



Regular Meeting MINUTES

Tuesday, August 19th, 2014

Located at: Sauk River Watershed District Office at 6:00 p.m.

Managers Present:	Larry Kuseske, Jason Scherping, Glen Sanders, Lee Bautch, Duane Willenbring, Tyler Carlson, Bruce Ferris
Staff Present:	Scott Henderson, Administrator; John Kolb, District Attorney; Rebecca Kluckhohn, District Engineer; Lynn Nelson, Environmental Project Coordinator; Tara Ostendorf, Environmental Project Technician
Guests Present:	Steve Notch, Karl Meyer, Martha Meyer, Doug Meyer, Ralph Inderrieden, Ken Zimmermann, Gary Berndt, Duane Pung, Jason Weinerman, Greg Funk
Manager's Absent:	

1. **The meeting was called to order by President Willenbring at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. **Oath of Office/Bond for newly appointed Douglas County Manager Bruce Ferris** – Bruce Ferris read and signed his oath of office and bond. The Managers introduced themselves to Manager Ferris and President Willenbring welcomed him to the board.
3. **Additions/corrections to the agenda items** – President Willenbring asked for corrections or additions to the agenda. Administrator Henderson informed the board of that there were no additions to the agenda. Manager Scherping brought a typographical error to the attention of the board. Administrator Henderson noted the error. Manager Kuseske asked staff where the match for a grant in the Osakis area was coming from. Lynn Nelson stated that the match was coming from the SWCD's RIM program.
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. **July 15, 2014 Regular Meeting Minutes**
 - b. **Grant Applications for Approval**

<i>Grant Number</i>	<i>Name</i>	<i>\$ Amount</i>
337	Osakis Lake Nutrient Reduction – Crooked Lake	\$286,652
 - c. **Appropriations**



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Rinke Noonan	Retainer	\$600.00	101
Rinke Noonan	Pope County Ditch 11	\$434.70	510
Rinke Noonan	County Ditch 26	302.40	550
Rinke Noonan	CD 51 Repair	\$2653.10	555
Rinke Noonan	Hagemeier Bankruptcy	333.60	101
Wenck	2014 Permit Review	\$6,732.00	101
Wenck	Ditch & Permit Transition Support	\$256.00	550
Wenck	Ditch & Permit Transition Support	\$16.00	101
Wenck	2014 General Engineering	\$1,611.52	101
Wenck	CD 15 & 26 Construction Support	\$2,918.64	550
Wenck	CD 51 Phase Extended Scope	\$144.00	555
Wenck	CD 11 Phase Extended Scope	\$525.00	525

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

5. **Open Discussion from the Public** – President Willenbring asked for discussion from the Public. Big Sauk Lake Association President Bob Bjork asked if the work plan that was submitted to staff was deemed appropriate and without changes. Administrator Henderson will review the work plan with Attorney Kolb. Attorney Kolb asked that it be added to the September agenda. CD 9 landowner Karl Meyer doesn't feel that scoping the tile at this time is necessary as this is the first collapse known to him. Meyer stated that the private ditch that comes into Cd 9 west of Meire Grove needs repair. Gary Berndt asked if he would be allowed to speak during the CD 51 Hearing and if the board follows Robert's Rules of Order. Manager Willenbring stated that he would be allowed to speak and that the board of managers follow Robert's Rules of Order.
6. **Old Business**
 - a) **Weed Harvest Equipment Sale** – Manager Kuseske updated the board on the sale of the weed harvesting equipment. Kuseske stated that he felt the initial offers received were not sufficient and the process was pushed off. Before the



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next meeting, two addition parties had shown interest in the equipment. That information was turned over to the Auctioneer and other week was given. The best offer was received from the Nest Lake Association and the equipment was sold. The District received a check for \$40,540 that was deposited into the Weed Harvest Fund. Manager Kuseske noted that there may be additional expenses incurred for Gene Harren's time helping get the equipment loaded.

- b) **Public Hearing on 2015 General Budget – 6:30** – President Willenbring recessed the regular meeting and opened the public hearing on the 2015 general budget. Administrator Henderson explained the breakdown in funds. **Manager Bautch made a motion to close the public hearing. The motion was seconded by Manager Sanders. The motion passed with all in favor.** President Willenbring asked for comments from the board. **Manager Kuseske made a motion to approve the budget as presented. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
- c) **Public Hearing on CD 51 Buffer Strip Acquisition** – President Willenbring recessed the regular meeting and opened the public hearing for the acquisition of buffer strips on CD 51 at 7:30 p.m. **Manager Sanders made a motion to close the public comment portion of the hearing at 7:36. The motion was seconded by Manager Kuseske. The motion passed with all in favor.** Attorney Kolb presented the Findings and Final Order. **Manager Kuseske made a motion to approve the Findings and Final Order for Acquisition of Grass Buffer; Confirming Report of Damages and Directing Payment. The motion was seconded by Manager Sanders. Roll Call Vote was taken: Bautch-Yea, Carlson-Abstain, Kuseske-Yea, Sanders-Yea, Scherping-Nay, Willenbring-Yea, Ferris-Abstain. The motion passed. Manager Bautch made a motion to close the public hearing and reconvene the regular meeting. The motion was seconded by Manager Kuseske. The motion passed with all in favor.** The regular meeting was reconvened at 7:48 p.m.

