



Regular Meeting MINUTES
Tuesday, August 18, 2015
Located at: SRWD Office at 6:00 p.m.

Managers Present:	Larry Kuseske, Lee Bautch, Duane Willenbring, Tyler Carlson, Jason Scherping, Dennis Ritter, Gary Barber, Gene Rasmusen
Staff Present:	Scott Henderson, Administrator; Zach Gutknecht, Ditch and Permit Coordinator; Rebecca Carlson, District Engineer; John Kolb, Attorney
Guests Present:	Scott Lucas, Steve Notch, Bob Bjork, Dan Murphy, Paul Fiedler, Roger Uhlenkamp, Greg Duchene, Cody Rogahn, Don Lieser, Dennis Primus, Dave Gamradt, Ralph Inderrieden
Manager's Absent:	Tim Hagemeyer

1. **The meeting was called to order by President Kuseske at 6:00 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. Manager Ritter added a photo presentation of a tour he did on CD 6. Administrator Henderson added the MAWD Resolution Process. **Manager Bautch made a motion to approve the agenda as modified. The motion was seconded by Manager Willenbring. 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. **July 21, 2015, Regular Board Meeting Minutes**

b. Appropriations

<i>Payee</i>	<i>Description of Payment</i>	<i>\$ Amount</i>	<i>Fund</i>
Wenck	CD 15 Construction Support	\$51.30	530
Wenck	CD 26 Construction Support	\$136.80	550
Wenck	General Permit Engineering	\$1,492.40	101
Wenck	General Engineering – CD 9	\$577.40	520



Rinke Noonan	Retainer	\$600.00	101
Rinke Noonan	CWP Projects	\$189.00	341
Rinke Noonan	Employee Job Descriptions & Salary Study	\$94.50	101
Rinke Noonan	Ditch 51 Court of Appeals	\$254.00	555

Administrator Henderson made a few corrections to the minutes and highlighted them for the board. **Manager Willenbring made a motion to approve the consent agenda including the amended minutes. The motion was seconded by Manager Barber. The motion passed with all in favor.**

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

5. **Public Hearings**

- a) **Public Hearing on the Establishment of Project 341, Clean Water fund Grant – Ashley and Adley Creek Inventories – 6:30 p.m.** – President Kuseske recessed the regular meeting the opened the Public Hearing on the establishment of Project #341. Attorney Kolb gave a background of the Project. President Kuseske opened the floor for public comment. **Manager Willenbring made a motion to close the public portion of the public hearing on the establishment of Project 341. The motion was seconded by Manager Scherping. The motion passed with all in favor. Manager Carlson made a motion to approve the establishment of Project 341. The motion was seconded by Manager Ritter. The motion passed with all in favor.**
- b) **Public Hearing on Final 2016 General Fund Budget – 7:00 p.m.** – Administrator Henderson informed the board that at a budget committee meeting just prior to the regular meeting, the BMP budget was discussed and slightly decreased. They overall watershed proposed budget total decreased to \$630,906.96. President Kuseske asked for public comment and there was none. **Manager Willenbring made a motion to close the public comment portion of the hearing. The motion was seconded by Manager Carlson. The motion passed with all in favor. Manager Willenbring made a motion to approve the final budget amount of \$630,906.96. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

6. **Reports**

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

- 1. **Sauk Lake Aquatic Invasive Species 2016 Budget** – Administrator Henderson presented the 2016 Annual Work Plan and Budget that was agreed upon by both the City of Sauk Centre and the Big Sauk Lake Association. **Manager Willenbring made a motion to approve the Big Sauk Lake Aquatic Plant Management Project 2016 Annual**



