

**DRAFT MINUTES OF THE SPECIAL MEETING
OF THE
COMFORT LAKE–FOREST LAKE
WATERSHED DISTRICT
Monday, March 4, 2019**

1. Call to Order

President Spence called the March 4, 2019 special board meeting to order at 3:33 p.m. in the offices of the Comfort Lake-Forest Lake Watershed District at 44 Lake Street South, Suite A, Forest Lake.

Present: President Jon Spence (via videoconference), Vice President Jackie Anderson, Assistant Treasurer Wayne Moe.

Absent: Treasurer Steve Schmaltz, Secretary Jen Oknich

Others: Mike Kinney, Jessica Lindemyer, Emily Heinz (via teleconference) (CLFLWD staff); Greg Graske (Emmons & Olivier Resources); Chuck Holtman (via teleconference) (Smith Partners)

Manager Anderson moved to approve the agenda as presented. Seconded by Manager Moe. Upon a vote, the motion carried 3-0.

2. Consent Agenda

- a) **Regular Board Meeting Minutes – January 10, 2019**
- b) **Regular Board Meeting Minutes – January 24, 2019**

Manager Anderson went over her requested revisions to the minutes.

Manager Moe moved to approve the consent agenda as revised. Seconded by Manager Anderson. Upon a vote, the motion carried 3-0.

3. Public Open Forum

There were no comments.

4. Citizen Advisory Committee Update

Watershed Assistant Jessica Lindemyer provided an update. The Citizen Advisory Committee (CAC) recommends that the Board move the date of the District Tour from May 4th to sometime in September. It is concerned that the State of the Watershed meeting, being scheduled for a few days prior, would compete for attendance. There was general consensus to change the date, so long as it doesn't conflict with anything else.

5. New Business

a) Watercraft Inspection Program JPA

Administrator Kinney noted the change to the proposed hourly rate for watercraft inspectors – the hourly rate is averaged between the Level 1 inspectors and Level 2 inspectors. Staff has determined that this will result in roughly the same cost overall and will make tracking and billing easier. There was discussion regarding number of inspectors, location assignments, and funding. Chisago County hires the inspectors and provides human resources oversight, and it bills the District for hours spent at CLFLWD accesses. In 2018 Chisago County billed the District \$25,212 for inspections performed at CLFLWD accesses. Watershed Technician Emily Heinz was called in to explain how Chisago County provides \$5,000 to the program each year by deducting that amount from what it bills to the District. Therefore, Chisago County inspectors performed \$30,212 worth of inspections in 2018. Additionally, the District hired some of its own inspectors to supplement those hours.

Manager Anderson expressed that contributions from partner organizations should be assigned to their own account so as to keep separate from the District's general fund. There was discussion regarding municipal contributions to the program. Mr. Kinney explained that Scandia contributes funds for inspections at Bone Lake and the City of Forest Lake contributes funds for inspections at Forest Lake. The lake associations reached out to the cities to set this up. Manager Anderson indicated that she would talk to the Comfort Lakes Association about reaching out to Wyoming and Chisago City to request contributions for inspections at Comfort Lake. It was clarified that Little Comfort Lake does not have a public boat launch.

Manager Anderson moved to approve the joint powers agreement between Chisago County and the Comfort Lake-Forest Lake Watershed District for cost sharing of the boat launch inspection program. Seconded by Manager Moe.

Discussion: Manager Anderson noted that a funding contribution should be accounted for in association with the lake or lakes for which it was provided, and any overage should be held until the next year. Staff was directed to bring back more information on this topic to a future board meeting.

Upon a vote, the motion carried 3-0.

Mr. Kinney noted that President Spence is out of town and therefore not available to sign the JPA. Legal Counsel Holtman suggested that the Board delegate authority for Administrator Kinney to sign.

