



**Regular Meeting MINUTES**  
**Tuesday, May 20th, 2014**  
**Located at: SRWD Office at 6:00 p.m.**

<b>Managers Present:</b>	Jim Kral, Larry Kuseske, John Harren, Bob Mostad, Jason Scherping, Vern Vangsness, Lee Bautch, Duane Willenbring, Virgil Rettig
<b>Staff Present:</b>	Melissa Roelike, Interim Administrator; Tara Ostendorf, Environmental Project Technician; John Kolb, District Attorney; Rebecca Kluckhohn, District Engineer; Sarah Jo Schmitz, Monitoring Coordinator; Lynn Nelson, Environmental Project Coordinator; Zach Gutknecht, Ditch & Permit Coordinator.
<b>Guests Present:</b>	Bob Bjork, Steve Notch, Ken Zimmerman, Bruce Wenner, Wayne Johnson, Scott Lucas, Glen Sanders, Gary Berndt, April Ryan
<b>Manager's Absent:</b>	

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 additions or corrections to the amended agenda. Melissa Roelike, Interim Administrator, added a scope revision to the agenda. Manager Harren added engineering services to the agenda. Zach Gutknecht, Ditch and Permit Coordinator, added Riverside Addition. President Kuseske added the Comprehensive Plan to the agenda. **Manager Willenbring made a motion to approve the agenda as modified. The motion was seconded by Manager Bautch. 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. **March 20<sup>th</sup> Meeting Minutes**
    6. **May 12, 2014 Special Meeting Minutes**
    7. **April 29, 2014 Special Meeting Minutes**
    8. **April 22, 2014 Regular Meeting Minutes**

**b. Contracts for Approval –**

<u>Contracted With</u>	<u>Project / Description</u>
Houston Engineering	Ditch Inventory & Drainage DB
Board of Water & Soil Resources	Drainage Grant C14-1338

**c. Board Action Items for Approval**



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<u>Grant #</u>	<u>Landowner / Project Name</u>	<u>\$ Amount</u>

**d. Resolutions for Approval - None**

**e. Grant Application Approvals –**

*Grant Number*

335-14-01	Staneart	\$9,800
335-14-02	Buchanan	\$5,000
335-14-03	Brietzke	\$3,200

**f. Grant Payment Approvals – None**

**g. Loan Project Approvals – None**

**h. Loan Payment Approvals –**

<i>Landowner/Project</i>	<i>Type</i>	<i>\$ Amount</i>	<i>Fund Code</i>	<i>Pay To</i>
Dave Welle	Feedlot	\$554.50	224	Arnzen Construction Inc.
Dave Welle	Feedlot	\$10,445.50	224	David Gerads Construction Co.

**i. Appropriations**

RESPEC	Runoff Rates & HSPF Management Scenarios	\$3,696.26	333
MPCA	SRF Loan Repayment	\$4,855.60	219
MPCA	SRF Loan Repayment	\$9,495.64	215
MPCA	SRF Loan Repayment	\$28,545.95	218
MPCA	SRF Loan Repayment	\$20,008.57	217
MPCA	SRF Loan Repayment	\$28,285.27	208
MPCA	SRF Loan Repayment	\$23,616.99	203
MPCA	SRF Loan Repayment	\$12,234.05	206
MPCA	SRF Loan Repayment	\$12,391.24	202
MPCA	SRF Loan Repayment	\$7,229.75	214
MPCA	SRF Loan Repayment	\$28,118.13	204
MPCA	SRF Loan Repayment	\$1,261.62	207
MPCA	SRF Loan Repayment	\$11,480.59	210
MPCA	SRF Loan Repayment	\$19,610.69	205



