1		MINUTES OF THE SPECIAL MEETING OF THE				
2		COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT				
3		Wednesday, May 24, 2023				
4						
5	1.	Call to Order				
6						
7		President Schmaltz called the May 24, 2023, regular board meeting to order at 3:01 p.m.				
8		at 44 Lake Street South Forest Lake MN 55025 and via online video conference.				
9						
10		Managers Present:				
11		Steve Schmaltz, President				
12		Christopher Loth, Vice President				
13		Douglas Toavs, Assistant Treasurer				
14		Dave Bakke, Secretary (attending remotely)				
15		Jackie Anderson, Treasurer (attending remotely)				
16						
17		Staff Present:				
18		Mike Kinney, Administrator				
19		Bobbie Law, Office Manager				
20		Emily Heinz, Planning Coordinator				
21		Jessica Lindemyer, Operations and Outreach Coordinator				
22						
23	2.	2024 Budget Workshop				
24		Emily Heinz gave an overview of the materials provided and presented the proposed				
25		2024 budget including a summary of proposed expenses and estimated revenues.				
26						
27		The managers discussed a recent legislative action that increases watershed districts'				
28		general administration levy cap from \$250,000 to \$500,000.				
29						
30		Expenses				
31		Ms. Heinz displayed the priorities submitted by the managers including:				
32		Future District office space				
33		Water quality goals – shoreline stewardship				
34		Floodplain vulnerability				
35		Greenway corridor visioning – regional stormwater				
36		treatment/assessment/feasibility				
37						
38		President Schmaltz asked if a resource inventory had been conducted. Ms. Heinz				
39		confirmed that staff and Emmons and Olivier Resources worked together to create a				

plan to gather intentional and strategic data involved in a natural resource inventory. Managers discussed the goals and deliverables of the natural resource inventory. Ms.

Heinz indicated staff will ultimately present the findings and recommended next steps to the Board.

Managers discussed the possibility of receiving a grant to conduct the floodplain vulnerability assessment. Ms. Heinz explained that the District did not receive a grant from the Minnesota Pollution Control Agency (MPCA), but will apply to the program again next year. Managers discussed other forms of funding including the levy and the Clean Water Partnership loan.

Ms. Heinz outlined the expense budget priorities including:

- 11 full-time District staff
- Lake water quality goals Project wrap-up
- Enhancing District programing 3004 Non-Point Source Pollution Abatement (Cost-Share Programs), 3005 Education & Outreach, 3006 Interagency Communication, and 3010 Operations & Maintenance

Ms. Heinz highlighted the main budgeting differences compared to the 10-year Watershed Management Plan. She noted that most 2024 budget items were lower than what was expected when completing the 10-year watershed management plan. Some of which due to the District's efforts to bring program work in-house, which results in cost savings.

Manager Anderson joined the meeting.

Revenues

Ms. Heinz presented information regarding the proposed 2024 levy and recent years' tax impacts for District residents.

President Schmaltz requested a further explanation of the proposed increase in the levy. He noted that the market value and tax capacity increase each year which could affect the levy increase as well. Ms. Heinz explained that levy increases vary by year. President Schmaltz requested more information regarding estimated market value increases as it relates to the District levy. He noted that the 6% levy increase seemed high. Managers discussed the multiple factors affecting taxes.

Ms. Heinz gave an overview of earned grant revenues. She explained how these are tracked internally. She provided her projection of earned revenues for 2024.

Ms. Heinz presented information regarding the Clean Water Partnership loan. She explained how the District applied for more loan dollars than the state was able to provide in recent months. The MN Pollution Control Agency has indicated that cash flow within the program has been tight, due to so many entities utilizing the program. Manager Anderson requested a cash flow projection for the program so the District can

better understand its ability to obtain loans over the next couple of years. She stated that the District isn't always going to keep spending so much on capital improvement projects in future years; the loan will help fund the remaining projects, and then project spending will go down in the years when the loan repayments are higher, so there is a balance.

3. Adjourn

a) Next regular board meeting - May 25, 2023, 6:30 pm

Manager Anderson moved to adjourn the meeting. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 4:57 p.m.

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	Χ			
Christopher Loth	Χ			
Doug Toavs	Χ			
Jackie Anderson	Χ			
Stephen Schmaltz	X			

Dave Bakke, Secretary ______