

## MEETING MINUTES

### Riley-Purgatory-Bluff Creek Watershed District

#### January 10, 2024, RPBCWD Board of Managers Regular Monthly Meeting

**PRESENT:**

**Managers:**

Jill Crafton, Treasurer  
Tom Duevel, outgoing Vice President, incoming Secretary  
Larry Koch\*  
Dorothy Pedersen, outgoing Secretary, incoming President  
David Ziegler, outgoing President, incoming Vice President

**Staff:**

Amy Bakkum, Office Administrator  
Zach Dickhausen\*, Natural Resources Coordinator  
Liz Forbes, Communications Manager  
Andrew Hartmann, Water Resources Technician  
Terry Jeffery, District Administrator  
Eleanor Mahon,\* Community Engagement Coordinator  
Josh Maxwell, Water Resources & Fisheries Manager  
Dylan Monahan, Administrative Assistant  
Mat Nicklay, Natural Resources Technician  
Alaina Portoghese\*, Communications Specialist  
Louis Smith, Attorney, Smith Partners  
Scott Sobiech, Barr Engineering Company

**Other Attendees:**

Andrew Aller\*  
Rod Fisher\*, EP Duck Lake Assoc.  
Sharon McCotter  
Ted Melby  
Bill Satterness  
Carol Standal\*

*\*Attended the meeting virtually.*

#### 1. Call to Order of Board of Managers Regular Monthly Meeting

- 1 President Ziegler called to order the Wednesday, January 10, 2024, Board of Managers Regular
- 2 Meeting at 7:00 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, Hennepin
- 3 County, Minnesota.

4 President Ziegler announced that pursuant to Minnesota Statutes 103D.021, Subd. 1 and his own  
 5 declaration, this meeting is being held in person in public. He said that the District recognizes a  
 6 manager may have a legitimate reason, based on advice from a healthcare professional, for not  
 7 attending a meeting in a public place in person and in such circumstances may participate in the  
 8 meeting remotely. President Ziegler said members of the public may participate in person or  
 9 remotely.

10 Louis Smith called attendance for the Board of Managers as follows:

11

<i>Manager</i>	<i>Action</i>
Crafton	Present
Duevel	Present
Koch	Present*
Pedersen	Present
Ziegler	Present

12 \*Before responding, Manager Koch stated he objects to holding this meeting because it was not set on the  
 13 schedule and the requisite eight-days’ notice by mail was not given and that without waiving his objection  
 14 he is present.

15

**2. Approval of Agenda**

16 Manager Pedersen moved to accept the agenda as written. Manager Duevel seconded the motion.

17 Manager Koch requesting removing Consent Agenda items b – i and adding them as Action  
 18 Items.

19 Administrator Jeffery said at the request of the applicant, agenda item 6F – Approve After the  
 20 Fact Permit 2023-053 Helgeson Lot Improvements has been removed from the agenda. He said  
 21 the applicant has submitted a written request to extend the review period.

22 Administrator Jeffery reported that there is no update on the lawsuit Larry Koch v. RPBCWD and  
 23 Terry Jeffery. He recommended agenda item 9a – Update on the Lawsuit Larry Koch v.  
 24 RPBCWD and Terry Jeffery be removed from the agenda.

25 Upon a roll call vote, the motion carried 5-0 as follows:

26

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes

Koch	Yes*
Pedersen	Yes
Ziegler	Yes

27 \*Before responding, Manager Koch stated, “Subject to my prior objections.”

