



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

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Regular Meeting MINUTES

Tuesday, June 17th, 2014

Located at: Sauk Centre City Hall at 6:00 p.m.

Managers Present:	Jim Kral, Larry Kuseske, John Harren, Jason Scherping, Glen Sanders, Lee Bautch, Duane Willenbring, Virgil Rettig
Staff Present:	Scott Henderson, Administrator; Melissa Roelike, Office/Finance Manager; 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; Adam Hjelm, Public Outreach Coordinator.
Guests Present:	Ken Zimmerman, Jeff Klaphake, Joe Klaphake, Steve Notch, Emily Javens, Duane Pung, Fred Schlangen, Chelle Benson, Lee Rosen, Jeff Hoppe, Don Gaebel, Ron Hoppe, Butch Thull
Manager's Absent:	Bob Mostad

1. **The meeting was called to order by President Kuseske at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. **Oath of Office/Bond for newly appointed Todd County Manager Glen Sanders –** Glen Sanders read and signed his oath of office and bond. President Kuseske welcomed Manager Sanders to the board.
3. **Additions/corrections to the agenda items -** President Kuseske added the Annual Report to the agenda and asked for any other additions to the agenda. **Manager Scherping made a motion to approve the agenda with one addition. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
4. **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. **May 20, 2014 Regular Meeting Minutes**
 - b. **Contracts for Approval – None**
 - c. **Board Action Items for Approval**

<u>Grant #</u>	<u>Landowner / Project Name</u>	<u>\$ Amount</u>
335	Various Landowners as per memo	\$18,000
329	Wenck Engineering as per memo	



d. Resolutions for Approval –

<i>Resolution #</i>	<i>Title</i>
10-14	Grant Application Submittal

e. Grant Application Approvals –

<i>Grant Number</i>		
335	Joanne Buchanan	\$5,000

f. Grant Payment Approvals – None

g. Loan Project Approvals –

<i>Landowner/Project</i>	<i>Type</i>	<i>\$ Amount</i>	<i>Fund Code</i>	<i>Pay To</i>
Stanley & Jessi Sknorkicka	Septic System	\$10,000	224	

h. Loan Payment Approvals – None

i. Appropriations

Houston Engineering	SRWD Legal Boundary Cleanup	\$6,367.50	333
KDV	Audit & Consulting	\$3,891.50	101
David Drown Associates, Inc.	Bond Consulting Services	\$10,400.00	530, 550, 555
Houston Engineering	Tech Support Requests	\$1,644.56	101
Rinke Noonan	Employee Matters	\$56.70	101
Rinke Noonan	Retainer	\$600.00	101
Rinke Noonan	Permits	\$56.70	101
Rinke Noonan	CD 51	\$56.70	555
Rinke Noonan	Hagemeier Bankruptcy	\$3,862.90	101
Wenck	Technical Assistance	\$9,839.80	329
Scott Henderson	Relocating Costs	\$2,500.00	101
RESPEC	Runoff Rates & HSPF Management Scenarios	\$2,825.75	333
Springstead	Executive Search	\$15,227.02	101
Wenck	Technical Assistance – Consulting	\$12,732.00	329
Stearns County SWCD	Civic Engagement with Landowners	\$8,000.00	329



Wenck	General Engineering	\$1,648.56	101
Wenck	CD51 Bidding Documentation	\$154.52	555
Wenck	CD 15 & 26 Construction Support	\$4,504.64	550
Wenck	CD 15 & 26 Construction Support	\$320.00	530
Wenck	CD 26 Phase II	\$770.40	550
Wenck	CD 15	\$215.04	530
Wenck	2014 Permit Review	\$72.80	101
Wenck	Permit Review	\$1,840.00	101

Manager Rettig had questions for Wenck and Rinke Noonan on the contents of their billing. **Manager Willenbring made a motion to approve the consent agenda minus the appropriations for Rinke Noonan and Wenck Engineering. The motion was seconded by Manager Kral. The motion passed with all in favor.** John Kolb and Rebecca Kluckhohn explained their billable expenses. **Manager Kral made a motion to approval payment to Rinke Noonan and Wenck Engineering. The motion was seconded by Manager Bautch. The motion passed with most in favor, Manager Rettig opposed.**

