



**East Dakota Water Development District**  
132B Airport Drive  
Brookings, SD 57006

**605-688-6741**

**605-688-6744 Fax**

**MINUTES**  
**August 15, 2019**

The Board of Directors of the East Dakota Water Development District (EDWDD) held a regular meeting on August 15, 2019, at the District Office in Brookings, SD. Chairman Jarrett called the meeting to order at 9:00 a.m. The following persons attended:

**Directors Present**

Mark Anderson  
Jeff Barth  
Mary Ellen Connelly  
Gary Duffy  
Spencer Hawley  
Martin Jarrett  
Kay Kassube  
Dana Loseke  
John Moes

**Others Present**

Roger Hageman, Lake County Commission  
Shelley Nelson, Kingsbury County Commission  
Dennis Skadsen, Northeast Glacial Lakes Watershed Project

**Staff Present**

Jay Gilbertson  
Deb Springman

**Director(s) Absent**

- none -

**Administrative Items**

**Approval of Agenda**

**Motion** by Kassube, seconded by Duffy to approve the agenda as presented. Motion carried unanimously.

**Minutes** - The Board reviewed the Minutes of the July 18<sup>th</sup>, 2019, Board of Directors meeting.

**Motion** by Moes, seconded by Connelly to approve the Minutes as presented. Motion carried unanimously.

**Financial Reports** - The Board reviewed the July 2019 Financial Reports.

**Motion** by Loseke, seconded by Anderson to accept the July 2019 financial reports. Motion carried unanimously. Chairman Jarrett asked that the report be placed in the District files.

# DRAFT

Report of Meetings and Conferences - Director Loseke attended the July 18<sup>th</sup> Conservation Drainage Workshop near Beresford.

Director Moes reported on the July 18<sup>th</sup> meeting of the Upper Big Sioux River Watershed Project in Watertown.

The Manager briefly commented on the following meetings he had attended:

1. **July 20<sup>th</sup>** - Lake Poinsett Water Project District Board of Directors. Discussion of high lake levels and possible remedies.
2. **July 24<sup>th</sup>** - Discussion of Lake Poinsett outlet improvements (?). Teleconference with SD DENR Water Rights and Lake Poinsett water Project District.
3. **July 26<sup>th</sup>** - Aquifer protection overlay district discussions w/ Brookings County P&Z staff.
4. **July 31<sup>st</sup>** - Tour of Big Sioux River Watershed Project for US EPA Region 8 Administrator Greg Sopkin and SD Secretary of Agriculture Kim Vanneman.
5. **August 1<sup>st</sup>** - EPA and Ag Roundtable Discussion, Sioux Falls.
6. **August 6<sup>th</sup>** - Hamlin Conservation District funding discussion, Hayti; Lake Poinsett flooding discussion w/ Hamlin County Commission, Hayti; and EDWDD Personnel Committee, Sioux Falls.
7. **August 8<sup>th</sup>** - EDWDD Finance Committee, Egan; and Moody Conservation District Board of Supervisors, Flandreau. BSRWP extension and Segment 4 sponsorship discussions.
8. **August 13<sup>th</sup>** - SD DENR Watershed Protection Program Rotating Basins Project Phase II, Pierre; Introductory meeting with Hunter Roberts, new SD DENR Secretary, Pierre; and West Dakota WDD BOD Rotating Basins Project presentation, Rapid City

## Upcoming Meetings

1. **August 24<sup>th</sup> - 10:00 a.m.** - DeSmet. Four Lakes Homeowners Association Annual Meeting.
2. **September 3<sup>rd</sup> - 4:30 p.m.** - Madison, MN. Lac qui Parle/Yellow Bank Watershed District.
3. **September 9<sup>th</sup> - 3:00 p.m.** - USDA Service Center, Sioux Falls. Minnehaha Conservation District Board of Supervisors.
4. **September 11<sup>th</sup> thru 13<sup>th</sup>** - Pierre. 85<sup>th</sup> Annual South Dakota Water & Wastewater Association Conference.
5. **September 12<sup>th</sup> - 7:00 p.m.** - USDA Service Center, Flandreau. Moody Conservation District Board of Supervisors.
6. **September 18<sup>th</sup> - 9:00 a.m.** - Water Treatment Plant, 2100 North Minnesota, Sioux Falls. Big Sioux River Watershed Project Steering Committee.
7. **September 19<sup>th</sup> - 9:00 a.m.** - EDWDD Office, Brookings. September EDWDD Board of Directors meeting.

Payment Requests - The Manager presented three payment requests on behalf of District-sponsored activities that required Board action. He noted that the requests were in order and consistent with provisions set by the Board at the time of award. He requested authority to make payment on behalf of the following projects:

# DRAFT

Grant Recipient/Activity	<u>Requested Amount</u>
SDSU/Storm water runoff treatment (Hua)	\$ 5,649.27
SDSM&T/WQ Data Analysis (Kunza)	\$ 8,356.43
USGS MN Water Science Center	\$ 3,103.00
<b>Total</b>	<b><u>\$ 17,108.70</u></b>

**Motion** by Duffy, seconded by Loseke to authorize payments totaling \$17,108.70 as requested.  
Motion carried unanimously.

