



Watershed District Meeting
MINUTES
Tuesday, July 21, 2020
 Via teleconference, 6:00 p.m.

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| Managers Present: | Dennis Ritter, Gary Barber, Larry Ladwig, Lee Bautch, Emily Wolf, Donavon McKigney, Bill Becker, Scott Klatt, Paul Hartmann |
| Staff Present: | Scott Henderson, Administrator; John Kolb, Attorney; Sarah Jo Boser, Water Resource Manager; Jon Roeschlein, Ditch & Permit Coordinator |
| Guests Present: | |
| Manager’s Absent: | |

1. **Call to Order & Pledge of Allegiance** – The meeting was called to order by Secretary Barber at 6:00 p.m.
2. **Oath of Offices/Bond for Appointed Managers** – Reappointed Managers Bautch and Ritter and new Manager Paul Hartmann read and signed their Oaths of Office.
3. **Board of Managers Introduction** – The board introduced themselves to the new board member.
4. **Annual Election of Officers** – Secretary Barber asked for nominations for Board President. **Manager Bautch made a motion to nominate Manager Barber for President. Manager Barber made a motion to nominate Manager Becker for President. The motion was seconded by Manager Ladwig.** There were no more nominations for President. **Roll call vote was taken, Manager Becker abstained. The motion passed with all in favor for Manager Becker as Board President.** Secretary Barber asked for nominations for Vice-President. **Manager Bautch made a motion to nominate Manager Ritter for Vice-President. The motion was seconded by Manager Becker.** There were no other nominations for Vice-President. **Roll call vote was taken, Manager Ritter abstained. The motion passed with all in favor for Manager Ritter as Vice-President.** Secretary Barber asked for nominations for secretary. **Manager Ritter made a motion to nominate Manager Barber for secretary. The motion was seconded by Manager Bautch.** There were no more nominations for secretary. **Roll call vote was taken, Manager Barber abstaining. The motion passed with all in favor for Manager Barber as secretary.** Secretary Barber asked for nominations for Treasurer. **Manager Wolf made a motion to nominate Manager McKigney for treasurer. The motion was seconded by Manager Ritter.** There were no more nominations for treasurer. **Roll call vote was taken, Manager McKigney abstaining. The motion passed with all in favor.**
5. **Additions/corrections to the agenda items** – Vice-President Ritter asked for corrections or additions to the agenda. There were none. **Manager Becker made a motion to approve the agenda as presented. The motion was seconded by Manager Ladwig. Roll call vote was taken. The motion passed with all in favor.**

6. Consent Agenda

a. Financial Reports/Meeting Minutes

1. Checks for June
2. Receipt Book
3. Revenue Guideline
4. Cash Balances
5. Expenditure Report
6. June 16, 2020 Regular Board Meeting Minutes
7. Permit Status

Manager Becker made a motion to approve the consent agenda. The motion was seconded by Manager Barber. Roll call vote was taken. The motion passed with all in favor.

