



**Sauk River Watershed District Regular Meeting  
 MINUTES**

**Tuesday, December 19, 2023**

Located at: Sauk River Watershed District Office, Sauk Centre, MN at 4:30 p.m.

<b>Managers Present:</b>	Bill Becker, Paul Hartmann, Scott Klatt, Russell Miller, David Zerr, Eugene Mensen, Donavon McKigney, Kevin Lahr, Scott Wittkop
<b>Staff Present:</b>	John Kolb, Attorney; Jon Roeschlein, Administrator; Galen Gruber, Ditch and Permit Manager; Steve Zeece III, Water Resources Manager; Abigail Parker, Environmental Technician; Adam Hjelm, Public Outreach Coordinator; Melissa Roelike, Office/Financial Manager.
<b>Guests Present:</b>	Paul Wildman, Randy Neuman, Jerry Rapp, Tim Kalina
<b>Manager’s Absent:</b>	

**Public Comments** - Todd County Commissioner Randy Neumann spoke about a dairy expansion that is looking for additional water. They are potentially looking to pump some water from Long Lake.

1. **Call to Order and Pledge of Allegiance** – The meeting was called to order by President Becker at 4:30 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 November
    2. Receipt Book
    3. Revenue Guideline
    4. Cash Balances
    5. Expenditure Report
    6. November 21<sup>st</sup>, 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 Wittkop. 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 reviewed his Administrator’s Report.
      1. MN Watersheds Annual Conference Supplemental – Roeschlein reviewed the supplemental report from Minnesota Watersheds Annual Conference.
      2. Legal Counsel Hourly Rates and Retainer – Roeschlein presented the annual 2024 hourly rates and retainer fee proposal from Rinke Noonan

Law Firm. Attorney Kolb provided a letter outlining the retainer fee to be \$800/mo. for fiscal year 2024, with a breakdown of services thereafter. **Manager Hartmann made a motion to approve the 2024 rates for legal counsel and John Kolb as the District's Attorney. The motion was seconded by Manager Miller. The motion passed with all in favor.**

- ii. Outreach/Education Department Update-Web Analytics – Adam Hjelm, the Public Outreach Coordinator, presented his monthly report to the board and answered any questions they had.
- 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.

b. Projects

- i. Ag BMP Summary Table – Abigail Parker, Environmental Technician, created a spreadsheet showing all of the District's Ag BMP projects (Ag-waste systems and feedlot management type work – not including the hayed buffer program) that the district has processed. The spreadsheet provided a summary of how many active contracts are still in effect and their expiration dates.

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 –
  1. 2024 Staff Wage Recommendation - The Budget Committee presented the 2024 wage recommendations in a memo. **Manager Lahr made a motion to approve the 2024 wage recommendations as presented. The motion was seconded by Manager McKigney. The motion passed with all in favor.**
  2. 2024 Final Budget and Levy Recommendation – The Budget Committee presented the 2024 Final Budget Recommendation. **Manager Lahr made a motion to approve the total budget for 2024 of \$1,148,884.03 and directed Administrator Roeschlein to certify this levy to the counties. The motion was seconded by Manager Zerr. The motion passed with all in favor.**
- v. Personnel Committee – Executive Board – The Personnel Committee will meet in January to discuss Personnel Policy updates.

5. Items for Upcoming Meetings or of Interest

- a. SRWD Holiday Gathering for Board and Staff, December 19<sup>th</sup> – See invite.
- b. MN Watersheds Newsletter
- c. January 2024 Board Workshop – Overview of 2 stage ditching and stream restoration work, a case study by Bois de Sioux Watershed District.



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- d. 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
  - e. March 2024 Board Workshop – 2023 SRWD monitoring season water quality report; Allison Lightfoot
- 6. Upcoming Meetings to be Announced**
- a. Regular Board Meetings
    - 1. Tuesday, January 16<sup>th</sup>, 2024 Regular Board Meeting, SRWD Office
    - 2. Tuesday, February 20<sup>th</sup>, 2024 Regular Board Meeting, SRWD Office
  - b. Other Meetings
    - i. February 7-8, 2024, Association of Minnesota Counties (AMC) Drainage Conference, Alexandria
- 7. Manager Wittkop made a motion to adjourn the regular board meeting at 5:20 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 5:20 p.m.**
2. **Additions/corrections to the agenda item** – President Becker asked if there were changes or additions to the agenda. President Becker added that he’d like to share the completed performance appraisal for Administrator Roeschlein during the closed session. **Manager Miller made a motion to approve the agenda as modified. The motion was seconded by Manager Lahr. The motion passed with all in favor.**
3. **Drainage Specific Public Comment Period** – None
4. **Reports**
  - a. 23-069 Condition Report – CD 6 – Galen Gruber, Ditch & Permit Manager, provided the condition report for Pope CD 6. There is bank sloughing that is now occurring after the repair. Where the banks are sloughing are areas that have been identified as being unstable after the repair and if they were not addressed at the time of the repair, that it would need to be watched closely and repaired as needed.
  - b. 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** – The board indicated interest in reviewing the ditch fund management program. Roeschlein indicated that he would put together some kind of presentation for a workshop at a future meeting.
6. **Upcoming meetings to be announced**
  - a. Regular Drainage Meetings
    - i. Tuesday, January 16<sup>th</sup>, 2024 – SRWD Office
    - ii. Tuesday, February 20<sup>th</sup>, 2024 – SRWD Office

Closed session: Pending Litigation Discussion – Attorney Kolb

*(Board action and direction provided to staff on this issue has been redacted until such time the issue is settled. Once settled, the redaction will be removed and the minutes re-posted.)*

President Becker reviewed Administrator Roeschlein’s performance appraisal. The document will be signed and placed in the employee’s file. President Becker reopened the regular drainage meeting.



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7. **Adjournment of Drainage Authority Meeting – Manager Wittkop made a motion to adjourn the meeting at 6:12 p.m. The motion was seconded by Manager Zerr. The motion passed with all in favor.**