



Regular Meeting MINUTES
Tuesday, December 17, 2013
Located at: SRWD Office at 1:00 p.m.

Managers Present:	Jim Kral, Larry Kuseske, John Harren, 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; Adam Hjelm, Public Outreach Coordinator; Sarah Jo Schmitz, Monitoring Coordinator; Lynn Nelson, Environmental Project Coordinator.
Guests Present:	Ken Zimmerman, Scott Lucas, Gary Barber, Bob Bjork
Manager's Absent:	

1. **The meeting was called to order by President Kuseske at 1:00 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 amended agenda. Manager Harren added additional items to the agenda. Manager Vangsness made a motion to approve the amended agenda. The motion was seconded by Manager Rettig. The motion passed with all in favor.
3. **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. **November 2013 Meeting Minutes**
 - b. **Contracts for Approval – None**
 - c. **Board Action Items for Approval –**

331	38-13 Dual Monitors	\$1,000
331	39-13 Loggernet 4.2 – Software update	\$650.00
 - d. **Resolutions for approval**

30-13	Contracting for Professional Services
-------	---------------------------------------
 - e. **Grant Application Approvals - None**
 - f. **Grant Payment Approvals – None**
 - g. **Loan Project Approvals**
 - h. **Loan Payment Approvals**

<u>Landowner/ Project</u>	<u>Type</u>	<u>\$ Amount</u>	<u>Fund Code</u>	<u>Pay To</u>
-------------------------------	-------------	------------------	------------------	---------------



Karla & Scott Edenloff	Stormwater	\$850.00	223	Karla & Scott Edenloff
---------------------------	------------	----------	-----	------------------------------

• **Appropriations**

<i>Payee</i>	<i>Description of Payment</i>	<i>\$ Amount</i>	<i>Payment Code</i>
RESPEC	Runoff Rates and HSPF Management Scenarios	\$36,449.00	333
Wenck	CD 15 & 26 Construction Services	\$1891.52	560
Wenck	Supplemental Regulatory CD 15 & 26	\$330.00	560
Wenck	CD 51 Phase Extended Scope	\$907.10	555
Wenck	CD 51 Zimmerman	\$135.00	555
Wenck	2013 Permits	\$599.60	101
Wenck	CD 51 Bidding Documents	\$2,730.00	555
Wenck	2013 Inspection Assistance	\$453.20	101
Wenck	Conservation Drainage Grant	\$937.50	334
Wenck	General Engineering	\$960.00	101
Houston Engineering	Web Hosting & Tech Support Requests	\$3,796.25	101
Rinke Noonan	Retainer File	\$600.00	101
Rinke Noonan	Weed Harvester Project	\$113.40	572
Rinke Noonan	County Ditch 15 & 26	\$1,288.50	560
Rinke Noonan	Clean Water Fund	\$321.30	333
Rinke Noonan	CD 51 Repair	\$226.80	555

Manager Willenbring had questions on the Board's Expenditure Report, (item 3,a,4) and pulled it for further discussion. **Manager Willenbring made a motion to approve consent agenda, minus the Expenditure Report (item 3,a,4). The motion was seconded by Manager Harren. The motion passed with all in favor.** Manager Willenbring asked Interim Administrator Melissa Roelike about specific line items on the expenditures report. After the questions were answered, **Manager Willenbring made a motion to approve the Expenditure Report (item 3,a,4). The motion was seconded by Manager Harren. The motion passed with all in favor.**

4. **Open Discussion from the Public** – County Ditch 51 Landowner Ken Zimmerman asked to speak about the CD 51 buffer strip and easements. Bob Bjork informed the board that he had gotten 2 letters from a Todd County Commissioner related to the development of a large feedlot near the Sauk River. Adam Hjelm, Public Outreach Coordinator, commented that Todd County is proposing to put a moratorium on any large hog operations and would like Lake Association's support.

5. **Old Business**

a) **Big Sauk Lake Aquatic Plant Management Project** – Environmental Project Technician Tara Ostendorf reported on a meeting she attended with Adam Hjelm and Vicki Willer, Sauk Centre City Administrator, Big Sauk Lake Association, and the Sauk Centre City Council members to discuss concerns and compile a list of their questions. Ostendorf read through the questions.



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

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

Manager Mostad offered to meet with the Sauk Centre City Council to tell the history of the weed harvester and how watershed law works. **Manager Lunsford made a motion to send Tara Ostendorf and Manager Mostad to a Sauk Centre City Council meeting to answer their questions and to ask the district Attorney to write a summary of the legal issues prior to the meeting. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

- b) **Grant Applications** – Tara Ostendorf informed the board on the grant applications submitted on behalf of the District. One application was for a drainage database and ditch modernization. Another application submitted was for a PRAP grant to assist us with the hiring and review of job descriptions however, it cannot be used for the executive search firm costs. An application was submitted for the Osakis Lake area to follow through with the projects laid out in the Overall Plan. Lastly, an application was submitted for the Crooked Lake Project. If the District were selected, the Board of Water and Soil Resources (BWSR) would call staff in for an interview.
- c) **Search Committee Recommendations** – President Kuseske updated the board on the options available for executive search firms and recommended the District work with Springstead, Inc. due to the familiarity the firm already has with the District. The Springstead representative, Sharon Klumpp asked to meet with the board and staff prior to moving forward with the process. **Manager Lunsford made a motion to approve the search committee’s recommendation to work with Sharon Klumpp, Springstead Inc., authorize her to meet with the board as a whole and the staff as a whole, and to allow the option of individuals to meet with her during a regularly scheduled visit. The motion was seconded by Manager Kral. The motion passed with all in favor.** President Kuseske asked for available dates to schedule a special meeting. **Manager Lunsford made a motion to hold a special meeting on January 7, 2014 at 6:00 p.m., details of scheduling will be left to President Kuseske and the Interim Administrator. The motion was seconded by Manager Harren. The motion passed with all in favor.**

