



Regular Meeting MINUTES
Tuesday, April 21, 2015
Located at: SRWD Office at 6:00 p.m.

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|--------------------------|---|
| 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: | Cody Rogahn, Jeff Mayer, Bev Bales, Bob Bjork, Randy Neumann, Shawn Zenzen, Jeffery Mayer, Heidi Leach, Wayne Klaphake, Karl Meyer, Marvin Meyer, Jim Wehlage, Dean Meyer |
| 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. Administrator Henderson added an order for the Big Sauk Lake Weed Harvest Modification Project as well as opportunity for the Board to discuss any issues or concerns. **Manager Ferris made a motion to approve the modified 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. **March 17, 2015, 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 | Administrative Rules | \$94.50 | 101 |
| Rinke Noonan | Date Request Policy | \$245.70 | 101 |
| Rinke Noonan | Weed Harvester Project | \$56.70 | 572 |



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| | | | |
|--------------|--|-------------|---------|
| Rinke Noonan | Lower Sauk Study | \$52.00 | 319 |
| Rinke Noonan | Drainage Policy | \$56.70 | 101 |
| Rinke Noonan | CWP Projects | \$415.80 | 337 |
| Rinke Noonan | CD 51 Repair | \$26.00 | 555 |
| Rinke Noonan | Hagemeier Bankruptcy | \$264.60 | 101 |
| KDV | Joe Rigdon's Services, Interim Audit Billing | \$16,500.00 | 101 |
| Stearns SWCD | Project Inspection and Oversight | \$31,347.10 | 334 |
| Wenck | CD 15 & 26 Construction Support | \$4,376.15 | 530/550 |
| Wenck | 2014 Permit Review | \$288.40 | 101 |
| Wenck | 2014 General Engineering | \$1,784.70 | 101 |

A motion was made by Manager Hagemeier to approve the consent agenda. The motion was seconded by Manager Bautch. The motion passed with all in favor.

4. Open Discussion from the Public – None

5. New Business

- a. Public Hearing on Modification of Project 2003-1, Big Sauk Lake Weed Harvest – 7:00 p.m. – Manager Bautch made a motion to recess the regular meeting. The motion was seconded by Manager Kuseske. The motion passed with all in favor.** President Willenbring opened the public hearing on the Modification of Project 2003-01, Big Sauk Lake weed Harvest at 7 p.m. Administrator Henderson gave a brief history of the modifications to the aquatic plant management project. President Willenbring opened up the public comment portion of the hearing. Both Heidi Leach and Warren Stone, representing the City of Sauk Centre, commented on behalf of the City. At a resident's request, Attorney Kolb gave a history of the Project. There were comments on the intent of the project. After comments ceased, President Willenbring closed the public comment portion of the hearing. **Manager Bautch made a motion to close the Public Hearing on the Modification of Project 2003-1 Big Sauk Lake Weed Harvest. The motion was seconded by Manager Kuseske. The motion passed with all in favor. Manager Kuseske made a motion to approve the Order Modifying Project in the**



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matter of the Big Sauk Lake Aquatic Plant Management Project. The motion was seconded by Manager Carlson. The motion passed with all in favor.

- b. **Public Hearing on Establishing Project #337, Osakis Lake Nutrient Reduction – Crooked Lake – 7:15 p.m. - Manager Bautch made a motion to recess the regular meeting. The motion was seconded by Manager Barber. The motion passed with all in favor.** President Willenbring asked for public comment. At the request of Angela Jacobson, City of Osakis, Administrator Henderson gave a background of the grant and why it was pursued. **Manager Bautch made a motion to close the Public Hearing for the Osakis Lake Nutrient Reduction Project #337. The motion was seconded by Manager Ritter. The motion passed with all in favor. Manager Bautch made a motion to approve the Order of the Board Establishing Project 337. The motion was seconded by Manager Carlson. The motion passed with the majority in favor, Managers Ferris and Barber abstaining.**