Manager Moe moved to authorize Administrator Kinney to sign the Joint Powers Agreement. Seconded by Manager Anderson. Upon a vote, the motion carried 3-0.

b) Scandia & Forest Lake Local Water Management Plans

Mr. Kinney summarized the review process and communications with the cities’ engineer, Tim Olson with Bolton & Menk. He explained that the Scandia LWMP is recommended for conditional approval because the City Administrator still needs to review the latest round of revisions before they are finalized (at this point City staff have communicated the proposed final changes to District staff). The Board’s approval would be conditional upon those revisions being accepted by the City Administrator. The District has until March 8th to decide whether to approve or disapprove the LWMPs.

Manager Anderson moved to adopt resolution 19-02-02 approving the City of Forest Lake Local Water Management Plan. Seconded by Manager Moe. Upon a roll call vote, the motion carried 3-0.

Manager	Aye	Nay	Absent
Jon Spence	X		
Jackie Anderson	X		
Wayne Moe	X		
Steve Schmaltz			X
Jen Oknich			X

Manager Moe moved to adopt resolution 19-02-03 approving the City of Scandia Local Water Management Plan, subject to the condition that the District Administrator confirms in writing that the plan has been revised to incorporate the revisions outlined in the February 25th summary table. Seconded by Manager Anderson. Upon a roll call vote, the motion carried 3-0.

Manager	Aye	Nay	Absent
Jon Spence	X		
Jackie Anderson	X		
Wayne Moe	X		
Steve Schmaltz			X
Jen Oknich			X

c) LCCMR Proposal – Claros Technology Implementation

Mr. Kinney explained that the District applied for this program to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) for an environment and natural resources trust fund grant for the first-time last year for the Sunrise River Streambank Restoration project. Staff learned a lot about the grant program during that process. He noted that staff is working through additional details with Claros and that, if awarded, grant funds wouldn’t be available until July 2020. The grant application requires an accompanying resolution from the Board.

Manager Anderson moved to adopt resolution 19-02-01 directing that the District Administrator submit a proposal to the LCCMR for a 2020 trust fund grant. Seconded by Manager Moe. Upon a roll call vote, the motion carried 3-0.

Manager	Aye	Nay	Absent
Jon Spence	X		
Jackie Anderson	X		
Wayne Moe	X		
Steve Schmaltz			X
Jen Oknich			X

d) LimnoTech Proposal

Mr. Kinney explained that through the District’s partnership with the University of St. Thomas, he was introduced to Arduino technology as it is currently applied to fields of science such as water monitoring. Another component of this is the IO Rodeo technology. The LimnoTech proposal scopes out three main tasks: develop DIY (do it yourself) nutrient protocol, review existing continuous monitoring program, and design and build open source wireless sensor stations for wetlands and streams. Mr. Kinney described each scope in more detail. The DIY monitoring task, which might be the most important in his opinion, could be a useful technology for other organizations in the region who cite lack of funding for monitoring.

President Spence asked if it is necessary to build six stations, as proposed, or if a smaller number would suit the District’s needs. Mr. Kinney indicated that fewer than six would still work. Manager Anderson expressed strong support for reduced cost and increased reliability for this type of technology that has been around for a while now. There was discussion about cost-efficiency, pollutant source identification, water quality improvements, and communications with other organizations regarding this technology. Manager Anderson expressed that, with this proposal, the District has the opportunity to learn a lot of new things for a relatively small cost. She expressed support for funding all three tasks in the proposal. There was discussion about adding on additional water quality parameters such as dissolved oxygen and turbidity.