7. Reports – Action Items, Reports and Project Updates – *Administrator Henderson and staff*

a. Projects and Programs

- i. ENMIP Cessation – Administrator Henderson read a memo describing how ENMIP was created and how as the District is transitioning into the 1W1P, the program is better suited for SWCD's or NRCS, whose staff has Job Approval Authority (JAA). Staff is recommending ceasing ENMIP, while still paying out the current on-going contracts to their finish. **Manager Bautch made a motion to cease the ENMIP. The motion was seconded by Manager Barber. Roll call vote was taken. The motion passed with all in favor.**
- ii. Richmond Sewer Expansion – Sarah Jo Boser, Water Resource Manager, informed the board that the City of Richmond staff and wastewater staff have been working with the District on mailing out a survey to determine if there was interest from lakeshore owners in hooking up to city sewer services. The City of Richmond Wastewater Treatment plant is currently operating under capacity and the expansion of sewer services would bring them closer to capacity while improving water quality and providing sewer services to more residents. Surveys were mailed out and will be compiled by the District.
- iii. Greenbelt Letter – Boser read a memo giving a brief history of the greenbelt discussion and provided a draft letter that could be sent to various partners for feedback. Staff asked for a formal motion be made directing staff on the next steps to take. There was further clarification from Administrator Henderson on what exactly a greenbelt is and what it can be used for after it's established. In the draft version of the 1W1P, it is addressed as the District's issue, so there was discussion on whether to work on it now, or wait for the final Plan. **Manager Becker made a motion to hold off on greenbelt issues for now. The motion was seconded by Manager Hartmann. Roll call vote was taken. Barber – Aye, Bautch – Aye, Becker – Aye, Hartmann – Aye, Klatt – Nay, Ladwig – Aye, McKigney – Nay, Wolf – Aye, Ritter – Aye. The motion passed with 7 in favor, 2 against.**
- iv. 1W1P Update – Boser informed the board that the draft copy of the 1W1P was just received and emailed out to the partners for internal review. Partners have until the end of August to review the draft and a meeting will be held to compile

everyone's comments. One set of comments decided by group consensus will be sent back to the consultant for comments and edits. Once that is complete, it will be out for public review. Boser also told the board that the policy committee met and it was confirmed that the District will be the planning coordinator and that Stearns County will be the fiscal coordinator. The policy committee will be meeting again soon, however, Tyler's position will need to either be delegated to another manager or kept as being the president of the board. By general consensus, it was decided that the board president will be on the policy committee.

b. Administration

- i. 2021 Preliminary Budget – Administrator Henderson presented the draft budget for 2021. He informed the board that the budget committee met and settled on an overall budget of \$802,149 which is a decrease from the 2020 budget of 5.27%. **Manager Bautch made a motion to remove the COLA in the preliminary budget. The motion was seconded by Manager Klatt. Roll call vote was taken. Barber –Nay, Bautch – Aye, Becker – Nay, Hartmann – Aye, Klatt – Aye, Ladwig – Aye, McKigney – Aye, Wolf – Aye, Ritter - Aye. The motion passed with 7 in favor, 2 against.** Removing the COLA leaves the overall preliminary budget at \$794,795. **Manager Klatt made a motion to approve the preliminary budget in the amount of \$794,795. The motion was seconded by Manager Bautch. Roll call vote was taken. Barber –Aye, Bautch – Aye, Becker – Nay, Hartmann – Aye, Klatt – Aye, Ladwig – Aye, McKigney – Aye, Wolf – Aye, Ritter - Aye. The motion passed with 8 in favor, 1 against.**
- ii. Administrator Contract – **Manager Becker made a motion to approve the Administrator's contract and self-evaluation with an increase of 3.5% with the annual wage at \$89,800. The motion was seconded by Manager Klatt. Roll call vote was taken. Barber –Aye, Bautch – Aye, Becker – Aye, Hartmann – Aye, Klatt – Aye, Ladwig – Aye, McKigney – Aye, Wolf – Nay, Ritter - Aye. The motion passed with 8 in favor, 1 against.**
- iii. Building Update – Administrator Henderson gave an update on the new building. Construction is still on schedule and within budget.
- iv. Clean Water Council Appointment – Administrator Henderson informed the board that the Clean Water Council is looking for a new watershed district representative in 2021 and asked that anyone who is interested, please contact MAWD.
- v. MAWD Resolutions – Administrator Henderson spoke a little about MAWD Resolutions and gave the board a heads up that if there was anything they'd like to see brought up in a resolution, to bring it to the September meeting.

c. Committee

- i. Citizen Advisory Committee – Administrator Henderson gave an update on the Advisory Committee meeting. Much of the discussion was on communication and how to communicate with landowners.
- ii. Water Quality/Projects – Managers Hartmann, Becker, McKigney – No comments
- iii. Education/Outreach – Managers Ritter, Bautch, Wolf – No comments

iv. Rules – Managers Klatt, Ladwig, Wolf – No comments

8. Items for Upcoming Meetings

- a. 2021 Draft Budget
- b. JD 2 Sedimentation Ponds – Outlet Repair
- c. Lessard Sams Outdoor Heritage Council Grant Public Hearing

