

**OFFICIAL MINUTES**  
**Clearwater River Watershed District**  
**Board of Managers Meeting**  
**December 20, 2017 - 6:00PM**  
**City Hall, Annandale, MN**

Chair Schiefelbein called the meeting to order at 6:00pm. Managers Paul DeGree, Kathy Jonsrud, Robert Schiefelbein and Chris Uecker were present. In attendance were Dale Homuth, Engineer Rebecca Carlson, Advisor Merle Anderson, Assistant Administrator Dennis Loewen and Administrator Cole Loewen.

Motion #17-12-1: Jonsrud/DeGree moved to adopt the agenda. **All Managers voted aye.**

**CONTINUED RECESSED PUBLIC HEARING: School Section Lake Outlet Project #17-1**

Chair Schiefelbein noted the hearing is continued from recess. Administrator Loewen and Engineer Carlson gave a presentation on the project. Chair Schiefelbein called for public comment; none was received.

Motion #17-12-2: Jonsrud/Uecker moved to close the public hearing. **All Managers voted aye.**

Motion #17-12-3: Uecker/Jonsrud moved the following resolution:

**RESOLUTION AWARDING CONSTRUCTION CONTRACT, AUTHORIZING A SPECIAL ASSESSMENT AND ESTABLISHING IMPLEMENTATION AND OPERATION & MAINTENANCE FUNDS FOR THE SCHOOL SECTION LAKE MODIFIED OUTLET CONTROL PROJECT #17-1**

**WHEREAS** by Resolution SM17-09-5, adopted on September 6, 2017, the Board adopted a determination of benefits for Project #17-1, ordered Project #17-1 and authorized its construction, directed that the District engineer prepare final plans and specifications and solicit bids for the construction of the project, and recessed the final hearing pending consideration of contract award;

**WHEREAS** the District engineer has prepared plans and specifications; has solicited competitive quotes in accordance with Minnesota Statutes §471.345, subdivisions 4 and 6; and has received three quotes conforming to the solicitation;

**WHEREAS** Blackstone Contracting LLC has submitted a quote in the amount of \$47,250.01 for the base work and \$7,360.00 for add alternates, and the District engineer finds that the quote is reasonable and that the contractor is responsible;

**THEREFORE BE IT RESOLVED:**

- a. The final plans and specifications are accepted and made part of Project #17-1;
- b. Based on the Board estimation of the project complexity and on the District engineer's recommendation, the construction contract for Project #17-1 is hereby awarded to Blackstone Contracting LLC at a price as follows:
  - Base: \$47,250.01
  - Alternates 1-4: \$7,360.00
  - Total with alternatives: \$54,610.00

With issuance of notice to proceed contingent upon both the receipt of all applicable bonds, insurance and other contractually-required documentation and receipt of all necessary permits for construction from jurisdictional authorities, including the MN Department of

Natural Resources, and with the understanding that the execution of alternates is at the discretion of the District administrator.

c. The District administrator is designated as the authorized representative of the District for this contract; and is authorized, with consultation of the District engineer, to order the execution of alternates under said contract as necessary for the completion of project construction.

d. The Board hereby establishes accounting fund 407 as the capital implementation fund for Project #17-1.

e. The Board hereby re-names its existing fund 206 from "School Section Lake Outlet Control Project #84-1 Operation & Maintenance" to "School Section Lake Modified Outlet Control Project #17-1 Operation & Maintenance," and assigns the current balance of fund 206 to the re-named fund 206.

f. The Board hereby authorizes a special assessment of \$130,000.00 to be levied against all parcels benefitted by Project #17-1 as resolved in Board Resolution SM17-09-05, adopted on September 6, 2017. This assessment includes the contract amount, a construction contingency of 20%, engineering support for project construction, and accrued project engineering and process costs to date.

g. The District administrator is to file an assessment statement for Project #17-1 with the Stearns County Auditor, per Minnesota Statutes 103D.901. The assessment statement should direct collection of the assessment to be spread evenly over a five-year period, with an annual interest rate of 3%.

h. The District administrator is to inform benefitted property owners of the right of prepayment according to Minnesota Statutes and the directions of the Stearns County Auditor.

**All Managers voted aye.**

## **PRESENTATIONS**

### **StormCon presentation overview**

Engineer Carlson reviewed her presentation at the national StormCon this past August.