28

**3. Matters of General Public Interest**

29 President Ziegler explained the procedures for raising matters of public interest.

30 Bill Satterness of 8597 Red Oak Drive, Eden Prairie summarized the three topics of his  
 31 comments: his perspective, principles, and Spring Road. He said he is here as an individual  
 32 and he is also a director of the Friends of Red Rock Lake. Mr. Satterness said he is a former  
 33 manager candidate and a former member of the Citizens Advisory Committee. He said he  
 34 was elected as the CAC’s first chair in 2013. He said when he first got involved with the  
 35 District, the District inspired him because it was independent minded and kept its overhead  
 36 extremely low. He said he fought the transition to becoming just another bloated  
 37 bureaucratic, empire-building tax and spend agency. Mr. Satterness said he stopped  
 38 attending because the managers stopped listening to him. He said he now regrets he was not  
 39 paying attention in 2023. Mr. Satterness said regarding topic two, principles, the District’s  
 40 only reason for being, its only focus is water resources. He said primarily you should be  
 41 concerned with the lakes because that is where the water is. Mr. Satterness said creeks are  
 42 temporary conduits of the water. He said springs are fed by groundwater. He said you  
 43 should already know that to buy land on the east side of Spring Road will not do anything  
 44 for the water in that spring, because that is fed from groundwater on the west side. Mr.  
 45 Satterness said the second principle is you should not be unduly influenced by politics. He  
 46 said you are not a slush fund for city parks departments or any one feel-good cause. Mr.  
 47 Satterness said you should be responsive to the priorities of the 100,000 taxpayers in our 47-  
 48 square miles. He said we want good value for our money. Mr. Satterness said we do not  
 49 want you to build a monument to yourselves and your ever-increasing number of  
 50 employees. He said the average person on the street would say they want you to improve the  
 51 condition of the 13 major lakes so they can be fully enjoyed by all citizens. Mr. Satterness  
 52 said regarding his third topic, Spring Road, in the last 10 years your budget has tripled to  
 53 over \$4,000,000. He said now you plan to take on debt and raise taxes and postpone  
 54 projects. Mr. Satterness asked what else could you do with an extra \$5,800,000? He said  
 55 that amount is almost 300 times the \$20,000 or so you spend per year for Red Rock Lake.  
 56 Mr. Satterness said an analogy here is if the amount you spend per year on Red Rock Lake  
 57 is one inch high, the amount you plan to spend for Spring Road would be 24 feet high. Mr.  
 58 Satterness said years ago there was a television commercial for men in Skin Bracer  
 59 [aftershave product] – a man would slap himself and then say thanks, I needed that. Mr.  
 60 Satterness said he hopes that is how you will see Manager Koch’s lawsuit. Mr. Satterness  
 61 said he urges you to undo this mistake. He said it is not your role but is the City’s role to  
 62 decide how that tract will be used. Mr. Satterness said it is certainly not your role to own  
 63 land in perpetuity. He concluded by saying get back to the basics.

64

**4. Reading and Approval of Meeting Minutes**

**a. Approve Minutes of the December 13, 2023, Regular Monthly Meeting of the RPBCWD Board of Managers**

67 Manager Pedersen moved to approve the minutes of the December 13, 2023, Regular  
68 Monthly Meeting as submitted. Manager Duevel seconded the motion.

69 Manager Crafton noted the following edits: on line 117 replace 20207 with 2017, on line  
70 129 delete the words “has been” after the word “trending,” on line 150 replace “at” with  
71 “as” and on line 281 replace the word “one” with “on” in front of “the other side”.

72 President Ziegler said a correction to line to correctly identify the manager that made the  
73 motion [President Ziegler] and seconded [Manager Pedersen] the motion.

74 Manager Koch said the managers agreed on a process for reviewing the minutes and  
75 submitting comments and reviewing the mark ups. He said he thinks we should follow the  
76 rules and procedures we have adopted. He said the Board secretary needs to make sure  
77 there is a process and procedure and have efficient minutes and documentation. Manager  
78 Koch said he believes we hire somebody, pay somebody to actually transcribe these  
79 minutes and it would seem to him that person at the very least should be proofreading this  
80 and at least making notations of changes that they see should be made so we could save  
81 time and be directed to the changes that are obvious.

82 Upon a roll call vote, the motion carried 5-0 as follows:

83

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	Yes*
Pedersen	Yes
Ziegler	Yes

84 \*Prior to voting Manager Koch stated, “Approval of the minutes with proposed amendments.”

85

86 **b. Approve Minutes of the December 26, 2023, Special Meeting of the Board of**  
 87 **Managers**

88 Manager Pedersen moved to accept the minutes of the December 26, 2023, Special  
 89 Meeting of the Board of Managers Meeting. Manager Duevel seconded the motion.

90 Manager Crafton noted an edit to line 59 to correct the table of votes to note Manager  
 91 Koch abstained from the vote.

92 Manager Koch objected to the consideration of these minutes on the basis he thinks that  
 93 meeting was illegally held as he thinks the requisite notice was not given.

94 Upon a roll call vote, the motion carried 4-1 as follows:

95

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	No*
Pedersen	Yes
Ziegler	Yes

96 \*Prior to voting Manager Koch stated, “Without waiving my prior objections.”

