

**MEETING NOTES OF THE
COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT
CITIZEN ADVISORY COMMITTEE
Tuesday, March 5th, 2019**

Present: Doug Toavs, Tom Furey, Jack MacKenzie

Others: Jessica Lindemyer (CLFLWD Staff), Angie Hong (EMWREP)

1. Watershed Activities Update

a) Administrator Report

The February 28th Administrator's Report was handed out to the Committee members present. Watershed Assistant, Jessica Lindemyer, noted that the newsletter was mailed out on the 26th to all property owners in the District. The 2018 draft progress report is available online along with the final 2018 Blue Water Science reports.

b) Other

Ms. Lindemyer provided the Committee with updates on District staff, noting that the Administrator is in the process of interviewing candidates for the position of Program Coordinator. She shared the promotional flyer for the upcoming State of the Watershed Annual Public Meeting, asking the Committee to help spread the word and invite individuals who may be interested in learning more about the Watershed.

At the March 4th Special Board Meeting the Board concurred with the recommendation put forth by the Committee at its February 13th meeting to reschedule the District Tour from May 4th to sometime in September.

2. Watershed Champion Award - Nomination Review Committee

Ms. Lindemyer stated that, at this time, the Review Committee for the Watershed Champion Award is short one CAC member. The program description of the Watershed Champion Award states that the Review Committee shall be made up of one Board member, one staff member, and three CAC members. Currently two CAC members have volunteered to serve on the Committee, Doug Toavs and Tom Furey. Jon Spence volunteered to serve as the Board representative and Erin Edison volunteered to serve as the staff representative on the Review Committee. Jack MacKenzie volunteered to serve as the third CAC member on the Review Committee.

The CAC discussed the timeline of the review process and the expected time commitment for the Review Committee members. Ms. Lindemyer summarized the agreed upon timeline stating that she would get all of the submitted nominations out to the Review Committee no later than the 11th, the Review Committee would meet on Tuesday, April 2nd, and notification of award would be sent to recipients no later than April 15th.

Ms. Lindemyer provided an overview of the draft scoring form she created for the Review Committee to utilize. She noted that the purpose of the scoring form is not to determine the award recipients but rather to serve as a starting point for the Review Committee's discussions on April 2nd. The committee provided input on what a "1" might look like versus a "5" and asked that Ms. Lindemyer draft up a guidance document for use by the Review Committee so that all members are utilizing the same criteria.

3. 2019 Committee Initiatives

a) Adopt-A-Drain

Ms. Hong provided the Committee with an update on the adopt-a-drain program which should be live by the end of March. The Adopt-a-Drain program will be active in the area regardless of the involvement of any local organizations, however by partnering with the program organizations such as the CLFLWD will be able to increase promotion of the program and provide volunteers with area-specific signage and volunteer kits. She indicated that Brown's Creek Watershed District (BCWD) has entered into a partnership with the Hamline for this program for a yearly commitment of \$1,000. Similarly, Rice Creek Watershed District (RCWD) has entered into a partnership for a yearly commitment of \$5,000. It is Ms. Hong's understanding that the CLFLWD could partner with Adopt-a-Drain at the \$1,000 level due to it being a similar size to BCWD. She indicated she would get in touch with the coordinator of the program and confirm this information. It is also important to note that at this time, the Adopt-A-Drain program only contains storm drain data for the 7-county metro, meaning the 40% of the District that lies in Chisago County is not covered. Ms. Hong stated that there has been some discussion of adding this information into the program should the District choose to fund that effort.

The Committee inquired about the potential to involve businesses in the program due to the limited number of storm drains in residential areas around the District. Ms. Hong communicated that one of the pilot programs in Minneapolis focused on this idea of involving businesses and found several areas where the program would need to be adjust to fit the constraints associated with commercially-located storm drains. She noted that she would share this information with the Committee and District staff when it becomes available.

Jack MacKenzie asked if the program has a way to quantify and track the amount of material being removed from the drains by volunteers. Ms. Hong confirmed that the volunteers are asked to submit a log of their activities each time they clean up their drain which includes the pounds of material removed.

b) Lake Tours for Local Officials

Ms. Lindemyer provided a recap of this discussion from the February 13th Committee meeting. Per Committee direction she provided the group with a list of questions to consider for moving forward and a rough breakdown of responsibilities as she understood them. The District would help with planning, scheduling, promotion, and provide a representative to be on each tour with information about the lake. The lake associations would provide the watercraft and personally invite their respective officials. There was general consensus among the Committee members present that this was an accurate summary of responsibilities as previously discussed. Ms. Lindemyer added that she has reached out to the District's legal counsel for advice on how to handle potential liabilities associated with such an event.

Ms. Hong noted that John Bilotta, Senior Research and Extension Coordinator with the University of Minnesota's Water Resources Center, has conducted similar events in the past and could be a resource for the District.

Jack MacKenzie expressed his enthusiasm for this potential event noting that it would be an excellent opportunity to bring local partners together and strengthen the connections between the District and local lake associations.

c) Other Community Engagement Efforts

Ms. Lindemyer noted that she added this item to the agenda based on recent feedback from individual Committee members and the changes she has observed in the nature of Committee discussions over the past few months. She explained that over that past several years the Committee has provided the District with very valuable feedback and recommendations on the District's programs and projects. Overtime it appears that the Committee is working its way towards being more involved and hands-on in relation to the implementation of said programs and other such opportunities for community outreach. She asked the Committee if her understanding of this shift was correct, and if so, what specific areas might they be most interested in volunteering further. For example, if the District were to get a booth at Lake Fest or other community events, would Committee members be interested in staffing?

Jack MacKenzie noted that it would very helpful for the Committee to have more detailed written guidance on the purpose, role, and expectations of the CAC so that all members are on the same page regarding the expected level and type of volunteer commitment they are making by joining the CAC. Ms. Hong indicated that she was familiar with several other organization's CACs that have such guidance documents established. Ms. Lindemyer indicated that she would obtain this information and bring it forward to the next Committee meeting.

4. Election of new Chairperson

There was consensus among the present Committee members that any election of a new Chairperson should occur when a majority of the members are present. As such, the Committee asked Ms. Lindemyer to continue serving as interim chair until such time that the Committee is able to elect a new Chairperson.