



**Watershed District Meeting
 MINUTES**

Tuesday, February 19, 2019

Located at: Saur River District Office, Sauk Centre, MN, 6:00 p.m.

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, Randy Neumann, Mike Disher, Cody Rogahn, Steve Notch, Donavan McKigney, Gene Imdieke, Linda & Dale Leukam, Ashley Leukam, Ruth Wehlage, Jim Wehlage, Joan VanBeck, Peter VanBeck, Gary Marthaler, Irene Marthaler, Ruth Klaphake, Wayne Klaphake, Michael Barton, Karl Meyer, Greg Funk, Linus Meyer, Frank Imdieke, Terry Schulzetenberg, Jim Gruber, Don Lieser, Dean Meyer, James Braun
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 January
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. January 15, 2019 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	Retainer	\$600.00	101
Rinke Noonan	Contracts – Houston Engineering	\$56.70	101
Rinke Noonan	General Advice	\$56.70	101
Rinke Noonan	Stearns CD 9 Repair	\$132.30	520
Rinke Noonan	Pope/Stearns JD 1 Repair	\$467.40	505
Rinke Noonan	Pope CD 6 Repair	\$392.40	515



Rinke Noonan	Pope CD 11 Repair	\$407.40	510
Rinke Noonan	Melrose Community, LLC, BMP Contract Matter	\$243.00	101
Wenck	Stearns CD 11 Repair	\$2,095.36	525
Wenck	Permitting	\$982.50	101
Wenck	JD 2 Sedimentation Pond Maintenance	\$1,593.80	571
Wenck	Osakis Lake Area TMDL Implementation Project	\$8,359.70	101

Manager Willenbring made a correction to the meeting minutes. **Manager Willenbring made a motion to approve the consent agenda with the changes made to the minutes. The motion was seconded by Manager Ladwig. 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. **Water Resource Manager Position** – Administrator Henderson informed the board that after conducting interviews for the Water Resource Manager Position, the position was offered to Sarah Jo Boser. Boser accepted the position and began her new position on February 18th.
 2. **Job Descriptions-Trial Changes** – Administrator Henderson read a memo regarding switching job duties between positions to increase coordination and efficiency. The Monitoring Coordinator Position would be eliminated with the coordination of the program being done by the Water Resource Manager. The District would hire properly trained technicians and/or interns to do the field work and the office work associated with monitoring. This would be done on a trial basis for 2019-2020 to see how the District handles the changes. If the changes hinder work that the District has historically performed, the positions will return to normal and the Monitoring Coordinator position would be brought back. **Manager Bautch made a motion to approve the trial job description changes for 2019-2020. The motion was seconded by Manager Barber. The motion passed with majority in favor, Manager Wolf opposed.**
 3. **Discussion on Stream Assessments and Project Initiation** – Administrator Henderson asked the board how they felt about the stream bank assessment presentation given to them in January and if they were ready to do work on some of the problem areas that were noted. There was discussion about areas of concern and what projects should be done. **Manager Bautch made a motion to move forward with stream stabilization practices on Stoney Creek and Unnamed Creek #9. The motion was seconded by Manager Willenbring.** President Carlson spoke about trying to do some cattle exclusion. Attorney Kolb laid out the requirements to do that. **The motion passed with all in favor.**
 4. **JD 2 Sedimentation Pond Maintenance** – Jon Roeschlein, Ditch & Permit Coordinator, gave an update on the Maintenance work being done on the JD 2 Sedimentation Ponds.

5. Todd County Request Concerning Erosion Control Permit – Administrator Henderson read a memo to the board regarding a gap in permitting between Todd County and the District. Todd County proposed to change their permitting protocols however, Tim Stieber has since resigned from the County. Staff recommends that the District continue to administer its erosion control permitting in Todd County minus the administrative fee, for the next 6 months and work with the County to ensure this change occurs. After such time, the District can look at doing a memorandum of agreement if the County provides a permitting program that yields the best result for the District’s watercourses. **Manager Ritter made a motion to continue to administer an erosion control permit program in Todd County, minus the administrative fee, for the next 6 months with the possibility of a memorandum of agreement if satisfactory changes in protocol are made by the county. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
6. Melrose Dam-Support letter – Administrator Henderson informed the board that he received correspondence from the City of Melrose asking for endorsement from the District to go ahead with Phase I of the restoration project in combination with the CSAH 13/5th Avenue NE bridge. The project will not remove the current dam. **Manager Ritter made a motion to authorize Administrator Henderson to send a letter to the City of Melrose stating that if the City were to move forward with the Phase 2 of the project, the District would then decide to back the project or not. The motion was seconded by Manager Wolf. The motion passed with all in favor.**
7. Osakis Lake Area TMDL Project – Administrator Henderson asked the board to review the Technical Memo from Resilience Resources regarding the Osakis Lake Area Project – Phase I Feasibility Study. Henderson stated the Rebecca Carlson, from Resilience Resources, will be at the next meeting to do a presentation on the project.
8. Building Update – Administrator Henderson informed the board that the building committee met with the architect. The District sent out a Request for Proposals for construction management. From there the building committee, architect, and construction manager will come up with a set of drawings, plans, and a cost estimate for the board to make a final decision.
9. Sauk River 1W1P – Administrator Henderson informed the board that there was a policy committee meeting held. Governance was discussed and a vision statement was created.
10. Watershed Restoration & Protection Strategy (WRAPS) – Administrator Henderson stated that the second phase of WRAPS has started. It is a report from the MPCA to plan what TMDL’s to write and looks at impaired waters and what is needed to restore and protect the water resources in the watershed.

