



**Sauk River Watershed District Regular Meeting
 MINUTES**

Tuesday, July 15th, 2025

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

Managers Present:	Bill Becker, Scott Klatt, David Zerr, Eugene Mensen, Kevin Lahr, Paul Hartmann, Donavon McKigney, Russell Miller, Mike Proell
Staff Present:	Jon Roeschlein, Administrator; Hannah Schacherl Jansen, Legal Counsel; Scott Wittkop, Ditch and Permit Manager, Steve Zeece III, Water Resources Manager; Garrett Monson, District Engineer; Kory Klebe, Education and Outreach Coordinator; Abi Parker, Environmental Monitoring Manager, Brenna Moen, Seasonal Technician.
Guests Present:	Randy Neumann, Jerry Rapp, Robert Floerke, Paul Wildman, Howard Fullhart
Manager’s Absent:	None

A board workshop was convened at 4:30 p.m. with guest speaker, Howard Fullhart, MnDNR River Ecology Unit, presenting on the topic of Rock Arch Rapids.

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 Becker asked for corrections or additions to the agenda. Manager Lahr asked to add an item to the agenda for financial reports. Manager Zerr asked to add discussion on the sediment study on Osakis Lake. **Manager Zerr made a motion to approve the agenda as amended. 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 June
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. June 17th, 2025 Regular Board Meeting Minutes

Manager Miller made a motion to approve the consent agenda. The motion was seconded by Manager Hartmann. The motion passed with all in favor.
4. **Annual Board Reorganization** – Vice president Klatt called for nominations for the position of President. **Manager Hartmann made a motion to nominate Bill Becker for President and also that nominations cease and the secretary cast a unanimous ballot for Bill Becker for President. Manager Lahr made the second. Motion passed with all in favor.**

President Becker called for nominations for Vice President. Manager Lahr nominated Paul Hartmann for Vice President. President Becker called for further nominations twice. There were no further nominations. **Manager Lahr made a motion that nominations cease and the secretary cast a unanimous ballot for Paul Hartmann as vice president. The motion was seconded by Manager McKigney. Motion passed with all in favor.**

President Becker called for nominations for the position of secretary. **Manager Hartmann made a motion to nominate Scott Klatt for Secretary and Kevin Lahr for Treasurer and also that nominations cease and the secretary cast a unanimous ballot for Scott Klatt as Secretary and Kevin Lahr as Treasurer. The motion was seconded by Manager Mensen. The motion passed with all in favor.**

President Becker appointed the following managers to committees: Water Quality/Projects Committee- Becker, Hartmann, McKigney; Rules Committee-Klatt, Lahr, Mensen; Public Relations/Education Committee-Proell, Zerr, Miller; Budget Committee-executive board; Personnel Committee-executive board; Citizens Advisory Committee-JD 2 Project Team and Getchell Creek Project Team.

All duties for new officers and committees will commence August 1, 2025.

5. Reports – Action Items, Reports and Project Updates – Administrator Roeschlein and staff

a. Administration

i. Administrator Report – Administrator Roeschlein briefly went through his Administrator’s Report. There were no questions.

1. Salary Administration Policy Revision – Roeschlein presented the Salary Administration Policy revisions and explained the changes that were recommended by the committee. Those changes were highlighted in the document. One item not highlighted in the document was the last sentence under paragraph F. Competitive Salary Evaluation. This sentence was eliminated because it was redundant. **Manager Lahr made a motion to approve the Salary Administration Policy with the changes recommended by the committee. The motion was seconded by Manager Hartmann. The motion passed with majority in favor, Manager Miller abstaining.**

2. Wage Adjustment – Upon approval of the Salary Administration Policy, the personnel committee recommended approval of wage adjustments as described in the new policy. The Environmental Technician is to receive an additional \$1,918.18 to be divided amongst the rest of the pay periods in 2025. The Environmental Monitoring Manager is to receive an additional \$1,189.61 to be divided amongst the rest of the pay periods in 2025. All other positions are either at or above the new range minimum. **Manager Hartmann made a motion to approve the increase in wages for the Environmental Monitoring Manager and the Environmental Technician as described. The motion was seconded by Manager Klatt. The motion passed with all in favor.**

