

**OFFICIAL MINUTES  
CLEARWATER RIVER WATERSHED DISTRICT  
BOARD OF MANAGERS MEETING  
FEBRUARY 20, 2019 – 6:00PM  
ANNANDALE CITY HALL - ANNANDALE, MN**

1. **CALL TO ORDER** A regular meeting of the Clearwater River Watershed District was called to order at 6:03 PM, Wednesday, February 20, 2019 by President Robert Schiefelbein. Kathy Jonsrud and Chris Uecker were present at the Annandale City Hall, 30 Cedar Street East, Annandale MN 55302. Robert Schiefelbein, Dale Homuth, Paul DeGree, Sonja Moseley, Merle Anderson and Rebecca Carlson attended remotely due to weather.<sup>1</sup>
- 2.
3. **AGENDA** Motion by DeGree, second by Jonsrud to approve the agenda with the change of "CH/HR draft proposed rule and SONAR" to "Proposed Rule Revision, Community Sanitary Charges," and the removal of Clear Lake Property Owners Association, 2018 Water Quality Monitoring Results, 2019 data acquisition, Bass Lake AIS project update and advisory committee. **Motion 19-2-1 carried unanimously.**
4. **PUBLIC HEARING** President Schiefelbein opened the public hearing to move the CRWD principal place of business from 75 Elm Street East, Annandale, MN 55302 to 93 Oak Avenue South, Suite 5, Annandale, Minnesota 55302 at 6:05 PM. No public comments were received. Motion by Jonsrud, second by DeGree to close comments. **Motion 19-2-2 carried unanimously.** Administrator Moseley noted multiple attempts to reach current landlord by phone and mail. Additional attempts will be made in good faith prior to moving to the new office. Motion by manager Homuth, second by DeGree to adopt the resolution to change the principal place of business to 93 Oak Avenue South, Suite 5, Annandale, Minnesota 55302. **Motion 19-2-3 carried unanimously.** President Schiefelbein closed the public hearing.
5. **CONSENT AGENDA\*** Motion by Uecker, second by Jonsrud to adopt the consent agenda. **Motion 19-2-4 carried unanimously.**
  - a. January 16, 2019 minutes
  - b. Administrator's Report
  - c. Engineer's report
  - d. Manager Claim Forms
  - e. Reimbursements
6. **FINANCIAL REPORT\***
  - a. **MONTHLY PAYMENTS** Motion by Jonsrud, second by Homuth to approve 26 checks totaling \$34,678.51 for February, to issue two additional checks prior to the next meeting for the security deposit (\$1,200) and the first month's rent (\$745) at the new office, and to approve one debit card purchase of \$5.95, subject to audit. **Motion 19-2-5 carried unanimously.**
  - b. **4M FUND** Discussion was tabled until the March meeting.
  - c. **W-2S AND 1099S** Administrator Moseley confirmed JASS completed W-2s and 1099s at the end of January.
7. **OLD BUSINESS**
  - a. **OFFICE LEASE AND MOVING EXPENSES** Motion by Jonsrud, second by DeGree to move forward with the lease and to clear moving expenses with President Schiefelbein. **Motion 19-2-6 carried unanimously.**
  - b. **10-YEAR PLANNING** Administrator Moseley, Engineer Carlson and Advisor Anderson provided an overview of the proposed scope, schedule and budget for developing the District's next 10-year comprehensive plan. Additional conversation will take place at the March meeting.
  - c. **ANNUAL PLANNING MEETING** The board determined the majority of the March 27<sup>th</sup> planning meeting will be dedicated to 10-year planning. Administrator Moseley, Engineer Carlson and Advisor Anderson will create an

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<sup>1</sup> Note: After the meeting it was recognized that participation of the three managers not present at Annandale City Hall did not meet criteria for remote meeting participation at §13D.02 of the Minnesota Open Meeting Law, and therefore that the Board did not act with a quorum. At a February 28, 2019 meeting, the Board of Managers, by a quorum, ratified all actions taken on February 20, 2019.

\* Included in meeting packet.

electronic survey to narrow down goals, issues, strategies and criteria for priorities prior to the meeting.

- d. **CH/HR Update** Engineer Carlson provided information on the MPCA permit and an additional cost. The board recommended waiting until there is clarity on PSIG funding.
- e. **PROPOSED RULE REVISION, COMMUNITY SANITARY CHARGES** Motion by Jonsrud, second by Homuth that:
  - i. The proposed rule revisions and accompanying memorandum are approved for public distribution, with such non-substantive changes as the Administrator, on advice of counsel, may make.
  - ii. A public hearing on the proposed rule is scheduled for the regular meeting of the Board of Managers to be held on March 20, 2019, at 6:00 pm, at the City Hall, Annandale.
  - iii. The Administrator is to provide for notice of the public hearing, and of the availability of the proposed rule for 45-day review and comment, in the District's legal newspaper; mail notice to all owners of property served by the District's four community sanitary systems; mail notice and a copy of the proposed rule and memorandum to the Minnesota Board of Water and Soil Resources and to all public transportation authorities within the District; post the proposed rule and memorandum on the District's website; and otherwise take such steps as, in her judgment, will facilitate the rulemaking process.

**Motion 19-2-7** carried unanimously.

**8. NEW BUSINESS**

- a. **Kimball and Annandale Expos** Managers DeGree and Homuth will cover the Kimball Expo on April 6, 2019. Administrator Moseley and Manager Schiefelbein will cover the Annandale Expo on April 13, 2019. Administrator Moseley will work with Engineer Carlson to determine what materials need to be refreshed for these events.

**9. MANAGER REPORTS** Manager Jonsrud has an excused absence from the March 20 meeting.

**10. NEXT MEETING** The next meeting of the CRWD will be held on March 20, 2019 at 6:00 PM at Annandale City Hall. The annual planning meeting will be held on March 27, 2019 from 4:00 – 7:00 PM. Administrator Moseley will inquire about meeting at Annandale City Hall for the annual planning meeting.

**11. ADJOURNMENT** Motion by DeGree, second by Homuth to adjourn the meeting at 7:32 PM. **Motion 19-2-8** carried unanimously.



Chair Robert Schiefelbein



Secretary Paul DeGree