

**MINUTES OF REGULAR MEETING  
OF THE  
COMFORT LAKE – FOREST LAKE  
WATERSHED DISTRICT  
Thursday, January 28, 2016**

**1. Call to Order**

The President called the January 28, 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, Secretary Wayne Moe, Manager Stephen Schmaltz, Manager Jon Spence, Manager Jackie McNamara

Others: Michael Kinney and Emily Schmitz (CLFLWD staff), Cecilio Olivier, Meghan Funke, Greg Graske (EOR), Denise Martin (Chisago County Press), Mark Edlund (St. Croix Watershed Research Station), Mark Lobermeier (City of Wyoming liaison), Sue Humble (Chisago County SWCD), Steve McComas (Blue Water Science), Chuck Holtman (Smith Partners), Jerry Spetzman (Chisago County)

**2. Managers Oath of Office**

The Washington County Board of Commissioners recently appointed Jackie McNamara and reappointed Manager Anderson to the District's Board of Managers. Managers McNamara and Anderson took the Manager's Oath of Office. Manager McNamara was welcomed to the Board.

**3. Setting of Meeting Agenda**

Administrator Kinney requested the addition of several agenda items:

- 7a. Resolution 16-01-01 Reimbursement of Employee Health Insurance Costs
- 7d. Watercraft Inspections Proposal – change to action item to approve agreement with Chisago County
- After 8c(1). Resolution 16-01-02 regarding Hilo Lane project
- 7e. Approval of 2016 Board Meeting schedule

Manager Moe moved to approve the agenda as amended. Seconded by Manager Schmaltz. Upon vote, the motion carried 5-0.

**4. Consent Agenda**

- a. Regular Board Meeting Minutes – November 19, 2015**  
There was a minor correction noted on page 2 of the minutes.
- b. Special Joint Board Meeting Minutes – November 23, 2015**
- c. Regular Board Meeting Minutes – December 17, 2015**

**d. Citizen Advisory Committee Meeting Minutes – January 5, 2016**

Manager Spence moved to approve the consent agenda. Seconded by Manager Moe. Upon vote, the motion carried 4-0 with one abstention (Manager McNamara).

**5. Public Open Forum**

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

**6. Citizen Advisory Committee Update**

Although CAC chairman, Jerry Grundtner, was not present, Administrator Kinney reported on two recent meetings of the CAC. He noted that the CAC discussed the Master Water Stewards Program as well as educational opportunities for elementary school children.

**7. New Business**

**a. Resolution 16-01-01 Reimbursement of Employee Health Insurance Costs**

President Anderson noted that the contract with the District administrator includes a limit of \$15,000 for benefits that can be reimbursed by the District and allows for flexibility in benefit use by the employee. President Anderson also noted that the personnel policy is currently under development and it will ultimately define the benefits for all employees. In the meantime, she noted that this resolution provides for reimbursement to employees for 2015 health insurance costs on documentation and review by the Board Treasurer.

Manager Moe moved to approve resolution 16-01-01. Seconded by Manager Spence. Upon a roll call vote, the motion carried 5-0.

<b>MANAGER</b>	<b>VOTE</b>
Manager Anderson	Aye
Manager Spence	Aye
Manager Moe	Aye
Manager Schmaltz	Aye
Manager McNamara	Aye

**b. Election of Officers**

Attorney Holtman reviewed the Roberts rules for the election of officers and the nominating process. President Anderson asked for officer nominations.

Manager Schmaltz nominated Jackie Anderson for President. There were no further nominations.

Upon a vote, the motion to elect Jackie Anderson as President carried 5-0.

President Anderson asked for nominations for Vice President. Manager Moe nominated Jon Spence for Vice President. There were no further nominations.

Upon a vote, the motion to elect Jon Spence as Vice President carried 5-0.

President Anderson asked for nominations for Treasurer. Manager Spence nominated Steve Schmaltz for Treasurer. There were no further nominations.

Upon a vote, the motion to elect Steve Schmaltz as Treasurer carried 5-0.

President Anderson asked for nominations for Secretary. Manager Spence nominated Wayne Moe for Secretary. There were no further nominations.

