



Regular Meeting MINUTES
Tuesday, December 16, 2014
Located at: SRWD Office at 3:00 p.m.

Managers Present:	Larry Kuseske, Lee Bautch, Duane Willenbring, Tyler Carlson, Jason Scherping, Dennis Ritter, Bruce Ferris, Gary Barber
Staff Present:	Scott Henderson, Administrator; Rebecca Kluckhohn, District Engineer; Zach Gutknecht, Ditch and Permit Coordinator; John Kolb, Attorney; Sarah Jo Schmitz, Monitoring Coordinator; Lynn Nelson, Environmental Project Coordinator; Adam Hjelm, Public Outreach Coordinator
Guests Present:	Randy Neumann
Manager's Absent:	Tim Hagemeyer

1. **The meeting was called to order by President Willenbring at 3:00 p.m. and the Pledge of Allegiance was recited.**
2. **Oath of Office/Bond for Newly Appointed Todd County Manager** - Gary Barber read and signed his oath of office and bond. The Managers introduced themselves to Manager Barber and President Willenbring welcomed him to the board.
3. **Additions/corrections to the agenda items** – President Willenbring asked for corrections or additions to the agenda. **Manager Kuseske made a motion to approve the agenda. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
4. **Consent Agenda**
 - a. **Financial Reports/Meeting Minutes**
 1. **Check Register for General Fund 101**
 2. **Deposit Receipts**
 3. **Revenue Guideline**
 4. **Grant, Loan & Cost Share Logs**
 5. **Expenditure Report**
 6. **November 18, 2014 Regular Meeting Minutes**
 - b. **Appropriations**

<i>Payee</i>	<i>Description of Payment</i>	<i>\$ Amount</i>	<i>Fund</i>
Rinke Noonan	Retainer	\$600.00	101
Rinke Noonan	Permits	\$121.70	101
Rinke Noonan	CD 15 & 26	\$283.50	550



Rinke Noonan	CWP Projects	\$56.70	338
Rinke Noonan	CD 51	\$119.70	555
Rinke Noonan	Drainage System Bonding	\$283.50	530, 550, 555
Rinke Noonan	MS4 Certification	\$107.50	535
Rinke Noonan	CD 51 Appeal	\$1,756.70	555
Wenck	2014 General Engineering	\$1,152.00	101
Wenck	CD 26 Construction Support	\$1,152.00	101
Wenck	CD 15 Construction Support	\$738.20	530
Wenck	2014 Permit Review	\$1,900.80	101

Manager Bautch noted a correction to the minutes stating that John Kolb was present at the November meeting when he was not. **Manager Bautch made a motion to approve the consent agenda with the noted correction to the minutes. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

5. **Open Discussion from the Public** – None

6. **Old Business**

a) **MAWD Annual Meeting and Tradeshow** – President Willenbring asked the board and staff for comments on the MAWD Annual Meeting and Tradeshow. Everyone had positive comments. Manager Kuseske updated the board on the statuses of the MAWD resolutions.

7. **New Business** - None

8. **Reports**

a) **Administrator’s Report** – *Scott Henderson*

1. PRAP– Administrator Henderson gave a short presentation on the results of the PRAP grant. The purpose of the PRAP grant was to review and revise job descriptions and pay scales to ensure the duties listed in the newest revision of the Comprehensive Watershed Management Plan. Henderson explained each district position and the process involved in determining pay scales.

2. Legal Boundary Discussion – Zach Gutknecht, Ditch and Permit Coordinator, described the inconsistencies between the legal boundary of the District versus the current section lines from the counties. This causes



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issues when assessing landowners who are mistakenly inside or outside of the district when they shouldn't be. One option proposed to the board was to approve Houston Engineering's previously redrawn boundary based on legal descriptions from county survey data. Another option would be to change the legal boundary based on DNR hydrologic boundaries. The last option would be to contract with an Engineer to redraw the entire Watershed boundary. **Manager Ferris made a motion to change the legal boundary based on DNR hydrologic boundaries. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

3. Workshop Meetings – Administrator Henderson asked for feedback from the board on the pre-meeting workshops. The board was in favor of continuing the pre-meeting workshops stating that they are very helpful.

4. Crooked Lake – Lynn Nelson, Environmental Project Coordinator, gave a history of the Crooked Lake Project. The question will be brought to the January meeting of how the board wants to move forward with the funding, not only for this project, but for projects in the future.

b) Attorney's Report – Attorney Kolb gave a history of CD 51. Kolb stated that two landowners, Gary Berndt and Ken Zimmerman, filed an appeal with the District Court. A hearing was ordered by the Stearns County District Court and legal counsel, on behalf of the Watershed District, objected because of the jurisdictional issue, because the appeal was not properly filed. A hearing was set for January 12th to hear the motion and determine if the court can hear the case. Kolb then gave an update on the public drainage manual. Houston Engineering was awarded the contract for the rewrite of the public drainage manual from the Board of Water & Soil Resources.

c) Engineer's Report –

1. CD 26 Phase I & 2 – Rebecca Kluckhohn, Engineer, informed the board that most of the work on CD 26, Phase I has been completed with the exception of the Scherping bridge. Kluckhohn presented a payment request to the board and asked for payment to New Look Contracting. President Willenbring stated that because the payment request wasn't received before the board packet was distributed, it will be held until the January meeting. She informed the board that permission letter for CD 26 Phase II is in the hands of the attorney at the DNR and it should be received shortly.

2. CD 15 Update – Kluckhohn asked the President Willenbring to sign the Notice to Proceed to Geise Tiling and Excavating for the repairs to CD 15.

3. Stearns CD11 Update – Update moved to the January 2015 meeting.

d) Permits Program Report –

1. Black Oak Wind Farm - Zach Gutknecht, Permit Coordinator, presented the Escrow Agreement with Black Oak Wind, LLC for the



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President to sign. **Manager Carlson made a motion to approve the Escrow Agreement with Black Oak Wind, LLC. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

- e) **Board Member Meeting Reports** – Manager Scherping asked staff to notify the board of the Viewer’s Meetings as they come up.

- 9. **Items for Next Meeting Agenda** – Administrator Henderson listed items that will be discussed at the January 2015 board meeting and stated that a workshop will be held prior to the meeting.

- 10. **Upcoming Meetings to be Announced**

- 11. **Adjournment** – **Manager Bautch made a motion to adjourn the meeting at 5:23 p.m. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**