

**MINUTES OF REGULAR MEETING  
OF THE  
COMFORT LAKE - FOREST LAKE  
WATERSHED DISTRICT  
Thursday, January 22, 2015**

**1. Call to Order**

The President called the January 22, 2015 Regular Board meeting to order at 6:30 p.m. at the Forest Lake City Offices, 1408 Lake Street South, Forest Lake, Minnesota.

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

Others: Mike Kinney and Emily Schmitz (CLFLWD staff), Chuck Holtman (Smith Partners), Greg Graske, Meghan Jacobson and Brett Emmons (EOR), Steve McComas (Blue Water Science), Nancy Martinson (Redpath & Co.), David Fairbairn (MPCA), Margie Schmidt (Scandia resident and Bone Lake Association) and Mark Lobermeier (City of Wyoming)

**2. Setting of Agenda**

The President called for the approval of the January 22, 2015 Regular Board meeting agenda. Manager Moe moved to approve the agenda as amended. Seconded by Manager Anderson. Upon vote, the motion carried 5-0.

**3. Consent Agenda**

- a) Regular Board Meeting Minutes – December 18, 2014

The President called for the approval of the consent agenda. Manager Spence moved to approve the consent agenda as amended. Seconded by Manager Moe. Upon vote, the motion carried 5-0.

**4. Public Open Forum**

The President asked for public comments. Margie Schmidt stated that there is currently a gap in communications between the District and lakeshore property owners. She requested that the Board make communications with lakeshore property owners a larger priority. Mr. Kinney noted that the Citizens Advisory Committee includes several lake owners and could be a good vehicle. Manager Anderson concurred and asked that the subject be placed on the February meeting agenda.

**5. New Business**

**a. Election of Officers**

Manager Anderson moved to elect the current slate of officers for 2015. Seconded by Manager Moe. Upon vote, the motion carried 5-0. The Board asked that Manager Schmaltz be designated as Vice Treasurer on the District's materials.

**b) Designation of Official Newspapers and Banks**

Manager Anderson moved to approve the District's 2015 official newspapers as the Chisago County Press and the Forest Lake Times and the official banks as Central Bank and the First State Bank of Wyoming. Seconded by Manager Spence. Upon vote, the motion carried 5-0.

**c) Nancy Martinson, Redpath CPA – Recommendations to Board**

The District's new accountant, Nancy Martinson, made six suggestions to the Board regarding accounting structure and related financial activities:

1. Revise the chart of accounts to a more simplified numbering. With fewer numbers, there is less chance for error in coding of receipts/expenses.
2. Change from "cash" to "accrual" accounting. This is a more accurate reflection of monthly activity.
3. Change reporting dates for financial statements and create a one or two page report.
4. Change to direct deposits for staff to align with standard employment practices and reduce costs associated with cutting payroll checks.
5. Change wage allocation based on current year budget allocations to reduce costs associated with tracking and inputting of data.
6. Consider establishing a cell phone policy that might include reimbursing staff for using personal cells phones, rather than keeping a business cell phone account.

Manager Anderson expressed concerns regarding the sixth recommendation. She stated that she believes it is best that District staff keep work phones that are separate from personal phones.

Manager Spence moved to approve the first five of the six accounting recommendations. Seconded by Manager Moe. Upon vote, the motion carried 5-0.

**6. Old Business**

**a) EOR AIS Management Plan Recommendation**

District Engineer, Greg Graske, presented a draft of recommended components for the CLFLWD aquatic invasive species (AIS) program. The draft included five program goals, five program strategies and nine program activities. Manager Anderson made several suggestions to the language of the draft.

**b) BWS Summary of AIS Action Plans and 2014 Lake Projects**

Steve McComas of Blue Water Science presented a summary of AIS action plans developed for six lakes within the District. The risk/potential for growth in the lakes was evaluated for a few key invasive species including blue-green algae, curlyleaf pondweed, Eurasian watermilfoil, zebra mussel, and common carp. Mr. McComas also reviewed project summaries for 2014 as well as potential projects for 2015. Manager Anderson stated that, based on the low potential for AIS in Sylvan and Shield lakes, it might be better to redirect resources to Little Comfort Lake. She also expressed a desire to incorporate the District's six-lake TMDL project impacts on the chain of lakes into the plan.

