

**MINUTES OF REGULAR MEETING
OF THE
COMFORT LAKE - FOREST LAKE
WATERSHED DISTRICT
Thursday, March 26, 2015**

1. Call to Order

The President called the March 26, 2015 Regular Board meeting to order at 6:30 p.m. at the Council Chambers of the Forest Lake City Center, 1408 Lake Street South, Forest Lake.

Present: President Richard Damchik, Vice President Jackie Anderson, Treasurer Jon Spence, Secretary Wayne Moe and Assistant Treasurer Stephen Schmaltz

Others: Emily Schmitz (CLFLWD staff), Ryan Peterson (CLFLWD summer intern), Greg Graske and Cecilio Olivier (EOR), Denise Martin (Chisago County Press), Margie Schmidt (Bone Lake Association), Mark Lobermeier (City of Wyoming).

2. Setting of Agenda

The President called for the reading and approval of the March 26, 2015 Regular Board meeting agenda. Manager Anderson stated that with the administrator and attorney gone, there might be some items that can be tabled until the next meeting. Manager Anderson moved to approve the agenda with the following amendments: postpone item 5c and items 6b, d and f, and add item 5h Schedule Performance Review. Seconded by Manager Schmaltz. Upon vote, the motion carried 5-0.

3. Consent Agenda

a) Regular Board Meeting Minutes —February 26, 2015

Manager Moe moved to approve the consent agenda as amended. Seconded by Manager Anderson. Discussion. Upon vote, the motion passed 5-0.

4. Public Open Forum

The President asked for public comments. There were no comments.

5. New Business

a) Blue Water Science Proposal

Mr. Graske stated that he reviewed the proposal and asked Dr. Jacobson for input on the rapid response treatments, but found nothing substantial enough to delay the approval. He stated that he is comfortable the proposal will address the Comfort Lake TMDL. Mr. Olivier concurred that the phases are a good approach and follow the Department of Natural Resources (DNR) procedures. Managers agreed that a snorkeling/diving evaluation for zebra mussels is not needed on a monthly basis. Instead an April and an August evaluation is sufficient, followed by volunteers checking panels every two weeks. Ms. Schmitz added that an instructor from a St. Croix diving club is interested in doing dives to search for zebra mussels in Forest Lake on a volunteer basis and does Eurasian watermilfoil pulls in lakes in exchange for free lake access.

Manager Anderson moved to accept the Blue Water Science proposal and further explore working with the SCUBA diving instructor and his team. Seconded by Manager Moe. Discussion. Upon vote, motion carried 5-0.

b) Washington County Board Meeting and AIS Funding

Ms. Schmitz reported that the funding decision at the county level has been delayed and recommended considering alternate funding for some AIS tasks. Manager Schmaltz stated that he and Administrator Kinney attended the county commissioner's AIS workshop, where it was reported that the county might have \$70,000 less from the state for the AIS grant program and, because of this, will need to delay allocating grants until mid April. Grant requests also exceeded funds that are available. The District requested \$42,000 from the county for its flowering rush program. Manager Schmaltz reviewed the District AIS budget, noting there are funds available to begin work on spring treatment of flowering rush in Forest Lake and activities for curly leaf pondweed and Eurasian watermilfoil. The District budget also has some funds for the inspection program. He suggested that the process to hire inspectors should start now so inspectors can be trained by the start of the inspection season. The desired inspection program has 2,500 hours allocated for inspections at boat launches in total on all the District lakes, with 1,000 hours already planned for through the Chisago County. The county rated the District's request for flowering rush treatment in Forest Lake as the highest priority and Forest Lake inspections as a second priority. Both of these projects will probably be funded. The District's other projects were not mentioned, possibly as Mr. Graske surmised, because milfoil, curly leaf and carp are in many lakes and are being treated. It was also noted that the county could approve the grant, but with reduced hours/funds. Manager Anderson stated that although Mr. McComas is providing AIS baseline information from year-to-year, a work plan for treatment is needed from District engineers so action is not delayed for another year or two or three. Mr. Graske stated that EOR can compile a schedule of activities for curly leaf and milfoil including timelines and submission of treatment requests to the DNR. He will ask Jason Naber to attend the next board meeting and address the work plan.

