



**CITIZEN ADVISORY COMMITTEE MEETING- FINAL AGENDA
January 12, 2022 – 7:00 PM Via Zoom**

1. Call to Order
2. Adopt Agenda
3. Adopt minutes of June 2021 Official Meeting
4. CAC direction on Manager Annual Plan of Work- 2022
5. Clear Lake 103D Project
6. CAC Discussion on Operation, Rolls & Needs
7. CAC Draft Annual Report to CRWD Board of Managers
8. Committee Member Reports
9. Other Business
10. Future Agenda Items
11. Adjournment

<u>Upcoming CAC Meetings:</u>	<u>Upcoming Board of Manager Meetings:</u>
April 13, 2022 7pm	January 19, 2022 6pm
July 13, 2022 7pm	February 16, 2022 6pm
October 12, 2022 7pm	March 16, 2022 6pm

Packet Materials:

- Draft minutes from the October 2021 CAC meeting
- Draft notes from June 2021 CAC meeting which was held without quorum
- Manager’s Annual Plan of Work -2021
- District staff update and summary of District activities for 2021 and early draft summary of staff recommendations for Managers 2022 Plan of work
- Notes from Ad Hoc Committee Meeting 1/6/2022
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CITIZEN ADVISORY COMMITTEE MEETING- DRAFT MINUTES
January 12, 2022 – 7:00 PM Via Zoom

Call to Order

Chair Jonsrud called the meeting to order at 7:08pm, and asked for introductions from the CAC.

With 6 CAC members in attendance, there was quorum for the meeting. Doug Triplett, Rose Thelen, Bruce Hall, Orv Jonsrud, Phil Haataja, Ron Graham and Rebecca Carlson were in attendance via zoom.

Chair Jonsrud noted to CAC members that there is a large agenda under consideration, to be respectful of CAC members time and efforts, he will ask for a motion on the table with a second to begin discussion of an item. A time limit for discussion of each motion will be about 7-10 minutes. He asked that staff keep time, and notify the Board Chair when the Committee is reaching the end of allotted time. At which time the Chair will call the question. Tabling, friendly amendments, etc. are other options available.

Adopt Agenda

CAC Motion 2022-01-01 by Thelen, second by Haataja to adopt the agenda as is edited. No discussion. Motion passed all votes in favor. None opposed.

Adopt minutes of June 2021 Official Meeting

CAC Motion 2022-01-02 by Triplett, second by Thelen to adopt the minutes as is. No discussion. Motion passed all votes in favor. None opposed.

CAC direction on Manager Annual Plan of Work- 2022

CAC Motion 2022-01-03 by Thelen, second by Triplett to support the elements in the work plan as listed. Following discussion, motion passed all votes in favor. None opposed.

Discussion entailed Chair Jonsrud asking for a summary by staff. Members asked questions about the process and a few individual projects. Staff addressed questions.

Clear Lake 103D Project

CAC Motion 2022-01-04 by Graham, second by Hall to commend the CRWD Board of Managers and staff for their excellent work in obtaining the grant and for the CAC to offer formal support of the planned Project. Following discussion, motion passed all votes in favor. None opposed.

Discussion included members asking questions about the process required for "P" projects as described in 103D compared to other work done by the District. Hall provided background on the project, partners and future work planned. Staff gave a summary of how the P Project process works.

CAC Discussion on Operation, Rolls & Needs

CAC Motion 2022-01-05 by Thelen, second by Triplett to request the Board of Managers clarify the CAC roles and update the CRWD policy book to reflect the direction and needs of the CAC. Following discussion, motion passed all votes in favor. None opposed.

Discussion included Thelen requesting a recap of the Jan 6, 2022 ad hoc meeting for the group. Graham indicated the CAC function was not in alignment with his read of CRWD policy book. Staff noted that Board of Managers and staff are pleased with performance and function of CAC and will provide support as needed.

Haataja commented when he joined the CAC, there was no onboarding process. Onboarding process and clarity of what is expected of the CAC would be helpful. Haataja also noted developing guidance on meeting conduct would be appropriate.

