

1 **DRAFT MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, March 14, 2024**

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5 **1. Call to Order**

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7 President Schmaltz called the March 14, 2024, regular board meeting to order at 6:30 p.m.
8 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 Dave Bakke, Secretary (virtual attendance)

13 Jackie Anderson, Treasurer

14 Douglas Toavs, Assistant Treasurer (virtual attendance)

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16 **Managers Absent:**

17 Christopher Loth, Vice President

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19 **Staff Present:**

20 Beth Carreño, Senior Program Manager

21 Blayne Eineichner, Project Coordinator

22 Emily Heinz, Planning Coordinator

23 Tori Philippi, Office Manager

24 Aidan Read, Land Management Specialist

25 Adam Hjelm, Education & Outreach Coordinator

26 Garrett Miller, AIS Coordinator

27 Victoria D'Amico, Water Resources Technician

28 Mike Sandager, Permitting Coordinator

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30 **Others Present:**

31 Anne Wilkinson, Emmons & Olivier Resources

32 Cecilio Olivier, Emmons & Olivier Resources

33 Chuck Holtman, Smith Partners

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35 **2. Setting of Meeting Agenda**

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37 Administrator Succession Planning was added under Old Business. Manager Anderson
38 asked for more time to review the Cost-Share Policy before approving it.

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40 Manager Anderson moved to approve the proposed agenda with the addition of
41 Administrator Succession Planning. Seconded by Manager Toavs. Upon a roll call vote,
42 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			

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3. New Business

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a) 2024 Aquatic Invasive Species Prevention & Management Plan

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Garrett Miller presented the 2024 Aquatic Invasive Species (AIS) Prevention & Management Plan. Much of the plan is similar to previous years, with AIS surveys, treatments, and watercraft inspections. Mr. Miller noted that staff is adapting to the weather conditions and warm winter.

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Manager Toavs moved to approve the 2024 CLFLWD AIS Prevention and Management Plan. Seconded by President Schmaltz.

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Manager Anderson asked what time of year staff will perform the Little Comfort Lake AIS detection survey. Mr. Miller indicated he will coordinate a survey in April, which will be conducive to a potential Little Comfort Lake curly-leaf pondweed treatment. President Schmaltz recommended Mr. Miller prepare a backup plan for the survey in the event staff is unable to perform the survey.

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Manager Anderson asked what Mr. Miller expects to see as a result of the mild winter. Mr. Miller explained he has discussed this with Steve McComas, and he anticipates heavier curly-leaf pondweed growth this year.

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President Schmaltz noted warming water temperatures may affect water quality. He recommended that staff prepare for this.

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Upon a 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			

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b) 2024 Water Monitoring Plan & Scope of Work

Blayne Eineichner explained the 2024 budget for Program 3-003 Monitoring & Data Assessment is \$176,144. The proposed monitoring plan is anticipated to be under budget by approximately \$5,000. Mr. Eineichner provided a summary of planned monitoring activities including the Emmons & Olivier Resources monitoring scope of work. Monitoring efforts include: long-term stream sites, Citizen Assisted Tributary (CAT) monitoring, DIY stream monitoring, project effectiveness monitoring, the (CAMP) lake monitoring, and winter lake monitoring.

Manager Anderson moved to approve the 2024 Monitoring plan as presented in the March 7, 2024 memorandum of the District administrator. Seconded by Manager Toavs.

Manager Anderson asked if the plan includes monitoring Little Comfort Lake. Mr. Eineichner indicated the stream monitoring effort will capture flow to Little Comfort Lake at Itasca Ave and that the DIY program will monitor flow from Little Comfort to Comfort Lake. . The Heath Avenue input to Little Comfort Lake was monitored as part of a previous diagnostic study and would not be monitored this year. The diagnostic study will resume again in 2025 and could be focused on the Comfort/Little Comfort LMD.

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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Manager Anderson moved to authorize the administrator, on advice of counsel, to enter into an agreement with EOR to complete Tasks 1 - 3 as in accordance with the 3-05-2024 scope of work and in an amount not to exceed \$69,352. Seconded by President Schmaltz.

Manager Anderson indicated she would send some additional questions to Administrator Kinney regarding monitoring of Little Comfort Lake.

