



**Watershed District Meeting
 MINUTES**

Tuesday, January 15, 2019

Located at: Sauk River District Office, Sauk Centre, MN, 3:00 p.m.

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| Managers Present: | Dennis Ritter, Tyler Carlson, Gary Barber, Larry Ladwig, Duane Willenbring, Lee Bautch, Jim Bailey, Emily Wolf |
| Staff Present: | Scott Henderson, Administrator; John Kolb, Attorney; Jon Roeschlein, Ditch & Permit Coordinator |
| Guests Present: | Jerry Rapp, Steve Notch |
| Manager's Absent: | |

1. **Call to Order & Pledge of Allegiance** – The meeting was called to order by President Carlson at 6:00 p.m. and the Pledge of Allegiance was recited.
2. **Additions/corrections to the agenda items** – President Carlson asked for corrections or additions to the agenda. There were none. **Manager Ritter made a motion to approve the agenda as presented. The motion was seconded by Manager Wolf. The motion passed with all in favor.**
3. **Consent Agenda**
 - a. **Financial Reports/Meeting Minutes**
 1. Checks for December
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. December 18, 2018, Regular Board Meeting Minutes
 7. Permit Status

b. Appropriations

| <i>Payee</i> | <i>Description of Payment</i> | <i>\$ Amount</i> | <i>Fund</i> |
|--------------|-------------------------------------|------------------|-------------|
| Rinke Noonan | JD 2 Sedimentation Pond Maintenance | \$113.40 | 571 |
| Rinke Noonan | Stearns CD 9 Repair | \$56.70 | 520 |
| Rinke Noonan | Pope/Stearns JD 1 Repair | \$3,331.50 | 505 |
| Rinke Noonan | Pope CD 6 Repair | \$3,726.60 | 515 |
| Rinke Noonan | Pope CD 11 Repair | \$2,845.20 | 510 |
| Wenck | Stearns CD 11 Repair | \$2,081.31 | 525 |
| Wenck | Permitting | \$4,062.30 | 101 |

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|-------|-------------------------------------|------------|-----|
| Wenck | JD 2 Sedimentation Pond Maintenance | \$5,996.96 | 571 |
|-------|-------------------------------------|------------|-----|

Managers Wolf and Willenbring made a couple changes to the minutes. **Manager Willenbring made a motion to approve the consent agenda with the changes made to the minutes. The motion was seconded by Manager Barber. The motion passed with all in favor.**

4. **Open Discussion from the Public** – President Carlson asked for public comment. There was none so the public comment portion of the meeting was closed.

5. **Reports**

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

1. Resolution #01-19 – Annual Meeting Items – Administrator Henderson read Resolution #01-19 to Approve Annual Meeting Items. **Manager Barber made a motion to approve Resolution #01-19. The motion was seconded by Manager Ladwig. The motion passed with all in favor.** Administrator Henderson pointed out the Liability Coverage – Waiver Form from the League of Minnesota Cities. Henderson asked the board if they wanted to waive or not waive the statutory tort limits. Historically, the District has not waived the limits. **Manager Willenbring made a motion not to waive the monetary limits on municipal tort liability. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
2. Crooked Lake Easement - Melzer – Administrator Henderson told the board that DeLair Melzer had come into the office to speak with him about land that he owns within the Crooked Lake Basin. Henderson stated that the District currently has \$124,202 left within the SRF loan fund that was received in the fall of 2017. **Manager Ritter made a motion to authorize Administrator Henderson to negotiate an easement with DeLair Melzer, not to exceed \$124,202. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
3. Salary Increases for 2019 – Administrator Henderson presented a memo detailing 2019 salary increases for the Office & Finance Manager, Education and Public Outreach Coordinator, Monitoring Coordinator, and the Ditch and Permit Coordinator based on successful reviews. **Manager Bautch made a motion to approve salary increases as presented by the Administrator. The motion was seconded by Manager Wolf. The motion passed with all in favor.**
4. MAWD 2019 Dues – Administrator Henderson shared the annual dues statement that he received from MAWD. It was decided in December of 2018 to keep the dues schedule the same and so the District will again owe \$7,500. **Manager Ritter made a motion to pay the annual MAWD dues in the amount of \$7,500. The motion was seconded by Manager Ladwig. The motion passed with all in favor.**

5. MAWD Legislative Day – Participation and thoughts – Administrator Henderson informed the board of the MAWD Legislative Day at the Capitol. Administrator Henderson will be attending the MAWA meeting but by general consensus, no board members will be in attendance on behalf of the District.
6. Building Committee – Architect Interviews – Members of the building committee spoke to the board and gave their recommendations regarding the selection of and Architect Firm. There was discussion on prices, the process, and funding. **Manager Ritter made a motion to work with HMA and to authorize up to \$50,000. The motion was seconded by Manager Wolf. The motion passed with all in favor.**
7. Water Resource Manager Position – Administrator Henderson informed the board that he received 7 applicants for the Water Resource Manager Position, 3 of which will be interviewed.
8. Sauk River 1W1P – Administrator Henderson informed the board of upcoming meetings for the 1W1P.
9. Special Project Assessments – Administrator Henderson stated that all of the assessments for the water management units have been sent in and finalized.