Upon a vote, the motion to elect Wayne Moe as Secretary carried 5-0.

President Anderson asked for nominations for Assistant Treasurer. Manager Spence nominated Jackie McNamara as Assistant Treasurer. There were no further nominations.

Upon a vote, the motion to elect Jackie McNamara as Assistant Treasurer carried 5-0.

#### **c. Designation of Official Newspapers & Banks**

Manager Moe moved to designate the official newspapers of the Comfort Lake – Forest Lake Watershed District for 2016 as the Chisago County Press and the Forest Lake Times. Seconded by Manager Spence. Upon vote, the motion carried 5-0.

There was some discussion about working towards consolidating District banking to one bank. Administrator Kinney reported he is working on that and the official bank designation can be revisited in the future.

Manager Spence moved to designate Central Bank and the First State Bank of Wyoming as the official financial repositories of the Comfort Lake – Forest Lake Watershed District for 2016. Seconded by Manager Schmaltz. Upon vote, the motion carried 5-0.

**d. Chisago County Children’s Water Festival -17:50**

Sue Humble from Chisago County Soil and Water Conservation District appeared before the Board. She thanked the managers for their monetary support of the Children’s Water Festival and encouraged managers to volunteer at the next Festival. She reported that the Festival has been going on for 13 years. Sue then gave a presentation about the Festival saying its mission is to provide and teachers with innovative, quality hands on opportunity highlighting the interdependence of water and all living things. She reported how the children interact and learn during the event and reviewed some of the games participants play including the “Incredible Journey,” and a game about aquatic invasive species. She noted how the event helps leave a legacy for environmental stewardship. She reported that a teacher session was recently added to the event to educate teachers about additional activities. She reported that the 2016 Children’s Water Festival will be held on September 29<sup>th</sup>.

**e. Watercraft Inspections Results and Proposal**

Administrator Kinney introduced Jerry Spetzman who presented information on the 2015 watercraft inspection program. He noted a 2015 program expansion due to AIS funding from Chisago and Washington Counties. He reported that the plan for 2016 is essentially the same as the 2015 program. He presented slides and information about the 2015 program, saying boat launches were prioritized depending on the number of boaters entering and leaving the launch. He said there were 5 inspectors rotating among the boat landings in the CLFLWD along with Chisago County Parks employees for a total of 16 inspectors throughout Chisago County and the CLFLWD. There were over 10,000 inspections in 2015 and education/information was provided to boaters about AIS. He reviewed more detailed data on inspections per lake and the data collected during the inspections. He noted there is a lot of movement of boaters among infested lakes vs. non-infested lakes so the potential is high for new lakes to become infested, hence the importance of the program. He noted the County Sheriff’s Office is beginning to issue tickets for some violations. He noted the program is focused on inspection, enforcement, and education.

Mr. Spetzman thanked the managers for their financial support of the program and noted a joint powers agreement to continue the program in 2016 is requested for approval tonight. He noted the proposal is up to \$75,000 to fund 5 inspectors for the CLFLWD area. There was a question about whether the County charges for travel costs of the inspectors. Mr. Spetzman reported “no” and the note about travel costs in the agreement can be removed. There was some discussion about the placement of different inspectors at different landings.

President Anderson indicated that more inspectors were possibly needed on Comfort and Bone Lakes. She wondered if the agreement could be amended in the future to add inspectors to these lakes if funding was available. Mr. Spetzman indicated that there is a limit to the number of inspectors his office can supervise, and thus a 5-inspector limit (\$75,000 contribution) for CLFLWD lakes. Ms. Schmitz noted that the

District trained and used its part time technician to help with inspections in 2015. She noted the District could do a similar thing this year.

Manager Moe moved to approve the joint powers agreement between Chisago County and the Comfort Lake Forest Lake Watershed District for cost sharing of the boat launch inspection program. Seconded by Manager Schmaltz. Upon vote, the motion carried 5-0.

