
COMFORT LAKE FOREST LAKE WATERSHED DISTRICT

ANNUAL REPORT FOR 2003

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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 2003 Annual Activity Report. The District was established in 1999. The report is intended to inform readers of the District's plans, goals and objectives for the new and developing District and its activities in 2003. The District invites comments and suggestions on the report.

The District submits its Annual Activity Report to the Board of Water and Soil Resources, the Commissioner of the Department of Natural Resources, and the Director of the Division of Waters. Copies are available from watershed Managers or the District's legal advisors.

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	9/22/06
Kenneth M. Banta Vice President	Chisago	P.O. Box 266 Forest Lake, MN 55025 (651) 464-4163	9/23/05
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	9/22/05
Richard P. Damchik Manager	Washington	9109 North Shore Trail Forest Lake, MN 55025 (651) 464-5890	9/22/04
Jackie Anderson Manager	Chisago	25484 E. Comfort Dr. Forest Lake MN 55025 (651) 462-3734	11/20/06

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
John Springman	24658 Greenway Ave. N. 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 of the 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 2003:

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 mapping the floodplain of the District. The Board expects the map to be completed in 2004. A floodplain delineation of the District is essential to the future adoption of rules, establishing a permit process, and the petitioning and construction of basic water management projects.

In formulating its goals and objectives, the District has considered the various municipal, county, state and federal laws that the watershed. Specifically, the District has focused on floodplain management, wetland, shoreline, and drainage laws and ordinances of the various governmental jurisdictions within the District. Cooperation with the local municipalities is essential to managing the District's duties under the Watershed Law and effectively protecting water quality.

While the District focuses on completing its floodplain map, the Washington County Soil and Water Conservation has provided interim water quality monitoring data and services. The District recognizes the importance of developing water quality data that comports and coordinates other federal and state laws and regulations.

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 2003, residents attended District meetings and raised the issue of floodwater management and flooding, particularly adjacent abandoned Judicial Ditch #1.

Goals and Objectives of Projected Work Plan

Permitting

Permits and Variances

Although the adoption of permit rules and policies is dependent on completion of an engineering floodplain analysis, the District has discussed and considered the types of permit information that would need to be collected. Further, the District has been considering the most efficient and effective means of compiling, storing, and managing the large number of permits that can be expected once a permit program has commenced. A well-formulated permit program is a key to protecting water quality, particularly given the substantial amount of property that will develop within the District over the next decade. Once rules are adopted, the District will consider variances on a case-by-case basis.

Enforcement Actions

The District has not promulgated rules. And although enforcement actions are largely, though not exclusively, dependent on the adoption of permit policies and rules, the District has not taken any enforcement action.

Water Quality Monitoring Data

Since forming in 1999, the District has contracted with other agencies and governmental units, including Washington County Soil and Water Conservation District, for the collection of water quality and quantity monitoring data. Following a complete floodplain analysis, the District will soon be positioned to assume and build upon the existing monitoring efforts for the purpose of establishing its rules and basic water management projects designed to protect and improve water quality in the District.

Local Plan Adoption and Implementation

Following approval of the District's plan, municipalities will begin separately adopting local water management plans.

Written Communication

As the District finalizes its floodplain mapping and begins implementing its plan, adopting rules, and ordering projects, it will provide communications about its increasing activities. The District has discussed the publication of a newsletter.

Solicitations of Interest

In 2003, the District solicited engineering proposals for its floodplain map. 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. Pursuant to statute, the District biennially solicits engineering, accounting, and legal services. The District will solicit services in 2004.

Wetland Banking Program

Currently, the District does not have an adopted wetland-banking program. The District relies upon the state wetland bank administered the Board of Soil and Water Resources.

Financial and Audit Report

Budget Adopted for 2003

A copy of the District's proposed budget for 2004 is incorporated by reference. Additional copies are available through the District's accounting or legal advisor.

Reporting of Revenues and Expenditures

The District's revenue sources are general and insurance levies pursuant to Minnesota Statutes Chapters 103D and 466. In 2003, the District levied \$250,000 pursuant its general levy. 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 advisors, adopted an approved watershed management plan, and completed a substantial portion of its floodplain analysis. The floodplain map will be completed in 2004 and will serve as the foundation for a future permit program and basic water management projects. The floodplain analysis provides a complete and necessary context for planning and protection of water quality, through permits and projects, in anticipation of growth and development within the District over the coming decades.

Respectfully submitted,

COMFORT LAKE FOREST LAKE
WATERSHED DISTRICT

By Richard Damchik
Richard P. Damchik (LH)
President

COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT

4/26/2004

BUDGET 2004

	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	ACTUAL 2004	BUDGET 2004
REVENUE														
General Levy	12500	0	0	0	0	137500	0	0	0	0	0	100000	0	250000
Loan Proceeds	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest Income	100	98	71	48	20	4	115	99	84	40	24	8	8	710
TOTAL REVENUE	12600	98	71	48	20	137504	115	99	84	40	24	100008		250710
EXPENSES														
Accounting	400	400	400	400	400	400	400	400	400	400	400	400	400	4800
Advisory Committee	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Annual Audit	0	0	3000	0	0	0	0	0	0	0	0	0	0	3000
Annual Budget	0	0	0	0	0	2500	0	0	2500	0	0	0	0	5000
Annual Communication	0	0	1500	1500	0	0	0	0	0	0	0	0	0	3000
Annual Report	0	0	1500	1500	0	0	0	0	0	0	0	0	0	3000
Bond	500	0	0	0	0	0	0	0	0	0	0	0	0	500
Dues	0	0	0	2000	0	0	0	0	0	0	0	0	0	2000
General Engineering Services														
Board Meetings	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan Review, Permitting and Inspection	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Engineer's Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	0	0	0	5000	0	0	0	0	0	0	0	0	0	5000
Leasehold	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous	100	100	100	100	100	100	100	100	100	100	100	100	100	1200
Official Records	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	24000
Per Diem and Expenses	500	500	500	500	500	500	500	500	500	500	500	500	500	6000
Reserve	1250	0	0	0	0	13750	0	0	0	0	0	10000	0	25000
Rules and Bylaws	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monitoring														
Lake Sampling	0	0	0	0	0	5250	0	0	5250	0	0	0	0	10500
Flow Monitoring														
Equipment and Installation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monitoring	0	0	0	0	0	15000	0	0	15000	0	0	0	0	30000
Floodplain Delineation	9510	19019	9510	9510	9510	9510	9510	9510	9510	9510	9510	9510	9510	123624
Subtotal General Fund Expense	14260	22019	18510	22510	12510	49010	12510	12510	35260	12510	12510	22510	0	248624
FUND BALANCE	75883	53862	35523	13062	572	89066	76671	64261	29085	16615	4130	81629		81629