timeline for the remainder of the hiring process. **President Kuseske made a motion that the Search Committee review the corrections made to the Administrator Profile by Sharon Klumpp. The motion was seconded by Manager Harren. The motion passed with all in favor.**

- c) **Ditch & Permit Coordinator Position** – Tara Ostendorf resumed discussion on the Ditch & Permit Coordinator position. Ostendorf asked the board the timeframe for the hiring of that position. Manager Harren asked about the structure of the staffing and the possibility of reorganization in the future. Ostendorf reported on a meeting she attended with the Board of Water and Soil Resources (BWSR) and the Stearns County Environmental Services (SCES) in regards to the District’s permitting program and rules. At the meeting, the possibility of revising the District’s rules to eliminate duplicative efforts was discussed and therefore more emphasis could be put on drainage concerns that are not currently identified in the rules. According to Ostendorf, any changes in restructuring staff according to the new Overall Plan would not involve the Ditch and Permit Coordinator position. President Kuseske asked Ostendorf to explain the new PRAP grant and eligible expenses. Ostendorf stated that the grant would help the District pay for expenses incurred for job description revisions and has a deadline of May 30, 2014. After more discussion on the need for the Ditch & Permit Coordinator position to be filled, **Manager Kral made a motion to advertise for the Ditch & Permit Coordinator Position. The motion was seconded by Manager Rettig. The motion passed with all in favor. Manager Harren made a motion to authorize the Search Committee to meet to begin working on job description revisions. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- d) **Discussion of Job Description Revisions and Evaluation of Comp Plan Recommendations** – Discussed in item c.
- e) **Update on meeting with Stearns County Environmental Services** – Tara Ostendorf continued with the discussion of her meeting with SCES and BWSR. The SCES will be putting a matrix together to determine overlap and where the District should focus its rules and authorities. Jason Weinerman, BWSR, stated that one the District has an approved plan, the next focus should be rule revisions.
- f) **Big Sauk Lake Aquatic Plant Management Project** – Attorney Kolb updated the board on the Big Sauk Lake Aquatic Plant Management Project. He stated that he provided answers to the questions from the City of Sauk Centre and the Big Sauk Lake Association. Tara Ostendorf stated that she is waiting for a



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

confirmation from the City of Sauk Centre of the meeting date that she will attend along with Manager Mostad.

- g) **CD 51 Buffer Strip Acquisition** - Attorney Kolb reported on the additional investigation that he conducted about the CD 51 buffer strips. He worked with Ken Zimmerman's Attorney to analyze the information gathered. It was found that there was intent to acquire the grass strip; however, somewhere in the proceedings, the County decided not to pay for the acquisition. There is evidence in the record showing that they did pay for amount of right-of-way required for construction of ditch only, but not for the additional area required for the grass strip. It has been recommended by the engineers, to acquire and establish the grass strips and would be done during as part of the repair proceeding. This issue was tabled to the next meeting.

7. **New Business**

- a) **Ditch Project Bonding** – Attorney Kolb informed the board of the bonding process that will be used for the ditches under repair.
- b) **Grant Application Status** – Tara Ostendorf updated the board on the status of the grant applications submitted for award. The District was awarded the Soil Erosion and Drainage Law Compliance Program and PRAP Assistance Grants.
- c) **2015 LCCMR RFP** – Tara Ostendorf told the board that there is currently a LCCMR Request for Proposals open until March 28th. Staff is recommending the District re-submit the Crooked and Hanford Lake and Osakis Lake watershed Management Unit Application.
- d) **Award of CD 26 Phase II Bid** – Rebecca Kluckhohn, Engineer, presented the bids for the County Ditch 26 Phase II repair project. It is recommended that the board award the bid for the CD 26 Phase II repair project to the apparent low bidder, Blackstone. Kluckhohn also brought to the board's attention that landowner Duane Pung requested that his side slopes be reshaped as a part of the repair. The price of the additional work would be \$15,250. Manager Willenbring didn't feel that assessing the entire ditch for the additional work on one landowner's property is morally and ethically wrong and the District needs to treat everyone equally. Kluckhohn suggested that if Pung was willing to pay for his project, it could be done under the District's permit. Bernice and Donald Schmidt were present at the meeting to inform the board that they were unaware of the ditch process and to how much benefit they will get from the proposed repairs. **Manager Willenbring made a motion to award the CD 26 Phase II Bid to the apparent low bidder Blackstone, without the alternate item to reshape the Pung side slopes. The motion was seconded by President Kuseske. The motion passed with most in favor, Managers Scherping and Harren abstaining.**
- e) **Interns** – Tara Ostendorf explained the work load and need for interns. Interns were not budgeted for, however, a solution could be to offer a mileage stipend, max of 100 miles daily in lieu of wages. Ostendorf has spoken with the local universities and it appears that there will be interest in this type of internship. **Manager Harren made a motion to proceed with the advertising and hire**



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

of interns for a 7 month period, hiring new interns as needed without board motion. The motion was seconded by Manager Kral. The motion passed with all in favor.

