

**OFFICIAL MINUTES**  
**Clearwater River Watershed District**  
**Board of Managers Meeting**  
**June 27, 2018 - 6:00PM**  
**City Hall, Annandale, MN**

Chair Schiefelbein called the meeting to order at 6:01pm. Managers Paul DeGree, Dale Homuth, Kathy Jonsrud Robert Schiefelbein and Chris Uecker were present. Manager Chris Uecker entered at 6:07pm. In attendance were Greg Burkhardt (left at 6:42pm) and Commissioner Darek Vetsch (left at 8:18pm), Engineer Rebecca Carlson (entered at 6:13pm), Advisor Merle Anderson, Assistant Administrator Dennis Loewen and Administrator Cole Loewen.

Motion #18-06-1: Jonsrud/DeGree moved to adopt the agenda. **All Managers voted aye.**

**PRESENTATIONS**

**Greg Burkhardt, Burkhardt & Burkhardt Ltd. – 2017 audit results and 2017 Audited Financial Statements**

Auditor Greg Burkhardt presented the CRWD's 2017 Audited Financial Statements and reviewed the 2017 audit process.

Motion #18-06-2: Jonsrud/Uecker moved to accept the CRWD's 2017 Audited Financial Statements, acknowledge an understanding of its contents and authorize the CRWD administrator to transmit the statements to entities required by state statute as well as other interested entities, and to post to the CRWD website. **All Managers voted aye.**

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

The Board held a discussion centered around the following questions: In your own words, how would you describe the CRWD's mission, and how would you describe the CRWD's brand? 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 May 16, 2018 CRWD Board of Managers' regular meeting minutes,
- Authorize Board and staff attendance at upcoming events

Motion #18-06-3: Jonsrud/Uecker, moved to adopt the consent agenda. **All Managers voted aye.**

**JUNE 27, 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 #18-06-4: Jonsrud/Uecker, moved to authorize payment of bills, subject to audit. **All Managers voted aye.**

**OLD BUSINESS**

**Advisory Committee Appointment**

Administrator Loewen reviewed options for SWCD staff to serve on advisory committee and noted Ron Kuechle's willingness to serve on the committee. The Board directed its administrator to invite all three SWCDs to join the CRWD's advisory committee.

Motion #18-06-5: Jonsrud/DeGree, moved to appoint Ron Kuechle to the Board's Advisory Committee. **All Managers voted aye.**

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

Engineer Carlson gave an update on this project. The Board directed the project engineer to amend the cost portion of the Technical and Cost Specifications Report to match the costs submitted to the MN Pollution Control Agency as part of project certification. The Board directed its attorney be solicited for a cost and time estimate to complete the various findings of fact necessary for the to-be-scheduled final project hearing and authorized its administrator discretion in authorizing all or a portion of this work to keep this project on schedule.

### **ESRI Story Map**

Engineer Carlson presented the draft story map application to the Board. Some work remains, once completed, the Board will be asked to review and provide feedback. The Board suggested the advisory committee be used as beta-testers of the application before it goes live.

### **Lake Augusta Erosion Control repair update**

Engineer Carlson gave an update on the project and reviewed the quote received for additional tree clearing work in the western ravine. The initial repair work is nearly complete.

For the additional repair work, the Board directed other vendors be solicited for the tree clearing work in the western ravine and directed a new quote be solicited from the current contractor on-site to remove additional trees within the basin area. The Board also directed work to commence on cleaning the lower culvert in the southern ravine and to begin investigations into said culverts status, at the discretion of the District Administrator.

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

Engineer Carlson gave an update on the project and noted construction is slated for September- October of this year per comments received from the contractor. Administrator Loewen reviewed status of funding arrangements with Stearns County.

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

Engineer Carlson noted advisory reports were received from MN Dept. of Natural Resources (DNR) and MN Board of Water & Soil Resources (BWSR).

### **Wandering Pond Sewer System: trespass issue and state-forfeiture of land where sewer's treatment area is located**

Administrator Loewen reviewed the status of this matter. A title opinion and aerial photography was completed by Stearns County on the parcel. Nothing was noted in the opinion or photography that indicated a potential issue with the parcel. The Board directed staff to inform Stearns County that if the county is willing to cover the cost for a phase I environmental assessment of the parcel, the District would be willing to take ownership of the parcel to preserve primary and secondary land disposal locations for the Wandering Pond Sewer System.

