



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

**605-688-6741**

**605-688-6744 Fax**

**MINUTES  
December 19, 2013**

The Board of Directors of the East Dakota Water Development District (EDWDD) held a regular meeting on December 19, 2013, at the EDWDD Office, 132B Airport Drive, Brookings. Chairman Jarrett called the meeting to order at 1:05 p.m. The following persons attended:

**Directors Present**

Mark Anderson  
Lois Brown  
Mary Ellen Connelly  
Gary Duffy  
Martin Jarrett  
Kay Kassube  
John Moes  
Roger Scheibe  
Jerry Soholt

**Others Present**

Bonnie Dybedahl, South Dakota Farm Bureau  
Roger Hageman, Lake County Commission  
State Representative Spence Hawley, District 7  
Matthew James, South Dakota State University (SDSU)  
Jeppe Kjaersgaard, SDSU Water Resources Institute  
Dana Loseke, Sierra Club  
Tami Moore, Miner Conservation District  
Cynthuja Partheeban, SDSU  
David Peterson, Brookings Municipal Utilities  
Tim Spade, Flandreau Santee Sioux Tribe

**Staff Present**

Jay Gilbertson  
Jeremy Hinke  
Deb Springman  
Kristi Thielen

**Administrative Items**

**Approval of Agenda**

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

**Minutes** - The Board reviewed the Minutes of the November 21, 2012, meeting. The Manager noted that in the draft version circulated, under the heading Directors Absent, Director Connelly's name should be stricken, and replaced with that of Director Brown.

**Motion** by Soholt, seconded by Kassube to approve the Minutes as so amended. Motion carried unanimously.

**Financial Reports** - The Board reviewed the November 2013 Financial Report.

**Motion** by Scheibe, seconded by Connelly to accept the November 2013 Financial Report. Motion carried unanimously. Chairman Jarrett then asked that the report be placed in the District files.

Report of Meetings and Conferences - Director Duffy attended the Governors Pheasant Habitat Summit in Huron on December 6<sup>th</sup>.

Director Moes reported on the December 18<sup>th</sup> meeting of the Lake Pelican Water project District held in Watertown.

Chairman Jarrett reported on the December 12<sup>th</sup> meeting of the Lake County Clean Water Committee held in Madison.

The Manager commented briefly on the following meetings he attended:

1. November 26 - Madison, MN. Lac qui Parle/Yellow Bank Watershed District.
2. December 2 - Pierre. Regional Watershed Advisory Task Force.
3. December 3 - Pierre. South Dakota Non-Point Source Task Force.
4. December 4 - Sioux Falls. Central Big Sioux River Watershed Project Steering Committee.
5. December 5 - Sioux Falls. South Dakota Association of Rural Water Systems Board of Directors.
6. December 11 - Ortonville, MN. Upper Minnesota River Watershed District.
7. December 16 - Olivia, MN. Minnesota River Basin Board.
8. December 17 - Brookings. SDSU College of Agriculture & Biological Sciences Advisory Group.

Upcoming Meetings -

1. **December 20 - 9:00 a.m.** - teleconference. SD NPS Information & Education Subcommittee.
2. **January 7 - 9:00 a.m.** - Sioux Falls. Central Big Sioux River Watershed Project Steering Committee.
3. **January 10 - 1:00 p.m.** - various DDN sites. South Dakota Board of Water & Natural Resources.
4. **January 14-16** - Ramkota Convention Centre, Pierre. South Dakota Association of Rural Water Systems Annual Technical Conference.
5. **January 14 - 1:00 p.m.** - State Capitol, Pierre. Opening of 2014 South Dakota Legislative Session.
6. **January 15 - 7:00 a.m.** - State Capitol Building, Pierre. Water Development District Legislative Breakfast.
7. **January 15 - 12 noon** - Legion Cabin, Pierre. James River Water Development District Board of Directors Meeting.
8. **January 15 - 3:00 p.m.** - Pierre. Central Plains Water Development District Board of Directors Meeting.
9. **January 23 - 9:00 a.m.** - EDWDD Office, Brookings. January 2014 EDWDD Board of Directors Meeting.

**Motion** by Brown, seconded by Connelly to hold the January 2014 Board of Directors meeting on Thursday, January 23<sup>rd</sup> at 9:00 a.m. at the District Office in Brookings. The Manager noted that the Board meeting schedule for the balance of 2014 would be set at the January meeting. Motion carried unanimously.

Payment Requests - The Manager presented the Board with two payment requests:

*South Dakota State University* - At the October 2011 Board meeting, the District pledged up to \$60,438 in support of a project entitled, "Agricultural Subsurface Drainage Impacts on Hydrology in Eastern South Dakota." The current request is for \$5,473.76 to cover eligible project expense reimbursements for October

DRAFT

and November 2013. The Manager noted that with this request, the District will have made payments totaling \$44,788.56 for the project.

