

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

THURSDAY, JULY 23, 2009

1) Call to Order

The President called the July 23, 2009 regular Board meeting to order at 6:30 p.m. at the Forest Lake City Offices, 220 North Lake Street, Forest Lake, Minnesota

Present: Vice President Jackie Anderson, Secretary Wayne Moe, Treasurer John Lynch, Manager Jon Spence

Absent: President Richard Damchik

Staff: Randy Anhorn (CLFLWD), Chuck Holtman (Smith Partners), Lisa Tilman (EOR)

Other: Jessica Collins-Pilarski (WCD), Jeff Gosiak (Forest Lake Association), Linda Nanko-Yeager (Wyoming City Councilmember)

2) Open the Regular Meeting

The President opened the regular Board Meeting.

3) Reading and Approval of Agenda

The President called for the reading and approval of the July 23, 2009 regular Board meeting agenda. Administrator Anhorn stated that an additional BMP cost-share application and reimbursement request had come in since the agenda was posted, and he thought that it could be included in discussion during the BMP cost-share portion of the agenda. Motion to approve the agenda with mentioned additions was made by Manager Spence 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 June 25, 2009 regular Board meeting. Following discussion on the draft minutes, motion to approve the June 25, 2009 regular Board meeting minutes with edits was made by Manager Lynch and seconded by Manager Spence. Upon vote, the motion passed with three (3) ayes and Manager Moe abstaining due to being absent at the June 25, 2009 meeting.

5) Public Open Forum

Nothing presented

6) New Business

a) BMP cost-share program

Administrator Anhorn provided an update on recent BMP cost-share site visits and ongoing Board approved projects. Anhorn stated that there were three applications and one reimbursement request to discuss.

i. Jordan Shoreline Restoration Application

Administrator Anhorn then presented an application for District cost-share funds for the Jordan property located on Forest Lake (Lake 1) at 6530 237th Street North (a copy of which is incorporated by reference and annexed within). The Jordans hope to incorporate a native shoreline buffer to help stabilize the shoreline and reduce runoff along their lakefront.

Administrator Anhorn went through a description of the property, project design, estimate costs, and resulting project rankings from WCD staff, the District Administrator, and Manager Lynch and Manager Moe. Anhorn further provided an overview of the project ranking and funding process and stated that the compiled rankings resulted in the recommendation of the ranking group to provide cost-share funds for the project.

After Board discussion, motion was made by Manager Moe to approve the application and provide cost-share funds not to exceed \$2,000 for the Jordan shoreline buffer project. The motion was seconded by Manager Spence. Upon vote, the motion passed unanimously

ii. Dill/Daly Shoreline Restoration Application

Administrator Anhorn then presented a second application for District cost-share funds. The second application was for the Dill/Daly property located next to the Jordan property on Forest Lake (Lake 1) at 23685 Granada Ave North (a copy of which is incorporated by reference and annexed within). The Dill/Dalys hope to incorporate a native buffer above and in their existing rip-rapped shoreline to help stabilize the area and reduce runoff from entering the lake.

Administrator Anhorn then went through a description of the property, project design, estimate costs, and resulting project rankings from WCD staff, the District Administrator, and Manager Lynch and Manager Moe. Anhorn further provided an overview of the project ranking and funding process and stated that the compiled rankings resulted in the recommendation of the ranking group to provide cost-share funds for the project.

After Board discussion, motion was made by Manager Lynch to approve the application and provide cost-share funds not to exceed \$2,000 for the Dill/Daly shoreline buffer project. The motion was seconded by Manager Spence. Upon vote, the motion passed unanimously.

iii. Irlbeck Shoreline Restoration Application

Administrator Anhorn then presented an application for District cost-share funds for the Irlbeck property located on Forest Lake (Lake 1) at 667 North Shore Drive (a copy of which is incorporated by reference and annexed within). The Irlbecks hope to incorporate a native shoreline buffer and vegetative swale to help stabilize the shoreline and reduce runoff along their lakefront.

