



**Sauk River Watershed District Regular Meeting
 MINUTES**

Tuesday, October 18th, 2022

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

Managers Present:	Bill Becker, Paul Hartmann, Scott Wittkop, David Zerr, Scott Klatt, Curt Botner, Lee Bautch, Donavon McKigney, Kevin Lahr
Staff Present:	John Kolb, Attorney; Jon Roeschlein, Administrator
Guests Present:	Jerry Rapp, Randy Neumann, Cody Rogahn, Tim Kalina
Manager’s Absent:	

Public Comments - President Becker opened the public comment period at 5:45 p.m. There were no public comments.

1. **Call to Order and Pledge of Allegiance** – The meeting was called to order by President Becker at 6:00 p.m. The Pledge of Allegiance was recited.

2. **Additions/corrections to the agenda items** – President Becker 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 Bautch. The motion passed with all in favor.**

3. **Consent Agenda**
 - a. Financial Reports/Meeting Minutes
 1. Checks for September
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. September 20th, 2022 Regular Board Meeting Minutes

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

4. **Reports – Action Items, Reports and Project Updates** – *Administrator Roeschlein and staff*
 - a. Administration
 - i. Staffing Updates – Administrator Roeschlein reported that the Environmental Technician has been hired. Abigail Parker is in her final semester of class with the University of Northwestern in St. Paul and will be graduating in December. Abi is originally from Avon, Minnesota and will work part-time for the District this fall and will start full-time hours on the first of the year. The Ditch and Permit Manager position has been filled. Galen Gruber is returning to the position. His first day back is planned for October 24th, 2022.
 - ii. WRM update – Roeschlein reported that he and John Kolb have been working through the immigration process and requirements. As it turns out, it would be a very lengthy process and could cost the District some additional money to do.

Manager Hartmann made a motion to rescind the offer to Theresa Moonsamy in Durban, South Africa because the cost of the immigration process was not budgeted and the length of time before she would be able to begin work is more than a year out. The motion was seconded by Manager Bautch. The motion passed with all in favor.

- iii. Monitoring Coordinator position – Roeschlein reported that on October 7th, Allison Lightfoot submitted her resignation as the Monitoring Coordinator. Roeschlein asked Lightfoot what it would take to keep her at the District. Roeschlein is requesting to promote Allison to Environmental Monitoring Manager, which would include a wage increase to \$58,000 annually and increase in vacation days to 15 days annually. **Manager Hartmann made a motion to accept Allison Lightfoot’s resignation. The motion was seconded by Manager Botner. Roll call vote was taken: Bautch, aye; Klatt, aye; McKigney, nay; Hartmann, aye; Wittkop, no; Lahr, no; Zerr, no; Bottner, aye; Becker, no. Motion failed. President Becker made a motion to authorize Administrator Roeschlein to promote Allison Lightfoot to the Environmental Monitoring Manager and to present a job description for approval at the November meeting that will support the new job title and will contain duties, obligations, and responsibilities commensurate with the new title. The motion was seconded by Manager Wittkop. Roll call vote was taken: Bautch, no; Klatt, no; McKigney, aye; Hartmann, no; Wittkop, aye; Lahr, aye; Zerr, aye; Bottner, no; Becker, aye. The motion passed with majority in favor, 5-4.**
- iv. Outreach/Education Department Update – Adam Hjelm, Public Outreach Coordinator, provided website analytics outlining the number of views to the website and Facebook page over the last month.

b. Projects

- i. LSOHC-Phase IV – Roeschlein reported to the board that the Board of Water and Soil Resources (BWSR) had approved the project establishment order for the Sauk River Habitat Protection and Restoration Phase 4 Project #358. He also reported that he was planning to meet with the JD 2 Drainage Authority to introduce the restoration work that is planned to be done using these funds.
- ii. JD 2 Project Team Update-USACE Agreements – Roeschlein reported that the US Army Corps of Engineers has agreed to assist with doing feasibility work in the JD 2/Crooked Lake area upstream from Miller Bay. Staff met with the Corps of Engineers on October 17th. The discussion was that we would try to finalize some scope of work and get a budget established for the work that would be done.
- iii. Long (Higgins) Lake-Todd County-Workshop Report – President Becker, Manager Hartmann and Administrator Roeschlein attended a work session hosted by Todd County on October 4th, 2022. Roeschlein presented the procedure the District would follow to become involved in addressing the high water problem on Long (Higgins) Lake by citing the statutory procedure for establishing it as a Watershed District project which included the petition process.
- iv. City of Sauk Centre request for funding assistance- Roeschlein presented a request from the City of Sauk Centre for cost share assistance on a street

sweeper replacement. Significant discussion ensued amongst the board.

Manager Botner made a motion to table discussion until the November 2022 meeting in order to obtain additional information and invite the City of Sauk Centre to the meeting for further discussion. The motion was seconded by Manager Wittkop. The motion passed with all in favor.

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 – No report

5. **Items for Upcoming Meetings or of Interest**

- a. Board Workshop – November 15th, 2022 – Administrator Roeschlein asked the board what their preference was for a topic and presented the list of topics that had been established and developed. Manager McKigney suggested that we have a presentation of the new permitting database software that was recently developed.
- b. MAWD Conference – December 1-3, 2022, Arrowwood Conference Center, Alexandria

6. **Upcoming Meetings to be Announced**

- a. Regular Board Meetings
 1. Tuesday, November 15th, 2022 – Regular Board Meeting, SRWD Office
 2. Tuesday, December 20th, 2022 – Regular Board Meeting, SRWD Office
- b. Other Meetings
 1. None

7. **Adjournment of the Regular Meeting - Manager Bautch made a motion to adjourn the regular meeting at 7:20 p.m. The motion was seconded by Manager Lahr. 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 7:20 p.m.**
2. **Additions/corrections to the agenda item** – President Becker asked if there were changes or additions to the agenda. There were none. **Manager McKigney made a motion to approve the agenda as presented. The motion was seconded by Manager Wittkop. The motion passed with all in favor.**
3. **Drainage Specific Public Comment Period** – No public comment.
4. **Reports**
 - a. **Pope JD 1** – Administrator Roeschlein reported on the Pope/Stearns JD 1 repair status and indicated that the project is just about complete. It appears it will be at or below budget.
5. **Items for Upcoming Meetings** – None at this time.
6. **Upcoming meetings to be announced**
 - i. November 15th, 2022 – Regular Drainage Authority Meeting
 - ii. December 20th, 2022 – Regular Drainage Authority Meeting
7. **Adjournment of Drainage Authority Meeting** – **Manager Lahr made a motion to adjourn the meeting at 7:25 p.m. The motion was seconded by Manager Wittkop. The motion passed with all in favor.**