Managers Present: Wade Johnson, Kristin Tuenge, Paul Richert, Andy Weaver, and Eric Lindberg

Managers Absent: Thomas Polasik (resigned)

Others Present: Mike Isensee (Administrator), Susannah Torseth (Galowitz • Olson), Carl Almer (EOR), and Mike Talbot (EOR).

President Johnson called the meeting to order at 6:33 p.m.

1) Approve Agenda as amended
Manager Weaver moved to approve the agenda with flexibility. Seconded by Manager Tuenge. Motion carried 4-0 (Manager Lindberg absent for vote).
Add 7(g)– BSWR Watershed Management Plan Extension Update Request

2) Minutes from August 14, 2019
Manager Tuenge moved to approve the July 12, 2019 minutes as amended. Seconded by President Johnson. Motion carried 5-0.
Line 138 – Correct typo: “fact”

3) Treasurer’s Report
Manager Tuenge presented the Treasurer’s Report.
President Johnson moved to accept the Treasurer’s Report. Seconded by Manager Weaver. Motion carried 5-0.

4) Public Comments: Managers reviewed email submitted by Pamela Smith dated August 27, 2019. Directed Administrator Isensee participate in the convening of the technical group.

5) Presentations and Agenda Items subject to Public Comments: None

6) Project Updates

a) Marine Stormwater Phase I: Administrator Isensee reported that the Washington Conservation District has maintained the Marine raingarden projects and there are positive reviews from the WCD and City of Marine. Reported the WCD tracks and notifies the County of failed projects to be fixed in the future.

b) Marine Stormwater Phase II (Ravine): No Report

c) Marine Stormwater Phase III & IV:
- Engineer Almer reported that there is a meeting a couple of weeks with MDOT regarding drainage in the Phase III project because Parker Road in Marine is going to be truncated and that changes the area from the original plans.

- Multiple borings occurred yesterday in the Phase III and IV sites that are being processed.

- Administrator Isensee attended a Management team meeting in August and was successful in having the City of Marine consider adding raingardens.

- Administrator Isensee and Engineer Almer reviewed possible locations with City Council Member Lon Pardun and are working with the City to determine which locations are feasible.

- Engineer Almer provided an overview of the potential raingarden locations.

- Administrator Isensee presented these projects at the City of Marine downtown revitalization project public meeting on Tuesday, August 27.

d) **Goose Lake Landing IESF (St. Sauver):** IESF has monitoring equipment installed. Fully vegetated and is looking good.

e) **Goose, Hay, and South Twin Implementation:** None

f) **Six Lakes Watershed:** None

g) **133rd Street/Panorama:** Engineer Almer reviewed the original plans with the Managers and showed the recommended increase in footprint of the project. The increase is recommended because the soil borings showed that the water table is higher than thought, and the overall basin needs to be shallower, therefore less water can be treated. The increased footprint may extend over a platted road in May Township that is not currently being used as a road. Almer and Isensee are working with the Township to consider increasing the footprint into the right of way.

h) **Long/Terrapin AIS Treatment:** Engineer Almer reported that the treatment was successful this year. Full report will likely be provided for review at the September meeting.

i) **Long/Terrapin AIS Filter:** None

j) **Willow Brook Concept Feasibility:** None

k) **Bliss Addition Stormwater:** Administrator Isensee presented preliminary concepts to the Managers. Administrator Isensee attended a meeting with residents where Tim Olsen with Bolton and Menk presented preliminary concepts. Administrator Isensee believes many of the residents were receptive, although there is quite a bit of distrust by the residents for drainage projects.
7) New Business

a) CMSCWD 2019 ANNUAL MEETING

President Johnson suspended the Regular Meeting at 7:28 p.m. and opened the Annual Meeting.

1) Approve Agenda - Manager Weaver moved to approve the Annual Meeting Agenda. Seconded by President Johnson.

2) Oath of Office for Managers – Managers took the oath of office.

3) Election of Officers: President Johnson moved for the following slate of officers for 2019-2020 for the Carnelian-Marine-St. Croix Watershed District:
   a. President – Wade Johnson
   b. Secretary – Paul Richert
   c. Treasurer – Kristin Tuenge

   Seconded by Manager Weaver. Motion passed 5-0.

4) Designation of District Newspaper: Manager Tuenge moved that The Country Messenger be the designated Newspaper for the District. Seconded by President Johnson. Motion carried 5-0.

5) Old Business: None

6) Adjourn: President Johnson moved to adjourn the Annual Meeting. Seconded by Manager Richert. Motion carried 5-0.