Manager Anderson moved to authorize the Administrator, on advice of counsel, to enter into an agreement with LimnoTech in accordance with the February 21, 2019 proposal and in an amount not to exceed \$39,285, with a contingency fund of \$6,000 to be used at the discretion of the District Administrator, with the input of the District engineer. Seconded by Manager Moe. Upon a vote, the motion carried 3-0.

e) Warner Nature Center Joint Board Meeting

Mr. Kinney described past coordinated education efforts with Carnelian-Marine-St. Croix Watershed District (CMSCWD), Browns Creek Watershed District (BCWD), and Warner Nature Center. He proposed that another joint board meeting be scheduled

for some time this June. There was general consensus to hold a joint board meeting and to try to schedule it for some time in June.

f) MAWD and Metro-MAWD Meeting Updates

Manager Anderson reported on legislation moving through the House and Senate. She reported on her meetings with representatives from the Chisago County area. She noted a bill introduced at the request of a past permittee, similar to one introduced last session that did not progress. The legislation would restrict watershed district regulatory procedure and authority in a variety of ways that would not be sound. She understands that the bill is unlikely to make further progress, but it is important to monitor it. She noted that MAWD Legislative Lobbyist, Ray Bohn, aims to send out a weekly or bi-weekly update in both video and written formats.

g) Watershed Management Plan Update

Mr. Kinney explained that the District is roughly 2 ½ years away from the expiration of its Watershed Management Plan (WMP). Though most plan amendments begin 1 ½ years before expiration, Mr. Kinney recommends beginning earlier so that the District can achieve its desired level of public engagement associated with the WMP. The WMP update may be coordinated with both the One Watershed-One Plan (1W1P) effort as well as Carnelian-Marine-St. Croix Watershed District, which is currently undergoing its own plan amendment. East Metro Water Resources Education Program (EMWREP) may be involved in the public outreach aspect as well.

Manager Anderson asked how the District could maintain focus on its WMP if it combines public meetings with 1W1P and CMSCWD. Mr. Kinney explained that the process of information gathering will be similar, so the District could focus in on its own residents. One benefit of combined meetings would be idea sharing and collaboration across boundaries. Some meetings would still be separate and not be coordinated with 1W1P and CMSCWD. There was discussion about common issue areas that CLFLWD shares with 1W1P and CMSCWD. Manager Anderson expressed that building a plan is a unique process and may not have much overlap with other organizations with distinct features and different focuses. Mr. Kinney clarified that the purpose of combining meetings would be to take advantage of meetings that are already being coordinated. He noted that Board of Water and Soil Resources (BWSR) staff has expressed interest in sharing the CLFLWD's plan structure and prioritization philosophy with other watershed districts. The CLFLWD has a framework that BWSR would like to see used for the entire Lower St. Croix watershed. At the same time, the CLFLWD can learn from other organizations. Manager Anderson expressed that combining Technical Advisory Committee meetings makes sense, but she was still skeptical of combining meetings aimed at public engagement. President Spence agreed that he isn't in favor of sharing public engagement meetings with CMSCWD, but combining technical/agency meetings and sharing agency priority issues is a good

collaborative effort. There was further discussion about public meetings, current EMWREP efforts, and coordinated efforts. Manager Anderson expressed concern for staff work load capacity as it relates to shared services with CMSCWD.

There was consensus to direct staff to send out the request for agency priority issues.

h) BWSR Prioritized, Targeted, Measurable Implementation

Mr. Kinney explained that there has been a lot of talk about Prioritized, Targeted, Measurable (PTM) implementation, but he has yet to see anyone propose an actual framework for how to use it. He explained staff's proposed methods for illustrating PTM and cost-benefit analysis of water quality improvement projects, as it relates to phosphorus. Several different cost-benefit scenarios are shown, from \$100 per pound of phosphorus reduced to \$1,500 per pound of phosphorus reduced. As the cost per pound increases, the total cost to reach water quality goals also increases. The cost difference scenarios show possible cost savings achieved by using cost-benefit analysis. These costs are extrapolated out to larger scales: CLFLWD, Washington County, Lower St. Croix watershed, and State of Minnesota. Mr. Kinney explained that the reception of this information by other organizations has been less enthusiastic than he hoped. Many people he talked to expressed that \$2,000 per pound removed is cheap. Mr. Kinney expressed that achieving water quality goals across the state is not going to be possible if we do not take a cost-benefit analysis approach; funds are just too limited. It is important to push the envelop with new technology, such as those being discussed at the current board meeting, in order to lower costs and improve efficiency of project prioritization and implementation. Mr. Kinney indicated that he wants to start engaging other agencies more on this topic.