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MPCA	SRF Loan Repayment	\$8,387.16	209
Wenck	Cd 15 & 26 Construction Support	\$13,675.72	550 & 530
Wenck	2014 Permit Review	\$792.00	101
Wenck	2013 Ditch & Permit Transition support	\$4,222.40	101
Wenck	2014 General Engineering	\$1,216.00	101
Wenck	CD 51 Phase Extended Scope	\$4,069.40	555
Wenck	Technical Assistance – Consulting	\$2,110.00	329
Rinke Noonan	Employee Matters	\$404.00	101
Rinke Noonan	Retainer	\$600.00	101
Rinke Noonan	Weed Harvester Project	\$189.00	572
Rinke Noonan	General Advice	\$56.70	101
Rinke Noonan	County Ditch 26 Ph II	170.10	550
Rinke Noonan	County Ditch 51	1020.60	555
Rinke Noonan	Hagemeier Bankruptcy	87.10	101
Rinke Noonan	Drainage System Bonding	1436.50	530, 550, 555

Manager Harren wanted item 3 b pulled for discussion. President Kuseske asked why the District is getting such large bills from Wenck. Rebecca Kluckhohn, Engineer, stated that they were dealing with landowner issues, processing pay requests, doing follow up work with construction and documentation and additional surveying work. **Manager Rettig made a motion to approve the**



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**consent agenda minus 3.b. Houston Engineering. The motion was seconded by Manager Kral. The motion passed with all in favor.** Manager Harren asked if the contract with Houston Engineering was grant funded. Tara Ostendorf, Environmental Project Technician, stated that it was. Manager Harren asked if the ongoing maintenance cost, after the first year, would need to be budgeted for out of the general levy and Ostendorf stated that it would be funded by the ditches. **Manager Harren made a motion to approve the contract with Houston Engineering. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**

4. **Open Discussion from the Public** – Ken Zimmerman voiced his concerns over the quantities estimated for repairs versus what the actual repairs will be. Rebecca Kluckhohn stated that when the initial inspection was done on the ditch, there was more vegetation than currently and Giese Excavating was asked to provide a cost for the additional work. There was discussion on the pay items included in the bid for repairs. **Manager Willenbring made a motion to authorize staff to work with the Engineer and have a report ready at the June meeting in regards to any discrepancies in quantities in the bids versus the actual need, the land spreading of the spoil, status of the permit, and the appraisal comparables. The motion was seconded by Manager Harren.** Zimmerman voiced his concerns about the spreading of the spoil on the buffer areas and that the contractor was not able to start the repair work because of permitting issues. He also commented on the appraisal done and that there were no properties sales in Raymond Township used as a comparable. Zimmerman suggested that since the County never established a buffer and nothing was done, that the District do the same. Attorney Kolb asked Zimmerman how the spoils were treated when the ditch was originally constructed. Zimmerman said that either the county did it or the landowner was paid to do it and the spoil was spread at a 10:1 slope. **The motion passed with all in favor.** Gary Berndt asked if the District had to own the land before spoil could be spread. Attorney Kolb stated that as the Drainage Authority, the District can spread the spoil within the footprint of the ditch. Berndt said that the appraisal done is unacceptable and the District could just condemn the ditch and pay for the appraisal. Attorney Kolb stated that the ditch could be condemned, however, the appraisal cost would still be to the landowners. Bob Bjork prompted discussion on the Sauk Lake Aquatic Vegetation Management Plan. He stated that the lake association has had positive feedback from 3 potential contractors to conduct spray operations on Big Sauk Lake. The lake association may make a decision at their next meeting on which contractor to choose. Tara Ostendorf informed the board and Bjork that the City of Sauk Centre signed the agreement and the District is just waiting for it. **Manager Kral made a motion to reimburse the lake association for the expenses incurred for the year as long as it's done according to the DNR Permit. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
5. **Old Business**
  - a) **PRAP Grant Extension** – Tara Ostendorf, Environmental Project Technician, reported that District received an extension on the PRAP grant until November 2014 and is looking for board approval and a signature. **Manager Willenbring made a motion to approve the PRAP Grant Extension and signature by**



