

Watershed District Meeting
MINUTES

Tuesday, August 16, 2019

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

Managers Present:	Dennis Ritter, Gary Barber, Larry Ladwig, Lee Bautch, Scott Klatt, Emily Wolf, Donavon McKigney, Bill Becker
Staff Present:	Scott Henderson, Administrator; Kale VanBruggen, Attorney; Jon Roeschlein, Ditch & Permit Coordinator; Sarah Jo Boser, Water Resource Manager
Guests Present:	Randy Neumann, Jerry Rapp, Roger Uhlenkamp, Gary Berndt, Tom Miller, Robert Duchene, Greg Duchene, Jason Weirnerman (BWSR)
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 Klatt 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 July
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. July 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	\$264.60	505
Rinke Noonan	Pope CD 6 Repair	\$264.60	515
Rinke Noonan	Pope CD 11 Repair	\$264.60	510
Rinke Noonan	New Office Building	\$642.60	101
Houston	Permit Review		101
Wenck	JD 2 Sedimentation Pond Maintenance	\$3,035.35	571
Wenck	Permit Review	\$134.40	101
Wenck	Gary Ellis Wetland Restoration	\$186.90	101

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

4. **Open Discussion from the Public** – Vice-President Ritter asked if there was discussion from the public. Roger Uhlenkamp, ditch landowner, asked if the board had determined how the cost would be broke down for landowners to pay for the cleaning of the ditch. Jon Roeschlein, Ditch and Permit Coordinator, informed Uhlenkamp that a matrix was created however there will be a landowner information meeting and decisions will be made after input has been gathered there. Decisions will be made after the informational meeting and the numbers will be based off of that. There were no other comments from the public so Vice-President Ritter closed the public comment portion of the meeting.
5. **Reports – Action Items, Reports, and Project Updates** – *Administrator Scott Henderson and staff*
 - a. **Projects and Programs**
 - i. **JD 2 Sedimentation Pond**
 1. **Inspection** – Roeschlein informed the board that he has backed off on inspecting the sediment ponds to once per month since things have slowed down.
 2. **Outlet Replacement Options** – Roeschlein handed out revised (Updated August 20, 2019) memo’s from Resilience Resources with updated costs for the 2 options to replace the outlet at the JD 2 Sediment Pond and the inlet retrofit. The work will be a part of the restoration work that the contractor will be doing when they are out next, however they will be considered change orders. It is also important to get operable fish barriers back out. Roeschlein explained all of the options for both the outlet and the inlet. **Manager Becker made a motion to approve the two options for the outlet replacement, selection depending on the results of the hydraulic modeling, cost not to exceed the following estimates: Option #1, 48” diameter RCP - \$180,645; Option #2, 36” diameter RCP - \$165,776.30. Both options to include headwall, anti-seepage collar, sluice gate fish barrier or any less expensive options for replacement. Staff are authorized to develop and select the appropriate option. The motion was seconded by Manager McKigney. The motion passed with all in favor.**
 3. **Change Order – Inlet Fish Barrier** - **Manager Becker made a motion to approve the installation of the inlet fish barrier estimated to cost \$46,720. The motion was seconded by Manager Barber. The motion passed with all in favor.**
 - ii. **Project 2003-1, Big Sauk Lake Aquatic Plant Harvesting Project-2020 Budget** – Administrator Henderson reviewed the annual work plan and budget from the Big Sauk Lake Association for 2020. The proposed 2020 budget for treatment is \$14,316. **Manager Wolf made a motion to approve the 2020 Annual work plan and budget from the Big Sauk Lake Association. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

