

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

1. Call to Order

The President called the March 27th, 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, Secretary Wayne Moe, Treasurer Jon Spence, and Manager Stephen Schmaltz

Absent: Vice President Jackie Anderson (with prior notice).

Others: Mike Kinney (CLFLWD District Administrator), Chuck Holtman (Smith Partners), Greg Graske (EOR), Cecilio Olivier (EOR), Mark Lobermeier (City of Wyoming), Margie Schmidt (Bone Lake Association)

2. Setting of Agenda

The President called for the reading and approval of the March 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 Moe. Seconded by Manager Schmaltz. 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 February 27th Regular Board Meeting. Motion to approve the February Regular Board meeting minutes, as presented, was made by Manager Moe. 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) One Watershed One Plan Washington County Meeting

Manager Schmaltz and Administrator Kinney attended a presentation about the plan for One Watershed One Plan. Manager Schmaltz felt the intent regarding the County's interest in regard to this format was being considered for the St. Croix River basin.

b) Change of Authorized Check Signers

Administrator Kinney explained that Manager Spence and he have initiated the process for making changes to the list of authorized check signers on the District's bank accounts at Central Bank and at the First State Bank of Wyoming. To make changes to the list of authorized check signers, the Administrator must provide each bank with a copy of the meeting minutes directing that the changes to the authorized check signers be made. Manager Spence moved to authorize the Administrator to make changes to the District's list of authorized check signers at First State Bank of Wyoming and at Central Bank so that authorized signer Ms. Amy Carolan is removed from the accounts and Manager Stephen Schmaltz and Administrator Mike Kinney are added as authorized signers to the accounts. Seconded by Manager Moe. Discussion. Upon vote, the motion carried 4-0.

c) FL-54 Feasibility Study

Greg Graske, EOR, provided a short presentation to summarize a feasibility study investigating a local drainage issue within Forest Lake Catchment 54 (FL-54). FL-54 was identified in the Watershed Management Plan as an area of high pollutant loading to Forest Lake. The report offers several options for the Board's consideration. More immediate next steps in determining the feasibility of certain practices identified in the EOR feasibility study is to conduct a utility locate to determine if there are conflicts as well as approaching landowners to determine their interest and involvement. It should be noted that storm and sanitary infrastructure do not appear to be a conflict, but should also be further validated.

Mr. Graske stated that the main issue identified is erosion found between two lot lines from an outlet of the lake. The City has also identified this area as a location for some additional potential work. A secondary issue is that there is not really a lot of treatment upstream of this Forest Lake subwatershed.

Mr. Graske offered three different treatment options for the channel stabilization. The first option is to increase the channel capacity and install a turf reinforcement mat with vegetation growing up through it. The main drawback includes expanding the channel width and thus removing a fair number of trees. Channel protection would be good and aesthetics would be very nice. The second option is to increase channel capacity and line the channel with riprap. This may provide more stabilization long term, but might be considered an eyesore and is certainly the most expensive. Trees would also need to be taken out in this plan. The third option is to line the channel with rock check dams. The benefits include using the existing channel and removing a smaller number of trees. The channel protection would be good and look better than the second option, but not as good as option one. Mr. Graske's recommendation would be options number one or three, and not two. He suggested having the administrator follow up with land owners to see what they want and what the Board's preference is as well.

Manager Spence asked what kind of trees are there near this channel? Mr. Graske felt it was a mixture of different trees near the channel. Save the good ones if possible and remove the junk trees. Manager Spence also asked if there was any way to combine options 1 and 3. Mr. Graske stated yes, depending on the sections, but some trees do have to be removed in order for the good vegetation to grow. He also suggested that perhaps that the top section could be different from the bottom section as the cost between options one and three are similar.

Manager Spence also stated that he discussed this report with Manager Anderson and they both felt that they really just want whatever option is best for the channel so that it doesn't have to be done

again. Also, he suggested that the District strive for the best option and get input from the land owners with these options in mind. It was also noted that the storm events in more recent years have been getting more intense and could lead to more erosion and thus loss of trees if not stabilized. Manager Moe felt that if he was to score the three, option three would score the highest.

