
COMFORT LAKE FOREST LAKE WATERSHED DISTRICT

ANNUAL REPORT FOR 2001

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INTRODUCTION

Pursuant to Minnesota Statutes Section 103D.351 and Minnesota Rules Section 8410.0150, the Board of Managers of the Comfort Lake Forest Lake Watershed District submit their 2001 Annual Activity Report. The report is intended to inform readers of the District's activities since forming in 1999. The District invites comments and suggestions on its goals and objectives that are summarized in this report.

Copies are available from watershed Managers or the District's engineering or legal advisors. The Annual Activity Report is submitted to the Board of Water and Soil Resources, the Commissioner of the Department of Natural Resources and the Director of the Division of Waters, the County Commissioners for Washington and Chisago Counties, and municipalities of the District.

ACTIVITY REPORT

Board Members

NAME AND OFFICE	APPOINTING COUNTY	MAILING ADDRESS TELEPHONE NUMBER	DATE OF TERM EXPIRATION
Dennis G. Larson President	Washington	20750 Kirby Avenue North Scandia, MN 55073 (651) 779-5054	9/22/03
Kenneth M. Banta Vice President	Chisago	P.O. Box 266 Forest Lake, MN 55025 (651) 464-4163	9/23/02
Louis L. Sibik Secretary	Chisago	25421 West Comfort Drive Forest Lake, MN 55025 (651) 462-5373	9/23/03
John T. Lynch Treasurer	Washington	920 15 th Street S.E. Forest Lake, MN 55025 (651) 464-3022	9/22/02
Richard P. Damchik Manager	Washington	9109 North Shore Trail Forest Lake, MN 55025 (651) 464-5890	9/22/04

Advisory Committee Members

Citizen Advisory Committee Members

NAME	MAILING ADDRESS
James Thoreen	303 North Main Street Center City, MN 55012
Kathy Blomquist	6044 Cedar Street North Branch, MN 55025
Terry Dryer	23290 Melanie Trail North Scandia, MN 55073
Judy and Tim Rahey	20801 Keewahtin Avenue North Forest Lake, MN 55025
Mary Schmitz	313 Main Street North, Suite 243 Center City, MN 55012
Don Steinke	8890 202 nd Street North Forest Lake, MN 55025
A.J. Schwidder	7980 230 th Street North Forest Lake, MN 55025
Don Hult	813 8 th Avenue S.E. Forest Lake, MN 55025
Bruce Carlson	24886 Greenway Avenue Forest Lake, MN 55025
Vernon Haag	26996 Fenwick Avenue Wyoming, MN 55092
Ben Smallman	20630 Keewahtin Avenue North Forest Lake, MN 55025
John Springman	24658 Greenway Ave. N. Forest Lake, MN 55025
Ron Swenson	24145 Itaska Avenue Forest Lake, MN 55025
Bruce Anderson	25484 East Comfort Drive North Forest Lake, MN 55025

Employees and Consultants

The District employs independent contractor consultants who provide all necessary accounting, legal, public information and other services. The District's general funds are not adequate to pay the attendant salary, space, telephone, pension and insurance costs while meeting statutory and regulatory requirements. The District's independent consultants effectively fulfill its obligations, goals, and objectives within budget. The following consultants served the District in 2001:

NAME	ORGANIZATION AND TITLE	MAILING ADDRESS AND TELEPHONE NUMBERS
Mark R. Deutschman	Houston Engineering, Inc. Engineering Advisor	10900 73 rd Avenue North Suite 106 Maple Grove, MN 55365 (763) 493-4522
Kathleen M. Blackford	Accountant	3116 Fairview Avenue North Roseville, MN 55113 (651) 748-1889
Thomas Koop	Larson, Allen, Weishair & Co. Auditor	581 Edgewood Drive North Brainerd, MN 56425 (218) 828-0100
John Hoffman	ICS Agency Insurance Agent	4901 West 77 th Street Minneapolis, MN 55435 (612) 835-4848
Paul R. Haik	Krebsbach & Haik, Ltd. Legal Advisor	701 Fourth Avenue South Suite 500 Minneapolis, MN 55415 (612) 333-7400

Goals and Objectives of Prior Work Plan

Water Management Plan

The Board of Soil and Water Resources approved the District's Water Management Plan in 2001. Following plan approval, the Board of Managers began planning its water quality monitoring, flood plain mapping, and a permit processes. The District has had discussions with the Washington County Soil and Water Conservation District regarding water quality monitoring. The District is negotiating with Washington and Chisago Counties regarding topographic survey information to establish a floodplain for the District.

