

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers

Date: April 11, 2019

From: Mike Kinney

Subject: Watershed Management Plan Amendment

Background

The purpose of this agenda item is to consider setting dates for 1) a kickoff event and 2) an initial planning meeting for the Watershed Management Plan (WMP) amendment. This item was discussed briefly at the April 8th special board meeting. Since then, staff has discussed the kickoff/planning meeting with Board of Water and Soil Resources (BWSR) staff. At this time, we propose to have two separate events to begin the WMP process, as opposed to one single kickoff meeting. Below is an outline of the two proposed events.

1. Hold a kickoff event

- a. **When/Where:** This could be held at the Forest Lake Arts in the Park event that occurs in Lakeside Park every Tuesday 5-9pm June through August. There are four Tuesdays in the month of June during which Arts in the Park will be held – June 4th, 11th, 18th and 25th. Staff recommends that either June 11th or 18th would be optimal dates for weather and schedules.
- b. **Who:** District staff, East Metro Water Resources Education Program (EMWREP), and Citizen Advisory Committee (CAC) members would cooperatively plan and host a booth/table. Managers would be encouraged to stop by and talk with members of the public as well. A quorum of the Board would not be required.
- c. **What:** We would aim to have several engaging activities and offerings such as – ice cream and root beer floats, fun games and displays provided by EMWREP, tablets with surveys that people can use to provide input on WMP issues and priorities, a pond dipping activity hosted by EMWREP (i.e. educational exercise which lets adults and children alike observe natural plant and microorganism samples from the lake), and staff/committee members on-hand to answer questions and talk about the District. This event would be advertised ahead of time using a variety of methods such as social media/website posts, a blog post/news article by EWMREP, and personalized email invitations to stakeholder groups such as lake associations.
- d. **Why:** The objective of this event would be to “kick off” the gathering of public input as part of our WMP process. Techniques such as the tablet surveys will be used in order to gather meaningful input from as many people as possible. There will be several additional public input gathering events and activities later on (e.g. attendance at stakeholder meetings, frequent engagement of the CAC, online outreach, etc.).

2. Hold an initial planning meeting

- a. **When:** The District would aim to satisfy MN Rules 8410.0045, Subparts 5 and 7 (excerpts provided below) with this meeting. It would need to be held after the 60-day agency priority issues comment period which ends on May 31, 2019. Staff recommends holding the initial planning meeting sometime in June so that we can begin incorporating the results of that discussion into the drafting process shortly thereafter.
- b. **Where:** A structured environment may be useful for a meeting such as this, which is why holding it in conjunction with the Arts in the Park event may not be ideal. Staff

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recommends holding this meeting in a sizable space such as the Community Room at Forest Lake City Hall.

- c. Who: The CLFLWD Board of Managers would preside over this meeting, as required by MN Rules. BWSR recommends inviting members of the Technical Advisory Committee (TAC) and Citizen Advisory Committee (CAC) to this meeting. CLFLWD staff and consultants would be in attendance as well.
- d. What/Why: The purpose of this meeting would be to receive, review, and discuss input. It is anticipated that the feedback received during the 60-day agency priority issues comment period would be discussed. Staff would prepare a structured agenda in advance of the meeting. Legal notice will be posted on the District's website and comply with open meeting law requirements. All notifications will occur at least two weeks before the meeting.

MN Rules 8410.0045, Subparts 5 and 7:

Subp. 5. Initial planning meeting.

In the development of a plan or ten-year plan amendment and after completion of the time requirements under subparts 3 and 4, an organization must hold an initial planning meeting presided over by the organization's governing body to receive, review, and discuss input. Written notification must be made to the plan review authorities and known stakeholders including affected counties, cities, and towns and the Minnesota Department of Transportation. Legal notice must be posted on the organization's website and comply with open meeting law requirements. All notifications must occur at least two weeks before the meeting. The plan must document the public input.

Subp. 7. Assessment of issues and identification of priority issues.

In developing a plan or ten-year plan amendment, an organization must identify priority issues after assessing available information including the input received under this part and data and trend analyses under part 8410.0060. The input received must be summarized and the assessment process for evaluating issues received, and goals received from the plan review authorities, must be included in the plan or ten-year plan amendment. The success of implementing the previous plan, if any, must be summarized and considered in identifying priority issues.

Recommended Action

At this time, staff recommends that the Board assign dates for the two proposed events described above. Again, it is recommended that the dates are set for sometime in June, with the kickoff event coinciding with Arts in the Park, preferably on either June 11th or 18th.

Proposed Motion #1: Manager _____ moves to direct staff to set [DATE] for the kickoff event and post advertisements accordingly. Seconded by Manager _____.

Proposed Motion #2: Manager _____ moves to direct staff to set [DATE] for the initial planning meeting and post legal notices accordingly. Seconded by Manager _____.