

1 **DRAFT MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, January 11, 2024**

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5 **1. Call to Order**

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7 President Schmaltz called the January 11, 2024, regular board meeting to order at 6:30
8 p.m. at the CLFLWD office, 44 Lake Street South, and via online video conference.

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10 **Managers Present:**

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

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17 **Staff Present:**

18 Mike Kinney, District Administrator
19 Beth Carreño, Senior Program Manager
20 Emily Heinz, Planning Coordinator
21 Tori Philippi, Office Manager
22 Aidan Read, Land Management Specialist

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24 **Others Present:**

25 Anne Wilkinson, Emmons & Olivier Resources
26 Cecilio Olivier, Emmons & Olivier Resources
27 Chuck Holtman, Smith Partners

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29 **2. Setting of Meeting Agenda**

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31 Agenda item 4a – Board Directives was added to the agenda.

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33 Manager Anderson moved to approve the agenda as amended. Seconded by Manager
34 Loth. 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			

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3. New Business

a) Election of Officers & Liaison Appointments

Administrator Kinney explained that the Board may elect officer positions by slate or office-by-office.

Manager Anderson recommended the current slate of officers, as long as no other managers wish to change. She noted this year is the District's 25th anniversary, and she recommended managers be involved in preparations to celebrate. President Schmaltz offered to remain in the president position, and he encouraged other managers to consider taking over the office next year.

Manager Anderson moved to nominate the following slate of officers for the year 2024.

- President: Steve Schmaltz
- Vice President: Chris Loth
- Treasurer: Jackie Anderson
- Secretary: Dave Bakke
- Assistant Treasurer: Doug Toavs

Seconded by Manager Loth. Upon a roll call vote, the motion carried 5-0.

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

Manager Bakke offered to serve as the alternate representative to the Lower St. Croix Watershed Partnership. President Schmaltz abdicated his position as alternate. Managers agreed that the slate of liaisons should remain unchanged.

Manager Anderson moved to appoint the slate of liaisons as amended. Seconded by Manager Loth.

Manager Anderson noted she does not plan to serve in the Treasurer role next year, and she encouraged Assistant Treasurer Toavs to prepare to take up the position next year.

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

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

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b) Citizen Advisory Committee Appointments

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Aidan Read recommended the proposed slate of Citizen Advisory Committee (CAC) members. He indicated that the group is doing good work.

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Manager Anderson moved to appoint Tom Furey, Jerry Grundtner, Randy Schumacher, Curt Sparks, Ted Hansen, and Mike Miron, to serve as the District's Citizen Advisory Committee for 2024. Seconded by President Schmaltz.

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Manager Bakke asked if there was female CAC member at one point. Mr. Read explained that Geneva Kubal was on the CAC for some time last year but decided to not continue due to time constraints. It was noted that Ms. Kubal also serves on the City of Forest Lake Planning Commission and is the treasurer of the Forest Lake Lake Association, so she is likely quite busy. Manager Bakke encouraged staff to do outreach in order to encourage more diversity on the CAC.

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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			

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c) Designation of Official Newspapers & Banks

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Manager Anderson moved to designate the official newspapers of the Comfort Lake-Forest Lake Watershed District for 2024 as the Chisago County Press and the Forest Lake Times. Seconded by Manager Toavs. 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			

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Manager Anderson moved to designate First Resource Bank and Midwest One Bank as the official financial repositories of the Comfort Lake-Forest Lake Watershed District for 2024. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 5-0.

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

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d) Review Bank Signers, Viewers, & Credit Card Holders

Manager Anderson suggested staff prepare the bank signer documents and have them at the office so managers can stop by and sign and bring their identification. Once all managers have signed and provided the necessary proof of identification, Manager Anderson will bring the information to the bank.

Manager Anderson noted that the District primarily uses MidWestOne Bank for the purposes of the District credit cards. She recommended that all managers don't necessarily need to be signers at this bank. She proposed that the MidWestOne Bank signers include Jackie Anderson, Steve Schmaltz, Doug Toavs, and Mike Kinney. She suggested that all managers should be signers on the District's primary bank, First Resource Bank.

President Schmaltz asked staff to notify the board via email once the forms are ready to be signed.

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

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e) Lower St. Croix Partnership Metro Convene Meeting

Emily Heinz presented an overview of the Lower St. Croix (LSC) One Watershed One Plan (1W1P) Partnership including 1W1P purpose, LSC planning process, Watershed Based Implementation Funding (WBIF) grants, District grant-funded projects, and the metro WBIF convene meeting.

President Schmaltz moved to designate Manager Anderson as the convene meeting representative. Seconded by Manager Anderson.

President Schmaltz stated he supports pooling the metro grant funds as long as the partnership continues to make progress toward priority water resource goals in a cost-effective way. Manager Loth asked if phosphorus reduction is part of the project evaluation criteria. Manager Anderson indicated it is, and she explained that the District has been trying to emphasize cost-benefit and the cost per pound of phosphorus reduced by each project.

