



Regular Meeting MINUTES
Tuesday, March 20th, 2014
Located at: SRWD Office at 5:00 p.m.

Managers Present:	Jim Kral, Larry Kuseske, John Harren, Bob Mostad, Jason Scherping, Vern Vangsness, Lee Bautch, Duane Willenbring, Virgil Rettig
Staff Present:	Melissa Roelike, Interim Administrator; Tara Ostendorf, Environmental Project Technician; John Kolb, District Attorney; Rebecca Kluckhohn, District Engineer; Adam Hjelm, Public Outreach Coordinator; Sarah Jo Schmitz, Monitoring Coordinator; Lynn Nelson, Environmental Project Coordinator.
Guests Present:	Bob Roelike, Sharon Klumpp, Bob Bjork
Manager's Absent:	Jason Scherping arrived at 6:30, Duane Willenbring left at 6:30

1. **The meeting was called to order by President Kuseske at 5:00 p.m. and the Pledge of Allegiance was recited.**
2. **Additions/corrections to the agenda items -** President Kuseske asked for additions or corrections to the amended agenda. Manager Harren added an additional item to the agenda. **Manager Willenbring made a motion to approve the amended agenda. The motion was seconded by Manager Kral. The motion passed with all in favor.**
3. **Consent Agenda**
 - a. **Financial Reports/Meeting Minutes**
 1. **Check Register for General Fund 101**
 2. **Revenue Guideline**
 3. **Grant & Cost Share Logs**
 4. **Expenditure Report**
 5. **February 18th Regular Meeting Minutes**
 6. **March 13th Special Meeting Minutes**

b. Contracts for Approval –

Contracted with:	Project/Description
RMB Environmental Services, Inc.	2014 Laboratory Services Agreement

c. Board Action Items for Approval –

331	Website Development Course – Adam Hjelm	\$1700
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d. Resolutions for approval

<u>Resolution #</u>	<u>Title</u>
05-14	Resolution for Health Insurance Renewal Approval
06-14	Resolution to Close Fund #573
07-14	Resolution to Close Fund #560



- e. Grant Application Approvals - None
- f. Grant Payment Approvals – None
- g. Loan Project Approvals - None
- h. Loan Payment Approvals - None
- i. Appropriations

<u>Payee</u>	<u>Description of Payment</u>	<u>\$ Amount</u>	<u>Payment Code</u>
KDV	Consulting Services	\$ 2,497.50	101
RESPEC	Runoff Rates & HSPF Management Scenerios	5588.50	333
Wenck	SRWD Overall Plan	\$ 489.60	172
Wenck	CD 15 & 26 2014 Construction Support	\$ 4,436.04	550
Wenck	CD 26 Phase II	\$ 95.00	550
Wenck	CD 15 Construction Services	\$ 305.00	530
Wenck	General Engineering	\$ 1,796.00	101
Wenck	CD 51 Extended Scope	\$ 3,000.00	555
Wenck	Sauk River Major Watershed Restoration Plan	\$ 5,538.50	329
New Look Contracting	Stearns County Ditch 26 Repairs – Phase I Pmt #2	\$98,219.55	550
New Look Contracting	Stearns County Ditch 26 Repairs – Phase I Pmt #1	\$61,183.80	550
Rinke Noonan	Overall Plan	\$ 567.00	172
Rinke Noonan	JD2 Sediment Pons	\$ 226.80	571
Rinke Noonan	Weed Harvester	\$ 113.40	572
Rinke Noonan	CD 26	\$ 94.50	550
Rinke Noonan	CD 15	\$ 472.50	555
Rinke Noonan	Hagemeier Bankruptcy	\$ 382.10	101
Rinke Noonan	General Services – Retainer	\$ 600.00	101

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

- 4. **Open Discussion from the Public – None**
- 5. **Old Business**
 - a) **Ditch/Permit Coordinator Position Hire –** President Kuseske informed the board that he offered the Ditch and Permit Coordinator Position to Zachrie Gutknecht. Gutknecht accepted the offer stating he could begin on April 2nd. President Kuseske also informed the board that he had spoken with Manager Willenbring about doing a background check and drug test on future staff prior to employment. **Manager Harren made a motion to do a drug test and background check on potential new staff prior to employment with the District. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
 - b) **Administrator Position – Springsted Update –** Sharon Klumpp distributed confidential information to the board regarding the candidates for the Administrator Position. She gave a synopsis of every candidate. The board decided to allow time for review of the information. By general consensus of the



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board, each manager should review the information and submit their top 3 choices to Melissa by March 27th. Interviews were tentatively set for April 10th and the regular board meeting was moved to April 22nd at 5:00.

