



**Watershed District Meeting
 MINUTES**

Tuesday, May 21, 2019

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

Managers Present:	Dennis Ritter, 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; Sarah Jo Boser, Water Resource Manager
Guests Present:	Jerry Rapp, Randy Neumann, Steve Notch, Donavan McKigney, David Lyste, Dexter Kolles, Roger Uhlenkamp, Leon Duchene, Bob Duchene, Greg Duchene
Manager's Absent:	Tyler Carlson

1. **Call to Order & Pledge of Allegiance** – The meeting was called to order by Vice-President Ritter at 6:00 p.m. and the Pledge of Allegiance was recited.
2. **Additions/corrections to the agenda items** – Vice-President Ritter asked for corrections or additions to the agenda. There were none. **Manager Wolf made a motion to approve the agenda as presented. The motion was seconded by Manager Ladwig. The motion passed with all in favor.**
3. **Consent Agenda**
 - a. **Financial Reports/Meeting Minutes**
 1. Checks for April
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. April 16, 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	Pope/Stearns JD 1 Repair	\$132.30	505
Rinke Noonan	Pope CD 6 Repair	\$132.30	515
Rinke Noonan	Pope CD 11 Repair	\$132.30	510
Rinke Noonan	Water Management Districts	\$170.10	101
Rinke Noonan	Permits – Blue Door and River Links	\$113.40	101
Wenck	JD 2 Sedimentation Pond Maintenance	\$1,537.80	571
Wenck	Permit Review	\$459.80	101
Wenck	Osakis Lake Area TMDL Implementation Project	\$277.50	101



Wenck	Gary Ellis Wetland Restoration	\$37.00	101
Wenck	Stearns CD 26	\$92.50	550
MPCA	Middle Sauk River Water Quality Restoration - #17	\$28,118.13	204
MPCA	Middle Sauk River Water Quality Restoration Cont. - #16	\$19,610.69	205
MPCA	Osakis Lake Shoreland Enhancement Project - #13	\$1,261.62	207
MPCA	Restoring Water Resources of the SRCL Cont. - #16	\$8,387.16	209
MPCA	Restoring Water Resources of the SRCL Cont. - #16	\$11,480.59	210
MPCA	Osakis Lake Shoreland Enhancement Continuation - #8	\$2,375.66	221
MPCA	Lower Sauk Water Quality Protection - #8	\$1,175.41	222
MPCA	SRWD Water Quality Protection Project Phase III - #8	\$9,838.15	223
MPCA	SRWD Watershed-wide Groundwater Protection - #9	\$9,722.86	224
MPCA	Middle Sauk River Targeted Reduction & Outreach	\$1,415.90	227
MPCA	SRWD Groundwater Protection Project	\$4,775.03	228

Manager Willenbring made a motion to approve the consent agenda. The motion was seconded by Manager Wolf.

4. **Open Discussion from the Public** – Randy Neumann informed the board that his personal well has high arsenic levels and it concerns him.
5. **Reports – Action Items, Reports, and Project Updates** – *Administrator Scott Henderson and staff*
 - a. **Projects and Programs**
 - i. JD 2 Sedimentation Pond-Pay Request – Attorney Kolb reviewed a memo he drafted to the board regarding the change order for the cleanout of the JD 2 Sediment Ponds. **Manager Willenbring made a motion to pay Rachel Contracting the change order amount of \$75,000. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
 - ii. Water Management Districts-Policy Change – Administrator Henderson asked the board how they would like to proceed with tax exempt properties within Watershed Management Districts being assessed. The District could either exempt these parcels from paying any project costs or bill them directly. **Manager Willenbring made a motion to include tax exempt parcels in Water Manager District assessments and that they will be billed directly from the SRWD. The motion was seconded by Manager Bautch. The motion passed with majority in favor, Manager Wolf against.**

- iii. Capital Projects-Workshops, committees – Administrator Henderson read a memo regarding capital projects and what direction the board wants to go. There was discussion on roles and how to move forward. There will be more discussion at the next meeting.
- iv. Sauk River 1W1P – Administrator Henderson gave an update on the 1W1P.
- b. Permit
 - i. Permit –Fred Schlangen – Jon Roeschlein, Ditch and Permit Coordinator, gave a brief history of the Fred Schlangen culvert violation. Roeschlein stated that he received a revised hydraulic evaluation from the applicant’s engineer comparing existing and proposed conditions for the culvert crossing. Roeschlein explained the models assumptions and didn’t feel that the models were accurate to common baseflow which if the proposed culvert is installed, could cause a flood problem downstream. **Manager Wolf made a motion to table further discussion until adequate information is received. The motion was seconded by Manager Willenbring. The motion passed majority in favor, Manager Bailey opposed.**
- c. Administration
 - i. Environmental Technician-Salary Increase – Administrator Henderson requested a salary adjustment for Kady Krivanek as approved in the Policy. **Manager Willenbring made a motion to approve a 3 ½% salary increase for Kady Krivanek effective May 1, 2019. The motion was seconded by Manager Ladwig. The motion passed with all in favor.**
 - ii. Rinke Noonan-Retainer and Fee Proposal – Attorney Kolb explained that the District’s retainer and hourly rates have not changed in a considerable amount of time. To allow time for budgeting or seeking new representation, Kolb proposed a 3 year phase in to current billing rates. The budget committee will take the new rates into consideration when planning for the next year.
 - iii. Watershed District Office – Administrator Henderson presented 2 preliminary options of floor plans for the new District office. The 2 options differed in size for both the office and garage portions. There was discussion on what the district needs and what future needs may be. **Manager Wolf made a motion to utilize the office floor plan from option C with the garage space from option B. The motion was seconded by Manager Willenbring. Roll call vote was taken. Bailey – nay, Barber – nay, Bautch – aye, Ladwig – aye, Ritter – nay, Wolf – aye, Willenbring – aye. The motion passed, 4 - 3.** Administrator will work with the architect to merge the two floor plans and get a new project budget.
 - iv. MAWD Summer Tour – Administrator Henderson informed the board of the MAWD Summer Tour which will be held in Moorhead in June. Managers Barber, Bautch, Ritter, and Willenbring would like to attend.
 - v. Draft 2018 Audit – Administrator Henderson informed the board that KDV will be at the June meeting to present the 2018 audit.
 - vi. Budget Amendment – Administrator Henderson asked the board for approval to shift \$4,000 from the computer services line item to the equipment and software line item. This does not change the overall budget but will result in better tracking. **Manager Barber made a motion to shift \$4,000 from the computer services line item to the equipment and software line item. The motion was seconded by Manager Wolf. The motion passed with all in favor.**

