

**MINUTES OF THE REGULAR MEETING  
OF THE  
COMFORT LAKE - FOREST LAKE  
WATERSHED DISTRICT**

**THURSDAY, FEBRUARY 28, 2008**

**1) Call to Order**

The Vice President called the February 28, 2008 Regular Board Meeting to order at 6:30 p.m. at the Forest Lake City Offices, 220 North Lake Street, Forest Lake, Minnesota

Present: President Jackie Anderson, Vice President Richard Damchik, Secretary John Lynch, Treasurer Jon Spence, Manager Wayne Moe  
Staff: Randy Anhorn, Travis Thiel (WCD), and Lisa Tilman (EOR)

**2) Open the Regular Meeting**

The Vice President opened the Regular Board Meeting.

**3) Reading and Approval of Agenda**

The motion to approve the agenda with the addition of a discussion on the District's citizen advisory committee under the New Business section was made by Manager Lynch and seconded by Manager Moe. Upon vote, the motion passed unanimously.

**4) Reading and Approval of Minutes**

The President called for the reading and approval of the minutes of the January 24, 2008 regular Board meeting. The motion to approve the January 24, 2008 regular Board meeting minutes as presented was made by Manager Moe and seconded by Manager Lynch. Upon vote, the motion passed unanimously.

**5) Public Open Forum**

Nothing Presented

**6) New Business**

***a) BMP Cost-Share Incentive Program***

Administrator Anhorn presented a flyer describing the District's BMP cost-share program (a copy is annexed and incorporated by reference). Anhorn further mentioned that following the approval of the Board, he would post the flyer describing the District's program on the website. Administrator Anhorn went through the process a landowner would take in order to apply and eventual receive funds through the program.

Administrator Anhorn stated that he would like one or two Managers to participate in the project ranking committee, which would also include representatives from each Counties SWCD. Results from the

rankings would be forwarded on to the full Board to ultimately decide to fund the proposed project. Discussion was held as to the number of Managers on the committee and the potential for notices to meet open meeting laws. It was determined that the Administrator would determine the availability of one to two Managers as projects come in and rankings are needed.

Manager Damchik asked if Board Managers would be eligible for the District cost-share funds. Administrator Anhorn said that he would check on the legality of the issue with Smith Partners.

Motion was made by Manager Lynch to adopt the presented BMP cost-share program process and funding limits stated in the program flyer and staff/engineer report. The motion was seconded by Manager Moe. Upon vote, the motion passed unanimously.

***b) WCD Monitoring/ Technical Assistance Contract***

Administrator Anhorn presented copies of the WCD's 2008 contract for technical services which includes costs for the District's baseline monitoring program, monitoring as part of the District's TMDL study (to be reimbursed by the MPCA) and technical support of the District's BMP cost-share incentive program. Anhorn stated that he had forwarded the contract on to Smith Partners and made suggested edits and is now requesting Board action to initiate the contract

Travis Thiel gave an overview of the proposed monitoring program for 2008 referenced in the contract. Thiel further stated that they were looking for volunteers to take turbidity tube readings on a few sites throughout the watershed.

Motion was made by Manager Lynch to initiate the contract for 2008, between CLFLWD and WCD for technical assistance. Manager Moe seconded the motion. The motion carried unanimously.

***c) Internal Financial Control Manual***

Administrator Anhorn mentioned that he has received comments on the draft Internal Financial Control Manual from Chisago and Washington Counties and has incorporated the comments/edits into the manual. Anhorn further mentioned that the District was under pledged in December 2007 (similar to December 2006), he has added another policy better describing the steps needed to ensure that the District's funds have the proper collateral. Anhorn stated that he had thought that the issue was properly addressed with Mainstreet Bank after findings from the District's 2006 Annual Audit, but because of the recent occurrence, he worked on developing a multiple-layer checking approach including the District's Accountant, Administrator and Treasurer and Mainstreet Bank.

Administrator Anhorn asked the Board for comments on the Manual and requested that the Board consider adopting the Manual and presented policies as documentation of its internal controls.