-
- iii. Lindell/Cold Spring Easement – Administrator Henderson explained the need for the encroachment agreement to burrow under a road for a project under the Cold Spring Fen grant. **Manager Ladwig made a motion to approve the Encroachment Agreement for the Lindell/Cold Spring Easement. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
 - iv. Buffer Memorandum of Agreement with Stearns SWCD – Administrator Henderson explained the Memorandum of Agreement with the Stearns County SWCD for Administration of the MN State Buffer Law. **Manager Barber made a motion to approve the Memorandum of Agreement between Stearns County SWCD and Sauk River Watershed District for Administration of the MN State Buffer Law. The motion was seconded by Manager Klatt. The motion passed with all in favor.**
 - v. Water Management Districts
 1. Richmond and Freeport Grant Projects – Administrator Henderson informed the board that he and Sarah Boser, Water Resource Manager, met with the Stearns SWCD and Engineers from SEH to discuss the opportunity for the District to partner with them and the Cities of Richmond and Freeport to do stormwater best management practices. The SWCD is going to apply for a CWF grant for both of these projects with the Watershed District helping with the 25% match that is required. **Manager Becker made a motion to approve the District being a partner in the grant and providing some financial assistance if the grant is funded. The motion was seconded by Manager McKigney. The motion passed with all in favor.**
 2. Enhanced Nutrient Management Incentive Program - Administrator Henderson gave a brief history of the hayable buffer program, cover crop incentive, and grid sampling program that are all part of the ENMIP (Enhanced Nutrient Management Incentive Program). The funds to pay the incentive payments initially came from a grant, but would come from the WMD's once the grant was exhausted. In 2018, it was noticed that the administrative fees set by Counties to perform a special assessment for the District would have been more than the required revenue that the District needed from the Water Management Districts. Since that time, Stearns County decreased their administrative fee substantially. Henderson asked for approval of the WMD assessments beginning in 2020 so that the District doesn't have to use its reserve/general levy. Henderson gave the board options to choose from for each WMD. **Manager Wolf made a motion to approve the assessment for the Osakis WMD for 2 years with a \$6.50 base fee. The motion was seconded by Manager Klatt. The motion passed with all in favor. Manager Becker made a motion to approve the assessment for the Sauk Lake WMD for 1 year with a \$1.50 base fee. The motion was seconded by Manager Wolf. The motion passed with all in favor. Manager Bautch made a motion to approve the assessment for the Center Sauk WMD for 2 years with a \$6.50 base fee. The motion was seconded by Manager Ladwig. The motion passed with all in favor. Manager Wolf made a motion to approve the assessment for the GUS**

Plus WMD for 3 years with a \$10.00 base fee. The motion was seconded by Manager Becker. The motion passed with all in favor. Manager Bautch made a motion to approve the assessment for the St. Roscoe WMD for 2 years with a \$10.00 base fee. The motion was seconded by Manager McKigney. The motion passed with all in favor. Manager Bautch made a motion to approve the assessment for the Chain of Lakes WMD for 1 year at the base fee with the smallest max fee. The motion was seconded by Manager Barber. The motion passed with all in favor.

- vi. Sauk River 1W1P – Grant Extension Request – Administrator Henderson reported to the board on the progress of the 1W1P. The Policy Committee of the 1W1P passed a motion that the Sauk River Watershed District should apply for a 1-year grant extension. **Manager Ladwig made a motion to authorize Administrator Henderson to apply for a 1 year extension on the 1W1P Grant. The motion was seconded by Manager Wolf. The motion passed with all in favor.**

b. Administration

Public Hearing @ 6:15, 2020 Preliminary Budget – Vice President Ritter closed the public meeting and opened the Public Hearing for the 2020 Preliminary Budget. Administrator Henderson presented the budget, along with the tax rates of other surrounding Watershed Districts and a breakdown of the effect on the District’s landowners. The hearing was open for public comment. Randy Neumann had some questions regarding JD 2, the new building, and the SRF loan taken out for the easements in the Crooked Lake area. Tom Miller asked how the District was paying for the new building. After no more questions, Vice-President Ritter closed the public comment portion of the hearing. **Manager Becker made a motion to approve the levy amount of \$1,054,789. The motion was seconded by Manager Barber. The motion passed with majority in favor, Manager Bautch opposed.** The public hearing was closed and the regular meeting reopened.

- i. Manager Compensation – Administrator Henderson asked the board how they would like to proceed with a possible increase in manager compensation. There was discussion about board member staff visits and exceeding the threshold for PERA. Attorney Kolb gave a brief history and guidelines the board can follow. **Manager Barber made a motion to keep the hourly rate at \$20/hour and raise the maximum daily wage to \$125/day. The motion was seconded by Manager Wolf. The motion passed with all in favor.** Administrator Henderson will have a resolution at the September meeting that will state its effective date.
- ii. District Office – Administrator Henderson
 - 1. Funding – Administrator Henderson presented the financing costs for the building. In the interest of the District, it would be a cost savings to bond for the building project instead of utilizing outside funding. **Manager Klatt made a motion to purchase the lot in the industrial park in Sauk Centre and to issue a bond for the construction. Motion was seconded by Manager Becker. The motion passed 7-1, Manager Bautch opposed.**

