

**OFFICIAL MINUTES**  
**Clearwater River Watershed District**  
**Board of Managers Meeting**  
**January 18, 2017 - 6:00PM**  
**City Hall, Annandale, MN**

Chair Schiefelbein called the meeting to order at 6:00pm. Managers Chris Uecker, Kathy Jonsrud, Paul DeGree, Robert Rocheleau and Robert Schiefelbein were present. Also in attendance were: Brad Ebehing and Kyle Neu (left at 6:32pm), Jeff Hagg and Jeff & Lori Westrum (left at 7:45pm), Engineer Rebecca Kluckhohn, Advisor Merle Anderson, Assistant Administrator Dennis Loewen and Administrator Cole Loewen. Wright County Commissioner Darek Vetsch entered the meeting shortly after the call to order.

Motion #17-01-1: Jonsrud/DeGree moved to adopt the agenda. **All Managers voted aye.**

**PRESENTATIONS**

None

**CONSENT AGENDA**

The Board discussed: the contract amendments between the CRWD and Wenck Associates, Inc. and Loewen Administrative Services, LLC, respectively, and the sales tax exclusion for watershed districts.

Action items included in the consent agenda were as follows:

- Accepted quote of \$11,652 Michael Watcott for repairs at Kingston Wetland Restoration Project, and authorized CRWD Administrator to issue acceptance letter and notice to proceed
- Amended contract between the CRWD and Wenck Associates, Inc.
- Amended contract between the CRWD and Loewen Administrative Services, LLC
- Approved December 21, 2016 CRWD Board of Managers' regular meeting minutes.
- Authorized Board and staff attendance at list of upcoming events.
- Authorized Board Chair to sign Sales Tax Exclusion form, and for staff to inform vendors the CRWD is exempt from sales tax and provide the form upon request.
- Designated the Annandale Advocate as the official CRWD newspaper for 2017.
- Designated the Annandale State Bank (Annandale, MN), Harvest Bank (Kimball, MN) and Farmers State Bank (Watkins, MN) as the official financial depositories of the CRWD for 2017.

Motion #17-01-2: Rocheleau/Uecker, moved to adopt the consent agenda. **All Managers voted aye.**

**DECEMBER 31, 2016 FINANCIAL REPORT**

Administrator Loewen reviewed the financial report. Loewen noted disaster relief pass-through funds from the state to a list of residents around Watkins, MN due to tornado damage in 2016.

Motion #17-01-3: Jonsrud/Rocheleau, moved to authorize payment of bills, subject to audit. **All Managers voted aye.**

**JANAURY 18, 2017 FINANCIAL REPORT**

No receipts, claims or disbursements were entered for the first two weeks of January 2017. As such, no report was created.

**OLD BUSINESS**

**School Section Lake Outlet Control Project: appraisal quotes for re-determining benefits**

After discussion, the Board directed staff to: 1) inform the two appraisal firms currently interested in this project that quotes should be submitted by February 3<sup>rd</sup>, and 2) calculate an estimated assessment roll for the construction phase and the operation & maintenance phase of the project if the to-be-

appraised benefits were split evenly amongst all parcels riparian to the lake, and no off-lake parcels were determined to have benefit.

Brad Ebehing and Kyle Neu left at 6:32pm.

### **Watkins Area Stormwater Treatment Project update & Watkins Wetland Isolation Unit repairs update**

Engineer Kluckhohn updated the Board on the bidding process for the Watkins Area Stormwater Treatment Project.

Motion #17-01-4: Jonsrud/Rocheleau, moved to take off the table the request from the City of Watkins for the CRWD to cover the city's costs to review the CRWD's Conditional Use Permit application to Meeker County for the Watkins Area Stormwater Treatment Project. **All Managers voted aye.**

Administrator Loewen informed the Board of the following regarding the City's request:

- The City does not seem to have a policy governing these types of requests, nor does it seem the City makes this type of request to other parties as part of its standard operations.
- It is the CRWD's practice to not charge other entities for the CRWD's review of documentation, including permits between other parties, in order to ensure CRWD interests are being addressed; this is considered to be due diligence on the part of the CRWD.

The Board took no action on the city's request.

Administrator Loewen provided additional information to the Board about a funding opportunity from the US Fish & Wildlife Service (USFWS) to incorporate additional native prairie plantings as part of the Watkins Area Stormwater Treatment Project. The Board directed staff to acquire a cost estimate from Prairie Restorations, Inc. for ongoing vegetation maintenance for the potential native prairie planting, to get detail from USFWS about the type of seedlings to-be-used in this potential planting, and to contact the Meeker County SWCD about funding opportunities to install native plantings along the public watercourse in order to meet the buffer law requirements.