Personnel Committee Report - Director Anderson, representing the Personnel Committee, presented the results of the Committee's meeting held at the City Environmental Office in Sioux Falls on August 6<sup>th</sup>. Directors Anderson, Barth and Moes, along with Chairman Jarrett, participated. Annual performance reviews were completed on District staff by the Manager. The staff received generally high marks, and there were no significant concerns or problems identified. Director Anderson reported that the Manager's performance evaluation, a composite completed by all Board members, also indicated a high level of satisfaction with his efforts. For salary compensation for Fiscal Year (FY) 2020, the Committee recommended an increase of five percent (5%) in the overall compensation for all full-time, hourly District staff, to be allocated by the Manager. They also recommended a three and one-half percent salary (3.5%) increase for the Manager.

The Manager noted that the compensation recommendations had been included in the DRAFT budget for FY 2019, as considered by the Finance Committee (see below).

The Personnel Committee also recommended a \$25 per meeting increase to the compensation directors receive for participating in meetings. The increase would apply to Board meetings, standing committee meetings and any other gatherings attended on behalf of the Board. The Manager presented a DRAFT amendment to the current District policy on Director Compensation (below in *italics*), and recommended that the matter be formally considered at the September Board meeting.

## **DIRECTORS FEES AND EXPENSES**

*It is the responsibility of members of the District Board of Directors to attend all regular and special board meetings. Each director attending the regular Board of Directors meetings, or special meetings as called by the Chair, shall receive a director's fee of \$150.00 175. The Board Chair shall receive \$175 200 for all such meetings. Directors attending standing committees to which they have been appointed shall receive director's fees at the rate of \$150.00 175 for meetings lasting over three (3) hours (including travel time), and \$100.00 125 for meetings up to three (3) hours in duration (including travel time).*

*Directors may represent the District at meetings of other organizations that the District may belong to as a member or have interest in. Any director attending such a meetings shall receive director's fees at the rate of \$150.00 175 for meetings lasting over three (3) hours (including travel time), and \$100.00 125 for meetings up to three (3) hours in duration (including travel time).*

# DRAFT

*Directors travel vouchers shall be completed monthly and turned in to the manager at the regular meeting.*

*In case of apparent inconsistencies with this board operating policy, the manager shall first seek clarifications from the individual director involved. The manager shall report to the board chairman any unresolved inconsistencies within the provision of this policy.*

Finance Committee Report - The Manager reviewed the DRAFT FY 2020 budget developed at the Finance Committee meeting held on August 8<sup>th</sup> in Egan. Directors Connelly, Duffy, Hawley and Kassube (Chair), along with Chairman Jarrett, participated. The budget contains an increase of four point seven percent (4.7 %) in the District's base tax levy. He noted that there were no substantial changes in the proposed budget from the prior year. The Manager noted that the proposed budget contained sufficient funds to cover the recommended staff salary increases.

The Manager stated that no formal Board action on the proposed budget was necessary at this time. However, he did request that the Board establish the time and place for the public budget hearing. He suggested that it be held at the September 19<sup>th</sup> Board meeting in Brookings.

**Motion** by Moes, seconded by Connelly to hold the public hearing on the District's FY 2020 budget on Thursday, September 19<sup>th</sup>, 2019, at 10:00 a.m. at the District office in Brookings and to authorize publication of the draft budget and necessary public notices. The Manager indicated that the draft budget will be published in all District newspapers in advance of the public hearing. Motion carried unanimously.

## DRAFT

### Project Assistance Requests

Kingsbury County Commission - Shelley Nelson, Chair of the Kingsbury County Commission, presented a request for District cost-share assistance for the completion of an engineering assessment of the outlet of Lake Thompson. Specifically, the Commission had engaged an engineer to evaluate possible options for the maintenance of the Lake Thompson outlet, and to evaluate the likely impacts of the maintenance on the reduction of lake levels. Commissioner Nelson explained that the investigation was needed in order for the County to go before the South Dakota water Management Board and request permission to undertake any actions. A copy of the proposed effort was distributed, with a total cost of \$10,060.

The Manager noted that the type of support being requested is consistent with past actions of the Board, and he was recommending a District Project Assistance grant to cover fifty percent (50%) of the actual study costs, up to a maximum of \$5,030.

**Motion** by Barth, seconded by Duffy to provide District cost-share assistance to Kingsbury County to cover fifty percent (50%) of the costs of the investigation, up to a maximum amount of \$5,030 as requested. Motion carried unanimously.

# DRAFT

## District Issues Updates

The Manager briefed the Board on the status of water quality sampling for the 2019 Rotating Basins Water Quality Assessment Project, along with updates on the Surface Water Discharge Permit violations at the Agropur cheese plant in Lake Norden. He also reported on a number of queries and calls of concern with the overall high water levels in lakes and streams across the District. Ms. Springman reported on efforts to gather information on aquatic invasive species utilizing environmental DNA sampling on August 14<sup>th</sup>. She noted that District staff had participated in a field training exercise conducted by the SD Department of Game, Fish & Parks to identify Zebra mussels, and other mussel species, in Yankton on August 12<sup>th</sup>.

### **Adjournment**

There being no further District business, Chairman Jarrett declared the meeting adjourned at 12:20 p.m.

---

John Moes, Secretary

# DRAFT