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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c) 2024 Cost-Share Program Policy

Aidan Read presented an overview of the proposed policy. He noted a proposed name change for the Watershed Legacy Program to the Watershed Property Tax Credit Payment Program. Manager Anderson indicated staff should confer with legal counsel as to the accuracy of the name change, because legal processes such as tax credits can be complex. Mr. Read noted that the name change had been reviewed by counsel who would provide additional comments on the topic. Mr. Read noted that the program does offer two options for incentive payments: a payment against the property tax or a payment directly to the landowner. In the pilot cohort, all participants opted to receive a direct payment rather than a property tax payment.

Manager Anderson moved to postpone further consideration of the topic. Seconded by President Schmaltz. 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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4. Old Business

a) Administrator Succession Planning

Manager Anderson indicated she has discussed this topic with Administrator Kinney, and Mr. Kinney is planning to retire within the next 4-5 years. The board agreed to schedule a workshop to discuss both the administrator’s Smart Goals and the timing for succession planning.

5. Program/Project Update

a) Project Update

139 Blayne Eineichner explained the Washington Judicial Ditch 6 (WJD-6) Western
140 Tributary Wetland Enhancement Project is largely complete. Excavation was
141 completed earlier this winter, and the site has been stabilized. Remaining items
142 include final site restoration and plantings in the spring.
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144 Mr. Eineichner provided an update on the Moody Lake Capstone Project. Construction
145 was recently completed at the Round Barn and Moody Wetland sites. Both sites have
146 been stabilized. Park rain garden construction, and final site restoration and
147 plantings at all three sites will occur in the spring.
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149 Mr. Eineichner explained that staff has been in communication with a landowner for
150 the Heath Avenue Iron Enhanced Sand Filter project. Staff are also seeking grant
151 funds for the feasibility study.
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153 Manager Bakke shared a letter from the Bone Lake Association to the District
154 regarding the Moody Lake project spoils issue that occurred earlier this year. The
155 letter thanked the District for its work in addressing the spoils pile issue and expressed
156 excitement for the water quality improvements and delisting of Bone Lake this spring.
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158 **b) Permitting Program Update**

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160 Mike Sandager provided an overview of accomplishments in 2023 including 1,304 site
161 inspections, 97% compliance rate on active inspections, 32 active permits, 33 permit
162 applications received, 14 permit applications approved, and 44 permits closed out.
163 He explained that site inspections occur frequently, and staff adapt the inspection
164 schedule to weather conditions. Mr. Sandager explained that staff performed more
165 inspections in 2023 than any other year yet spent less time than some past years.
166 Staff efficiency was very high in 2023, and the electronic inspection report format
167 adopted in 2022 continues to save a lot of time. Mr. Sandager presented an overview
168 of permit statuses and types including commercial, development, government, and
169 residential. The majority of permits triggered the Erosion & Sediment Control rule.
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171 Victoria D'Amico presented findings from the annual maintenance agreement
172 inspection program. She indicated 79% of inspected best management practices
173 were compliant. Ms. D'Amico indicated maintenance agreement holders are
174 required to complete an annual inspection report of their best management
175 practices. She explained that staff created an online form to help agreement holders
176 complete this inspection report.
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178 **c) Education & Outreach Program Update**

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180 Beth Carreño noted that this is a brief update simply to share some education and
181 outreach materials with the board. She explained staff has been working on setting
182 up workshops, shoreline outreach, mailers, and other outreach efforts for the year.
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184 6. Summary and Approval of Board Direction

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186 The following board directives were summarized:

- 187 • Mr. Kinney will provide more clarification on the monitoring program approach
188 to Little Comfort and Big Comfort Lakes
- 189 • Staff will look to schedule a meeting between March 25-27 to review
190 Administrator SMART goals and succession planning

191 7. Adjourn

192 a) Next regular board meeting – March 28, 2024, 6:30 pm

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194 Manager Anderson moved to adjourn the meeting. Seconded by Manager Bakke.
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196 Upon a roll call vote, the motion carried 4-0, and the meeting was adjourned at 7:50
197 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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201 Dave Bakke, Secretary -----