Motion was made by Manager Damchik to adopt the presented Internal Control Manual including the addition of Policy nine; tracking of District account pledging. Manager Moe seconded the motion. The Motion carried unanimously.

***d) Annual Report***

Administrator presented a draft of the 2007 Annual Report to the Board (a copy of each is annexed and incorporated by reference). Anhorn mentioned that the Report is due to the various state agencies by

April 30, 2008. Anhorn is seeking comments on the draft Annual Report in order to incorporate the comments in to the report prior to the April 24, 2008 regular Board meeting

*e) Citizen's Advisory Committee (CAC)*

Administrator Anhorn stated that in accordance to Minnesota Statute section 103D.331, the District must annually appoint its CAC. Mr. Anhorn suggested the Board appoint those already participating on the CAC. Mr. Anhorn said that the District's current CAC members include; Bruce Anderson, Deb Anderson, Kathy Blomquist, Beryl Halldorson, Sam Hathaway, and Ron Swenson. Anhorn further stated that the District continues to seek more members and has postings on the District website, has articles in the District's official papers, and has sent requests to the Forest Lake Association.

Motion was made by Manager Damchik and seconded by Manager Lynch to appoint the current CAC members to the District's 2008 CAC. Upon vote, the motion carried unanimously

7) **Old Business**

*a) Draft Rules TAC/CAC Meeting and Comments Update*

Administrator Anhorn presented the minutes and notes from the District's first TAC/CAC draft rules review meeting, a list of received comments prior to the February 19, 2008 draft rule review meeting, and a list of items for Board discussion (a copy of each is annexed and incorporated by reference). Anhorn stated that the notes/minutes from the February 19<sup>th</sup> meeting and the list of received comments memos were provided for the Managers to look through, but that Ms. Tilman would specifically be going through the memo on items needing Board decision/discussion in order to provide direction to staff on areas to edit the current draft rules.

Following discussion on each Board decision item presented, the Board decided that the District's will move forward with implementing its rules with a permit program. The specifics of the program will be determined in partnership with the local communities through discussions held during the upcoming TAC/CAC rule review meetings. Other decisions made by the Managers included: clarifying procedures for variances, sureties, and enforcement.

Administrator Anhorn went through the upcoming TAC/CAC meeting schedule and mentioned the potential for a workshop in the future in order to address issues that come out of the meetings as specific rules and standards are addressed, as well as determining fee schedules.

Lisa Tilman asked the Board if they had thoughts on how the Board's responses to the comments should be brought back to the TAC/CAC Committee. Anhorn asked the Board if the method in which staff presented the TAC/CAC comments and needed Board discussion/decisions resulting from the comments where acceptable to them, or if they thought another format would work better.

*b) Special Legislation Update*

Administrator Anhorn stated that the District's Legislation has been introduced in the House (HF 2824) and Senate (SF 2480) and provided an update on where the District was on its Special Legislation.

Anhorn specifically highlighted recent issues raised by Washington County as to requiring approval of the District's annual budget. Anhorn also provided an update on recent meeting with the bills chief authors (Senator Olseen and Representative Kalin), Washington County, MAWD, and BWSR, and recent hearings on the legislation in the Senate Environment and Natural Resource Committee and Tax Committee.

*c) Plan Amendment/Revision Update*

Administrator Anhorn stated that the Watershed Management Plan revision to meet requirements under Minnesota Statute Chapter 103B was submitted to all entities that required a copy by February 13, 2008. Copies were sent to the Cities of Chisago City, Forest Lake, Scandia, Wyoming and Wyoming Township, Chisago and Washington Counties, Chisago and Washington County SWCDs, BWSR, DNR, Metropolitan Council, Minnesota Department of Agriculture, Minnesota Department of Health, Minnesota Department of Transportation, and MPCA. Anhorn went through the review processes and timelines.

*d) 2008 Work Plan & Projects Update*

Administrator Anhorn provided the Managers with a copy of the 2008 proposed work plan with progress updates on each of the items listed and a list of overall highlights for 2008. A copy of the update is annexed and incorporated by reference.

**8) Report of Administrator**

Administrator Anhorn presented an Administrator's report memo (a copy is annexed and incorporated by reference). The Administrator's report detailed recent correspondence, permit and plan submittals for review, and recent meetings with local stakeholders.

