

**OFFICIAL MINUTES  
CLEARWATER RIVER WATERSHED DISTRICT  
BOARD OF MANAGERS MEETING  
NOVEMBER 19, 2018 – 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 6:06 PM, Monday, November 19, 2018, by President Robert Schiefelbein at the Annandale City Hall, 30 Cedar Street East, Annandale MN 55302.

Attendees: Robert Schiefelbein, Kathy Jonsrud, Dale Homuth, Paul DeGree, Chris Uecker, Sonja Moseley, Merle Anderson, Rebecca Carlson, additional attendees are listed on the attendance sheet on file at the CRWD office.

2. **AGENDA** Motion by Jonsrud, second by Uecker to approve the agenda with the additions of School Section Lake AIS and County Ditch 20 under new business. **Motion 18-11-1** carried unanimously.

3. **PUBLIC HEARING**

- a. **CLEARWATER HARBOR/HIDDEN RIVER NMAP PROJECT** Manager Schiefelbein reconvened the Clearwater Harbor/Hidden River NMAP Project hearing. No written comments were submitted prior to the November 12<sup>th</sup> deadline. Motion by Degree, second by Jonsrud to close the hearing. **Motion 18-11-2** carried unanimously.

Motion by Jonsrud, second by Uecker to table the resolution for project 18-1 until December meeting after staff discusses with attorney. **Motion 18-11-3** carried unanimously.

- b. **DELINQUENT UTILITY ACCOUNTS** Managers reviewed minutes from October 17, 2018 meeting and noted the motion to certify delinquent utility accounts to Stearns county carried unanimously. No additional discussion was necessary.

4. **PRESENTATIONS**

**NEW ADMINISTRATOR INTRODUCTION** The District hired a new administrator on November 1, 2018. Her contact information is as follows: Sonja Moseley, sonja@crwd.org, office phone: 320-274-3935, cell phone number for public use: 612-512-0802. As an independent contractor, her office hours will be by appointment. Administrator Moseley noted her focus on building relationships with community stakeholders as the cornerstone of her onboarding strategy.

The board asked administrator Moseley to draft an official letter to send to lake associations, counties, towns and to post on the website announcing her hire.

5. **CONSENT AGENDA\*** Motion by Jonsrud, second by Uecker to adopt the consent agenda with the replacement of Manager Homuth as an alternate for the MAWD delegate packet since Manager Schiefelbein is no longer able to attend. **Motion 18-11-4** carried unanimously.

- a. **OCTOBER 17, 2018 MINUTES**
- b. **MAWD DELEGATE PACKET**
- c. **MAWD & MAWA CONFERENCE EXPENSES**

6. **FINANCIAL REPORT\*** Motion by Jonsrud, second by Uecker to approve 28 checks totaling \$90,340.47, subject to audit. **Motion 18-11-5** carried unanimously.

- a. **DEBIT CARD AUTHORIZATION** Manager Jonsrud explained the need for electronic payment to streamline utility payments. Managers recommended staff explore purchase card policies and options.
- b. **4M FUND** Manager Jonsrud recommended exploring 4M funds to improve returns on our investments. Managers directed staff secure additional information for the board to make a motion on in December or January that would

\* Included in meeting packet.

allow more funding to be held in a liquid fund.

**7. OLD BUSINESS**

- a. **2019 O&M ROLLS** Amy Juntunen (Judie Anderson's Secretarial Service, JASS) plans to have this project completed by tomorrow for review. Engineer Carlson will follow up with Wright, Meeker and Stearns counties.
- b. **CH/HR UPDATE** Engineer Carlson provided an update on Clearwater Harbor/Hidden River. The board plans to send an update to the landowners and a letter to representatives in advance of the legislative season.

**8. NEW BUSINESS**

- a. **BASS LAKE AIS PROJECT** Petition to begin an aquatic invasive species project was received from Bass Lake Association, but the check for \$2,000 has not been received. Staff will follow up about payment and begin the process once payment is received. Engineer Carlson will count parcels and administrator Moseley will manage the project initiation process.
- b. **COUNTY DITCH 20** Staff and manager Schiefelbein met with the landowner on site regarding concern over needed maintenance for a 1980 project on Meeker CD 20. Based on preliminary field observations, Engineer Carlson estimated to potential scope of maintenance needed and recommended a field survey and review of as-builts. The board authorized a field survey to assess maintenance needs and a review of as-built drawings. A maintenance plan will be presented at the next regular board meeting, or when all the information is obtained.
- c. **SCHOOL SECTION LAKE\*** Administrator Moseley shared a request from the Stearns County AIS Committee to partner on management of Eurasian Milfoil in School Section Lake. The board agreed the District would not get involved in the management of this issue without a formal request from the property owners in that region.

**9. OTHER BUSINESS**

- a. **ALBION TOWNSHIP** Engineer Carlson will be attending the Albion Township meeting tomorrow to discuss fish barriers and will report back at the next meeting.
- b. **CLEAR LAKE PROPERTY OWNERS ASSOCIATION** Engineer Carlson spoke to Bruce Hall about data collection and confirmed the District's ongoing monitoring efforts.
- c. **HIGHWAY 55 BERM** Engineer Carlson recommended moving forward with the quote of \$19,015.00 from Blackstone Contracting for maintenance of the filter berm. Motion by Uecker, second by Jonsrud to approve Blackstone's costs. **Motion 18-11-5 carried unanimously.** Engineer Carlson and administrator Moseley will move forward with a pre-construction meeting with Bruce Karvonen.
- d. **2018 FINANCIALS** Advisor Anderson noted the "hard close" for 2018 expenses in addition to his guidance for the new administrator on district points of interest, community introductions and Chapter 103D of the Minnesota Statutes.

**10. MANAGER REPORTS** Manager Jonsrud noted her excused absence for the December board meeting.

**11. ADJOURNMENT** Motion by Jonsrud, second by Uecker to close the meeting. **Motion 18-11-6 carried unanimously.** Meeting adjourned at 7:57 PM.

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Chair Robert Schiefelbein

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Secretary Paul DeGree

\* Included in meeting packet.