1. **CALL TO ORDER** A regular meeting of the Clearwater River Watershed District was called to order at 6:00 PM, Wednesday, July 15, 2020 by Chairman Schiefelbein via teleconference with two managers in person at 93 Oak Avenue S, Suite 5, Annandale MN 55302.

   In person attendees: Robert Schiefelbein, Chris Uecker, Kristine Jenson. In person attendees did not report fever and maintained social distance.

   Attending via teleconference: Kathy Jonsrud, Dale Homuth, Paul DeGree, Rebecca Carlson, Merle Anderson, Dawn Cole, Phil Haataja

   Also in attendance via teleconference included: Eric Blaising, Wenck.

2. **ADOPT AGENDA**

   Carlson requested some items be pulled off the agenda from the Consent Agenda, item b. Staff Report, items c. ii. and iii. These items haven’t been completed as of the time of the meeting.

   Motion by Jonsrud, second by Uecker to adopt the agenda as amended. **Motion 20-7-1 carried unanimously by roll call of each Board Member.**

3. **PRESENTATIONS**

   a. **Wenck Request for Change Order – Eric Blasing**

      Blasing provided a technical memo for the Board in their packets as an update on the Clearwater Harbor Wastewater Treatment Facility project. The Operations & Maintenance (O&M) manual for the facility was submitted to the Pollution Control Agency (PCA) in late June and we are waiting for their comments on it. Brian Koski from Septic Check has been fine tuning the denitrification process which must be done slowly through the addition of carbon. Current readings are at about 20 and we need to get that down to 10. Blasing stated that the project is about $20,000 over budget but it is within the contingency. A request is made to the Board to add $13,000 to Task #19-0001 in order to complete this task.

      Discussion: Jonsrud asked if the overage is supported by the Grant and if the PCA needs to be informed of this change. Carlson responded that it is supported by the Grant and that she would discuss the change with them.
Blasing stated that they had more money in the Engineering budget within the State's contract but not within the Scope approved by the CRWD. So the money is there and will likely not cause any issues with the PCA.

Motion by Jonsrud, second by Homuth to authorize up to $13,000 for Wenck to complete the work for Task #19-0001. Motion 20-7-2 carried unanimously by roll call of each Board Member.

b. Request from resident for exemption from utility payment late fee
   - Resident did not call in to the meeting. Carlson stated that she has been contacted by 3 residents recently requesting that their late fees be removed from their utility payments.
   - 1) Jerry & Pam Risburg have paid their bill but are asking for the late fee to be removed
   - 2) _____ Vivic (Clearwater Harbor resident) hasn’t paid the last 2 bills because they claim they have a dispute and that is why they aren’t paying their bills
   - 3) David Reed (254 Alder) has a late fee but it is due to an error with the County which the District would need to pursue to clear up
   - Amy Juntunen from JASS has asked if she could be given the authority to determine if fees can be taken off.

Discussion:
   - Homuth prefers that the Board not have to make these decisions and would rather give the authority to the Administrator. Uecker agreed.
   - Anderson stated that he disagrees and feels it should be a Board action because it has to do with money.
   - Homuth responded that if the money were for district wide use, he would agree but, in this case, the District just collects the money for the property owners. It isn’t used for programs and projects in the watershed.
   - Jonsrud stated that former Administrator Cole Loewen would contact her in the past about this and she said they would waive the fees in the past if the account was paid up. Jonsrud felt the Administrator should have the leeway to make this decision (up to $50 per property).
   - Degree asked what the policy says. Carlson responded that the current policy states it is a Board action.
   - Uecker and Homuth stated that it isn’t really taxpayer money. The watershed is just the collection agency for the sewer system payments.
   - Sheifelbein stated that this issue has only come up maybe 6 times in his tenure on the Board. He feels the person who hasn’t paid their bills should NOT have their fees waived until they are paid up. He feels the 2 others who have paid should have their late fees removed. He asked Carlson if she felt comfortable handling this and she indicated that she is. Sheifelbein feels more time is spent dealing with this than it is worth.
   - Carlson stated that she will verify what the rule/policy is for this and bring it back to the Board in August.

Motion made by Uecker, seconded by Homuth to act upon the requests as follows:
   1) waive late fees
2) inform resident that they must pay their bill before a waiver can be considered
3) keep the late fee on the bill but direct staff to work with the County to pay
   Motion 20-7-3 carried unanimously by roll call of each Board Member.

c. Phil Haataja
Carlson offered time for Haataja to bring forth any issues to be discussed.
Haataja stated that the Lake Association Board for Caroline, Louisa, and Marie
met recently and would like to write a letter regarding the state of the road on
the south side of Marie Lake. There is erosion occurring and they would like to
see this addressed. He also asked for an update regarding the 10-Year
Comprehensive Plan. He stated that the water on the lakes is looking better than
he has ever seen it.

Carlson said that portions of the Plan have been written and that the hope is
that we will have it completed by the end of the year. Carlson also stated that
she would like to meet Haataja at the site he is referring to in order to assess
conditions and determine what the next steps should be. Uecker suggested that
Carlson have Township representatives present at this meeting since it is a
Township road. Carlson encouraged the Lake Association to write their letter
regarding the road repair as well as for any other projects they would like to see
addressed in the Plan. It is beneficial to show locally-driven projects within a
Comprehensive Plan. The Board thanked Haataja for coming and providing this
information.