6. Items for Next Meeting Agenda

- a. Discussion on stream assessments and project initiation

7. Upcoming Meetings to be Announced

a. Regular Board Meetings

1. Tuesday, February 19, 2019 – Regular Meeting, 6 p.m.
2. Tuesday, March 19, 2019 – Regular Meeting, 6 p.m.

b. Other Meetings and Events

1. Wednesday-Thursday, February 20-21, 2019. MAWD Legislative Day at the Capitol. The Double Tree, St. Paul, MN.

8. **Adjourn Regular Board Meeting – Manager Ritter made a motion to adjourn the regular meeting at 7:25 p.m. The motion was seconded by Manager Wolf. The motion passed with all in favor.**

**Regular Drainage Authority Meeting
MINUTES**

1. **The Drainage Authority meeting was called to order by President Carlson at 7:25 p.m.**

2. **Additions/corrections to the agenda item** – President Carlson asked if there were changes or additions to the agenda. There were none. **Manager Willenbring made a motion to approve the agenda as presented. The motion was seconded by Manager Bautch. Motion passed with all in favor.**
3. **Open Discussion from the Public** – There was no public comment. President Carlson closed the public comment portion of the meeting.
4. **Reports**
 - a. Annual Meeting
 1. Resolution DA 01-19 – Administrator Henderson read Resolution # DA 01-19 to approve annual meeting items. **Manager Bautch made a motion to approve Resolution DA 01-19. The motion was seconded by Manager Ladwig. The motion passed with all in favor.**
 - b. Stearns CD 9
 1. Pay Request – Jon Roeschlein presented pay request #4 to M&M Contractors for \$30,955.27. **Manager Ritter made a motion to approve payment of request #4 for \$30,955.27. The motion was seconded by Manager Barber. The motion passed with all in favor.**
 2. Project Management Invoice – Roeschlein showed the board the latest invoice from Houston Engineering for project management.
 3. Repair – Roeschlein gave the board an update on the progress being made on CD 9. He stated that the project is moving quickly.
 - c. Stearns CD 17
 1. Landowner letter regarding redetermination of benefits – Administrator Henderson told the board that he spoke to and received a letter from a landowner on CD 17 requesting the District take a look at the ditch because there have been many changes to it since the last redetermination of benefits in the 1980’s. Attorney Kolb informed the board of actions they should take. **Manager Ritter made a motion to authorize staff to investigate if the ditch should be redetermined. The motion was seconded by Manager Wolf. The motion passed with all in favor.**
 - d. 2019 Ditch Assessments Memo – Administrator Henderson informed the board of the prepayments received by the District on drainage assessments for CD 9 and CD 17. For CD 9, 19% of the assessment was prepaid and for CD 17, 54% was prepaid.
 - e. Ditch/Permit Coordinator Report – Jon Roeschlein wanted to point out two things on his Ditch/Permit Coordinator Report. No appeals have been filed yet

for the Pope County ditches and the 30 day appeal period has only 2 days left. Also, he wanted it noted that the weir elevations that have been questioned by landowners were checked and do not exceed the permitted elevations. Roeschlein advised the board that since repairs are needed on the Pope County ditches, that a hearing for the consolidation, along with the repair hearing should be held in February. By general consensus of the board, it was decided to hold the public hearing on Wednesday, February 13th at 7:00 p.m., location to be determined. President Carlson feels it would be helpful to have a meeting with landowners, US Fish & Wildlife, DNR, local representatives and landowners to discuss ditch issues. Attorney Kolb agreed that it would be beneficial for the District to host a meeting such as that.

5. Items for Next Meeting Agenda

- a. Stearns CD 9 – Public Hearing on Correction to Redetermination of Benefits

6. Upcoming meetings to be announced

- a. Other Meetings
 1. Thursday, February, 14, 2019 – Drainage & Water Conference at the St. Cloud River’s Edge Convention Center, St. Cloud, MN.

7. Adjournment of Drainage Authority Meeting – Manager Ritter made a motion to adjourn the meeting at 8:15 p.m. The motion was seconded by Manager Wolf. The motion passed with all in favor.