



**Watershed District Meeting
 MINUTES**

Tuesday, June 18, 2019

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

Managers Present:	Dennis Ritter, Gary Barber, Larry Ladwig, Lee Bautch, Tyler Carlson, Scott Klatt
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, Cody Rogahn, Steve Wischmann, Donovan McKigney, Greg Duchene
Manager's Absent:	Jim Bailey, Emily Wolf, Duane Willenbring

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. **Oath of Office/Bond for Appointed Manager**
 - a. Scott Klatt – Meeker County Manager – Scott Klatt read his oath of office. President Carlson welcomed him to the board. The managers and staff each introduced themselves to Manager Klatt.
3. **Additions/corrections to the agenda items** – President Carlson asked for corrections or additions to the agenda. Carlson added board elections to the agenda. **Manager Ritter made a motion to approve the agenda as modified. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
4. **Consent Agenda**
 - a. **Financial Reports/Meeting Minutes**
 1. Checks for May
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. May 21, 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	\$472.50	505
Rinke Noonan	Pope CD 6 Repair	\$472.50	515
Rinke Noonan	Pope CD 11 Repair	\$472.50	510
Rinke Noonan	General Advice	\$37.80	101
Rinke Noonan	Grant Contracts	\$699.30	101



Rinke Noonan	JD 2 Sedimentation Pond Maintenance	\$721.50	571
Wenck	JD 2 Sedimentation Pond Maintenance	\$1,221.00	571
Wenck	Permit Review	\$1,183.20	101
Wenck	Gary Ellis Wetland Restoration	\$2,500.90	101
Wenck	Stearns CD 11	\$74.00	525
Resilience Resources	Gary Ellis Wetland Restoration	\$2,349.50	101

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

5. **Open Discussion from the Public – President asked if there was discussion from the public. There was not, so the public comment portion of the meeting was closed.**
6. **Preliminary Audit Findings Presentation-Steve Wischmann, BerganKDV**
 - a. **2018 Preliminary Audit Communication Letter and Financial Statements – Steve Wischmann presented the 2018 Audit. Manager Bautch made a motion to approve the 2018 annual audit. The motion was seconded by Manager Ladwig. The motion passed with all in favor.**
7. **Reports – Action Items, Reports, and Project Updates – Administrator Scott Henderson and staff**
 - a. **Projects and Programs**
 - i. **JD 2 Sedimentation Pond-Change Order #2 – Jon Roeschlein, Ditch and Permit Coordinator, presented a change order from Rachel Contracting for additional expenses related to the pipe that was found. Manager Ritter made a motion to approve and pay change order #2 to Rachel Contracting for \$1,080. The motion was seconded by Manager Barber. The motion passed with all in favor.** Roeschlein presented Pay Request 3 in the amount of \$6,445.80 and stated that the request was reviewed by both himself and the engineer, and recommends payment. **Manager Ritter made a motion to approve payment of Pay Request #3 for \$6,445.80 to Rachel Construction. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
 - ii. **Capital Projects-Workshops, committees – Administrator Henderson stated that he wanted to initiate more discussion on the memo he provided at the May meeting. There was discussion on utilizing committees and having work group meetings. Manager Barber made a motion to table discussion to the July meeting when a full board will be present. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
 - iii. **Sauk River 1W1P – Administrator Henderson gave an update on the 1W1P. Priorities and targets should be narrowed down soon and it’s anticipated that an extension will be needed on the grant.**
 - b. **Permit**