*Brookings Municipal Utilities* - At the September 2013 Board meeting, the District pledged up to \$6,170 to the Brookings Municipal Utilities (BMU) toward the installation of a series of observation wells in the area around the East Well Field. Specifically, the District agreed to provide one third of the project costs, up to a cap of \$6,170. The work has been completed, at a total cost of \$13,607, and BMU has requested payment of the District share, which would amount to \$4,536.

The Manager indicated the total of the two requests was \$10,009.76. Payment on the BMU request would complete the District’s obligation for the project.

**Motion** by Moes, seconded by Duffy to authorize payment of \$10,009.76 to cover the two requests as presented. Motion carried unanimously.

Project Assistance Review - The Manager reviewed the status of several projects that had previously received District cost-share assistance. Each project had either been completed and will not be requesting further funds, or has failed to request funds in a timely manner. The Manager requested that the Board rescind the balance of District funds (\$17,872 in total) committed to the following projects:

<u>Award Date</u>	<u>Project</u>	<u>Award Amount</u>	<u>Unused Balance</u>
3/11	East Dakota WQM Stage & Discharge Project	\$ 2,000	\$ 434
7/13	East Dakota WQM II Stage & Discharge Project	\$ 2,000	\$ 2,000
12/12	First District CAFO Siting Tool II	\$ 6,000	\$ 6,000
2/13	Univ. Estates Homeowners Assoc. DW Facility Plan	\$ 1,000	\$ 40
7/13	SDARWS Portable GPS Unit	\$20,965	\$ 1,764
9/13	BMU Observation Wells	\$ 6,170	\$ 1,634
9/13	SDSU CEE PAM Erosion Demonstration	\$ 6,000	<u>\$ 6,000</u>
			\$17,872

**Motion** by Kassube, seconded by Moes to rescind the District cost-share assistance grants as requested. Motion carried unanimously.

The Manager also presented the Board with a request from Dr. Christopher Hay, SDSU, for a no-cost extension for the District support of the project, “Agricultural Subsurface Drainage Impacts on Hydrology in Eastern South Dakota.” The project was scheduled to be completed this month, but the drought of 2012 significantly delayed field studies, and Dr. Hay proposes to extend the project for another year (through December 2014).

**Motion** by Brown, seconded by Soholt to grant the requested no-cost extension of District support. Motion carried unanimously.

**Update of District Policy & Procedures Manual**

The Manager presented and reviewed changes to two portions of the District Policy & Procedures Manual. The changes are intended to clarify how mileage reimbursements are treated and under what conditions the

DRAFT

DRAFT

District will support health insurance coverage obtained by employees that choose not to participate in the District policy. The full text of the affected portions of the manual are presented below (in *italics*), with proposed new language shown in **bold and underlined**, and old/deleted language is ~~**bold and struck out**~~.

*TRAVEL EXPENSE REIMBURSEMENT*

*Travel is a necessary part of many activities of the District. District employees may be required to travel away from the main office in Brookings, or their home in the case of directors, at various times and for extended periods. When traveling on behalf of the District, necessary and reasonable travel-related expenses will be reimbursed to the employee or director upon receipt of required documentation as described below.*

*Travel to meetings that are out-of-state is subject to Board approval. In-state travel by employees is subject to approval from the District manager. It is the responsibility of the employee to request travel as far in advance as possible.*

*The most direct route shall be traveled. Any additional travel for personal convenience while en route, which interrupts the direct travel route, shall be at the expense of the individual. If extra time is involved, in addition to normal travel time, vacation leave must be utilized.*

*Travel reimbursement guidelines are established by the Board in order to provide reimbursement under an accountable plan as defined by the United States Internal Revenue Service (IRS). All travel reimbursement requests should include time and place of travel and the business purpose of the trip. An accountable plan requires the traveler to meet all of the following requirements. They must:*

- 1. Have paid or incurred allowable expenses while performing services as your employees,*
- 2. Adequately account to the District for these expenses within a reasonable period of time, and*
- 3. Return any excess reimbursement or allowance within a reasonable period of time.*

*Mileage - When a private vehicle is used for transportation on District business, mileage will be reimbursement at a rate of \$0.50 per mile. For directors, the point of origin for all travel shall be the directors residence. For District staff, the point of origin for all travel shall be the District office. Trip mileage shall be reported on expense vouchers. Prior approval is required for deviation from this policy.*

***Under IRS travel rules, mileage reimbursement is an allowable travel expense so long as the District rate is equal to, or less than, the current federal rate. Any portion of the reimbursement rate above the federal rate is subject to taxation.***

*Meals - Under IRS travel rules, meals are an allowable travel expense only if the trip takes substantially longer than an ordinary days's work and one needs to get sleep or rest to meet the demands of the work while away from home. The travel rules allow the use of per diem to reimburse meals and incidentals in lieu of turning in actual receipts.*

*Directors and employees shall be provided a meal allowance when District travel takes them away from their point of origin. The meal allowance(s) shown below shall be paid in full (receipts are not required) whenever District travel occurs over the following time intervals:*

<u>Meal</u>	<u>When Leaving Before</u>	<u>When Returning After</u>
-------------	--------------------------------	---------------------------------

DRAFT

DRAFT

Breakfast	5:31 a.m.	7:59 a.m.
Lunch	11:31 a.m.	12:59 p.m.
Dinner	5:31 p.m.	7:59 p.m.

