



Regular Meeting MINUTES
Tuesday, October 15, 2013
Located at: SRWD Office at 6:00 p.m.

Managers Present:	Jim Kral, Larry Kuseske, John Harren, Virgil Rettig, Bob Mostad, Jason Scherping, Vern Vangsness, Tim Lunsford, Duane Willenbring
Staff Present:	Melissa Roelike, Interim Administrator; Tara Ostendorf, Environmental Project Technician; John Kolb, District Attorney; Rebecca Kluckhohn, District Engineer
Guests Present:	Bob Bjork, Duane Pung, David Nelson, Jason Weinerman, Ron Shelito, Ken Zimmerman, Virginia Rexin
Manager's Absent:	Bob Mostad left at 7 p.m.

1. **The meeting was called to order by President Kuseske at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. **Additions/corrections to the agenda items** - President Kuseske asked for additions or corrections to the agenda. Interim Administrator Roelike added additional items to the consent agenda. Manager Willenbring made a motion to approve the agenda with additions. The motion was seconded by Manager Kral. The motion passed with all in favor.
3. **Consent Agenda**
 - a. **September 1-30, 2013 Financial Report/Meeting Minutes**
 1. Check Register for General Fund 101
 2. Revenue Guideline
 3. Expenditure Report
 4. September Meeting Minutes
 5. Special Meeting Minutes, September 25th 2013
 6. Special Meeting Minutes, September 30th 2013
 - b. **Contracts for Approval – None**
 - c. **Permits recommended for approval – None**
 - d. **Grant Applications for approval – None**
 - e. **Resolutions for approval**

27-13	Watershed Boundary Corrections
28-13	Watershed District Project Levy Authority
 - f. **Board Action Items for approval**

37-13	City of Cold Spring CSAH 50 Infiltration Project – for additional projects
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 - g. **Loans, Grants, Appropriations –**
 - **Grant Project Approvals – None**
 - **Grant Payment Approvals - None**
 - **Loan Project Approvals**



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<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Encumber</u>	<u>Fund Code:</u>	<u>Partnered with:</u>
Robert & Myrna Gammons	Shoreline Repair Project	\$3,500	221	

- **Loan Payment Approvals - None**
- **Appropriations**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code</u>
1.	Rinke Noonan	General and retainer	\$902.40	101
2.	Rinke Noonan	Weed Harvester	\$226.80	572
3.	Rinke Noonan	CD15 & 26	\$1,410.50	560
4.	Rinke Noonan	CD51	1,285.20	555
5.	Rinke Noonan	CD51 Zimmerman	\$107.00	555
6.	Rinke Noonan	CD51 Berndt	\$239.30	555
7.	League of Minnesota Cities Insurance Trust	Annual Dues	\$1,611	101
8.	MN Spray Foam	Down payment for roofing project	\$6,500	101
9.	Wenck	General Engineering	\$2,294	101
10.	Wenck	Comprehensive Plan	\$444.50	172
11.	Wenck	CD 19	\$967.50	CD19
12.	Wenck	CD15-26	\$4,582.50	CD15-26

Attorney Kolb advised the board to pull the meeting minutes (items 4-6) for changes. **Manager Rettig made a motion to approve the consent agenda minus items 4 through 6. The motion was seconded by Manager Harren. The motion passed with all in favor.** Kolb and Rebecca Kluckhohn, District's Engineer, highlighted the changes for clarification in the minutes. **Manager Harren made a motion to approve consent agenda items 4 through 6 with corrections. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

4. **Open Discussion from the Public** – Bob Bjork from the Big Sauk Lake Association, asked about the progress of the agreement between the Lake Association, City of Sauk Centre and the Watershed District regarding the Aquatic Plant Management Plan. Attorney Kolb stated that he has the edits to the operations plan and agreement but with all of the District staffing changes, it's been delayed. Kolb stated Bjork would receive the plan in the next couple of weeks. Landowner Duane Pung asked to speak during the CD 15 and 26 discussion.
5. **Old Business**