Manager Anderson moved to discontinue AIS actions on Sylvan Lake and focus AIS efforts on Little Comfort Lake instead. Seconded by Manager Spence. Upon vote, the motion carried 5-0.

Further discussion included: AIS shoreline survey plans will include all lakes at some time; with the emphasis on AIS, the Board might want to revisit the lake plans; there are plans to add sediment testing on Little Comfort and there should be a rapid response plan when AIS are spotted in other lakes. Administrator Kinney suggested adding additional funding so both Little Comfort and Sylvan can be included in the AIS study because of purple loosestrife around Sylvan. He also suggested that, if the Board discusses AIS on a lake, lake residents should be included in the discussion.

**c) 2015 Flowering Rush & AIS Prevention on Forest Lake**

Administrator Kinney reported that following last month's meeting, he discussed the schedule of activities for meetings and treatments with the lake association and EOR. The lake association developed the schedule and the District will be submitting the grant applications.

**d) Moody Lake Wetland Rehabilitation Proposed Scope of Work**

Dr. Jacobson stated that the results and recommendations for rehabilitation were presented last month. She reviewed the five tasks in the scope of work proposal, with a completion date to facilitate the August 2015 BWSR Targeted Watershed Demonstration Program grant application. In response to questions, she stated that soil-coring data are necessary before the cost per pound of phosphorus reduction can be estimated. Manager Moe suggested a preliminary meeting with the Army Corps to assess potential project support before money is spent on gathering information and project designs. Manager Anderson noted that preliminary information that can be presented to the Corps includes: phosphorus loading hot spots that were identified in the diagnostic study, and the TMDL study that identified curlyleaf as almost choking the lake. She noted that the lake is already eutrophic. The Managers suggested treating curlyleaf this year. Administrator Kinney noted that the BWSR grant process is very competitive. Having data, a feasibility component with the plan and landowner cooperation helps to make a proposal more competitive. Manager Anderson added that, this being a demonstration project, with the intent to clean up six lakes, helps to strengthen the District's proposal.

Manager Anderson moved to accept and approve the Moody Lake wetland feasibility scope of work proposal. Seconded by Manager Moe. Upon vote, the motion carried 5-0.

**e) Bone Lake Diagnostic Study Proposed Scope of Work**

Dr. Jacobson stated that the proposed Bone Lake diagnostic study is similar to the study completed on Moody Lake. She summarized the first three tasks to monitor the lake tributaries, process and assess the data to identify hot spots and provide recommendations for an action plan. An optional fourth task is to use hydrologic modeling to identify and assess the effectiveness of BMP scenarios. The advantages of using the modeling are to identify hot spots and simulate BMPs and their associated load reductions, which can be used to strengthen grant proposals. Administrator Kinney stated that the Bone Lake area

is best suited for this modeling because about 70% of the land use is agricultural and the modeling takes into account the benefit from upstream BMPs. In response to a question about EOR's capacity to undertake this project, Dr. Jacobson responded that EOR has already done the initial diagnostic work and understands the hurdles. Mr. Emmons added that as a water resource specialty group, EOR's water resource capacity is actually greater than that of many larger firms and projects are winding down in Canada, freeing up more staff to take this on. When asked about collecting water samples during spring rain events, Mr. Grasse stated that EOR will have staff on call for evenings and weekends.

Manager Anderson moved to accept and approve the Bone Lake Diagnostic Study work plan for tasks 1-4 as proposed. Seconded by Manager Schmaltz. Upon vote, the motion carried 5-0.

**f) MPCA BMP Monitoring Proposal**

Administrator Kinney distributed a memo he received from the MPCA today. In question was the \$17,000 gap needed to participate in the iron-sand filter BMP study. Upon investigation, the MPCA determined the District's monitoring equipment is sufficient to complete the study. Access to the two study sites is also required. Administrator Kinney will meet with Zachery Chamberlain of Target about access to the Target site. Discussion focused on the value of the monitoring and what information will be gained.

Administrator Kinney clarified that the study will compare variations in iron-sand filter project design, such as grading, quality of materials and depth of the iron-sand mixture. Designs are not standardized and data currently are based on lab studies. The study will analyze different designs. Manager Anderson stated that there are too many variables in nature. If we can advance science to improve water quality, and without direct District cost, then she supports it. In response to Manager Moe's caveat that outcomes be looked at and hypotheses be created from the study, Mr. Holtman clarified that the MPCA is requesting the Board's approval for the MPCA to develop a contract for review by the Board before it takes approval action.

