

1                                   **MINUTES OF THE REGULAR MEETING OF THE**  
2                                   **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**  
3                                   **Thursday, January 25, 2024**

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5   **1. Call to Order**

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7       President Schmaltz called the January 25, 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      Aidan Read, Land Management Specialist  
22      Garrett Miller, Aquatic Invasive Species Coordinator  
23      Adam Hjelm, Education and Outreach Coordinator  
24      Tori Philippi, Office Manager

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26      **Others Present:**

27      Greg Graske, Emmons & Olivier Resources  
28      Anne Wilkinson, Emmons & Olivier Resources  
29      Chuck Holtman, Smith Partners  
30      Steve McComas, Blue Water Science  
31      Ellen Hinrichs, Career Enhancement Options

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33   **2. Setting of Meeting Agenda**

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35       Agenda item 8a – Shoreline Outreach Update was added to the agenda. Approval of the  
36       December 20, 2023 minutes was removed.

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38       Manager Anderson moved to approve the agenda as amended. Seconded by President  
39       Schmaltz. 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. Consent Agenda**

None.

**4. Public Open Forum**

There were no comments.

**5. Citizen Advisory Committee Update**

Aidan Read reported that the Citizen Advisory Committee (CAC) reviewed the Board’s 2024 meeting calendar and recent lake shoreline inventory data. Mr. Read indicated he plans to present the shoreline inventory data to the Board next month. President Schmaltz indicated the CAC members are welcome to attend all public board meetings, especially if there is an item on the agenda that interests them. He encouraged them to review the monthly Administrator’s Report in order to stay informed of ongoing work.

**6. Aquatic Invasive Species Update**

**a) 2023 AIS and Watercraft Inspection Reports**

Garrett Miller stated that the 2023 Aquatic Invasive Species (AIS) and Watercraft Inspection (WCI) reports were presented at the December regular board meeting.

Manager Bakke moved to approve the 2023 Aquatic Invasive Species Program Yearend Summary and the Watercraft Inspection Program Yearend Report. Seconded by Manager Anderson. 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			

**b) 2023 Blue Water Science Reports**

73 Steve McComas of Blue Water Science presented key findings from his surveys in  
74 2023.

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77 Surveys included:

- 78 • Bone Lake: curly-leaf pondweed and Eurasian watermilfoil delineation and  
79 assessments, point-intercept survey, zebra mussel and SSW search
- 80 • Comfort Lake: curly-leaf pondweed and Eurasian watermilfoil delineation  
81 and assessments, point-intercept survey
- 82 • Moody Lake: curly-leaf pondweed point-intercept surveys
- 83 • Shields Lake: curly-leaf pondweed point-intercept surveys
- 84 • Forest Lake: curly-leaf pondweed, Eurasian watermilfoil, and flowering rush  
85 delineation and assessments; point-intercept survey

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87 Mr. McComas' key conclusions were:

- 88 • All District lakes have unique natural features.
- 89 • Aquatic invasive species (AIS), a healthy lake, and recreational opportunities  
90 can coexist.
- 91 • Flowering rush management is evolving. Ongoing challenge is to manage AIS  
92 and protect native species with cost-effective methods.

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94 Manager Anderson moved to accept Blue Water Science's 2023 Survey Reports.  
95 Seconded by President Schmaltz. 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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98 **c) 2024 Blue Water Science Service Agreement**  
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100 Manager Anderson moved to authorize the Administrator, on advice of legal counsel,  
101 to enter into an agreement with Blue Water Science in accordance with the January  
102 18, 2024, services agreement and in an amount not to exceed \$27,500; and authorize  
103 the Administrator to request additional services from Blue Water Science, not to  
104 exceed \$2,750 (10%), to be compensated in accordance with the 2024 service  
105 agreement. Seconded by Manager Bakke.

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107 Manager Bakke stated that the District receives a lot of good information through this  
108 work with Blue Water Science. He indicated this is money well spent.

