

**OFFICIAL MINUTES  
CLEARWATER RIVER WATERSHED DISTRICT  
BOARD OF MANAGERS MEETING  
JULY 19, 2023 – 6:00 PM  
CRWD OFFICE – ANNANDALE, MN**

- 1) CALL TO ORDER** A regular meeting of the Clearwater River Watershed District was called to order at 6:07 PM, Wednesday, July 19, 2023 by Chair Schiefelbein at Clearwater River Watershed District Office, 93 Oak Avenue South, Annandale MN 55302.

In Person: Bob Schiefelbein, Chris Uecker, Dale Homuth, Brian Tommerdahl, Rebecca Carlson, Sophie Tice (Resilience Resources), Steve Buhlke (Beachwood Road).

Virtual Attendees: Dawn Cole, Bruce Hall (CAC, Clear Lake), Jeff Burkhardt (Auditor, Burkhardt and Associates)

- 2) ADOPT AGENDA** Motion by Uecker, second by Homuth to adopt the agenda as amended.  
**Motion 23-7-1:** *carried unanimously by roll call.*

**3) PRESENTATIONS**

**a) Beachwood Road Issues**

Mr. Steve Buhlke of 521 Beachwood Road in the Clearwater Harbor development outlined flooding issues with the private road and requested assistance from the District in alleviating flooding. The Board of Managers directed staff to use up to 4 hours of staff engineering time from the general fund to review flooding issues and drawings/elevations to be provided by Stearns County to attempt finding a solution to flooding. Costs to repair/ raise manholes associated with the Septic System can be assessed to the Project Fund for Clearwater Harbor, and a corresponding portion of Mobilization and Erosion control fees, along with any construction observation and providing specifications for manhole repair/ replacement.

**b) Audit Presentation**

Jeff Burkhardt of Burkhardt and Associates presented the 2022 Audit findings. With some discrepancies noted in Mr. Burkhardt's presentation slides, the board asked Mr. Burkhardt to work with staff to reconcile the differences and return a finalized report.

Staff also presented the Annual Report, which managers had seen in February, but with the final Audit values included. Motion by Homuth, second by Uecker to direct staff to update any financial tables associated with the above edits and submit the final Annual Report to BWSR. **Motion 23-7-2:** *carried unanimously by roll call.*

**4) CONSENT AGENDA**

- a)** June 2023 Regular meeting minutes
- b)** Correspondence & Staff Notes

Motion by Tommerdahl second by Cole to approve consent agenda **Motion 23-7-3:** carried unanimously by roll call.

**5) MONTHLY FINANCIAL REPORT**

a) **Monthly Report- June 2023** Motion by Homuth, second by Uecker to approve the financial reports subject to audit, and pay bills as presented. **Motion 23-7-4:** motion passed unanimously by roll call.

**6) OLD BUSINESS**

- a) **CWH / HR Update** – Staff provided an update on Tri-State work completed as well as Septic Check/ Tri-State recommendations. Managers provided feedback on getting closer guidance on annual pump inspections and wear ring/ impeller replacements. Board guidance is to replace them before they begin to clog.
- b) **Carp Update-** Staff gave an update on carp work performed by Carp Solutions.

**7) NEW BUSINESS**

- a) **Kingston Haying/ Mowing** -Staff provided an update on coordination with DNR and landowner on dry conditions at Kingston Wetland once again providing an opportunity to remove vegetation (nutrients) from the system through haying. Landowner has agreed to hay and cut path and firebreak and is coordinating with DNR at no cost to the District. Motion by Uecker, second by Homuth to approve landowner haying Kingston Wetland as discussed. **Motion 23-7-5:** motion passed unanimously by roll call with Chair Schiefelbein abstaining.
- b) **BWSR Surveys** -Staff reminded managers to complete BWSR surveys forwarded to them by staff. Staff will resend the surveys for convenience.

**8) OTHER BUSINESS** none

**9) MANAGERS REPORTS** none

**10) ADJOURNMENT** Motion by Uecker to adjourn at 7:47pm. **Chair Schiefelbein adjourned the meeting at 7:47pm.** The next meeting of the CRWD board will be held August 16 at 6:00 PM.

  
Chair Bob Schiefelbein

  
Secretary Dawn Cole



**Final Agenda- Regular Board of Managers Meeting  
July 19, 2023 – 6:00 PM**

1. CALL TO ORDER
2. ADOPT AGENDA
3. PRESENTATIONS
  - a. Audit Presentation- Burkhardt/ Annual Report Submittal to BWSR
  - b. Beechwood Road Issues
4. CONSENT AGENDA
  - a. June 2023 Regular meeting minutes
  - b. Correspondence & Staff Notes
5. MONTHLY FINANCAL REPORT
  - a. Monthly Report – June 2023
6. OLD BUSINESS
  - a. Clearwater Harbor Issue Update- operator recommendation
  - b. Carp update
7. NEW BUSINESS
  - a. Kingston Haying, Mowing
  - b. BWSR Surveys
8. OTHER BUSINESS
9. MANAGERS REPORTS
10. ADJOURNMENT

**Upcoming:**

August 16, 2023, 6:00 Regular Board Meeting