7. **New Business**

- a) **Update on Little Birch Lake Feasibility Study** – Tara Ostendorf updated the board on the feasibility study that was approved for a drainage issue near Little Birch Lake. Ostendorf spoke with the landowners and went over some options available. She is currently working with the Stearns SWCD to get some mapping, and prices for the upland landowner and also with the Todd SWCD to get landowner discussions put together with the County Ag Department. At the next meeting, it's anticipated that there will be an estimated project cost, possible funding options, and the landowners will be in attendance.

8. **Reports**

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

1. Budget Committee – Previously discussed.

2. Grant Approval – Administrator Henderson asked the board to allow staff to accept the Crooked Lake grant under approval and signature of the Board President due to time sensitively. **Manager Sanders made a motion to allow the President to sign the grant papers upon review**



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by staff. The motion was seconded by Manager Carlson. The motion passed with all in favor.

b) **Attorney's Report** – *John Kolb*

c) **Engineer's Report** – *Rebecca Kluckhohn*

1. **St. Martin Dry Hydrant Update** – Rebecca Kluckhohn, Engineer, informed the board that a site visit was done at the St. Martin Dry Hydrant on CD 26. The hydrant and necessary repairs were identified. Jim Rothstein, Mayor of St. Martin, asked that the contractor who initially installed the dry hydrant be the one who repaired it. New Look was agreeable to that. The work will be done as soon as parts arrive. The cost of the repairs will be covered by New Look.

2. **CD 26 – Low Flow Crossings, Scherping Bridge Updates** – Kluckhohn informed the board that Mr. Scherping indicated that he preferred the installation of riprap and has signed a release to do so. The work will be scheduled for when New Look is back in the fall. Kluckhohn stated that surveys were performed of the local crossings. Some of the landowners speculated that the low flow crossing approaches were steeper than what was designed. Only one crossing was determined to be at a different grade than designed. New Look will correct this under warranty in the fall.

d) **Permits Program Report** – *Zach Gutknecht*

1. **Rotochopper Permit Approval** – Zach Gutknecht informed the board that Rotochopper submitted a permit for development of the adjacent land. Gutknecht requested the board approve permit 14-016 with the stipulations presented in the memo included in the board packet. **Manager Scherping made a motion to approve permit 14-016 with stipulations and that a copy of the O & M plan be submitted to the District. The motion was seconded by Manager Sanders. The motion passed with all in favor.** President Willenbring asked that a copy of the O & M plan be included in the next board packet.

e) **Ditch Program Report** – *Zach Gutknecht*

1. **CD 9 Collapsed Tile Recommendation** – Zach Gutknecht showed a video and explained the process of scoping the collapsed tile on CD 9. Attorney Kolb gave a brief history about initiating a redetermination on the ditch and why it wasn't done when the last repairs were done. Kolb then discussed the repair procedure. **Manager Carlson made a motion to repair both portions of collapsed tile, cut trees, and scope the public tile downstream of the collapse in section 19. The motion was seconded by Manager Sanders. The motion passed with most in favor, Manager Scherping abstaining.**

2. **Bernie Herickhoff – Pope CD 11** – Attorney Kolb gave a history of the Bernie Herickhoff site. There was a lot of discussion on options for the site. **President Willenbring made a motion to authorize Attorney Kolb to send a letter to Bernie Herickhoff to reiterate the**



September 1, 2014 deadline and clarify the two choices he has and state that if he doesn't comply, enforcement will be taken. The motion was seconded by Manager Sanders. The motion with most in favor, Managers Kuseske and Scherping abstaining.

f) **Calendar Items** – *None*

g) **Board Member Meeting Reports** – President Willenbring stated the he enjoyed the summer bus tour. He also mentioned that he has been working on a code of conduct which has been advanced to staff. He also reminded the board that a proper orientation needs to be held with Administrator Henderson soon and a process for evaluations developed by the next meeting. Manager Bautch mentioned the board taking part in some workshops. There was discussion on the topics for those workshops.

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, September 16, 2014	Regular Meeting	District Office	6:00 p.m.

11. **Adjournment** – Manager Bautch made a motion to adjourn the meeting at 8:36 p.m. The motion was seconded by Manager Carlson. The motion passed with all in favor.