



**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, February 17, 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
Guests Present:	Steve Notch, Bob Bjork, Duane Pung, John Funk, Ralph Inderrieden, Jim Kral
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. Manager Kuseske suggested that the Administrator performance evaluation be moved to the meeting. **Manager Barber made a motion to approve the revised agenda. The motion was seconded by Manager Kuseske. 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. **January 20, 2015, Regular Meeting Minutes**

b. Appropriations

<i>Payee</i>	<i>Description of Payment</i>	<i>\$ Amount</i>	<i>Fund</i>
KDV	Audit Consulting Services	\$3,950.00	101
Rinke Noonan	Retainer	\$600.00	101
Rinke Noonan	Weed Harvester Project	\$94.50	572
Rinke Noonan	CD 15 & 26	\$378.00	530/550
Rinke Noonan	CD 26	\$26.00	550
Rinke Noonan	Clean Water Partnership	\$226.80	340



	Project		
Rinke Noonan	CD 51 Repair	\$101.60	555
Rinke Noonan	Crooked Lake MRBI	\$113.40	337
Rinke Noonan	CD 51 Appeal	\$2,924.90	555
Wenck	CD 15 Construction Support	\$7,337.78	530
Wenck	CD 26 Construction Support	\$3,362.40	550
Wenck	CD 51 Extended Scope	\$478.80	555
Wenck	General Engineering	\$1,565.50	101
MAWD	Annual Dues	\$3,500.00	101

c. Resolutions for Approval

<i>Resolution #</i>	<i>Title</i>	<i>\$ Amount</i>
#03-15	MPCA Grant Proposal	\$10,000.00
#04-15	Board Proceeding for Rule Exception	

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

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

5. **New Business**

a. **Public Hearing on 2015 Minnesota Pollution Control Agency (MPCA)**

Water Pollutant Load Monitoring Network Grant Project #340 – President Willenbring recessed the regular meeting and opened the public hearing on the 2015 MPCA Water Pollutant Load Monitoring Network Grand Project #340. Manager Henderson gave a brief summary of the grant. President Willenbring asked for public comment. There was no public comment. **Manager Bausch made a motion to close the public comment portion of the hearing. The motion was seconded by Manager Hagemeyer. Manager Kuseske made a motion to establish the project and assign the project number 340. The motion was seconded by Manager Carlson. The motion passed with all in favor.** President Willenbring closed the public hearing and reopened the regular meeting.

6. **Reports**

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

1. Meeting with Stearns County regarding buffer– Administrator

Henderson reported on a meeting he had with the Stearns SWCD, Assessor, Environmental Services to discuss the District's hayed buffer program. Henderson also informed the board that staff held the first farmer led council meeting and it went very well.

2. Crooked Lake Meeting – Landowner Letter – Administrator

Henderson reported on a meeting he attended with Ducks Unlimited, the Douglas County SWCD, the Board of Water and Soil Resources, and NRCS to discuss the Crooked Lake Project. It was decided that it was time for the Watershed District to be more hands on in this project. Jerry Haggemiller from the Douglas SWCD and Henderson drafted a letter for board approval. Managers suggested a few changes to the letter. **A motion was made by Manager Ritter to approve the letter with changes. The motion was seconded by Manager Carlson. The motion passed with all in favor.**

3. Pay Equity Report – Administrator Henderson explained the Pay Equity Report he was required to file.

b) Permit Coordinator's Report – Zach Gutknecht

1. Judicial Ditch 2 Outlet – Bog Removal Permit Denial – Zach

Gutknecht reported on a permit application from the Douglas County Drainage Authority, Tom Anderson, to remove a bog from Osakis Lake Outlet, which is also the outlet of JD 2. Gutknecht researched a previous permit application for the same thing in 2013 and discovered that stipulations of that permit had not been met. Gutknecht stated he requested information to satisfy the 2013 permit and it was not provided. According to District rules, no additional permits will be issued to an applicant in violation of a previously issued District permit. Staff recommends to deny the permit based on the District's rules. **A motion was made by Manager Barber to deny a permit application from Douglas County Drainage Authority for bog removal. The motion was seconded by Manager Ritter. There was considerable discussion. The motion passed with 7 for, 1 against, and 1 abstention.**

2. Schlangen Culvert Addition – Permit Denial – Zach Gutknecht

informed the board that Schlangen Farms LLC submitted a permit application to add an additional culvert on their property. It is determined that there would be additional water discharge to the downstream landowner and pursuant to the District's rules, the application should be denied. **Manager Carlson made a motion to deny the Schlangen Culvert Addition permit on CD 15. The motion was seconded by Manager Bausch. The motion passed with all in favor, Manager Scherping abstaining.**

c) Board Member Meeting Reports

1. National League of Cities – President Willenbring asked the District to consider assisting him fund a trip to attend the Congressional City Conference March 7-11th in Washington, D.C. He feels his attendance



will make him a stronger advocate for the District. The board voiced their concerns. **Manager Ritter made a motion to deny the request by President Willenbring for funding assistance to attend the Congressional City Conference in Washington, D.C. The motion was seconded by Manager Hagemeyer. The motion passed with all in favor.**

2. Administrator Performance Evaluation

3. Code of Conduct Orientation – President Willenbring asked to have the Code of Conduction added to a future meeting agenda so the new members can have an orientation. It could also be a workshop topic.

