

**MINUTES OF REGULAR MEETING
OF THE
COMFORT LAKE – FOREST LAKE
WATERSHED DISTRICT
Thursday, February 25, 2016**

1. Call to Order

The President called the February 25, 2016 Regular Board meeting to order at 6:30 p.m. in the Council Chambers of the Forest Lake City Center, 1408 Lake Street South, Forest Lake.

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

Absent: Treasurer Stephen Schmaltz

Others: Mike Kinney, Emily Schmitz, Mike Sorensen (CLFLWD staff), Derek Lash, Meghan Funke, Brett Emmons, Greg Graske (EOR, Inc.), Mark Lobermeier (City of Wyoming liaison), Chuck Holtman (Smith Partners), Jerry Grundtner (CLFLWD CAC)

2. Setting of Meeting Agenda

There were no changes to the agenda.

Manager Moe moved to approve the agenda as presented. Seconded by Manager McNamara. Upon vote, the motion carried 4-0.

3. Consent Agenda

a. Regular Board Meeting Minutes – January 28, 2016

Manager Moe moved to approve the consent agenda. Seconded by Manager Spence. Upon vote, the motion carried 4-0.

4. Public Open Forum

President Anderson asked for public comments. There were no public comments.

5. Citizen Advisory Committee Update

CAC chairman, Jerry Grundtner, reported that the CAC continues to meet monthly. He reminded Board members that the CAC forwarded recommendations to the Board that will be considered at the March 9th workshop. He also reported that the CAC is now turning its attention to communication and outreach and education, particularly in schools. Mr. Grundtner noted that the CAC is also investigating the Master Water Stewards Program. He noted the CAC is likely to have recommendations on these items in the coming months.

6. New Business

a. Little Comfort Lake Diagnostic Study Scope

Administrator Kinney reported that the study scope was developed within the context of the Watershed Management Plan and the adaptive management strategy used by the District. Meghan Funke (EOR) reviewed the diagnostic study for Little Comfort Lake noting that this study is more like the diagnostic study for Moody Lake where the monitoring occurred first, followed by analysis of nutrient reduction strategies. She noted monitoring is planned for this year with four automated sampling locations and collection of grab samples in other locations. The Washington Conservation District will perform the automated sampling and approximately 2/3 of the grab samples. EOR staff will collect the remaining grab samples – especially on weekends and holidays. She noted that monitoring already began over the previous weekend due to rain and warm temperatures. She noted some other monitoring components within the proposed study. Managers agreed with the approach and scope of the study.

Manager Moe moved to approve the Little Comfort Lake 2016 Diagnostic Study. Seconded by Spence. Upon a roll call vote, the motion carried 4-0.

b. Bone Lake Carp Telemetry and Harvest

Administrator Kinney provided an update and noted that much communication has happened with stakeholders regarding this issue. He reported that although certain commercial fishermen have opted not to harvest on Bone Lake this year, Blue Water Science worked to identify possible harvesting locations and St. Mary's University recently used transmitters to determine carp locations. Administrator Kinney reported that unfortunately, the carp appear to be spread out in the lake, eliminating the effectiveness of some types of harvesting. Staff will continue to evaluate other harvesting options for this coming spring and summer within the 2016 budget. President Anderson noted that the Bone Lake Association members would be interested in hearing this update.

c. Washington County AIS Grants

Administrator Kinney provided a summary of the recommendations of Washington County staff as to the award of funds for AIS programs to the District. He noted that during the workshop in November 2015, County staff indicated AIS funds would not be spent on treatment of invasive aquatic plants. He noted the Request for Proposals indicated strongly that proposed projects should have a lasting effect rather than ongoing projects. Administrator Kinney reported that the District submitted three different proposals and is recommended for partial funding for each of the proposed projects (and a total of 26% of the total Washington County AIS funds available). He noted the funding will go a long way to augmenting District funds for AIS

management. He noted the County Board meeting where it will make approval decisions is in the coming weeks.

There was some discussion about the decontamination units including their cost, use, inspectors needed for operation, and vehicles needed for towing the units.

d. 2016 AIS Management Plan

Administrator Kinney reported that staff has been evaluating strategies for AIS management in 2016 and has been coordinating with the District Engineer. Staff will also meet with Blue Water Science. Administrator Kinney also noted the new District staff member, Mike Sorensen, will be working on the AIS management plan and the Managers will further discuss this topic at their workshop on March 9th. Administrator Kinney reported his intent to get input from lake associations and to have a final plan in place in early April.