- c) **CD 51 Appraisal Update** – Attorney Kolb informed the board that Ron Ringquist accepted the board’s offer to do the appraisal for the CD 51 buffer strip acquisition. Interim Administrator Roelike sent requests to both Pope and Stearns Counties requesting sales data on agricultural land in that local ditch area.
- d) **Update on Status of Weed Harvester Agreement** – Tara Ostendorf, Environmental Project Technician, updated the board on the status of the Weed Harvester agreement. She and Manager Mostad attended a Sauk Centre City Council meeting and presented the project and answered questions. At the most recent meeting, the City Council decided not to sign the agreement. Ostendorf asked the board what they would like the next step to be. There was discussion on possible wording changes on the agreement per the request of the Lake Association. Manager Mostad gave a history of the assessment process for the original project and stated that he had a personal feeling on how good the project used to be. He stated the he and another manager are more acquainted with the project and feels Ostendorf would be much better served working in the office and shouldn’t be burdened with the Weed Harvester Project. Ostendorf stated that the reason the project isn’t completed is that some Managers share their personal feelings and personal comments rather than be supportive of the full board. Manager Harren asked what direction the board should go. Ostendorf stated that she spoke with the City Administrator who recommended that the District attend one more meeting and give the City Council one more chance to sign the agreement before moving on without them. President Kuseske questioned changing the focus from curly leaf pondweed to aquatic invasive species. Attorney Kolb gave a brief history of the project and explained that how the project was written, the focus cannot change without starting a new project. **Manager Harren made a motion to direct legal counsel to make wording changes to the agreement as per the Big Sauk Lake Association request and to authorize staff to attend one more Sauk Centre City Council Meeting to offer the opportunity to sign the agreement. If the City chooses not to enter into the agreement, legal counsel revisit the order and make changes to allow the Lake Association and Watershed District to move finalize the project. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
- e) **Weed Harvest Equipment Liquidation** - Tabled
- f) **2014 Plan of Operations/Calendar of Events** – Tara Ostendorf asked for comments or suggestions to the 2014 Plan of Operations and Calendar of Events. Manager Harren asked to see what was accomplished from the list of prior year’s goals. **Manager Harren made a motion to approve the 2014 Plan of Operations and Calendar of Events. The motion was seconded by Manager Kral. The motion passed with all in favor.**



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- g) **Drainage Project Bonding** – Attorney Kolb gave an update of the discussions with the District’s Bond Council and Public Financing Advisor, County Auditor and Bond Council. The District can do its own bonding however, Stearns County has agreed to do the interim financing and bonding and can get a lower interest rate than the District can which, in turn, is in the taxpayers interest. Details are being worked on for the interim funding and bonding will take place in 2015.
- h) **SRWD Boundary Adjustment** – Tara Ostendorf informed the board that with all the management unit and GIS work being done, it would be a good time to discuss doing boundary adjustments. It is clear that in the past 28 years, technology has improved and the legal boundaries don’t necessarily correlate with the hydrologic layers. Ostendorf had Houston Engineering prepare a scope for a realignment. The cost of this project would come out of the current grant for modeling and management unit charges. **Manager Harren made a motion to authorize staff to use grant funding to get the legal boundaries corrected. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
6. **New Business**
- a) **Personnel Framework Presentation** – Tara Ostendorf gave a presentation on the personnel framework as determined by the new Comprehensive Water Management Plan. The presentation identified the positions required and the new duties for each. Budgets were also discussed. Manager Harren stated that this presentation is an excellent start for the board look at, discuss and give feedback.
- b) **CD 15/26 Redetermination of Benefits – Fund Account Transfer** - Melissa Roelike gave a brief explanation of Resolution 07-14 to close account #560. Fund #560 was created for the redetermination of benefits for County Ditches 15 and 26. It has since been decided that Fund #560 be closed since the redetermination is complete, and all expenditures will not go to the applicable ditch fund for either CD 15 or CD 26.
- c) **Discuss Engineering Services** – Manager Harren asked if there was value in having staff compile a list of engineering firms, what projects they are being used for and the status of those projects. Manager Harren is wondering if there are places the District can regroup or use the services differently. Harren requested that information to be compiled for distribution at one of the next few board meetings. The full board agreed by consensus.
7. **Reports**
- a) **Administrator’s Report** –
1. **Health Insurance Premiums** – Interim Administrator Melissa Roelike informed the board about Resolution 05-14 to approve the District’s Health Insurance Renewal. Roelike stated the premiums increased slightly but recommend the District stay with the same plan. **Manager Harren made a motion to approve Resolution 05-14. The motion was seconded by Manager Kral. The motion passed with all in favor.**



