



**Sauk River Watershed District Regular Meeting
 MINUTES**

Tuesday, September 20th, 2022

Located at: St. Cloud Wastewater Treatment Facility, St. Cloud, MN at 6:00 p.m.

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| Managers Present: | Bill Becker, Paul Hartmann, Scott Wittkop, David Zerr, Scott Klatt, Curt Botner, Lee Bautch, Donavon McKigney |
| Staff Present: | John Kolb, Attorney; Jon Roeschlein, Administrator; Adam Hjelm, Public Outreach Coordinator |
| Guests Present: | Randy Neumann, Drew Kessler, Bret Zimmerman, Tim Kalina |
| Manager’s Absent: | Kevin Lahr |

1. **Public Comments** - President Becker opened the public comment period at 5:45 p.m. There were no public comments.
2. **Call to Order and Pledge of Allegiance** – The meeting was called to order by President Becker at 6:00 p.m.
3. **Additions/corrections to the agenda items** – President Becker asked for corrections or additions to the agenda. There were none. **Manager Bautch made a motion to approve the agenda as modified. The motion was seconded by Manager McKigney. The motion passed with all in favor.**
4. **Consent Agenda**
 - a. Financial Reports/Meeting Minutes
 1. Checks for August
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. August 16th, 2022 Regular Board Meeting Minutes
 7. Permit Status Summary

Manager Hartmann made a motion to approve the consent agenda. The motion was seconded by Manager Zerr. The motion passed with all in favor.
5. **Reports – Action Items, Reports and Project Updates** – *Administrator Roeschlein and staff*
 - a. Administration
 - i. Environmental Technician – Administrator Roeschlein reported that the applications for the Environmental Technician Position were accepted through September 16th. There were 3 candidates that will be interviewed on September 21st.
 - ii. Ditch and Permit Manager Vacancy – Galen Gruber, the Ditch and Permit Manager, has submitted his resignation from the position with his last day being September 7th. The position has been re-advertised with applications be due September 23rd.

- iii. WRM update – Roeschlein informed the board that the Water Resource Manager position is still vacant. We continue to search for a candidate. The recruiting agency that the District contracted with found a well-qualified candidate for us to interview. This candidate is currently located in South Africa. Staff reported that they were working through the immigration steps. Houston Engineering Inc. has been assigned some of the tasks for the Water Resource Manager Position to keep the Lessard Sams Outdoor Heritage Council Grants and the comprehensive water management plan coordination moving forward.
- iv. Houston Engineering Inc. – Drew Kessler gave the board a brief update. He reported that they are very willing and able to assist with any support work for the District during this time of position vacancies that the District is experiencing.
- v. Monitoring Department Update – Allison Lightfoot, Monitoring Coordinator, submitted a memo indicating that the 2022 sampling season comes to a close at the end of September and flow measurements will continue to be taken monthly until ice cover. Her next step is to assemble all of the data that was collected throughout the season.
- vi. Outreach/Education Department Update – Adam Hjelm was featured as the Community Education Instructor for the Douglas County - Alexandria Area. He also provided the analytics for the website and Facebook activity.

b. Projects

- i. LSOHC-Phase IV – Roeschlein reported on the Lessard Sams Outdoor Heritage Council Phase IV grant indicating that they had submitted the documentation required to the Board of Water and Soil Resources (BWSR) for approval of the project establishment order that was approved by the Sauk River Watershed District board at the August meeting. No response has been forthcoming yet from BWSR at this point, although, approval is expected soon. Restorations of the 3 wetland sites that will be funded by this grant are on the agenda for the next JD 2 Drainage Authority Meeting scheduled for October 25th in the Douglas County Public Works meeting room. The District will present the restoration concepts
- ii. JD 2 Project Team Update – Roeschlein reported that the US Army Corp of Engineers has responded favorably to our request for assistance to conduct a feasibility study in the JD 2 system in Miller Bay. The District is working through details of compiling the agreement and the scope of work. It may take a month or more before the District will have those details finalized. The board will be presented with the correct agreements at the October meeting as an action item.
- iii. Long (Higgins) Lake-Todd County-Workshop – Roeschlein reported that Todd County has invited the SRWD to participate in a workshop with Todd County, Birchdale Township, and landowners around Long (Higgins) Lake. They asked they the District bring representation from our board, the Administrator and any other staff that would be appropriate. President Becker, Manager Klatt and Manager Hartmann volunteered to attend.

- c. Committees
 - i. Citizen Advisory Committee – No report
 - ii. Water Quality/Projects – Managers Becker, Hartmann, and McKigney – No report
 - iii. Rules – Managers Bautch, Klatt, Lahr - No report
 - iv. Public Relations/Education – Managers Botner, Wittkop, Zerr – A copy of the August 2nd committee meeting notes was presented to the board.

6. **Items for Upcoming Meetings or of Interest**
 - a. Long (Higgins) Lake-Todd County Workshop, October 4th, 2022
 - b. Electric Vehicle Presentation, March 27th, 2023 6 p.m., SRWD Office

7. **Upcoming Meetings to be Announced**
 - a. Regular Board Meetings
 1. Tuesday, October 18th, 2022 – Regular Board Meeting, SRWD Office
 2. Tuesday, November 15th, 2022 – Regular Board Meeting, SRWD Office

 - b. Other Meetings
 1. None

8. **Adjournment of the Regular Meeting - Manager Bautch made a motion to adjourn the regular meeting at 6:44 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 President Becker at 6:45 p.m.**
2. **Additions/corrections to the agenda item** – President Becker asked if there were changes or additions to the agenda. **Manager Klatt made a motion to approve the agenda as presented. The motion was seconded by Manager McKigney. The motion passed with all in favor.**
3. **Drainage Specific Public Comment Period** – No public comment.
4. **Reports**
 - a. **Pope JD 1** – Administrator Roeschlein gave an update on the Stearns/Pope JD 1 repairs. Roeschlein reported that JD 1 is nearing completion of the contracted repairs, as well as, the additional work order repairs that had been added. The board ordered delay of repairing the private crossings that are contract as part of the overall repair as to allow for the removal of vegetation in the channel as an additional work order. Roeschlein reported that he is currently doing a summary of the financial status of the repair project and also, another summary review of the condition of the culvert crossings in question. There are mainly 2 that are being questioned whether the Drainage Authority can wait with the repair or if they should be done now. Once the budget analysis is done, Roeschlein requested that he be allowed to present it to the treasurer and the board president for a decision on whether to move forward or not and authorize those 2 board members to make that decision. **Manager Bautch made a motion to authorize President Becker and Manager McKigney to review the crossing evaluation and budget analysis when they become available along with the landowners and staff and make the decision whether or not to proceed with the last 2 crossing repairs or to delay them. The motion was seconded by Manager Wittkop. The motion passed with all in favor.**
 - b. **Ditch and Permit Manager**
 - i. Monthly Report – Written report presented.
5. **Items for Upcoming Meetings** – None at this time.
6. **Upcoming meetings to be announced**
 - i. October 18th, 2022 – Regular Drainage Authority Meeting
 - ii. November 15th, 2022 – Regular Drainage Authority Meeting
7. **Adjournment of Drainage Authority Meeting** – **Manager Wittkop made a motion to adjourn the meeting at 6:56 p.m. The motion was seconded by Manager McKigney. The motion passed with all in favor.**