

**UNOFFICIAL MINUTES
CLEARWATER RIVER WATERSHED DISTRICT
BOARD OF MANAGERS MEETING
JANUARY 16, 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, January 16, 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 additions of projects and supportive activities under new business and School Section Lake special assessment under financial report. **Motion 19-1-1 carried unanimously.**
3. **CONSENT AGENDA*** Motion by Jonsrud, second by Homuth for administrator Moseley to attend the Science Talk conference April 4-5 in Portland, OR. **Motion 19-1-2 carried unanimously.** Motion by Uecker, second by Jonsrud to adopt the consent agenda. **Motion 19-1-3 carried unanimously.**
- a. December 19, 2018 minutes
 - b. LMCIT workers' comp coverage renewal
 - c. Wandering ponds report and proposal
 - d. Buffer strip report
 - e. 4m fund paperwork
 - f. MAWD dues statement
 - g. Administrator's report
 - h. Engineer's report
 - i. Reimbursements
4. **FINANCIAL REPORT***
- a. **PAYMENT APPROVAL** Motion by DeGree, second by Jonsrud to approve five checks totaling \$8,360.03 for January and 22 checks totaling \$41,602.45 for the remainder of 2018, subject to audit, and to void checks 014061 through 014065 and reissue with appropriate mileage for each manager. **Motion 19-1-4 carried unanimously.**
 - b. **CRWD DEPOSITORY FOR 2019** Motion by Jonsrud, second by Uecker to designate Annandale State Bank (Annandale, MN), Harvest Bank (Kimball, MN), Farmers State Bank (Watkins, MN) and US Bank (Plymouth, MN) as the official financial depositories of the CRWD for 2019. **Motion 19-1-5 carried unanimously.**
 - c. **DEBIT CARD POLICY** Motion by Homuth, second by Uecker to adopt the debit card policy as drafted with the addition of a phrase under standard two clarifying the \$500 limit is in addition to automatic payments called out in standard three. **Motion 19-1-6 carried unanimously.**
 - d. **SCHOOL SECTION LAKE SPECIAL ASSESSMENT** Motion by Jonsrud, second by Uecker to adopt the resolution delegating the authority to adjust assessments as drafted and for staff to clarify next steps with the district attorney. **Motion 19-1-7 carried unanimously.**
5. **OLD BUSINESS**
- a. **CD 20 (WATKINS WETLAND TREATMENT SYSTEM MAINTENANCE) UPDATE** Engineer Carlson updated the board about maintenance needed to clean out sediment, trees and beaver dam in addition to the landowner's request to be allowed to repair their private culvert downstream of the Watkins Wetland treatment system on CD 20. Motion by Jonsrud, second by Uecker to allow engineer Carlson to move forward with repairs up to \$10,000 from Fund 210. **Motion 19-1-8 carried unanimously.**

* Included in meeting packet.

- b. **CLEAR LAKE UPDATE** Motion by Jonsrud, second by Homuth to utilize up to \$3,000 for grant writing for Clear Lake Project and 319 Grants. **Motion 19-1-9 carried unanimously.**
- c. **SWAG GRANT UPDATE** Engineer Carlson updated the board about the revised lists of lakes included in SWAG Grants. In 2019, SWAG funding will be available for monitoring the following lakes: Betsy, Clear, Louisa, Marie, Cedar, Clearwater East and West, Augusta and Union. In 2020, Cedar Lake and Clearwater East and West will be monitored. The final dollar amount will be available once the grant is finalized and should be around \$24,000.
- d. **CH/HR UPDATE** A call is scheduled for January 27, 2019 with our MPCA regulatory representative Justin Barrick. Engineer Carlson will provide a summary to the Board in February. Manager Jonsrud and the Board recommended another listening session with representatives. Administrator Moseley will coordinate on this.
- e. **LEGISLATIVE LETTERS/DAY AT THE CAPITOL** The board plans to focus legislative efforts on partnerships and resident engagement versus the MAWD Day at the Capitol in February. Engineer Carlson and administrator Moseley will collaborate to determine potential partners also awaiting PSIG funding to coordinate lobbying efforts to bring a bill forward to bypass the lawsuit and provide new funding for the approved PSIG projects. Administrator Moseley will coordinate with JASS to send letters to Clearwater Harbor and Hidden River residents encouraging them to reach out to their representatives on the matter.
- f. **PRINCIPAL PLACE OF BUSINESS** Motion by Homuth, second by Uecker to adopt the resolution to initiate a change to the principal place of business from 75 Elm Street East, Annandale, MN 55302 to 93 Oak Avenue South, Suite 5, Annandale, Minnesota 55302 and to hold a public hearing at the regular meeting of the board of managers on February 20, 2019 at 6:00 PM at Annandale City Hall. **Motion 19-1-10 carried unanimously.**

The board directed staff to secure moving quotes and bring to the next board meeting, in addition to drafting a letter to the current landlord stating our intent to terminate the lease in April, allowing for one month of overlap between the current office and new office.

6. NEW BUSINESS

- a. **10-YEAR PLANNING** Administrator Moseley, advisor Anderson and engineer Carlson will work with the BWSR board conservationist, administrators of other watershed districts in Minnesota and the advisory committee to begin developing scope, schedule and budget for the updated 10-year Plan. The CRWD annual planning session for 2019 will be held March 27 from 4:00 PM – 7:00 PM at the new CRWD office (93 Oak Avenue South, Suite 5, Annandale, Minnesota 55302). Data acquisition for 2019 will be discussed at the February board meeting.
- b. **OFFICIAL NEWSPAPER FOR 2019** Motion by Uecker, second by Jonsrud to designate Annandale Advocate as CRWD's official newspaper for 2019. **Motion 19-1-11 carried unanimously.**
- c. **PROJECT AND SUPPORTIVE ACTIVITIES LIST** Advisor Anderson presented a working draft of a comprehensive list of current and past funds, projects and programs to create more consistent communication among staff, accounting and District stakeholders.

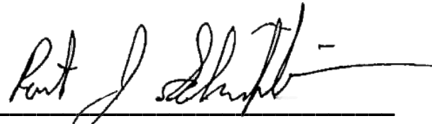
7. OTHER BUSINESS

- a. **MONTHLY OPERATIONS/COMMUNICATIONS** Administrator Moseley shared a working document outlining ongoing monthly operations and communication cycles for accounting, board meetings and District business. **Motion 19-1-12 carried unanimously.**
- b. **2019 MILEAGE RATE** Motion by Jonsrud, second by Uecker to adopt the federal mileage reimbursement rate for 2019. **Motion 19-1-13 carried unanimously.**
- c. **2019 ADVISORY COMMITTEE** Motion by Uecker, second by Homuth to reappoint advisory committee members if they are still interested in serving for 2019. **Motion 19-1-14 carried unanimously.**
- d. **2019 MANAGER PER DIEM** Motion by Jonsrud, second by Uecker to compensate board managers \$75 per meeting plus mileage, paid on a quarterly basis. **Motion 19-1-15 carried unanimously.**

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

9. **NEXT MEETING** The next meeting of the CRWD will be held on February 20, 2019 at 6:00 PM at Annandale City Hall.

10. **ADJOURNMENT** Motion by DeGree, second by Homuth to adjourn at 8:46 PM.



Chair Robert Schiefelbein



Secretary Paul DeGree