*Meal allowances:*

<u>Meal</u>	<u>Per diem</u>
Breakfast	\$7.00
Lunch	\$11.00
Dinner	\$23.00
Total per day	\$41.00

*Higher rates, based on current federal rates, may be available based upon travel location or season of travel. The use of such higher rates requires prior approval by the District manager. A meal allowance will not be provided for meals provided as part of District-paid meeting or conference registration.*

*Lodging - All effort should be made to keep lodging costs to a minimum. In most instances, in-state lodging can be obtained at reasonable rates, and should be limited to no more than \$90.00 plus tax. Out-of-state lodging should be limited to no more than \$200.00 plus tax per day. Receipts are required for all lodging reimbursement requests or for charges placed on District credits cards. In certain instances, deviation from the above listed limits may be necessary. Prior approval by the manager is required to exceed the listed limits on lodging costs.*

MEDICAL INSURANCE / FLEXIBLE SPENDING ACCOUNT

*Medical insurance coverage is offered to all permanent, full time employees of the District. This optional coverage is available as single or family coverage. The District will pay 75% of the premium for each employee's selected coverage whether it be single or family. ~~If an employee chooses not to accept the District offered insurance coverage, the District will pay 60% of the District's single premium coverage premium directly to the employee in support of alternate medical coverage.~~*

*If an employee chooses not to accept the District offered insurance coverage, and opts to obtain medical insurance coverage from another provider, the District will provide payment to reimburse the employee's out-of-pocket premium costs, subject to the following requirements/limitations:*

- 1) the employee shall provide proof of insurance;*
- 2) the employee shall provide documentation of actual out-of-pocket premium costs; and*
- 3) District payments shall be limited to an amount that is no more than 60% of the District's single coverage premium.*

*All expenses associated with medical flexible spending accounts are the responsibility of the employee, although the District will pay program enrollment expenses.*

**Motion** by Brown, seconded by Soholt to adopt the proposed changes as presented. Motion carried unanimously.

DRAFT

DRAFT

State Representative Spencer Hawley (D-Brookings) provided an overview of expected water resource issues likely to arise during the 2014 Session of the South Dakota Legislature, which will begin on January 14<sup>th</sup>, 2014. The session will open with Governor Dennis Daugaard giving the State of the State address, and culminate on March 31<sup>st</sup>.

Representative Hawley serves on the Legislature's Regional Watershed Advisory Task Force, and gave his perspective on how this groups efforts were going and what was likely to develop.

### **Project Assistance Requests**

Miner Conservation District - Tami Moore, Office Manager for the Miner Conservation District (MCD), presented a request for \$5,000 in District cost-share assistance. MCD is planning to replace it's current grass drill, which is used to plant native grasses by landowners within Miner County. The drill is also used by residents/landowners of Lake County, as the Lake County Conservation District does not have such a device. The projected total cost of the drill is \$47,150, less a projected \$23,000 trade-in allowance for their current drill. District funds would be used to cover a portion of the balance of the costs. Ms. Moore answered several questions about how the drill has been used in the past, and who would operate the drill.

**Motion** by Soholt, seconded by Anderson to provide \$5,000 in District cost-share assistance to the Miner Conservation District as requested to support the purchase of a grass drill. Motion carried unanimously.

### **Water Resources Activities Updates**

DRAFT

Demonstration of Nitrogen Removal Effectiveness of Bioreactors for Drainage Water Management - Dr. Jeppe Kjaersgaard, SDSU Water Resources Institute, briefed the Board on the progress and results of the project entitled, "Demonstration of Nitrogen Removal Effectiveness of Bioreactors for Drainage Water Management." He noted that three of the bioreactors have been installed (two in 2012 and one more this year), with water quality samples having been collected from the first two this past year. He discussed the results of the water quality sampling and the plans for further work in 2014.

SDSU Landscape Architecture Program - Dr. Matthew James, Assistant Professor within the Landscape Architecture sub-discipline of the Plant Science Department at South Dakota State University, briefed the Board on sustainable landscape design for urban stormwater management. Dr. James and several students, in response to a United States Environmental Protection Agency competition, have developed preliminary designs for a portion of campus south and east of the Northern Plains Bio-Stress Building. Their goal was to reduce, if not totally eliminate, runoff from the buildings and grounds, improve traffic flow in a heavily used part of campus, and create a outdoor space where "urban" storm water management can be demonstrated and studied. The plan has received positive support from SDSU administrators. Dr. James noted that there is interest in taking this conceptual design to the next level, and developing actual construction design and engineering plans.

### **Adjournment**

There being no further District business, Chairman Jarrett declared the meeting adjourned at 4:15 p.m.

DRAFT

---

Roger Scheibe, Secretary