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- a) **Roofing Contractor Selection** – Interim Administrator Roelike informed the board that due to the low temperatures at night, the roof may not be done this fall. If the overnight temperatures continue to be too cold, the project will be completed in the spring.
 - b) **SRWD Aquatic Habitat DNR Grant 2013-2014 Public Hearing** – President Kuseske opened the public hearing for the Aquatic Habitat DNR Grant at 7:00 p.m. President Kuseske informed the public that the grant, provided by the state, is in the amount of \$25,000 with a match contribution from the SRWD of \$8,333. Attorney Kolb read an overview of the grant and the eligible projects. President Kuseske asked for comments from the public. After hearing no public comments, President Kuseske asked the board for any questions or comments. After no comments or questions from the board, President Kuseske closed the public hearing. **Manager Rettig made a motion to establish the project and assign #335, determine that the project is conducive to the public health, promotes the general welfare and is in compliance with the Watershed District’s Management Plan. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
 - c) **Stearns County Ditch 51 Improvement Petition Public Hearing** – President Kuseske opened the public hearing for the Stearns County Ditch 51 (CD 51) Improvement Petition Public Hearing. Attorney Kolb gave an overview of the County Ditch 51 improvement petition by Ken and Julie Zimmerman. Rebecca Kluckhohn, District Engineer, presented the design plan for the Zimmerman Project. President Kuseske opened up the public comment portion of the hearing. An adjacent landowner asked how the project would affect their property and it was noted that it would not. After no additional comments, the public portion of the hearing was closed. **Manager Kral made a motion to adopt the findings and set the final hearing for the regular board meeting in November. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
 - d) **Thelen Advertising Campaign** – Tara Ostendorf, Environmental Project Technician, informed that board that due to the staffing changes and workload issues, it is recommended to temporarily put the advertising campaign on hold until the Administrator position has been filled.
6. **New Business**
- a) **BWSR Presentation: Board Requested Training** – Ron Shelito and Jason Weinerman were present at the board meeting to discuss the roles and responsibilities of the board of managers. Shelito highlighted a study and work session done in 2008 with the SRWD board and staff to address organizational issues that are still relevant. It was recommended that the board review the study.
 - b) **2013 MAWD Annual Meeting & Trade Show** – President Kuseske asked the board members if they had interest in attending the 2013 MAWD Annual Meeting or any of the Pre-Conference Sessions. **Manager Harren made a motion to approve 4 board members to attend the 2013 MAWD Annual**



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Meeting and Pre-conference Sessions. The motion was seconded by Manager Kral. The motion passed with all in favor.

- c) **BWSR Academy Annual Conference** – President Kuseske informed the board that 2 staff were budgeted to attend the BWSR Academy Annual Conference. Tara Ostendorf stated that online registration was already closed, but if it was still possible, that herself and Sarah Jo Schmitz would like to attend. **Manager Lunsford made a motion to authorize 2 staff to attend the BSWR Academy Annual Conference. The motion was seconded by Manager Kral. The motion passed with all in favor.**
- d) **Clean Water Fund Grant Projects Discussion** – Tara Ostendorf asked to table this discussion.
- e) **Wenck Scope of Services** – Tara Ostendorf presented the scope of services from Wenck Engineering for assisting with the permit and ditch coordination during this transition time. **Manager Lunsford made a motion to approve the scope of services from Wenck Engineering for permit and ditch coordination as per staff recommendation. The motion was seconded by Manager Kral. The motion passed with all in favor.**

7. Reports

a) **Administrator's Report –**

1. Hearing Notice: Sauk Centre Proposed Assessment – Interim

Administrator Roelike notified the board that the City of Sauk Centre would be meeting to go over the proposed assessments for the 4th Street Stormwater Project. The District's proposed assessment is \$3,758.62. The City is allowing prepayment. **Manager Harren made a motion to pay the assessment for the City of Sauk Centre 4th Street Stormwater Improvement Project. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**

2. November Board Meeting Date – Interim Administrator Roelike

notified the board that the next regular meeting date fell on an election day. By general consensus of the board, the November meeting will be held on the 21st, at 6:00 p.m.

