

**MINUTES OF REGULAR MEETING
OF THE
COMFORT LAKE - FOREST LAKE
WATERSHED DISTRICT**

THURSDAY, MAY 27, 2010

1) Call to Order

The President called the May 27, 2010 regular Board meeting to order at 6:30 p.m. at the Forest Lake City Offices, 220 North Lake Street, Forest Lake, Minnesota

Present: President Richard Damchik, Treasurer John Lynch, Secretary Wayne Moe, Interim Treasurer Spence

Absent: Vice President Jackie Anderson

Staff: Randy Anhorn (CLFLWD), Lisa Tilman (EOR)

Other: Linda Nanko-Yeager (Wyoming City Councilmember)

2) Open the Regular Meeting

The President opened the regular Board Meeting.

3) Reading and Approval of Agenda

The President called for the reading and approval of the May 27, 2010 regular Board meeting agenda. Following discussion, motion to approve the agenda as presented was made by Manager Moe and seconded by Manager Spence. Upon vote, the motion passed unanimously.

4) Reading and Approval of Minutes

The President called for the reading and approval of the minutes of the April 14, 2010 Manager's Plan workshop. Following discussion on the draft minutes, motion to approve the April 14, 2010 Manager's Plan workshop minutes with was made by Manager Moe and seconded by Manager Spence. Upon vote, the motion passed unanimously.

The President called for the reading and approval of the minutes of the April 22, 2010 regular Board meeting. Following discussion on the draft minutes, motion to approve the April 22, 2010 regular Board meeting minutes was made by Manager Spence and seconded by Manager Moe. Upon vote, the motion passed unanimously.

The President called for the reading and approval of the minutes of the April 29, 2010 Special Meeting of District Staffing. Following discussion on the draft minutes, motion to approve the April 29, 2010 special meeting minutes was made by Manager Moe and seconded by Manager Spence. Upon vote, the motion passed unanimously.

5) Public Open Forum

Nothing presented.

6) New Business

a) *BMP cost-share program*

Administrator Anhorn provided an update on recent BMP cost-share site visits and ongoing Board approved projects. Anhorn stated that they had recently received one (1) cost-share request to be discussed and expects numerous requests for the June meeting.

i. *McAvoy Shoreline Restoration Application*

Administrator Anhorn then presented an application for District cost-share funds for the McAvoy property located on the channel off of Forest Lake (Lake 1) at 968 12th Ave SE (a copy of which is incorporated by reference and annexed within). The McAvoy's hope to incorporate an approximate 35' X 15' shoreland buffer to fill in a few unplanted areas where they have previously planted along their lakeshore as well as supplement already planted areas and add plantings into the riprap area. The unplanted areas primarily consist of mowed Kentucky bluegrass, reed canary, and some left over rip-rap down to the lake.

Administrator Anhorn went through a description of the property, project design, estimate costs, and resulting project rankings from WCD staff, the District Administrator, and Manager Lynch and Manager Moe. Anhorn further provided an overview of the project ranking and funding process and stated that the compiled rankings resulted in the recommendation of the ranking group to provide cost-share funds for the project.

After Board discussion, motion was made by Manager Spence to approve the application and provide cost-share funds not to exceed \$3,000 for the McAvoy shoreline buffer/vegetative swale project. The motion was seconded by Manager Moe. Upon vote, the motion passed unanimously.

b) *Permits and Reviews*

ii. *Hardwood Creek Pedestrian Bridge (10-002)*

Administrator Anhorn and Lisa Tilman presented the recent review of the Hardwood Creek Pedestrian Bridge permit application (10-002) for rule 2.0 (stormwater management) and 3.0 (erosion control). Ms. Tilman presented her review of the permit application (a copy is annexed and incorporated by reference). Staff recommended the approval of the permit with the condition that the County submit an inspection schedule and maintenance plan for the stormwater facilities. The Board discussed the benefits and deficiencies of biofiltration (as an alternative volume reduction BMP as presented in the District's "*Permit Guidance and Information Handbook*") to straight infiltration)

