



Regular Meeting MINUTES
Tuesday, November 24, 2015
Located at: SRWD Office at 6:00 p.m.

Managers Present:	Larry Kuseske, Lee Bautch, Duane Willenbring, Tyler Carlson, Gary Barber, Gene Rasmusen, Tim Hagemeyer, Jason Scherping
Staff Present:	Scott Henderson, Administrator; Zach Gutknecht, Ditch and Permit Coordinator; John Kolb, Attorney
Guests Present:	Ron Budde, Jim Kral, Fred Schlangen, Dennis Dirkes, Thomas Gill, Mike & Marie Dirkes, Judy Hoppe, Derrick & Kelsi Dirkes, Jerry Breth, Bob Cremers, James Cremers, Lea & Mike Rakotz, Gary Toenies, Floyd Rodenwald, Allan Gregory, Roger Dowell, Don Lieser, Randy Klasen
Manager's Absent:	Dennis Ritter

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 corrections or additions to the agenda. Administrator Henderson wanted to discuss MAWD Resolutions during the MAWD agenda item discussion. **Manager Willenbring made a motion to approve the agenda as modified. The motion was seconded by Manager Bautch. 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. **Fund Balances**
 7. **October 20, 2015, Regular Board 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	CD 9 Repair	\$56.70	520
Rinke Noonan	Drainage System Bonding	\$132.30	550/530/ 550



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Rinke Noonan	Ditch 51 Court of Appeals	\$104.00	555
Wenck	CD 15 Construction Support	\$4,270.50	530
Wenck	CD 26 Construction Support	\$3,717.00	550
Wenck	2015 Permit Review	\$4,001.70	101
MPCA	Middle Sauk River Rehabilitation Project CWP Loan Payment	\$28,545.95	218
MPCA	Restoring Water Resources – SRCL CWP Loan Payment	\$28,285.27	208
MPCA	Middle Sauk CWP Loan Payment	\$23,616.99	203
MPCA	Osakis Watershed Management Cont. CWP Loan Payment	\$12,234.05	206
MPCA	Big Sauk Lake Cont. Loan Payment	\$12,391.24	202
MPCA	Sauk River Chain of Lakes Cont. CWP Loan Payment	\$3,030.22	214
MPCA	Middle Sauk Water Quality Rest. CWP Loan Payment	\$28,118.13	204
MPCA	Osakis Lake Shoreland Enhancement CWP Loan Payment	\$1,261.62	207
MPCA	Restoring Water Resources of the SRCL Cont. CWP Loan Payment	\$11,480.59	205
MPCA	Middle Sauk River Water Quality Rest. Cont. CWP Loan Payment	\$19,610.69	205
MPCA	Restoring Water Resources of the SRCL Cont. CWP Loan Payment	\$8,387.16	209



MPCA	SRWD Watershed-Wide Groundwater Protection CWP Loan Payment	\$9,722.86	224
MPCA	Lower Sauk Water Quality Protection CWP Loan Payment	\$1,175.41	222
MPCA	Osakis Lake Shoreland Enhancement Cont. CWP Loan Payment	\$2,375.66	221
MPCA	SRWD Water Quality Protection Project Ph. III CWP Loan Payment	\$9,838.15	223

Manager Barber made a motion to approve the consent agenda. The motion was seconded by Manager Hagemeyer. The motion passed with all in favor.

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

5. **Reports**

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

1. MAWD 2015 Annual Meeting & Trade Show – Delegation –

President Kuseske gave a brief synopsis of the MAWD Resolutions.

Manager Barber made a motion to approve the MAWD Resolutions as presented. The motion was seconded by Manager Willenbring. The motion passed with all in favor.

President Kuseske stated that he would be interested in being a delegate for the MAWD Annual Meeting. Manager Willenbring also stated that he would be interested in serving as a delegate again. **Manager Bautch made a motion to approve President Kuseske and Manager Willenbring as Delegates for the 2015 MAWD Annual Meeting. The motion was seconded by Manager Barber. The motion passed with the majority in favor, Manager Willenbring abstaining. Manager Willenbring made a motion to volunteer Manager Barber as an alternate delegate at the 2015 MAWD Annual Meeting. The motion was seconded by Manger Bautch. The motion passed with all in favor.**

2. Crooked Lake Conservation Easements –Administrator Henderson informed the board that staff received word from the Douglas County SWCD that the Reinvest in Minnesota (RIM) funds earmarked for 2016 wetland restoration projects may not be available for the Crooked Lake Project. Staff recommends that the District develops an easement option that mirrors the RIM program and offer the 2015 RIM payment rates



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with the additional grant fund incentive to the landowner utilizing the available loan funds. Henderson provided options to repay the loan initiated by the project. **Manager Carlson made a motion to use SRF funds to fund the establishment of easements using the 2015 RIM payment rates and to repay the loan by project tax levy. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**

3. Resolution #11-15 Grant In-kind Rates – Administrator Henderson reviewed Resolution #11-15 in regards to the assigned rate or value for labor and equipment expenses that are to be used as a landowner’s in-kind match for BMP’s installed under the District’s BMP Incentive Program. **Manager Carlson made a motion to approve Resolution #11-15 as presented. The motion was seconded by Manager Hagemeyer. The motion passed with all in favor.**