6. Items for Upcoming Meetings

- a. JD 2 Sedimentation Pond Assessments
- b. Osakis Lake Area TMDL Project - Presentation

7. Upcoming Meetings to be Announced

- a. Regular Board Meetings
 1. Tuesday, March 19, 2019 – Regular Meeting, 6 p.m.
 2. Tuesday, April 16, 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 7:03 p.m. The motion was seconded by Manager Bautch. 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 7:06 p.m.**
2. **Additions/corrections to the agenda item** – President Carlson asked if there were changes or additions to the agenda. Administrator Henderson added a Finding and Order to the Public Hearing. **Manager Willenbring made a motion to approve the agenda as modified. 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. Stearns CD 9

Stearns CD 9 – Correction to Redetermination of Benefits Public Hearing at 7:00 p.m. President Carlson recessed the regular meeting and opened up the public hearing. Attorney Kolb informed the board that the hearing was regarding a petition to remove properties from the benefitting area on Stearns County Ditch 9. The first petition requesting removal is from Linus Meyer who alleges to have 11.72 acres that do not drain to CD 9. Drainage authority staff has confirmed with the viewers that this property drains away from or to a non-contributing basin in the CD 9 watershed. The second petition requesting removal is from Elmer and Virginia Meyer for 20 benefitted acres that allegedly do not drain to CD 9. Drainage authority staff has confirmed with the viewers that this property drains away from or to a non-contributing basin in the CD 9 watershed. The third petition requesting removal from the benefitting area of CD 9 is from John & Dorothy Funk LLC who allege that they have 33.64 acres in the benefitting area that do not drain to CD 9. Drainage authority staff has confirmed with the viewers that this property drains to a non-contributing basin within the CD 9 watershed. Administrator Henderson showed contour maps of all the areas being petitioned for removal. President Carlson opened the meeting for public comment. There was extensive discussion and questions about the redetermination of benefits and repairs being done on the ditch. **Manager Willenbring made a motion to close the public comment portion of the hearing. The motion was seconded by Manager Ritter. The motion passed with all in favor. Manager Willenbring made a motion to remove 11.72 acres**

in section 17 owned by Linus Meyer and 20 acres in section 17 owned by Elmer and Virginia Meyer from the benefitted area of CD 9. The motion was seconded by Manager Bautch. The motion passed with all in favor. Manager Willenbring made a motion to deny the petition from John & Dorothy Funk LLC to remove 33.64 acres from the benefitted area of CD 9 because it remains benefitted. The motion was seconded by Manager Bailey. The vote was called. A roll call vote was requested by Manager Willenbring. The roll call vote was Bailey, abstain; Barber, abstain; Bautch, aye; Carlson, aye; Ladwig, aye; Ritter, nay; Willenbring, aye; Wolf, aye. The motion passed with 5 in favor, 2 abstained, and one against. President Carlson closed the public hearing and reopened the regular meeting.

1. Pay Request #5 – Jon Roeschlein, Ditch and Permit Coordinator, presented pay request #5 to M&M Contractors, LLC for \$97,778.04. Both Roeschlein and the engineer reviewed the request and recommend authorization of the payment. **Manager Ritter made a motion to authorize partial payment #5 to M&M Contractors, LLC in the amount of \$97,778.04. The motion was seconded by Manager Ladwig. The motion passed with all in favor.**
2. Project Management Invoice – Roeschlein presented the invoice from Houston Engineering for project management of CD 9 just for the board’s awareness.
3. Repair – Roeschlein gave the board an update on the progress being made on CD 9 and said that the tile had been installed. Work in the wetland area has stopped for now.

b. Pope CD 6, PCD 11, and PSJD 1

1. Public Hearing Overview – Attorney Kolb gave an overview of the public hearing held on the ditches. Kolb stated that the board decided to table the consolidation until the repairs are complete. The repairs were ordered to move forward but specific guidance was given to the engineer to coordinate with the District on culvert elevations and other issues. An order will be brought to the March meeting. There was discussion of repairs to the ditches and outlet fees.
2. Petition to Remove Property from Benefited Area – Administrator Henderson received a petition from Ducks Unlimited to remove 160 acres from the benefitted area of Pope County Ditch #6. **Manager Ritter made a motion to accept the petition. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

- c. Ditch/Permit Coordinator Report – written report. The board had a few comments and questions for Roeschlein.

5. Items for Upcoming Meetings

- a. Stearns CD 17 ROB Discussion

6. Upcoming meetings to be announced

- a. Other Meetings



SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS
524 4th St South
Sauk Centre, MN 56378
Phone: (320) 352-2231
Fax: (320) 352-6455
Visit us online at: www.srwdmn.org

-
- 7. Adjournment of Drainage Authority Meeting – Manager Ritter made a motion to adjourn the meeting at 9:11 p.m. The motion was seconded by Manager Wolf. The motion passed with all in favor.**