Administrator Anhorn went through a description of the property, project design, estimate costs, and resulting project rankings from WCD staff, the District Administrator, and Manager Lynch and Manager Moe. Anhorn further provided an overview of the project ranking and funding process and stated that the compiled rankings resulted in the recommendation of the ranking group to provide cost-share funds for the project.

After Board discussion, motion was made by Manager Spence to approve the application and provide cost-share funds not to exceed \$2,000 for the Irlbeck shoreline buffer/vegetative swale project. The motion was seconded by Manager Moe. Upon vote, the motion passed unanimously.

iv. Milbrett BMP Cost-Share Reimbursement

Administrator Anhorn stated that he had recently completed a walk through of the finished Milbrett shoreline restoration project located at 9480 North Jewel Lane, Forest Lake and said that the project was completed to the project's Board-approved specifications. Anhorn further presented photos of the completed project and mentioned that he would take more photos of the area next summer when everything would be in bloom. Anhorn also stated that signage would be incorporated once the signs are completed.

Administrator Anhorn then presented a reimbursement request for the Milbrett project (a copy of the request is annexed and incorporated by reference). Anhorn stated that the submitted receipts for labor (including volunteer labor) and materials for the project equaled \$6,180.88 of which \$4,735.35 is reimbursable through the District's program (the total minus the cost for moving the in-ground irrigation system). The District's cost-share portion covers ½ of the labor and material costs of the project, and because ½ of the project's reimbursable amount exceeds the District's maximum of \$2,000.00, the reimbursement request submitted by Mr. Bruce Milbrett is for \$2,000.00.

Following Board discussion on the project and reimbursement request, motion was made by Manager Moe to reimburse the Milbretts \$2,000.00 for the District's BMP incentive cost-share portion of the Board approved shoreline restoration project. The motion was seconded by Manager Lynch. Upon vote, the motion passed unanimously.

v. Mahler BMP Cost-Share Reimbursement

Administrator Anhorn stated that he had recently completed a walk through of the finished Mahler shoreline restoration project located at 8839 North Shore Trail, Forest Lake and said that the project was completed to the project's Board-approved specifications. Anhorn further presented photos of the completed project and mentioned that he would take more photos of the area next summer when everything would be in bloom. Anhorn also stated that signage would be incorporated once the signs are completed.

Administrator Anhorn then presented a reimbursement request for the Mahler project (a copy of the request is annexed and incorporated by reference). Anhorn stated that the submitted receipts for labor (including volunteer labor) and materials for the project equaled \$3,347.52, therefore the District's cost-share portion (equaling ½ of the material costs) comes to \$1,673.76.

Following Board discussion on the project and reimbursement request, motion was made by Manager Spence to reimburse The Mahlers \$1,673.76 for the District's BMP incentive cost-share portion of the Board approved shoreline restoration project. The motion was seconded by Manager Moe. Upon vote, the motion passed unanimously.

Administrator Anhorn then presented draft project profile sheets for two of the District funded BMP cost-share projects (a copy of each is annexed and incorporated by reference). Anhorn stated that if the Board liked the profiles sheets, he would work on similar summaries for each of the District funded BMP cost-share projects and post them on the District website. The Board stated that they liked the profiles and hoped that they would help promote the program.

Manager Anderson stated that it would also be worthwhile to add a map of the District with highlights where the projects are located in order to show the amount of projects in context to the watershed area. Administrator Anhorn stated that he would contact the web designer and see if they could also add a pop out of the project profile sheets if the individual project site was clicked on the map.

b) 2010 Work Plan/Budget

Administrator Anhorn mentioned that he met with the President and Treasurer to hold preliminary discussions on the District's 2010 work plan and budget. Anhorn presented the Board with the first draft of a work plan and corresponding budget for 2010 (copies of each are incorporated by reference and annexed within). The Board held discussions on the presented draft budget and the resulting levy needs.