CAC Draft Annual Report to CRWD Board of Managers

CAC Motion 2022-01-06 by Thelen, second by Hall to submit the CAC Annual Report to the Board of Managers as edited (minus the sample resolution). Following discussion, motion passed all votes in favor. None opposed.

Discussion included a favorable read of the report by Thelen, some discussion of the sample resolution at the end of the draft report, staff was trying to provide some options for the CAC members to consider and address comments from Graham, namely that CAC is supposed to prepare an annual report (Staff could not find previous annual reports from CAC to Board at CRWD or any other District). Graham also had communicated a desire for the CAC to declare they were not meeting requirements.

Committee Member Reports

Hataaja indicated positive feedback for the 109th change of pavement. Thanked District and staff for coordinating with Wright County, Wright SWCD, township, and township engineer. The township has secured an alternate source of bituminous and Haataja has photos that document the condition is vastly improved and sediment export from the roadway is greatly reduced.

Other Business

1. Haataja asked if there CAC term limits.

- a. response is we believe no term limits currently apply.

2. Hall asked about project maintenance costs – he indicated they are “skyrocketing” and about funding for District projects, indicated a need for transparency in funding maintenance.

- a. Staff provided updates on funding. 103D Projects require establishment of maintenance funds; all CRWD Projects have them. To date they have

adequately considered and covered maintenance. Cedar just went through maintenance on most project elements of their 103D Project. Staff has observed increases in costs for some items, and some supply chain issues, but not anything to derail function of Projects.

3. Graham believes the District is inadequate in providing transparency with financial statements.

- a. Staff confirmed with Graham and all CAC members they are receiving Board Packet materials. Staff asked that if anyone is NOT getting the monthly Board packet materials to please email Carlson.
- b. Staff noted packet material, sent monthly to all CAC members, include monthly summary of financial statements. Includes a summary of monthly bills all fund balances, cost per fund to date for the year, and a comparison of expenses by fund from previous years.
- c. Staff noted the District is audited annually as required by law by an accredited third-party accounting firm (different from the entity that handles monthly accounting). The firm presents results to the Board. The full audit report is included in the monthly board packet usually in July.
- d. Additionally, the audits are posted on the CRWD web site.
- e. Also, staff noted that the budgeting process, in addition to being included in the Board Packets, is also sent out by public notice, as required by law. The Board of managers receives summaries of financial statement and a projection of needs for the coming year, and considers the budget over several public meetings. At the end of the process a public hearing is held annually and public notice.
- f. Staff offered a primer on the District's funding and accounting at a CAC meeting if members are interested, and noted that the District's treasurer was a long time leader within a major state natural resource agency with significant expertise is budgeting and public finance (with budgets several orders of magnitude larger than the District).
- g. Also, staff is willing to walk through Monthly Board Packets with CAC members so they know where to look for individual items related to finance, budgeting and administration. Staff has also previously and continues to offer a monthly call, in advance of each board meeting, to go over the agenda and packet. Staff is willing to carry feedback from CAC to the Board, or just facilitate an agenda presentation item from CAC.

4. Haataja asked how the CAC agendas are prepared.

- a. Staff listens to CAC and offers a draft Agenda to reduce burden on CAC members who are already volunteering. The very first agenda Carlson put out (June 2021- I included CAC goals, needs, role, etc because I needed to better understand what CAC wanted to do and how I could support you the CAC).
- b. CAC members have the opportunity to use the agenda offered, edit it, or completely toss it out the window and propose a different agenda. That

discussion is appropriate under the "Adopt Agenda" meeting item- CAC can offer a motion to add or delete items, or edit as the group agrees.

- c. The Agenda belongs entirely to CAC members- and is NOT directed by staff. It's helpful for staff to be informed of potential agenda items so we can provide whatever info needed by CAC members to make decisions/ recommendations. Please email your agenda items for inclusion for future meetings to Chair Jonsrud, and cc: Carlson.

