

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

Chair Schiefelbein called the meeting to order at 6:02pm. Managers Paul DeGree, Kathy Jonsrud, Robert Schiefelbein and Chris Uecker (entered at 6:05pm) were present. Also in attendance were Jim Kutzner (left at 6:26pm), Engineer Rebecca Carlson (entered at 6:07pm), Advisor Merle Anderson, Assistant Administrator Dennis Loewen and Administrator Cole Loewen. The following were in attendance for the third and fourth items under Old Business: Deb Kuechle, Jeff Westrum, Chuck Decker, Josh Trutwin, Sheryl Martino, Teresa Hagg (entered at 6:06pm), Jerry & Pam Risberg (entered at 6:13pm). All left at 7:18pm at the conclusion of said items.

Motion #17-09-1: Jonsrud/DeGree moved to adopt the agenda. **All Managers voted aye.**

ELECTION OF OFFICERS

Motion #17-09-2: DeGree/Jonsrud moved to cast a unanimous ballot for Schiefelbein- President, Uecker- Vice-President, Jonsrud- Treasurer, DeGree- Secretary, Vacant- Public Relations & Information. **All Managers voted aye.**

PRESENTATION

Kingston Wetland Project- property acquisition by Pheasants Forever: seeking changes to existing CRWD project easement, defining access easement to CRWD project easement

Administrator Loewen noted this item was requested to be on the Board's agenda by Pheasants Forever and the MN Dept. of Natural Resources; however, within the past week that request was withdrawn. Administrator Loewen reviewed the history and work completed in relation to this item.

Clearwater Lake Property Owners Association (CLPOA)- proposed petition from CLPOA re: establishing an Aquatic Invasive Species (AIS) project for Clearwater Lake

Jim Kutzner, president of the CLPOA, reviewed the CLPOA status of formulating a petition for the CRWD to establish a new project for AIS prevention and control for Clearwater Lake.

Mr. Kutzner left at the end of this item.

CONSENT AGENDA

Action items included in the consent agenda were as follows: 1) Approved August 16, 2017 CRWD Board of Managers' regular meeting minutes, 2) Approved September 6, 2017 CRWD Board of Managers' special meeting minutes, 3) Not waive monetary limits on municipal tort liability as established by MN Statutes 466.04, 4) Set delinquent sewer utility accounts hearing for October 18, 2017, 6:00pm at City Hall in Annandale, MN, and send notices on same to all holders of said accounts and 5) Authorized Board and staff attendance at upcoming events.

Motion #17-09-3: Jonsrud/Uecker, moved to adopt the consent agenda. **All Managers voted aye.**

SEPTEMBER 20, 2017 FINANCIAL REPORT

Administrator Loewen reviewed the financial report.

Motion #17-09-4: Jonsrud/Uecker, moved to authorize payment of bills, subject to audit. **All Managers voted aye.**

OLD BUSINESS

Watkins Area Stormwater Treatment Project update

Change Order #01 request from Meyer Contracting

Engineer Carlson noted the Board had received a recommendation from the engineer on this change order request.

Motion #17-09-5: DeGree/Jonsrud, moved to table "Change Order #01 request from Meyer Contracting." **All Managers voted aye.**

Non-construction costs associated with limestone filter gradation issue

Administrator Loewen reviewed costs incurred by the CRWD as of August 31, 2017 in relation to the limestone filter gradation issue for this project.

Motion #17-09-6: Uecker/Jonsrud, moved to send a letter to Meyer Contracting seeking reimbursement of these costs per the contract with Meyer Contracting for the Watkins Area Stormwater Treatment Project. **All Managers voted aye.**

Other project-related items

Administrator Loewen & Engineer Carlson reviewed remaining punch list items, status of as-built documentation and O&M plan creation, and upcoming installation of project signage.

CRWD Policy Book

Administrator Loewen reviewed the final draft of the CRWD Policy Book.

Motion #17-09-7: Jonsrud/Uecker, moved the following resolution:

RESOLUTION ADOPTING THE CLEARWATER RIVER WATERSHED DISTRICT'S POLICY BOOK

WHEREAS the Clearwater River Watershed District (CRWD) Board of Managers maintains a series of policies to provide for orderly and consistent governance of its operations, projects and programs;

WHEREAS the CRWD Board of Managers creates new and/or revises existing policies as needed, as well as reviews existing policies to ensure ongoing adequacy;

WHEREAS the CRWD Board of Managers recognizes the need to consolidate all its policies into one document, to provide for effective policies management as well as effective dissemination to its staff and members of the public; and

WHEREAS the CRWD bylaws provide that the managers must receive 14-day notice at a meeting of the managers prior to the consideration for adoption of changes to the bylaws.