Manager Moe moved to accept the MPCA preparation of a contract. Seconded by Manager Schmaltz. Upon vote, motion carried 5-0. The Board asked that Mr. Kinney and the District engineer participate in developing the experimental method for the project.

**g) Target Project / 3<sup>rd</sup> Lake Pond Project**

Administrator Kinney reported that brushing of the final length of the ditch was completed. He asked city staff about their plans for cleaning out the ditch and requested it be completed by April 2. If the ditch is not cleaned by then, the lake pond project may be at risk. Mr. Holtman concurred with Manager Anderson that the District could make an arrangement with the city under which the District would clean the ditch and be reimbursed by the city for the work. Responding to Manager Anderson, he stated that the District might be able to advance a legal claim to force city action, but it would involve District time and expense and also reflect a more adversarial approach. Instead he suggested discussing this at the joint meeting. Other items suggested for the joint meeting: accessing private roads for maintenance, identifying other potential joint

projects; discussing funding and maintenance of joint projects. Administrator Kinney also reported that the city cleaned out the Broadway Avenue ditch in January.

**h) City/WD Joint Meeting – February 2, 2015**

Administrator Kinney reported that he and Mr. Parrish drafted the agenda for the meeting and EOR drafted a summary of the Bixby Park project including what each entity is contributing to and the benefits each is receiving from the project. A table of joint projects that the District is leading and that are proposed will also be presented. The Managers suggested other discussion items for the Bixby project. Will the city donate property or give an easement? Will the city provide financial assurance and be responsible for long-term maintenance? What are the city's plans to meet MS4 requirements, if the Bixby Park is not done? Managers discussed goals and issues for the meeting to: get a commitment for Bixby; provide an educational history about the city-District partnership over the last 20 years; explain that the District goals are more aggressive than the MS4 standards; inform that water rate and volume control are also District goals; advise that if Bixby is not done and Shallow Pond performance changes, the TMDL could be reopened; inform about grant funds that are already secured for Bixby; and provide a broad definition of water quality. Manager Schmaltz suggested that the District focus on three agenda items: moving the Bixby Park project forward; clarifying that the District has stronger water quality goals for Forest Lake than state standards; and ensuring that the relationship between the District and the City has been moved onto a sound footing. Administrator Kinney noted that a letter was sent to the city explaining why it cannot get MS4 credit for the Bixby Park project.

**7. Report of Staff**

**a) Administrator**

Administrator Kinney reported that the move is keeping staff very busy. He received an unsolicited offer for a 500-hour internship, paid for by an outside entity. There is a need for an intern to do carp inspections on a daily basis beginning in April or May. Administrator Kinney will meet with the potential intern next week. He will also meet with Carnelian-Marine-St. Croix Watershed District administrator Jim Shaver about a shared technician position possibly for stormwater and permit inspections. Manager Schmaltz recommended involving the city of Wyoming in the Comfort Lake project.

**b) Emmons & Olivier**

Mr. Graska reported that grant proposals were submitted to the Department of Natural Resources for the Bone Lake retrofits.

**c) Smith Partners - Nothing to report.**

**9. Report of Treasurer**

**a) Approval of Bills and Treasurer's Report**

Treasurer Spence presented the bills to be paid and noted that the Treasurer's Report will not be available this month because the District is moving from cash to accrual accounting. He asked for a motion to pay the bills. Manager Moe moved to approve to

pay the bills and payroll as presented in the amount of \$79,620.62. Seconded by Manager Schmaltz. Upon vote, the motion passed 5-0.

**9. Report of Officers and Managers**

- Manager Spence reported that he received his letter for reappointment to the Board.
- Manager Moe reported that he read that Governor Dayton has proposed requiring 50-foot buffers around all streams and wetlands.

**11. Adjourn Next Meeting – February 26, 2015**

Manager Anderson moved to adjourn the CLFLWD regular Board meeting at 9:02 p.m. Seconded by Manager Moe. Upon vote, the motion passed 5-0.

Wayne S. Moe, Secretary \_\_\_\_\_