Shell Rock River Watershed District  
Regular Meeting Minutes  
August 15, 2018

Managers present: Dan DeBoer, Al Bakken, Brad Kramer, Joe Pacovsky, and Mick Delger
Managers absent: Mike Hanson and Gary Pestorious

Vice Chairman Delger called the Regular Meeting to order August 15, 2018 at 8:30 a.m. at the Albert Lea City Council Chambers, 221 East Clark Street, Albert Lea, MN 56007.

Manager Kramer offered the following motion:

Move to approve the consent agenda as follows:
- Minutes of the July 10, 2018 SRRWD Monthly Board Meeting
- Minutes of the July 26, 2018 SRRWD Special Board Meeting
- Minutes of the June 27, 2018 Citizen Advisory Committee Meeting
- Minutes of the Personnel Committee
- July 2018 Treasurer’s Report Subject to Audit
- July 2018 Project Fund Treasurer’s Report Subject to Audit
- Authorize Payment of Claims
- Authorize Payment of Project Fund Disbursements

Manager DeBoer seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.

Manager Pacovsky offered the following motion:

Move to approve agenda with change and addition. Move agenda item 6G to A and add a motion for out of state travel for Andy Henschel.
Manager Kramer seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.

Public Forum – Susie Peterson, Albert Lea Convention and Visitors Bureau, 102 W. Clark St., Albert Lea, MN 56007, discussed the upcoming Governor’s Fishing Opener.

Brian Hensley, Lakes Foundation Committee, gave an update:
- The next meetings have been scheduled for August 22, 2018 and September 18, 2018 at 4 p.m. at the Convention and Visitors Bureau (CVB).
- Albert Lea Floats was on August 11, 2018 at Frank Hall Park. The event was well attended. This was the last year of funding for the event.
- Brian praised the open communication regarding the dredging project.

Manager Bakken offered the following motion:
   Move to approve the 2017 audit.
Manager Kramer seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.

Courtney Phillips explained that the SRRWD did not receive two bids for the Fountain Lake Wetland Bank project.

Manager Pacovsky offered the following motion:
   Move to reject all bids for the Fountain Lake Wetland Bank project and put the project out for bid again.
Manager Kramer seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.

Courtney Phillips explained that the SRRWD has access to the DNR property/Mud Lake fish barrier but the property has no driveway. Previous access to the fish barrier was granted verbally by the land owner. For future access to the fish barrier, for maintenance, a permanent easement for access is needed.

Manager Pacovsky offered the following motion:
   Move to introduce Resolution 2018-30 as follows:
   Resolution 2018-30
   Mud Lake Fish Barrier
   Easement Approval

WHEREAS, The Shell Rock River Watershed District Board of Managers (“Board of Managers”) pursues the mission of implementing reasonable and necessary improvements to the water-related and other natural resources within its boundaries;

WHEREAS, The Shell Rock River Watershed District (the “District”) is charged with implementing the Shell Rock River Watershed District Watershed Management Plan (the “Plan”);

WHEREAS, in 2008 the Mud Lake Fish Barrier was installed
WHEREAS, the District has access thru the DNR Property but the property has no driveway. Previous access to the fish barrier was granted verbally by the land owner.

WHEREAS, for future access to the fish barrier, for maintenance, a permanent easement for access is needed:

THEREFORE be it hereby resolved that the Shell Rock River Watershed District:

Sec. 1: Accepts the Easement Agreement with Ronald and Marilyn Remakel as presented by SRRWD staff;
Sec. 2: Authorizes the Staff, Chairman of the Board and Secretary to execute all documents and expend all funds necessary to complete the terms of the Easement Agreement.

Date: August 15, 2018

Manager Kramer seconded the motion.
On a roll call vote, the following managers voted in favor of said resolution: DeBoer, Kramer, Pacovsky, Bakken, and Delger. Vice-Chairman Delger declared the resolution passed.

Courtney Phillips explained the Owen’s Wetland Restoration project change order. Barr Engineering is requesting the change order to complete modeling to ensure no upland drainage is impacted as well as assisting with permitting and construction oversite. As an adjacent landowner, Manager Bakken abstained from voting and recused himself from the discussion.

Manager DeBoer offered the following motion:
Move to approve Owen’s Wetland Change Order.
Manager Pacovsky seconded the motion.
After discussion, a vote was taken and the motion was approved. Manager Bakken abstained.