NOW, THEREFORE, BE IT RESOLVED by the Board of Managers for the Clearwater River Watershed District as follows:

1. The 14-day notice of changes to the CRWD bylaws is waived.
2. The CRWD Policy Book attached hereto and presented to the CRWD Board of Managers at its September 20, 2017 regular meeting is hereby adopted as the official collection of CRWD policies.
3. All previously adopted CRWD Board policies are hereby superseded by the CRWD Policy Book.

4. The CRWD Board of Managers' Bylaws is hereby superseded by the CRWD Policy Book, which contains said bylaws as a section.

5. The administrator, with advice of counsel, is directed to make such nonsubstantive administrative changes as necessary to finalize the Policy Book and to take such further steps necessary and required to comply with state law governing the filing, review and approval of CRWD governance documents and schedules. The administrator is further directed to publish the Policy Book to the CRWD website, and otherwise make it available to members of the public upon request.

All Managers voted aye.

School Section Lake Project #17-1 update

Administrator Loewen provided an update on the status of this project.

Quotes to review and modify control panel logic to address alarm issues for Clearwater Harbor/ Hidden River Sanitary Sewer Systems

Engineer Carlson informed the Board the quote was received this afternoon, and briefly reviewed said quote. Discussion occurred with members of the audience. The Board directed for this item to be placed on the Board's October regular meeting agenda.

Clearwater Harbor/ Hidden River NMAP implementation update

Administrator Loewen reviewed the FY2018 scoring list from the state Public Facilities Authority for the Point Source Implementation Grant Program. Discussion occurred with members of the audience. The Board directed the following:

- Staff is to work with the MN Pollution Control Agency to secure an extension of the State Disposal System permit for the sewer facility in order to allow for time to receive funding from the state to construct the nitrogen mitigation system.
- Staff will encourage residents to contact area legislators, thanking them for their assistance and support on this matter and to encourage future support for the PSIG program.
- Staff will seek to set up meetings with area legislators to discuss this matter further.

Members of the audience present for the previous two items left at this time.

Initial cost estimates: Rest-A-While Shores control panel replacement

Administrator Loewen provided cost estimates from Septic Check on control panel replacements. The Board directed the following:

- The lower cost solution of ~\$2,500 per panel should be implemented.
- Achieve cost savings by replacing both the treatment area and the lift station control panels at the same time.
- Staff is to contact Septic Check to ascertain how long these replacements can be delayed.

NEW BUSINESS

MN Association of Watershed District's (MAWD) call for 2017 resolutions

Administrator Loewen presented the call from MAWD for 2017 resolutions, along with a few ideas for said resolutions.

CRWD Insurance Renewal

Motion #17-09-8: Uecker/DeGree, moved to approve the renewal of CRWD insurance at the levels noted in the memorandum on the same prepared for this meeting. **All Managers voted aye.**

Administrator Loewen- Other Business

MNDNR's response letter to School Section Lake residents' petition to the CRWD to lower the elevation of the School Section Lake Outlet Project's control weir

The Board directed its staff to send copies of the MNDNR letter to all signers of the petition, along with a request for said signers to provide direction on how they would like to proceed.

Highway 55 fish trap easement expiration end of 2017

Motion #17-09-9: Jonsrud/UECKER, moved to seek a five-year easement with terms similar to current easement, and to seek quotes for fish trap removal. **All Managers voted aye.**

Other

Administrator Loewen gave an update on insurance-assigned-counsel for current litigation.

Engineer Carlson informed the Board of repair needs at the East Swartout project.

Motion #17-09-10: Jonsrud/DeGree, moved to complete necessary repairs at East Swartout project per engineer recommendations. **All Managers voted aye.**

Advisor Anderson- Other Business

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

Advisory Committee assignments are:

1. No-wake "flag" notices
2. Aquatic Invasive Species
3. Assist with planning January 2018 AIS event

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

- Public hearing on delinquent sewer utility accounts
- Change order #01 for Watkins Area Stormwater Treatment Project
- School Section Lake Project #17-1 update
- Quotes- Clearwater Harbor/ Hidden River control panel alarm issues
- Clearwater Harbor/ Hidden River NMAP implementation update
- Rest-A-While Shores control panel replacements
- Highway 55 Fish Trap easement and removal quotes
- Project/ program updates

MANAGERS' REPORTS

Managers Jonsrud informed the Board on: status of Wright Regional Inspection Program, attendance at MN AIS Research Center Showcase, assisting MAWD with panel interviews for new executive director position, no further zebra mussels found in Cedar Lake after professional search last week and Pleasant Lake has found a small infestation of Eurasian Watermilfoil.

Motion #17-09-1: Jonsrud/UECKER, moved to adjourn at 8:25pm. **All Managers voted aye.**

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

CRWD AUDIT REPORTS ARE AVAILABLE AT THE ANNANDALE PUBLIC LIBRARY

Chair, Robert Schiefelbein

Secretary, Paul DeGree