



Regular Meeting MINUTES
Tuesday, June 16, 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, Gary Barber, Bruce Ferris
Staff Present:	Scott Henderson, Administrator; Zach Gutknecht, Ditch and Permit Coordinator; Lynn Nelson, Environmental Project Coordinator
Guests Present:	Duane Pung, John Harren, Jeff Hoppe, Donald Gaebel, Steve Notch, Butch Thull, Duane Pung
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. Managers Barber and Kuseske added addition items to the agenda. **Manager Bautch made a motion to approve the agenda as modified. 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. **Fund Balances**
 7. **May 19, 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	General Advice	\$510.30	101
Rinke Noonan	Permits	\$245.70	101
Rinke Noonan	Hagemeyer Bankruptcy	\$68.20	101



Rinke Noonan	Drainage System Bonding	\$548.10	530/550/ 555
Rinke Noonan	Ditch Court of Appeals	\$152.40	555
Wenck	CD 11 Phase Extended Scope	\$716.00	525
Wenck	CD 15 Construction Support	\$1,403.30	530
Wenck	CD 26 Construction Support	\$1,363.80	550

Manager Ritter made a motion to approve the consent agenda minus two payments in question. The motion was seconded by Manager Barber. Administrator Henderson answered two questions from Manager Barber regarding payments on the check register. **The motion passed with all in favor.**

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

5. **Reports**

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

1.Retention Policy – Administrator Henderson informed the board that staff was in the process of revising the retention and bringing it current. **Manager Kuseske made a motion to approve the Revised Retention Policy as presented. The motion was seconded by Manager Ritter. The motion passed with all in favor.**

2.Implementation of Salary Policy – Administrator Henderson updated the full board on the personnel meeting that was held on Friday, June 12th. It was discussed implementing the revised job descriptions and pay scales beginning the first full pay period in July and bypass increases in January 2016. **Manager Carlson made a motion to approve the Salary Policy Implementation to begin the first full pay period after July 1, 2015. The motion was seconded by Manager Ferris. The motion passed with all in favor.**

3.Kruse Shoreland Project Violation - Administrator Henderson informed the board of a Shoreland project that has been taken out of native vegetation, a violation of the contract. The violation was found during an inspection and pictures were taken to document and compare to previous years. There was discussion of what options the board could take in this situation. **A motion was made by Manager Bautch to authorize staff to discuss, with the landowners, the requirement to reestablish the project within a reasonable time, and if that doesn’t happen, the District will pursue legal action to recoup the grant funds to dedicate to further fund similar project in the future. The motion was seconded by Manager Carlson. The motion passed with the majority in favor, 1 abstention.**



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4. **Buffer Initiative** – Administrator Henderson reviewed and facilitated discussion about the memo from Attorney John Kolb regarding Governor Dayton’s Grass Buffer Initiative. Henderson will bring more information to the board as it becomes available.
 5. **Crooked Lake** – Administrator Henderson stated that he is still trying to meet with Jerry at the Douglas County SWCD and there are 2 landowners interested in enrolling.
 6. **Employees** – Manager Kuseske asked that when new employees or interns are hired, that the board be notified.
- b) **Permit Coordinator’s Report** – *Zach Gutknecht*
1. **River’s Bend Permit Extension** – Zach Gutknecht, Ditch & Permit Coordinator, presented a Permit Extension Request from Westwood professional services for permit 14-031, River Bend Phase 3. **Manager Hagemeyer made a motion to extend Permit 14-031, River Bend Phase 3 for 3 years with an expiration of November 17, 2018. The motion was seconded by Manager Barber. The motion passed with all in favor.**
 2. **River Links Permit** – Gutknecht explained that while the stormwater basin was being constructed through the River Links Permit, it was recognized that an infiltration basin would not be feasible. It was, however, feasible to construct a filtration basin. Staff tested the filtration basin and it was noted that this portion of the permit requirement has been met and the performance bond can be released. The permit for this project is still active, as the developer is still required to follow their Stormwater Pollution Prevention Plan for erosion control. **Manager Ritter made a motion to approve the filtration basin at the River Links Site and the release of the performance bond. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**
- c) **Board Managers Report** – Manager Barber stated that he was re-appointed for a three year term to the District’s Board of Manager’s. Manager Kuseske and President Willenbring discussed presenting the District’s Annual Reports to the Counties.
6. **Items for Next Meeting Agenda**
 - a. **Preliminary Budget**
 - b. **Oaths of Office**
 - c. **Public Hearing for Grant & Loan Funds**
 - d. **Election of Officers**
 - e. **RFP for Engineering Firms**
 7. **Upcoming Meetings to be Announced**
 - a. **Regular Board Meetings**
 1. **Tuesday, July 21st, 2015**



2. Tuesday, August 18th, 2015

b. Other Meetings

1. MAWD Summer Tour, June 24-26th, Duluth
2. MN Drainage Viewers Association Meeting, Jackpot Junction, Morton, MN – July 9th, 10 a.m.

8. **Adjourn Regular Board Meeting – Manager Ritter made a motion to adjourn the regular meeting at 7:05 p.m. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

Drainage Meeting MINUTES

1. **The Drainage Authority meeting was called to order by President Willenbring at 7:05 p.m.**
2. **Additions/corrections to the agenda item–** President Willenbring asked for additions or corrections to the agenda. Administrator Henderson added one item to the agenda. **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 –** Butch Thull addressed the board about a tile into Getchell Creek that was disturbed and no longer works as intended. President Willenbring suggested that he call the Administrator to address this problem.
4. **Report**
 - a. **District Administrator's Report**
 1. CD 15/CD 26 Buffer Acquisition – Administrator Henderson brought to the board's attention that in many areas, the 1 rod buffer area adjacent to the ditch has been farmed. Henderson provided two options for how the District can enforce the 1 rod buffer requirement. **Manager Ritter made a motion to notify landowners that they are required to install a 1 rod buffer adjacent to the ditch by June 1st of 2016 or enforcement action will be started under 103E.705 and E.021. The motion was seconded by Manager Hagemeier. The motion passed with the majority in favor, one against, and Manager Scherping abstaining.**
 - b. **Ditch Program**
 1. Stearns CD 11 – Zach Gutknecht, Ditch & Permit Coordinator, informed the board of a culvert collapse along CD 11 on the Wobegon Trail due to high water. Staff met with Stearns County to discuss a temporary solution since that culvert was planned to be moved to the proper elevation at some point in the future. The County will try to get a



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temporary bridge from MNDOT for the time being until a permanent solution can be found.

2. CD 15/CD 26 Redetermination of Benefits – Gutknecht explained the redetermination process on County Ditches 15 and 26. Landowners from both upstream and downstream voiced their concerns with what they will pay in ditch assessments versus what they benefit from the ditch. **Manager Ritter made a motion to discuss with legal counsel what options are available to make changes to the redetermination of benefits. The motion was seconded by Manager Kuseske. The motion passed with all in favor, Manager Scherping abstaining.**
3. CD 15 Culvert Repair – Gutknecht explained to the board that Dennis Dirkes asked for reimbursement for a culvert replacement after the heavy rains blew it out and restricted access to his home. **Manager Kuseske made a motion to table the decision until it is determined whose responsibility that particular crossing is. The motion was seconded by Manager Ritter. The motion passed with all in favor, Manager Scherping abstaining.**
5. **Items for Next Meeting Agenda – None**
6. **Adjournment of Drainage Authority Meeting – Manager Ritter made a motion to adjourn the meeting at 8:25 p.m. The motion was seconded by Manager Carlson. The motion passed with all in favor.**