2. Contract – Administrator Henderson presented the contract for architect services. No issues were found in the contract from legal counsel review, contract is a standard AIA document. **Manager Becker motioned to accept the contract as presented. Manager Wolf seconded the motion. The passed 7-1, Manager Bautch opposed.**
 - iii. MAWD Resolutions – Administrator Henderson asked the board if the District had anything Resolutions for the Annual Meeting. They did not.
 - iv. MAWD Strategic Plan - Administrator Henderson asked that the board read the MAWD Strategic Plan and get their comments to him before September 1, 2019.
6. **Items for Upcoming Meetings**
 - a. Lessard Sams Outdoor Heritage Funding Project Hearing
 - b. 2018 Annual Report
 7. **Upcoming Meetings to be Announced**
 - a. Regular Board Meetings
 1. Tuesday, September 17, 2019 - Regular Meeting, 6 p.m.
 2. Tuesday, October 15, 2019 – Regular Meeting, 6 p.m.
 - b. Other Meetings and Events
 1. Tuesday, August 27, 2019 – Pope County Field Day – Rosholt Farm
 2. September 5, 2019 – Lessard Sams OHC Phase 2 Hearing, St. Paul, MN
 3. September 12-13, MAWD Governance Training, Airport Marriott, Boomington, MN
 8. **Adjourn Regular Board Meeting – Manager Becker made a motion to adjourn the regular meeting at 7:40 p.m. The motion was seconded by Manager Klatt. 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 7:45 p.m.**
2. **Additions/corrections to the agenda item – Vice-President Ritter asked if there were changes or additions to the agenda. Jon Roeschlein added Pope County Ditch Repairs. Manager Becker made a motion to approve the agenda as presented. The motion was seconded by Manager Ladwig. Motion passed with all in favor.**
3. **Open Discussion from the Public – There was none. Vice-President Ritter closed the public comment portion of the meeting.**
4. **Reports**
 - a. Stearns CD 11
 - i. Pay Request #4 – Jon Roeschlein, Ditch and Permit Coordinator, presented pay request #4 FINAL from Blackstone Contractors LLC. Roeschlein noted that the project came under budget by \$100,000. **Manager Becker made a motion to**

pay the final Pay Request #4 to Blackstone Contractors LLC for \$33,944.51. The motion was seconded by Manager Wolf. The motion passed with all in favor.

- b. Stearns CD 24
 - i. Informational Meeting, ROB Areas of Concern – Jon Roeschlein reported to the board about the meeting held in Rockville to get landowner input on CD 24. The majority of the landowners at the meeting felt that the ditch was working fine, but there are a couple spots that will need to be inspected. The landowners also agreed that a redetermination of benefits should be done. Roeschlein will get the process going.
- c. Assessments for 2020
 - i. Resolution for Assessments for Stearns CD 26 and CD 51 – Administrator Henderson presented a resolution to adopt drainage system assessments on CD 26 in the amount of \$450,000 for 3 years and CD 51 in the amount of \$75,000 for 3 years. The money will be used to replenish the negative fund balances and for future costs and fees incurred to the ditch. **Manager Becker made a motion to approve Resolution DA #2-19. The motion was seconded by Manager Barber. Roll call vote was taken: Barber-aye, Wolf-nay, McKigney-nay, Bautch-aye, Klatt-aye, Ladwig-nay, Ritter-aye, Becker-aye. The motion passed with the majority (5-3) in favor.**
- d. Pope County Ditch Repairs – Jon Roeschlein explained the options available for Pope County Ditch 6 and JD1 and asked the board which direction they wanted to go. Roeschlein plans to then plan an informational meeting for landowners. By general consensus of the Board, Options 3 and 4 should be presented to the landowners at the informational meeting.
- e. Drainage Inspector/Permit Manager Report
 - i. Report-Written Report – Roeschlein added that he visited CD 19 with a tree contractor to determine the cost to remove 2600 feet of trees along the ditch.

Items for Upcoming Meetings

- 5. Upcoming meetings to be announced
 - a. Stearns CD 17 Informational Meeting
- 6. Adjournment of Drainage Authority Meeting – Manager Becker made a motion to adjourn the meeting at 8:50 p.m. The motion was seconded by Manager Bautch. The motion passed with all in favor.