5. **Open Discussion from the Public** – President Kuseske asked for open discussion from the public. There were several ditch landowners present at the meeting. They voiced their concerns about ditch benefits, culverts, flooding, and buffer strip acquisition.
6. **Old Business**
 - a) **Administrator Orientation** – Manager Willenbring volunteered to assist in spearheading an orientation for the new Administrator and recommended a time certain date for a review of the Administrator. **Manager Harren made a motion to establish a committee of 3-4 members, headed by Manager Willenbring, to conduct an orientation with the new Administrator. The motion was seconded by Manager Bautch.**
 - b) **2014 Summer Events** – Adam Hjelm, Public Outreach Coordinator, commented that since board members were interested in seeing the Sediment Ponds on JD2, possibly the August board meeting could be held in Osakis with a site tour immediately following. Hjelm asked the board what they wanted. Manager Willenbring suggested an event separate of a board meeting night that would include stakeholders. By consensus of the board, staff should plan an event open to stakeholders that is separate of a board meeting.
 - c) **Weed Harvest Equipment Sale** – Administrator Henderson informed the

board that Manager Mostad stopped by the office to share the progress of the weed harvest equipment sale. Henderson stated that the Auctioneer listed the equipment on 4 different websites with an asking price of \$79,000. There has been interest but no offers. Manager Mostad had stated that he contacted other Watershed Districts and Middle Fork of the Crow River Watershed District showed interest and offered \$45,000 if they could get funding. Manager Mostad suggested maybe the District could help them with funding. President Kuseske suggested that they speak with Middle Fork at the MAWD Summer Tour.

- d) **Budget Recommendation** – Manager Harren presented the budget to the board with a 1% increase and recommended the budget hearing be set for August. **Manager Willenbring made a motion to adopt the preliminary levy and set the public hearing for August 19th. The motion passed with all in favor.**
- e) **Engineering Services Discussion** – Manager Harren presented his recommendations for Engineering Services based on his research. **Manager Rettig made a motion that the District continue with the current Engineer for projects already in progress and to invite Houston, WSN, and RESPEC to prepare a presentation to the board. The motion was seconded by Manager Kral.** Manager Willenbring stated that while the District should make sure they are getting the best value, it should not forget the value of institutional knowledge. Manager Rettig stated that he only chose 3 firms because the District is already aware of the work Wenck does. **The motion passed with all in favor.**

7. New Business

- a) **Project Update Presentation** – Tara Ostendorf gave an update on the Crooked Lake Project. She stated that staff has been in contact with Ducks Unlimited and the Douglas County SWCD and are currently waiting for engineering plans from Ducks Unlimited before moving forward with the project partners. Next, Ostendorf updated the board on the 210th Street Ravine project. At the last board update, a cost estimate was provided to the board and no action was taken on the engineer's estimate. The project is tabled until further board action. Ostendorf gave the board an overview of the Lower Sauk Petition. Discussions with the attorney and past administrator have leaned towards dismissing the petition since numerous grants projects have been completed in that area since the petition was established. Addition discussions should be had at a later date.
- b) **Presentation of Plaques to Board of Managers** – President Kuseske presented plaques and thanked Manager Jim Krall and Manager John Harren for their years of service and all that they have done for the Watershed District. The Managers received a round of applause.

8. Reports

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

- 1. **Signature Cards** – Administrator Henderson informed the board that new signature cards for the bank needed to be signed and that an interim

Vice President should be named for the time being. **A motion was made by Manager Harren to appoint Manager Willenbring as the Interim Vice President. The motion was seconded by Manager Scherping. The motion passed with all in favor.** President Kuseske asked the Administrator to research the requirements for the signing of checks to see if it is necessary to have Board Members making special trips every two weeks or if the policy could change.

2. Auction Contract with Jim Waldorf – Henderson informed the board of a conversation he had earlier that day with Manager Mostad in regards to the sale of the Weed Harvest Equipment. The District has received a contract stating the terms with Auctioneer, Jim Waldorf that needs to be signed.

3. Annual Report – Administrator Henderson informed the board that the Annual Report draft is being circulated through the office. It is anticipated to be ready for the July meeting.

b) **Attorney's Report** – John Kolb recommended that the board ask Ron Ringquist to attend the public hearing for the CD 51 buffer strip acquisition. Ringquist will be able to explain the process and the values he used, and how he has gone about the appraisal for the value of the grass strips. **Manager Harren made a motion to request Ron Ringquist to attend the CD 51 buffer strip acquisition public hearing. The motion was seconded by Manager Scherping. The motion passed with all in favor.**

c) **Engineer's Report** – Rebecca Kluckhohn, Engineer, informed the board that the District's Comprehensive Management Plan went through the regional BWSR Committee and it was recommended for approval by Jason Weinerman. It will go before the larger board later this month. Weinerman gave positive feedback to staff. Kluckhohn followed up on the Scherping bridge issue. She stated that local quotes were sought to install riprap however one contractor stated he was too busy and the other contractor did not respond. New Look quoted \$8,130, which is under the existing pay items. The next item Kluckhohn followed up on was the low flow crossings for Thull and Hoppe. This would include adding 5 additional cattle slats on each side, crushed rock and fabric, and additional sloping at a cost of \$6700 (Thull) and \$6100 (Hoppe). Another issue brought forward was the leveling of the soil piles. This has not been completed yet but it is specified that it will be spread within the 1 rod buffer. Some landowners have expressed concern with that and would rather have the spoil spread further back. Kluckhohn gave three possible options with the estimated prices.

