

**MINUTES OF BOARD WORKSHOP
OF THE
COMFORT LAKE – FOREST LAKE WATERSHED DISTRICT**

Thursday August 25, 2016

1. Call to Order

President Anderson called the August 25, 2016 Board Workshop to order at 4:30 pm in the Forest Lake Conference Room of the Forest Lake City Center, 1408 Lake Street South, Forest Lake, MN.

Present: President Jackie Anderson, Vice President Jon Spence, Secretary Wayne Moe, Treasurer Stephen Schmaltz, Assistant Treasurer Jackie McNamara

Others: Mike Kinney, Emily Schmitz, Mike Sorensen, Jessica Lindemyer (CLFLWD staff)

2. 2017 Draft Budget Discussion

Administrator Kinney began the discussion by introducing the budget recommendation sheet prepared by staff which the Board had requested at the August 23rd workshop. He continued on to make note of each change that had been made to the budget:

- **3001: District Rules & Rulemaking** – Reduction was made to the rule revisions budget based on proposal from Emmons and Olivier Resources (EOR).
- **3003: Monitoring & Data Assessment** – Reductions were made to the ongoing initiatives budget in the areas of unplanned monitoring and equipment. The Wetland Monitoring budget for the Bixby Park Effectiveness Monitoring was adjusted based on proposals from EOR as was the BMP effectiveness monitoring budget.
- **3004: Non-Point Source Pollution Abatement** – Reductions were made to the budgets for residential landowner grants and commercial/community grants based off of the previous year's numbers. An adjustment was also made to the municipal stormwater remediation program budget.
- **3005: Education and Outreach** – Ongoing initiatives budget was reduced due the ability of District staff to perform certain tasks as needed. The standard signage budget was cut entirely from the budget with the understanding that District staff will develop the design for signage during 2017 and the signs will be installed in 2018.

President Anderson suggested that the District may want to entertain getting involved with the University of Minnesota for an outreach program similar to their agricultural outreach program which she noted has been very successful. Administrator Kinney noted that the District does have some contacts with the University of Minnesota and Mr. Sorensen added that the extension now has a full time AIS educator working for them which may be the person to reach out to.

- **3006: Technical Resource Sharing & Interagency Communication** – Reductions were made to the ongoing initiatives budget as well as the budget for the watershed

management plan update based on the ability of staff to perform most of the required tasks. The budget for geographic information systems (GIS) was completely removed.

- **3007: Research** – Reductions were made to the new initiatives budget.
- **3008: Measurement of Progress** – All funding was removed from the ongoing initiatives line item, as much of the review has already occurred through the Performance Review and Assistance Program (PRAP). Through the assistance part of the program, the District is eligible for grants to assist with funding of metrics development.
- **3009: Grant Research and Preparation** – Reductions were made to the ongoing initiatives budget as staff will be performing much of the initial work required for researching and submitting grants.

Manager Schmaltz inquired about the contracted assistance the District had used in the past for the area of grant research and preparation. Administrator Kinney reported that such services had not been required much in the past year, instead District staff had been able to perform most of the required duties. Ms. Schmitz also noted that Laura Jester from Keystone Waters, the contracted service in question, updates a master table of grants possibilities which is available to the public on Bassett Creek's webpage.

- **3010: Operation & Maintenance** – Reductions were made to the ongoing initiatives budget as the District will be submitting for a DNR grant to replace the current electric structure with a less expensive passive barrier.
- **Aquatic Invasive Species (AIS) Management** – Reductions were made to the district-wide invasive species policy development and management plan budget, reflecting the shift from contracted services to in-house staff work. Reductions were also made to the invasive species control pilot projects budget as it is a lower priority than other AIS projects going on at the moment. The rapid response fund budget was also reduced with the understanding that it can be funded from reserve if necessary. Bone Lake rough fish management funding was removed from the budget as was the budget for Little Comfort Lake rough fish management.
- **5200: Lakes** – Reductions were made to the volume control facility planning and design budget as the initial assessment work can be conducted by District staff. The Bone Lake infiltration basin project (5223A-5223B) has been retooled into a more cost effective wetland restoration project (5422F) therefore the budget has been cut. President Anderson inquired about the possibility of making an addendum or memorandum to the Watershed Management Plan to reflect changes to projects such as these. Administrator Kinney explained that addendum to the plan would need to go through the formal plan amendment process. However, he did not that District will be increasing communication with the lake associations to make sure changes like this are thoroughly communicated in the future.

The budget for the Little Comfort phosphorous source assessment and implantation plan has been reduced based on the results of the diagnostic work completed in the past year. Mr. Kinney pointed out that the suggested adjustments for next several line items were highlighted in green reflecting that these projects are funded by grants. Should the grant for the respective project be awarded, the project will be moved back

into the budget and funded by the grant dollars awarded with required match dollars being addressed in the 2018 budgeting process. These grant-dependent projects are: Shields Lake Diagnostic Study and Implementation (5226A); Forest Lake Diagnostic Study implementation (5228B); Forest Lake urban stormwater retrofit implementation (5228D). All funding for Third, Fourth, and Lendt Lake Water Quality Studies was removed due to the ability of District Staff to perform the majority of the required work.

- **5300: Streams** – All funding was removed from the Forest Lake outlet channel design and restoration project as District staff plan on completing the initial work with design work to follow in the following year.
- **5400: Wetlands** – The Bone Lake wetland restoration project (5442F) is dependent on grant funds and will be put back into the budget should the requested grant funds be awarded.
- **5600: Groundwater** – Reductions were made to the Sylvan Lake groundwater protection feasibility study. Administrator Kinney did note that holding off on this project would be a delay from the Watershed Management Plan and that the District would still plan to contact the DNR and Washington County for obtaining funding or inclusion on future groundwater studies
- **5900: Land Acquisition and management** – The budget for pre-project identification was reduced to \$10,000 with the knowledge that, for most properties, District staff will be able to perform the initial assessment for \$10,000. There was discussion about how the District would fund the purchase of land, should a property become available. Manager Spence noted that the money on hand would likely only suffice for a down payment. Administrator Kinney stated that the District would be able to get funds through a loan or potentially through Washington County's land acquisition program or grant program. President Anderson brought up the fact that the Washington County grant program is specifically for Watershed Management Organizations that do not have taxing authority and therefore the program may be different for the CLFLWD.

Upon conclusion of his budget walk through, Administrator Kinney asked the board if they had any questions or comments. There was a brief discussion about the purchase of GIS software. President Anderson inquired if cutting the GIS software purchase from the budget would impede staff from doing the finer work associated with projects. Administrator Kinney brought up the fact that the staff's recommendation budget has arrived at a number for the budget that is lower than the number directed by the Managers at the last meeting. Managers expressed to the staff that, should the need arise for GIS, staff may purchase the software down the road with funds from the reserve.

With no further questions related to specific budget line items, the Board discussed what the final levy amount should be, settling on a levy of \$998,000 for 2017.

Manager Schmaltz made a motion directing staff to prepare the necessary resolutions and other documents for the next meeting. Seconded by Manager Moe. Upon vote, the motion carried 5-0.

3. Adjourn

a) Next Regular Board Meeting – August 25, 2016

Manager Jon Spence moved to adjourn the meeting at approximately 5:30p.m. Seconded by Manager Schmaltz. Upon vote, the motion carried 5-0.

Wayne S. Moe, Secretary _____