

**MINUTES OF REGULAR MEETING  
OF THE  
COMFORT LAKE - FOREST LAKE  
WATERSHED DISTRICT  
Thursday, January 23<sup>rd</sup>, 2014**

**1. Call to Order**

The President called the January 23<sup>rd</sup>, 2014 regular Board meeting to order at 6:30 p.m. at the Forest Lake City Offices, 220 North Lake Street, Forest Lake, Minnesota

Present: President Richard Damchik, Vice President Jackie Anderson, Secretary Wayne Moe, Treasurer Jon Spence, and Manager Stephen Schmaltz

Absent: None

Others: Amy Carolan (CLFLWD), Greg Graske (EOR), Chuck Holtman (Smith Partners), Mark Lobermier (City of Wyoming), Jessica Collin-Pilarski (Washington County), Mary Jo Youngbauer (Chisago SWCD), Mike Kinney

**2. Setting of Agenda**

The President called for the reading and approval of the January 23<sup>rd</sup>, 2014 Regular Board meeting agenda. The President noted one addition to the agenda – 2014 Office Lease Renewal. Motion to approve the agenda as amended was made by Manager Spence and seconded by Manager Schmaltz. Discussion. Upon vote, the motion passed.

**3. Reading and Approval of Minutes**

The President called for the reading and approval of the minutes of the December 19<sup>th</sup>, 2013 Regular Board Meeting, the January 9<sup>th</sup>, 2014 Special Meeting Minutes, the January 15<sup>th</sup>, 2014 Special Meeting Minutes, and the January 16<sup>th</sup>, 2014 Special Meeting Minutes. Motion to approve the Regular and Special Board meeting minutes, as presented, was made by Manager Spence and seconded by Manager Schmaltz. Discussion. Upon vote the motion passed.

**4. Public Open Forum**

Manager Damchik opened the floor to anyone in attendance wishing to comment on items that are not already scheduled to be discussed as part of the meeting agenda.

**5. New Business**

**a. Election of Officers**

Manager Anderson moved to elect the current slate of officers for 2014 with the addition of Manager Schmaltz as an assistant treasurer with the ability to exercise all of the authorities of the treasurer should Manager Spence be absent or unavailable. Seconded by Manager Spence. Upon vote the motion passed.

**b. Designation of Official Newspapers and Banks**

Manager Anderson made a motion to approve the District’s 2014 official newspapers and banks as presented in the board memorandum. Seconded by Manager Schmatz. Official newspapers will remain as the Chisago County Press and the Forest Lake Times. The official banks will remain as Central Bank and the First State Bank of Wyoming.

**c. 2014 Pay Equity Report**

Administrator Carolan noted the memorandum in the board packet regarding the 2014 pay equity report which the District is asked to submit every three years. Administrator Carolan recommended that the board approve the draft report with one change being that the total payroll for 2013 be increased to \$91,933.14 to include both her salary as well as Doug Thomas’ salary for the year. Following approval, Administrator Carolan would submit the report as required. Manager Spence made a motion to accept and approve the Pay Equity Report, seconded by Manager Moe. Discussion. Upon vote the motion carried.

**d. 2014 Lease Agreement**

Administrator Carolan noted the memorandum that was distributed at the start of the meeting that included a copy of the proposed 2014 lease agreement. Administrator Carolan noted that there was a slight increase in the cost of the office space, approximately 3%, but that the cost for technical/computer support would stay the same at a flat rate of \$2,500 for the year. Carolan noted that the only change between the 2013 and the 2014 lease agreement was that the 2014 lease agreement would only run for 10 months, January through October. At the end of October, the City would be closing the existing building and moving to their new facility. Administrator Carolan recommended that the board approve the lease agreement by resolution #14-01-01. Motion made by Manager Moe to offer Resolution #14-01-01 and its adoption. Motion was seconded by Manager Anderson. Discussion. The President called for a roll call vote: Anderson (yes), Damchik (yes), Moe (yes), Schmaltz (yes), Spence (yes). On a vote of five yes’s and zero no’s the president declared the resolution adopted.

**e. Minnesota Land Cover Classification System Final Report –Chisago SWCD**

**a. Report Presentation – Mary Jo Youngbauer**

Mary Jo Youngbauer of the Chisago County SWCD gave a brief presentation on the recently completed and submitted MLCCS final report. The presentation contained the following information:

- Introduction to MLCCS
- Review of MLCCS coding system
- Review of quality ranking system
- The MLCCS desktop and field review process
- Results of the work in the CLFLWD (Chisago County Portion)
- Review of the highest quality natural communities remaining in the District

**b. Review and Approval Final Report**

Administrator Carolan noted the memorandum in the board packet and also indicated that a copy of the MLCCS final report was included in the board packet. It was staff's recommendation that the board approve the MLCCS final report. Manager Anderson moved to accept the final MLCCS report prepared by the Chisago SWCD. Seconded by Manager Moe. Discussion. Upon vote the motion carried.