The rest of the report looked at other areas. A couple of potential rate control ponds did not show any substantive value and EOR did not recommend pursuing those. The final element was the option for up to eleven rain gardens to provide some rate control and phosphorus reduction in this overall area. Manager Spence moved to accept EOR's FL-54 Feasibility Study. Seconded by Manager Moe. Discussion. Upon vote, the motion carried 4-0.

d) Blue Water Science Professional Services Agreement

The proposal for the 2014 Blue Water Science activities was discussed. The 2013 report indicated that flowering rush was established in Forest Lake. The 2014 proposed costs were less than the 2013 costs. The Board agreed that developing the flowering rush management plan was important and had a goal that the preliminary information could be used in 2014. Manager Moe moved to authorize the Administrator to develop and execute a contract with Blue Water Science for an amount not to exceed \$13,975 from the District's Lake & Stream Management and Miscellaneous Projects fund to conduct CLP assessments for Bone Lake, Comfort Lake, Forest Lake and Moody Lake; a point intercept plant survey, a lake vegetation management plan, and a shoreline inventory for Comfort Lake; and a Flowering Rush Management Plan for Forest Lake in 2014. Seconded by Manager Schmaltz. Discussion. Upon vote, the motion carried 4-0.

e) Haslach Residential C-S Application

The District received a cost-share application for the Haslach property about a shoreline restoration project with native plants. The project scored high enough to warrant proceeding. Manager Moe moved to approve the Haslach Residential BMP Cost-Share Incentive program application for a shoreline stabilization and shoreline buffer planting project at the rate of 50% not to exceed \$3,000. Seconded by Manager Spence. Discussion. Upon vote, the motion carried 4-0.

f) MMC Communications Proposal

Upon the recommendation of Administrator Kinney, this item regarding administrative support was postponed until the next regular meeting.

g) AmeriCorps/Conservation Corps Work Orders

The Washington Conservation District received a grant to utilize the Conservation Corps in the east metro. The included work orders are for two projects within the District. Manager Moe moved to direct the Administrator to execute the two Conservation Corps Work Orders for Project Number 11679 – Raingarden Maintenance - Dead-end Streets and Project Number 11680 – Fish Barrier Planting along with the supplementary terms recommended by counsel and provided to the Board. Seconded by Manager Spence. Discussion. Upon vote, the motion carried, 4-0.

h) 2013 Annual Financial Report and Management Letter

Manager Spence, Manager Schmaltz and Administrator Kinney met with the auditor to review the draft financial report on March 24th. Overall, there were no deficiencies, material weaknesses, or legal compliance issues noted in the audit reports, and as such do not require an audit response.

Manager Spence moved to accept and authorize filing of the Comfort Lake Forest Lake Watershed District 2013 Annual Financial Report and the signing of the Management Representation Letter by the Treasurer and Manager Schmaltz. Seconded by Manager Moe. Discussion. Upon vote, the motion carried 4-0.

i) Manager email communications

The current clflwd.org emails for the managers on the District's website are not functioning properly as they need to be set up to be forwarded either to another personal email address or to an account that the District must pay for annually. There is no cost for the first option. The latter option is \$70/year/user but has the substantial advantage of allowing managers to reply from that email address. This would also be a way to store District emails separately from the managers' private or work emails as well. Furthermore, the clflwd.org email can be accessed from anywhere via a portal to the Roseville i-net system using <http://mail.metro-inet.us>.

Overall, the managers agreed that the \$350/yr option provided a number of substantial advantages and so this option was recommended. No motion was necessary but the Board provided staff with direction to set up the clflwd.org emails as stated.

j) AmeriCorps summer help / intern

At the end of the last meeting, there was a request to add this item to the March meeting for discussion. Administrator Kinney provided a summary of the AmeriCorps program and stated that there were different options for individuals participating in the AmeriCorps program with one of the options being work in conservation. The Board directed the Administrator to specifically look into more specific information regarding what it would take for the District to participate with AmeriCorps to host an employee.