97

**5. Committee and Member Reports**

98 **a. Adopt Resolution 2024-001 Receiving Committee Reports.**

99 **i. Receive Citizens Advisory (CAC) Minutes and Report**

100 Sharon McCotter reported the CAC did not make any motions at its most recent  
 101 meeting. She said the Committee had a robust discussion regarding the idea of  
 102 developing a template for lake vegetation management plans. Ms. McCotter said  
 103 regarding that idea, the CAC shows some support for it as the CAC is in favor of  
 104 using existing watershed data, avoiding redundancy, facilitating the ability to get  
 105 plans put together more quickly, and reducing costs.

106

107 **ii. Receive Governance Committee Report (No Meeting Held in**  
 108 **December)**

109 President Ziegler said the Governance Committee did not meet in December.

110

111 **iii. Receive Audit and Finance Committee Report (No Meeting Held in**  
 112 **December)**

113 Manager Crafton said the Audit and Finance Committee did not meet and does  
 114 not have a report.

115  
 116 **iv. Receive Personnel Committee Report (No Meeting Held in December)**

117 Manager Pedersen said the Personnel Committee did not meet and does not have  
 118 a report.

119  
 120 Manager Pedersen moved to adopt Resolution 24-001 to Receive Committee Reports.  
 121 Manager Crafton seconded the motion.

122 Manager Koch said he restates his prior comments on the resolution.

123 Upon a roll call vote, the motion carried 4-1 as follows:

124

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	No*
Pedersen	Yes
Ziegler	Yes

125 \*After voting Manager Koch said he does not waive any of his objections.

126  
 127 **b. Confirm Board Representation for January 22, 2024, CAC Meeting**

128 Manager Duevel volunteered to be the Board representative for the January 22<sup>nd</sup> CAC  
 129 meeting.

130  
**6. Consent Agenda**

131 **a. Adopt Resolution 24-002 to Approve Consent Agenda**

132 [No action taken.]

134

**7. Old Business**

135 [There were no Old Business agenda items.]

136

**8. New Business**

**137 a. Items Removed from Consent Agenda**

**138 i. Receive December Staff Report**

139 Manager Crafton moved to receive the December staff report. Manager  
140 Pedersen seconded the motion.

141 Manager Koch asked for the report format as well as the financial report format  
142 to be modified so the column headers are repeated on each page. Manager Koch  
143 asked staff to have the auditors and accountants find out if his interpretation of  
144 103D is correct in that a separate fund needs to be set up for each capital project  
145 and once you have allocated money to it, the money is stuck in that account for  
146 those purposes.

147 Manager Koch said he notices Administrator Jeffery is sitting on a number of  
148 the District's committees. Manager Koch expressed his concern about time  
149 commitments and not devoting sufficient time to the operations of the District.  
150 He said he does not think the Administrator is spending the appropriate amount  
151 of time to address minutes or data requests.

152 Manager Koch asked if the annual communication will be the topic of a  
153 workshop. Administrator Jeffery said the draft report will be ready by the  
154 Board's January workshop.

155 Manager Koch said the District does not have adopted policies for many of the  
156 items listed in the District's audits. He said he has previously provided draft  
157 policies and it is time to make sure the District has adopted policies.

158 Manager Koch asked regarding the increased water clarity of Lake Riley if any  
159 analysis has been done to determine the degree to which the zebra mussels  
160 versus the alum treatments have contributed to the improved clarity.  
161 Administrator Jeffery said Joe Bischoff of Barr Engineering said given the  
162 timing it is not tenable that the improvement is the result of zebra mussels and  
163 he is confident it is a direct result of the alum treatment. Manager Koch asked to  
164 be provided with any studies.

165 Manager Koch asked to see the Score Your Shore data.

166 Manager Koch said he believes the District's website needs a lot of work. He  
167 said it is very difficult to find things on it. He said he believes the site needs to  
168 be reviewed by third parties and there should be website consultants engaged  
169 under IT people.

170 Manager Koch asked why we are going back to groundwater. He said he does  
 171 not believe the District has the authority to deal with groundwater.  
 172 Administrator Jeffery said shallow groundwater/near surface groundwater is  
 173 integral to maintaining hydrology within lakes, wetlands, streams and is integral  
 174 to considerations of channel erosion, habitat changes within wetlands, and flood  
 175 storage throughout the District. Manager Koch said he thinks we need a study  
 176 done before we spend money on a groundwater program.

177 Manager Koch asked if it would be worthwhile to try to recoup costs of the  
 178 MNRAM Access database. He said it seems that a lot of people are accessing it.  
 179 Manager Koch said regarding the Lake Riley alum treatment he thinks it is  
 180 appropriate for staff to provide objective data when reciting the data in reports.