6. **New Business**

- a) **Grant Administration Policy** – Tara Ostendorf reported to the board that she will be working on an in-house Grant Administration Policy to create better efficiency and flow. Staff has been working with the Board of Water and Soil Resources to simplify our process. She hopes to have a draft ready by the January board meeting for approval.
- b) **Repair Order for CD 51** – Attorney Kolb explained that through his research on County Ditch 51, it was clear that grass strips were ~~considered for acquired acquisition~~ however, it was not clear if they were ~~ever ordered or~~ paid for, ~~and how and if they were planted.~~ Kolb presented the Final Repair Order however cautioned that board that it could be tested and there is nothing definitive in the county records for support. **Manager Harren made a motion to authorize Attorney Kolb to collaborate with Ken Zimmerman’s Attorney to work out**



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

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

the differences and report back at the next meeting and the board will decide from there if the buffers need to be purchased. The motion was seconded by Manager Lunsford. Ken Zimmerman, CD 51 landowner, stated he had paperwork that clearly stated what everyone was paid however, that information was not shared with the District attorney. Manager Lunsford called a point of order and asked to get back to the agenda. **The motion passed with all in favor.**

- c) **Award Bid for County Ditch 51 Repair** – Rebecca Kluckhohn, District Engineer, stated that the District had a very successful bid opening for the County Ditch 51 Repair with 6 bidders all within the Engineer’s Estimate. The low apparent low bidder was Giese Tiling and Excavating, Inc. **Manager Harren made a motion to award the contract for County Ditch 51 Repairs to Giese Tiling and Excavating, Inc. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- d) **Meetings with County Commissioners and Environmental Services** – Tara Ostendorf, Environmental Project Technician, reminded the board that at the last meeting, BWSR recommended that the board should schedule meetings with the County Commissioners to go over the status of the District. Ostendorf asked what the board would like to do and if they wanted staff to also participate. Ostendorf also stated that BWSR has been working with her and the Stearns County Environmental Services, SCES, to plan a date to meet. **Manager Lunsford made a motion to authorize staff to meet with the various County Environmental Services as required and leave it to the discretion of the Interim Administrator as to who should attend. The motion was seconded by Manager Rettig. The motion passed with all in favor.** President Kuseske asked for discussion about meeting with the County Commissioners. **Manager Lunsford made a motion to have staff prepare a presentation for all of the Counties within the District to be shared in the first quarter of the year, with an extra page highlighting that particular County. This meeting should be attended by the Administrator or delegated staff and the board members of that County. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

7. **Reports**

- a) **Administrator’s Report** –
1. **Audit Scheduled** – Interim Administrator Melissa Roelike informed that board that the Annual Audit has been scheduled for March 24-26, 2014, with the presentation to the board at the May 2014 meeting.
 2. **Hard Drives Update** – Interim Administrator Melissa Roelike told the board that the new hard drives and server were installed.
- b) **Attorney’s Report** – Attorney Kolb updated the board on the threatened litigation between Managers and stated that it has not proceeded to any level of claim. Attorney Kolb’s opinion is that it hasn’t risen to the level of board involvement or the District as a whole at this point. Attorney Kolb also informed the board of the Voss Plumbing and Heating litigation. Voss has



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

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

served the District with a lawsuit because they are fearful that the District will call their bid security. The League of Minnesota Cities has appointed an attorney to represent the District. The bond company has been notified to inform them that the bond may be called and also, the second lowest bidder has also been contacted since there is a possibility they may receive a Notice of Award within the next two weeks.

- c) **Engineer’s Report** – Rebecca Kluckhohn, District Engineer, reported to the board that she is still working with the Department of Natural Resources, DNR, to get a letter of concurrence with the as constructed/subsequently improved condition of elevation in the area of Getchell Lake specifically, so the outlet can be cleaned out to alleviate some of the flooding concerns from area residents. The DNR is working on a letter to be provided at a later date.
- d) **Permits** – None
- e) **Calendar Items** – Review personnel policy handbook, approve calendar of events for 2014, approve Goals & Objectives for 2014, Minnesota Association of Watershed Districts ,MAWD, State Convention held, discuss Program Outcomes on 2014 Grants Received, discuss seasonal staffing, staff written reports, other reports, Holiday Party Board/Staff
- f) **Board Member Meeting Reports** – President Kuseske reported on a MAWD session he attended on refurbishing wetlands in the metro area. Manager Willenbring complimented President Kuseske on his work with MAWD

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

9. **Upcoming Meetings to be Announced**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
Tuesday, January 21, 2014	Regular Board Meeting	SRWD office	6:00

10. **Adjournment** – Manager Harren made a motion to adjourn the meeting at 2:50 p.m. The motion was seconded by Manager Willenbring. 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.