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- the President. The motion was seconded by Manager Harren. The motion passed with all in motion.
- b) **Consultant Project Review and Update** – Tara Ostendorf presented a list of all consultants currently being used by the District and their corresponding projects for the board’s review.
  - c) **Weed Harvest Equipment Sale** – Manager Mostad gave an update of the weed harvester liquidation. He stated that the auctioneer has posted the Harvester and equipment on 4 websites. There has been interest, but no offer. The auctioneer is planning to leave it online for 1 month.
6. **New Business**
- a) **Monitoring Presentation** – Sarah Jo Schmitz gave a presentation on the current and future monitoring plan and reasons to monitor. She presented a Water Sampling SOP and a Stream Flow Measurement SOP for approval. Schmitz explained a lake ranking process being implemented to prioritize lakes for a monitoring schedule. **Manager Mostad made a motion to approve the Water Sampling SOP and Stream Flow Measurement SOP. The motion was seconded by Manager Kral. The motion passed with all in favor.**
  - b) **Board /Staff Workshop regarding Administrative Rules and SRWD Permit Program** – Tara Ostendorf suggested a board and staff workshop to discuss overall goals of the permit program. By consensus of the board, it was decided to address this after the first of July so that the new administrator and new board members can be included. The board asked Ostendorf if she would spearhead the workshop.
  - c) **2014 Summer Events** – Tara Ostendorf asked the board what would interest them in attending if staff arranged summer events. There was discussion about shadowing staff, viewing areas of priority as listed in the overall plan, and viewing the JD 2 Sediment Ponds. Ostendorf suggested that the Education Coordinator, Adam Hjelm, prepare some dates to pass by the board.
  - d) **Audit Presentation** – Ben Stalpes from KDV gave a presentation to the board on the Audited Financial Statements for the year ended December 31, 2013. **Manager Kral made a motion to accept the Audited Financial Statements for the year ended December 31, 2013. The motion was seconded by Manager Willenbring. The motion passed with all in favor.** Manager Harren asked if there was board interest in earmarking money for capital projects. Manager Willenbring suggested that the budget committee research that and bring it to the board at a later date.
  - e) **JD 2 Sediment Ponds** – President Kuseske reminded the board that years back, it was decided to not allow any activity or entrance into the pond area. It was decided to still not allow any mowing or entrance into the pond area.
  - f) **Close Tile Inlets** – Manager Kral discussed a program that North Fork Crow River Watershed District is involved in that assists farmers in closing tile inlets. President Kuseske and Manager Harren asked the Ditch & Permit Coordinator,



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Zach Gutknecht, to do some research on the public ditches, solicit funds and work with Adam Hjelm to get newsletters out in the target areas.

- g) **Administrative Orientation Discussion** – Manager Willenbring presented his letter of recommendation to the full board proposing to provide the new Administrator with an adequate orientation. President Kuseske suggested that the budget committee begin the orientation after the budget meeting on June 10<sup>th</sup>. President Kuseske mentioned that as of July 1, there will be only 1 board member left to sign checks. **Manager Harren made a motion to appoint Manager Scherping as the interim treasurer. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
- h) **Scope Revision** – Lynn Nelson, Environmental Project Coordinator, explained a scope revision involving a line item that was missed. The amount was already approved in the budget, however was just missed in the scope. **A motion was made by Manger Harren to approve the revised scope for the Sauk River Watershed Restoration and Protection Strategy Report Assistance Project. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

**7. Reports**

- a) **Administrator’s Report** – Melissa Roelike
  - 1. **Wage** – Roelike asked when the Interim Administrator wages cease after the new Administrator begins. **Manager Mostad made a motion to allow the Interim Administrator to receive the addition pay until July 2, 2014 at which time the pay returns to that of the Office/Finance Coordinator. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
- b) **Attorney’s Report** –
  - 1. **Hagemeier Bankruptcy Update** – Attorney Kolb updated the board on the Hagemeier bankruptcy matter. He stated that the proposal sent to bankruptcy court proposed the payoff of the District’s loan to be for 30 years which would violate the District’s agreement with the MPCA. Hagemeier’s attorney was notified of that and that it could not be modified but didn’t amend the filing with the bankruptcy court. An objection was filed on the District’s behalf explaining why it cannot be modified.
  - 2. **Temporary Bonding** – Attorney Kolb stated that earlier in the day, the County Board approved the resolution for the District’s temporary bonding. Staff can begin working with the County Auditor’s Office and the County Administrator to begin to pay the outstanding costs of the redetermination of benefits on County Ditches 15 and 26 and the repairs.
  - 3. **CD 51 Public Hearing** – Attorney Kolb asked the board to set a date for the public hearing for the CD 51 buffer strip acquisition. Between now and that date, staff will need to prepare and mail owner’s reports and then leave 3 weeks in advance of the hearing in order to provide all



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of the necessary notices (posted, published, and mailed to the affected landowners).

