

OFFICIAL MINUTES
Clearwater River Watershed District
Board of Managers Meeting
December 21, 2016 - 6:00PM
City Hall, Annandale, MN

Chair Schiefelbein called the meeting to order at 6:02pm. Managers Chris Uecker, Kathy Jonsrud, Paul DeGree, Robert Rocheleau and Robert Schiefelbein were present. Also in attendance were: Commissioner Chris Husom, Engineer Rebecca Kluckhohn, Advisor Merle Anderson, Assistant Administrator Dennis Loewen and Administrator Cole Loewen.

Motion #16-12-1: Jonsrud/Uecker moved to adopt the agenda. **All Managers voted aye.**

PRESENTATIONS

Engineer Kluckhohn presented on the completed hydrological investigation work at Clearwater Harbor and Hidden River Sanitary Sewer Systems for the Nitrogen Mitigation and Analysis Plan. A memo on the same was received and is on file at the CRWD office.

After discussion, the Board directed the following:

- Septic Check is to initiate an inspection of the drain fields at each system. Specifically, the distribution boxes, drop boxes, and lines are to be inspected to ensure they are open, free of obstructions, and not damaged. This inspection is to be conducted with a sanitary sewer specialist from the CRWD's engineering firm present to provide additional verification. An inspection of the force main from the sand filter to the drain field for the Hidden River Sanitary Sewer System may also be warranted.
 - In addition, the usage of the drain fields' zones and various lines within those zones is to be evaluated, and changes are to be considered to spread flow to lines that are less used due to gravity flow.
- Staff is to work with service provider Septic Check to review drain field dosing schedules for both systems. Septic Check is to initiate a change in dosing to zones furthest away from downgradient monitoring well for both systems, if not already in effect.
- Staff is to contact the MN Pollution Control Agency (MPCA) to provide an update on progress related to these systems, and to seek permission to reinstitute the sand-filter bypasses on both systems in order to continue evaluating their effect on nitrogen levels in groundwater.
- The current frequency of sampling is to continue and current protocols used by the laboratory receiving said samples are to remain the same in order to better evaluate the above changes.
- Staff will update the state legislators' outreach program regarding these systems for the Board's January regular meeting
- Staff is to update the current resident outreach program regarding these systems for the Board's January regular meeting

CONSENT AGENDA

Manager Jonsrud noted the new memo process for providing the Board updates on ongoing projects and programs, reminded the Board of the January 7th, 2017 AIS forum being hosted by the CRWD and encouraged attendance.

Other action items included in the consent agenda are as follows:

- Approved November 16, 2016 CRWD Board of Managers' regular meeting minutes.
- Authorized Board and staff attendance at list of upcoming events.
- Approved the final certification of the CRWD's 2017 Ad Valorem Levy.

Motion #16-12-2: Uecker/DeGree, moved to adopt the consent agenda. **All Managers voted aye.**

DECEMBER 21, 2016 FINANCIAL REPORT

Administrator Loewen reviewed the financial report. Loewen noted recent issues discovered with previously-levied special assessments at Wright County. Staff is working with the County on resolution of these issues, and will update the Board on this matter as it progresses.

Motion #16-12-3: Jonsrud/Uecker, moved to authorize payment of bills, subject to audit. **All Managers voted aye.**

OLD BUSINESS

School Section Lake Outlet Control Project: From Attorney- Framework for redetermination of benefits | Appraisal quotes for re-determining benefits

Administrator Loewen reviewed a memo from CRWD attorney regarding process to re-determine benefits for a District project. Loewen informed the Board that of three quotes solicited from appraisal firms, none had been received. Only one appraiser responded, indicating interest but requiring additional research. The other two either do not conduct these types of appraisals or never responded.

The Board discussed on the process laid out by CRWD's attorney and the ability of the Board to act as appraisers for this project. The Board directed staff to solicit one other quote from a professional appraisal firm, for review at the Board's January regular meeting.

Cedar Lake Watershed Protection & Improvement Project closeout

Administrator Loewen reviewed the remaining items to closeout the project and the current status

Motion #16-12-4: Jonsrud/Rocheleau, moved to 1) recognize the Cedar Lake Watershed Protection & Improvement Project as officially closed with the MN Board of Water & Soil Resources (MN BWSR, granting authority), 2) authorize Administrator Loewen to execute and submit all necessary documentation to the granting authority in order to close out the project, 3) submit the final request for grant retainage to the MN BWSR for the project and 4) authorize submission of the final re-plat application to Corinna Township and Wright County for the Cedar Creek Plat, contingent upon receipt from Corinna Township of official documentation that the township both agrees the final plat can commence, even though a portion of the spoils pile remains in place, and that the spoils pile will be removed by the township from the affected property in 2017. **All Managers voted aye.**

Watkins Area Stormwater Treatment Project update

Engineer Kluckhohn reviewed the 90% design and revised cost estimate for the project. The bidding schedule was also reviewed. The Board instructed staff to continue with bidding schedule.