Administrator Anhorn stated that he recently met with Commissioner Hegberg and Commissioner Montzka to present and discuss the 2010 draft work plan and budget and to seek their input. Anhorn stated that both Commissioner Hegberg and Commissioner Montzka were pleased that the District planned on keeping 2010 levy flat and were pleased with the progress the District had made. Anhorn also mentioned the Board should look at holding a workshop to provide more time to discuss the District's 2010 budget, and provide an opportunity for the County Commissioners to attend and provide comments.

The Board scheduled a 2010 Budget workshop for Wednesday, August 5, 2009 at 6:00 p.m. at the Forest Lake City Hall located at 220 North Lake Street, Forest Lake.

Administrator Anhorn stated that as part of the process, the Board would have to hold a public hearing on its resulting 2010 budget and levy prior to sending the levy certifications to the Counties by September 15th. Anhorn stated that the Board could hold its public hearing at its August 27, 2009 Board meeting, or could hold a separate public hearing in early-September. Anhorn asked the Boards preference. Following discussion, the Board decided to hold its public hearing its resulting 2010 budget and levy

The Board and staff briefly went through the proposed work plan and budget and highlighted areas similar to 2009 and areas of changes including the initiation of the Watershed Management Plan update. The Board discussed how the 2010 work plan and budget was an extension of what was discussion and adopted as part of the 2009 budget process.

Administrator Anhorn mentioned that once the 2010 budget was approved, he would prepare a work plan and budget flyer similar to that prepared in 2009, and that the flyer would detail the District's commitment to projects and put the budget and levy in context to the District's master plan.

c) Permits and Reviews

ii. MnDOT TH 61 Culvert Replacement/Repair (09-003)

Administrator Anhorn reminded the Board of the MnDOT 61 culvert replacement/repair permit application that was before the Board at its June, 2009 Board meeting and the need to extend the application in order to have the project properly notified. Anhorn stated that MnDOT had provided proper notification and now the permit application was before the Board for approval.

Administrator and Lisa Tilman then presented the recent review of the MnDOT TH 61 Culvert Replacement/Repair permit application (09-003) for rules 6.0 (water course and basin crossing) and 7.0 (floodplain). Anhorn stated that staff recommends approval of the permit application. A copy of the permit application is annexed and incorporated by reference.

Following further discussion on the MnDOT TH61 Culvert Replacement/Repair permit application, Manager Spence moved, and Manager Lynch seconded, to approve Permit # 09-003 as recommended by staff. Upon vote, the motion carried unanimously.

iii. Benham/Carlisle Erosion Control Permit (09-005)

Administrator Anhorn and Lisa Tilman presented the erosion control permit application for the single family residential home construction project (a copy of the permit application is annexed and incorporated by reference). Anhorn reminded the Board of their decision to have projects that required just a District erosion control permit to be handled administratively. Anhorn stated that as recommended by the District Engineer, that the District erosion control permit (09-005) was issued on July 8, 2009.

Administrator Anhorn provided the Managers an update on permits that may come before the Board in the near future.

7) Old Business

Manager Anderson stated that per the Board's request, she looked in to the possibility of selling her company's (Key Medical Supply) extra digital projector to the District for use at meetings and for various presentations. Manager Anderson stated the projector was initially purchased for \$1,000 roughly 7 years ago, and that the projector was now determined to be worth \$200 and that her company would be willing to sell it to the District for \$200.

Following discussion, Manager Moe moved, and Manager Lynch seconded, to purchase the digital projector from Key Medical Supply for a price of \$200. Upon vote, the motion passed with three (3) ayes with Manager Anderson abstaining.