d) Joint CLFLWD/City of Forest Lake Shields Lake Analysis

Mr. Graske reported that Administrator Kinney has been coordinating with Forest Lake staff on a small drainage area to the west of Shields Lake. There are concerns with runoff and sediment loading in the drainage area and with a possible development to the west that could add to the runoff. Administrator Kinney has suggested that the city and District undertake a joint study to assess the current capacity of the drainage ponds and identify treatment needs, if any, before the developer submits a proposal. Mr. Graske presented a small scope of work to determine the flowage through the ponds, what water quality treatment exists and what might be needed. He and Mr. Olivier clarified: the development would need to meet the District stormwater rules and Wetland Conservation Act requirements, if the wetlands in the flowage area are affected; the drainage ponds flow to Shields and are not sized correctly; the ditches and driveway culverts in the drainage area neighborhood carry quite a bit of water; the drainage system eventually flows into Forest Lake; Shields Lake is an impaired lake that the city and District are jointly charged to manage through the TMDL; retrofits, linear treatments and rain gardens are treatment

options; the scope of work does not include modeling, just phosphorus load reduction and a significant phosphorus load might be coming from the golf course. Manager Anderson recommended a diagnostic study on the Shields Lake subwatershed because it would provide a more holistic approach and would put the District in a better position to apply for an MPCA grant. Manager Anderson moved to direct EOR to develop a scoping document that incorporates a Shields Lake diagnostic study and to bring the proposal to the next meeting. Seconded by Manager Moe. Discussion. Upon vote, motion carried 5-0.

e) Draft Water Monitoring Report

Ms. Schmitz reported that the draft report is 95 pages long, so hard copies were not provided. Mr. Graske added that the report has been forwarded to EOR for review. The Managers requested a hard copy of the final report and suggested having a way to download the draft from somewhere.

f) MAWD Summer Tour

Manager Anderson suggested that if managers and staff want to attend the tour, the board might want to move its meeting. She also suggested waiting to make a decision until more information is known about the agenda.

g) MAWD Legislative Update

Ms. Schmitz stated that this is just an update and she is not aware of any MAWD legislative priorities that are in jeopardy. Manager Anderson stated that because she spends a lot of time at the capitol, she is available to talk to legislators. She volunteered to call Ray Bohn about contacting legislators.

h) Schedule Performance Review

The Managers agreed to use the form from 2012. Manager Spence agreed to work with Administrator Kinney to circulate the form to managers for input. The subcommittee of Managers Spence and Damchik will review and compile the responses and bring recommendations to the board. Manager Schmaltz suggested getting more specific objectives next year. Manager Anderson said Administrator Kinney was going to prioritize the objectives based on the Watershed Management Plan.

6. Old Business

a) Spectrum Sign

Manager Anderson stated that the District name is cut off on the sign and should be corrected before it is printed. She preferred the reverse type on the blue background because it is more readable and spoke in favor of keeping the mission statement on the sign because people don't know what the District does. Manager Spence stated that the sign is big enough for the mission to be readable and suggested getting a mock-up. Manager Schmaltz stated that the sign should be sized so that it is readable, but needs to conform to the city sign ordinance. He spoke against keeping the tag line stating it is most important to communicate that the District is located here. Discussion on having a sign in the front of the building included needing to check with the landlord, having a removable sign, having a sign in the District's front office window or posting photos of

rain gardens in the window. President Damchik suggested inviting Spectrum Signs to the board meeting to answer questions.

b) Joint Board Meeting with City of Scandia—April 1

Managers Damchik, Spence, Moe and Schmaltz will attend the joint meeting. Manager Anderson hopes to attend.

c) Personnel Policy Manual

Ms. Schmitz reported that Administrator Kinney worked with Ellen Hinrichs of Career Enhancement Options, Inc. on the manual. Manager Spence stated that while the manual is very thorough, it is more complicated and prescriptive than it needs to be. He would like Mr. Holtman to review the document. He stated that managers are enforcing performance. Manager Moe asked about the fire arms in private vehicles policy on page 14, noted a typo on page 18 in paragraph two, and suggested deleting the second paragraph on page 28 about references and correcting the District's name on the last page. Manager Schmaltz put together a spreadsheet of seven other organizations/district plans as a reference point so the District can be competitive. Manager Anderson agreed that the manual was very prescriptive and would be difficult to manage, especially for such a small group. The Managers agreed that this is a professional position, that the District needs to be covered for what is important and would like Mr. Holtman to provide input on what can be deleted. After getting input from Mr. Holtman, it was suggested either having a workshop or setting up a committee to review and streamline the manual. Manager Anderson moved to have Mr. Holtman provide the board with a list of necessary elements for a personnel policy to stay within the law. Seconded by Manager Moe. Upon vote motion carried 5-0.

