

**MINUTES OF THE SPECIAL MEETING  
OF THE  
COMFORT LAKE–FOREST LAKE  
WATERSHED DISTRICT  
Monday, April 8, 2019**

**1. Call to Order**

President Spence called the April 8, 2019 special board meeting to order at 5:00 p.m. in the Offices of the Comfort Lake-Forest Lake Watershed District, 44 Lake Street South, Suite A, Forest Lake.

Present: President Jon Spence, Vice President Jackie Anderson, Secretary Jen Oknich, Treasurer Steve Schmaltz, Assistant Treasurer Wayne Moe.

Others: Mike Kinney, Jessica Lindemyer, Emily Heinz (via teleconference - agenda item 2.a), Garrett Miller (CLFLWD staff); Meghan Funke (Emmons & Olivier Resources); Chuck Holtman (Smith Partners)

**2. Old Business**

**a) Watershed Management Plan Amendment**

There was discussion regarding public outreach for the Watershed Management Plan (WMP) amendment. There was general agreement among the managers that a good option to consider for the initial kickoff meeting is the Forest Lake Arts in the Park event that occurs every Tuesday evening in Lakeside Park from June through August. The District could host a booth/table at the event and talk to people about the WMP amendment. President Spence noted that the Forest Lake Lake Association typically hosts a booth at Arts in the Park and the District could work with them to help spread the word about the kickoff. Manager Anderson suggested participating in other community events such as city holiday parades. She also recommended that the District do something special for its 20-year anniversary on September 23. Watershed Technician Emily Heinz explained that the 60-day agency priority issues comment period will end on May 31<sup>st</sup>. The kickoff meeting must be held after that 60-day comment period, so holding it in June makes sense. She recommended that managers update their availability in the shared online TeamUp calendar, and indicated that staff would bring some suggested dates to the next meeting.

**b) 2018 Comfort Lake Nitrogen Study Report Final Draft**

President Spence and Manager Anderson indicated that there didn't seem to be any solid conclusions explained in the report. Manager Anderson expressed that the relationship between nitrogen and Eurasian watermilfoil (EWM) growth isn't very clearly explained. She requested input from the District Engineer. Dr. Meghan Funke noted that the report aimed to look at sediment nitrogen conditions as well as other factors. Dr. Funke

explained that, with Comfort Lake and other lakes she's studied, the trend tends to show that with higher nitrogen concentrations there is higher EWM growth. However, there hasn't been a statistically significant relationship. The amount of time EWM has been in a lake is another factor to consider as EWM changes the chemistry of the sediment itself; after a number of years it starts to reach a lower stable point. There was further discussion about nitrogen in plant tissues and sediment, nitrogen-use-efficiency, and tables in the report. There is evidence that EWM needs more nitrogen than other plants such as curly-leaf pondweed. President Spence concluded that since the Comfort Lake EWM population is relatively new, it is still taking up nitrogen from the sediment and flourishing in areas where, in ten years, it may not be able to flourish due to depleted nitrogen. Manager Schmaltz pointed out the report indicates that nitrogen inputs to the lake are relatively low and that incoming nitrogen doesn't appear to be the factor producing abundant EWM growth, rather it is likely sediment nitrogen. The report goes on to indicate that, although EWM has been assigned moderate to heavy growth around much of the shallow nearshore areas, sediment nitrogen concentrations indicate the long-term EWM growth potential is light to moderate. Dr. Funke noted that the dataset from the study is not very large. Manager Schmaltz noted that a more comprehensive study with a larger dataset would have cost significantly more; the District did this study on a tight budget and obtained less conclusive results, but it is still another data point to have. He added that it is good that the study concluded there isn't a large influx of nitrogen into the lake, which was one of the initial concerns and reasons for doing the study.

There was discussion about Comfort Lake resident complaints about EWM growth and District involvement if densities increase. Manager Schmaltz and President Spence agreed that the District should develop a policy for EWM management. Manager Anderson suggested working with the MAWD Board and universities' research departments on this topic. There was discussion about permitting for invasive plant treatment and regulations for treatment within 150 feet of the shoreline.

