



**Sauk River Watershed District Regular Meeting
 MINUTES**

Tuesday, November 21, 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, Kevin Lahr, Scott Wittkop
Staff Present:	John Kolb, Attorney; Jon Roeschlein, Administrator; Galen Gruber, Ditch and Permit Manager, Steve Zeece III, Water Resources Manager
Guests Present:	Hagen Gamradt, Paul Wildman, Randy Neuman, Jerry Rapp, Tim Kalina
Manager’s Absent:	

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. The Pledge of Allegiance was recited.
2. **Additions/corrections to the agenda** – President 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 Zerr. The motion passed with all in favor.**
3. **Consent Agenda**
 - a. Financial Reports/Meeting Minutes
 1. Checks for October
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. October 17th, 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 Hartmann. The motion passed with all in favor.
4. **Reports – Action Items, Reports and Project Updates** – *Administrator Roeschlein and staff*
 - a. Administration
 - i. Administrator Report – Administrator Roeschlein presented his Administrator’s Report. There were no additional questions.
 1. 2024 Staff Wage Recommendation – Roeschlein presented the 2024 staff wage recommendation. **Manager Miller made a motion to approve the wage recommendation. The motion was seconded by Manager Wittkop. President Becker asked for a roll call: Hartman, no; Zerr, no; Lahr, no; Wittkop, aye; Mensen, no; McKigney, aye; Klatt, no; Miller, aye; Becker, aye. The motion failed. Manager Lahr made a motion to table this discussion until the December meeting after the budget corrections are made. The motion was seconded by Manager**

Zerr. President Becker asked for a roll call: Hartman, aye; Zerr, aye; Lahr, aye; Wittkop, aye; Mensen, aye; McKigney, aye; Klatt, aye; Miller, aye; Becker, aye. The motion passed with all in favor.

- ii. Outreach/Education Department Update-Web Analytics – Roeschlein reviewed the Outreach/Education Department update. There were no questions.
- iii. Monitoring Department Update – Roeschlein reviewed the Monitoring Department update. There were no questions.
- iv. Water Resources Manager Update- Water Resources Manager Steve Zeece III, presented his report. There were no questions.
- v. CWMP-Appoint alternate to replace Manager Bautch on the Policy Committee – **President Becker made a motion to appoint David Zerr as the Sauk River Comprehensive Watershed Management Plan Policy Committee Alternate for the Sauk River Watershed District. The motion as seconded by Manager Wittkop. The motion passed with all in favor.**
- vi. CWMP-2024-25 Biennial Workplan Approval – Roeschlein presented the 2024-25 Comprehensive Watershed Management Plan (CWMP) Biennial Workplan and resolution to the board. **President Becker made a motion to approve the resolution to adopt and implement the 2024-25 Biennial Workplan. The motion was seconded by Manager Hartman. The motion passed with all in favor.**

b. Projects

- i. Bauer Streambank Repair Report – An informational report was provided by Galen Gruber, Ditch and Permit Manager, regarding the Bauer streambank repair. The report stated that the repairs were complete and everything appears to be in order.
- ii. BMP 09-014 Hunter’s Meadow – The board discussed BMP 09-014 Hunter’s Meadow. It was found during a routine inspection that the current contract with the Hunter’s Meadow property was partially out of compliance. A small feedlot has been reestablished. The majority of the best management practices are still in place; however, the contract does not expire for one more year. Through a grant program, the district cost shared with the original landowner to close the feedlot and restore the area to reduce erosion problems. **President Becker made a motion to keep the contract in place but communicate with the current landowner that there should be no more alterations to the property until the contract expires in November of 2024. The motion was seconded by Manager Mensen. The motion passed with all in favor.**

c. 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 met on November 21st before the board meeting and will report to the full board in December with the 2024 final budget recommendation.
- v. Personnel Committee – Executive Board – The Personnel Committee will meet in December/January to discuss Personnel Policy changes.