4. Resolution #12-15 Signature Authorization for Grants and Loans – Administrator Henderson reviewed Resolution #12-15 in regards to changing the authorized signer for grant related documents to improve efficiency by reducing delays. **Manager Hagemeyer made a motion to approve Resolution #12-15 as presented. The motion was seconded by Manager Barber. The motion passed with all in favor.**

b. Permits – Zach Gutknecht

1. FedEx Permit – Zach Gutknecht, Ditch and Permit Coordinator, explained a permit from Schultz Engineering on behalf of FedEx in Waite Park for the construction of a building addition and an extended parking lot. Staff’s recommendation is to approve the permit with the conditions listed. **Manager Bautch made a motion to approve the FedEx Permit with conditions. The motion was seconded by Manager Scherping. The motion passed with all in favor.**

2. Dowell Retroactive Permit – Tiling into Stearns CD 15 – Zach Gutknecht informed the board that while out in the field, tiling equipment was observed adjacent to CD 15 and no permit had been given for the activity. Staff recommends approval of the retroactive permit with the condition that the applicant must protect tile outlets and re-establish vegetation within the designated buffer. **Manager Hagemeyer made a motion to approve the retroactive permit for the Dowell tiling into Stearns CD 15 with the condition that the applicant must protect tile outlets and re-establish vegetation within the designated buffer. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**

c. Manager’s Reports

1. Outstanding Service Acknowledgement – Adam Hjelm – Manager Willenbring stated that he would like to give acknowledgement at the holiday meal to Adam Hjelm for the phenomenal work he’s done with the education and outreach program. President Kuseske said that he



would also like to acknowledge Manager Carlson for being the first Minnesota Agricultural Water Quality certified farm in Todd County.

6. **Items for Next Meeting Agenda –**
7. **Upcoming Meetings to be Announced**
 - a. **Regular Board Meetings**
 1. Tuesday, December 15th, 2015 at 3:30 p.m.– Holiday Party to follow
 2. Tuesday, January 19th, 2016 – Annual Meeting at 6 p.m.
 - b. **Other Meetings**
 1. MAWD Annual Meeting and Trade Show – Alexandria, MN, Dec 3 & 4
8. **Adjourn Regular Board Meeting – Manager Willenbring made a motion to adjourn the regular meeting at 7 p.m. The motion was seconded by Manager Barber. The motion passed with all in favor.**

Drainage Meeting MINUTES

1. **The Drainage Authority meeting was called to order by President Kuseske at 7 p.m.**
2. **Additions/corrections to the agenda item– None**
3. **Open Discussion from the Public –** There was considerable discussion amongst landowners, the board, and Attorney Kolb about the redetermination of benefits, assessments, appeal period and the quality of work done on Stearns County Ditches 15 and 26. From the discussion, informational meetings were proposed for the first couple of weeks of January.
4. **Reports**
 - a. **Ditch Assessments –**
 1. **CD 15 – Landowner Petition for Removal from Benefitted Area –** Administrator Henderson showed a map indicating a parcel that was erroneously included in the CD 15 benefit roll. The landowner sent a letter to the District petitioning to be removed. **A motion was made by Manager Hagemeyer to remove the Thomas J. Schmitz parcel from the CD 15 benefit roll. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
 2. **Totals of Prepayment Collections and Certified Assessments to Stearns County –** Henderson reported that the ditches with assessments had around 10-15% of the landowners prepay.



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- b. **Pope CD 6**
 1. **Full Inspection Report** – Zach Gutknecht gave a presentation on the inspection he did on Pope County Ditch 6. The inspection determined that it is necessary to re-establish the grade line as well as do vegetation removal. **Manager Carlson made a motion to send out an RFP for engineering services to establish a grade line and to do vegetation removal on branch 1. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
 - c. **Stearns CD 51**
 1. **Grass Buffer - Court of Appeals** – Attorney Kolb updated the board on the Court of Appeals hearing on November 19th in Stearns County. The timeline for a decision is approximately 90 days.
 - d. **Stearns CD 9**
 1. **Engineering Firm – Committee Recommendation** – Administrator Henderson updated the full board on the Ditch Committee meeting that was held on Friday, November 13th to review submittals of engineering firms for the repair proceedings of Stearns County Ditch 9. After reviewing the submittals, the committee recommends hiring Houston Engineering Inc. to design the repair of CD 9. **Manager Hagemeyer made a motion to hire Houston Engineering Inc. to design the repair of CD 9. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
 2. **Repair Orders** – Attorney Kolb read the order initiating the repair proceedings on Stearns County Ditch 9. **A motion was made by Manager Carlson to approve the Order Initiating Repair Proceedings under Statutes Section 103E.715. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
5. **Items for Next Meeting Agenda and Upcoming Meetings**
 - a. **Stearns CD 19 and 24 Informational Meeting** – November 30th, 7 p.m. St. Nicholas Church Basement, Watkins MN
 - b. **Stearns Zion Munson Ditch Informational Meeting** – December 2nd, 6 p.m. Roadside Tavern, Roscoe, MN
 - c. **Stearns CD 9 Informational Meeting** – December 8th, 6 p.m., Melrose City Administration Building, Melrose MN
 - d. **Stearns CD 11 Informational Meeting** – December 9th, 6 p.m., Sauk Centre City Hall, Sauk Centre MN
 - e. **Pope CD 6 Informational Meeting** – December 10th, 6 p.m. Sauk Centre City Hall, Sauk Centre MN
 6. **Adjournment of Drainage Authority Meeting** – Manager Carlson made a motion to adjourn the meeting at 9:25 p.m. The motion was seconded by Manager Scherping. The motion passed with all in favor.