Administrator Kinney noted that it would be interesting to further research EWM relationship to nitrogen and use Claros Technologies' new nutrient-absorbing technology to absorb nitrogen. There was further discussion about EWM treatment and recovery cycles.

Manager Anderson moved to accept the Nitrogen Study Report dated March 14, 2019. Seconded by Manager Moe. Upon a vote, the motion carried 5-0.

### **c) Governance Manual Revisions**

President Spence recapped that there are five items in the January 11, 2019 memo that should be discussed, as well as draft policy language. Manager Oknich asked for clarification on whether the draft policy language requires that managers prepare and submit per diem claim forms for regular meetings. Watershed Assistant Jessica Lindemyer clarified that staff keeps track of per diems associated with normal meeting attendance. Legal Counsel Holtman noted that the specific text of the bylaws requires

managers to submit claims for all per diems, even those for regularly-scheduled meetings.

There was discussion about each section in the proposed revision language that was provided as an attachment to the January 11<sup>th</sup> memo.

- *Compensation*: Mr. Holtman noted that the proposed revision for this item is linked to the amendment to the general governance policies article 3. There was agreement that this section is acceptable.
- *Per Diems*: Manager Anderson suggested that in two places, “will” should be replaced by “should.” This was acceptable to the rest of the Board. There was agreement that the “necessary duties” text in this section is acceptable. It was clarified that duties ii-v are new compared to the original governance manual. Mr. Holtman noted that, for auditing purposes, documentation of per diem claims is important, including documentation for per diems based on “necessary duties” other than meeting attendance. There was agreement that this section is acceptable, with Manager Anderson’s revisions.
- *Administrator Review Committee*: This is a new paragraph that was added to create a formal review committee. There was agreement that this section is acceptable.
- *Policy Concerning External Communications*: There was agreement that this section is acceptable.
- *Policy Concerning Officer Positions*: It was clarified that everything on the last three pages is in the new policy. There was discussion about the Board President’s authorities. Mr. Holtman explained that under the proposed policy text, the President doesn’t have authority to make new commitments on behalf of the Board, but has the authority to communicate the Board’s position on a matter. There was agreement that this section is acceptable.
- *Liaison Policy*: There was discussion about liaison examples and level of commitment. There was agreement that liaisons don’t have to attend every meeting of their assigned organization, but should attend enough to maintain appropriate contact. There was discussion about Administrator involvement in assigning a personnel liaison. There was agreement that this section is acceptable.
- *Policy as to Manager Involvement in Supporting Activities*: There was discussion about compiling a list of events for managers to consider attending (i.e. events that might be of significance to the Board, relevant training sessions, etc.). The Board directed Administrator Kinney to provide such a list in the monthly board packet, looking forward about two months. There was agreement that the task didn’t need to be memorialized in the governance policy manual, however. Mr. Kinney suggested using the shared online TeamUp calendar to share such events/opportunities. Mr. Holtman explained that the policy indicates that, if a manager wishes to attend an activity and would like per diem authorized, he or she can ask to have it on a Board meeting agenda for approval. He recommended that the Administrator send out the list periodically, giving

managers enough lead time to ask that an item of interest be added to the next agenda. There was agreement that this section is acceptable.

Manager Anderson moved to accept the general governance policy amendments and the bylaws amendments. Seconded by Manager Oknich. Upon a vote, the motion carried 5-0.

### **3. Summary and Approval of Board Direction**

President Spence recounted that direction was given at this meeting to have a future discussion about invasive plant treatment regulations. Manager Anderson requested that any items being sent out to the public be distributed to the Board so managers can be informed in case they get a call about it. There was discussion about the 3<sup>rd</sup> Lake Pond Project residential mailer.

### **4. Adjourn**

- a) Next regular board meeting – April 18, 2019 (District Office)**
- b) Public Meeting – April 30, 2019**

Manager Moe moved to adjourn the meeting. Seconded by Manager Anderson. Upon vote, the motion carried 5-0, and the meeting was adjourned at 6:11 p.m.

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