5. Items for Upcoming Meetings or of Interest

- a. SRWD General Lunch and Learn pdf – November 30th, 2023 – Whitney Senior Center, 1527 Northway Drive, St. Cloud MN 56303
- b. Minnesota Watersheds Newsletter
- c. SRWD Holiday Gathering for Board and Staff, December 19th – See Memo. **Manager Zerr made a motion to begin the Regular December 19th Board Meeting at 4:30 p.m. The motion was seconded by Manager Miller. The motion passed with all in favor.**
- d. January 2024 Board Workshop – Overview of 2 stage ditching and stream restoration work, a case study by Bois de Sioux Watershed District.
- e. February 2024 Board Workshop - Watershed Policy and Science, an overview of historical policy that led to our present-day watershed management scheme and the science it is based on (SRWD Monitoring Program overview); Allison Lightfoot
- f. March 2024 Board Workshop – 2023 SRWD monitoring season water quality report; Allison Lightfoot

6. Upcoming Meetings to be Announced

- a. Regular Board Meetings
 1. MN Watersheds Annual Conference – November 28th -Dec 1st, 2023 – Arrowwood Conference Center, Alexandria
 2. Tuesday, December 19th, 2023 – Regular Board Meeting, SRWD Office
 3. Tuesday, January 16th, 2024 Regular Board Meeting, SRWD Office
- b. Other Meetings

7. President Becker recessed the regular board meeting at 7:00 p.m. to be re-convened after the Drainage Authority Meeting to conduct a closed session regarding the Administrator's Performance Review.

**Regular Drainage Authority Meeting
MINUTES**

1. **The Drainage Authority meeting was called to order by President Becker at 7:00 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 Zerr 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** – None
4. **Reports**
 - a. Payable 2024 Ditch Assessments – Administrator Roeschlein presented a memo regarding the payable 2024 ditch assessments. For documentation purposes, Administrator Roeschlein stated that he reviewed the ditch fund balances and the current assessments on the ditch systems and does not recommend any new special assessments for the legal drainage systems that the district has jurisdiction over. He noted that the current drainage systems with negative balances have current assessments being collected. There will likely be a need for additional assessments as the terms for these current assessments draws near and if there is still a fund balance issue or if there is a need for significant repair work before the current assessment is complete.
 - b. 23-009 – Stearns CD 26 Repair Report – Galen Gruber, Ditch and Permit Manager, provided a report to the board documenting repairs that have been completed on the double box culvert under County Rd 172. One of the box culverts was significantly obstructed by sediment. The County Highway Department, as the road authority, repaired it and removed the sediment so it no longer serves as an obstruction.
 - c. Ditch & Permit Manager – The Ditch & Permit Manager’s written report was presented to the board. There was no further discussion.
5. **Items for Upcoming Meetings** –
6. **Upcoming meetings to be announced**
 - a. Regular Drainage Meetings
 - i. Tuesday, December 19th, 2023 – SRWD Office
 - ii. Tuesday, January 16th, 2024 – SRWD Office
7. **Adjournment of Drainage Authority Meeting** – **Manager Zerr made a motion to adjourn the meeting at 7:10 p.m. The motion was seconded by Manager Wittkop. The motion passed with all in favor.**



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8. **Reconvene – President Becker reconvened the Regular Board Meeting and closed the meeting to the public for the board to conduct the Administrator’s Performance Review.** Roeschlein left the room while the board was conducting their review. Roeschlein was called back into the board meeting. **President Becker reopened the board meeting to the public to summarize the performance review and an overall rating of 4/5 was giving for his performance over the past year.** President Becker will compile the notes into one document and present it to Roeschlein at a later date. Wages for the Administrator for 2024 will be presented at the December meeting along with the other staff wages.

9. **Adjournment of Regular Meeting – Manager Zerr made a motion to adjourn the regular meeting at 8:20 p.m. The motion was seconded by Manager Miller. The motion passed with all in favor.**