Future Agenda Items

The CAC discussed future agenda items. The following are included:

- WRAPS
- 1W1P
- Clear Lake
- Cedar Lake
- Theil Creek
- Programs
- District Communications- Hall noted the District falls short of SRWD efforts for communications. Staff agreed, and noted that comms are on the list for CRWD to improve and staff is working with MPCA/ BWSR to obtain some support at no charge. Reminded CAC that SRWD is 10x bigger than CRWD with a fulltime staff of 7.
- Goals and roles for CAC
- Regular item on agenda "Update CRWD Board activities"
- On Boarding for CAC new members
- ground rules for CAC
- CAC mission & objective
- messaging for lake associations- consistency, meeting format
- Budgets and financial statement primer
- Members observed that the meeting worked well with all on zoom

Adjournment

CAC Motion 2022-01-07 by *Graham*, second by *Haataja* to adjourn. *Chair Jonsrud* adjourned the meeting at 8:30pm.

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1/7/2022

Clearwater River Watershed District Staff Update for CAC

In 2021 the District accomplished the following:

- Two District lakes, Augusta and Scott, were removed from the impaired waters list.
- Secured Board of Water and Soil approval for a 10 Year Comprehensive Plan update in April 2021 and was the first District in many years invited to present the plan to the full BWSR Board.
- Implemented maintenance on the following projects:
 - Clear Lake South Weir
 - Swartout Iron Enhanced Sand Filter
 - Highway 55 Project
 - Replacement of Cedar Lake Project Fish Migration Barriers
- Inspected the following projects:
 - Watkins Stormwater Project
 - Kingston Wetland and Clearwater River Restoration
 - Segner Pond
- Conducted vegetation studies on Swartout Lake and Henshaw Lake
- Approved a request from the Lake Association on Cedar Lake to review and report on 15-year 06-01 project progress and set direction for next 15 years for lake resilience
- Secured a grant for the Clear Lake Restoration
- Appointed a new CAC member, Bruce Hall (Clear Lake)
- Conducted annual monitoring of lakes and streams and publish report cards
- Coordinated with Stearns SWCD on Theil Creek Restoration
- Cost share for county nutrient and sediment load reduction projects
- Established an ag lime cost share to reduce soluble nutrient export
- Expanded the targeted fertilizer application project to include the entire District to reduce nutrient loading to lakes and streams
- Operated lake outlets, and District projects
- With Upper Mississippi River Watershed partners, secured grants for both Watershed Restoration and Protection (WRAPS through Minnesota Pollution Control Agency) and One Water One Plan (1W1P, through Board of Water and Soil Resources). Staff and Board continues to meet with project partners and move work forward.
- Operated four (4) community sewer projects
- Coordinated and communicated regularly with county and SWCD partners

The Board is required to draft an Annual Plan of Work and will do so during the January and February 2022 meetings. The Managers have requested input from CAC on potential projects and programs. Below is a list of projects and programs which the Board would like feedback on from the CAC to for consideration for the Manager's 2022 Plan of Work:

- Continue with annual monitoring and publish lake report cards
- Complete Cedar Lake 15-year review and forward-looking plan
- Continue to work with Stearns SWCD on Theil Creek protection and restoration
- Establish the Clear Lake Restoration Project and work towards final design and permitting

- Review CRWD Policy Book
- Continue with District programs including ag lime and targeted fertilizer
- Continue partnerships with county and SWCD staff to fund projects to reduce sediment and nutrient loading
- With partners, continue to work on Watershed Restoration and Protection (WRAPS through Minnesota Pollution Control Agency) and One Water One Plan (1W1P, through Board of Water and Soil Resources). This will be significant effort for Board, Staff and Citizens.
- Work on District education, outreach and communications

To: Clearwater River Watershed District Board of Managers
From: Citizen Advisory Committee Chair Jonsrud
RE: FINAL CAC Annual Report to the Clearwater River Watershed District Board of Managers
Date: 1/13/2022

The Citizen's Advisory Committee (CAC) respectfully submits our annual report to the Board of Managers for 2021. The CAC met twice in 2021, as meetings were limited by COVID:

- The CAC held a joint meeting with the Board of Managers in June 2021.
- The CAC also met in October but without a quorum.

