

**DRAFT MINUTES OF THE REGULAR MEETING  
OF THE  
COMFORT LAKE–FOREST LAKE  
WATERSHED DISTRICT  
Thursday, June 20, 2019**

**1. Call to Order**

President Spence called the June 20, 2019 regular board meeting to order at 6:30 p.m. in the Community Room of the Forest Lake City Center, 1408 Lake Street South, Forest Lake.

Present: President Jon Spence, Vice President Jackie Anderson, Secretary Jen Oknich, Treasurer Steve Schmaltz, Assistant Treasurer Wayne Moe.

Others: Mike Kinney, Jessica Lindemyer, Emily Heinz, Erin Edison, Garrett Miller, Peter Brennhofer (CLFLWD staff); Greg Graske (Emmons & Olivier Resources); Chuck Holtman (Smith Partners); Dave Bakke (Bone Lake Association).

**2. Setting of Meeting Agenda**

Item 8f – Filamentous Algae was added to the agenda.

Manager Moe moved to approve the agenda as revised. Seconded by Manager Anderson. Upon a vote, the motion carried 5-0.

**3. Consent Agenda**

- a) **Regular Board Meeting Minutes – April 18, 2019**
- b) **Regular Board Meeting Minutes – May 9, 2019**
- c) **Special Board Meeting Minutes – May 21, 2019**
- d) **Regular Board Meeting Minutes – May 23, 2019**

President Spence noted that Manager Anderson will work with staff to address her comments on the three minutes from May. These will be pulled from this month's consent agenda and brought back to a future meeting for consideration.

Manager Anderson moved to approve the April 18, 2019 minutes as presented. Seconded by Manager Moe. Upon a vote, the motion carried 5-0.

**4. Public Open Forum**

Bone Lake Association President, Dave Bakke, commended the District on its rapid response effort, including extensive interagency coordination, with regard to the recent discovery and treatment of zebra mussels on Bone Lake. He noted that he has spoken with several Bone Lake residents who are also pleased with the treatment effort.

**5. Citizen Advisory Committee Update**

Watershed Assistant Jessica Lindemyer reported that the Citizen Advisory Committee (CAC) recently went through a Strengths, Weaknesses, Opportunities, Threats (SWOT) exercise to help draft a roles and responsibilities framework. A draft framework will be included in the July 25<sup>th</sup> regular board meeting. The CAC's next meeting is July 9<sup>th</sup>. It was clarified that the CAC meets the first Tuesday of every month, except for July when it is rescheduled due to Independence Day. Manager Anderson suggested that the Board prepare a rotation schedule for managers to attend CAC meetings.

## **6. Aquatic Invasive Species Update**

Watershed Assistant Garrett Miller reported on recent Eurasian watermilfoil delineation surveys, Forest Lake plant harvester permitting, curly-leaf pondweed treatment assessments, Shields Lake carp removal planning, and reports of invasive phragmites in some areas of the District. Mr. Miller summarized the recent zebra mussel rapid response effort on Bone Lake including early detection efforts, 70+ hours of surveying around the lake which found no additional zebra mussels, interagency/partner coordination, treatment which will span from June 17<sup>th</sup> to June 26<sup>th</sup>, and follow-up surveying. There was discussion about zebra mussel early detection sampler plates and managers requested updates to the aquatic invasive species (AIS) update format as it relates to displaying water quality data.

## **7. New Business**

### **a) Bone Lake Outlet Wetland Restoration Study**

Administrator Kinney noted a correction to the proposed motion in the meeting packet memo. He explained the field investigation and landowner outreach that have occurred in this area to date. There was discussion about the various tasks in the scope of work, conditions in the watershed, and types of projects that may result from the monitoring work.

Manager Anderson moved to authorize the administrator, on advice of counsel, to enter into an agreement with Emmons & Olivier Resources (EOR) in accordance with the June 7, 2019 scope of work and in an amount not to exceed \$29,644. Seconded by Manager Oknich.

Discussion: In response to a question from President Spence, it was clarified that Task 3: Birch Lake Wetland Restoration Project Feasibility entails surveying efforts just upstream of Birch Lake in an attempt to identify phosphorus loading hot spots and potential projects.

Upon a vote, the motion carried 5-0.

