



Regular Meeting MINUTES
Tuesday, July 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, Gary Barber, Gene Rasmusen |
| Staff Present: | Scott Henderson, Administrator; Zach Gutknecht, Ditch and Permit Coordinator; John Kolb, District Attorney |
| Guests Present: | Randy Neumann, Duane Pung, Bernie Herickhoff, Roger Uhlenkamp, Greg Duchene |
| 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. **Oath of Offices/Bond for Appointed Managers** - Managers Scherping and Barber read and signed their oaths of office and bonds. New manager Gene Rasmusen read and signed his oath of office and bond. The Managers introduced themselves to Manager Rasmusen and President Willenbring welcomed him to the board.

3. **Annual Election of Officers** - President Willenbring opened the floor for elections and requested nominations for President. Manager Ritter nominated Manager Kuseske for President, seconded by Manager Carlson. Manager Willenbring asked a second time for a nomination for President. Manager Scherping nominated Manager Ritter for President, seconded by Manager Carlson. President Willenbring called a third time for nominations for President. Manager Carlson nominated Manager Willenbring. There was no second to the nomination for Manager Willenbring as President. Paper ballots were then cast to determine the President between Managers Ritter and Kuseske. Administrator Henderson tallied the ballots and Manager Kuseske was named the President with a 6-3 vote. President Willenbring turned the meeting over to newly elected President Kuseske. President Kuseske called for nominations for Vice-President. Manager Bautch nominated Manager Willenbring for Vice-President. The nomination was seconded by Manager Carlson. President Kuseske called two additional times for nominations for Vice-President. After there being no other nominations for Vice-President, **Manager Barber made a motion to close the nominations for Vice-President and nominate Manager Willenbring for Vice-President. The motion was seconded by Manager Carlson. The motion passed with all in favor.** President Kuseske called for nominations for Secretary. Manager Ritter nominated Manager Scherping for Secretary, seconded by Manager Carlson. President Kuseske called again for nominations for Secretary. Manager Hagemeyer nominated Manager Barber for Secretary, seconded by Manager Willenbring. President Kuseske called a third time for nominations for



secretary. After there being no other nominations for Secretary, President Kuseske asked for a motion to close the nominations for Secretary. **Manager Ritter made a motion that nominations for Secretary cease. The motion was seconded by Manager Willenbring.** Paper ballots were then cast for Secretary. It was determined that Manager Barber would be secretary with a 6-3 vote. President Kuseske called for nominations for Treasurer. Manager Willenbring nominated Manager Bautch for Treasurer, seconded by Manager Carlson. President Kuseske called two more times for nominations for Treasurer. **Manager Barber made a motion that nominations cease. The motion was seconded by Manager Ritter. The motion passed with all in favor. Manger Ritter motioned a unanimous ballot. The motion was seconded by Manager Willenbring. The motion passed with all in favor**

4. **Additions/corrections to the agenda items** – President Kuseske asked for corrections or additions to the agenda. **Manager Willenbring made a motion to approve the agenda as presented. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

5. **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. **June 16, 2015, Regular Board Meeting Minutes**

b. **Appropriations**

| <i>Payee</i> | <i>Description of Payment</i> | <i>\$ Amount</i> | <i>Fund</i> |
|--------------|-------------------------------|------------------|-------------|
| Rinke Noonan | Retainer | \$189.00 | 101 |
| Rinke Noonan | General Advice | \$434.70 | 101 |
| Rinke Noonan | County Ditch 26 | \$1,487.65 | 550 |
| Rinke Noonan | CD 11 Repair | \$56.70 | 525 |
| Wenck | General Engineering | \$2,046.10 | 101 |
| Wenck | CD 11 Phase Extended Scope | \$3,735.30 | 525 |
| Wenck | CD 26 Phase Extended Scope | \$728.40 | 550 |
| Wenck | CD 15 Construction Support | \$1,778.40 | 530 |
| Wenck | CD 51 Construction Support | \$474.80 | 555 |



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

6. **Open Discussion from the Public** – Todd County Commissioner Randy Neumann informed the board that the County will be requesting a variance for a floating dock at Battlepoint Park. He also informed the board that the Todd SWCD will be celebrating 50 years.

7. **Reports**

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

1. **Preliminary 2016 Budget** – Administrator Henderson gave a presentation on the preliminary 2016 Budget. After some discussion, **Manager Willenbring made a motion to approve the budget of \$648,406.96. The motion was seconded by Manager Ritter. The motion passed with all in favor.**
2. **Draft Annual Report** – Administrator Henderson asked for changes that the board would like to see made before the publication is handed out. It was mentioned that acronyms should be spelled out. **Manager Bautch made a motion to approve the Annual Report as amended. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
3. **Request for Quotes** – Administrator Henderson worked with Manager Scherping and President Kuseske to prepare the letter requesting quotes for engineering services. **Manager Hagemeyer made a motion to approve the letter requesting quotes for engineering and accounting services. The motion as seconded by Manager Willenbring. The motion passed with all in favor.**
4. **Grant Approvals** – Administrator Henderson informed the board that the District recently received three new grants from the MPCA. Part of the process requires the Board President to sign the approved contract electronically via SWIFT. Staff requests authorization for the President to sign the contracts electronically when it becomes available. **Manager Scherping made a motion to authorize the President to sign the contracts for the three new grants as they become available. The motion was seconded by Manager Carlson. The motion passed with all in favor.**
5. **Hiring a District Technician** – Administrator Henderson asked the board's permission to post for the vacant District Technician position. **Manager Willenbring made a motion to proceed with the hiring of the next District Technician. The motion was seconded by Manager Carlson. The motion passed with all in favor.**