7. Old Business

a. 2015 AIS Reports

President Anderson reminded Managers that Steve McComas presented the 2015 AIS Management Reports at the January Board meeting and now staff is seeking a motion to accept the final reports. She commented that she found the Comfort Lake report's site maps to be inconsistent and she requested that the number of occurrences for each species within the lake be added across all sites for a total number of occurrences. She further asked that all sites and plants be listed on one page in order to cross reference with the maps. President Anderson noted the other reports looked good, in her opinion, and asked if the Comfort Lake Report could be formatted to be consistent with the other reports. Administrator Kinney noted he can take those comments back and could work on developing a summary of information for each lake, including adding historical information.

Manager Moe moved to accept the 2015 AIS reports with revisions to the Comfort Lake Report to be more consistent in formatting with the other reports. Seconded by Manager Spence. Upon vote, motion carried 4-0.

b. Project Update – Hilo Lane

Administrator Kinney noted the Hilo Lane Stormwater Retrofit Project first received MPCA grant funding in 2013 but has been challenging to implement due to easements required from six different property owners. He noted that many easements are now in place and bid documents are being drafted. He noted springtime construction conditions are less than ideal but that grant funding must be spent by the end of June. Administrator Kinney reported on discussions with the MPCA and plans for the main portion of the project (the iron enhanced sand filter) to be constructed later in the year.

Derek Lash (EOR) provided an update on the project and started by reminding Managers of the key components of the project. He noted the main activity is the retrofit of an existing stormwater management pond to incorporate an iron enhanced sand filter in the bench part of the pond. He noted three other project components including willow tree removal, stabilization of a drainage channel in one yard that drains from the south into the pond, and lakeside pipe repairs. Mr. Lash noted that staff is working to develop bid documents while considering construction timing with regards to grant funding and site conditions.

Administrator Kinney noted that it could turn out that construction next winter would be less expensive and provide more project savings than even the grant funding could provide. Construction during the winter would also minimize impact to the lake that could happen with spring or summer construction.

There was discussion about the amount of the grant funding, the amount of grant funds already spent, the higher costs of construction expected from bids, the need for one more easement, and other critical project components. Administrator Kinney noted that approximately \$18,000 of grant funds are as yet unspent. There was further discussion about the risks in trying to “rush” the project for spring construction. Legal counsel Chuck Holtman noted that some work, such as tree removals, could be done this spring without substantial soil disturbance and therefore risk to the lake, and that separating work like this would not necessarily increase project cost because mobilization would be different from that for deferred cold weather work. This may allow for some or all of the remaining grant funds to be accessed.

There was consensus of the Board of Managers that potential risks to the lake during spring or summer construction outweigh the need to spend all grant funding by the end of June and that construction should happen during the winter months.

Mr. Lash reviewed the project design and maps with the Board. There was discussion about the situation with the easements and action expected by the City to refine the easements in this area, making District work easier. Administrator Kinney was asked by Managers to attend the city council meeting where this item will be considered.

Manager Anderson asked that staff brief the board on the final design. Mr. Holtman noted that in conjunction with the landowners’ granting of easements, the City had agreed to undertake the process to vacate portions of platted drainage easements to avoid over-encumbering the lots of two of the cooperating landowners. The City Council hearing is March 28. Manager Anderson applauded the parties’ cooperation and suggested that Administrator Kinney attend the hearing to offer support.

c. Project Update – Bixby Park

Administrator Kinney provided an update on the Bixby Park Project reporting that the construction of the project has proceeded very well. He noted a few minor change orders that were within the scope of his authority delegated from the board. Mr.

Graske (EOR) presented several photos of the project area including pre-construction and during construction and reviewed how the project will ultimately function.

There was discussion about how some monitoring in the pond adjacent to the homes would be beneficial to understand the potential nutrient loads coming from the project area. Mr. Graske reminded Managers that the main portion of the monitoring plan is scheduled for 2017 to determine nutrient loads entering and leaving the project area.

Manager McNamara reported that the Park Board discussed this project and that some citizens were concerned about the safety of park users during construction. She reported the Park Board Chairman visited the site and discussed the project with the construction manager on site. The Chairman was very impressed by the professionalism and thoroughness of the construction activities. Administrator Kinney noted the construction will be completed very soon and vegetation management and plantings will happen later in the year. President Anderson asked that Peterson Construction be formally thanked by the District in writing for its care with respect to nearby homes and members of the public using the area during construction.

d. Story Map Update

Administrator Kinney reminded the Managers about a brief presentation by EOR at the January meeting regarding the possible development of a story map for the District. He noted EOR was not able to develop a proposal for the District because more information was needed to understand the size and scope desired by Managers for this project. Administrator Kinney noted two options for moving forward to discuss the story map project and determine its scope: 1) a Board working group; 2) an item at a future Board workshop.