8) Report of Staff

a) 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. Other issues the Administrator highlighted included:

- Completed Forest Lake "adopt-a-garden" trainings.
- Completed new buffer and "adopt-a-garden" signage.
- Conducted a few permit site inspections.
- Went over the various meetings attended since the June meeting.
- Continue to work with Great River Greening on two to three more Forest Lake dead-end street buffer projects to be undertaken in 2009.
- Continue to have a few phone and in-person meetings to discuss potential upcoming projects w/in the watershed and answer potential permit needs.
- Had a pre-con site visit on Wal-Mart site to go through SWPPP and erosion control and stormwater management measures.
- Received first 2009 disbursement and contacted Mainstreet Bank to verify proper pledge to cover savings.
- The DNR has completed the first of two point-intercept aquatic plant surveys on Comfort, and Forest lakes. In the mean time I have conducted a similar survey on Moody Lake (surveys on Birch and School were conducted in 2007).
- Have set up second meeting with property owner for NBL12 wetland restoration/cattle exclusion project.
- Met with Commissioner Hegberg and Montzka prior to the meeting to discuss the District's proposed budget and levies and invite them to the upcoming Workshop to discuss any potential concerns.

- Had a wetland violation site visit with the DNR, City of Forest Lake, and WCD at 10085 Scandia Trail in Forest Lake (wetland connected to Sylvan Lake south of 97).
- Finished/mailed semi-annual report for TMDL (also extended contract) and two 319 grant projects.
- I plan on taking annual leave days on Thursday, July 30th and Friday, July 31st and Tuesday August 18th through Friday August 21st.

Administrator Anhorn present the flyer for the upcoming August 18, 2009 grazing workshop (a copy is annexed and incorporated by reference). Anhorn stated that he would be on leave on that date and asked if a Manager had interest in attending in order to represent the District.

Administrator Anhorn stated that he will be working at the Washington Conservation District (EMWREP) booth of the Washington County Fair on Wednesday, July 29th. Anhorn also mentioned that he had recently been contacted to help with the Chisago County Children's Water Festival scheduled for Friday, September 25, 2009 at the Wild Mountain Recreation Area near Taylor's Falls. Anhorn stated, that at the children learn that the quality of our water (including lakes, streams, and groundwater), is determined by what we do on the land. Anhorn further mentioned that he will be volunteering, and said that if the Managers were interested in volunteering as well they can contact him for more information.

The Managers asked about the compiled E. coli data included in the meeting packet (a copy of which is annexed and incorporated by reference). The Board noted similar dates each year where elevated numbers were shown, and discussed potential associations with rain-events and wild and domestic animals. Administrator Anhorn stated that he would follow up with Erik Anderson (WCD).

Manager Lynch mentioned that the Administrator should also contact the City of Forest Lake and find out dates where sanitary sewer lift stations may have overflowed and see if those dates may relate to elevated E. coli numbers.

i) 2009 Work Plan & Projects Update

Administrator Anhorn provided the Managers with a copy of the 2009 work plan with progress updates on each of the items listed and a list of overall highlights for 2009. A copy of the update is annexed and incorporated by reference.

b) Emmons and Olivier Resources (EOR)

Lisa Tilman presented the July, 2009 engineer's report (a copy is annexed and incorporated by reference). Ms. Tilman had previously provided an update during the meeting on recent project reviews, and provided an update on the finalizing of the draft TMDL report and mentioned that they had addressed all comments from the MPCA and DNR, and that the report had recently been sent to EPA for they review and approval.

c) Washington Conservation District (WCD)

No Report

d) Smith Partners

Chuck Holtman stated that he had nothing to add.

9) Report of Treasurer

a) *Approval of Bills*

Treasurer Lynch discussed the Treasurer's Report (A copy of which is annexed and incorporated by reference) and bills for July 2009.

Motion was made by Manager Spence to approve the July 2009 Treasurer's Report and pay the bills as presented. Manager Moe seconded the motion. Upon vote, the motion passed unanimously.

10) Reports of Officers and Manager

Manager Anderson --

No Report

Manager Lynch --

No Report

Manager Moe --

No Report

Manager Spence --

No Report

11) Adjournment

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

Wayne S. Moe, Secretary