b) **Permit Coordinator's Report** – *Zach Gutknecht*

1. **River's Ridge** – Zach Gutknecht, Ditch & Permit Coordinator, informed the board of a permit application for construction activities



related to upgrading one existing road and construct one new road to service new residential lots. Gutknecht recommended to approve the permit with conditions. **Manager Hagemeyer made a motion to approve the River's Ridge permit with conditions. The motion was seconded by Manager Carson. The motion passed with all in favor.**

c) Board Managers Report –

1. Manager Compensation – President Kuseske initiated discussion on the manager's compensation policy. He feels that the board should be compensated a flat rate of \$75 per meeting rather than \$20 per hour with a max of \$75. There was discussion from others on what their pay was serving on other boards. This discussion was tabled.

8. Items for Next Meeting Agenda

- a. **Public Hearing – CWP Grant and Loan**
- b. **Public Hearing – Final 2016 Budget, including assessing of public ditch systems.**

9. Upcoming Meetings to be Announced

- a. **Regular Board Meetings**
 1. Tuesday, August 18th, 2015
 2. Tuesday, September 15th, 2015
- b. **Other Meetings**
 1. Ag Drainage Water Management – Webinar Series

10. Adjourn Regular Board Meeting – Manager Ritter made a motion to adjourn the regular meeting at 7:40p.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 7:40 p.m.**
- 2. Additions/corrections to the agenda item–** President Kuseske asked for additions or corrections to the agenda. Manager Scherping asked to add CD 26 to the agenda.
- 3. Open Discussion from the Public – None**
- 4. Report**
 - a. **District Administrator's Report**
 1. Petition for maintenance and cleanout of JD 1 – Zach Gutknecht, Ditch & Permit Coordinator, informed the board that a petition was received from landowners on JD 1 and CD 6 to spray the ditches and then to



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clean out the ditches at a later date. Gutknecht reported on the ditch inspection that he completed on those ditch systems and showed corresponding pictures. Attorney Kolb provided the board their options for action. **Manager Carlson made a motion to accept the petitions for JD 1 and CD 6, to authorize the Ditch and Permit Coordinator to survey the conditions of both ditches, and to form a task force that can meet if information is available before the August meeting. The motion was seconded by Manager Ritter. The motion passed with all in favor.**

b. Attorney's Report – John Kolb

1. CD 51 Buffer Strip Acquisition Appeal – John Kolb reminded the board that the Berndt's and Zimmermann's appealed the trial court's decision to dismiss their case to the court of appeals. Kolb gave a timeline of events before a verdict can be made.

c. Ditch Program – Zach Gutknecht

1. **CD 15 Culvert Discussion Continued** – Gutknecht updated the board on the Dirkes culvert crossing. He determined that that the crossing was a private crossing and that the Drainage Authority is only responsible for the hydraulic efficiency of the crossing but not for the actual crossing itself and therefore should not pay for the repair costs. **Manager Hagemeier made a motion not to pay for the repairs of Dennis Dirkes' private crossing. The motion was seconded by Manager Bautch. The motion passed with the majority in favor, Manager Scherping abstaining.**

2. **CD 9 Inspection** – Gutknecht received a call from a landowner requesting an inspection on CD 9. His inspection indicated an overabundance of vegetation in this area. In researching this area, it was noted that it was listed as public waters and a public water wetland which would make maintenance difficult and slow. The landowner is willing to pay for the project but it will take more time to complete. **Manager Scherping made a motion to authorize the Ditch & Permit Coordinator to get a scope of work to clean out this section of CD 9. The motion was seconded by Manager Carlson. The motion passed with all in favor.**

3. **CD 17 Inspection** – Gutknecht informed the board that he did an inspection on CD 17 because of a landowner complaint of trees in the ditch. He showed pictures of his inspection which disclosed many trees and excessive vegetation. **Manager Scherping made a motion to authorize the Ditch & Permit Coordinator to get a scope of work to clear the trees in the initial complaint. The motion was seconded by Manager Barber. The motion passed with all in favor.**

4. **JD 1 – CD 6 Inspection** – Covered in the Administrator's Report.

5. **Pope CD 11 Survey** – Gutknecht brought quotes to the board to do the survey work on CD 11 that the District's equipment is unable to due to



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the terrain. **Manager Hagemeyer made a motion to hire Bogard, Pederson & Associates, Inc. to survey County Ditch 11 at a cost of \$1,650. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**

6. **CD 26** – Landowner Duane Pung asked if the percentages for the redetermination can be changed. Attorney Kolb stated that they cannot be changed without a new redetermination of benefits.

5. **Items for Next Meeting Agenda** – Ditch Assessments, scopes of work

6. **Adjournment of Drainage Authority Meeting** – **Manager Ritter made a motion to adjourn the meeting at 9:10 p.m. The motion was seconded by Manager Scherping. The motion passed with all in favor.**