There was consensus that staff and the District Engineer should bring more information to a future workshop for Board discussion and consideration. Administrator Kinney noted it would be important to distinguish between what the new District website can offer vs. what the story map can offer. Staff was directed to set up a workshop for this item.

8. Report of Staff

a) Administrator

Administrator Kinney reminded Managers about upcoming Board workshops in early March and in April. He also noted that a special meeting might be necessary if there are time sensitive actions regarding the Hilo Lane Project.

There was discussion about a few items in the Administrator's Report including cell phone use, development of job descriptions that will lead to a decision about additional staffing needs, and possible permitting activity in Wyoming and Scandia. President Anderson asked if Administrator Kinney is meeting with all three city

administrators. Administrator Kinney reported that monthly meetings with Forest Lake staff are very beneficial and that meetings with other city administrators are needed, particularly in Wyoming where development is continuing.

Manager Moe asked about permitting for culvert work in the Bone Lake subwatershed. Administrator Kinney noted that the District typically doesn't get involved with culvert work that is not in watercourses as it doesn't trigger permitting thresholds. He noted that once a hydrologic model is completed, the District could offer to assist cities with understanding the implications of culvert replacements.

President Anderson asked about equipment upgrades. Administrator Kinney noted that equipment has been purchased and costs are staying within the approved budget. President Anderson also noted that any additional water monitoring expenses should be brought to the Board before summer.

President Anderson recognized the work of new staff member Mike Sorensen, noting the District's Facebook page. There was also some discussion about the Master Water Stewards Program and the fact that there are two very similar programs - one through the Freshwater Society and one through the St. Croix Valley Foundation. Administrator Kinney noted staff continues to gather information on the programs and their costs.

At the request of the Board, Administrator Kinney provided information about automated water level control mechanisms that might work on the Bone Lake outlet. He reported on a recent meeting with DNR staff, the District Engineer, and representatives from Opti – the company that makes the equipment. He reported that he submitted a grant proposal for the equipment through Opti. Managers agreed that exploring efficient ways to operate and maintain various District projects is appropriate.

Administrator Kinney noted that Managers can still register for the MAWD Legislative Day by contacting the District office.

b) Emmons and Olivier Resources

Mr. Graske reported on two items:

- A meeting with Rice Creek Watershed District (RCWD) on boundary issues and the transfer of Judicial Ditch #6. He noted EOR will develop a scope of work to study the ditch system and that the RCWD seems willing to help pay for that study.
- Mr. Graske distributed a project timeline with color coding according to lake districts that will be included in the meeting materials each month to keep the Managers updated on project status.

c) Smith Partners – Nothing to report

9. Report of Treasurer

a) Approval of Bills and Treasurer’s Report

Manager Spence presented the Treasurer’s Report and invoices to be paid and recommended approval.

Manager Moe moved to accept the Treasurer’s Report and pay the bills in the amount of \$229,448.82. Seconded by Manager McNamara. Upon vote, the motion carried 4-0.

10. Report of Officers and Managers

Manager Moe reported that he attended the Bone Lake Association meeting last month and it went well.

Manager Spence noted that the aerial movies recorded by the drone will be moved to You Tube or another platform that better supports the file sizes. He also reported that he participated in the lake coring activities that day and that it was very interesting. Manager Spence also noted possible unpermitted rip rapping on Comfort Lake. There was a brief discussion about the District’s permit enforcement ability. Legal counsel noted that the District doesn’t have jurisdiction regarding shoreline work but defers to the DNR rules. Staff was directed to include the possibility of adding shoreline work to the District permitting program on a future agenda.

President Anderson noted that the retirement party for former District President, Dick Damchik will be held March 23rd at 5:30 pm at the Forest Lake City Center.

Administrator Kinney introduced new District staff member Mike Sorensen who reviewed his background including a Master’s Degree in Water Resources from the University of Minnesota – Duluth and experience with aquatic invasive species.

11. Adjourn Next Meeting —March 24, 2016

Manager Spence moved to adjourn the meeting at 8:10 p.m. Seconded by Manager Moe. Upon vote, the motion carried 4-0.

Wayne S. Moe, Secretary _____