## **8. Old Business**

### **a) Plan Update Assistance Scope of Work Phase I**

Ms. Heinz provided a brief update on the Watershed Management Plan (WMP) update process including the kickoff event and coordination with Dr. Meghan Funke on the proposed scope of work. Manager Anderson stated that the \$25,000 budgeted for 2019 does not capture the total intended investment in the effort, which will continue into 2021. Mr. Kinney noted that some other watershed districts spend up to \$200,000 to develop their plans. There was discussion about the update timeframe, budget and necessary level of support from EOR.

Manager Schmaltz moved to authorize the administrator, on advice of counsel, to enter into an agreement with EOR in accordance with the June 10, 2019 scope of work and in an amount not to exceed \$17,438. Seconded by Manager Anderson. Upon a vote, the motion carried 5-0.

**b) Performance Review Assistance Program Grant**

Ms. Heinz referred to the grant application outline provided in the meeting packet. She described staff’s coordination with the Board of Water and Soil Resources (BWSR) to date and proposed outcomes of the grant which include addressing the recommendations from BWSR’s 2015 Performance Review Assistance Program (PRAP) assessment. There was discussion about the Board’s involvement throughout the process.

Manager Anderson moved to adopt resolution 19-06-01. Seconded by Manager Moe.

Discussion: Mr. Kinney clarified that staff would prepare the documents for the Board to approve as part of this process.

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

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Jon Spence	X		
Jackie Anderson	X		
Wayne Moe	X		
Stephen Schmaltz	X		
Jen Oknich	X		

**c) 2020 Draft Budget**

Administrator Kinney referenced the budget schedule which suggests discussing the budget overview and 1000 – Administration series during the June 20<sup>th</sup> meeting. President Spence noted that the 5000 – Projects series budget appears to be too low. There was discussion about ongoing monitoring efforts which will inform better-developed project budget estimates later this summer. The Board directed staff to prepare preliminary budget estimates for projects and mark them in the budget as preliminary.

Manager Anderson suggested that \$50,000-\$60,000 be added to line item 5-920-A Land Acquisition and Management to pursue property acquisitions that are currently on the District's radar. She also suggested adding funds to the Comfort Lake management district section of the budget for implementation of projects from the Sunrise River Water Quality and Flowage Study Engineer's Report, and consideration of a framework for subwatershed taxing. There was discussion about the regional stormwater facility under items 5-220-A Volume Control Facility Planning & Design and 5-220-B Volume Control Facility Implementation. Manager Schmaltz suggested that specific projects under item 5-228-B4 Forest Lake Diagnostic Implementation – Hayward Avenue be broken out in more detail somewhere.

Mr. Kinney said that staff has an interest in monitoring in the area north of Broadway Avenue in Forest Lake, to identify sources and flows. Manager Anderson offered that there are still some locations where monitoring is needed, but that there is a sound set of data and additional monitoring would be a part of the feasibility stage of work. She added that the District should be prepared to spend more, if needed, to ensure the amount and quality of monitoring that is needed. She also noted that the District should pay attention to commercial development that will follow completion of work at Highways 35 and 8.

Manager Schmaltz asked where the District's MPCA loan repayment obligation appears. Ms. Heinz replied that the first payment is in December 2121. Manager Schmaltz also questioned why the AIS budget for Forest Lake is shown to decline. Manager Anderson expressed the importance of seeing staff's proposed project spending estimates so that the Board can consider priorities and make judgments as to spending level.

There was discussion about assessing future district office space and staff needs, both for the next few years as well as the 10-year plan. The Board directed staff to prepare an appendix to the budget that breaks out staff and consultant costs separately and compares that total to the rest of the budget. The Board also directed staff to prepare another appendix to track major changes to the budget since the initial drafts. Administrator Kinney suggested that the District perform an updated salary survey that would provide more detail on positions' responsibilities.

#### **d) Forest Lake Plant Harvester**

Mr. Kinney explained that the memo provided in the meeting packet is meant to address the Board's questions from the last meeting. He noted that the Forest Lake Lake Association will apply for the aquatic plant management permit for the harvester from now on. Manager Anderson indicated that the previous discussion was not about collecting 100% of plant fragments. Rather, it was about making sure the intent of the regulation is being followed by ensuring the harvester is making its best effort to collect as many fragments as feasible. Manager Anderson requested that a section specifically concerning removal and disposal of plant material be added to the materials shared with

lake associations, to highlight the importance of this element of vegetation management work.