6. Old Business

a) Broadway Avenue Monitoring 2014 Work Order

Manager Moe stated that the revised memo provided the information he was looking for. Manager Schmaltz felt that the contractor should hold some responsibility so asked for an explanation of the project and roles. Cecilio Olivier, EOR, explained the science of the iron sand system and the potential limitations of the system due to certain conditions. SRF Consulting Group Inc was responsible for the overall design while EOR's role was limited to providing input into the design of the iron sand component only. Mr. Olivier explained that there were several issues in the steps of the construction that may have led to the monitoring results found from 2013. He stated that he was planning to meet with the SRF design engineer to review these issues

and to discuss what would be needed to verify if any or all of these items outside of the iron sand component were a contributing factor. Manager Spence asked what the benefit of doing the monitoring would be for 2014. Mr. Olivier stated that ideally it would show that it was now functioning properly. However, if not, it will provide a second year of data to go back to the design engineer and contractor as evidence of the system not functioning properly. Manager Moe asked if the historical compost site material was used and if it had an impact. EOR was planning to verify with the engineer where the material was sourced from for the project. Also, it was brought up that it had always been the District's intent to monitor the project for three years. Administrator Kinney recommended that the proposed monitoring plan be reviewed by SRF to confirm that they agree with the items being proposed. Mr. Olivier stated he would do so. Manager Schmaltz moved to approve the 2014 monitoring work order for an amount not to exceed \$23,109. Seconded by Manager Moe. Discussion. Upon vote, the motion carried 4-0.

b) Target Stormwater Management Retrofit Project

Administrator Kinney recapped the City of Forest Lake's concerns with what was previously thought to be an agreement sufficiently reviewed by all parties. After numerous meetings and phone calls, a conference call was set up among the District, City of Forest Lake, EOR and Target Corporation staffs. At the conclusion, Attorney Holtman felt that we had sufficiently arrived at an agreement such that the project was likely to still move forward, and that if Target was willing to assume certain City responsibilities as requested by the City, then the revised agreement would not impose any additional cost or risk on the District as compared with the version of the agreement that the Board previously approved. The Target representative needed to go back to verify that Target would take on the additional elements asked of them.

Manager Moe moved to authorize the Board President to execute any further documents related to the project that do not substantially modify the District's present liability or cost responsibility. Seconded by Manager Spence. Discussion. Upon vote, the motion carried, 4-0.

c) AIS Workshop – March 15th 2014

Manager Spence, Manager Schmaltz and the District Administrator attended the AIS Workshop held on March 15th at the Scandia Community Center. There were approximately 40 individuals in attendance and a lot of very informed questions offered to the presenters.

7. Report of Staff

- a) Administrator: Administrator Kinney reviewed a number of additional activities from the past month and brought up a few planned items for the coming months.
- b) Emmons & Olivier – No report
- c) Smith Partners – No report

8. Report of Treasurer

Approval of Bills

Treasurer Spence presented the Treasurer's Report and bills and payroll totaling \$34,678.89. 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 March 27th, 2014 Treasurer's Report and pay the bills and payroll as presented. Seconded by Manager Schmaltz. Discussion. Upon vote, the motion passed, 4-0.

9. Report of Officers and Managers

Manager Damchik: Nothing new to report

Manager Spence: Nothing new to report

Manager Moe noted that a fourth member was needed to rank cost-share applications. Manager Schmaltz agreed to be the fourth member.

Manager Schmaltz: Nothing new to report

10. Adjournment

Motion to adjourn the CLFLWD regular Board meeting at 8:16 p.m. was made by Manager Spence. Seconded by Manager Moe. Upon vote, the motion passed, 4-0.

Wayne S. Moe, Secretary _____