## **NEW BUSINESS**

### **Meeker County Road 17 construction update**

Engineer Carlson reviewed the plans on file from Meeker County regarding this proposed project. The Board directed staff to reach out to Meeker County Highway department for further discussions on the proposed project.

### **Closing of Clearwater River Restoration & Protection Phase II Project**

Administrator Loewen gave an update on the process of closing out this project.

### **Schedule CRWD's 2018 Tour**

The Board provided various directives on the tour, including primary and secondary dates, times, locations and other logistical matters. Later in the meeting, the Board called off the tour.

### **Upcoming grant opportunities**

Engineer Carlson reviewed three opportunities for the Board to consider for grant applications to MN BWSR for upcoming competitive grant proposals.

Motion #18-06-6: Jonsrud/Homuth, moved to authorize a task order with Wenck Associates to draft and submit three grant applications to the MN BWSR for the following projects: Clear Lake North Nutrient Reduction, Fairhaven & Theil Creek Restorations and Lakes Louisa & Maire Internal Loading Reduction, at a cost not to exceed \$6,000. **All Managers voted aye.**

### **Initial input – 2019 Budget**

Administrator Loewen noted the upcoming budgeting process for the District. The Board provided informal thoughts for the 2019 budget.

### **Replacing Henshaw Lake Fish Barrier**

Assistant Administrator Loewen reviewed his attendance at an Albion Township meeting on the topic of this fish barrier and the townships willingness to work with the District on incorporating a fish barrier or velocity tube within the township road at the outlet of Henshaw Lake. The Board directed Engineer Carlson to proceed with drafting plans to this end.

### **Update on 2017 Annual Report**

Administrator Loewen reviewed the drafting status of this report.

Motion #18-06-7: Jonsrud/Uecker, moved to authorize an extension of the Board's policy for delivery of this report to July 30<sup>th</sup>. **All Managers voted aye.**

### **Update on 2018 Project Inspections**

Administrator Loewen reviewed the drafting status of this report.

Motion #18-06-8: Jonsrud/Uecker, moved to authorize an extension of the Board's policy for delivery of this report to July 30<sup>th</sup>. **All Managers voted aye.**

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

#### *Highway 55 Fish Trap removal*

Administrator Loewen review quotes received for this work.

Motion #18-06-9: Homuth/Uecker, moved to accept the low quote of \$6,000 from Hendricks Sand & Gravel, instructed for this work to be completed by the end of the year and to send notice of the work to MN DNR and the property owners where the trap is located prior to work commencing. **All Managers voted aye.**

#### *Swartout Lake Vegetation Survey*

Administrator Loewen noted the spring vegetation survey has been received. The Board directed for Board discussion on the result of this survey to wait until the summer survey on the lake is received.

#### *Resignation of Administrator*

Administrator Loewen presented the Board his formal resignation as Administrator. The Board called a special meeting for July 5, 2018 starting at 4pm at City Hall in Annandale, MN to discuss this transition and immediate need. The Board thanked Administrator Loewen for his years of service.

**Advisor Anderson- Other Business**

None

**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 July 18, 2018 regular meeting are:**

- Presentation on 2017-18 School-age education program
- Presentation of 2017 Annual Report
- Presentation of 2018 Project Inspection Report
- July 2018 financial report
- Clearwater River Restoration & Protection Phase II Project closeout
- Clearwater Harbor/ Hidden River Project #18-1 update
- Clearwater Lake AIS Project #17-2 update
- Draft 2019 budget update
- Grant applications update
- Henshaw Lake Fish Barrier update
- Lake Augusta Erosion Control repairs update
- School Section Lake Project #17-1 update
- State Highway 55 Fish Trap update
- Story Map task order update
- Wandering Pond Sanitary Sewer: transfer of land
- Watkins Area Stormwater Treatment Project update
- Next Watershed Management Plan
- Other project/ program updates

**MANAGERS' REPORTS**

Manager Uecker report on the MN Association of Watershed District's summer tour.

Motion #18-06-10 Jonsrud/DeGree, moved to adjourn at 10:02pm. **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