4. CONSENT AGENDA
   a. June regular meeting minutes
   b. Staff Report
      i. Update on School Section Lake Outlet
      ii. Monitoring Update
      iii. Update on Clear Lake Project Progress
Carlson stated the staff report will be completed and sent out soon to the Board.
   c. Correspondence
      i. Letter to CRWD Board from Wright County
      ii. Draft letter to residents re: sanitary sewer emergency call-in number and codes
      iii. Draft press release for Annandale Advocate
Motion made by Degree, second by Uecker, to accept the Consent Agenda. Motion 20-7-4
carried unanimously by roll call of each Board Member.

5. MONTHLY FINANCIAL REPORT
Carlson summarized the monthly financial report for the Board. This billing cycle,
funds in the amount of $236,598.95 were included in the checks. This month’s checks
included $147,000 to Septic Check as well as $7000 to Hendricks Sand & Gravel.
Carlson asked to have the Sand & Gravel check approved but to hold the check until
she is able to visit the site to confirm it has been completed satisfactorily. Carlson
stated that the project went over by $1000 and they did not ask permission to incur
this charge prior to completing the work. However she feels the price was still good but is wary of their unclear billing process.

Uecker requested his check go back to bookkeeping because it should have been 2 separate checks rather than just 1. Additionally, he thinks the amount is incorrect.

Motion by Homuth, seconded by Jonsrud to approve July paper and electronic checks with the caveat that the one to Hendricks Sand & Gravel be held until Engineer approval of the work as well as returning the check made out to Uecker to be corrected and included with August’s checks. Checks are subject to audit. **Motion 20-7-5 carried unanimously by roll call of each Board Member.**

6. **OLD BUSINESS**
   a. Sanitary Sewer Systems
      i. Update on WWTP Communications
         Carlson stated that a letter for residents has been drafted and will be sent out soon. Septic Check (?) is creating the magnets and signage for the wastewater treatment facilities. Magnets will go to the residents, along with a letter (draft was included with the Board packet).
      ii. Rest A While Shores, Long Term Maintenance Discussion
         Degree stated that he doesn’t agree with some charges from Septic Check – specifically charging us for their overhead. Uecker agreed with this and stated that it should be discussed when their next contract is considered. Carlson stated that she will write up information regarding this and include it in the staff memo.

Carlson stated that maintenance is a recurring issue for the septic systems the District manages and we are running low on maintenance funds. Jonsrud stated that we get marked during our audits for not having enough funds in this budget. However, residents have historically not wanted to pay higher amounts in order to have a “piggy bank” saved to deal with larger maintenance issues. They prefer to pay less but then pay more when an issue arises. Carlson stated that this needs to be part of the budget moving forward.

Degree (resident of Rest-A-While) stated that he feels if more money is in the piggy bank, then the companies will find things to spend it on rather than let the money build to address projects when they truly arise. Degree asked Jonsrud how much money should be in these budgets. Jonsrud stated that is a matter of what the residents are comfortable with. If they want to deal with a big bill all at once when a problem arises or if they want to pay in over time. Carlson stated that these systems will age out in 10-15 years and suggested that maybe the Board should suggest some lobbying be done by the MN Association of Watershed Districts (MAWD) to get grant programs established to deal with this very issue, especially for systems that have a low number of residents paying for them.
b. Watkins Outlet Maintenance
   No update available.

c. Comprehensive Plan Update
   Kristine created a page on the website regarding the update of the Watershed Plan and
   will be creating a timeline so the public can see where we are at in the process. Carlson
   stated that a draft of the Plan will be ready for Board review and comment with
   discussion to be included in the August meeting.

   Anderson stated that he supports Homuth's priority for lake level monitoring. Carlson
   stated that we do have volunteer lake level readers on a number of lakes this year.

7. NEW BUSINESS
   a. 2020 Maintenance Report
   b. 2021 Budget Discussion
      Items a & b are deferred to the August meeting.
   c. Clean Water Fund Application due August 17
      Carlson suggested submitting applications for projects on Clear Lake Theil Creek.
      Homuth asked if we have enough information to apply for a project on Theil
      Creek. Carlson stated that she can create a concept plan and include costs for
      more data collection as part of the grant application. It can be written in a way
      that provides flexibility for the project. She said she would contact other local
      authorities to get their buy-in, which is favorable for applications.
      Anderson stated that the County would be interested in partnering on Theil Creek.
      Motion made by Jonsrud, second by Homuth, to direct staff to apply for grants for the
      Clear Lake and Theil Creek, with funding up to $1200 per project to complete the
      applications. Motion 20-7-6 carried unanimously by roll call of each Board Member.

8. OTHER BUSINESS
   Carlson stated that the School Section Lake outlet has been worked on and that JASS
   owner, Judy Anderson, lost her husband recently. Carlson sent a plant on behalf of the
   watershed. Scheifelbein said she should be reimbursed by the District through funding in
   the Public Relations budget.

9. MANAGER REPORTS
   Jonsrud stated that her retirement from the Board was in the Annandale Advocate along
   with instructions for how to apply for her position. Her term ends on 8/13. She thanked
   the Board. Jonsrud also stated that the self-service cleaning station on Cedar Lake has
   been a great success and is getting a lot of use. The Board thanked Jonsrud for all her
   service and invited her to join in future meetings.

10. ADJOURNMENT
    Motion by to adjourn at 7:40 PM. Motion 20-7-7 carried unanimously via roll call. The next
    meeting of the CRWD board will be held August 19, 2020 at 6:00 PM via teleconference.

Chair Robert Scheifelbein               Secretary Pro Tem Chris Uecker