

**OFFICIAL MINUTES**  
**CLEARWATER RIVER WATERSHED DISTRICT**  
**BOARD OF MANAGERS MEETING**  
**APRIL 17, 2019 – 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, April 17, 2019 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 Homuth to approve the agenda with the addition of resident reimbursement under the financial report and the removal of Watkins area stormwater treatment project grant reporting from the consent agenda. **Motion 19-4-1 carried unanimously.**

3. **PRESENTATIONS**

- A. **ADMINISTRATOR SIX-MONTH RECAP** Administrator Moseley provided a recap of her first six months in the role of administrator. Three main focuses were onboarding, infrastructure and relationship building. A review survey was provided to the managers prior to the meeting and the full results were shared with the personnel committee in advance of her six-month probationary period completion. Administrator Moseley plans to focus on improving the district's financial management/accounting processes, increase her time spent in the field and boost district communications, education and civic engagement.

4. **CONSENT AGENDA** Motion by Jonsrud, second by Uecker to adopt the consent agenda. **Motion 19-4-2 carried unanimously.**

- a. March regular meeting minutes
- b. March planning meeting minutes
- c. Administrator's report
- d. Engineer's report
- e. Bog control permits

5. **FINANCIAL REPORT**

- A. **MONTHLY FINANCIAL REPORT** Administrator Moseley provided the managers with a monthly financial report stating cash balances, including investments at \$959,140.79, March revenues totaling \$6,583.59 and March expenses totaling \$23,076.50.

Motion by Jonsrud, second by Uecker to approve nineteen checks totaling \$31,369.71, debit card purchases totaling \$443.68 and one automatic withdrawal from Lake Central for \$370.00, subject to audit, and to void check 014114. **Motion 19-4-3 carried unanimously.**

- B. **4M FUND** Administrator Moseley recommended waiting on moving funds to the 4M Fund until monthly financial reports are revised to meet manager expectations and fund balances are updated with JASS.

- C. **RESIDENT REIMBURSEMENT** Motion by Jonsrud, second by Homuth to issue a refund to William Pallies totaling \$126.41 and to Kathleen Schuler totaling \$105.68 for incorrect assessments for the 2019 tax year and to ensure the district does not assess PID is R217-061-000180 and PID R206-141-000010 in future years. **Motion 19-4-4 carried unanimously.**

## 6. OLD BUSINESS

- A. Rule Revision** Administrator Moseley provided the managers with an update on the rule revision process. One written comment was received on April 17<sup>th</sup> and is being reviewed by the district attorney. A resolution will be drafted for the May meeting.
- B. CH/HR Update** Administrator Moseley worked with the district attorney to secure bond counsel and will move forward under his guidance. Engineer Carlson anticipates final specs from Wenck in May or June, estimates finalizing costs in July and plans for construction in August or September. Administrator Moseley will coordinate a letter to residents updating them on the status of the project and PSIG funding.
- C. Kimball and Annandale Expos** Managers Homuth and DeGree attended the Kimball Expo on April 6<sup>th</sup> and Administrator Moseley and President Schiefelbein attended the Annandale Expo on April 13<sup>th</sup>. Public input surveys were collected at both events as part of the 10-year comprehensive planning process.
- D. BASS LAKE AIS** Engineer Carlson met with the Bass Lake board on April 6<sup>th</sup> to discuss project options and next steps. Administrator Moseley will coordinate with Connie Crane to invite lake residents to the May meeting. Engineer Carlson will provide an updated presentation at that meeting.
- E. MONITORING AND MAINTENANCE**
- a. WATER QUALITY MONITORING** Motion by Jonsrud, second by Homuth to approve the water quality monitoring plan presented by Engineer Carlson which includes twelve lakes and nine stream sites. *Motion 19-4-5 carried unanimously.*
  - b. SCHOOL SECTION LAKE MAINTENANCE** Motion by Jonsrud, second by Homuth to approve up to \$2,000 in maintenance costs for the School Section Lake Outlet. *Motion 19-4-6 carried unanimously.*
  - c. FISH BARRIERS** The board gave direction to Engineer Carlson to pursue cost estimates for replacing the Henshaw fish barrier, repairing the Segner Pond barrier and installing wing walls on the Illseley Avenue barrier.
  - d. TELEMETRY** The board would like to explore telemetry options for School Section Lake and Grass Lake Dam. Engineer Carlson will provide additional details at the next meeting.
  - e. VEGETATIVE MANAGEMENT** Motion by Uecker, second by Jonsrud to move forward with PRI for vegetative management and no overseeding. *Motion 19-4-7 carried unanimously.*
  - f. LAKE AUGUSTA/SOUTHSIDE TOWNSHIP GRADE STABILIZATION STRUCTURE** Motion by Uecker, second by Jonsrud to proceed with the \$10,000 funding request from the Wright County SWCD and authorize Engineer Carlson to spend up to an additional \$2,000 in engineering services contingent upon keeping the water within their project versus tying into the neighboring district project. *Motion 19-4-8 carried with four votes in favor and one vote against.*
  - g. CLEAR LAKE PROJECT** Engineer Carlson provided an update on the Clear Lake project. The district was not awarded the 319 grant. Administrator Moseley will follow up with the Clear Lake group regarding next steps.
- F. AL WOLFF INCENTIVE** The board directed administrator Moseley to secure additional documentation from Mr. Wolff, including a breakdown on tillable acres, if his project qualifies for CRP, what specifically is going to be done for restoration and how many areas are within the 1,000 feet of water boundary.

**G. SUMMER TOUR** Tabled until May meeting.

7. **ADJOURNMENT** Motion by DeGree, second by Homuth to adjourn at 10:10 PM. **Motion 19-4-9** carried unanimously. The next meeting of the CRWD board will be held May 15<sup>th</sup> at 6:00 PM.



Chair Robert Schiefelbein



Secretary Paul DeGree