b) Attorney’s Report –

1. SRF Loan Holder Bankruptcy Proceeding Update – Attorney Kolb stated that Rinke Noonan’s Creditor’s Rights Attorney had a meeting with Hagemeyer’s bankruptcy attorney. Everything to do with the Watershed District will remain in place and continue to be paid according to their plan. Attorney Kolb also informed the board that he has received correspondence from Ken Zimmerman’s Attorney seeking information related to the board’s decision to acquire grass strips on CD 51.

c) Engineer’s Report –

1. Update on CD 26 Phase I Repairs Construction – Rebecca Kluckhohn gave a brief presentation on progress on the repairs on CD 26.

2. CD 26 Phase I Change Order – Rebecca Kluckhohn notified the board of a change order on the CD 26 repair project. Notification was received by Oak Township that they would like the District to replace a culvert. Also included in the change order was geotextile fabric for the low flow crossings due to the poor soil conditions in those areas. Kluckhohn stated that she was made aware of excavation done by a landowner in branch 2 that will need to be surveyed before any repair work can be done to avoid incurring any liability on behalf of the drainage authority. The existing condition needs to be known prior to any repair work being done.

3. Update on CD 26 Regulatory Challenges – Rebecca Kluckhohn stated that the DNR has issues with Phase II of the CD 26 Repairs due to the additional protected public waters. The DNR has now taken the position that what has been exempt, they may now end up permitting.

d) Permits Program Report – Tara Ostendorf stated that permits are beginning to come in, but there are no big projects to report on.

e) Calendar Items – *Annual audit commences, review SRWD insurance policies, fill vacant Ditch/Permit Coordinator position, attend MAWD legislative days, interview / select internship candidates, finalize / approve SRWD Board 2013 annual report*

f) Board Member Meeting Reports – President Kuseske gave the board legislative updates from his trip to the Capitol with Manager Willenbring. Manager Vangsness requested staff to write a letter to the Counties asking them not to farm the road ditches.

8. Items for Next Meeting Agenda – None

9. Upcoming Meetings to be Announced

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
Wed, March 19, 2014 – Thursday, March 20, 2014	MAWD Legislative Days	Capitol	TBA



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Wednesday, April 09, 2014	Overall Plan presented to BWSR Northern Region Committee	
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10. FYI Item

- *Staff will be postponing the informational presentation on current projects due to the anticipated timeframe for this meeting. The Board can expect a presentation on those information items at the April meeting.*
- *Changes to the Comprehensive Plan based on the March 6th, 2014 Board meeting have been incorporated in the draft plan. The plan will be presented to the BWSR Northern Region committee on April 9th, 2014.*
- *At an upcoming meeting staff will be presenting various scenarios for drainage system buffer maintenance plans in conjunction with the ongoing repair projects. Staff have been discussing management practices with other drainage authorities in the state, as well as talking with consultants on bid items which would need to be addressed in future proposals.*
- *Staff will be working with KDV for the annual audit process the week of March 24th.*

11. Adjournment – President Kuseske adjourned the meeting at 8:40 p.m. The motion passed by general consent of the board.

All Sauk River Watershed District meetings are handicap accessible.
An attempt will be made in advance to accommodate any other individual need for special services. Call the above number if any special arrangements need to be made.