181 Manager Koch said he thinks a workshop topic should be about whether  
 182 wetlands are worth protecting and if so, why. Manager Koch asked if the  
 183 Middle Riley Creek project is closed out. Administrator Jeffery said he is  
 184 sending Bearpath an invoice.

185 Manager Crafton said she thinks it is apparent the website is improving  
 186 constantly and staff member Liz Forbes is doing great work. Manager Crafton  
 187 said staff member Josh Maxwell is doing great work with the wetland data and  
 188 database. She said she wants staff to know she has complete faith in their work  
 189 and they are doing an amazing job. Manager Crafton said she thinks it is  
 190 extremely important for Administrator Jeffery to be involved in the District's  
 191 committees.

192 Manager Duevel agreed with Manager Crafton's comments about District staff.  
 193 He said centerpiece to the District's work is coordinating with state and federal  
 194 agencies. Manager Duevel said the District's website has a lot of audiences and  
 195 has a lot of data on it. He said it is continually evolving and the work of the  
 196 District's staff seems pretty phenomenal to him.

197 Manager Koch said he stands by all of his comments and it sounds to him like  
 198 Manager Crafton and Manager Duevel are trying to make excuses. Manager  
 199 Koch said he has sent many comments about the website to no avail. He said  
 200 the District's accounting is not any more complicated than any other business'  
 201 accounting.

202 Upon a roll call vote, the motion carried 4-1 as follows:

203

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	No*
Pedersen	Yes



Ziegler	Yes
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204 \*Prior to voting Manager Koch said, “Subject to all my prior objections, without  
 205 waiving them.”

206

207 **ii. Receive December Engineer’s Report**

208 Manager Koch commented he thinks staff should track their time spent on calls,  
 209 emails, and meetings by engineers and, apparently, staff regarding pre-  
 210 application so we can be appropriately compensated for their time.

211 Manager Koch said he would like to see a copy of the memo delivered to the  
 212 District Administrator as referenced in the Engineer’s Report on page 3, Task  
 213 Order 040.

214 Manager Pedersen moved to accept the December Engineer’s Report. Manager  
 215 Crafton seconded the motion.

216 Upon a roll call vote, the motion carried 5-0 as follows:

217

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	Yes*
Pedersen	Yes
Ziegler	Yes

218 \*Prior to voting Manager Koch said, “Without waiving my prior objections.”

219

220 **iii. Receive December Regulatory Report**

221 Manager Koch said he thinks it would be great if the report would contain more  
 222 information such as the various rules that are at play in the various permits. He  
 223 asked staff to put page numbers on the report in the future. He said he would  
 224 like to see more analysis and more information on the permits as they move  
 225 through time instead of just summaries. Manager Koch suggested the report  
 226 include a column listing next steps. He said some of the permits in the report  
 227 have been outstanding for a long time and we need to move them forward.

228 Manager Pedersen moved to accept the December regulatory report. Manager  
 229 Duevel seconded the motion.

230 Upon a roll call vote, the motion carried 5-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	Yes*
Pedersen	Yes
Ziegler	Yes

231 \*Prior to voting Manager Koch said, “Without waiving my objections.”

232

233 **iv. Approve Permit 2023-020 Bush Lake Veterinary Clinic Modification**  
 234 **Request as Presented in the Board Action Section of the Permit**  
 235 **Review Report**

236 Manager Pedersen moved to approve Permit 2023-020 Bush Lake Veterinary  
 237 Clinic Modification as presented in the Board action section of the permit  
 238 review report. Manager Crafton seconded the motion.

239 Manager Koch commented he has concerns about how on page 8 of the permit  
 240 memo the general requirements tie into the recommendations and the  
 241 stipulations. He said he thinks we could do a better job of making sure the  
 242 conditions set forth in the report are actually part of the general requirements.  
 243 Manager Koch said it would be better if the conditions were listed or at least  
 244 referenced to the paragraph number.

245 Manager Koch moved to amend the motion to state we adopt the proposed  
 246 resolutions set forth on page 1 of the report subject to the engineer, legal, and  
 247 staff reviewing and modifying as appropriate the general requirements,  
 248 recommendations, and stipulations. The motion to amend died due to lack of a  
 249 second.

250 Upon a roll call vote, the motion carried 4-1 as follows:

251

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	No*
Pedersen	Yes
Ziegler	Yes

252 \*Prior to voting Manager Koch said, “Without waiving my objections.”

253

254 **v. Approve Permit 2023-064 Rainbow Drive Culvert Replacement as**  
 255 **Presented in the Proposed Board Action Section of the Permit**  
 256 **Review Report**

257 Manager Crafton moved to approve Permit 2023-064 Rainbow Drive Culvert  
 258 Replacement. Manager Duevel seconded the motion.

