



Regular Meeting MINUTES
Tuesday, January 19, 2016
Located at: SRWD Office at 6:00 p.m.

Managers Present:	Larry Kuseske, Lee Bautch, Duane Willenbring, Tyler Carlson, Gary Barber, Gene Rasmusen, Tim Hagemeyer, Jason Scherping, Dennis Ritter
Staff Present:	Scott Henderson, Administrator; John Kolb, Attorney
Guests Present:	Cody Rogan, Pope County Commissioner
Manager's Absent:	

1. The meeting was called to order by President Kuseske at 6:04 p.m. and the Pledge of Allegiance was recited.
2. **Additions/corrections to the agenda items** – There were no additions or corrections to the agenda. **Manager Willenbring made a motion to approve the agenda as presented. The motion was seconded by Manager Carlson. 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. Expenditure Report
 5. Fund Balances
 6. Grant and Loan Balances
 7. December 15, 2015, Regular Board Meeting Minutes

b. Appropriations

<i>Payee</i>	<i>Description of Payment</i>	<i>\$ Amount</i>	<i>Fund</i>
Wenck	Stearns CD 26 Phase 1	\$921.73	550
Wenck	Stearns CD 26 Phase 2	\$641.70	550
Wenck	Stearns CD 15	\$3,634.82	530
Wenck	Stearns CD 51	\$4,416.28	555
Wenck	Stearns CD 11	\$233.63	525



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

4. Open Discussion from the Public – None

5. Reports

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

1. Annual Meeting Resolution - Administrator Henderson explained the Annual Meeting resolution dictating the monthly meeting time/location of the Board of Managers, insurance policies, official bank, publications and committee membership. Administrator Henderson asked for discussion related to the annual officer elections and moving them to the annual meeting agenda. After discussion, it was decided to keep the officer elections at its current time, during the July meeting and for the 2015 committee membership to stay the same. **Manager Bautch made a motion to approve the resolution as presented. The motion was seconded by Manager Barber. The motion passed with all in favor.**

2. Temporarily Environmental Technician Position – Administrator Henderson informed the Board that Kevin Brown has been called to Active Duty for the US Army Reserves and that his deployment could be up to 400 days. Administrator Henderson requested that the Board allow him to fill the temporary vacancy. Discussion was had about the compensation, which will follow the current Salary Administration Policy. **Manager Ritter made a motion to allow Administrator Henderson to fill the position under the current Salary Administration Policy. The motion was seconded by Manager Carlson. The motion passed with all in favor.**

3. Increase in Hayed Buffer Incentive – Administrator Henderson presented a memo that detailed how the Farmer-led Council gave Lynn Nelson some guidance on their thoughts about the lack of participation. The Council thought an increase in the incentive from \$100 to \$150 an acre would be enough incentive to have landowners enroll in the program. **Manager Willenbring made a motion to approve the increase in incentive from \$100 to \$150 per acre for the Hayed Buffer. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

4. Economic Interest Statement – Administrator Henderson reviewed the need for the Managers to update their Economic Interest Statement with the Minnesota Campaign Finance and Public Disclosure Board.

b. Manager's Reports –

1. Manager Willenbring presented his thoughts on convening the personnel committee to perform a review of the Administrator's performance.

6. Items for Next Meeting Agenda – Crooked Lake Water Sampling



7. **Upcoming Meetings to be Announced**
 - a. **Regular Board Meetings**
 1. Tuesday, February 16, 2016 – Annual Meeting at 6 p.m.
 2. Tuesday, March 15, 2016 – Regular Meeting at 6 p.m.
 - b. **Other Meetings - None**
 1. Wednesday, January 20, 2016, DNR Buffer Webinar, 9:30 a.m.
 2. Saturday, February 27, 2016, Governor’s Water Summit, St. Paul, all day
 3. MAWD Day at the Capitol, March 30 – 31, Embassy Suites, St. Paul
8. **Adjourn Regular Board Meeting – Manager Barber made a motion to adjourn the regular meeting at 7:05 p.m. The motion was seconded by Manager Ritter. The motion passed with all in favor.**

Drainage Meeting MINUTES

1. **The Drainage Authority meeting was called to order by President Kuseske at 7:07 p.m.**
2. **Additions/corrections to the agenda item – There were no additions or corrections to the agenda. Manager Ritter made a motion to approve the agenda as presented. The motion was seconded by Manager Hagemeier. The motion passed with all in favor.**
3. **Open Discussion from the Public – None**
4. **Reports**
 - a. **Annual Meeting Resolution - Administrator Henderson explained the Annual Meeting resolution dictating the monthly meeting time/location of the Board of Managers and that all of the public drainage systems which the District as authority over can be discussed during these meetings. Manager Bautch made a motion to approve the resolution as presented. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
 - b. **Stearns CD 51**
 1. **Repair Progress – Administrator Henderson gave a verbal progress report of the repair on CD 51. Giese has been progressing with the ditch repair. There was an issue with a landowner and the requirements of construction within the buffer area.**
 2. **Zimmerman Improvement – Kenneth Zimmerman was asked if he wanted to continue with the improvement. He verbally stated that he would not. The Board, with advice from legal counsel, wanted a written agreement between the landowners and the District in abandoning the**



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improvement. **Manager Carlson** motioned for the Administrator to work with legal counsel to draft a letter asking the landowners to formally rescind their improvement petition in writing. The motion was seconded by **Manager Ritter**. The motion passed with all in favor.

c. Stearns CD 26

1. **Phase II – Notice to Proceed** – Administrator Henderson discussed the repair of Stearns CD 26 Phase II and the contractor's, Blackstone, readiness to start the construction project. The Notice to Proceed and Change Order No. 2 was presented to the Board. **Manager Bautch** motioned to sign the Notice to Proceed and Change Order No. 2 to move forward with the Phase II repair. **Manager Hagemeyer** seconded the motion. The motioned passed with all in favor, **Manger Scherping** abstaining.

2. **Phase II – Spoil Piles** – Administrator Henderson presented a condensed breakdown of the construction specifications that have caused concerns with landowners along other ditch projects. Administrator Henderson asked the Board to reconsider changing the sloping of spoil piles from a 3:1 slope within the conservation buffer (16.5 feet from top of bank) to a 10:1 slope and going as far back as necessary to achieve that sloping. The Board tabled the discussion until a cost estimate could be presented.

d. Pope CD 11

1. **Survey Results** – Administrator Henderson presented Zach Gutknecht's findings from his survey. The survey showed that based on the 1993 procedure to repair the ditch using existing grade and culvert elevations, a grade line could not be found. Since the repair in 1993, there has been recreational ditching, including changing the path of the ditch system and that culverts have been misplaced. The District's onsite files were lacking any further information from the US Army Corp of Engineers. Legal counsel thought that some found files could help shed some light on this issue. **Manager Scherping** motioned to have the **Ditch Coordinator** look through the new files and see if a profile for the drainage system could be established, if not, then an request for proposals would be presented to the board at the February meeting. **Manager Willenbring** seconded the motion. The motion passed with all in favor.

5. **Items for Next Meeting Agenda** – Pope CD 11 RFP

6. **Upcoming Meetings**



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a. Drainage Workshop – February 11, 2016 in St. Cloud

7. Adjournment of Drainage Authority Meeting – By Board consensus, the meeting adjourned at 7:59 p.m.