

**DRAFT MINUTES OF THE REGULAR MEETING OF THE  
COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT  
Thursday, June 23, 2022**

**1. Call to Order**

President Schmaltz called the June 23<sup>rd</sup>, 2022, regular board meeting to order at 6:31 p.m. via online video conference,

Present: President Steve Schmaltz, Vice President Christopher Loth, Secretary Dave Bakke, Treasurer Jackie Anderson, Assistant Treasurer Douglas Toavs.

Absent: None.

Others: Mike Kinney, Administrator; Bobbie Law, Office Manager; Jessica Lindemyer, Operations and Outreach Specialist; Garrett Miller, Watershed Assistant; Aidan Read, Land Management Specialist; Beth Carreño, Senior Program Manager; Emily Heinz, Planning Coordinator (CLFLWD staff); Greg Graske, Cecilio Olivier (Emmons & Olivier Resources); Chuck Holtman (Smith Partners); Jason Gilman (ISG); Erica Tava Johnson and John Standish (Artisan Venture Lab)

**2. Setting of Meeting Agenda**

Manager Anderson moved to approve the agenda as presented. Seconded by Manager Bakke. Upon a roll call vote, the motion carried 5-0.

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

**3. Consent Agenda**

- a) **Regular Board Meeting Minutes – May 12, 2022**
- b) **Special Board Meeting Minutes – May 25, 2022**
- c) **Regular Board Meeting Minutes – May 26, 2022**

Manager Toavs moved to approve the consent agenda as presented. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 5-0.

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Stephen Schmaltz	X			

Jackie Anderson	X			
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**4. Public Open Forum**

There were no comments.

**5. Citizen Advisory Committee Update**

Mr. Read provided an update on the activities of the citizen advisory committee (CAC), and noted that an interested individual would like to join the committee. He explained that this individual’s application will be available for consideration at the July 28<sup>th</sup> meeting. He also advised the managers that the citizen advisory committee (CAC) will be touring the District’s recently acquired Cranberry Lake Channel property. The CAC would like to formally invite the board of managers to also attend this gathering, which is scheduled for July 12<sup>th</sup> at 5 pm.

**6. Aquatic Invasive Species Update**

Mr. Miller gave an update including:

- A Shields Lake curly-leaf pondweed assessment was completed on June 7<sup>th</sup> following a May 27<sup>th</sup> treatment. He noted that there was no viable curly-leaf pondweed observed in the lake after a full lake treatment.
- A Forest Lake curly-leaf pondweed assessment was completed on June 13<sup>th</sup> after treatment. The treatment was very successful.
- Curly-leaf pondweed delineation surveys on Comfort, Bone, and Moody Lakes suggested that no treatment is necessary.
- Comfort Lake’s full lake Fluridone treatment for Eurasian watermilfoil management.
- Eurasian watermilfoil was not found on Bone Lake or Forest Lake. No treatment is needed at this time.
- Electrofishing occurred on Shields Lake. Only seven carp were removed, suggesting perhaps the District has overestimated the basin carp population. There are future removal options for consideration.
- The watercraft inspection program is currently staffing 6 individuals.
- A zebra mussel survey on Bone Lake. Staff will be completing a veliger tow to confirm that the population is not growing.

Manager Bakke noted the uniqueness of the zebra mussel situation on Bone Lake, with a specimen found in 2019 but nothing since. He questioned if a higher-ed partnership would be utilized for research purposes. Mr. Miller explained that staff has partnered with other professionals and agencies but not any students researching invasive species.

Manager Anderson requested that staff check in with Blue Water Science staff to see if last year’s drought and weather affected the reduced levels of Eurasian watermilfoil in Forest Lake. Mr. Miller confirmed he will be connecting with Steve McComas to discuss this topic. Manager Anderson explained that the Minnesota aquatic invasive species research center

(MAISRC) may have information if Blue Water Science staff are unsure. She also noted the value of sharing the findings and data regarding the newly utilized materials for treatment with the MAISRC.