- b) **Attorney's Report** – Attorney Kolb informed the board that a metro Watershed District proposed a resolution for the MAWD meeting asking legislature to order the Commissioners of the Natural Resources, Pollution Control, Agriculture and Board of Water and Soil Resources to establish minimum state standards and reinstate the Federal Approvals Exemption to the Wetland Conservation Act.
- c) **Engineer's Report** – Rebecca Kluckhohn, District Engineer, distributed handouts detailing the schedule of the bid dates and a likely construction schedule for CD 51, CD 15 and both phases of CD 26. Also handed out was a map of the phases for the CD 26 project. Kluckhohn informed the board that meetings were held with the Army Corps of Engineers and the DNR to discuss Getchell Lake, CSAH 11 culvert elevation issue, the Borgerding violation, and the CD 26 branch 1 alignment change. A subsequent meeting was held with landowner Duane Pung to discuss bank sloping on his property. Even though



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there was positive feedback in regards to Getchell Lake and the CSAH 11 culvert elevation change, responses still haven't been received from the DNR. Attorney Kolb sent a letter requesting response. The DNR had scheduled a field day to go and review CSAH 11, the Borgerding violation and branch 1 but there has been no subsequent response. Kluckhohn addressed landowner Duane Pung's concerns with bank sloping on his property. At the September meeting, the board made a decision to include this work as an alternate in the bidding process, with the plan to make a decision at a later date when the cost estimates come in.

d) Permits –

1.12-025 Biolife Plasma Services – Surety Release - Tara Ostendorf, Environmental Project Technician, asked for approval to release the \$5,000 performance surety that the District is holding. Ostendorf and Kluckhohn were at the site to perform the witness tests on the infiltration practices, which passed. **Manager Harren made a motion to approve the release of the \$5,000 performance surety. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

2.13-030 Wobegon Trail Substation (Xcel Energy) – Tara Ostendorf informed the board of an erosion control permit for an Xcel substation near Freeport which is 500 feet away from a wetland. Xcel is planning on installing a seeded berm as erosion control. Staff recommends approval of Permit 13-030. **Manager Harren made a motion to approve Permit 13-030. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

e) Calendar Items – Melissa Roelike Anniversary – 16 years on October 1st scheduled monitoring ends; discuss MAWD Conference and who will attend; discuss MAWD booth; discuss BWSR Academy attendance; quarterly payroll reports due; SRF certification of assessments to counties due; drainage assessments certification to counties. There was discussion on whether or not staff would design a booth for the Annual MAWD Meeting. **Manager Lunsford made a motion to forego a booth at the 2013 MAWD Annual Meeting. The motion was seconded by Manager Willenbring. The motion passed with all in favor.** President Kuseske commented that staff would benefit from attending the MAWD Annual Meeting. **Manager Lunsford made a motion to allow 2 staff to attend the 2013 MAWD Annual Meeting. The motion was seconded by Manager Kral. The motion passed with all in favor.**

f) Board Member Meeting Reports – None

8. Items for Next Meeting Agenda – President Kuseske questioned the process of hiring a new Administrator. There was discussion on the current job description. Manager Harren suggested sending the job description to the Board of Water and Soil Resources to get their opinion. President Kuseske stated he would like to see the board meet with staff to determine what is needed of the Administrator as per the new Overall Comprehensive Plan. Manager Kral stated that he has seen many different



Administrators at the District and 100% of the problem has been individual board members contacting individual staff and undermining. Manager Harren concurred. Manager Kral stated that term limits would help this problem. Manager Scherping asked for copies of the materials presented by Ron Shelito. **Manager Harren made a motion to send the current job description to the Board of Water and Soil Resources for comment. The motion was seconded by Manager Lunsford. The motion passed with all in favor.** Manager Willenbring suggested creating a committee to meet with staff to discuss the job description, process and to research executive search firms. It was recommended to have an updated job description ready at the November meeting. **Manager Lunsford made a motion to create a search committee consisting of the President, Vice-President, and Manager Willenbring to begin, continue and conclude the process of hiring a new Administrator. The motion was seconded by Manager Vangness. The motion passed with all in favor.**

9. **Upcoming Meetings to be Announced**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
10-21-13	SRWD Board Meeting	SRWD office	6:00 p.m.

10. **Adjourn – Manager Lunsford made a motion to adjourn the meeting at 8:20 p.m. The motion was seconded by Manager Vangness. The motion passed with all in favor.**

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.