Courtney Phillips continued with an update on the Fountain Lake Restoration project. To date, 150,000 cubic yards of sediment has been removed from Edgewater Bay. On Monday, August 13, 2018 the District held a mandatory pre bid meeting for the Fountain Lake Restoration Confined Disposal Facility cells 2&3 construction. Bids are due on August 29, 2018. The dredge committee is scheduled to meet on August 27, 2018.

Courtney Phillips continued with a Lessard-Sams Outdoor Heritage Council update. The District recently applied for funding for Phase VIII of the Habitat Restoration program. The council has ranked the District’s proposal towards the middle. A hearing is scheduled for September 6, 2018. Letters of support have been requested.
Courtney Phillips continued with a Wosmoen/Pheasants Forever project update. In order to proceed with engineering, tile must be located. Hodgman drainage was awarded the bid to locate the tile.

Andy Henschel is requesting a motion to travel out of state to meet with O’Brien & Gere (OBG) Engineering Company in Milwaukee, Wisconsin on August 22, 2018.

Manager Pacovsky offered the following motion:

Move to approve out of state travel for Andy Henschel.

Manager Bakken seconded the motion.

After discussion, a vote was taken and the motion was unanimously approved.

Scott Christenson, Conservation Technician, explained that the SRRWD was awarded FEMA grant dollars to fix the areas on Wedge Creek, one of the larger tributaries to Fountain Lake, which was affected by the flooding in 2016.

Manager Pacovsky offered the following motion:

Move to introduce Resolution 2018-28 as follows:

Resolution 2018-28
Wedge Creek Project for FEMA Fixes
BID AWARD

WHEREAS, the Shell Rock River Watershed District Board of Managers ("Board of Managers") pursues the mission of improving water quality within its boundaries;

WHEREAS, the Shell Rock River Watershed District (the "District") is charged with implementing the Shell Rock River Watershed District Watershed Management Plan (the "Management Plan");

WHEREAS, following bid advertising for the construction of Wedge Creek Project for FEMA Fixes, the bid opening was held on August 10, 2018;

WHEREAS, two bids were submitted in the amounts of $61,070.34 and $77,336.00 for the completion of the Project pursuant to the bid specifications;

WHEREAS, August 14, 2018, WSB & Associates recommended Barth Construction Inc. as the lowest qualified bidder;

THEREFORE, the Board of Managers hereby finds that the Project has the potential to promote the public interest and welfare, is practicable, and conforms to the watershed management plan as set forth above.
NOW THEREFORE, be it hereby resolved by the Shell Rock River Watershed District:

   Section 1:   The Contract is awarded to Barth Construction Inc., as the lowest bidder in the best interests of the District pursuant to the terms of the Contract; and

   Section 2:   The staff, the Chairman of the Board of Managers, and the Secretary are authorized to sign all contracts and documents necessary to proceed with the Project.

Manager DeBoer seconded the motion.
On a roll call vote, the following managers voted in favor of said resolution: DeBoer, Kramer, Pacovsky, Bakken, and Delger. Vice Chairman Delger declared the resolution passed.

Scott Christenson gave an update on the Upper Twin Lake pump station project. A mandatory pre bid meeting was held on August 2, 2018. The draft lake management plan is up for review. Bids are due September 6, 2018 and will be awarded at the September 11, 2018 SRRWD monthly board meeting.

Vice Chairman Delger gave a Personnel Committee update. The committee met with Andy Henschel to go over staff reviews, staff surveys and perform Andy’s performance review. Manager Delger discussed changing the staff’s job titles as their job descriptions have changed. He also discussed the need for a wage survey. The committee compared the wages of other watershed districts to the SRRWD and recommended the following increases: Andy Henschel 5%, Carmen Christensen 5%, Courtney Phillips 5%, Leah Lawrence 8% and Scott Christenson 13%.

Manager DeBoer offered the following motion:
    Move to approve personnel committee recommendation.
Manger Pacovsky seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.

Vice Chairman Delger explained the proposed salary project with Noah & Associates, Inc. The company has worked with 16 other watershed districts and helped with job descriptions and wages.

Manager Pacovsky offered the following motion:
    Move to approve Noah and Associates, Inc. proposed salary project.
Manager Kramer seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.
Vice Chairman Delger has received positive feedback from the public as the City of Albert Lea and Freeborn County liaison.

Manager Pacovsky had no update regarding the Citizen Advisory Committee.

Manager DeBoer offered the following motion:
   Move to adjourn.
Manager Kramer seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.