Administrator Anhorn highlighted the District's recent meetings he had with local, county, and state representatives, the success of their recent capital improvement plan open house held on January 28, 2008, and the watershed being a booth partner with the City of Forest Lake at the upcoming Forest Lake Home Show on Saturday, March 15, 2008.

Anhorn then stated that the District had recently been notified that the District's DN Shoreland Vegetation grant, in partnership with Great River Greening and the City of Forest Lake, was successful. The grant will result in shoreland restoration on two properties on Bone Lake (May 2008), and a yet to be determined number of dead-end street sites on Forest Lake.

Administrator Anhorn further stated that he had received a letter from Washington County about transferring two parcels of tax-forfeited land just north of the land the District currently owns in Washington County (a copy is annexed and incorporated by reference).

**9) Report of Engineer**

*a) Emmons and Olivier Resources (EOR)*

Lisa Tilman, provided the Board with an update on recent work EOR has undertaken for the District including work on the District's draft Rules, beginning to work on the District's TMDL study, and follow-up on the Everton Commons (Forest Lake) review.

***b) Washington Conservation District (WCD)***

Travis Thiel of WCD, passed out copies of watershed loading/phosphorus concentration schematic showing the monitored loads from the District's stream monitoring sites and in-lake mean phosphorus concentrations. A copy of the update is annexed and incorporated by reference.

Travis Thiel also mentioned that the 2007 monitoring report is in its final internal draft form and will be sent out very soon.

The Board discussed the presented monitoring results and the potential for future monitoring sites to provide better resolution as to indicate where loads may be coming from up stream of the county line monitoring station. Potential sites discussed include stations between the City of Forest Lake and the beginning of the Sunrise River and around the City of Forest Lake's compost site.

The Board asked Travis Thiel if it would be worthwhile to move future monitoring stations to some of the discussed locations. Mr. Thiel stated that because monitoring data already reveals that the majority of the phosphorus load in the Comfort Lake western sub-watershed is coming from the City of Forest Lake, money may be better spent on BMPs within the city as opposed to more monitoring further upstream in the city.

**10) Report of Attorney**

Prior to the meeting, the President and Administrator determined that due to there being no issues on the meeting agenda requiring immediate legal consultation, there was no need for the District Attorney to attend the meeting.

**11) Report of Treasurer**

***a) Approval of Bills***

Manager Spence discussed the Treasurer's Report and bills for February 2008.

Motion was made by Manager Damchik to pay the bills as presented. Manager Lynch seconded. Upon vote, the motion passed unanimously.

***b) Approval of Treasurer's Report***

Motion was made by Manager Damchik to approve the February 2008 Treasurer's Report. Manager Lynch seconded. Upon vote, the motion passed unanimously.

**12) Reports of Officers and Manager**

**Manager Anderson –**

Manager Anderson mentioned that she found the article linking deformed frogs to agricultural runoff and passed the article to the Administrator to make copies and provide them to the other Managers.

**Manager Damchik –**

Manager Damchik asked the Administrator if the District ever heard back from Gaughan Properties on the letter the District and the City of Forest Lake sent about plowing snow into the outlet channel. Anhorn stated that they had not received comment back.

Manager Damchik asked what our next step may be. Anhorn stated that he would check with the City and see what we may be able to do in partnership, and what authorities the City has to enforce action.

**Manager Lynch –**

No Report

**Manager Moe-**

Manager Moe passed out an article from the Lake Detective in the Outdoor News publication discussing the influence of watershed and internal processes in determining each lake’s water quality, and how the lake’s water quality during wet and dry years can help determine which process has a larger influence in driving the lake’s trophic status.

**Manager Spence –**

Manager Spence mentioned that the Comfort Lake Association has allocated \$850 to EOR to run the District’s XP-SWMM model on different outlet weir elevations to determine what influence each would have on lake levels.

**13) Adjournment**

Motion to adjourn the CLFLWD regular Board meeting was made by Manager Damchik and seconded by Manager Spence. Motion carried unanimously.

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John T. Lynch, Secretary