Following discussion Manager Spence moved, and Manager Moe seconded, to approve Permit # 10-003 with conditions as recommended by staff. The motion carried unanimously.

iii. *Alternative Notification Request for the Hwy 61/ Broadway Roundabout*

Administrator Anhorn presented a written request from the engineer's for the Hwy 61/Broadway roundabout project seeking an alternative notification (as described under Rule 1.7) of posting the notification on the City's website, and notification of residents and general public that use Hwy 61/Broadway Avenue intersection by notice in local papers. A copy of the request is annexed and incorporated by reference. Anhorn stated that the proposed public project, which is a cooperative effort between the City of Forest Lake and Washington County, has already involved an extensive public process including numerous public notices, open houses, neighborhood meetings as well as City and County notifications required as part of a State Aid project. Anhorn stated that he recommends the approval of the requested alternative notification methods of posting on the City's website and publishing notice in the local paper.

The Board held discussion on the alternative notification request. Following discussion, motion was made by Manager Lynch to accept the request for the use of alternative notification as presented for the project. The motion was seconded by Manager Spence. Upon vote, the motion passed unanimously.

c) District Bylaws

Administrator mentioned that at the April Board meeting the Board requested that he and the District attorney review the District's bylaws and edit to include the addition of a Vice Treasurer to fulfill the duties of the Treasurer if the Treasurer is unable to attend a meeting. Administrator presented an edited version of the bylaws that fulfill the Boards request. A copy of the draft bylaws are annexed and incorporated by reference.

Following discussion Manager Spence moved, and Manager Moe seconded, approval and adopted the edited bylaws to include the office of Vice Treasurer to fulfill the duties of the Treasurer if the Treasurer is unable to for any reason. The motion carried unanimously.

Manager Moe then made motion to appoint Manager Spence as Vice Treasurer. The motion was seconded by Manager Lynch. The motion carried unanimously.

d) Update on Administrator Position Posting

Administrator Anhorn stated that the District had posted the Administrator position in the local papers and numerous websites that the Board discussed at its April 29, 2010 special meeting. Anhorn stated the while the posting was open to the next day (May 28, 2010), he had already received 19 resumes and had discussions and answered questions from many of the applicants. Anhorn said that the Board will have a good group to choose from.

Administrator Anhorn reminded that Board of the previously scheduled June 8, 2010 special meeting at 5:00 p.m. at the Forest Lake City Hall to go over the received resumes.

7) Old Business

a) Chisago County Petition Update

Administrator Anhorn provided an update on where the County was on submitting a petition to the District to undertake a project to address water quality and quantity issues from the drainage area to the Sunrise River between the City of Forest Lake and Comfort Lake. Anhorn stated that he had a meeting scheduled with Chisago County staff, including the Chisago County attorney for June 3, 2010, and that he would know more after the meeting.

b) Watershed Management Plan Updates

Lisa Tilman presented a draft of the Plan's Natural Resource Inventory section and provided highlights. Ms. Tilman went the draft section which contained subsections 1-9 including:

1. Location
2. Climate and Precipitation
3. Topography and Geomorphology
4. Soils
5. Geology

6. Surface Water Resources
7. Natural Communities
8. Fish and Wildlife
9. Groundwater Resources

A copy of the presented is incorporated by reference and annexed within. Ms. Tilman stated that they are still working on gathering more information and asked if there were areas that the group knew there were gaps and that if the group thought of any after the meeting to forward to her or Administrator Anhorn.

Lisa Tilman and Administrator Anhorn also mentioned to the Board that they were working with Chisago SWCD on a grant submittal to gather Minnesota Land Cover Classification System (MLCCS) information in Chisago County. While there is some MLCCS information for portions of the District in Washington County, there is no information for portions in Chisago County. The grant is for 75% with a 25% which, if approved, would result in an approximate \$4,000-\$5,000 match from the District.

Administrator Anhorn and Ms. Tilman also provided highlights from the recent TAC/CAC stakeholder meeting held to discuss the District's draft goals and objectives and measure of success methods. Anhorn presented draft minutes from the meeting. A copy of the draft minutes are annexed and incorporated by reference.

