

**MINUTES OF THE SPECIAL MEETING  
OF THE  
COMFORT LAKE–FOREST LAKE  
WATERSHED DISTRICT  
Tuesday, March 10, 2020**

**1. Call to Order**

President Spence called the March 10, 2020 special board meeting to order at 6:30 p.m. in the Comfort Lake-Forest Lake Watershed District offices, 44 Lake Street South, Suite A, Forest Lake.

Present: President Jon Spence, Vice President Jackie Anderson, Treasurer Steve Schmaltz, Manager Jim Dibble.

Absent: Secretary Jen Oknich

Others: Mike Kinney, Emily Heinz (via telephone) (CLFLWD staff); Doug Thomas, Lori Han (Houston Engineering)

**2. Workload Analysis Kickoff Meeting**

Doug Thomas, Houston Engineering Senior Project Manager, presented an overview of the workload analysis project team, tasks, deliverables, and District responsibilities. Houston Engineering will conduct three workshops. The first will be with the Board and District Administrator and discuss baseline District responsibilities/requirements, current operations, District Rule implementation, and core/critical services. The second workshop will be with the Board and District Administrator and discuss the future 10-year vision for the District. The third will be with the District Administrator and staff in order to collect information on current staff functions and duties, gain insights on the level of effort to deliver current and planned services, and discuss the future 10-year vision for the District.

After the workshops, Houston will review and analyze foundational documents, such as the Watershed Management Plan and the Comprehensive Monitoring Plan, to develop an overall picture of current and projected work. Managers Anderson and Dibble noted that the workload analysis may be helpful in the planning and transitioning of the District's monitoring program in years to come. Manager Schmaltz noted the importance of identifying capital improvement projects in future years, which will factor into the workload analysis and staffing needs. Manager Anderson noted that the District's philosophy is to return its water resources to their natural, predevelopment conditions. Mr. Kinney explained that staff can also provide a more detailed summary of plan implementation progress in the form of its Progress Review and Assistance Program (PRAP) evaluation table, which was created in 2015 and updated each year since. He suggested communicating with local partners, such as municipalities, to discuss future development and coordination opportunities. Manager Anderson suggested this coordination occur at the staff level before holding joint board-council meetings, and that we come to the joint meetings with an outline

of the projects the District views as important from a water quality/quantity perspective. She also suggested that Houston help quantify the impacts of the District's regulatory program. Mr. Thomas advised that an extensive update of the District's hydrologic model would be the most effective way to do this.

Mr. Thomas explained that Task 4 of the workload analysis will include the following: establishing criteria to estimate staffing needs for current and planned activities; conducting analysis and estimating staffing needs based on criteria; establishing a method to evaluate required skills for successful completion of programs and projects; employing the method to identify those programs and projects best suited for outside assistance/contracting; compiling a set of conclusions and staffing scenarios; and drafting the report. Task 5 will include report finalization and a closeout meeting with the Board. District roles include attending workshops, reviewing and commenting on the draft report, and arranging for workshop notices/locations/refreshments.

Mr. Thomas reviewed some of the governing documents including the establishment order and abandonment of JD1 (Chisago County) & JD2 (Washington County), metro status change in 2008, incorporation of Washington Judicial Ditch 6 drainage area and assumption of drainage authority role in 2017, and applicable laws and statutes. Part of the process will include defining core/critical functions. Mr. Thomas presented a summary table of core/critical functions and applicable statute citations. In response to a question from Manager Anderson, Mr. Thomas indicated under the metro area statutes, the authority/responsibility for groundwater planning is given to counties. However, given groundwater-surface water interactions, there is some overlap with surface water management entities. Drainage law will also be an applicable governing document to review as part of the workload analysis.

There was discussion about scheduling subsequent workshops. Two timeslots were proposed: 10:00 am – 2:30 pm with a lunch break in the middle or 2:00 pm – 6:00 pm. Potential dates included the week of March 23-26 or April 8. Managers indicated that they would check their calendars and email staff with their availability on those dates.

### **3. Adjourn**

#### **a) Next regular board meeting – March 12, 2020**

Manager Schmaltz moved to adjourn the meeting. Seconded by Manager Dibble. Upon vote, the motion carried 4-0, and the meeting was adjourned at 8:06 p.m.

Jen Oknich, Secretary \_\_\_\_\_