259 Manager Koch said he has the same issues he raised with the previous permit  
 260 request. Manager Koch moved to amend the motion by adopting the proposed  
 261 resolution set forth on page 1 of the report on the condition that staff, engineer,  
 262 and legal counsel review the wording in terms of the general requirements,  
 263 recommendations, and stipulations so that the requirements upon which the  
 264 permit is granted are clear and concise. The motion to amend died due to lack of  
 265 a second.

266 Manager Koch asked that someone read the resolution. Administrator Jeffery  
 267 read aloud the resolution as follows:

268 Manager Crafton moved and Manager Duevel seconded the adoption of  
 269 the following resolutions based on the permit report that follows and the  
 270 presentation of the matter at the January 10, 2024, meeting of the  
 271 managers. Resolved that the application for Permit 2023-064 is  
 272 approved, subject to the condition and stipulations set forth in the  
 273 Recommendations section of the report. Resolved that on determination  
 274 by the RPBCWD administrator that the conditions of approval have been  
 275 affirmatively resolved, the RPBCWD president or administrator is  
 276 authorized and directed to sign and deliver Permit 2023-064 to the  
 277 applicant on behalf of RPBCWD.

278 Upon a roll call vote, the motion carried 4-1 as follows:

279

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	No*
Pedersen	Yes
Ziegler	Yes

280 \*Prior to voting Manager Koch said, “Without waiving my objections.”

281

282 **vi. Adopt Resolution 24-003 Naming Official Newspapers for**  
 283 **Publication of RPBCWD Notices**

284 Manager Pedersen moved to adopt Resolution 24-003 Naming Official  
 285 Newspapers for Publication of RPBCWD Notices. Manager Crafton seconded  
 286 the motion.

287 Manager Koch asked if these publications cover all the residences in the  
 288 district. Administrator Jeffery said to the best of his knowledge and without  
 289 knowing the full circulation of all these publications, they geographically cover  
 290 all places in the District.

291 Manager Koch said it seems to him it would be incumbent on the District to  
 292 inquire and determine if these newspapers cover all the residents in the District  
 293 so we avoid any objection that people were not given the proper notices.  
 294 Administrator Jeffery responded these publications are the only ones published  
 295 in the District short of the *Star Tribune* or St. Paul *Pioneer Press*. Manager  
 296 Koch said we should do the homework and make sure the publications cover all  
 297 the residences.

298 Manager Koch moved to amend the resolution to direct staff and legal counsel  
 299 to confirm that these publications cover all the residences within the District.  
 300 The motion died due to lack of a second.

301 Upon a roll call vote, the motion carried 4-1 as follows:

302

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	No*
Pedersen	Yes
Ziegler	Yes

303 \*Prior to voting Manager Koch said, “Without waiving my objections.”

304

305 **vii. Adopt Resolution 24-004 Naming US Bank and the 4M Fund as the**  
 306 **Official Depository for RPBCWD Funds.**

307 Manager Pedersen moved to adopt Resolution 24-004 Naming U.S. Bank and  
 308 the 4M Fund as the Official Depository for RPBCWD Funds. Manager Duevel  
 309 seconded the motion.

310 Manager Koch said he is not sure the resolution accurately reflects the District’s  
 311 process. He said he believes 4M and its affiliates would be the correct  
 312 depositories. Administrator Jeffery said U.S. Bank is the District’s depository  
 313 and once deposited into U.S. Bank the District’s funds are held within the

314 District’s account with the 4M Fund. Manager Koch asked if it is necessary for  
 315 the Board to adopt this resolution at this time.

316 Louis Smith said the Governance Manual requires the District to annually  
 317 designate its depository. He said this resolution is framed to cover both U.S.  
 318 Bank and 4M and is consistent with the needs of both institutions and the  
 319 District.

320 Manager Crafton said she thinks the resolution is perfectly adequate language  
 321 and she has no objections to it.

322 Upon a roll call vote, the motion carried 4-1 as follows:

323

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	No*
Pedersen	Yes
Ziegler	Yes

324 \*Prior to voting Manager Koch said, “Without waiving my objections.”

325

326 **b. Accept December Treasurer’s Report**

327 Manager Crafton said the December Treasurer’s Report has been reviewed in  
 328 compliance with our internal controls and procedures. She moved to accept the  
 329 December Treasurer’s Report. Manager Pedersen seconded the motion.

