

**OFFICIAL MINUTES**  
**Clearwater River Watershed District**  
**Board of Managers Meeting**  
**February 21, 2018 - 6:00PM**  
**City Hall, Annandale, MN**

Chair Schiefelbein called the meeting to order at 6:02pm. Managers Paul DeGree, Dale Homuth, Kathy Jonsrud, Robert Schiefelbein and Chris Uecker were present. In attendance were Josh Pommier and Jennifer Hahn (left at 6:33pm), Sheryl Martino (left at 7:10pm), Engineer Rebecca Carlson, Advisor Merle Anderson, Assistant Administrator Dennis Loewen and Administrator Cole Loewen.

Motion #18-02-1: Jonsrud/Homuth moved to adopt the agenda. **All Managers voted aye.**

**ELECTION OF OFFICERS**

Motion #18-02-2: Jonsrud/Uecker, moved to cast a unanimous ballot for Robert Schiefelbein as President, Chris Uecker as Vice-President, Paul DeGree as Secretary and Kathy Jonsrud as Treasurer. **All Managers voted aye.**

**PRESENTATIONS**

**Pheasants Forever and AgSolver Collaboration**

Josh Pommier and Jennifer Hahn of Pheasants Forever presented on the collaboration between AgSolver and Pheasants Forever on precision planning for agricultural lands. The Board directed its staff to contact area producers that may be interested in this effect to assist with its adoption.

**Technical & Cost Specifications Report for Clearwater Harbor (CH) and Hidden River (CH) NMAP Implementation, Plans & Specifications**

Engineer Carlson reviewed: 1) the Technical & Cost Specifications Report, 2) the plans and specifications submittal to the MN Pollution Control Agency (MPCA) for the CH-HR Nitrogen Mitigation Project and 3) information related to warranty and system startup. Administrator Loewen reviewed a memo detailing cost allocations for the project per statutory requirements, along with other administrative matters. Discussion was held on ways to inform benefitted property owners on the status of the project.

Motion #18-02-3: Jonsrud/Uecker, moved the following resolution:

**RESOLUTION ACCEPTING ENGINEER'S REPORT AND DIRECTING PUBLIC HEARING  
CLEARWATER HARBOR/HIDDEN RIVER NITROGEN REDUCTION PROJECT**

**WHEREAS** the Clearwater River Watershed District (CRWD) owns and operates the Clearwater Harbor and Hidden River Sanitary Sewer Systems, Projects #99-1 and #02-1, respectively, which provide communal sewage treatment for two residential areas in Lynden Township, Stearns County (together, the "Systems");

**WHEREAS** the Systems operate under a single State Disposal System (SDS) permit issued by the Minnesota Pollution Control Agency (MPCA), pursuant to which the CRWD has been required to develop and implement a nitrogen mitigation and analysis plan to achieve a total nitrogen standard of 10 milligrams/liter or less in groundwater or at end of pipe;

**WHEREAS** Minnesota Statutes §103D.635 states that the CRWD Board of Managers ("Board") shall order the engineer to prepare and submit technical and cost specifications on work necessary to restore or improve a CRWD project to the desired level of operating efficiency, if the engineer has certified that the project must be altered or improved to attain the level of operating efficiency contemplated at the time of the original construction;

**WHEREAS** at the Board’s regular meeting of May 11, 2016, the CRWD engineer certified that the Systems were constructed to conform to MPCA SDS permit requirements and may not operate without an SDS permit, and therefore that they must be altered or improved to attain the level of operating efficiency contemplated at the time of original construction;

**WHEREAS** at that meeting, by Motion #16-5-2, the Board ordered the CRWD engineer to prepare and submit to the Board technical and cost specifications on the work necessary to restore or improve the Systems to the desired level of operating efficiency contemplated at the time of the original construction;

**WHEREAS** on June 1, 2016, the CRWD engineer presented feasibility alternatives for nitrogen removal and the Board identified the Bio Microbics Treatment System and Post Anoxic Denitrification System as the alternative for further development by the engineer (the “Project”);

**WHEREAS** the CRWD has applied to the Minnesota Public Facilities Authority (PFA) for assistance in funding the Project and, since the Board’s order, has continued to develop the Project and to communicate with owners of property served by the Systems about Project status;

**WHEREAS** the CRWD engineer has submitted its report for the construction of the Project titled “Technical and Cost Specifications, Clearwater Harbor/Hidden River NMAP” (February 2018), and the Board finds that the report is complete;

**WHEREAS** the CRWD engineer has also prepared draft plans and specifications for the Project to submit to the MPCA for its certification as part of the PFA funding assistance process;

**WHEREAS** the CRWD administrator’s memorandum forwarding the report provides information as to the original determination of benefits and cost for the two Systems, and recommendations as to the proposed assessment of costs for Project construction and for a Project operation and maintenance fund;

**THEREFORE BE IT RESOLVED** as follows:

- The CRWD engineer’s technical and cost specification report is accepted;
- The Project hereby is titled the “Clearwater Harbor/Hidden River Nitrogen Reduction Project” and designated as District Project #18-1;
- A public hearing on the engineer’s report is to be held in conjunction with the regular meeting of the Board on April 18, 2018;
- The CRWD administrator is to provide for notice of the hearing in accordance with Minnesota Statutes §103D.741 and all applicable legal requirements, and to make the engineer’s report and the accompanying memorandum available for inspection;
- The CRWD administrator is authorized to submit to the MPCA the draft plans and specifications prepared by the engineer for the Project as part of the PFA funding assistance process.