6. Items for Upcoming Meetings

- a. Presentation of 2018 Audit
- b. Stream Stabilization/Livestock Exclusion

7. Upcoming Meetings to be Announced

- a. Regular Board Meetings
 1. Tuesday, June 18, 2019 – Regular Meeting, 6 p.m.
 2. Tuesday, July 16, 2019 – Regular Meeting, 6 p.m.

- b. Other Meetings and Events
 1. June 26-June 28, 2019 MAWD Summer Tour, Moorhead, MN
 2. July 10 – July 11, 2019, Agricultural Drainage + Future of Water Quality Workshop, SMSU, Marshall MN

- 8. Adjourn Regular Board Meeting – Manager Bautch made a motion to adjourn the regular meeting at 7:35 p.m. The motion was seconded by Manager Ladwig. The motion passed with all in favor.**

**Regular Drainage Authority Meeting
MINUTES**

1. **The Drainage Authority meeting was called to order by Vice-President Ritter at 7:40 p.m.**
2. **Additions/corrections to the agenda item** – Vice-President Ritter asked if there were changes or additions to the agenda. There were none. **Manager Bautch made a motion to approve the agenda as presented. The motion was seconded by Manager Wolf. Motion passed with all in favor.**
3. **Open Discussion from the Public** – Stearns County Commission Steve Notch passed out information for those in Stearns County who are interested in giving input on things they would like to see in the county.
4. **Reports**
 - a. Pope CD 6, PCD11 and PSJD 1
 - i. Wetland Discussion Summary – Jon Roeschlein, Ditch and Permit Coordinator, informed the board that he met with agency people and discussed the modeling that was done by the engineer, ISG. John Kolb noted that past permits issued dictating the legal ditch grade were not valid because the proper improvement procedures were not followed to change the As Constructed and Subsequently Improved Condition (ACSIC) of the systems and decisions were made with incomplete information. The Corps was not provided the as-built plans as they were not available at that time. They have since been located and used to determine the ACSIC. There was concern about how the ACSIC was determined. There will be a detailed discussion at the next meeting of the group, about what the legal grade of the system is and how it was determined for this repair procedure. Staff will continue to work on this project but doesn't expect it to be repaired in 2019.
 - b. Stearns CD 9
 - i. Pay Request #6 – Jon Roeschlein presented pay request #6 from M&M Contractors for work completed on CD 9 in the amount of \$40,686.13. **Manager Barber made a motion to approve payment #6 to M&M Contractors in the amount of \$40,686.13. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
 - ii. Drainage Policy Exemption – Roeschlein informed the board that he has been trying to contact landowner Albert Yarke regarding trees adjacent to the ditch that are scheduled to be removed. In initial conversations with Mr. Yarke last fall, he indicated he wanted his apple trees spared. Since this conversation, it was communicated to the contractor that he wanted all of his trees spared. Roeschlein stated that he has tried numerous times to contact Yarke or meet with him but has been unsuccessful. Yarke also stated that he intends to farm right up to the ditch, not leaving the permanent buffer. The district's engineer stated that trees within the buffer area of the ditch would not affect the



functionality of the ditch. Roeschlein proposes a compromise of leaving the trees on the north side if he leaves the buffer on the south side. The district would be able to access the ditch for maintenance on the south side. **Manager Willenbring made a motion to authorize Roeschlein to communicate with Mr. Yarke that only the trees in the banks and bottom of the ditch will be removed if he leaves the buffer on the south side. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

- c. 2018 Drainage Inspector/Permit Manager Report
 - i. Report – written report.
- 5. **Items for Upcoming Meetings**
- 6. **Upcoming meetings to be announced**
- 7. **Adjournment of Drainage Authority Meeting – Manager Willenbring a motion to adjourn the meeting at 8:05 p.m. The motion was seconded by Manager Wolf. The motion passed with all in favor.**