



**Sauk River Watershed District Regular Meeting
 MINUTES**

Tuesday, October 17th, 2023

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

Managers Present:	Bill Becker, Paul Hartmann, Scott Klatt, Russell Miller, David Zerr, Eugene Mensen, Donavon McKigney
Staff Present:	John Kolb, Attorney; Jon Roeschlein, Administrator; Galen Gruber, Ditch and Permit Manager, Steve Zeece III, Water Resources Manager
Guests Present:	Jerry Rapp, Bret Zimmerman, Drew Kessler
Manager’s Absent:	Kevin Lahr, Scott Wittkop

Public Comments - None

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

2. **Additions/corrections to the agenda** – President asked for corrections or additions to the agenda. He added the Ellis Wetland change order payout. **Manager Hartmann made a motion to approve the agenda as modified. The motion was seconded by Manager Klatt. 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 19th, 2023 Regular Board Meeting Minutes
 7. Permit Summary Table

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

4. **Reports – Action Items, Reports and Project Updates** – *Administrator Roeschlein and staff*
 - a. Administration
 - i. Administrator Report – Roeschlein highlighted a few items in his report. He noted that an update on the Little Birch Lake Outlet Project was mailed to all shoreland owners on October 12, 2023. Roeschlein also informed the board that the accounting firm Schlenner Wenner & Co has provided us notice that they will no longer be able to assist with the year-end accounting work, not to be confused with Peterson Companies that will be doing the audit. Roeschlein and Office/Finance Manager Melissa Roelike are working on finding a replacement accounting firm. Roeschlein asked if there were any questions and there were none.

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- ii. Outreach/Education Department Update-Web Analytics – Roeschlein highlighted items in the Outreach/Education Department report.
 - iii. Monitoring Department Update – Roeschlein highlighted items in the Monitoring Department report. Water levels are down and the district is experiencing low flows.
 - iv. Water Resources Manager Update- Water Resources Manager Steve Zeece III presented his monthly report.
 - v. Ellis Wetland change order and final payment - Roeschlein presented the final payout and change order for the Ellis Wetland Project. The change order total is \$1,665.20 and is due to additional rock rip-rap added to the outlet structure during final construction. **Manager Miller moved to approve the change order in the amount of \$1,665.20 and authorized this as the final payment to Landwehr Construction for the Ellis Wetland Restoration/Enhancement project. Seconded by Manager Zerr. Motion passed with all in favor.**
 - vi. Ashley Creek Shoreline Restoration-Bauer Site – Galen Gruber, Ditch and Permit Manager, presented pictures of the Bauer streambank repair that was completed.
- b. Committees
- i. Water Quality/Projects – Managers Becker, Hartmann, and McKigney – No report
 - ii. Rules – Managers Klatt, Lahr, Mensen - No report
 - iii. Public Relations/Education – Managers Wittkop, Zerr, Miller – No report
 - iv. Budget Committee – Executive Board – The Budget Committee will meet in November before the board meeting if it works for everyone.
 - v. Personnel Committee – Executive Board – The Personnel Committee will meet in December to discuss Personnel Policy changes.
5. **Items for Upcoming Meetings or of Interest**
- a. SRWD General Lunch and Learn pdf – November 30th, 2023 – Flyer
 - b. November 21st, 2023 – Fortin Salt Board Workshop
 - c. Minnesota Watersheds Newsletter
6. **Upcoming Meetings to be Announced**
- a. Regular Board Meetings
 1. Tuesday, November 21st, 2023 – Regular Board Meeting, SRWD Office
 2. MN Watersheds Annual Conference – November 28th -Dec 1st, 2023 – Arrowwood Conference Center, Alexandria
 3. Tuesday, December 19th, 2023 – Regular Board Meeting, SRWD Office
 - b. Other Meetings
7. **Adjourn Regular Meeting – Manager Hartmann made a motion to adjourn the regular meeting at 6:22 p.m. The motion was seconded by Manager Zerr. 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 6:22 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 Miller made a motion to approve the agenda as presented. The motion was seconded by Manager Zerr. The motion passed with all in favor.**
3. **Drainage Specific Public Comment Period** – None
4. **Reports**
 - a. Stearns CD 9 Repair #22-022 – Galen Gruber, Ditch and Permit Manager, reviewed the repair on Stearns CD 9 and presented the repair report.
 - b. Stearns CD 26 Repair #23-007 – Gruber presented the Stearns CD 26 repair report regarding the flood plain benches. He is currently looking for a contractor to do that work.
 - c. Ditch & Permit Manager – Gruber briefly highlighted his Ditch and Permit Manager report.
5. **Items for Upcoming Meetings** –
 - a. Board Workshop – Fortin Salt
6. **Upcoming meetings to be announced**
 - a. Regular Drainage Meetings
 - i. Tuesday, November 21st, 2023 – SRWD Office
 - ii. Tuesday, December 19th, 2023 – SRWD Office
7. **Adjournment of Drainage Authority Meeting** – **Manager Zerr made a motion to adjourn the meeting at 6:30 p.m. The motion was seconded by Manager McKigney. The motion passed with all in favor.**