f. Whole Farm Plan – Payment Authorization

Administrator Carolan noted the memorandum in the board packet. She explained that she had met with Mr. Dave Tollberg, Certified Crop Consultant to review the two whole farm plans he had prepared for the Chris Taylor and Craig Mattson farm properties in the District. She further explained that staff had reviewed the reports and found them to be acceptable and to contain the information requested by the District. She also noted that the reports contained recommendations for future agricultural related projects that would improve drainage to Bone Lake and to Moody Lake. Staff recommended that the board accept the reports and approve payment in the amount of \$8,000 to Mr. Dave Tollberg. Manager Anderson moved to accept the Taylor and Mattson Whole Farm Plans as final and to authorize payment of the attached invoice (#784) from Northland Crop Consulting in the amount of \$8,000. Seconded by Manager Moe. Discussion. Upon vote the motion carried.

g. Bone Lake Fish Barriers Revegetation Materials Purchase

Administrator Carolan noted the memorandum in the board packet. She indicated that when the Bone Lake fish barrier was installed along Lofton Ave. existing shrubs and trees were cleared from the area. Now that the barriers were established and construction was complete, she was requesting that the board authorize the administrator to purchase shrub material from the Washington Conservation District's tree and shrub program to be planted along the barrier to provide screening between Bone Lake and Lofton Ave. Manager Moe moved to authorize the Administrator to order and purchase native shrubs through the Washington Conservation District's 2014 Tree and Shrub Sale in the amount not to exceed \$350.00. Seconded by Manager Spence. Discussion. Upon vote the motion carried.

**9. Old Business**

a) Broadway Avenue Monitoring Update

Engineer Graske provided follow-up information on the performance monitoring which had been completed during the 2013 growing season at the 8<sup>th</sup> and Broadway biofiltration project site. Engineer Graske gave a brief explanation of the system and provided a diagram of the system for the boards review. He noted that the monitoring results showed that the standard NURP pond was working to reduce pollutant concentrations as stormwater entered the pond and left the pond, however water that entered the iron-enhanced sand filter cell from the NURP pond was showing a spike in pollutant concentrations as it left the iron-enhanced sand filter. Engineer Graske explained that the spikes could be related to the newness of the system and some residual sediment in the drain tile may be flushing out during rain events, Graske also noted that the iron-enhanced sand filter may not be drying out completely during storm events which is necessary for proper functioning of the system. Mr. Graske again recommended that staff investigate the area

next spring to ensure there are no blocks in the outlet system that would prevent the filter from drying out. Grasko indicated that another year of follow up monitoring would be important to continue to see how the system was functioning. A follow-up year of monitoring was planned in 2014 and he would bring a work order for monitoring activities to the February board meeting.

**b) Administrator Hiring Process**

The board discussed their progress related to their search for a new Administrator. Manager Schmaltz and Manager Anderson reported on the information they had gathered while calling the applicant's provided references. The board discussed the top remaining candidates and who was the preferred candidate for the position. The board then discussed the salary range associated with the position. Manager Anderson made a motion to have Manager Schmaltz and Manager Spence meet with Mr. Mike Kinney to extend an offer for employment and to negotiate a starting salary within the range of \$80,000 to \$88,000 seconded by Manager Spence. Discussion. Upon vote the motion carried with a vote of 3 to 2.

**8. Report of Staff**

Administrator Carolan – Administrator Carolan noted that the District had received a grant from the Minnesota Board of Water and Soil Resources Clean Water Fund for the Bixby Park Project.

Emmons and Olivier Resources (EOR) – Mr. Grasko noted that EOR continued work on the design for the Target Project and for Hilo Lane.

Smith Partners – nothing further to report

**8. Report of Treasurer**

Approval of Bills

Treasurer Spence presented the Treasurer's Report (A copy of which is annexed and incorporated by reference) and bills and payroll totaling \$47,053.12.

Motion was made by Manager Spence to approve the January 23<sup>rd</sup>, 2014 Treasurer's Report and pay the bills and payroll as presented. Manager Schmaltz seconded the motion. Discussion. Upon vote, the motion passed.

**9. Reports of Officers and Managers**

Manager Damchik – Nothing new to report

Manager Schmaltz – Manager Schmaltz asked about the upcoming AIS workshop.

Manager Spence – Nothing new to report

Manager Anderson – Manager Anderson asked about the snow being pushed into the Forest Lake outlet area at the apartment complex. Staff would follow-up with the City on this activity.

Manager Moe – Nothing new to report

**10. Adjournment**

Motion to adjourn the CLFLWD regular Board meeting at 8:32 pm was made by Manager Spence and seconded by Manager Schmaltz. Upon vote, the motion passed.

**Wayne S. Moe, Secretary** \_\_\_\_\_