## **CONSENT AGENDA**

Action items in the consent agenda were as follows: 1) Approve October 18, 2017 CRWD Board of Managers' regular meeting minutes and 2) Authorize Board and staff attendance at upcoming events.

Motion #17-12-4: Uecker/Jonsrud, moved to adopt the consent agenda. **All Managers voted aye.**

## **DECEMBER 20, 2017 FINANCIAL REPORT**

Administrator Loewen reviewed the financial report, including discussion on current CRWD investments and status of current task orders between the CRWD and Wenck Associates, Inc.

Motion #17-12-5: Jonsrud/DeGree, moved to authorize payment of bills, subject to audit. **All Managers voted aye.**

## **OLD BUSINESS**

### **Clearwater Lake AIS Project #17-2 update**

Administrator Loewen and Engineer Carlson provided an update on this matter. The Board discussed how to define deeded accesses for the purposes of this project during benefit determinations.

### **Cedar Creek (Old Highway 55) re-platting update**

Administrator Loewen reviewed the status of this effort.

### **Lake Louisa Hills 2<sup>nd</sup> Addition development agreement update**

Administrator Loewen spoke on this topic. The Board directed its administrator to have the CRWD's legal counsel draft a rescinding agreement for this development agreement.

### **Watkins Area Stormwater Treatment Project update**

The Board directed staff to implement a service agreement with a local producer whereby the producer is providing a vegetation management service by mowing the northern half of the CRWD property, and the CRWD is paying for that service by allowing the cut hay to be taken by the producer. The Board also directed staff to apply to Meeker County to have both parcels owned by the CRWD for this project exempted from property taxes going forward.

### **East Swartout repairs update**

Engineer Carlson gave an update on the status of this repair work.

### **Lake Augusta Erosion Control repairs update**

Engineer Carlson gave an update on this item. The Board directed its engineer to present formal figures of repair quotes, engineering support, contingency amounts and other necessary items needed to complete the last stage of repair work at this project. The Board also directed its engineer to clarify the ability to clean the proposed new pipe with directional drilling in the future.

## **NEW BUSINESS**

### **Amend grant fund sources for two existing agricultural cost-share contracts**

Motion #17-12-6: Jonsrud/DeGree, moved to amend previously-adopted motions #17-06-10 and #17-08-10. **All Managers voted aye.**

### **Submission of continuing education plans**

Administrator Loewen reminded the Board to submit their 2017 continuing education plans.

### **Administrator Loewen- Other Business**

Administrator Loewen noted the fact sheet completed for a recent agricultural cost-share project the CRWD participated in. Engineer Carlson gave a brief update on the design work underway for the Clearwater Harbor/ Hidden River Nitrogen Mitigation Project.

### **Advisor Anderson- Other Business**

Advisor Anderson reviewed efforts on upstream agricultural best management practices adoption.

### **Advisory Committee assignments are:**

1. Aquatic Invasive Species

### **Potential items noted for the January 17, 2018 regular meeting are:**

- Annual Business Meeting
  - Designate Depository(ies) & Official Newspaper(s)
  - Appointment Members of CRWD Advisory Committee
  - Consider election of officers
- Authorize 2018 contracts
- Cedar Creek re-platting update
- CH/ HR Technical & Cost Specifications Report
- Clearwater Lake Project #17-2 proceedings
- East Swartout repairs update
- January 2018 financial report
- Lk Augusta Erosion Control repairs update
- Lk Louisa Hills 2<sup>nd</sup> Addition Development Agreement

- School Section Lake Project #17-1 update
- Watkins Stormwater Treatment Project update
- Other project/ programs update

### **MANAGERS' REPORTS**

Managers DeGree and Uecker gave reports on the MN Association of Watershed District annual meeting. Manager Jonsrud encourage managers to attend the upcoming AIS Forum hosted by the CRWD. Managers Jonsrud and Uecker gave an update on the Wright Regional Inspection Program.

Motion #17-12-7: DeGree/Uecker, moved to adjourn at 8:29pm. **All Managers voted aye.**

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

CRWD AUDIT REPORTS ARE AVAILABLE AT THE ANNANDALE PUBLIC LIBRARY

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Chair, Robert Schiefelbein

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Secretary, Paul DeGree