



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455
Visit us online at www.srwdmn.org

Regular Meeting MINUTES

Tuesday, January 20, 2015

Located at: SRWD Office at 6:00 p.m.

Managers Present:	Larry Kuseske, Lee Bautch, Duane Willenbring, Tyler Carlson, Tim Hagemeyer, 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; Lynn Nelson, Environmental Project Coordinator
Guests Present:	Randy Neumann, Ken Zimmermann, Jason Weinerman, Steve Notch, Chelle Benson, Duane Pung, Paul Hartman
Manager's Absent:	

1. **The meeting was called to order by President Willenbring at 6:00 p.m. and the Pledge of Allegiance was recited.**

2. **Additions/corrections to the agenda items** – President Willenbring asked for corrections or additions to the agenda. He asked the board to allow the Permit Discussion for Paul Hartman to immediately follow open discussion for the public. **Manager Bautch made a motion to approve the agenda as modified. The motion was seconded by Manager Barber. The motion passed with all in favor.**

3. **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. **December 16, 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	\$46.00	101
Rinke Noonan	CD 51 Appeal	\$3,347.70	555
Wenck	CD 26 Construction Support	\$8,662.72	550
Wenck	CD 15 Construction Support	\$3,668.72	530
Wenck	2014 Permit Review	\$443.52	101



Wenck	2014 General Engineering	\$2,070.72	101
Wenck	CD 51 Extended Scope	\$400.00	555
New Look Contracting, Inc.	Pay Request #4	\$58,309.91	550
New Look Contracting, Inc.	Pay Request #5	\$83,169.51	550

Manager Bautch made corrections to the December 16, 2014, minutes. **Manager Carlson made a motion to approve the consent agenda with corrections. The motion was seconded by Manager Ferris. The motion passed with all in favor.**

4. **Open Discussion from the Public – None**
5. **Old Business - None**
6. **New Business**
 - a. **Financial Mechanisms for Funding Projects – Crooked Lake Basin and Middle Sauk Target Reduction Grant** – Administrator Henderson asked the board how they wanted to move forward with the Crooked Lake Basin Restoration project and gave 4 options to pursue. **Manager Hagemeyer made a motion to direct staff to work with the project partners to set an add-on incentive from the grant first and secondarily by levy or the management unit process. The motion was seconded by Manager Kuseske. The motion passed with all in favor.** Administrator Henderson spoke about the Middle Sauk River Hayed Buffer Program. The District has money available to use as incentive to install a vegetative buffer that is available to be harvested twice per year. The timeframe of the grant is 3 years, however, the hayed buffer program payment would be for 10 years provided it is maintained as recommended. Henderson asked the board how they would like to move forward on the funding for the rest of the 10 years once the grant is exhausted. **Manager Ferris made a motion to direct staff to move forward with the hayed buffer program and that the District will establish the water management units as a source of funding for the Middle Sauk River Hayed Buffer Program after the grant is exhausted. The motion was seconded by Manager Bausch. The motion passed with all in favor.**
7. **Reports**
 - a) **Administrator’s Report – Scott Henderson**
 1. **Letter from Stearns County Auditor**– Administrator Henderson expressed to the board the concern that Stearns County has with the board decision not to assess the benefactors of the ditches for current

negative fund balances that the District carries, as well as, repayment for the temporary and bond funds coming from the County. Henderson will bring this issue to the February meeting for discussion.

2. Board Committee Appointment – Administrator Henderson asked to reinstate a budget committee. President Willenbring asked Manager Bausch to serve. Manager Scherping asked to be a part of the committee. President Willenbring asked for one more member. Manager Carlson said that he would serve on the committee and Manager Barber volunteered, seeing as his background is in accounting. Manager Kuseske suggested a personnel committee be formed as well. No action was taken on that suggestion.

3. Interns and Contract Personnel – Administrator Henderson reported to the board that an internship with the District has been advertised.

b) Attorney’s Report – *John Kolb*

1. Update on CD 51 Buffer Acquisition Appeal - Attorney Kolb updated the board on the buffer acquisition appeal from Zimmermann and Berndt on County Ditch 51. Kolb stated that the judge heard the District’s arguments on whether he has jurisdiction to hear the appeal or not. Kolb expects to hear a decision by the end of February. Administrator Henderson suggested maybe in the future, it is announced when the regular meeting ends and the drainage authority portion of the meeting begins to lessen any confusion.

c) Engineer’s Report –

1. CD 26 Update – Rebecca Kluckhohn, Engineer, stated that the work is nearly complete with the contractor only needing to finish a few punch list items in the spring. Kluckhohn reported that the DNR approval letter still hasn’t been received and a phone call with the DNR is scheduled for January 27th.

2. CD 51 Update – Kluckhohn asked the board to sign the Notice to Proceed for Geise Tiling and Excavating, Inc. They then have 18 months to complete their work on County Ditch 51. **Manager Kuseske made a motion to sign the Notice to Proceed for Geise Tiling and Excavating, Inc. for the repair of County Ditch 51. The motion was seconded by Manager Bautch. The motion passed with the majority in favor, Manager Ritter opposed.**

d) Permits Program Report –

1. Paul Hartman - Zach Gutknecht, Permit Coordinator, reviewed his memo regarding a request for an exception from the District’s stormwater standards by Paul Hartman. Hartman was given an opportunity to discuss his project and answer questions from the board. Based on the board’s responses to the standards that all would have needed to be met, the exception was not approved.

e) Ditch Program –

1. CD 15 Update – Zach Gutknecht gave an update on the progress of the repairs on County Ditch 15. There has been excavating and vegetation removal done and Gutknecht stated that he has been out surveying. He suspects the project should be completed in the next three weeks. President Willenbring asked about the scoping that was approved to be done on CD 9. Gutknecht has been attempting to contact Johnson Jetline to proceed with the project but hasn't gotten any word back. President Willenbring stated he would try to contact them.

f) Board Member Meeting Reports

1. Administrator Performance Evaluation – President Willenbring reported that the Code of Conduct has been working well. He also updated the board on the progress of the performance evaluation that will be conducted on Administrator Henderson. President Willenbring will have more information at the February meeting.

2. Three Iowa Counties' lawsuit over nitrates – Manager Carlson shared an article with the board in regards to nitrates in drinking water and the measures taken to reduce its discharge from drainage systems.

8. Items for Next Meeting Agenda – Administrator performance review and MAWD legislative days at the Capitol and Summer Tour.

9. Upcoming Meetings to be Announced

a. Regular Board Meetings

1. Tuesday, February 17th, 2015

2. Tuesday, March 17th, 2015

b. Other Meetings

1. Minnesota Erosion Control Association annual Conference, Duluth, MN – March 10th – 12th.

2. Minnesota Viewers Association – Jackpot Junction, Morton, MN – April 2nd.

10. Adjournment – Manager Scherping made a motion to adjourn the meeting at 8:10 p.m. The motion was seconded by Manager Carlson. The motion passed with all in favor.