## 7. New Business

### a) Permit 22-015- Gregory Contracting

Mr. Graske gave an overview of the proposed project located in Wyoming. He noted that the infiltration basins are currently oversized for the amount of impervious surface. Mr. Graske advised that the proposal meets District rules and recommended approval with the recommended stipulations and conditions.

Manager Anderson asked if there was a discussion to consider a pervious pavement. Mr. Graske explained that this could be done in the future if the project site expands to incorporate, for example, overflow parking, although it is currently meeting District rules. President Schmaltz noted that he is impressed with the rate control numbers provided. Mr. Graske explained that there is a conscious understanding of water quality and nearby water bodies such as the Sunrise River.

Manager Anderson moved to approve permit application #22-015 with conditions and stipulations as stated in the engineer's memorandum. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 5-0.

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

### b) Minnesota Association of Watershed Districts: Summer Tour

Mr. Kinney explained that the Minnesota Association of Watershed Districts (MAWD) holds a tour each summer in various locations. Mr. Kinney requested that interested managers notify staff. Manager Anderson explained that this event is in conjunction with the board of water and soil resources (BSWR) board meeting. President Schmaltz noted that an agenda for the event currently is not available, and it may be easier to determine interest after this is available. Mr. Kinney explained the schedule of events based on previous tours. Manager Anderson advised that the agenda will be posted after the 4<sup>th</sup> of July. Managers discussed reservations for the official event hotel.

Manager Schmaltz moved to authorize managers and staff to attend the tour. Seconded by Manager Anderson. Upon a roll call vote, the motion carried 5-0.

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

Mr. Kinney will make arrangements for those who advise of their wish to attend.

## **8. Old Business**

### **a) District Logo**

Ms. Lindemyer introduced Artisan Venture Lab (AVL) staff to present logo materials. She noted that multiple opinion and insight surveys were completed during the early stages of the ongoing logo and brand development process. AVL staff have utilized the results of these surveys to formulate the materials in their presentation.

Artisan Venture Lab staff, Erica Tava-Johnson and John Standish, gave a presentation touching on multiple topics including:

- What Artisan Venture Labs specializes in
- CLFLWD logo revisions
- CLFLWD logo approach
- Modern and classic logo design revisions
- Logo typography styles and color palettes

Managers discussed whether or not to consider an additional logo submitted by another source. Manager Bakke suggested that surveys be re-conducted if a new logo is being added at the last minute. Managers decided that they would like to see the logo and then decide if it should be included for consideration or not.

Managers discussed the overall goal of giving staff consensus on fonts and colors.

Managers provided feedback on the three logos, the two logos from Artisan Venture Lab and the additional logo from an unnamed source. Manager Bakke stated that he liked the coloring and font styles presented by Artisan Venture Lab. He noted that the sandhill crane incorporated into one of the proposed logos may not be the most common species in the watershed. He explained that he tends to see more blue herons or the common loon. He needs more time to take in the newly proposed design. Manager Loth stated that he likes the two logos presented by Artisan Venture Lab. He noted that the colors and fonts are good. The third additional logo is not remarkable to him and seems to have a tagline that may not be appropriate. Manager Toavs likes the text presented by Artisan Venture Lab. He noted that it is crisp and reads well. He likes the modern logo depicting the embrace of water. He also thinks the inclusion of management area colors into the theme is smart. Manager Schmaltz also likes the fonts and color schemes presented by Artisan Venture Lab. He prefers the more traditional logo. He noted that

the modern logo could be perceived as a natural gas flame. He noted that the watershed district should be noted as such and the tagline in the additional design may not be portraying what the CLFLWD is. Manager Anderson agrees that the color schemes and fonts presented by Artisan Venture Lab should be utilized. She explained that she likes the colorful logo and is not sold on the imagery included on the two Artisan Venture Lab logos. She explained how too much text could be confusing. She noted how many companies like 3M and AT&T shorten their names and are still recognizable.

