

**MINUTES OF REGULAR MEETING
OF THE
COMFORT LAKE - FOREST LAKE
WATERSHED DISTRICT
Thursday, July 25th, 2013**

1. Call to Order

The President called the July 25th, 2013 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 Richard Damchik, Vice President Jackie Anderson and Treasurer Jon Spence

Absent: Secretary Wayne Moe with prior notice

Others: Amy Carolan (CLFLWD), Lisa Tilman (EOR), Chuck Holtman (Smith Partners), Mark Lobermier (Wyoming)

2. Setting of Agenda

The President called for the reading and approval of the July 25th, 2013 Regular Board meeting agenda. The President asked if there were any changes or additions. No changes were requested. Motion to approve the agenda that was distributed prior to the meeting was made by Manager Anderson and seconded by Manager Spence. Discussion. Upon vote, the motion passed.

4. Reading and Approval of Minutes

The President called for the reading and approval of the minutes of the June 27th Board Budget Workshop. Motion to approve the June 27th Board Workshop meeting minutes as presented was made by Manager Anderson and seconded by Manager Spence. Discussion. Upon vote the motion passed.

The President called for the reading and approval of the minutes of the June 27th Regular Board Meeting. Administrator Carolan noted a revised version of the meeting minutes had been distributed prior to the start of the meeting. Motion to approve the June 27th Regular Board meeting minutes as presented was made by Manager Spence and seconded by Manager Anderson. Discussion. Upon vote the motion passed.

The President called for the reading and approval of the minutes of the July 8th Board Budget Workshop. Administrator Carolan recommended two minor corrections as follows, 1) Page 2, 3rd full paragraph: correction of error, “barely” should be changed to “barley”, and 2) Page 2, 6th full paragraph, third line should be changed to read “Manager Moe felt the funds should be left in the budget and a decision could be made at a later date if the district should hire in 2014 or hold funds until 2015.” Motion to approve the July 8th Board Workshop meeting minutes as amended was made by Manager Anderson and seconded by Manager Spence. Discussion. Upon vote the motion passed.

5. Public Hearing – Proposed 2014 District Budget & Levy

The Present called to order, at 6:40 pm, the public hearing on the proposed 2014 District Budget & Levy. Administrator Carolan provided a handout which gave a brief overview of the proposed budget and noted that the levy will stay the same in 2014 at \$755,000 and that overall expenditures in 2014 will be approximately 12% more than in 2013. The President asked if anyone present wished to comment on the proposed budget and levy. Hearing no comment, the President closed the public hearing at 6:45 pm.

6. Public Open Forum

Manager Damchik opened the floor to anyone in attendance wishing to comment on items that were not already scheduled to be discussed as part of the meeting agenda.

7. New Business

a) Mattson Funeral Home – Community Cost Share Application

Administrator Carolan noted the memo in the board packet. Carolan indicated that Mattson Funeral Home at 343 North Shore Trail had applied to the District's Community Cost-Share Grant Program. The proposed project would include a native shoreline restoration project and adjacent native prairie planting. The project would also include a retrofit of the existing stormwater treatment feature to enhance treatment of parking lot runoff. Combined, the proposed project would treat runoff from approximately 2.13 acres and would result in the following estimated load reductions: total phosphorus, 0.38 lbs/yr; total suspended solids, 306 lbs/year; total nitrogen, 0.95 lbs/year; and a volume reduction of 7,289 cubic feet. The total project cost was estimated at \$23,534.68. Mattson Funeral Home was requesting the maximum amount of cost-share allowed under the program, 75% of project costs with a cap of \$15,000.00. Manager Damchik asked why community cost share applicants could request a greater amount of cost-share as compared to residential property owners. Administrator Carolan explained that community projects were typically larger in scale and often resulted in treatment of more impervious areas such as parking lots or roadways, which can generate more polluted runoff. Residential cost-share projects were typically smaller projects in scale and included items such as shoreline restorations that often captured runoff from residential turf areas or single family home roofs. Manager Anderson asked about the possibility of larger informational signage at the site, since the site offered an educational opportunity in Forest Lake. Administrator Carolan responded that Mattson's were open to the idea and were willing to install signage designed by the District. Administrator Carolan further stated that the District could work through their partnership with the East Metro Water Resource Education Program to develop signage using some of the program templates. Manager Anderson made a motion to approve the cost share application as presented. Seconded by Manager Spence. Discussion. Upon vote the motion passed.

b) Blackburn Residential Cost-Share Application

Administrator Carolan noted the completed application in the packet. The proposed project would include the installation of a native plant buffer and toe protection on a channel which drained to Forest Lake, Lake 3. Estimated load reductions were as follows: total phosphorus, 0.07 lbs/year; total suspended solids: 13 lbs/year; total nitrogen, 0.8 lbs/year. The project will include the installation of 160 native plants in a 10' x 40' buffer area. The total project cost is estimated at \$2,013.00. The Blackburn's requested 50% cost share or \$1,006.50. Manager Anderson moved

to approve the Blackburn residential cost-share application as presented. Seconded by Manager Spence. Discussion. Upon vote the motion carried.

