

1 DRAFT MINUTES OF THE REGULAR MEETING OF THE  
2 COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT  
3 Thursday, June 8, 2023  
4

5 1. Call to Order  
6

7 President Schmaltz called the June 8, 2023, regular board meeting to order at 6:30 p.m. at 44 Lake  
8 Street South Forest Lake MN 55025 and via online video conference.  
9

10 Managers Present:

11 Steve Schmaltz, President  
12 Christopher Loth, Vice President (Remote Attendance)  
13 Dave Bakke, Secretary (Remote Attendance)  
14 Jackie Anderson, Treasurer  
15 Douglas Toavs, Assistant Treasurer (Remote Attendance)  
16

17 Absent: None.  
18

19 Staff Present:

20 Mike Kinney, Administrator  
21 Bobbie Law, Office Manager  
22 Beth Carreño, Senior Program Manager  
23 Jessica Lindemyer, Operations and Outreach Coordinator  
24

25 Others Present:

26 Cecilio Olivier, Emmons & Olivier Resources  
27 Chuck Holtman, Smith Partners  
28

29 2. Setting of Meeting Agenda  
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31 Manager Loth moved to approve the agenda as presented. Seconded by Manager Bakke. Upon a  
32 roll call vote, the motion carried 4-0.  
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Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs				X
Jackie Anderson	X			
Stephen Schmaltz	X			

34 (Manager Toavs arrived at this time.)  
35

36 3. New Business  
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38 a) Comprehensive Education and Outreach Plan  
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40 Manager Loth moved to approve the Comprehensive Education & Outreach Plan as presented.  
41 Motion seconded by Manager Toavs.

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43 A pre-recorded presentation was played. In the presentation, Ms. Lindemyer summarized the  
44 objective of the Comprehensive Education & Outreach Plan. She went into detail on the different  
45 purposes of the Watershed Management Plan, the Comprehensive Education & Outreach Plan,  
46 and the Annual Education & Outreach Implementation Plan.

47  
48 Manager Bakke commended staff on the development of the Comprehensive Plan, specifically  
49 highlighting the "Goal Tracking & Establishing Baselines" section of the Annual Education &  
50 Outreach Implementation Plan.

51  
52 Manager Loth asked staff to provide more detail on how the district is defining outreach and  
53 public relations, and how the district sees those two activities working synergistically in the  
54 future. Ms. Carreño gave an example of how public relations, and education and outreach are  
55 similar but not the same thing. Managers discussed their perceived definitions of both topics. It  
56 was agreed that the education and outreach plan's goal was to create behavior change and  
57 public relations would be more specific to one topic or "product" the District wants to "sell" to  
58 the public.

59  
60 Manager Anderson recommended the District have both an education and outreach plan and a  
61 public relations plan. Ms. Lindemyer stated the staff's recommendation to pursue the education  
62 and outreach plan separate from a public relations plan. Ms. Carreño reinforced the idea that  
63 this plan is not intended to take the place of a public relations plan and stated that the education  
64 and outreach plan includes a paragraph stating that it is not a public relations plan.

65  
66 Managers reviewed the possibility of furthering the Education and Outreach Plan discussion  
67 during the upcoming special board meeting budget sessions. Staff will provide additional clarity  
68 on the differences between the education and outreach plan and future public  
69 relations/communications plan(s).

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72 Upon a roll call vote, the motion carried 5-0.

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

74  
75 **4. Old Business**

76 a) Governance Manual

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79 Mr. Holtman provided the board with a presentation regarding the District's Governance Manal.  
80 He covered many topics including: Board manager terms and seeking re-appointment, manager

81 per diem, conflict of interest, managers' authority, officer positions, types of meetings and  
82 Robert's Rules of Order, District committees, and the administrator's authority.

83  
84 Managers discussed the number of per diems a manager may submit per month for meeting  
85 preparation time. They also focused on committees, specifically the need for an administrator  
86 review committee. Manager Bakke requested clarification on the technical advisory committee  
87 role. Mr. Kinney clarified that the group is made up of partnering organizations including city  
88 staff, county staff, and other watershed staff.

89  
90 Managers discussed the use and scope of the summary of board direction spreadsheet. Mr.  
91 Holtman clarified that the spreadsheet is to identify staff followup matters requested at board  
92 meetings by manager consensus. Manager Anderson requested that the items added to the  
93 summary of board direction regarding her treasurer's review, which takes place outside of the  
94 scheduled board meeting, be removed from the summary of board direction document.

95  
96 Mr. Kinney clarified that he would like managers' requests of staff to be sent by means of email  
97 communication. He noted that this is important so he can be aware of the requests being made  
98 so as to manage workloads and so that these requests are documented.

## 100 5. Program/Project Update

### 101 a) Project Update

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103 Mr. Kinney summarized the activity occurring on multiple district projects.

- 104 • Highway 61 Wetland Enhancement: The connection Under Hwy 61 to the project was  
105 completed – this was an additional design element for the project that the Board  
106 approved during project ordering.
- 107 • CR 50 Iron Enhanced Sand Filter (IESF): The project has been slightly delayed. The IESF  
108 is not yet inundated with water.
- 109 • Moody Lake Capstone Projects: Emmons and Olivier Resources is working on final  
110 designs and the District will solicit bids this summer.
- 111 • WJD6 Wetland Enhancement: An agreement should be in place with the landowners  
112 soon.
- 113 • Little Comfort Subwatershed enhancement: Ongoing coordination with landowners is  
114 occurring. Staff are evaluating multiple project options.

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117 Manager Anderson requested that all project information slides include estimated total  
118 suspended solids reductions. Managers discussed a possible project "tour or open house."

## 119 6. Summary and Approval of Board Direction

120 Mr. Holtman summarized the board directions given during the meeting.

- 121 • Staff will ensure that the board has clarity on the differences between the education and  
122 outreach plan and future public relations/communications plan(s).
  - 123 • Staff will follow up with counsel, Mr. Holtman, and managers regarding possible revisions  
124 to the per diem policies in the governance manual.
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- Administrator Kinney will follow up with a recommendation as to the status of the administrator review committee.
- Manager Anderson requested estimated TSS removals be included in project updates.

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7. Administrator SMART Goals

Manager Anderson moved to convene in closed session to evaluate the performance of Administrator Kinney. Seconded by Manager Bakke. Mr. Kinney confirmed that he does not wish the agenda item to be conducted in open session. Upon a roll call vote, the motion carried 4-0.

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

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The managers convened in closed session. The managers reconvened in open session.

8. Adjourn

- a) Next regular board meeting - June 22, 2023

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

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

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