Ms. Lindemyer thanked the managers for their feedback and input. She noted that many of the items touched on are also topics of great discussion for the design team. She explained that she will be conducting public input surveys on the logo designs. President Schmaltz recommended that staff use a prepared questionnaire so that the feedback is structured.

Managers discussed iconography and the utilization of animals when working with scientists and ensuring the correct species. Manager Loth requested that a few new iterations of both Artisan Venture Labs logos be created to incorporate the managers' comments.

#### **b) Office Space Visioning**

Jason Gilman from ISG introduced himself. He highlighted his work as a city planner. Mr. Kinney noted that this item is to serve as an opportunity to review the scope of work presented by ISG and meet ISG staff.

Mr. Gilman gave a background of ISG. He highlighted that they are a multifaceted group of staff. He noted the high level of engagement offered by ISG staff. He explained how data can be used to provide the best guidance for the watershed district. Mr. Gilman outlined the planning and engagement process, highlighting in-person and virtual meetings. Manager Anderson highlighted the time-sensitivity of finding an office space in that the District's current space is to be put on the market. She stated that she believes the scope presented is a good start in the office space visioning process.

Managers discussed previous office space visioning processes that did not function well. President Schmaltz brought up the possibility of an educational feature and asked how that might be incorporated. President Schmaltz pointed out that the board doesn't yet understand its need for educational space, and that Forest Lake residents have not indicated enthusiasm for spending money on office and educational space for a watershed district. Manager Bakke offered that the District comprises multiple cities and communities with different views on these matters. Mr. Gilman discussed some different planning strategies to find out what the community supports and how the board might assess return on investment. He noted that ISG also investigates robust funding mechanisms and efficient design, not just for the capital investment, but also for the long-term operation, maintenance, and overhead costs. Manager Anderson noted that the managers have agreed that education will not be the primary purpose of the proposed new space. She noted that office space is the first step due to the urgency and need for

that space to be functional. She stated that in her opinion office space and educational space are separate.

Manager Loth agreed that the immediate need is for a functional space for the District to continue to do its work. He asked if the addition of community or education space would be useful for engaging stakeholders' interest in the space. Mr. Gilman explained that these ideas would come out of the stakeholder engagement processes. Mr. Gilman highlighted recent inflation in construction costs, noting that building structures will likely not get cheaper. He discussed the long-term stable revenue in the form of sharing future office space with an organization that is complementary to the District's work. He explained that this provides space for future expansion. He noted that these are simply ideas for the board to consider. Managers discussed educational opportunities including utilizing the uniqueness of the area for an educational opportunity. Manager Toavs mentioned the differences between having students see a slide show in a classroom vs having students experience the natural features in person. Manager Anderson explained that the education program is growing and would need to be further developed.

Mr. Gilman said that ISG will be starting the project as soon as possible. Mr. Kinney clarified that a formal contract is being finalized by staff. He looks forward to initiating this project.

### **c) 2023 Draft Budget**

President Schmaltz explained that he had sent some questions to staff, and staff have prepared answers and posted the document on the board packet webpage.

Ms. Heinz explained the budgeting schedule. She highlighted three projects and three programs that have substantial budget amounts for 2023. Managers clarified that the word "underspending" should not be used when referring to projects that are rolling over into a future year. Managers confirmed projects have phases and carry over with delayed spending. Programs featured in Ms. Heinz's presentation include monitoring and data assessment, operations and maintenance, and land acquisition and management. Projects featured in Ms. Heinz's presentation include the Sunrise River/Tax Forfeit Wetland Restoration, the County Road 50 Iron Enhanced Sand Filter project, and the Forest Lake Internal Load Management project.

Mr. Kinney explained the funding process for projects through the Lower St. Croix One Watershed One Plan. He reviewed that the amount of funding from this source for the Sunrise River project is not yet fixed. He noted that the District could supplement with Section 319 federal funding, but that the District may not wish to exhaust its four-year allotment of such funds. Manager Anderson asked if the District could seek additional Clean Water Fund grant money in the new funding cycle. Mr. Grasko replied that the intent is to build this winter, so the timing would not align. Mr. Kinney will continue to explore the best funding approach.