330 Manager Koch said he provided a receipt for a meal and apparently payment of this cost  
 331 is being rejected, despite his pointing out to Administrator Jeffery that the Governance  
 332 Manual provides for payment of the receipt Manager Koch submitted. Manager Koch  
 333 pointed out on page 2 of the December Treasurer’s report a charge is listed for which  
 334 there is no receipt. He said he finds it ironic for someone to be charging things and  
 335 having no receipts. Manager Koch said what is good for the goose is good for the  
 336 gander.

337 Manager Koch commented he does not think we are complying with 103B.241. He said  
 338 he thinks the Audit and Finance Committee should be looking into that.

339 Manager Koch asked where in the balance sheet the \$50,000 payment for Spring Valley  
 340 is reflected. Administrator Jeffery said on page 6 of 10, under Opportunity Projects, line  
 341 item 4660 Real Estate. Manager Koch said that is not the question and perhaps  
 342 Administrator should review this balance sheet with the accountants and auditors.  
 343 Manager Koch said he believes the \$50,000 should be reflected as an asset as it is not

344 committed. He said it may also be required to be reflected as a liability on that balance  
 345 sheet.

346 Manager Koch remarked he believes the \$50,000 is an illegal expenditure because in his  
 347 opinion there was not a valid meeting held to authorize that payment. He said  
 348 furthermore that payment was not required under the terms of the agreement and  
 349 therefore would constitute an illegal unwarranted expenditure by the District.

350 Manager Koch asked who authorized the payment of three credit card statements. He  
 351 said to his knowledge no such policy has been presented to the managers for approval.  
 352 Manager Koch commented he believes the standing policy adopted is that the District  
 353 only reports income when it is received but reports expenses when accrued. He said if  
 354 his belief is correct, then we would not be reporting the \$30,000 in anticipated interest  
 355 income because we had not approved accrual statements for income. Manager Koch  
 356 said these issues need to be addressed by the accountants, auditors, Audit and Finance  
 357 Committee, and the Treasurer. Manager Koch said he thinks labor costs should be  
 358 allocated to the various areas of services so they have a better handle on how much it  
 359 costs to provide a particular service or product.

360 Manager Koch said the second half levy payment by the counties is not reflected in the  
 361 report. He asked if we received those payments. Administrator Jeffery said he received  
 362 notification the payments were distributed through ACH and he will follow up with the  
 363 accountant as to why the payments are not reflected in the report.

364 Manager Koch commented he would appreciate the report formatting include headers  
 365 on every page.

366 Upon a roll call vote, the motion carried 4-1 as follows:

367

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	No*
Pedersen	Yes
Ziegler	Yes

368 \*Prior to voting Manager Koch said, “Without waiving my prior objections.”

369

370 **c. Adopt Resolution 24-006 Approving Payment of the Bills**

371 Manager Crafton moved to adopt Resolution 24-006 Approving Payment of the Bills.  
 372 Manager Pedersen seconded the motion.

373 Manager Koch said he assumes “bills” means the expenses listed on page 1 of 1 under  
 374 expenses. Administrator Jeffery said that is correct. Manager Koch commented

375 electronic payments have been made without the Board’s approval and he thinks the  
 376 payments approval process should be reviewed and, if necessary, revised.

377 Upon a roll call vote, the motion carried 4-1 as follows:

378

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	No*
Pedersen	Yes
Ziegler	Yes

379 \*Prior to voting Manager Koch said, “Without waiving my objections.”

380

381 **d. Adopt Resolution 24-007 Adopting Schedule of Meetings for the Board of**  
 382 **Managers in 2024**

383 Manager Pedersen moved to adopt Resolution 24-007 Adopting Schedule of Meetings  
 384 for the Board of Managers in 2024. President Ziegler seconded the motion.

385 President Ziegler noted March 6, 2024, is Legislative Day. Administrator Jeffery  
 386 suggested holding the Board’s March Regular Meeting on March 13, 2024. Manager  
 387 Koch requested holding the January 2024 workshop on January 25<sup>th</sup> instead of January  
 388 18.

389 Manager Koch moved to amend the resolution to update the proposed 2024 Schedule of  
 390 Meetings to hold the March regular Board meeting on March 13<sup>th</sup> and the January  
 391 workshop on January 25<sup>th</sup> and to include a workshop in each month. He said they can be  
 392 cancelled if necessary. The motion died due to lack of a second.

393 Manager Pedersen moved to amend the schedule to hold the January workshop on  
 394 January 25<sup>th</sup> and the March meeting on March 13<sup>th</sup>. Manager Crafton seconded the  
 395 motion.