6. **Reports**

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

1. Job Descriptions – Administrator Henderson reported on the review of the job descriptions and pay scales. The personnel committee met and thought it was important to bring the descriptions to the full board for approval. Administrator Henderson handed out copies of the job descriptions for discussion. After considerable discussion, **Manager Barber made a motion to approve the revised job descriptions as presented. The motion was seconded by Manager Ritter. The motion passed with all in favor.**

2. Lower Sauk Petition – Resolution #09-15 – Administrator Henderson gave a brief history of the Lower Sauk Petition and suggested that at the recommendation of the Auditors and since no activity has occurred in years that the project be closed out. Henderson gave several options on how the deficit in the account could be resolved. **Manager Bausch made a motion to approve Resolution 09-15 to Close Fund 319 (Lower Sauk Project). The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

3. Contracts for Outside Services – CRWD, Todd and Stearns AIS funding – Administrator Henderson presented an Agreement between the Clearwater River Watershed District (CRWD) and the Sauk River Watershed District (SRWD) for the District's work creating and implementing an education and outreach program for the CRWD. **Manager Kuseske made a motion to approve the Agreement between the CRWD and the SRWD for the creation and implementation of the CRWD education and outreach program. The motion was seconded by Manager Carlson. The motion**



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passed with all in favor. Administrator Henderson presented a letter of acceptance from Stearns County for an Aquatic Invasive Species (AIS) grant in the amount of \$18,627.51 to be used in 2015 for monitoring for AIS. **A motion was made by Manager Ritter to approve the letter of acceptance from Stearns County for a grant in the amount of \$18,627.51 for AIS monitoring in 2015. The motion was seconded by Manager Scherping. The motion passed with all in favor.**

Administrator Henderson presented another letter of acceptance from Stearns County for an AIS grant in the amount of \$11,138.00 to be used to create education kits. **Manager Barber made a motion to approve the letter of acceptance from Stearns County for a grant in the amount of \$11,138.00 for AIS education kits. The motion was seconded by Manager Carlson. The motion passed with all in favor.** Administrator Henderson presented a contract from Todd County for \$17,937.75 for AIS monitoring. **Manager Bausch made a motion to approve the contract with Todd County to do AIS monitoring at a cost not to exceed \$17,937.75. The motion was seconded by Manager Ritter. The motion passed with majority in favor, Manager Barber abstaining.**

4.MAWD Legislative Update – Administrator Henderson informed the board of the MAWD legislative positions that were included for their information in the board packet.

5.MAWD Summer Tour – Administrator Henderson notified the board about the upcoming MAWD Summer Tour in Duluth. President Willenbring stated that he and his wife would attend but would not need lodging. Henderson asked that the rest of the board know at the May meeting whether or not they would like to attend the Summer Tour.

6.Liability Coverage – League of Minnesota Cities – Administrator Henderson informed the board that the annual costs of insurance through the Minnesota League of Cities has dropped \$2,273 since the last term. **Manager Carlson made a motion to approve coverage by the Minnesota League of Cities in the amount of \$9,932. The motion was seconded by Manager Ferris. The motion passed with all in favor.**

7.Office Hours – Resolution #10-15 – Administrator Henderson presented Resolution 10-15 to change the office hours to more closely align with our partners. The office hours would change to 8:00 a.m. until 4:30 p.m. **Manager Barber made a motion to approve Resolution #10-15 to change the office hours to 8:00 a.m. to 4:30 p.m. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

8.Board Member Reports – Managers Hagemeyer and Bautch shared their observations of the Viewer's Meeting that they attended.



7. **Items for Next Meeting Agenda**
 - a. Review of Administrative Policies (Computer Use, Fleet Fuel Cards, etc.)
 - b. Salary Survey
 - c. Middle Sauk Hayed Buffer Policy

8. **Upcoming Meetings to be Announced**
 - a. **Regular Board Meetings**
 1. Tuesday, May 19th, 2015
 2. Tuesday, June 16th, 2015
 - b. **Other Meetings**
 1. Upcoming Education Events – various dates/times

9. **Adjourn Regular Board Meeting – Manager Ritter made a motion to adjourn the regular meeting at 7:40 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 Willenbring at 7:40 p.m.**

2. **Additions/corrections to the agenda item–** President Willenbring asked for corrections or additions to the agenda but there were none. **Manager Carlson made a motion to approve the agenda. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

3. **Open Discussion from the Public –** There was discussion from the public in regards to chemicals in Sauk Lake.