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- Work Plan and Budget.** The motion was seconded by Manager Carlson. The motion passed with all in favor.
- 2. Grant Applications – Clean Water Fund Applications Due August 28th** – Henderson informed the board that staff was planning on applying for two grants and explained the purpose of both.
- 3. Update on Request of Quotes for engineering and auditing services** – Administrator Henderson gave an update on the RFQ’s for engineering and auditing services. The deadline to submit is September 4, 2015. There are many firms interested in submitting a proposal. Information will be brought to the September meeting.
- 4. MAWD Annual Meeting Resolutions** – President Kuseske explained the Resolution process. Board members are to get their ideas to Administrator Henderson by September 4th to be discussed at the September meeting.
- 5. Crooked Lake Update** – Manager Willenbring asked for an update on the Crooked Lake Project. Administrator Henderson gave the board the most current information available. **Manager Barber made a motion to recess the regular meeting until 7 p.m. and begin the Drainage Authority Meeting. The motion was seconded by Manager Ritter. The motion passed with all in favor.**
- b. Board Managers Report**
- 1. Manager Compensation** – Administrator Henderson reopened the issue of manager compensation. After much discussion, **Manager Barber made a motion to authorize managers to charge \$75 per regular monthly meeting and \$20 per hour for all other duties, max of \$75 plus mileage. The motion failed for a lack of a second. Manager Willenbring made a motion to table the discussion. The motion was seconded by Manager Carlson. The motion passed with all in favor.**
- 7. Items for Next Meeting Agenda**
- a. MAWD Resolutions**
- b. Manager Compensation**
- 8. Upcoming Meetings to be Announced**
- a. Regular Board Meetings**
1. Tuesday, September 15th, 2015
2. Tuesday, October 20th, 2015
- b. Other Meetings**
1. U of M Water Resources Conference – St. Paul, MN October 13-14th
- 9. Adjourn Regular Board Meeting** – Manager Ritter made a motion to recess the regular meeting and convene the Drainage Authority Meeting at 6:50 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 Kuseske at 6:50 p.m.
2. Additions/corrections to the agenda item– President Kuseske asked for additions or corrections to the agenda. There were no additions.
3. Open Discussion from the Public – None
4. Report
 - a. District Administrator’s Report
 1. Stearns CD 26, Phase II – Permission Letter from the DNR– Administrator Henderson informed the board that a letter was received from the DNR authorizing the District to move forward with the CD 26 Phase II repair. The letter from the DNR included 9 conditions. Attorney Kolb stated that he briefly reviewed the letter and stated that it was very similar to the letter received for CD 26 Phase I. Administrator Henderson informed the board that next steps are that the district needs to send a letter of acknowledgement to the DNR and a notice to proceed to Blackstone. **Manager Ritter made a motion to accept the DNR’s conditions and allows the Engineer and Administrator to proceed with a Notice to Proceed to the contractor. The motion was seconded by Manager Barber. The motion passed with all in favor, Manager Scherping abstaining.** Rebecca Carlson explained the process of taking care of the spoil piles as per DNR request. **President Kuseske recessed the Drainage Authority Meeting and reconvened the regular meeting for the Public Hearing on the 2016 Final Budget at 7 p.m. Regular meeting was adjourned by Manager Barber and seconded by Manager Ritter at 7:05. Drainage Authority meeting was reconvened at 7:05.**
 2. Drainage Authority Inspection Responsibilities and Drainage Authority Policy – Attorney Kolb reviewed a memo to the board regarding the case Blaine v. City of Sartell and Stearns County regarding drainage policy and inspections. The bottom line in this case is the drainage authority having a written policy for inspecting drainage ditches and to ensure that the policy is being followed.
 - b. Attorney’s Report - *John Kolb*
 1. Buffers – Attorney Kolb gave a short presentation of the buffer policy.
 2. CD 51 Appeal – Attorney Kolb updated the board on the CD 51 Appeal. He will get the most recent information to Scott if the board would like



to see it. He reported that there are no new arguments as of the current date.

c. Engineer's Report – Rebecca Carlson

1. Stearns CD 11 Preliminary Engineer's Report – Rebecca Carlson gave a history and update of CD 1 along with an overview of what needs to be done on the system. Attorney Kolb reviewed the legal requirements to be followed by the Drainage Authority. Kolb advised preparing a resolution for the board to initiate the necessary proceedings that will result in the ultimate repair of this drainage system. There was considerable discussion among landowners, Attorney, and the board about the deficit held by the drainage system and the benefitted landowners responsible for the payment. **Manager Ritter made a motion to authorize Attorney Kolb to draft the resolution needed to move forward with the CD 11 proceedings. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**

d. Ditch Program – Zach Gutknecht

1. Pope CD 6 Update – Manager Ritter shared his photos of a tour he did of Pope CD 6. Ritter commented on the need for the Drainage Authority and the US Fish and Wildlife to take care of the thistle problem he witnessed in the ditch. Zach Gutknecht, Ditch and Permit Coordinator, gave a background on the ditch. The Drainage Authority was petitioned to do maintenance and then eventually repair work on the ditch. Gutknecht contacted 3 contractors for prices for vegetation removal and reviewed the scope of work for the board's information. There was extensive discussion on the work to be done and the informational meeting where only 3 landowners were in attendance. Gutknecht gave his recommendation to get MBC Drainage out and then go back and determine if repairs need to be done and where. **Manager Willenbring made a motion to clean 16,000 linear feet of ditch. The motion was seconded by Manager Barber. The motion passed with all in favor. Manager Ritter made a motion to check and clear the crossings along JD 1. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

2. Stearns CD 9 – Petition for Branch 1 Repair – Gutknecht informed the board that a petition was received by landowners on CD 9 to do repairs on Branch#1. Landowners voiced their opinions on the work needed and the necessity for a redetermination of benefits. Administrator Henderson suggested an informational meeting be held with viewer Ron Ringquist to discuss a redetermination of benefits on CD 11 and 9 and the CD 9 repair be discussed at a later time. **Manager Ritter made a motion to hold an informational meeting with viewer Ron Ringquist for Stearns CD 11 and Stearns CD 9 to discuss**



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

e. Board of Manager's Report

1. Drainage Workshops – No report

5. Items for Next Meeting Agenda – None

6. Adjournment of Drainage Authority Meeting – Manager Ritter made a motion to adjourn the meeting at 9:15 p.m. The motion was seconded by Manager Bautch. The motion passed with all in favor.