9. Upcoming Meetings to be Announced

- a. Regular Board Meetings
 1. Tuesday, August 18, 2020 – Regular Meeting
 2. Tuesday, September 15, 2020 – Regular Meeting
- b. Other Meetings and Events
 1. None at this time

10. Adjourn Regular Board Meeting – Manager Ladwig made a motion to adjourn the regular meeting at 7:41 p.m. The motion was seconded by Manager Becker. Roll call vote was taken. The motion passed with all in favor, Manager Bautch absent.

**Regular Drainage Authority Meeting
MINUTES**

1. **The Drainage Authority meeting was called to order by Vice-President Ritter at 7:47 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 Ladwig made a motion to approve the agenda as presented. The motion was seconded by Manager Bautch. Roll call vote was taken. The motion passed with all in favor.**
3. **Reports**
 - a. Stearns CD 9
 - i. Side inlets – Dean Meyer – Jon Roeschlein, Ditch and Permit Manager, explained to the board that during the CD 9 Ditch repair, the contractor erroneously cleaned an area of land that is now causing issues to the landowner. Staff and the engineer completed a site visit to confirm the conditions and design a solution. Roeschlein presented a quote for side inlets to be install if the board approves. There was discussion on who should pay for that to be done. **Manager Becker made a motion to authorize Jon Roeschlein to research if the side inlets can be paid by the retainage or the bond. The motion was seconded by Manager Hartmann. Roll call vote was taken. The motion passed with all in favor.**
 - b. Pope CD 6, CD 11, and JD 1
 - i. Pope 6 Grant and side inlets – Sarah Jo Boser, Water Resource Manager, informed the board that the District has grant funding to install side inlets on CD 6 that were proposed to be one as a part of the upcoming repair work. As long

as the work is done before year end, the grant could pay 75% of the costs of the side inlets, leaving the remaining 25% to be paid by landowners along the ditch. **Manager Barber made a motion to utilize the grand funds to pay for 75% of installation of the side inlets on CD 6, with the remaining 25% of the cost to be paid by the benefitted landowners through a future drainage assessment. The motion was seconded by Manager Becker. Roll call vote was taken. The motion passed with all in favor, Manager McKigney abstaining.**

- ii. Krantz Lake Dike – Roeschlein presented the Krantz Lake Outlet Repair Report to the board. The report lists the options and estimates for those repairs. Roeschlein also spoke about establishing the dike as a SRWD project, which would keep the process moving forward. **Manager Ladwig made a motion for the District be responsible for maintaining the Krantz Lake Dike. The motion was seconded by Manager Becker. Roll call vote was taken. The motion passed with all in favor.**

c. Stearns CD 17 and CD 24 Redetermination of Benefits

- i. Update – Roeschlein reported that the viewers were having some difficulties with data they received in regards to deeded acres. That issues has delayed the ROB's but a draft should be available for the August meeting.

d. 2021 Assessments

- i. Draft Annual Assessment – Roeschlein gave the board a spreadsheet listing assessment recommendations based on the average cost of maintenance per year. There was considerable discussion amongst the board. **Manager Bautch made a motion to move forward with assessments on Zion-Munson, CD 19, and CD 15. The motion was seconded by Manager Klatt. Roll call vote was taken. Motion passed with all in favor.**

e. Ditch and Permit Manager

- i. Monthly Report – Written report.

4. **Items for Upcoming Meetings**

- a. Redetermination for Stearns CD 17 and CD 24.

5. **Upcoming meetings to be announced**

6. **Adjournment of Drainage Authority Meeting – Manager Ladwig made a motion to adjourn the meeting at 8:55 p.m. The motion was seconded by Manager Klatt. Roll call vote was taken. The motion passed with all in favor.**