

**MINUTES OF REGULAR MEETING
OF THE
COMFORT LAKE - FOREST LAKE
WATERSHED DISTRICT
Thursday, February 27th, 2014**

1. Call to Order

The President called the February 27th, 2014 Regular Board meeting to order at 6:40 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, and Treasurer Jon Spence

Absent: Manager Stephen Schmaltz (with prior notice).

Others: Chuck Holtman (Smith Partners), Andy Schilling (WCD), Mike Kinney

2. Setting of Agenda

The President called for the reading and approval of the February 27, 2014 Regular Board meeting agenda. The President asked if there were any changes or additions. Motion to approve the agenda as presented was made by Manager Anderson. Seconded by Manager Spence. Discussion. Upon vote, the motion carried 4-0.

3. Reading and Approval of Minutes

The President called for the reading and approval of the minutes of the January 23rd Regular Board Meeting, and the January 31st, 2014 Special Board Meeting. Motion to approve the January Regular Board meeting minutes, as presented, was made by Manager Moe. Seconded by Manager Spence. Discussion. Upon vote the motion passed 4-0. Motion to approve the January Special Board meeting minutes, as presented, was made by Manager Anderson. Seconded by Manager Spence. Discussion. Upon vote the motion passed 4-0.

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. No comment was offered.

5. New Business

- a) **Introduction of new District Administrator.** Mike Kinney was in attendance of the meeting and in the absence of a staff administrator, participated in the meeting as such. He thanked the Board for the opportunity to be of service to both them and the other citizens of the District. He also stated that he was very much looking forward to assisting in implementing the many programs and projects of the District.

b) 2013 Cost-Share Program Summary and Review of Forest Lake SWA Report – Washington Conservation District

i. Cost-Share Summary Presentation - Andy Schilling

There were 23 site visits this past year which was one more than compared to 2012. For 2013, there was only one project that was completed from initial site visit to finished installation. However, there are still thirteen others that are in progress with regard to the design stage and the WCD is looking to engage them in a contract in 2014. Three other projects that had designs drawn up in the previous year were completed through new grants in 2013. Thus, a total of four projects were completed. Seven of the 2013 site visits resulted in providing technical assistance only. Of these four shoreline projects, the combined phosphorus reduction was modeled at 1.4 pounds per year. This does not take in to account the shoreline erosion reduction which makes them a very good practice.

A summary of the cost-share practices was provided.

- One of the two dead-end street retro-fit raingardens, 2nd Avenue, was redone.
- The Blackburn residence on Lake 2 added in shoreline buffer. This was a low cost, straight forward project that they hired a contractor to complete.
- One of the residences that are adjacent to a public access had ice heave issues. It was reset and given a much shallower grade for ice, and a buffer installed behind the shoreline as well.
- The Oehler residence on NE side of Lake 1. They got rid of a lot of turf, installed a buffer to about 25 feet. Instead of hard armoring, they used a bioengineering approach with coconut fabric bio-logs. For this site, it was as much about addressing wave action as ice heaving.
- The Otte farmstead is a site that EOR is working on with the WCD. The design plan focuses on ag land runoff reduction. The farmstead is V shaped which funnels most of the 800 acre drainage area through the buildings. Staff is working on the project design options now. These may include a sediment basin and an iron enhanced filter. Below the property is a drained wetland that could be enhanced.
- The first Whole Farm Plan with the Peterson family has been completed giving them various options for their property along with different tools and funding options available to them. The property is about 70 acres and has a previously drained wetland that drains right in the middle of land.
- The Second Avenue dead end street refurbishment. The asphalt previously went all the way up to the end and stayed wet, and then also built up with sediment. The WCD worked with the City to take out 30 feet of pavement and installed an overflow spreader which allows water to flow out evenly, and also can be cleaned out easily. The planting plans are ready to go for this spring.

ii. Forest Lake SWA DRAFT Final Report Presentation - Andy Schilling

Mr. Schilling did not bring the entire report for meeting as there were some items that needed a final internal review as well as Administrator review before being distributed officially. It was a great process to prioritize potential future projects. There were about 18 unique practices that came out of this analysis along with another 150 practices that could be put back in to the landscape on top of those 18. He felt that we were at the stage to ask how many practices are needed to get a particular percentage reduction. The WCD has concept plans for each of the 18 unique projects along with cost estimates, pollution reduction numbers, etc. that can be used for prioritization.

One potentially favorable project involves a conveyance system of open channel, pipes and small ponding areas that collects runoff from about 200 acres and drains through the Castlewood Golf Course and ends with a 36" pipe that appears to run full. The WCD conducted water quality modeling. Some XP-SWMM modeling was conducted some years ago and EOR has that information, but given some errors in some assumptions, more work needs to be done. Manager Anderson noted the continuing need for the City to complete its stormwater mapping in order to plan for and design surface water management improvements. Manager Moe asked why the City of Forest Lake, as an MS4 city, doesn't have an updated stormwater map already. Chuck Holtman responded that there are three levers to which the City could be positioned to respond. The first is the MS4 permit itself. The City initially had this requirement for 2013 but the permit has been extended so a review of that permit would determine when this requirement needs to be met. The second is through the District's process of updating its WRMP in which the City would need to update its own local plan. This could be done in such a way as to require an updated stormwater map. The third is that the District offers assistance contingent on the City's completing adequate mapping. Manager Anderson made a motion to talk with the mayor informally to discuss what the District can do to help get this map updated for the benefit of both entities. In particular, the District is at the planning stage of various critical projects and needs this critical information on mapping. Seconded by Manager Moe. Discussion. Upon vote, the motion carried 4-0.