- c) **Engineer's Report** – Rebecca Kluckhohn, Engineer, gave a presentation on a meeting she had with some landowners to determine leftover items for the contractor to address the next time they mobilize late in the fall or early winter. One issue brought up was the spoil pile shaping. It was planned to have the spoil piles spread within the one rod buffer however, it was mentioned that the landowners would prefer to have it spread more gradually over a larger area so that it can be hayed. Kluckhohn is in contact with the contractor to determine if there would be additional cost to do this. Kluckhohn discussed a bridge crossing with Donald Scherping. He thinks that there was damage done to the bridge during construction as a result of New Look's actions in the cleanout. It was noted that there is erosion around one of the piers of the bridge and in order to stop that erosion, Kluckhohn would recommend the installation of toe protection and riprap both upstream and downstream. There was discussion with Hoppe's and Dennis Thull to extend their crossings. Both of the landowners indicated that they had hoped to have additional armoring further up the channel. Kluckhohn stated that the board has had this discussion before and has opted not to improve the crossings. The additional cost of additional armor would be \$5,000 for each landowner. Kluckhohn informed the board that there have been complaints about the channel shape and erosion. Once the trees and brush were removed, the erosion that had already been a problem, was more visible. With the brush of canopy of trees removed, vegetation should be coming shortly and will help stabilize the banks. Staff has taken pictures of areas that could use extra protection and there are possibly grant dollars to help. Kluckhohn showed the board site photos of the ditch repairs. Kluckhohn asked for board action on the riprap around the pier for Donald Scherping's bridge. There was considerable discussion on the original installation of the bridge. **Manager Willenbring made a motion to go ahead with the installation of the riprap up to \$7,000. The motion was seconded by President Kuseske. The motion passed with most in favor, Managers Scherping and Harren abstaining.**

- d) **Permits Program Report** –

**1.14-004 Waite Park 17<sup>th</sup> & Parkway Improvement** – Rebecca

Kluckhohn informed the board that the City of Waite Park is working with SEH on a new development and is requesting a variance for the infiltration and water quality requirement of the District's rules. SEH has been working with Kluckhohn to make changes to help increase the volume infiltrated. Staff recommends approval of Permit 14-004 with special conditions. **Manager Mostad made a motion to approve Permit 14-004 with conditions. The motion was seconded by Manager Kral. The motion passed with all in favor.**

**2. Riverside Inn Addition** – Zach Gutknecht, Ditch and Permit

Coordinator, informed the board that during fieldwork, staff noticed that



the Riverside Inn was dewatering and there is not a permit to do that. A site inspection was done a few days later and the contractor stated that they would stop dewatering. However it was noticed that the special provisions in their permit were not being followed. The board told Zach to keep on track with the project.

- e) **Ditch Program Report**
  - f) **Calendar Items** – *Approve current appropriations and minutes, ROCORI/Middle Sauk/Douglas County WaterFest, Discussion of Summer Events Schedule, Conduct Board/Staff Planning Meeting for 2014, Lynn Nelson Anniversary date: 20 years, grant end date.*
  - g) **Board Member Meeting Reports** –
  - h) **Engineering Services** – Manager Harren asked if there was interest in looking at other engineering services to see what they provide. **Manager Scherping made a motion to authorize Manager Harren to research engineering firms. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
8. **Items for Next Meeting Agenda** – Update on County culvert replacement schedule for CD 15 and 26, update signature cards.
9. **Upcoming Meetings to be Announced**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
Tuesday, June 10, 2014	Budget Committee Meeting	District Office	4:00 p.m.
Tuesday, June 17, 2014	Regular Meeting	District Office	6:00 p.m.

10. **Adjournment** – The meeting adjourned by general consensus of the board at **10:20 p.m.**

**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.