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

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

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There was general consensus among the managers to direct Manager Anderson to vote in favor of pooling the metro WBIF grant funds with the rest of the basin.

4. Old Business

a) Board Directives

Manager Anderson asked for staff to follow up on the following topics:

1. Dirt piles at a business along Greenway Avenue: Administrator Kinney explained the associated permit is #22-030 Bottem Parking Lot, and staff sent an email to the permittee and Fred Wenk at the City of Wyoming.
2. Vehicle parking encroachment into the Sunrise River setback at the LaPointe property: Mr. Kinney explained the City has the authority to enforce its setback ordinances. Manager Anderson suggested the

162 Administrator work with Legal Counsel to find a path to compliance,
163 perhaps writing a letter from the District to the City urging the City to
164 enforce its setback ordinance.

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167 3. Erroneous website event notification: Mr. Kinney indicated this has been
168 corrected.

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171 4. Water testing: Manager Anderson indicated the Lower St. Croix Partnership
172 recently did some water testing on homes with well water. She asked if
173 staff could research, based on permitting data, how many new
174 septic/well water homes have been added within the District's
175 boundaries. She stated that if the Lower St. Croix Partnership is doing this
176 work, the District should partner with them.

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179 5. Aerial photos of the lakes made available to the lake associations: Mr.
180 Kinney said this will be done.

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183 6. Turf outreach: Manager Anderson asked staff to talk to Jack MacKenzie
184 about engaging with residents for lawn care and enhancement. Mr.
185 Kinney noted that the District's new Education & Outreach Coordinator will
186 be starting on January 24th.

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188 7. Office lease: Manager Anderson indicated the current lease ends at the
189 end of 2024, and the District is working on a 3-year extension to the current
190 lease. She asked Ms. Carreño to send the information to the managers.

191 192 **5. Program/Project Update**

193 194 **a) Cost-Share Program Update**

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196 Aidan Read presented an update on the Cost-Share Program including year-end
197 highlights. In 2023 the program included 35 initial site visits, 12 mini grants approved,
198 2 Clean Water applications received, 6 Legacy Program participants, 8 residential
199 soil tests, and \$23,000 awarded or allocated. Mr. Read summarized upcoming work
200 including additional program framework revisions, program outreach to priority
201 areas and through lake associations, and goal setting to reflect the ambitious goals
202 set in the District's 10-year Watershed Management Plan. He shared photos of recent
203 cost-share projects including wetland and lake buffer strips.
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205 President Schmaltz indicated the District must have a strong educational program
206 in order to change homeowners' mindsets about native plantings. Manager
207 Anderson noted the Comfort Lakes Association is going to focus its annual meeting
208 on stewardship and what lakeshore owners can do to protect the lake. Manager
209 Anderson agreed that public education is important for this effort.

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211 Manager Bakke indicated that it is encouraging to see that local television networks
212 have recently aired news stories promoting natural shorelines. He noted the Bone
213 Lake Association's next meeting is in February. Mr. Read confirmed that he has been
214 invited to present on natural shorelines at the meeting and will be in attendance.

215 216 **b) Project Update**

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218 Mr. Kinney reported that the District has begun construction site prep for both the
219 Moody Lake Capstone Project and the WJD-6 Wetland Restoration Project.

220 221 **6. Administrator Review**

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223 President Schmaltz indicated he would send out more information to the rest of the
224 managers this weekend. Manager Bakke recommended that Administrator Kinney write
225 his SMART goals for 2024, and then the board reviews and approves. There was general
226 consensus for Mr. Kinney to proceed as such. President Schmaltz asked staff to send out
227 a scheduling poll for a meeting next week.

228 229 **7. Summary and Approval of Board Direction**

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231 Board directives were summarized.

- 232 • Reminder to Mr. Read regarding the upcoming Bone Lake Association meeting
233 and natural shorelines presentation.
- 234 • Mr. Kinney will develop 2024 SMART goals for managers' review
- 235 • Staff will poll managers for a special meeting next week
- 236 • Mr. Kinney will work with Legal Counsel Holtman to address encroachment on
237 Sunrise River setback
- 238 • Manager Anderson asked staff to share the aerial photos of the lakes with lake
239 associations
- 240 • Manager Anderson asked staff to communicate with Jack MacKenzie and work
241 on providing informational turf workshops
- 242 • Staff will send out the new lease extension to the managers

243 244 **8. Adjourn**

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246 **a) Next regular board meeting – January 25, 2024, 6:30 pm**

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248 Manager Anderson moved to adjourn the meeting. Seconded by Manager Bakke.
249 Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 8:19
250 p.m.

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

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253 Dave Bakke, Secretary -----

DRAFT