3. The personnel committee further recommended that the district enter into an agreement with David Drown and Associates to provide annual maintenance services for the District's Salary Schedule. After some questions from managers, **Manager Klatt made a motion to table this discussion and invite Dr. Tessia Melvin to explain the benefit of conducting the annual maintenance to the salary schedule and the cost savings the District could realize by doing so. Manager Miller made the second. Motion passed with all in favor.**
4. Preliminary 2026 Budget – Roeschlein presented the Preliminary 2026 budget on behalf of the Budget Committee. **Manager Lahr made a motion to approve the Sauk River Watershed District Preliminary 2026 Budget as prepared by the SRWD Budget Committee and Staff in the amount of \$1,322,995.02, to be presented at the Public Hearing scheduled for August 19th, 2025 at 6:30 p.m. Manager McKigney made the second. Motion passed with all in favor.**
 - ii. Monitoring Department Updates – Abi Parker was present and answered questions regarding her monthly report and field observations over the past month.
 - iii. Education & Public Outreach Department Updates – Kory Klebe, Education and Outreach Coordinator, was present and answered questions regarding his report and activities he has been implementing over the past month.
 - iv. Water Resources Manager Update- Steve Zeece III, Water Resources Manager, provided his monthly Water Resources report and answered questions.
 - v. Permit Manager Report – Scott Wittkop, Permit Manager, presented his monthly report and answered questions.
 1. Permit Summary Table was presented with no questions from the board.
 - vi. Environmental Technician Report – Allison Schugel, the Environmental Technician, and Brenna Moen Seasonal Environmental Technician, provided their written report. There were no further questions from the board.
 - vii. Code of Conduct – President Becker presented language to be added to the SRWD Manager Code of Conduct. **Manager Becker made a motion to add the following language to the Sauk River Watershed District manager's Code of Conduct. "Managers shall not miss more than two meetings in any calendar year without providing notice of the absence to either the SRWD Administrator or the SRWD President before the start of the meeting." Manager Zerr made the second. Upon call of the question there were 4 in favor and 5 opposed. Motion failed.**
 - viii. Manager Lahr reported on his discussions with Victoria Holthaus, ABDO Financial, regarding the financial reporting for the board. Work continues to develop the report being requested.
- b. Projects
 - i. Long (Higgins) Lake Outlet Project Updates – Roeschlein presented a verbal update on the Long (Higgins) Lake Project. Soil borings are scheduled for the gravel pit to determine infiltration capability. Manager Proell asked if there were any restrictions on the gravel pit once material is depleted. He had heard

that there was a requirement to restore the pit. Staff indicated they would investigate and report back.

- ii. JD 2 Sed Ponds – Roeschlein reported on the condition of the sed pond project and provided a report from Moore Engineering. The report indicated the ponds are at more than 50% capacity for sediment accumulation based on the survey conducted last winter through the ice. He recommends delaying any repair plans until another survey can be completed this next winter. He also recommended that we conduct some analysis of the efficiency of the sed pond project as that question has arisen several times from many members of the public. This analysis discussion was referred to the Water Quality and Projects committee to prepare a detailed plan and report back to the board.

c. Committees

- i. Water Quality/Projects – Managers Becker, Hartmann, and McKigney – Met June 20th, 2025
- ii. Rules – Managers Klatt, Lahr, Mensen – Met June 27th, 2026
- iii. Public Relations/Education – Managers Zerr, Miller, Proell – Met July 15th, 2025.
- iv. Budget Committee – Executive Board – Met June 27th, 2025.
- v. Personnel Committee – Executive Board - Met June 27th, 2025.

6. Items for Upcoming Meetings or of Interest

- a. Stearns County Fair – August 6-10th, 2025 – Managers welcome to participate with staff at the booth.
- b. Douglas County Fair – August 13-16th, 2025 – Managers welcome to participate with staff at the booth.

7. Upcoming Meetings to be Announced

- a. Regular Board Meetings
 - 1. Tuesday, August 19th, 2025 Regular Board Meeting, 6 p.m. at the SRWD Office
 - 2. Tuesday, September 16th, 2025 Regular Board Meeting, SRWD Office
- b. Other Meetings

8. Manager made a motion to adjourn the regular board meeting at 7:55 p.m. The motion was seconded by Manager. 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 7:56 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 Lahr. The motion passed with all in favor.**
3. **Drainage Specific Public Comment Period** – None
4. **Reports**
 - a. Ditch & Permit Manager – Scott Wittkop, the Ditch Manager, provided his monthly report.
 - b. Private Crossing Policy – Staff presented the draft private crossing policy recommended by the Rules Committee. **Manger Lahr made a motion to adopt the private crossing policy as presented with the amendment to exclude irrigation bridges in the definition of Private Crossing. Manager Miller made the second. Motion approved with all in favor.**
 - c. CD 17 Inspection Report, Repair Discussion – Wittkop and Roeschlein presented discussion of the condition of SCD #17 and the need to revisit conducting a repair on the system. Legal Counsel Schacherl explain options the board has moving forward. 1) conduct the repair and assess the current assessment area. 2)Start a new redetermination of Benefits process before exploring the repair. **Manager Klatt made a motion to seek proposals from viewing teams and report back with that information. Manager McKigney made the second. Motion passed with 7 in favor, Manager Hartmann against and Manager Becker abstaining.**
 - d. Buffer Violation-CD 9 Albert Yarke – Staff reported that the Yarke Buffer violation still exists after the deadline of July 1st to restore. Staff provided the findings and restoration order for the board’s consideration. **Manager Hartmann made a motion to adopt the Yarke Buffer Violation Findings and Order to restore the buffer along SCD #9 as drafted. Manager McKigney made the second. Roll call votes was taken with all in favor. Motion passed.**
 - e. Wittkop reported that he has been working to spray noxious weeds where he can access and when time allows.
5. **Items for Upcoming Meetings or Information of Interest** –
6. **Upcoming meetings to be announced**
 - a. Regular Drainage Meetings
 - i. Tuesday, August 19th, 2025 – SRWD Office
 - ii. Tuesday, September 16th, 2025 – SRWD Office
7. **Adjournment of Drainage Authority Meeting** – **Manager Lahr made a motion to adjourn the meeting at 9:06 p.m. The motion was seconded by Manager Mensen. The motion passed with all in favor.**