396 Upon a roll call vote, the motion to amend carried 4-1 as follows:

397

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	No*

Pedersen	Yes
Ziegler	Yes

398 \*Prior to voting Manager Koch said, “Without waiving any of my prior objections.”

399

400 Upon a roll call vote, the amended motion carried 4-1 as follows:

401

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	No*
Pedersen	Yes
Ziegler	Yes

402 \*Prior to voting Manager Koch said, “Without waiving any of my objections.”

403

404 **e. Adopt Resolution 24-008 Acknowledging Schedule of Meetings for the**  
 405 **Citizen Advisory Committee in 2024**

406 Manager Pedersen moved to adopt Resolution 24-008 as written. Manager Crafton  
 407 seconded the motion.

408 Upon a roll call vote the motion carried 4-0 as follows:

409

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	Abstain*
Pedersen	Yes
Ziegler	Yes

410 \*Prior to voting Manager Koch said, “Without waiving my objections.”

411

412 **f. Adopt Resolution 24-009 Appointing Citizen Advisory Committee Members**  
 413 **for 2024**



414 Manager Pedersen moved to adopt Resolution 24-009 Appointing Citizen Advisory  
 415 Committee Members for 2024. Manager Crafton seconded the motion.

416 Upon a roll call vote the motion carried 4-0 as follows:

417

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	Abstain*
Pedersen	Yes
Ziegler	Yes

418 \*Prior to voting Manager Koch said, “Without waiving any of my prior objections.”

419

420 **g. Adopt Resolution 24-010 Appointing Managers to Standing Committees:**  
 421 **Personnel, Governance, and Audit and Finance**

422 **Governance Committee**

423 Manager Crafton moved to appoint Manager Duevel and Manager Ziegler to the  
 424 Governance Committee. Manager Pedersen seconded the motion.

425 Manager Koch clarified the nomination process. He nominated himself for the  
 426 Governance Committee.

427 Mr. Smith clarified all of the managers votes need to be public and recorded.

428 Manager Koch said point of order there is an opportunity for nominees or others to  
 429 speak before voting. Manager Koch, Manager Duevel, and Manager Ziegler each  
 430 commented on his background, qualifications, and experience.

431 The managers voted on the nominations to the Governance Committee as follows:

432

<i>Manager</i>	<i>Slot 1</i>	<i>Slot 2</i>
Crafton	Ziegler	Duevel
Duevel	Ziegler	Duevel
Koch	Koch	Koch
Pedersen	Ziegler	Duevel
Ziegler	Ziegler	Duevel

433

434

Mr. Smith summarized that Manager Ziegler is elected to slot 1 and Manager Duevel is elected to slot 2 on the Governance Committee.

435

436

437

**Personnel Committee**

438

Manager Crafton nominated Manager Pedersen for the Personnel Committee. Manager Pedersen nominated Manager Crafton for the Personnel Committee. Manager Koch nominated himself.

439

440

441

Manager Koch described his experience and qualifications to serve on this committee.

442

Manager Crafton described her vision for the committee and her experience serving on

443

the committee. Manager Pedersen described her qualifications and experience.

444

The managers voted on the nominations to the Personnel Committee as follows:

445

<i>Manager</i>	<i>Slot 1</i>	<i>Slot 2</i>
Crafton	Crafton	Pedersen
Duevel	Crafton	Pedersen
Koch	Koch	Koch
Pedersen	Crafton	Pedersen
Ziegler	Crafton	Pedersen

446

447

Mr. Smith summarized that Manager Crafton is elected 4-1 to slot 1 and Manager

448

Pedersen is elected 4-1 to slot 2 on the Personnel Committee.

449

450

**Audit and Finance Committee**

451

Manager Crafton nominated Manager Duevel to the Audit and Finance Committee.

452

Manager Koch nominated himself. Manager Pedersen nominated Manager Crafton.

453

Manager Koch described his vision for the committee and his experience and

454

qualifications to sit on this committee. Manager Crafton described her qualifications and

455

her experience serving on the committee. Manager Duevel described his qualifications

456

and experience.

457

The managers voted on the nominations to the Audit and Finance Committee as

458

follows:

<i>Manager</i>	<i>Slot 1</i>	<i>Slot 2</i>
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Crafton	Crafton	Duevel
Duevel	Crafton	Duevel
Koch	Koch	Koch
Pedersen	Crafton	Duevel
Ziegler	Crafton	Duevel

459

460

Mr. Smith summarized that Manager Crafton is elected to slot 1 and Manager Duevel is elected to slot 2 on the Audit and Finance Committee.