c) 2013 Chisago County Children's Water Festival

Administrator Carolan noted the memo and copy of a letter from Chisago County included in the packet asking the District to again support the upcoming Children's Water Festival. Administrator Carolan noted that the Children's Water Festival would provide an outdoor educational opportunity for an average of 750 5th graders in September of 2013. Administrator Carolan further noted that the District did have \$2,000.00 set aside in the 2013 budget for support of the 2013 Children's Water Festival. Manger Spence made a motion to approve providing a contribution to the 2013 Chisago County Children's Water Festival in the amount of \$2,000.00. Seconded by Manager Anderson. Discussion. Upon vote the motion carried.

8. Old Business

a) 2013 Watercraft Inspections Program – Update and Payment Authorization

Administrator Carolan noted her memo in the packet which provided an update on the status of the District's 2013 watercraft inspections program being completed in collaboration with Chisago County as well as other partners. Administrator Carolan reviewed the number of inspection hours which had been completed on Bone, Comfort and Forest Lake between mid-May and the end of June. Administrator Carolan indicated that the program would run through mid-October. A breakdown of costs including materials, uniforms, and hours was also included in the packet. Total cost of the program to date was \$13,228.43. Administrator Carolan recommended that the board approve the partial payment with the understanding that future bills would be forthcoming. Manager Anderson asked about coverage of the launches during weekends, holidays and evenings. She indicated that double evening shifts may be more effective than many weekday shifts. Administrator Carolan responded that coverage was fairly evenly distributed between those times according to submitted time sheets. Manager Anderson asked about a report of the survey's that were being completed during the inspections. Administrator Carolan responded that a survey report would be provided at the end of the season when the DNR was able to provide the information to her. Manager Anderson moved to approve the partial payment as presented in the amount of \$13,228.43. Seconded by Manager Spence. Discussion. Upon vote the motion passed.

d) 2013 District Wide Newsletter Development and Schedule Update/Discussion

Administrator Carolan again noted the memo in the board packet. She indicated that staff had met with MMC Associates in July to outline a newsletter development timeline which allows time for development of newsletter articles and work with the printer to result in a delivery of the newsletter to residents the week of September 9th, 2013 just after Labor Day. Since this is the District's first District wide newsletter, Administrator Carolan asked the board of managers for input on potential newsletter article topics to ensure the newsletter contained the information the board of managers would like residents in the District to receive. Manager Anderson thought it would be important to mention the District's planning efforts and outline the number of projects the District has already implemented along with their estimated benefit to water quality. Manager Anderson further noted that the planned Sunrise River projects and the petition should be

mentioned in the newsletter. Administrator Carolan noted that she would bring back a final draft of the newsletter for the boards review at the regular August meeting and that no additional action was needed at the June board meeting.

b) 2014 – Proposed Budget/Work Plan

Administrator Carolan indicated that the agenda item was in place to allow for any final discussion on the proposed 2014 Budget and Workplan following the Public Hearing on the budget held at the beginning of the meeting. Since no public comment was heard, Administrator Carolan would prepare the 2014 budget and levy for adoption by the board at its regular board meeting in August based on direction provided at the July 8th Budget Workshop.

9. Report of Staff

Administrator Carolan –

Administrator Carolan noted her written administrator's report in the board packet. She highlighted a few items including the increase in permit activity within the District, work on the Target Project and upcoming meetings associated with the project.

Emmons and Olivier Resources (EOR) – District Engineer Lisa Tilman noted that she would be on maternity leave following the October board meeting.

Smith Partners – Nothing further to report

10. Report of Treasurer

Approval of Bills

Treasurer Spence presented the Treasurer's Report (A copy of which is annexed and incorporated by reference) and bills and payroll totaling \$43,330.85.

Motion was made by Manager Anderson to approve the July 25th, 2013 Treasurer's Report and pay the bills and payroll as presented. Manager Damchik seconded the motion. Discussion. Upon vote, the motion passed.

11. Reports of Officers and Managers

Manager Damchik – No report.

Manager Spence – Manager Spence noted that Comfort Lake levels seemed higher than normal over the last month.

Manager Anderson – Manger Anderson noted a rise in development activity on Comfort Lake near Applewood Nursery. Manager Anderson wanted the District to pay special attention to that area to ensure

it is developed in a sensitive manner due to its adjacency to Comfort Lake. She asked the administrator to consider documenting the lateral drainage to Comfort Lake from that area.

Manager Moe – Absent.

12. Adjournment

Motion to adjourn the CLFLWD regular Board meeting at 7:15 pm was made by Manager Anderson and seconded by Manager Spence. Upon vote, the motion passed.

Wayne S. Moe, Secretary _____