It was noted that BWSR is in the process of compiling a personnel policy manual and salary comparisons.

d) 2104 Watercraft Inspection Schedule

Ms. Schmitz reported that, in response to last month's request, she compiled information about the date and time of inspections by lake. Jerry Spetzman of Chisago County does not create the schedule, but rather the inspectors create their own. It was agreed that in the next week, Managers and willing residents living on lakes, will provide times when lakes are most busy. Ms. Schmitz will provide this information to Mr. Spetzman and encourage—possibly with pay incentives—to have the three new hires do inspections during peak use hours.

7. Report of Staff

a) Administrator

Ms. Schmitz introduced summer intern Ryan Peterson. She showed photos of three cost share shoreline restoration BMPs that have ice ridges. According to the WCD water resource engineer, because of low water levels the rocks along the shoreline acted like a bulldozer and pushed the soil. The homeowners can't put in docks and do not like the way this looks. Manager Anderson stated, and Mr. Graske concurred, that from a water quality standpoint, this is good for the lake. The ice ridges create a barrier for surface

runoff. The homeowners can cut a path for access without a DNR permit, but this destroys the shoreline buffer. Manager Anderson also stated that this creates an opportunity to do some education. If we can work with our experts—EOR, WCD, Mr. McComas—maybe we can make the heave more attractive and provide shoreline access. Manager Schmaltz suggested adding trees. Further discussion included: the District is not responsible for the ice heaves; standing water behind the heave could kill the grass, but the heave could happen with or without the boulders and James Landini of WCD will be invited next month to discuss these projects.

President Damchik suggested writing a letter to state legislators supporting the Governor's buffer proposal. Issues raised about the proposal included: if a property is only 20 feet from water, how do you do a buffer and on another stream a 100-foot buffer might be needed.

b) Emmons & Olivier

Mr. Graska reported that the Bone Lake Diagnostic Study is underway. EOR has collected spring water samples. Mr. Olivier showed slides of the fish barrier on Bone Lake. A contract with Peterson Excavating, the lowest qualified bidder, was signed. A preconstruction meeting was held in the field, the first grade was constructed. After the field check, a few minor modifications were requested. These modifications and the second installation should be completed before April 10. The contract requires completion by April 15. Mr. Olivier showed slides of the sand-iron filter trench and reconstruction at Peshorn's. So far the filter is doing what it needs to do.

c) Smith Partners - Nothing to report.

8. Report of Treasurer

a) Approval of Bills and Treasurer's Report

Treasurer Spence presented the Treasurer's Report and bills to be paid. He asked for a motion to approve the report and pay the bills. Manager Moe moved to approve the Treasurer's Report and bills in the amount of \$78,268.69. Seconded by Manager Schmaltz. Upon vote, motion carried 5-0.

9. Report of Officers and Managers

- Manager Spence stated that Administrator Kinney has been working with a group on a permanent solution to the beaver dams on the outlet to Comfort Lake. In the short-term, one beaver was trapped, but there are more. The board approved a district credit card, but a social security number needs to be provided. Manager Spence and Manager Damchik will work on this.
- Manager Moe reported that he noticed a community education class on landscape design. Administrator Kinney was able to provide District cost-share information. Angie Hong has done work with community education in the past.
- Manager Anderson suggested that the board set a special meeting or meet earlier in April to address agenda items that were delayed. Manager Anderson moved to set a special meeting for April 9 at 6:30 p.m. with the location to be determined to discuss the items

that were postponed on this agenda. Seconded by Manager Spence. Upon vote, motion carried 5-0.

10. Adjourn

Manager Spence moved to adjourn the CLFLWD regular Board meeting at 8:43 p.m. Seconded by Manager Moe. Upon vote, the motion carried 5-0.

Wayne S. Moe, Secretary _____