Ms. Heinz outlined the budget schedule, which indicates the budget will be finalized by the end of August to make the deadline to certify the levy with both District counties. Mr. Kinney offered one-on-one meetings for new managers if they would like to learn more regarding the budgeting process. Manager Bakke thanked President Schmaltz for his questions.

## **9. Report of Staff**

### **a) Administrator**

Mr. Kinney displayed a League of Minnesota Cities award won by the City of Forest Lake in partnership with the CLFLWD for the enhanced street sweeping program. Manager Anderson requested the award be promoted and announced. Mr. Kinney spoke about the great work being completed by new staff and the outstanding onboarding process created by all staff.

Ms. Lindemyer explained that an education and outreach update had been created, but in the interest of time, she suggested the presentation be recorded and sent out to all the managers. She noted the importance of not rushing through the update that was specifically requested by the Board. The managers concurred.

### **b) Emmons & Olivier Resources**

Mr. Graske gave an update on the permitting program and the County Road 50 iron-enhanced sand filter project.

Manager Anderson requested an update on the Forest Lake volume control projects. Mr. Graske explained that the City has completed its report. He noted that a formal agreement is still needed with the City regarding the project. Preliminary plans have been created for BMPs downtown and are being reviewed by EOR.

President Schmaltz mentioned a wetland banking moratorium adopted by the City of Forest Lake.

### **c) Smith Partners**

Nothing to report.

## **10. Report of Treasurer**

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

Treasurer Anderson reported income for the period of \$674,901.74 and expenses in the amount of \$196,466.84.

Manager Toavs moved to accept the Treasurer’s Report and pay the bills in the amount of \$196,466.84. Seconded by Manager Bakke. Upon vote, the motion carried 5-0.

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

## 11. Report of Officers and Managers

**Manager Bakke:** Reported that he visited the NE Wetland project and it is beautiful. He thanked staff for working with the community to complete the project.

**Manager Loth:** Reported that the Forest Lake Lake Association (FLLA) sent out an acknowledgement of the recently adopted joint agreement among the lake association, the City of Forest Lake, and the District. He noted that the dollar amounts are outlined. He requested staff compile a document regarding the total dollar amount spent on AIS treatment on Forest Lake.

**Manager Toavs:** Reported he also visited the NE Wetland project and he agrees with Manager Bakke’s statement regarding the quality and success of the project.

**President Schmaltz:** Nothing to report.

**Manager Anderson:** Reported that she attended the District’s public stakeholder meeting for the tax forfeit property project. She also reported that MAWD is looking forward to scheduling an in-person annual meeting in December 2022. She requested a special meeting to discuss the District’s grant programs or that the topic be discussed as a regular agenda item at an upcoming meeting.

## 12. Summary and Approval of Board Direction

- Staff will reach out to Steve McComas at Blue Water Science to discuss the Eurasian watermilfoil on Forest Lake and the possible growth effects from the 2021 drought conditions.
- Staff will contact the Minnesota Aquatic Invasive Species Research Center (MAISRC) in relation to their invasive plant data and share any District data relevant to their research.
- Staff will include items of public interest, like the watershed upcoming tour, as an agenda item.
- Staff will assist in preparing a summary of District dollars spent on Forest Lake for the Forest Lake Lake Association president.
- Staff will include the lake association grant program on the next regular board meeting or schedule a special meeting for this topic.

## 13. Adjourn

- Next regular board meeting – July 14, 2022**

Manager Loth moved to adjourn the meeting. Seconded by Manager Anderson. Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 9:17 p.m.

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Stephen Schmaltz	X			
Christopher Loth	X			
Dave Bakke	X			
Jackie Anderson	X			
Doug Toavs	X			

Dave Bakke, Secretary \_\_\_\_\_