461

462

463

**h. Adopt Resolution 24-011 Electing President, Vice President, Treasurer, and Secretary**

464

465

Manager Koch opposed doing a slate.

466

467

**President**

468

Manager Crafton nominated Manager Pedersen. Manager Koch nominated himself.

469

Manager Koch described his skills, experience, and qualifications. Manager Pedersen described her excitement for the future of the District. She described her qualifications and experience.

470

471

472

President Ziegler nominated himself. He described his experience and qualifications.

473

The managers voted on the nominations for Board President as follows:

474

<i>Manager</i>	<i>Nominee for President</i>
Crafton	Pedersen
Duevel	Pedersen
Koch	Koch
Pedersen	Pedersen
Ziegler	Pedersen

475

476

Mr. Smith summarized that Manager Pedersen is elected as Board President.

477

**478 Vice President**

**479** Manager Crafton nominated Manager Ziegler. Manager Koch nominated himself.

**480** Manager Ziegler said he repeats his previous comments on his experience and  
**481** qualifications. Manager Koch described his skills, experience, and qualifications.

**482** The managers voted on the nominations for Board Vice President as follows:

**483**

<i>Manager</i>	<i>Nominee for Vice President</i>
Crafton	Ziegler
Duevel	Ziegler
Koch	Koch
Pedersen	Ziegler
Ziegler	Ziegler

**484**

**485** Mr. Smith summarized that Manager Ziegler is elected as Board Vice President.

**486**

**487 Treasurer**

**488** Manager Pedersen nominated Manager Crafton. Manager Koch nominated himself.

**489** Manager Crafton summarized her experience. Manager Koch described his experience  
**490** and qualifications and attention to detail and some of the work he would focus on as  
**491** Treasurer.

**492** The managers voted on the nominations for Board Treasurer as follows:

**493**

<i>Manager</i>	<i>Nominee for Treasurer</i>
Crafton	Crafton
Duevel	Crafton
Koch	Koch
Pedersen	Crafton
Ziegler	Crafton

**494**

**495** Mr. Smith summarized that Manager Crafton is elected as Board Treasurer.

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 503

**Secretary**

Manager Pedersen nominated Manager Duevel. Manager Koch nominated himself.  
 Manager Duevel said his previous comments regarding his qualifications carry over.  
 Manager Koch described his experience and qualifications and organizational skills and some of the work he would focus on as Secretary.  
The managers voted on the nominations for Board Secretary as follows:

<i>Manager</i>	<i>Nominee for Secretary</i>
Crafton	Duevel
Duevel	Duevel
Koch	Koch
Pedersen	Duevel
Ziegler	Duevel

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 505  
 506

Mr. Smith summarized that Manager Duevel is elected as Board Secretary.

**9. Discussion Items**

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[No discussion items remained on the agenda].

**10. Member Reports**

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- **Manager Reports**  
 Manager Koch restated his report from last month and reiterated he thinks it is critical to have an HR consultant. He said to his knowledge the District is not complying with the laws that went into effect January 1, 2024.  
 Manager Koch suggested reordering the meeting agenda going forward. Manager Koch said he would like Minnesota Watersheds to get behind holding remote meetings. Manager Koch said the Board should address the financial statements that were tabled from last month and this should have been at the top of the list of Old Business items for this meeting.
- **Administrator Report**

520 Administrator Jeffery said Manager Pedersen put forward a proposal to Minnesota  
521 Watersheds regarding doing a joint salary survey.  
522

523 • **Legal Counsel Report**

524 Legal Counsel had no report.

## 11. Upcoming Board Topics

- 525 • EHAP Workshop  
526 • District Administrator Annual Review  
527

## 12. Upcoming Events

528 Administrator Jeffery said he will send the list of proposed 2024 events to the managers and  
529 it can be discussed at a future workshop.  
530

### 13. Adjournment

531 Manager Pedersen moved to adjourn the meeting. Manager Duevel seconded the motion.

532 Upon a roll call vote, the motion carried 5-0 as follows:

533

<i>Manager</i>	<i>Action</i>
Crafton	Yes
Duevel	Yes
Koch	Yes*
Pedersen	Yes
Ziegler	Yes

534 \*Prior to voting Manager Koch said, "Without waiving any of my prior objections."

535

536 The meeting adjourned at 10:13 p.m.

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540

Respectfully submitted,

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Tom Duevel, Secretary