4. **Report**
 - a. **District Administrator's Report**
 1. Regular Meeting Schedule – Resolution DA 01-15 – Administrator Henderson presented a Resolution to dedicate a schedule to the Drainage Authority meetings for discussion of drainage ditches under the Sauk River Watershed District's jurisdiction. The resolution states that the Drainage Authority meetings will be held immediately following the regular monthly meeting of the board on the third Tuesday of the month at the District Office. **Manager Carlson made a motion to approve Resolution DA 01-15. The motion was seconded by Manager Ferris. The motion passed with all in favor.**
 2. CD 17 MS4 Application – Administrator Henderson presented part 1 of the MS4 permit application. **A motion was made by Manager Hagemeyer to approve part 1 of the MS4 permit application. The**



motion was seconded by Manager Carlson. The motion passed with all in favor.

b. Attorney's Report

1. CD 51 Judgement – Attorney Kolb reported that the judge dismissed the appeal in the Zimmerman case because it was filed in the wrong location and the appeal deadline was missed. Attorney Kolb hasn't heard about an appeal at this time.

c. Engineer's Report

1. CD 26 Phase II – Rebecca Kluckhohn, Engineer, reported on a meeting with the DNR to discuss modifications to the proposed scope of repairs on CD 26 Phase II to address DNR's concerns. Kluckhohn explained the modifications to the board. She stated that the local DNR representatives were agreeable to the modifications but noncommittal as it's a decision their superiors will make. There was extensive discussion on a course of action. **Manager Ritter made a motion to approve the modifications provided by Wenck Engineering in the Technical Memo. The motion was seconded by Manager Ferris. The motion passed with majority in favor, Manager Scherping abstaining.**

d. Ditch Program

1. CD 9 – Zach Gutknecht, Ditch & Permit Coordinator, described the options available to repair the collapsed tile on CD 9. At the public meeting that was held on March 26, 2015, the landowners stated that they would prefer only to fix the collapses as and where they occur. Landowners separate of the public meeting expressed the need for a full system repair. Landowner Karl Meyer spoke about a petition circulated amongst other benefitted landowners to make changes in legislation before a redetermination of benefits is done and in turn, to wait to do a full repair on the ditches and tile. **A motion was made by Manager Hagemeyer to table discussion on CD 9 until a later date. The motion was seconded by Manager Ritter. The motion passed with all in favor.**
2. Pope CD 11 – Gutknecht informed the board of a landowner that requested a repair to CD 11 in 2014. It was determined that there are significant blockages but due to the landscape, the District's surveying equipment didn't have strong enough reception to do the survey work. Gutknecht requested a scope of work and estimate of services to assist in the survey work from Wenck. There was discussion on other ways to possibly research the ditch. **Manager Scherping made a motion to get more quotes for the CD 11 survey. The motion was seconded by Manager Carlson. The motion passed with the majority in favor, Manager Kuseske abstaining.**
3. CD 19 – Gutknecht asked for the board's approval to use the Conservation Drainage grant funds for BMP's along County Ditch 19. **Manager Ritter made a motion to authorize the use of**



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Conservation Drainage grant funds on CD 19. The motion was seconded by Manager Kuseske. The motion passed with the majority in favor, Manager Bautch abstaining.

5. **Items for Next Meeting Agenda** – Ditch assessment resolution.
6. **Adjournment of Drainage Authority Meeting** – Manager Kuseske made a motion to adjourn the meeting at 9:20 p.m. The motion was seconded by Manager Scherping. The motion passed with all in favor.