7. **Items for Next Meeting Agenda** – Administrator Henderson gave a brief history of the modifications made to the weed harvest project for the new members. The District needs to have a public hearing to approve those modifications.
8. **Upcoming Meetings to be Announced**
 - a. **Regular Board Meetings**
 1. **Tuesday, March 17th, 2015**
 2. **Tuesday, April 21st, 2015**
 - b. **Other Meetings**
 1. **Budget Committee Meeting** – Administrator Henderson stated that he would like to schedule the first budget committee meeting and asked the committee to coordinate with him to schedule a date.
 2. **2015 MAWD Legislative Reception and Breakfast, Day at the Capitol – March 11-12.** Henderson asked what his roll is at the Legislative Reception and informed the full board which managers were interested in attending. Manager Kuseske asked Henderson to contact the legislators and schedule meeting times with them.
 3. **Minnesota Erosion Control Association Annual Conference, Duluth, MN – March 10-12.**
 4. **Minnesota Viewers Association – Jackpot Junction, Morton MN – April 2nd.**
 5. **Upcoming Education Events – Various Dates/Times** – Henderson asked the board to take a look at the list of upcoming education events that Adam put together and asked that they try to attend a few of them.
9. **Recess Regular Board Meeting** – President Willenbring recessed the regular board meeting at 7:25 p.m. and opened the meeting of the Drainage Authority.
10. **Call to Order Watershed District as Drainage Authority**
 - a. **Administrator's Report**
 1. **Update on CD 26 Phase II Conversations with DNR** – Administrator Henderson updated the board on conversations he had

with Dan Lais with the DNR regarding Freeport Lake and wetlands in the CD 26 area, as well as, the work done by Neal Borgerding on the portion of the ditch running through his property. The District will be receiving a letter from the DNR stating the necessity of a permit for this project and a mandatory EAW. In the Borgerding issue, the DNR sees this as an improvement and not a repair and if the District doesn't come to terms with the landowner, the DNR will issue a restoration order to the District for not doing anything about the unpermitted work. A culvert was installed on the Borgerding property to allow access to another field and the DNR wants it included into the public drainage system. There was extensive discussion about the DNR process.

b. Engineer's Report – *Rebecca Kluckhohn, Wencke Associates, Inc.*

1. CD 15 Pay Requests (2 total; pgs. 40-45 and pg. 46) – Rebecca Kluckhohn informed the board that she received two pay requests from Geise Excavating. The pay requests were past the contract allowable date so she will work with Zach Gutknecht to identify outstanding issues and bring it to the next board meeting.

c. Ditch Program – *Zach Gutknecht*

1. Westport Irrigation Permission – Zach Gutknecht informed the board that he received a call from Jim Bailey stating that he wanted to put an irrigation pipe across Pope County Ditch 6. Gutknecht met with Mr. Bailey and explained the process. An email was received from Mr. Bailey and brought to the board for discussion. **Manager Hagemeyer made a motion to permit the installation of the irrigation pipe subject to conditions for the protection of the drainage system. The motion was seconded by Manager Scherping.** Manager Kuseske suggested that the pipe be properly marked. **The motion passed with all in favor.**

2. CD 15 Construction Update – Zach Gutknecht reported that he is done surveying with the exception of one fork. He will be reviewing pay requests with Rebecca.

3. CD 9 Update – Scoping of Tile – Zach Gutknecht gave a presentation on the history of CD 9 for the new members. Gutknecht explained the process of scoping the collapsed tile and showed pictures taken during the procedure. The results of the scoping indicate that the tile condition is poor and there are other collapses and potential for collapses. The cost of a full repair of the tile line would be \$135,000. Gutknecht recommends holding an informational meeting with landowners to discuss the results of the scoping and how to move forward. The board was favorable to Gutknecht's request.

11. Items for Next Meeting Agenda

12. Adjournment of Drainage Authority Meeting – **Manager Bautch made a motion**



to adjourn the Drainage Authority Meeting at 8:25 p.m. The motion was seconded by Manager Ferris. The motion passed with all in favor.

13. **Reconvene the regular meeting** – President Willenbring reconvened the regular meeting at 8:30 p.m. and closed the meeting for a performance review of the Administrator. After the performance review was complete, **Manager Bausch made a motion to open the regular meeting. The motion was seconded by Manager Kuseske. The motion passed with all in favor. Manager Ritter made a motion to accept the executive committee’s evaluation report of the Administrator’s performance. The motion was seconded by Manager Ferris. The motion passed with all in favor.**

14. **Adjourn** – A motion was made by Manager Carlson to adjourn the meeting. The motion was seconded by Manager Scherping. The motion passed by general consensus of the board.