

OFFICIAL MINUTES
Clearwater River Watershed District
Board of Managers Meeting
June 15, 2016 - 6:00PM
City Hall, Annandale, MN

Chair Schiefelbein called the regular meeting to order at 6:01pm. Managers Paul DeGree, Kathy Jonsrud, Robert Rocheleau, Robert Schiefelbein and Chris Uecker were present. Also in attendance were: Auditor Greg Burkhardt (left at 6:46pm), Assistant Administrator Dennis Loewen and Administrator Cole Loewen. Engineer Rebecca Kluckhohn entered at 6:07pm. Robert and Lois Rowbottom entered at 6:25pm (left at 8:01pm). Commissioner Chris Husom entered at 6:55pm.

Motion #16-6-1: Jonsrud/Uecker, moved to adopt the agenda. **All Managers voted aye.**

CRWD's 2015 Audit Results and 2015 Audited Financial Statements

Auditor Greg Burkhardt presented the CRWD's 2015 Annual Audited Financial Statements and reviewed the 2015 audit process. The report is on file in the CRWD office. The Board acknowledged acceptance of the statements and indicated an understanding of its contents.

Engineer Kluckhohn and Bob & Lois Rowbottom arrived during this presentation. Auditor Burkhardt left at 6:46pm.

CRWD's 2015 Annual Report

Administrator Loewen reviewed the draft 2015 annual report.

Motion #16-6-2: DeGree/Jonsrud, moved to 1) approve the 2015 Annual Report with updated changes to its third section, 2) publish the report on the CRWD's website and 3) submit the report to the appropriate authorities per statutory requirements. **All Managers voted aye.**

Consent Agenda

Motion #16-6-3: Rocheleau/Uecker, moved to adopt the consent agenda. **All Managers voted aye.**

Commissioner Husom arrived during the consent agenda.

OLD BUSINESS

June 15, 2016 Financial Report

Administrator Loewen, in addition to reviewing the monthly financial report, also informed the Board of receipt of pay application #5 from Peterson Companies for the East Swartout project as well as the need to approve separate payment for a missed invoice from the Chain of Lake Association for 2016 Curly-leaf Pondweed Treatment on Lake Louisa in the amount of \$7,975.77.

Motion #16-6-4: Jonsrud/Rocheleau, moved to approve an additional payment of \$7,975.77 to the Chain of Lakes Association for 2016 Curly-leaf Pondweed treatment on Lake Louisa, with the understanding the payment will appear on the July 2016 Financial Report. **All Managers voted aye.**

Motion #16-6-5: DeGree/Uecker, moved to authorize 1) payment of pay application #5 from Peterson Companies for East Swartout construction in the amount of \$2,870.90, 2) Administrator Loewen to sign said pay application and 3) payment of bills, subject to audit. **All Managers voted aye.**

School Section Lake Outlet Project: easement and outlet pipe issues

Administrator Loewen reviewed the 2nd letter received from James Schwebel regarding concerns with the ice breaker installed by the CRWD to protect the outlet pipe from ice damage, as well as access

issues to perform needed maintenance on the project due to Mr. Schwebel's removing the CRWD's chain and lock from the access gate and replacing with separate lock and chain.

Motion #16-6-6: Uecker/Jonsrud, moved to direct its attorney (with assistance from its administrator and engineer as warranted) to send a letter of reply to Mr. Schwebel noting the following items:

- 1) The Board intends to conduct a public process to assess the feasibility and costs associated with replacing the ice breaker with a more robust and less obtrusive option, with opportunity given to all property owners benefitted by the outlet project to provide comment,
- 2) A picture of the Pleasant Lake Outlet Control Project's outlet structure so Mr. Schwebel has an idea of what such a replacement could look like,
- 3) It is imperative that the CRWD have access to the outlet pipe to perform the previously-noted maintenance work to bring the outlet back into operational effectiveness,
- 4) In order to perform this maintenance work, the CRWD will use Mr. Schwebel's existing driveway for this access, as has been done for many years whenever action has been performed by the CRWD in relation to the outlet structure,
- 5) Mr. Schwebel is welcome to be present when this maintenance work is performed, which includes trimming braches that overhang the driveway and accessing with a vacuum/ jetting truck to perform maintenance work on the pipe,
- 6) A rough timeline of the public process, as well as the maintenance work to be performed. **All Managers voted aye.**