1. Issue permits to landowners to spread the soil piles themselves, zero cost.
2. Spread beyond buffer area w/permission, \$1.50 per linear foot.
3. Bury spoil under salvaged topsoil, \$9 per linear foot.
4. Remove spoils for proper disposal, \$5.90 per linear foot.

President Kuseske made a motion to authorize the Engineer to instruct New Look to install riprap around the Scherping bridge as soon as

conditions permit. The motion was seconded by Manager Kral. The motion passed with most in favor, Managers Harren and Scherping abstaining. President Kuseske made a motion to authorize the repairs as presented for the Thull and Hoppe low flow crossings as soon as conditions allow, to work with the landowner to ensure functional crossings, and assess the quality of installation to ensure the contractor performed. The motion was seconded by Manager Bautch. The motion passed with all in favor. There was no decision on the spoil piles. President Kuseske requested the Ditch & Permit Coordinator contact landowners to find out what they would like to do with their spoil. **Manager Kuseske made a motion that the spoil be moved outside of the 1 rod buffer area and leveled by the landowners.** Manager Harren suggested that Kluckhohn research the cost of moving the spoil outside of the buffer area before a motion be passed. President Kuseske agreed and the motion died for lack of a second. Kuseske asked Kluckhohn to research the cost and staff to contact landowners to find out if they are agreeable.

d) Permits Program Report – Zach Gutknecht

1. Authorize construction of animal feedlot/manure storage area –

Zach Gutknecht, the Ditch and Permit Coordinator, informed the board that James and Kathy Welle are proposing to construct a new animal holding area and manure storage area in Spring Hill Township. The area will create over an acre of impervious surface and is within 500 feet of Stoney Creek. This activity will trip both the stormwater rule and the erosion control rule. Gutknecht recommends using the District's general permit. **President Kuseske made a motion to follow staff recommendation and approve the Welle project using the District's general permit. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**

e) Ditch Program Report – Zach Gutknecht

1. CD 51 Owner's Report

2. CD 9 Update – Gutknecht informed the board that John Funk and Ralph Inderrieden came in to report an issue on CD 9 where part of a tile collapsed. A site inspection was done with the landowners and MBC Drainage was contacted. A quote for repairs was not given for fear of more damage being done as the work was being completed. Gutknecht stated that he was unable to authorize MBC to do the work without board approval. The landowners stated that they would contract with MBC on their own to open the collapsed portion. Gutknecht informed the board that he did a site inspection to document what had been done. MBC expects the cost to repair the tile to be under \$50,000. Gutknecht asked for approval to take care of unforeseen circumstances as it relates to the failure of the tile. **Manager Kuseske made a motion to approve repairing of the tile on CD 9. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

3. Pope County Branch 1 of CD 6 and CD 11 Inspection Update –

Zach Gutknecht gave an update on inspection done on CD 11. Gutknecht stated that he received a complaint from Bernie Herickhoff that CD 11 was not draining water. A site inspection was done and Herickhoff showed his areas of concern. At a later date, Gutknecht informed the board that he did a preliminary ditch inspection on Pope County Branch 1 of CD 6 and CD 11. A slideshow of pictures was presented to the board. It was noted that on Herickhoff's land, there were row crops to the top of the ditch. Attorney Kolb gave a brief history of the buffer strips on Herickhoff's land and around his tile inlets that have not been maintained. **Manager Kral made a motion to authorize Attorney Kolb to follow up with Herickhoff on the repair of the buffer strips. The motion was seconded by Manager Willenbring. The motion passed with most in favor, Managers Kuseske, Scherping and Harren abstaining.**

- f) **Calendar Items –** *Approve current appropriations and minutes, Monitoring program STORET information due to MPCA, MAWD Annual Tour held, Manager appointments determined by respective counties, BWSR CWF and MPCA CWP semi-annual reports are due by July 1st, Sauk River Major Watershed Project end 6-30-14 – all expenditures are due.*
- g) **Board Member Meeting Reports –** Manager Kuseske reported on a Drainage Work Group meeting he attended. He stated that there will need to be clarification in the drainage law.

9. Items for Next Meeting Agenda –

10. Upcoming Meetings to be Announced

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
Tuesday, July 15, 2014	Regular Meeting	District Office	6:00 p.m.
Wednesday, June 18-20, 2014	MAWD Summer Tour	Stillwater	
Wednesday, June 25, 2014	BWSR Regular Board Mtg – Overall Plan Discussion	Central Office	

- 11. **Adjournment –** Manager Harren made a motion to adjourn the meeting at 9:30 p.m. The motion was seconded by Manager Kral. The motion passed with all in favor.