The District has begun prioritizing its goals and objectives as to floodplain mapping, water quality monitoring, and implementation of a permit program. The District is working to establish scientific and objective standards in order to implement its plan, as part of sound, sustained, and long term objectives of the District. In formulating its goals and objectives, the District has considered the standards of the various state and federal agencies that are also responsible for water quality or quantity management. The District recognizes the importance of developing water quality data that complements or coordinates with data from other state and federal agencies to provide the most comprehensive and current view of the District's water systems.

The District has been also working to develop a citizens advisory committee to provide input from District residents regarding the management of water resources. In 2001, several residents attended District meetings and raised the issue of flooding or floodwater management.

Goals and Objectives of Projected Work Plan

Permitting

Permits and Variances

Since BWSR approved the District's plan, the District has begun developing policies, procedures, and regulations for District permits.

Enforcement Actions

The District did not commence any enforcement actions in the 2001. The District will begin developing an enforcement policy in conjunction with the adoption of its permit plans, policies, and procedures in 2002.

Water Quality Monitoring Data

Since forming in 1999, the District has reviewed data collected by other agencies and governmental units, including Washington County Soil and Water Conservation District, in an effort to begin assessing the water quantity and quality issues within the District. By reviewing the existing data and programs of other agencies, the District was better able to identify potential areas of concern or focus in planning the District's water quality monitoring program. In 2001, the District had discussions regarding water quality monitoring parameters. The District consulted with the Washington Soil and Water Conservation District regarding possible contracts for monitoring services.

Local Plan Adoption and Implementation

In 2001, the District has submitted its watershed management plan to state and local authorities for review. The Board of Soil and Water Resources approved the District's plan in November. Adoption of the plans by local units of government will begin now that the District's plan has been formally approved.

Written Communication

As the District implements its approved plan, the District will provide communications in 2002. The District has discussed the publication of a newsletter.

Solicitations of Interest

Following formation, the District solicited numerous proposals for engineering, accounting, administrative, insurance, and legal services. The District used a rating system based on work experience and expertise in the water resources to decide upon its current advisors. The District's next biennial solicitation will be in 2002.

Wetland Banking Program

Currently, the District does not have an adopted wetland-banking program. The District will be formulating wetland policies and procedures in accord with the 1991 Wetlands Conservation Act and its approved plan.

Financial and Audit Report

Budget Adopted for 2002

Attached is a copy of the District's proposed budget for 2002. Additional copies are available through the District's accounting advisor.

Reporting of Revenues and Expenditures

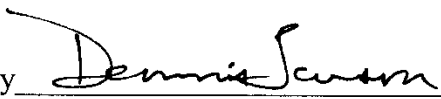
The District's revenue sources include organizational and general levies pursuant to Minnesota Statutes Chapter 103D and a loan from Washington County. Washington County loaned the Watershed District \$200,000.00 in January of 2000. Funding pursuant to Chapter 103B is not available as the District is not located completely within the metropolitan area.

CONCLUSION

Since forming in 1999, the District has retained technical, accounting, insurance, and legal advisors and developed a watershed management plan that has been approved by BWSR. In 2002, the District will begin implementing its plan with a focus on floodplain management, water quality monitoring, and a permit program. The District is working towards scientific standards for water quality monitoring and floodwater management in order to provide a sound basis for future District programs, basic water management projects, and the expected overall growth and development of the District.