**e) Eurasian Watermilfoil Treatment Methodology**

Staff was directed to correct a typo on page 1 of the memo. Manager Anderson expressed concern about impacts to native plants as a result of AIS treatments by lake associations and private homeowners. There was discussion about MN Department of Natural Resources (DNR) regulations and the balance between native plant preservation and treatment of plants for recreational benefit.

**f) Shields Lake Stormwater Harvest Project Update**

Mr. Kinney reported on recent staff and engineer meetings with the construction contractor and landowner, Forest Hills Golf Club, in regard to the Shields Lake Stormwater Harvest & Irrigation Reuse project. He explained that the project has been built as designed, and the contractor is in the process of some final work to wrap up the project. The largest item remaining is to install the pond float as part of the irrigation reuse system. Mr. Kinney noted that the carp removal effort is moving forward. Mr. Kinney noted that he will be bringing a couple of change order to the Board for approval.

**g) Filamentous Algae**

Mr. Kinney distributed an informational flyer regarding filamentous algae and noted that this will be posted on the District's Facebook page. He explained that there have been many reports across District lakes about filamentous algae. He added that Blue Water Science owner, Steve McComas, is observing filamentous algae widely across the metro. Filamentous algae, while unpleasant for swimming, is non-toxic and isn't dangerous. There was discussion about occurrences of filamentous algae in District lakes.

**9. Report of Staff**

**a) Administrator**

Administrator Kinney reported that the Claros project is moving forward and the property owner for one of the sites is on board. He added that the District's two grant proposals for implementation of Claros technology were not funded. There was discussion about the proposed in-lake trials utilizing the Claros media. The District is looking for one volunteer each on Forest Lake, Bone Lake, and Comfort Lake to hang a bucket of the phosphorus-absorbing media off their dock.

Mr. Kinney reported on ongoing landowner outreach and monitoring efforts in the Washington Judicial Ditch 6 subwatershed.

There was discussion about AIS early detection efforts in Washington County and rapid response plan follow-up. Mr. Kinney explained that staff will prepare a detailed guide on zebra mussel rapid response, including steps and lessons learned, which may be helpful for other entities in the future.

There was discussion about stormwater drainage in the Liberty Ponds development upstream of Little Comfort Lake. Staff was directed to keep an eye on the drainage patterns and report back if there is a problem.

**b) Emmons & Olivier Resources**

Engineer Graske reported on upcoming permit applications which may be brought to a future board meeting including Menards Expansion and Lisu Church Expansion. He provided an update on recent project feasibility monitoring and surveying. The Shields Lake fish barrier has been largely constructed in the contractor's shop and will be installed later this summer. Mr. Graske reported that EOR and staff have been involved in significant field work and landowner outreach this spring. There was discussion about high water levels in the watershed.

**c) Smith Partners**

Nothing to report.

**10. Report of Treasurer**

**a) Approval of Bills and Treasurer's Report**

Treasurer Schmaltz reported income for the period of \$6,461.12 and expenses of \$192,772.35.

Manager Moe moved to accept the Treasurer's Report and pay the bills in the amount of \$192,772.35. Seconded by Manager Anderson. Upon vote, the motion carried 5-0.

**11. Report of Officers and Managers**

Manager Anderson reported that there will be a board meeting for the MN Association of Watershed Districts (MAWD) at the upcoming Summer Tour.

Manager Moe reported that he communicated with Washington County regarding his resignation from the Board and a list of candidates for his replacement.

President Spence reported on recent news regarding the Wright County AIS inspection pilot program being canceled. The DNR didn't support the program, citing that the sample size was too small and costs too high.

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

Ms. Heinz summarized the directions given at the meeting.

- AIS Update: Add a third column containing 2010-2013 average water quality data to lake summary sheets.
- Forest Lake Harvester: Add a note about disposal methods to the information packet.
- Eurasian watermilfoil treatment methodologies: Correct the typo on page 1 before sending out to the public.
- 2020 Budget: Incorporate managers' requested edits to line items, track changes using an appendix, add another appendix to expand on staff and consultant costs.
- Permitting: Keep an eye on Liberty Ponds drainage patterns and report back if there is a problem.

### 13. Adjourn

#### a) Next regular board meeting – July 11, 2019

Manager Moe moved to adjourn the meeting. Seconded by Manager Schmaltz. Upon vote, the motion carried 5-0, and the meeting was adjourned at 8:33 p.m.

Jen Oknich, Secretary \_\_\_\_\_