



Sauk River Watershed District Regular Meeting
MINUTES

Tuesday, October 15, 2024

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

Managers Present:	Bill Becker, Paul Hartmann, Scott Klatt, David Zerr, Donavon McKigney, Russell Miller, Eugene Mensen
Staff Present:	Jon Roeschlein, Administrator; Hannah Schacherl, Legal Counsel; Abigail Parker, Education and Outreach Coordinator; Scott Wittkop, Ditch and Permit Manager, Steve Zeece III, Water Resources Manager
Guests Present:	Randy Neumann, Paul Wildman, Lisa Odens, Tim Kalina, Jerry Rapp
Manager’s Absent:	Kevin Lahr

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** – President Becker asked for corrections 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 Hartmann. 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 17th, 2024 Regular Board Meeting Minutes
 7. Permit Summary Table

Manager Miller made a motion to approve the consent agenda. The motion was seconded by Manager Zerr. 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 and noted that the request for quotes for Sauk River Watershed District (SRWD) Engineering Services had been distributed and advertised. The deadline set for those requests is October 25th, 2024. Managers Klatt and Zerr volunteered to review the engineering proposals and recommend firms to be interviewed by the board at the November meeting. Roeschlein reported that he is working with Paul Senne with RESPEC to update the assessment tool for

developing and certifying the special assessments that are being recommended at the drainage authority meeting.

1. Environmental Monitoring Manager Position – Roeschlein presented a memo indicating that the Environmental Monitoring Manager Position had been vacated. In accordance with the SRWD policy, the vacancy was posted internally for district staff to be considered. Two applications were received. The Office/Finance Manager and the Administrator interviewed them both. Abigail Parker was selected for the position. She is well qualified to perform the duties and responsibilities of the department. Pending board approval, Parker has accepted the offer. **Manager Zerr made a motion to hire Abigail Parker as the full time Monitoring Manager with a starting wage of \$56,800 annually plus all full-time benefits. The motion was seconded by Manager Mensen. The motion was approved with majority in favor, Manager Hartmann opposed.** Abigail was present at the meeting and the board had a discussion in regard to the monitoring program with her.
 - ii. Outreach/Education Department Update – The Outreach and Education Department update was presented to the board. There were no questions.
 - iii. Monitoring Department Update – no report
 - iv. Water Resources Manager Update- Steve Zeece III, Water Resources Manager, provided a verbal summary of the Water Resources Manager report.
- b. Projects
- i. Little Birch Lake Outlet Modification – Roeschlein presented a memo in regard to the Little Birch Lake Outlet Modification and noted that the project construction is complete. The construction of the project took 10 days from beginning to end. The whole project, starting from when the district was notified that the dam was in need of repair to finish was approximately 18 months. Pay Request #1 was presented to the board for approval. **President Becker made a motion to disburse Pay Request #1 in the amount of \$107,221.75 to Houle Excavating LLC. The motion was seconded by Manager Hartmann. The motion passed with majority in favor, Manager Klatt abstaining.**
 - ii. Long (Higgins) Lake Outlet Project Updates – Roeschlein. The wetland delineation survey work was completed last month and the Wetland Delineation Report was finalized recently. The Wetland Conservation Act delineation concurrence application has been submitted.
 - iii. Getchell Creek Restoration Project – Engineer Lisa Odens, Houston Engineering, gave a presentation to the board about the Getchell Creek project outlining the plans for channel modification and the benefits realized on projects such as this for the drainage systems and natural channels. Legal counsel provided a memo outlining the board’s options of how to proceed under drainage code. **President Becker made a motion to authorize the initiation of the repair proceedings under MN Statutes 103E.715 and directed legal counsel to prepare proper documents for board approval at a future meeting and to lead**

them through the legal process as required. The motion was seconded by Manager Hartmann. The motion passed with 5 in favor, 2 opposed.

iv. JD 2 Sed Pond Inspection Report – A copy of the latest JD 2 Sed Pond Inspection Report was presented in the board packet. There were no further questions.

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
- v. Personnel Committee – Executive Board

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

- a. Minnesota Watersheds Annual Conference – December 4-6, 2024; Grand View Lodge, Nisswa MN
- b. Holiday gathering – President Becker asked if the board was interested in a holiday gathering. The Board consensus was Yes and Administrator Roeschlein was asked to make the arrangements.

6. **Upcoming Meetings to be Announced**

- a. Regular Board Meetings
 - 1. Tuesday, November 19th, 2024 Regular Board Meeting, SRWD Office
 - 2. Tuesday, December 17th, 2024 Regular Board Meeting, SRWD Office
- b. Other Meetings

7. **Manager Zerr made a motion to adjourn the regular board meeting at 7:36 p.m. The motion was seconded by Manager McKigney. 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 7:37 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 Hartmann made a motion to approve the agenda as presented. The motion was seconded by Manager Miller. The motion passed with all in favor.**
- 3. **Drainage Specific Public Comment Period** – None
- 4. **Reports**
 - a. Special Assessments – Ditches and Projects – The Budget Committee recommended one-year special assessments payable 2025 for Pope/Stearns JD 1, Pope CD 6, and Stearns County Ditches 9, 11, 15, 17, 19, 24, 26, 51, Zion Munson, JD 2 Sediment Ponds, and Little Birch Lake. **Manger Zerr made a motion to approve the budget committee’s**



recommendation for the assessments as listed in the memo plus county fees:

Pope/Stearns JD 1 \$15,000; Pope CD 6 \$20,000; Stearns CD 9 \$45,000; Stearns CD 11 \$20,000; CD 15 \$20,000; CD 17 \$4,500; CD19 \$2,000; CD 26 \$42,000; CD 51 \$4,600; Zion-Munson \$15,000; CD 24 \$2,000; JD 2 Sediment Pond \$10,770; Little Birch Lake \$24,000. The motion was seconded by Manager McKigney. The motion passed with majority in favor, Manager Klatt abstaining.

- b. Ditch & Permit Manager – Scott Wittkop, the Ditch & Permit Manager, pointed out a couple of items in his report to the board. There were no further questions.

5. Items for Upcoming Meetings –

6. Upcoming meetings to be announced

- a. Regular Drainage Meetings
 - i. Tuesday, November 19th, 2024 – SRWD Office
 - ii. Tuesday, December 17th, 2024 – SRWD Office

- 7. **Adjournment of Drainage Authority Meeting – Manager Zerr made a motion to adjourn the meeting at 7:52 p.m. The motion was seconded by Manager McKigney. The motion passed with all in favor.**