- f) **Big Fish Lake LID** – Tara Ostendorf informed the board that the District has been notified the Big Fish Lake has petitioned the County to form a Lake Improvement District (LID). They are required to inform local units of government and are requesting comments about their budget and their overall purpose. Staff is willing to write up comments and mail them out. **Manager Willenbring made a motion to send comments on the Big Fish Lake LID. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

8. Reports

a) **Administrator's Report –**

1. **Accounting Services** – Interim Administrator Melissa Roelike stated that she will need to utilize the services of Joe Rigdon, KDV, to help with the extra work getting ready for the audit since the Administrator position is still vacant. **Manager Rettig made a motion to authorize the Interim Administrator to utilize Joe Rigdon's services in the preparation of the annual audit. The motion was seconded by Manager Harren. Manager Willenbring amended the motion to allow Rigdon's services as needed, determined by the Interim Administrator. Manager Harren seconded the amendment. The amendment passed with all in favor. The original motion passed with most in favor, Manager Vangsness opposing.**

b) **Attorney's Report –**

1. **City of Osakis Attorney Letter – JD 2 Sediment Pond Assessment** – Attorney Kolb reviewed the letter from the City of Osakis regarding their portion of the JD 2 Assessment. They are requesting the District to move the assessment to the 2015 tax roll so that they have time to budget and levy for it. Kolb suggested that he work with Ostendorf to draft a letter allowing them to pay in 2015 and then clarifying what this levy is for, what the District is, and how the viewers previously determined benefits for that project. The board agreed with Kolb by general consensus.

c) **Engineer's Report –**

1. **CD 26 Construction Update** – Engineer Rebecca Kluckhohn updated the board on the status of the CD 26 Phase I repair project.
2. **ACOE Letter regarding CD 26 Construction** – Kluckhohn reported that she received a letter of approval from the Army Corps of Engineers in regard to work being performed on the CD 26 Phase I and CD 51 repair projects. Kluckhohn also reported on the letter of approval from the Department of Natural Resources (DNR) that has been drafted but is working its way through the DNR ranks.



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

3.Scope and Frequency of Site Inspection/Supervision Regarding Active Ditch Upgrades – Manager Willenbring stated that he met with Engineer Kluckhohn to discuss what is expected of a typical engineer on a typical ditch. Manager Willenbring reviewed the original scope of services for site visits on County Ditches 15 and 26. Kluckhohn stated that the only change from the original recommendation would be more inspection on the work at Getchell Lake due to the amount of scrutiny.

- d) **Permits Program Report** - None
- e) **Calendar Items** – None
- f) **Board Member Meeting Reports** – President Kuseske gave a report on a meeting he attended with the Department of Agriculture concerning the certainty program. Manager Mostad reported that he attended a Viewer’s Meeting. The next Viewer’s Meeting will be April 3rd at Jackpot Junction. He encourages other Managers to attend.

9. **Items for Next Meeting Agenda – None**

10. **Upcoming Meetings to be Announced**

| <u>Meeting Date</u> | <u>Meeting Description</u> | <u>Meeting Location</u> | <u>Meeting Time</u> |
|-------------------------------|----------------------------|-------------------------|---------------------|
| Tuesday, February 18, 2014 | Regular Board Meeting | SRWD office | 6:00 |

11. **FYI Item**

- *Postcards were mailed out to residents on County Ditches 15 and 26 to inform them of the repairs being done. Staff has been fielding phone calls regarding repair process related to that postcard.*
- *Staff is working on finalizing a draft of the 2014 Goals and Objectives and 2014 Calendar of Events. This will be presented at the February Meeting.*
- *RESPEC is tentatively scheduled for the February meeting to present examples of the management unit charge fee structure.*
- *Staff is actively working on revisions to the District’s Grant Administration Policy and anticipates a draft to be presented at the February Meeting. Revisions include grant repayments, streamlining the in-house expense approval policy, including standard protocols for information filing, inclusion of information regarding District information sources and policies regarding expenditure tracking and staff time tracking/billing.*
- *In the packet is an article headlining the “Science Rocks” event organized by Resource Training & Solutions. This is an annual event that the District participates in as presenters.*

12. **Adjournment** – The meeting was adjourned at 9:45 p.m. by general consensus of the board.

All Sauk River Watershed District meetings are handicap accessible.

An attempt will be made in advance to accommodate any other individual need for special services. Call the above number if any special arrangements need to be made.