Administrator Loewen presented a request from the City of Watkins for the CRWD to cover the city's internal review costs regarding the CRWD's conditional use permit application to Meeker County. Loewen sought additional info. from the city on how they apply these types of requests to other entities, as a means to determine whether this is the standard operation of the city for all entities.

Motion #16-12-5: Jonsrud/DeGree, moved to table the request from the City of Watkins, pending receipt of additional information requested from the City. **All Managers voted aye.**

Report on MAWD Annual Meeting by Delegates

Managers Jonsrud and Uecker provided a summary of the recent MAWD annual meeting.

NEW BUSINESS

Proposal: Radio tagging of rough fish in upper chain of lakes

Engineer Kluckhohn reviewed a memo of various methods and estimated costs to survey rough fish in Clearwater River Chain of Lakes. No Board action was taken on this item

The Board directed staff to leave the State Highway 55 fish trap in the open position for 2017, and to not enter into an operation & maintenance agreement for the trap in 2017. The Board also directed staff to draft a proposal for test netting in Betsy, Scott and Union lakes in 0217 and to present the proposal at a future Board meeting.

Advisory Committee vacancy

Administrator Loewen informed the Board that committee member Jason Buboltz has resigned from the committee. The Board directed staff to solicit interest in filling the open seat.

MN Buffer Law: Upcoming decision dates

Administrator Loewen reviewed the process for the CRWD to elect jurisdiction over waters which require buffers under MN Statutes 103F.48 (MN Buffer Law).

Motion #16-12-6: Jonsrud/DeGree, moved to decline the election of jurisdiction over waters which require buffers under MN Statutes 103F.48, and to both inform and encourage the MN BWSR, the counties and the SWCDs of this decision and to keep this jurisdiction local. **All Managers voted aye.**

Administrator Loewen reviewed the subsection of 103F.48 requiring the incorporation of “other watercourses” recommendations from local SWCDs into the CRWD’s watershed management plan.

The Board directed staff to be involved in and provide input in the SWCDs “other watercourses” discussions as time allows.

Administrator Loewen- Other Business

Upcoming CRWD strategic planning meeting

The Board directed staff to look into the availability of meeting spaces for the Board’s March 15th, 2017 strategic planning meeting.

Idea from other watershed districts on having certain law firms on retainer for risk management

No action taken

Board request: Follow-up on Personnel Committee recommendations

Administrator Loewen provided a cost estimate for an additional 10 hours (max) per week of office support services for the CRWD. The Board directed Administrator Loewen to move forward with drafting an amendment to his contract with CRWD to incorporate this additional work, to be reviewed by the Board at its January regular meeting.

Administrator Loewen also provided an update on other action items: research investments in technology to improve productivity and research field technician/ intern sharing with other local government units.

League of MN Cities Insurance Trust: 2016-17 Rate and Coverage Changes

No action taken

Advisor Anderson- Other Business

Advisor Anderson provided additional information to the Board on civic engagement work for the Clearwater River Restoration & Protection Project.

Advisory Committee assignments are:

1. No-wake “flag” notices
2. Aquatic Invasive Species

Items noted for the January 18, 2017 regular meeting are:

- Clearwater Harbor/ Hidden River NMAP implementation update
- Project updates
- Re-platting of Cedar Creek
- School Section Lake Outlet Control Project-proposed redetermination of benefits
- Watkins Area Stormwater Treatment Project update
- Watkins Wetland Isolation Unit Repairs update
- Amendment to contact with Loewen Administrative Services, LLC
- AIS Forum synopsis

MANAGERS' REPORTS

None

Motion #16-12-7: DeGree/Rocheleau, moved to adjourn at 9:44pm. **All Managers voted aye.**

THESE MINUTES ARE AVAILABLE AT: www.crw.org.

CRWD AUDIT REPORTS ARE AVAILABLE AT THE ANNANDALE PUBLIC LIBRARY

Chair, Bob Schiefelbein

Secretary, Paul DeGree