Proposed work order re: additional hydro-geologic investigations for Clearwater Harbor/ Hidden River Nitrogen Mitigation & Analysis Plan

Engineer Kluckhohn reviewed the proposed scope under the draft task order between the CRWD and Wenck Associates, Inc. to perform additional hydro-geologic investigations as part of the Clearwater Harbor/ Hidden River Nitrogen Mitigation & Analysis Plan.

Motion #16-6-7: DeGree/Jonsrud, moved to authorize task order #16-0002 with Wenck Associates, Inc. to include the following items from the corresponding scope of services: phase I, phase II and installation of a tipping bucket rain gauge. **All Managers voted aye.**

Cedar Lake Watershed Protection & Improvement Project update

Administrator Loewen and Engineer Kluckhohn gave an update on this project. It was noted by the engineer that MN Dept. of Transportation is no longer requiring riprap to be in place over the sheet pile weir for the Old Highway 55 component. As such, the board directed staff to hire a contractor to move that riprap to the side of the weir in order to match design elevations for the Old Highway 55 component. The Board also directed staff to move forward with installing a fish barrier at the East Swartout component per existing design drawings.

Targeted Fertilizer Project update

Administrator Loewen gave an update on the progress of the project.

Watkins Area Stormwater Project update

Administrator Loewen & Engineer Kluckhohn gave an update on the progress of the project. The Board discussed options for the portion of land the CRWD owns that will not directly be used for this project. The Board desires to retain ownership of the land. This item will be on its next agenda.

NEW BUSINESS

Revised service agreement between CRWD and Smith Partners PLLP

Motion #16-6-8: Jonsrud/Uecker, moved to authorize the Chair to sign and execute the revised service agreement between the CRWD and Smith Partners PLLP for legal services. **All Managers voted aye.**

Highway 55 Fish Trap

Administrator Loewen provided written correspondence from commercial fisherman Ken Seemann regarding his negative opinion on the effectiveness of the fish trap. The Board directed staff to seek from Mr. Seemann what he would need to be paid to offset his risk to sein from Lakes Louisa & Marie.

CRWD Summer Tour

Administrator Loewen presented a progress update on setting up a summer tour for 2016. The Board provided additional suggestions on the tour, and directed the Administrator to set up busing and catering services for a tour on August 20, 2016, starting at 9:00am at Willow Creek Park Shelter in Kimball, MN. RSVPs are to be sent out some time in July.

Proposed 2017 CRWD Budget

The Board indicated a desire to hold a special meeting in early September for the annual public hearing on the CRWD proposed budget for the upcoming year, and for staff to continue developing a draft budget.

Administrator Loewen- Other Business

Administrator Loewen presented the idea to investigate acquiring permanent access to Albion and Swartout Lakes for water quality management purposes. Currently the CRWD relies on permission from landowners to access these lakes. The Board gave permission for staff to investigate this idea further.

Advisor Anderson- Other Business

None

Advisory Committee assignments are:

1. No-wake "flag" notices
2. Aquatic Invasive Species

Items noted for the July 20, 2016 regular meeting are:

- (Potential) Clearwater Harbor/ Hidden River NAMP Implementation
- (Potential) Old Highway 55 spoils pile
- (Potential) Draft 2017 CRWD Budget
- Presentation of 2015 CRWD Project Inspection Report
- Project Updates
- Loewen Administrative Services, LLC contract review
- PACMA contract review
- Watkins Area Stormwater Treatment Project – use of remaining land
- Watershed Tour
- CRWD Incentive Program

Motion #16-6-9: Rocheleau/DeGree, moved to adjourn at 9:35pm. 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