Manager Anderson recommended postponing further discussion of this topic, as Manager Schmaltz will likely want to be part of the discussion and she would like some time to sit down with Mr. Kinney and go over some of her questions. She expressed agreement with the overall concept but is concerned about some of the methodology for extrapolating the data and believes it important to frame the information in a way that will be trusted and accepted. There was further discussion about cost-benefit analysis and project prioritization.

Manager Anderson moved to postpone this item until a future meeting when all board members are present and also to allow time for managers to talk to Administrator Kinney about the materials. Seconded by Manager Moe. Upon a vote, the motion carried 3-0.

6. Old Business

a) Hayward Ave Subwatershed Assessment

It was noted that Manager Schmaltz would likely be interested in participating in this discussion as well.

Manager Moe moved to postpone this item until the next meeting. Seconded by Manager Anderson. Upon a vote, the motion carried 3-0.

b) Blue Water Science Reports – Revised

Manager Anderson moved to accept the 2018 Blue Water Science reports. Seconded by Manager Moe. Upon a vote, the motion carried 3-0.

c) Watershed Champion Award – Nomination Review Committee

In response to a question from Manager Anderson, Ms. Lindemyer explained that the deadline for managers to submit nominations is any time prior to the review committee meeting. The review committee has not yet been established, and thus a meeting date not yet set. Manager Anderson indicated she would submit her nomination(s) by the end of next week.

It was clarified that the purpose of this agenda item is to select a manager to participate on the review committee. Ms. Lindemyer indicated that no managers have specifically expressed an interest in participating yet. It was clarified that the committee meeting would occur sometime before mid-April and that Manager Moe has already been nominated for the award. President Spence volunteered to serve on the committee.

d) State of the Watershed Public Meeting Update

Mr. Kinney explained that staff put together a framework for the proposed meeting. The proposed location is the new restaurant, Mulligan's Bar and Grill, at the Forest Hills Golf Club. There was discussion about managers' participation in preparing for and presenting materials at the public meeting. Manager Anderson recommended that each manager give a presentation on the lake management district in which they live. She recommended distributing branded products, such as pens, stress balls, and/or water bottles with the District logo, at the public meeting.

e) Office Space Update

Manager Anderson provided an update. Managers Anderson and Schmaltz and Administrator Kinney recently met and reviewed an offer from Sears. The Sears location is looking promising. The group would like the approval of the Board to move forward on the next steps – getting remodeling quotes and discussing with the realtor.

Manager Moe moved to direct Managers Anderson and Schmaltz and Administrator Kinney to proceed with the next steps as described. Seconded by Manager Spence. Upon a vote, the motion carried 3-0.

7. Report of Staff

a) Administrator

Administrator Kinney indicated that there is nothing urgent to report.

b) Emmons & Olivier Resources

This item was skipped in the interest of time.

c) Smith Partners

This item was skipped in the interest of time.

8. Report of Treasurer

a) Approval of Bills and Treasurer's Report

Manager Moe reported income for the period of \$36,005.45 and expenses in the amount of \$116,048.13.

Manager Anderson moved to accept the Treasurer's Report and pay the bills in the amount of \$116,048.13. Seconded by Manager Spence.

Discussion: Administrator Kinney confirmed that the expense amount is correct and incorporates recent voided checks.

Upon vote, the motion carried 3-0.

9. Report of Officers and Managers

Manager Anderson requested that staff bring to the next meeting information on how much tax income came from Washington County and Chisago County in 2018. She requested that the reserve breakdown be added to the Treasurer's Report.

10. Summary and Approval of Board Direction

This item was skipped in the interest of time.

11. Adjourn

a) Next regular board meeting – March 28, 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 5:39 p.m.

Jen Oknich, Secretary _____

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