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- i. Permit –Fred Schlangen – Jon Roeschlein, Ditch and Permit Coordinator, gave a history of the Fred Schlangen culvert placement and stated that Schlangen is submitted another permit. Roeschlein reported that the township voted in favor of approving the permit, however, if the board approves the permit, it pushes that water to the landowners downstream and could potentially overtop the public road. There was extensive discussion by the board, staff and legal counsel as well as some possible solutions that could be sought. **Manager Ritter made a motion to deny the Schlangen permit because it fails to meet the performance standard for a drainage permit found in subdivision 4a of the District’s drainage rule because it creates a downstream condition and to authorize Roeschlein to work with the landowner to find other suitable options. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
 - c. Administration
 - i. Watershed District Office – Administrator Henderson presented the new cost estimate for the building option approved at the May 2019 meeting. The cost difference between the original building plan and the approved smaller building plan is \$148,104.70. Henderson stated his concern with the scaled down version not taking space or future growth of the district into consideration and that the District can look into value engineering and the sale of the current building to almost make up the cost difference. **Manager Ritter made a motion to move forward with the larger building (Plan B). The motion was seconded by Manager Barber.** Manager Bautch said that he would be in favor of the smaller building design, as well as the value engineering. **Roll call vote was taken: Barber-aye, Bautch-nay, Carlson-aye, Ritter-aye, Ladwig-aye, Klatt-aye. The motion passed with majority in favor.**
 - ii. Resolution #04-19-Grant and Loan Coordination – Administrator Henderson presented Resolution #04-19 to designate Sarah Jo Boser, Water Resources Manager, as project representative for all current grants and loans. **Manager Ritter made a motion to approve Resolution #04-19. The motion was seconded by Manager Ladwig. The motion passed with all in favor.**
 - iii. Board Elections – President Carlson said that he had spoken to Administrator Henderson about allowing the newly elected officers from the July meeting to begin effective at the August meeting instead of immediately. Not only would it be helpful to the newly appointed officers to have time to prepare, it would give staff time to update the signature cards at the bank. **Manager Ritter made a motion to modify the effective date of officers to the meeting following their election. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
8. **Items for Upcoming Meetings**
- a. Stream Stabilization Project Initiation and Greenbelt Initiation for Livestock Exclusion Rule
 - b. Preliminary 2020 Budget
 - c. 2018 Annual Report
9. **Upcoming Meetings to be Announced**



- a. Regular Board Meetings
 1. Tuesday, July 16, 2019 – Regular Meeting, 6 p.m.
 2. Tuesday, August 20, 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
10. **Adjourn Regular Board Meeting – Manager Ritter made a motion to adjourn the regular meeting at 7:28 p.m. The motion was seconded by Manager Barber. 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 7:31 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 Bautch made a motion to approve the agenda as presented. The motion was seconded by Manager Barber. Motion passed with all in favor.**
3. **Open Discussion from the Public** – There was none. President Carlson closed the public comment portion of the meeting.
4. **Reports**
 - a. Pope CD 6, PCD11 and PSJD 1
 - i. Progress Update – Jon Roeschlein, Ditch and Permit Coordinator, has been working with the other agencies to meet again for discussions on the Pope County ditches. Roeschlein gave a brief history of the ditches.
 - b. Stearns CD 9
 - i. Change Order – Jon Roeschlein presented a change order to extend the deadline 180 days past the original substantial completion date. The types of work left to be completed are punch list items and work in a deep marsh. Work in that area isn't likely to be feasible until late fall or winter. **Manager Ladwig made a motion to extend the deadline to November 27, 2019. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
 - ii. Pay Request #7 – Roeschlein presented pay request #7 from M&M Contractors, LLC. The numbers have been reviewed and it's confirmed that they are accurate. **Manager Bautch made a motion to approve pay request #7 to M&M Contractors, LLC in the amount of \$46,170.14. The motion was seconded by Manager Barber. The motion passed with all in favor.**
 - c. 2018 Drainage Inspector/Permit Manager Report
 - i. Report – written report.
5. **Items for Upcoming Meetings**
 - a. **Draft Assessments for 2020**
6. **Upcoming meetings to be announced**
 - a. **Stearns CD 17 Informational Meeting**
 - b. **Stearns CD 24 Informational Meeting**



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- 7. Adjournment of Drainage Authority Meeting – Manager Barber a motion to adjourn the meeting at 8:04 p.m. The motion was seconded by Manager Ritter. The motion passed with all in favor.**