President Johnson reconvened the regular meeting at 7:34 p.m.

b) Permits:

i) P19-024 Miller House Project on Big Carnelian: Administrator Isensee reviewed permit application with Managers. Engineer Almer conducted preliminary review and provided findings to the Managers, which are included in the meeting packet. Property is near Big Carnelian Lake.

Manager Tuenge moved to conditionally approve Permit Application 19-024 subject to Engineer’s review and approval. Seconded by Manager Lindberg. Motion carried 5-0.

c) Pollutant Delivery Assessment Results: Administrator Isensee reminded Managers that the District had information regarding phosphorous runoff based on land use in the six lakes watershed but needed additional information to determine pollutant delivery to water resources. Mike Talbot or EOR gave a presentation of EOR’s review process and issues being examined; reviewed Pollutant Delivery Assessment Memorandum with Managers. Managers discussed how this process may help the District work on/finalize modeling throughout the District for the H&H aspect.
d) Administrator Items:

i) CMSCWD 2019 Budget Committed and Uncommitted Funds: Total uncommitted funds for the District are approximately $28,000.00. If the Managers approved everything Administrator Isensee is requesting to be updated and/or paid in 2019 for administrator items, the total cost for those items are estimated to be $27,500.00. Administrator Isensee knows this is close to spending all of the uncommitted funds, but he believes the expenditures are needed.

Manager Tuenge commented that she is concerned about reducing the funds expended for District newsletters. Newsletters is one of the best ways for the District to communicate with the residents whose taxpayers funds are being used by the District. Managers discussed issuing quarterly Newsletters in 2020 and utilizing a combination of CLFLWD and EMWREP for the Newsletter to save on District costs.

ii) Financial Systems Consultation: Administrator Isensee requested that the Managers authorize $2,500.00 for Peterson Company Ltd. to help him understand the District’s accounting needs.

Manager Weaver moved to authorize funds not to exceed $2,500.00 to Peterson Company Ltd. for financial systems consultation with Administrator Isensee. Seconded by Manager Tuenge. Motion carried 5-0.

iii) IT Update: Firewall needs to be purchased and installed. Request is for Managers to authorize $2,000.00 to finalize District’s computer/IT update needs. Total expenditure in 2019 for IT updates will be $4,000.00.

Manager Tuenge moved to authorize expenditure of additional $2,000.00 toward District IT updates, and total District IT update expenditures shall not exceed a total of $4,000.00. Seconded by Manager Lindberg. Motion carried 5-0.

iv) Administrative Assistant: Requesting administrative assistance for 1-2 days per year. Cost would be $4,000.00.

Manager Richert moved to authorize Administrator Isensee to hire an administrative assistant through the end of 2019 with total payment to the assistant not to exceed $4,000.00. Seconded by Manager Tuenge. Motion carried 5-0.

e) Number of CMSCWD Board Managers: Managers discussed pros and cons of maintaining a 7-member board vs. a 5-member board.

f) Manager Vacancies: Attorney Torseth reviewed the memorandum for Manager Appointment Requirements. Managers directed Attorney Torseth to prepare a Resolution for Manager vacancies for the September 11th meeting.

g) BSWR Watershed Management Plan Extension Update Request: Administrator Isensee is seeking authorization to request an extension of the ten-year watershed management plan update to be complete by September 2022 from BWSR.

Manager Tuenge moved to authorize Administrator to request a Management Plan Extension from BWSR. Seconded by Manager Weaver. Motion carried. 5-0.
8) Old Business

a) CMSCWD 2020 Draft Budget: Managers reviewed 2020 Draft Budget. The proposed levy increase is 30.5%, the percentage was incorrect on the last Draft Budget. Manager Weaver commented that he wants to make sure that any numbers presented to the public by the District are accurate, especially the Tax Consequences per $100,000.00 table. Managers want to highlight that the majority of the Budget and the budget increase is spent on plan implementation and/or capital improvement projects.

9) Other Reports:

a) Operations – Employee Handbook: Manager Tuenge, Manager Richert and Administrator Isensee are continuing to meet and making progress toward updating the Handbook.

b) Monitoring Subcommittee Meeting: Will have final results from EOR and WCD on September 11, 2019, and will report on what the recommendations are for the 2020 Budget. Manager Weaver requested the Managers be provided with options for amounts of monitoring and related spending costs.

c) Maintenance: None

d) Regulatory – surety: None


11) Bills to Be Paid: Manager Tuenge moved to approve to pay the District’s bills. Seconded by President Johnson. Motion carried 5-0.

12) Next Meeting: Wednesday, September 11, 2019 at 6:30 p.m.

13) Adjourn
President Johnson moved to adjourn at 9:24 p.m. Seconded by Manager Richert. Motion carried 5-0.

Submitted by: Administrator Mikael Isensee