8) Report of Staff

a) Administrator

Administrator Anhorn presented an Administrator's Report and 2010 Work Plan Update memo (a copy each is annexed and incorporated by reference). The Administrator's report detailed recent correspondence, permit and plan submittals for review, and recent meetings with local stakeholders. Other issues the Administrator highlighted included:

- Continue to work with Chisago County on petition
- Continue to meet with landowners as part of NBL12 and FL44 projects
- Had a TAC/CAC Stakeholder meeting to discuss goals and objectives
- Continue to work on grant contract agreements
- Working on compiling permit and easements needs for fish barrier projects
- Posted the Administrator job in local papers and numerous websites
- Continue to work with Mr. Holtman on Cooperative Agreement with City of Forest Lake on how stormwater will be managed between the three road projects
- Working with Chuck Holtman on encroachment agreements/easements as part of fish barrier projects
- Have finished and submitted work plan on eLink for BWSR CWF grant for wetland restoration/cattle exclusion projects.
- Working with Chuck Holtman on contract language for added grazing plan /buffer establishment (in addition to NRCS) as a part of the two wetland restoration/cattle exclusion projects.
- Recent permit activities and site inspections

Administrator Anhorn mentioned that the bullhead removal on Moody Lake was recently completed in Moody Lake and that it was a great success with roughly 5,000-6,000 pounds of bullheads removed from the lakes. An article of the project was written up in the Chisago County Press. Anhorn also mentioned that due to culvert and tributary bed conditions, soil borings will be needed at the north inlet to Moody and north inlet to Bone lakes. The soil borings, to be done by EOR, will roughly cost an additional \$1,200.

Administrator Anhorn stated that the fencing work as part of the FL44 wetland restoration/cattle exclusion was to start as soon as the area became dry enough. Anhorn mentioned that the fencing portion would cost \$5,835 of which NRCS would cover \$3,271, meaning that the District would cover \$2,564. Because of the timing and not wanting to have to have the landowner cover the costs for too long, Anhorn requested that he be allowed to write the \$2,564 to cover the District's portion and seek two Manager's signatures if the invoice comes in between monthly meetings.

Following discussion Manager Moe moved, and Manager Spence seconded, to allow the Administrator to write a check to the fencing contractor for \$2,564 and seek necessary Manager signatures, if needed between the Boards monthly meetings. The motion carried unanimously.

b) Emmons and Olivier Resources (EOR)

Lisa Tilman presented the May, 2010 engineer's report (a copy is annexed and incorporated by reference). Ms. Tilman had previously provided an update during the meeting on recent progress in the Plan update process, the FL44 assessment report, fish barrier design, TMDL, as well as permit # 10-002.

c) Washington Conservation District (WCD)

Administrator Anhorn stated that WCD was continuing to provide technical support of the District's BMP cost-share program and fulfilling monitoring requirements as part of the District's baseline monitoring program.

d) Smith Partners

Prior to the meeting, the President and Administrator determined that due to there being no issues on the edited meeting agenda requiring immediate legal consultation, there was no need for the District Attorney to attend the meeting.

9) Report of Treasurer

a) Approval of Bills

The Treasurer discussed the Treasurer's Report (A copy of which is annexed and incorporated by reference) and bills totaling \$31,719.94 for May, 2010.

Motion was made by Manager Moe to approve the May 2010 Treasurer's Report and pay the bills as presented. Manager Spence seconded the motion. Upon vote, the motion passed unanimously.

10) Reports of Officers and Manager

Manager Damchik–

Nothing to report

Manager Lynch –

Manager Lynch said it was good to be back and it was good to see everyone.

Manager Moe –

Nothing to report

Manager Spence –

Nothing to report

11) Adjournment

Motion to adjourn the CLFLWD regular Board meeting was made by Manager Spence and seconded by Manager Moe. Upon vote, the motion carried unanimously.

Wayne S. Moe, Secretary