c) Transfer of Permit Surety/Escrow Funds

The Managers had a memo in the board packet that was developed by the Administrator and the District Accountant regarding an annual transfer to close out the books of 2013. Manager Anderson moved to authorize the Treasurer to make a transfer of \$20,627.02 from the District's permit escrow savings account to the District's regular checking account. Seconded by Manager Moe. Discussion. Upon vote, the motioned carried 4-0.

d) 2014 MMC Professional Services Agreement

This is in regard to the development of the newsletters and annual report communication proposal. MMC, who has worked with the District in the past, provided a proposal to do the same work in 2014. The Board authorized \$6500 in the work plan and budget for these

purposes. MMC associates have agreed to a 0% change and continue to do this work for \$3850. Staff recommendation is to proceed with that contract. Manager Anderson moved to authorize the Administrator to contract with MMC Associates for the preparation of a District-Wide Newsletter and Annual Report. Seconded by Manager Moe. Discussion. Upon vote, the motioned carried, 4-0.

e) Blue Water Science Payment Authorization

The District has received the reports from Steve McComas of Blue Water Science regarding the contracted work that was completed. Amy Carolan, in her memo, reviewed both the invoice and the reports, and stated that Mr. McComas should be paid accordingly. Mr. Kinney had copies of the reports and showed them to the board members for review. Mr. Kinney will ask that copies of the reports be mailed to each board member, and will put the report on the District's website. Manager Spence moved to authorize payment of the attached invoice from Blue Water Science in the amount of \$15,070, of which \$1,200 will be paid through the Miscellaneous Education Fund. Seconded by Manager Moe. Discussion. Upon vote, the motioned carried, 4-0.

f) AIS Workshop – March 15th 2014

Manager Anderson emphasized the need to advertise for the AIS workshop and spend administration money to put ads in the local newspaper, and other communities, as well as an online announcement and through the lake associations. Manager Anderson suggested coffee and donuts for people since it is a couple of hours in the morning. The advertising amount will come from the public education fund at around \$200. Mr. Kinney will get advertising quotes and see how others are advertising as well.

6. Old Business

a) Target Stormwater Management Retrofit Project

i. Approve 90% Plans and Authorize Agreement

Amendment via Resolution #14-02-01 (Discussion/Action)

The District Engineer was not available due to a family emergency but there was no material change from the update provided in the board packet. Staff recommends approval of the 90% project plan and specifications, and the inspection and maintenance plan as presented. For the record, Chuck Holtman wanted to inform the Board that the agreement was written in such a way that Target will assume maintenance responsibility for the projects that are on their property. However, there are also some parts of the BMPs that are in the City right of way (ROW). In the agreement, it says that the City is going to do that maintenance but it is believed that all the parties have come around to the idea that Target is going to assume maintenance for their property and for the project on the City ROW as well. When it comes time to have the amendment signed, it will have to be adjusted to make it clear that Target will be doing the maintenance and the City gives Target that access to do so. This will not affect how the project rolls out, but Mr. Holtman wanted the Board to know that the amendment will be slightly different from the one the Board actually has in front of them. Roll call vote: Manager Anderson, Aye; Manager Damchik, Aye; Manager Moe, Aye; Manager Schmaltz, Absent; Manager Spence, Aye. Motion carried. Resolution 14-02-01 is adopted.

b) Broadway Avenue Monitoring 2014 Work Order

Manager Moe had several questions. Did EOR design the pond? Or were they simply involved with recommending the iron sand part of the project? With regard to the proposal, it does not include a total for the analysis portion of the work but only a total for the sampling. Manager Moe asked to table the discussion until the next meeting, and he would like Mr. Kinney to talk to

them and get estimate on the entire job, not just each section. Manager Anderson remarked that the project has great potential but that it is troubling not to be able to identify the reason for the present performance issue. She suggested that this is one more area where precise knowledge of the municipal stormwater conveyance system may help to diagnose the matter. Manager Anderson moved to postpone this item until the next meeting and to request either Brett Emmons or Cecilio Olivier attend the next meeting with Greg Graske to participate in this discussion. Seconded by Manager Spence. Upon vote, the motioned carried, 4-0.

7. Report of Staff

- a) Administrator: Mike Kinney- Several meetings next week with EOR and public works director, as well as with the two Conservation Districts.
- b) Emmons & Olivier - No report.
- c) Smith Partners – No 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 \$70,798.20. Manager Spence asked that the Board approve the payment of the bills and accept the report.

Motion was made by Manager Moe to approve the February 27th, 2014 Treasurer's Report and pay the bills and payroll as presented. Seconded by Manager Anderson. Discussion. Upon vote, the motion passed, 4-0.

9. Report of Officers and Managers

Manager Damchik – Nothing new to report.

Manager Spence: The District is in progress of setting up a business account at Central Bank and moving away from a personal account so that the Accountant can have view only access while the Treasure can actually make transfers online.

Manager Anderson: Informed the Board that she received the invite to the MAWD Legislative Day at the Capitol.

Manager Moe: Please put on agenda and to discuss volunteers from AmeriCorps to come and help the District with projects and programs.

10. Adjournment

Motion to adjourn the CLFLWD regular Board meeting at 7:40 p.m. was made by Manager Anderson. Seconded by Manager Moe. Upon vote, the motion passed, 4-0.

Wayne S. Moe, Secretary _____