**All Managers voted aye.**

**2017 Water quality monitoring results; inclusion 2017 annual report**

Engineer Carlson presented on the results of water quality monitoring in the CRWD in 2017. Discussion was held on including said results in the CRWD annual report, as well as methods to publicize results.

**CONSENT AGENDA**

Action items in the consent agenda were as follows:

- Approve January 17, 2018 CRWD Board of Managers’ regular meeting minutes,

- Appoint the following to the CRWD's Advisory Committee for a one-year term: Sandra Darling, Jerry Finch, Ron Graham, Phil Haataja, Orv Jonsrud, Keith Sadowsky, John Sedey
- Authorize Board and staff attendance at upcoming events
- Authorize 2018 agreement with Affordable Pumping Services, Inc. for septic tank servicing and authorize the CRWD Administrator to authorize additional work under the agreement
- Authorize 2018 agreement with PLM Lake & Land Management, Inc. for algae treatment
- Authorize 2018 agreement with Prairie Restoration, Inc. for vegetation management services
- Authorize amending agreement with Wenck Associates, Inc. to incorporate 2018 Fee Schedule

Motion #18-02-4: Jonsrud/DeGree, moved to adopt the consent agenda. **All Managers voted aye.**

### **FEBRUARY 21, 2018 FINANCIAL REPORT**

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

Motion #18-02-5: Jonsrud/UEcker, moved to authorize payment of bills, subject to audit. **All Managers voted aye.**

### **OLD BUSINESS**

#### **Swartout Lake Sediment Coring**

Motion #18-02-6: Uecker/Jonsrud, moved to authorize Wenck Associates, Inc. to collect sediment cores at five points on Swartout Lake and complete previously-authorized release rate study; then, if warranted based on study results, to complete an alum dosing study. **All Managers voted aye.**

#### **School Section Lake Project #17-1 update**

Engineer Carlson gave an update on this item. Construction is on hold until the permit from MN Department of Natural Resources (MNDNR) is issued.

#### **Cedar Creek re-platting update**

Administrator Loewen gave an update on this item.

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

Administrator Loewen gave an update on this item.

### **NEW BUSINESS**

#### **MAWD's Legislative Reception, Breakfast and Day at the Capitol**

Administrator Loewen reviewed this item. Manager Jonsrud indicated her attendance at this event and is working on setting up meetings with area legislators.

#### **Annandale and Kimball Business Expos**

Administrator Loewen reviewed this item. Managers indicated their desired schedules for manning the CRWD booths at these events.

#### **March 2018 strategic planning session**

The Board directed staff to invite the CRWD advisory committee to this session and directed a meal to be provided for said attendees, the Board and staff.

#### **Thiel Creek Working Group**

The Board directed staff to formulate a monitoring plan for Thiel Creek Subwatershed for 2018, and to include purchasing the necessary equipment as part of previously-authorized equipment budget for the CRWD's water quality monitoring program. The Board directed a working group be set up with applicable parties (ex. MNDNR, Stearns SWCD) this fall.

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

*Frozen culvert crossing of State Highway 55 in Watkins, MN*

Administrator Loewen informed the Board of staff's involvement regarding said culvert.

*Meeting with Clear Lake Property Owners Association (CLPOA) and US Fish & Wildlife Service (USFWS) re: Clear Lake Waterfowl Production Area and upstream subwatershed*

Administrator Loewen informed the Board of this meeting. The Board directed Wenck Associates, Inc. to present a monitoring study proposal for this area at the Board's March meeting.

*Cost estimate from Wenck for design work at Meeker County Road 17 and Kingston Street (370<sup>th</sup> St)*

Motion #18-02-7: DeGree/Uecker, moved to authorize a work scope from Wenck Associates, Inc. for technical assistance to develop site-specific designs and plan sets for agricultural best management practices (BMPs), at a cost not to exceed \$3,100. **All Managers voted aye.**

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

Advisor Anderson informed the Board of discussions with Meeker and Stearns SWCDs regarding contacts from property owners on agricultural BMP adoption.

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

- Aquatic Invasive Species ideas/ suggestions
- Review of reports/ memos for CH-HR Project #18-1
- Updates on CRWD Projects
- 2017 Water Quality Monitoring Results
- Review and discussion of the CRWD's current Watershed Management Plan

### **Potential items noted for the March 21, 2018 regular meeting are:**

- Strategic Planning Session
- Presentation of Clearwater Lake Project #17-2 Engineer's Report
- Presentation of annual reports from CH & RAW, Septic Check
- Clear Lake North monitoring study
- School Section Lake Project #17-1 update
- February 2018 financial report
- Other project/ programs update

### **MANAGERS' REPORTS**

Manager Jonsrud noted the Wright Regional Inspection Program will be presenting at the upcoming Aquatic Invasive Species Summit in Minneapolis and the State of Waters Conference in Brainerd. Jonsrud also noted the recent sewage spill at Ramsey Lake. Considering this spill, the Board directed staff to review the CRWD's spill response protocols for its sanitary sewer systems.

Manager Uecker noted Albion Township's willingness to work with the CRWD to incorporate a fish barrier as part of replacing its culvert at the outlet of Henshaw Lake.

Motion #18-02-8: Jonsrud/Uecker, moved to adjourn at 9:25pm. **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