

**OFFICIAL MINUTES**  
**Clearwater River Watershed District**  
**Board of Managers Meeting**  
**May 16, 2018 - 6:00PM**  
**City Hall, Annandale, MN**

Chair Schiefelbein called the meeting to order at 6:03pm. Managers Paul DeGree, Dale Homuth, Kathy Jonsrud and Robert Schiefelbein were present. Manager Chris Uecker entered at 6:07pm. In attendance were Jim Kutzner and Tim Isle (left at 6:12pm), Engineer Rebecca Carlson, Advisor Merle Anderson, Assistant Administrator Dennis Loewen and Administrator Cole Loewen.

Motion #18-05-1: Jonsrud/DeGree moved to adopt the agenda. **All Managers voted aye.**

**PRESENTATIONS**

**Engineer's Report for Clearwater Lake AIS Project #17-2**

Engineer Carlson reviewed the finalized Engineer's Report for Project #17-2.

Motion #18-05-2 Jonsrud/DeGree, moved the following resolution:

**RESOLUTION ACCEPTING ENGINEER'S REPORT**  
**and DIRECTING DETERMINATION of BENEFITS and DAMAGES**  
**CLEARWATER LAKE AQUATIC INVASIVE SPECIES PROJECT #17-2**

**WHEREAS** the Clearwater River Watershed District (CRWD) was presented with a petition from property owners on Clearwater Lake to initiate a project to: prevent the introduction of new aquatic invasive species (AIS) to Clearwater Lake and manage and/or control existing AIS in Clearwater Lake;

**WHEREAS** by Resolution #17-11-3, adopted November 15, 2017, the CRWD Board of Managers ("Board"):

- Found that a proper petition had been filed with the Board, and the proposed project promotes the public interest and welfare, is practicable and conforms with the CRWD's watershed management plan;
- Initiated the Clearwater Lake Aquatic Invasive Species (AIS) Project as CRWD Project #17-2 pursuant to Minnesota Statutes §103D.701;
- Directed the CRWD engineer to prepare a report for Project #17-2 in accordance with Minnesota Statutes §103D.711;

**WHEREAS** the CRWD engineer has submitted its report dated 05/16/2018, which:

- Includes a plan of, and findings and recommendations about, Project #17-2;
- Finds that Project #17-2 is feasible; and
- Otherwise conforms to the requirements of Minnesota Statutes §103D.711; and

**WHEREAS** the Board, in its discretion, finds that it is appropriate and efficient that the CRWD use the procedure in Minnesota Statutes §103D.721 to determine benefits and damages associated with Project #17-2;

**THEREFORE BE IT RESOLVED** as follows:

- The CRWD engineer's report dated 05/16/2018, is accepted;
- The CRWD Administrator will transmit the engineer's report to the Director, Minnesota Department of Resources, Division of Ecological and Water Resources, and to the Board of Water and Soil Resources, and request advisory reports in accordance with Minnesota Statutes §103D.711;

- The CRWD Administrator will direct the CRWD engineer to make a soil survey and soil survey report on recommendation of either advisory report, and may direct the engineer to make such other modifications to the engineer's report as warranted in response to either advisory report;
- Benefits and damages of Project #17-2 will be determined by the Board in accordance with Minnesota Statutes §103D.721; and
- The CRWD Administrator will assist the Board in its determination of benefits and damages, and may expend reasonable and budgeted sums on engineering and other professional assistance as deemed reasonable and necessary to do so.

**All Managers voted aye.**

#### **Next Watershed Management Plan: top three items exercise**

The Board held a discussion centered around the following questions: What are the top three things you think the CRWD should be/ should not be focusing on in the next three years? The results of this discussion will be compiled for further use as the next watershed management plan is developed.

#### **CONSENT AGENDA**

Action items in the consent agenda were as follows:

- Approve April 18, 2018 CRWD Board of Managers' regular meeting minutes,
- Authorize change to CRWD's Record Retention Schedule per Office of the State Auditor request
- Authorize Board and staff attendance at upcoming events

Motion #18-05-3: Jonsrud/Homuth, moved to adopt the consent agenda. **All Managers voted aye.**

#### **May 16, 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 #18-05-4: Jonsrud/Uecker, moved to authorize payment of bills, subject to audit. **All Managers voted aye.**

#### **OLD BUSINESS**

##### **Clearwater Harbor/ Hidden River Project #18-1 update**

Engineer Carlson gave an update on this project. The Board directed for an update on the draft permit for the sewer facility to be on the Board's June 2018 regular meeting agenda.

##### **Receipt of MNDNR permit for School Section Lake Project #17-1; funding arrangement with Stearns County for Project #17-1**

Engineer Carlson gave an update on the recently amended public waters permit for the project. Administrator Loewen gave an update on funding arrangements with Stearns County for the project.