Respectfully submitted,

COMFORT LAKE FOREST LAKE
WATERSHED DISTRICT

By 
Dennis G. Larson
President

	ACTUAL 2000	BUDGET 2000	ACTUAL 2001*	BUDGET 2001	ACTUAL 2002	BUDGET 2002	ACTUAL 2003	BUDGET 2003
REVENUE								
General Levy			114330	118750		243750		250000
Loan Proceeds	80000	80000	0			0		0
Interest Income	8731		4111			9640		7982
Transfer from Organizational Fund								0
TOTAL REVENUE	88731	88000	118441	118750	0	254590	0	257982
Administration								
Pre-Budget Expenses	17109	0						
Accounting	2500	3375	3000	4500		3000		3000
Advisory Committee	0	0	0	0		0		1780
Annual Audit	0	3000	4300	3000		3000		3000
Annual Budget	4311	2000	2000	2000		2000		2000
Annual Communication	0	2250	2250	2250		2250		2250
Annual Report	0	2250	2250	2250		2250		2250
Bond	0	0	500	500		500		500
Dues	2000	2000	2000	2000		2000		2000
General Engineering Services			0					
Board Meetings	8889	3180	3949	4200		5280		5280
Plan Review, Permitting and Engineer's Report	0	0	0	0		0		6000
Insurance	3838	4000	3884	4000		4000		4200
Leasehold	1000	900	500	1200		4000		4000
Miscellaneous	1077	900	858	1200		1200		1200
Official Records	12316	10900	13440	14400		14400		14400
Per Diem and Expenses	8117	8000	5607	12000		10600		10000
Reserve	0	0	11433	1875		24375		28000
Rules and Bylaws	150	0	6000	12000		0		0
Plan Projects	0	0	16800	0		0		0
Subtotal General Fund Expense	57087	43825	78950	71575	0	79655	0	88030
Debt Service								
Loan Repayment	0	0	0	0		90000		0
Interest Charge	9528	0	10000	0		10000		0
Subtotal Debt Service Expense	9528	0	10000	0	0	100000	0	0
TOTAL EXPENSE	66615	43825	88950	71575	0	179655	0	88030
FUND BALANCE	32116	46375	63606	79281	0	134549	0	304481

	ACTUAL 2000	BUDGET 2000	ACTUAL 2001	BUDGET 2001	ACTUAL 2002	BUDGET 2002	ACTUAL 2003	BUDGET 2003
REVENUE								
Organization Expense Levy			54877	57000		3000		
Loan Proceeds	60000	60000	0			0		
Grant Proceeds	0		15600			0		
Total Revenue	60000	60000	70477	57000	0	3000	0	0
EXPENSES								
Watershed Management Plan								
Survey and Data								
Program Design	0	3300	0	0		0		
Survey and Mapping	0	4200	0	0		0		
Engineering Services	34480	33750	31286	11250		0		
Legal Services	7389	5825	3114	1875		0		
Loan Repayment	0	0	0	0		60000		
Subtotal Plan Expense	41869	46875	34400	13125	0	60000	0	0
FUND BALANCE	18131	13125	64208	62008	0	0	0	0

	ACTUAL 2000	BUDGET 2000	ACTUAL 2001	BUDGET 2001	ACTUAL 2002	BUDGET 2002	ACTUAL 2003	BUDGET 2003
REVENUE								
Survey and Data Acquisition Levy			45737	47500		2500		
Loan Proceeds	50000	50000	0			0		
Total Revenue	50000	50000	45737	47500	0	2500	0	0
EXPENSES								
Survey and Data Collection								
Survey and Data								
Monitoring	13474	18000	10950	12000		10950		10950
Loan Repayment	0	0	0	0		60000		0
Subtotal Plan Expense	13474	18000	10950	12000	0	60950	0	10950
FUND BALANCE	36526	32000	71313	72026	0	12863	0	1913

	ACTUAL 2000	BUDGET 2000	ACTUAL 2001	BUDGET 2001	ACTUAL 2002	BUDGET 2002	ACTUAL 2003	BUDGET 2003
FUND BALANCES								
General Fund	32116	46375	63606	79281	0	134549	0	304481
Organizational Expense Fund	18131	13125	54208	62008	0	0	0	0
Survey and Data Acquisition Fund	36526	32000	71313	72026	0	12863	0	1913
TOTAL BALANCE	86773	91500	189127	213323	0	147412	0	308394
REPAYMENTS								
General Fund	0	0	0	0	0	90000	0	0
Organizational Expense Fund	0	0	0	0	0	60000	0	0
Survey and Data Acquisition Fund	0	0	0	0	0	60000	0	0
TOTAL REPAYMENTS	0	0	0	0	0	200000	0	0

* Based on actual figures through 7-31-2001, projected figures 8-1-2001 through 12-31-2001