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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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**d) 2024 Watercraft Inspection Program Delegation Agreement**

President Schmaltz moved to authorize the District Administrator, on advice of legal counsel, to execute the DNR Delegation Agreement for Aquatic Invasive Species (AIS) Prevention Inspection of Water-related Equipment. 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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**7. New Business**

**a) Joint Grant Application Letter of Support**

President Schmaltz moved to authorize the Administrator to submit a letter of support on behalf of the CLFLWD for the WCD's application for the Soil Health Supplemental Staffing Grant. Seconded by Manager Anderson. 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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**8. Old Business**

**a) Shoreline Outreach Update**

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Beth Carreño introduced Adam Hjelm, the District’s new Education & Outreach Coordinator, who previously worked at the Sauk River Watershed District and started work with the District yesterday. The Board welcomed Mr. Hjelm.

Ms. Carreño reported that Mr. Hjelm has already attended a shoreline partnership coordination meeting. She explained that this year is the District’s 25-year anniversary, and the District will undergo a lot of outreach surrounding this milestone. She reported on the shoreline program including completing the shoreline inventories, sharing with the CAC, and planned public outreach. She noted the Bone Lake impairment delisting and upcoming outreach and celebration for that milestone. Ms. Carreño also noted that staff will distribute information regarding DNR regulations for seeding aquatic plants.

**9. Report of Staff**

**a) Administrator**

Administrator Kinney reported that staff recently turned on the winter aerators on Moody Lake and Shields Lake. President Schmaltz reiterated that the Administrator’s Report is a helpful tool to understand what is occurring in the watershed.

Manager Bakke asked for an update on the Bone Lake South Wetland Acquisition. Mr. Kinney explained that he and Mr. Eineichner are still in communication with the landowner in order to reach an agreeable selling price that meets the requirements of the grant. He indicated the District will receive an adjusted appraisal at the end of January to incorporate additional comparison values. In the meantime, Mr. Eineichner is engaging with legal counsel to develop a purchase agreement.

Manager Bakke asked for a summary of the ongoing work with Access Philanthropy. Mr. Kinney reported that Access Philanthropy has been helping the District seek out potential donors for the new office space and staff will provide a more thorough update in February.

**b) Emmons & Olivier Resources**

Dr. Anne Wilkinson reported there are two active construction projects underway – the Washington Judicial Ditch 6 (WJD-6) Wetland Enhancement and the Moody Capstone Project. Warm winter weather and shallow frost depth has presented some challenges for the heavy excavation machinery, but the contractors are making accommodations in order to continue on schedule. Dr. Wilkinson reported that EOR staff are meeting with cities to evaluate upcoming roadway projects and identify opportunities for stormwater management practices.

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**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 \$766,497.99, the majority of which came from the 2<sup>nd</sup> levy settlements, and expenses in the amount of \$176,804.52.

Manager Anderson moved to accept the Treasurer’s Report, pay the bills in the amount of \$176,804.52, and concur in a transfer of \$220,300 for cash flow purposes. Seconded by President Schmaltz. 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			

**11. Report of Officers and Managers**

Manager Anderson reported on the recent Lower St. Croix Watershed Partnership Policy Committee meeting. She indicated that she had shared concerns at the Policy Committee meeting and asked for further clarification on a proposed plan amendment from the Partnership.

Manager Toavs reported that he observed the active construction at the WJD-6 site and at the Moody Lake Capstone project. He noted that the thin ice signs were installed on Moody Lake earlier that day.

**12. Summary and Approval of Board Direction**

Board directives were summarized.

- Staff will make sure CAC members get the board meeting agenda and full board packet, including the Administrator’s Report.
- Steve McComas will provide a PDF of his report to be distributed to the lake associations.

**13. Administrator’s Review**

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Manager Schmaltz moved to convene in closed session to evaluate the performance of Administrator Kinney. Seconded by Manager Anderson. 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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The meeting was convened in closed session.

The meeting reconvened in open session. President Schmaltz remarked that there had been a good discussion regarding last year’s performance and how the Board can help the administrator achieve identified Smart Goals for 2024 that will help move the organization forward in the desired direction.

**14. Adjourn**

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**a) Next regular board meeting – February 8, 2024, 6:30 pm**

Manager Loth 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 9:03 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 -----