



Regular Meeting MINUTES
Tuesday, December 15, 2015
Located at: SRWD Office at 3:30 p.m.

Managers Present:	Larry Kuseske, Lee Bautch, Duane Willenbring, Tyler Carlson, Gary Barber, Gene Rasmusen, Tim Hagemeyer, Jason Scherping, Dennis Ritter
Staff Present:	Scott Henderson, Administrator; Zach Gutknecht, Ditch and Permit Coordinator; John Kolb, Attorney
Guests Present:	Harold Marthaler, Larry Ladwig
Manager's Absent:	

1. **The meeting was called to order by President Kuseske at 3:30 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 asked to table item 5.a.4. Hayed Buffer Program Discussion until the January meeting. **Manager Willenbring made a motion to approve the agenda as modified. The motion was seconded by Manager Hagemeyer. 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. **Expenditure Report**
 5. **Fund Balances**
 6. **Grant and Loan Balances**
 7. **November 24, 2015, Regular Board Meeting Minutes**

b. Appropriations

<i>Payee</i>	<i>Description of Payment</i>	<i>\$ Amount</i>	<i>Fund</i>
Houston Engineering	Final Draft PTM Outputs/ Draft of Final Report	\$6,495.25	341
RESPEC	Ditch Assessment Tool	\$2,640.00	501
RESPEC	Ditch Assessment Tool	\$330.00	540
RESPEC	Ditch Assessment Tool	\$865.00	530



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RESPEC	Ditch Assessment Tool	\$865.00	550
Rinke Noonan	Contract Review	\$226.80	520
Rinke Noonan	Stearns CD 9 Repair	\$56.70	520
Rinke Noonan	Retainer	\$600.00	101
Rinke Noonan	Stearns CD 51 Repair	\$151.20	555
Rinke Noonan	Stearns CD 51 Court of Appeals	\$997.00	555
Wenck	Stearns CD 26 Phase I	\$3,469.70	550
Wenck	Stearns CD 26 Phase II	\$807.00	550
Wenck	Stearns CD 15	\$3,495.50	530
Wenck	Stearns CD 11	\$344.00	525
Wenck	General Engineering	\$555.20	101

Manager Willenbring noted an incorrect date on the memo on page 63 of the board packet in regards to the meeting held on the Stearns County Zion Munson Ditch. The meeting was held on December 2nd and not November 30th. There was some discussion on the ditch assessment tool and how it was billed. **Manager Willenbring made a motion to approve the consent agenda and to clarify the coding on the RESPEC invoice at the January meeting. The motion was seconded by Manager Carlson. The motion passed with all in favor.**

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

5. **Reports**

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

1. WPLMN Monitoring Grant – Administrator Henderson explained the two year grant awarded to the District as a continuation of the prior WPLMN grant. **Manager Barber made a motion to approve the work plan for the WPLMN Grant and Resolution #13-15. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

2. Crooked Lake Loan Amendment – Administrator Henderson presented an amendment to the loan agreement for the Crooked Lake Restoration Project to extend the loan for an additional year. **Manager Willenbring made a motion to approve Resolution #14-15. The motion was seconded by Manager Barber. The motion passed with all in favor.**



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3. **Crooked Lake Draft Easement** – Administrator Henderson presented the draft easement for the Crooked Lake project. **Manager Carlson made a motion to approve the Perpetual Conservation Easement and Restrictions for Wetland and Upland Buffer Area. The motion was seconded by Manager Willenbring. The motion passed with all in favor, Manager Rasmusen did not cast a vote.**
 4. **Hayed Buffer Program Discussion** – Administrator Henderson tabled this item until the January 2016 meeting.
 - b. **Manager’s Reports** –
 1. **MAWD Annual Meeting and Trade Show** – Manager Willenbring expressed his displeasure in portions of the MAWD Annual Meeting and Trade Show.
 6. **Items for Next Meeting Agenda** – Crooked Lake Project Workshop
 7. **Upcoming Meetings to be Announced**
 - a. **Regular Board Meetings**
 1. Tuesday, January 19th, 2016 – Annual Meeting at 6 p.m.
 2. Tuesday, February 16th, 2016 – Regular Meeting at 6 p.m.
 - b. **Other Meetings - None**
 8. **Adjourn Regular Board Meeting** – Manager Ritter made a motion to adjourn the regular meeting at 4:35 p.m. The motion was seconded by President Kuseske. The motion passed with all in favor.

Drainage Meeting MINUTES

1. **The Drainage Authority meeting was called to order by President Kuseske at 4:40 p.m.**
2. **Additions/corrections to the agenda item**– None
3. **Open Discussion from the Public** – Larry Ladwig was at the meeting to get an update on the progress of the repairs on CD 51 and had questions on the assessment.
4. **Reports**
 - a. **CD 15**
 1. **Repair Scope of Work** – Zach Gutknecht, Ditch and Permit Coordinator, reviewed the memo he put together answering the most commonly asked questions from the November meeting in regards to the repairs done on CD 15.



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b. Stearns CD 26 Phase II

1. **Repair Scope of Work** – Gutknecht reviewed the construction specifications handout for the repairs on CD 26, Phase II using the same concerns and commonly asked questions on CD 15.

c. Stearns CD 9

1. **Vegetation Removal** – Gutknecht shared the letter he received from the DNR giving permission for vegetation removal on a portion of County Ditch 9. Gutknecht requested quotes from contractors but has not received any responses. Administrator Henderson asked the board how they would like staff proceed. **Manager Ritter made a motion to authorize Administrator Henderson to contact MBC Drainage or another contractor to request them to do vegetation removal on Stearns CD 9 and Pope CD6. The motion was seconded by Manager Rasmussen.** Gutknecht informed the board that if Pope CD 6 was included, he would like to add an additional 5,000 linear feet of Pope CD 11. Manager Ritter amended his motion. **Manager Ritter made a motion to authorize Administrator Henderson to contact MBC Drainage or another contractor to request them to do vegetation removal on Stearns CD 9, Pope CD 6 and an additional 5,000 linear feet on Pope CD 11. The motion was seconded by Manager Rasmussen. The motion passed with all in favor.**

2. **Houston Contract** – Administrator Henderson presented the contract from Houston Engineering for the drainage repair proceedings on Stearns County Ditch 9. **Manager Carlson made a motion to approve the contract with Houston Engineering for the repairs on Stearns CD 9. The motion was seconded by Manager Barber. The motion passed with all in favor.** Manager Kuseske stated that he would like to use Stearns CD 9 wetlands as an example at his next drainage workgroup meeting with the DNR and asked if the board agreed. Attorney Kolb agreed that it would be a good example to bring to the attention of the DNR.

d. Pope CD 6

1. **Vegetation Removal** – Gutknecht reported that along branch 2 and Pope CD 11, a majority of that is US Fish and Wildlife lands. It's been requested to remove the side casted material off the 16 ½ foot easement. Gutknecht asked if the board would be interested in that. General consent of the board was to leave the materials as is.

e. Informational Meetings

1. **Summary of Meetings Held in December** – Gutknecht asked the board if they had any questions about the information meetings held in



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November and December for Stearns County Ditches 19, 24, Zion-Munson, 9, 11, or Pope County Ditch 6.

5. **Items for Next Meeting Agenda - None**
6. **Upcoming Meetings**
 - a. **Drainage Workshop – February 11, 2016 in St. Cloud**
7. **Adjournment of Drainage Authority Meeting – Manager Barber made a motion to adjourn the meeting at 5:30 p.m. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**