

**OFFICIAL MINUTES
CLEARWATER RIVER WATERSHED DISTRICT
BOARD OF MANAGERS MEETING
DECEMBER 19, 2018 – 6:00 PM
ANNANDALE CITY HALL - ANNANDALE, MN**

1. **CALL TO ORDER** A regular meeting of the Clearwater River Watershed District was called to order at 6:09 PM, Wednesday, December 19, 2018, by President Robert Schiefelbein at the Annandale City Hall, 30 Cedar Street East, Annandale MN 55302.

Attendees: Robert Schiefelbein, Dale Homuth, Paul DeGree, Chris Uecker, Sonja Moseley, Merle Anderson, Rebecca Carlson

Absent Manager(s): Kathy Jonsrud

2. **AGENDA** Motion by Uecker, second by DeGree to approve the agenda with the additions of Lake Louisa Hills and School Section Lake under old business. **Motion 18-12-1** carried unanimously.
3. **CONSENT AGENDA*** Motion by Homuth, second by Uecker to approve the consent agenda with a few minor edits to the administrator letter and CH/HR letters. **Motion 18-12-2** carried unanimously.

- a. **NOVEMBER 19, 2018 MINUTES**
- b. **ADMINISTRATOR'S REPORT**
- c. **ADMINISTRATOR INTRODUCTION LETTER**
- d. **CH/HR LETTERS**
- e. **REIMBURSEMENTS**

4. **FINANCIAL REPORT**

- a. **FINANCIAL REPORT*** Motion by Uecker, second by DeGree to approve 22 checks totaling \$60,761.20, subject to audit. **Motion 18-12-3** carried unanimously.
- b. **DEBIT CARD AUTHORIZATION** Motion by Homuth, second by Uecker to obtain a debit card at US Bank and immediately start using for all online standard expenses. **Motion 18-12-4** carried unanimously. The board requested administrator Moseley draft a debit card policy for approval at the January meeting.
- c. **4M FUND*** Motion by Homuth, second by Uecker to adopt the resolution authorizing membership in the 4M Fund as worded and explore what funds should be moved to US Bank. **Motion 18-12-5** carried unanimously.
- d. **O&M ROLLS*** O&M rolls were completed by Amy Juntunen (JASS).

5. **OLD BUSINESS**

- a. **CH/HR Resolution*** Motion by Uecker, second by Homuth to take the resolution off the table. **Motion 18-12-6** carried unanimously. Motion by Uecker, second by Homuth to adopt the resolution ordering Clearwater Harbor/Hidden River nitrogen mitigation improvement project (project #18-01), establishing project construction and maintenance funds, and approving assessment statement. **Motion 18-12-7** carried unanimously.
- b. **BASS LAKE AIS PROJECT*** Motion by Degree, second by Uecker to adopt the resolution initiating the Bass Lake aquatic invasive species project #18-03. **Motion 18-12-8** carried unanimously.
- c. **CD 20** Engineer Carlson shared survey results that included culvert obstruction and sediment accumulation. She will get a quote to address these issues and present it at the January meeting.
- d. **Lake Louisa Hills** The board directed administrator Moseley to meet with the Stearns County Planning Committee to determine the status of this project.

* Included in meeting packet.

School Section Lake The caretaker at the School Section Lake Outlet requested that the \$2,000 matching funds provided by the landowner be spent on landscaping to provide access to the project for use as a dock. The board determined this was outside of the scope of this project. The matching funds were provided for aesthetic augmentation, which was provided, not installation of a dock. The project is not intended for use as a dock and access to the platform is not allowed under the DNR permit, or the existing easement.

6. NEW BUSINESS

a. **SWAG GRANT** Engineer Carlson updated the board about funding available for monitoring Lake Louisa and Marie. Motion by Uecker, second by Homuth for engineer Carlson to pursue the grant. **Motion 18-12-9 carried unanimously.**

b. MAINTENANCE

i. **CEDAR LAKE PROJECTS** Engineer Carlson confirmed completion of maintenance on the Highway 55 and Swartout Projects. Invoices have not been received, but no overages are anticipated.

ii. **WATKINS STORMWATER PROJECT** Engineer Carlson noted the need for 3-5 cubic yards sediment excavation in the channel.

iii. **PRAIRIE RESTORATIONS*** Administrator Moseley shared 2019 recommendations from Prairie Restorations that would increase costs from \$5,050 to \$6,940. The board directed engineer Carlson to discuss recommendations with Prairie Restorations and determine the most appropriate route to take.

7. OTHER BUSINESS

a. **OFFICE SPACE** Motion by Homuth, second by Uecker to adopt the resolution to initiate the process of moving the CRWD principal place of business to 93 Oak Avenue South, Suite 5, Annandale, MN 55302. **Motion 18-12-10 carried unanimously.**

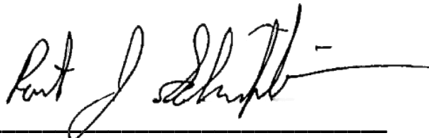
b. **ANNUAL PLANNING** The board requested administrator Moseley lay out an outline and recommendations for annual and ten-year planning for discussion at the January board meeting,

c. **ADVISORY COMMITTEE** Administrator Moseley will reach out to advisory committee members and plan a meeting for January or February.

d. **MAWD ANNUAL CONFERENCE & TRADE Show** Manager Homuth, manager Uecker and administrator Moseley provided updates about their experiences at the MAWD Annual Conference and Trade Show.

8. **MANAGER REPORTS** No manager reports.

9. **ADJOURNMENT** Motion by Homuth, second by Uecker to close the meeting. **Motion 18-12-11 carried unanimously.** Meeting adjourned 8:31 PM.



Chair Robert Schiefelbein



Secretary Paul DeGree

* Included in meeting packet.