Motion #17-01-5: Jonsrud/Uecker, moved to complete a corrective easement between the CRWD and Dennis Libbesmeier in order to incorporate the sheet pile weir for the Watkins Area Stormwater Treatment Project and to update the surveying language to modern terms, with the understanding that the surveying language is to be adjusted to match the location of the existing project fencing where deviations occur, as long as such deviations do not impact the operations of the stormwater project and the existing Watkins Wetland Isolation Unit Project. **All Managers voted aye.**

Motion #17-01-6: Rocheleau/DeGree, moved to complete corrective easements between the CRWD and the property owners for the Watkins Wetland Isolation Unit in order to update the surveying language to modern terms, with the understanding the surveying language is to be adjusted to match the location of either the existing project fencing or existing field edges where deviations occur, as long as such deviations do not impact the operation of the Watkins Wetland Isolation Unit. **All Managers voted aye.**

The Board instructed staff to contact the property owners of the Watkins Wetland Isolation Unit to discuss easement signage installation in order to ascertain interest in seeing such signage placed.

Administrator Loewen reviewed the finalized Request for Quotes for repair work along the northern channel of the Watkins Wetland Isolation Unit. Because the estimated cost for this work is below \$25,000, working without bids is allowed by statute.

Motion #17-01-7: DeGree/Uecker, moved to allow the CRWD Administrator to seek a direct quote for the completion of repair work for the northern channel of the Watkins Wetland Isolation Unit Project, and to authorize the Administrator to award the work if a quote is received that is below \$30,000. **All Managers voted aye.**

**Clearwater Harbor & Hidden River Sewer System: Nitrogen Mitigation & Analysis Plan Implementation Status**

Administrator Loewen and Engineer Kluckhohn provided a status update on this effort, including a review of current Board directives and likely next steps.

After discussion with those in attendance, the Board directed staff to invite Representative Jeff Howe and Senator Michelle Fischbach to a listening session hosted by the CRWD, in order to provide opportunity for residents of the two sewer systems to express concerns with the MN Pollution Control Agency's (MPCA) nitrogen policy and the need for the state to provide adequate funding to offset the residents' costs to bring the two systems into compliance with said policy.

Motion #17-01-8: Jonsrud/Rocheleau, moved to reinstitute sand filter bypassing at Clearwater Harbor & Hidden River Sanitary Sewer Systems per permission granted by MPCA. **All Managers voted aye.**

Jeff Hagg, Jeff & Lori Westrum left at 7:45pm.

**NEW BUSINESS**

**Mississippi River- St. Cloud Watershed: upcoming meeting with partners on MPCA's WRAPS process and MN BWSR's 1W1P**

Administrator Loewen provided an overview of the upcoming meeting scheduled for February 1<sup>st</sup> with partners from the Mississippi River- St. Cloud watershed.

After discussion, the Board noted the following:

- Staff is to ask MN BWSR representatives to attend an upcoming Board meeting (preferably February) in order to provide additional information on One Watershed One Plan (1W1P).
- Engineer Kluckhohn is to attend the meeting on February 1<sup>st</sup>. Manager DeGree volunteered to attend as well.
- The CRWD remains willing to be involved in activities related to the Mississippi River (St. Cloud) watershed.
- Any specific questions from Board members should be sent to the CRWD Administrator prior to February 1<sup>st</sup>.

**Administrator Loewen- Other Business**

**Stearns County All-Hazard Plan**

The Board directed staff to review minutes and notices regarding the revision to this plan.

**Update on the CRWD's education programming via Sauk River Watershed District**

No action taken

**Advisor Anderson- Other Business**

Advisor Anderson informed the Board that the CRWD, with Meeker and Stearns SWCDs, will host a lunch event for landowners and producers in the upper portion of the Clearwater River Watershed on February 22, 2017 in order to present various opportunities to address soil erosion.

**Advisory Committee assignments are:**

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

**Items noted for the February 15, 2017 regular meeting are:**

- Project updates
- Draft 2016 Annual Report (2016 WQM Report & Plan Implementation Status
- Septic Check Annual Report
- Septic Check contract revisions
- WRM Services 2016 Monitoring Report for Wandering Pond Sanitary Sewer System
- WRM Services 2017 Monitoring Proposal for Wander Pond Sanitary Sewer System
- Prairie Restoration, Inc. 2017 vegetation management proposal
- Clearwater Harbor/ Hidden River NMAP implementation update
- School Section Lake Outlet Control Project update
- Watkins Area Stormwater Treatment Project: bid review and award
- Watkins Wetland Isolation Unit Repair update

**MANAGERS' REPORTS**

Manager Jonsrud noted the successful AIS forum hosted by the CRWD on January 7, 2017. Over 30 people attend from multiple lake associations in and just outside of the CRWD. A summary of the forum is being drafted.

Motion #17-01-9: Jonsrud/Rocheleau, moved to adjourn at 8:28pm. **All Managers voted aye.**

THESE MINUTES ARE AVAILABLE AT: [www.crawd.org](http://www.crawd.org).

CRWD AUDIT REPORTS ARE AVAILABLE AT THE ANNANDALE PUBLIC LIBRARY

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Chair, Bob Schiefelbein

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Secretary, Paul DeGree