

**OFFICIAL MINUTES**  
**Clearwater River Watershed District**  
**Board of Managers Workshop**  
**July 5, 2018 - 4:00PM**  
**City Hall, Annandale, MN**

Chair Schiefelbein called the meeting to order at 4:02pm. Managers Paul DeGree, Dale Homuth, Kathy Jonsrud, Robert Schiefelbein and Chris Uecker were present. In attendance were Engineer Rebecca Carlson, Advisor Merle Anderson, Assistant Administrator Dennis Loewen and Administrator Cole Loewen.

**TRANSITION OF DISTRICT ADMINISTRATOR**

Administrator Loewen gave a high-level overview of work items for the next six months, divided as follows:

- Accounting, meeting preparation & Day-to-day items
- Current projects and Sanitary Sewer oversight
- Water quality monitoring

Administrator Loewen also noted some thoughts on future administration for Board consideration. Some potential options to “keep the lights” on during the transition were reviewed. After discussion, the Board agreed to institute the following actions:

Administrator

- The Board wishes to keep its office at 75 Elm Street East. As such, the Administrator is to undertake all necessary steps to transfer office space at 75 Elm Street East to the District, along with one computer and office furnishing as deemed necessary to continue operations
- Reach out to Septic Check and WRM Services regarding the transfer of select duties currently covered by the Administrator
- Set up a generic email to handle incoming message; be prepared to set up call forwarding for the District’s office phone line and transfer ownership for multiple online accounts

Engineer Carlson

- Take emails from the contracted lab for water quality monitoring
- Take the lead on all active CRWD projects in the field

Advisor Anderson

- Responsible for minutes taking, starting at the July regular meeting
- Responsible for meeting agendas, starting at the July regular meeting

Personnel Subcommittee

- Discuss merits in establishing an Interim Administrator
- Solicit interest from firms/ individuals in taking on accounting and/or other duties to continue operations, including the possibility of serving as an Interim Administrator

Meeting adjourned at 6:06pm.

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Chair, Robert Schiefelbein

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Secretary, Paul DeGree