While the CAC work in 2020 included providing significant input on the District's 10 Year Comprehensive Plan, the dominant topic of the 2021 meetings was the role of the CAC. The CAC members have engaged in meaningful conversation with the Board and each other about the function and role of the CAC.

The CAC decided, by motion, to conduct quarterly meetings for 2022 in January, April, July and October. They also requested that District staff take notes, and provide packet materials. The CRWD Board of Managers approved a request by Ron Graham to appoint Bruce Hall to the CAC at their December 2021 meeting.

There were no 103D Project undertaken by the Board in 2020 or in 2021 by the CRWD Board of Managers, as such no formal comments were provided.

The current operation of CAC is summarized below:

- Board Chair: Orv Jonsrud
- Current members of CAC (8): Orv Jonsrud, Rose Thelen, Ron Graham, Doug Triplett, John Sedey, Keith Sadowski, Phil Haataja, Bruce Hall
- The CAC meets quarterly in January, April, July and October of each year.
- Draft CAC minutes, agendas, packets drafted by District staff, finalized by CAC motion/ vote
- CAC members receive Board Packet monthly delivered concurrently with Board of Managers
- CAC welcomed and encouraged to attend Board meetings or provide written feedback to managers, staff
- Staff includes all correspondence with CAC members in monthly Board packets for manager review

The CAC plans for 2022 include:

- Review and provide comment on Manager's Annual Plan of Work
- Provide clarity of roles and goals for CAC
- Continue to be a conduit between residents and the Board for questions and concerns regarding water and natural resources in the District.

- Continue to be a source of information about what the CRWD is doing in the District
- Provide a CAC official comment on Clear Lake Project (which will be a 103D Project)

January 6, 2022
10:30 Ad Hoc CAC Committee Meeting, Via Zoom
Unofficial Notes (RC)

These notes will be provided for review and finalization by meeting attendees.

Present: Thelen, Graham, Schiefelbein, Carlson

Purpose: Discuss Ron Graham's memo to the Board of Managers dated 11/15/2021 (enclosed with CAC meeting packet)

Background: At their November 2021 meeting, Board of Managers heard CAC member Graham's concerns regarding CAC function. Member Graham requested the Board of Managers appoint an Ad Hoc Committee to discuss his memo. The Board of Managers expressed appreciation for the work done by the CAC currently. The Board approved Member Graham's request and directed staff to set up a meeting post-holiday. The Committee met and discussed the statutory requirements for the CAC and compared it to the CRWD Policy book.

Notes:

Summary of Member Thelen's observations:

- the CAC provides a conduit for communication between residents in her area, and the CRWD Board of Managers and staff
- the CAC make sure the CRWD is accurately and well represented.

Summary of Member Graham's observations:

- the CAC should be commenting on everything the CRWD Board does
- requested that the CRWD Board of managers officially task the CAC with their duties
- CAC members should get this information in a timely fashion and should comment on all materials provided. (Staff note: All CAC members should receive monthly Board Packet, if you are not receiving the packets, please let staff know.)
- Projects should be discussed with CAC before they go to the Board of Managers and CAC should provide feedback by motion

Summary of Board Chair Schiefelbein's observations:

- The Board welcomes input from the CAC, and appreciates their input. It should be easy for CAC members to participate- not onerous. Please let the Board know what the CAC needs. The Board is committed to hearing citizen input, and to being a conservative fiscal agent.

All agreed:

- CRWD policy book is an expansion of the legislative duties identified for CA
- There is a lack of clarity for the role of the CAC (staff provided draft agendas for the June 2021 and October 2021 CAC meeting both of which included discussion of CAC role, CAC goals, and what CAC members needed from Staff and Board of Managers).
- Legislative intent is clear, and perhaps CRWD policy book should be revised to better align role of CAC.

Staff offered an optional zoom call the Monday or Tuesday prior to the monthly CRWD board meeting to review the agenda and packet, give a brief synopsis, answer questions, and record feedback. Any and all feedback received from CAC members is relayed directly the Board Managers. CAC should take formal motion action to request this.