##### **Authorize task order with Wenck Associates, Inc. for Story Map creation**

Motion #18-05-5: Uecker/Homuth, moved to authorize task order #18-001 between the CRWD and Wenck Associates, Inc. in the amount of \$6,500.00 for the "CRWD Story Map Creation," with the amount to be funded via the Alternative Tile Intake and/or Clearwater River Restoration & Protection Phase II Projects. **All Managers voted aye.**

##### **Advisory Committee appointment**

Motion #18-05-6: Uecker/Jonsrud, moved to appoint Rose Thelen and Doug Triplett to the Board's Advisory Committee. **All Managers voted aye.**

The Board discussed the merits of expanding the advisory committee's size considering the next watershed management plan process.

## **NEW BUSINESS**

### **Approve cost-share contracts for BMP installations**

Motion #18-05-7 DeGree/Uecker, moved to approve a cost-share contract with Dennis Libbesmeier to construct an animal waste system on property located in S6-T121N-R29W, the amount of which is not to exceed \$25,000 from either the CRWD's Alternative Tile Intake Project, Clearwater River Restoration & Protection Phase II Project or the CRWD's cost-share program, subject to submission of copies of contractor invoices and agreement that the proposed system will be constructed, or the funding will be returned to the CRWD, by December 31, 2018; this amount is in addition to the \$5,000 awarded by the CRWD via motion #18-03-5. **All Managers voted aye.**

Motion #18-05-8 Jonsrud/Homuth, moved to approve a cost-share contract with Jerome Kuechle to install a seeded buffer on property located in S1-T121N-R30W, the amount of which is not to exceed \$3,000 from either the CRWD's Alternative Tile Intake Project, Clearwater River Restoration & Protection Phase II Project or the CRWD's cost-share program, with the understanding the buffer will be seeded in 2018 or the funding returned to the CRWD. **All Managers voted aye.**

### **Landowner request | New crossing at Watkins Wetland Isolation Unit**

Motion #18-05-9 Homuth/Jonsrud, moved to authorize the Board President to sign and execute the agreement, titled "Agreement as to Easement Rights for Channel Crossing" between the CRWD and Jerome Kuechle for land owned by Mr. Kuechle within the CRWD's easement for the Watkins Wetland Isolation Unit. **All Managers voted aye.**

### **Request for interest from MPCA | Section 319 Small Watershed Focus Program**

The Board directed its administrator to proceed with informing the MN Pollution Control Agency (MPCA) of the CRWD's interest in the program.

### **June 2018 Board meeting conflict with MAWD's 2018 Summer Tour**

Motion #18-05-10 DeGree/Jonsrud, moved to change the Board's June regular meeting date from June 20, 2018 to June 27, 2018 at City Hall in Annandale, MN and to instruct its administrator to post notice per statutory requirements. **All Managers voted aye.**

### **Underground utility locate issue raised by Lynden Township, CH-HR Sanitary Sewer Facility**

Administrator Loewen reviewed the issue with utility locates raised by Lynden Township. The Board directed staff to continue to handle locate requests as they have been handled for the Clearwater Harbor- Hidden River Sanitary Sewer Facility, except for areas where using "line-of-sight" to locate underground infrastructure is not feasible. In those instances, staff is to mark with flags and spray paint with proper color for sanitary sewer facilities in addition to the normal locate request process. Staff is authorized to acquire flags and spray paint for this work, and the operation & maintenance funds for each sewer are to bear the cost for this work.

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

*MNDOT slip lining culvert, State Hwy 15 ~3 miles south of Kimball*

Administrator Loewen reviewed correspondence received by MN Department of Transportation regarding plans to slip line a culvert under State Highway 15 south of Kimball. No action taken.

*New displays for Expos, Events, Meetings*

Administrator Loewen asked for suggestions on displays to purchase for expos, events and meetings under existing budgets for grant programs. The Board suggested looking into a physical, 3D model of the District (topography) as well as another portable banner.

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

Provided update on outreach to producers promoting agricultural practices to improve water quality.

**Advisory Committee assignments are:**

- Aquatic Invasive Species ideas/ suggestions
- 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 June 27, 2018 regular meeting are:**

- Presentation of the 2017 Audit
- 2018 Project Inspections
- June 2018 financial report
- Clearwater Harbor/ Hidden River Project #18-1 update, draft permit update
- State Highway 55 Fish Trap
- School Section Lake Project #17-1 update
- Clearwater Lake AIS Project #17-2 update
- Watkins Area Stormwater Treatment Project update
- Story Map task order update
- Upcoming grant application opportunities
- Next Watershed Management Plan
- Other project/ program updates

**MANAGERS' REPORTS**

Manager Jonsrud handed out copies of the Cedar Lake Conservation Clubs April 2018 newsletter, noted the recent Wright County Chain of Lakes Association annual meeting and gave an update on the status of the Wright Regional Inspection Program.

Manager Uecker noted beaver activity around the CRWD's East Swartout Project. Assistant Administrator Loewen will check on this.

The Board directed staff to solicit quotes to remove the State Highway 55 fish trap.

Motion #18-05-11 DeGree/Jonsrud, moved to adjourn at 8:26pm. **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, Robert Schiefelbein

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Secretary, Paul DeGree