#### **f. Approval of 2016 Board Meeting Schedule**

Administrator Kinney noted that the schedule for regular Board of Managers meetings for the year 2016 must be officially adopted. He noted that at previous discussions, the managers expressed an interest in moving the meeting start time for board workshops on the 2<sup>nd</sup> Thursday of the month from 6:30 p.m. to 3:00 p.m. The present regular meeting remains at 6:30 p.m. He also noted that the Board decided to conduct Board workshops (rather than meetings) on the 2<sup>nd</sup> Thursday of the month April – Oct. based on the needs of the Board.

Manager Spence moved to approve the 2016 Board meeting schedule as presented. Seconded by Manager Moe. Upon vote, the motion carried 5-0.

### **8. Old Business**

#### **a. Paleolimnological Proposal**

Administrator Kinney introduced Dr. Mark Edlund of the St. Croix Watershed Research Station and reminded the managers of their tour of the research facility last year. Dr. Edlund referenced a work plan he had developed for performing core sampling on District lakes to understand the historical conditions of the lakes and how they arrived at their current water quality and impairments. He noted results would indicate how the lake has changed over time, would help determine appropriate management targets, and would help prioritize future management activities. Dr. Edlund noted the proposal includes a list of activities and corresponding budgets.

President Anderson asked what other elements, aside from phosphorus, might be found during analyses of the sediment cores. Dr. Edlund indicated that one analysis provides erosional signals that indicate when and where more erosion was happening in the watershed. He also reported that analyses include looking for mineral, carbonate, and organic components. He noted there are a variety of other analyses that can be done on core samples depending on what information you seek. President Anderson asked if the cores can tell the amount of chloride reaching the lake. Dr. Edlund noted that chloride itself is not measurable in the sediment because it dissolves in water. However, he noted that chloride can change the biology of a lake, incrementally. President Anderson also asked about analysis of mercury in sediments.

Dr. Edlund said that if the core was handled in a specific way, mercury could be analyzed but it requires a level of handling not proposed here.

Dr. Edlund reported that the phases of the study were prioritized depending on the current knowledge of each lake. There was discussion about which lakes to study first. Managers noted that perhaps since more was known about Moody, Bone and Comfort that those lakes should be included in Phase I because the District is closer to performing alum treatments and other projects on those lakes. Then Forest and Shields could be studied in the second phase. Manager Anderson suggested that Comfort Lake might be appropriately moved to Phase II as well. Dr. Edlund walked through the current proposal and there was more discussion about the priorities of the lakes. There was also discussion about budgeting and grants for this project.

District Engineer, Dr. Funke (EOR) noted that education is another outcome of the core sampling along with determining appropriate water quality goals. The work can help in setting District water quality goals independent of state goals, and also to provide information on why goals are not being met in some lakes. She also noted that the core sample would likely indicate why the Shields Lake alum treatment did not work well. She recommended that at the least, the first phase include a core in Shields Lake and Comfort Lake. There was further discussion about how the core samples lend information about how, when, and if water quality degraded over time. District Engineer, Mr. Olivier (EOR) noted that core samples in some lakes would be interesting but would not change the water quality goal and management strategies to improve or maintain water quality.

Administrator Kinney noted that when approaching agencies for funding and support to reach a certain water quality goal that is different from State standard, there needs to be scientific justification for that goal. Mr. McComas noted that some lakes have always been naturally eutrophic and would never meet some water quality, making core sampling very useful. Dr. Funke presented graphs of total phosphorus in different District lakes and noted that some lakes have been at 30 ppb in the past which was likely the basis of the District's current water quality goal. She wondered how core sampling in those lakes would change the water quality goal. She also noted the Moody Lake and Shields Lake have much higher phosphorus levels so it would be good know its water quality history, providing justification for the 30 ppb goal. Mr. Olivier suggested that there is a specific benefit in assessing cores for lakes such as Shields and Moody Lakes where recent historical data have yet to show that water quality goals can be achieved. There was further discussion about water quality targets, the benefits of core samples, and how sediment layers form in lakes.

Manager Schmaltz moved to approve a phase one paleolimnological study of Shields Lake, Moody Lake, and Comfort Lake for a not to exceed amount of \$65,688 and direct the Administrator to enter into a contract with the St. Croix River Watershed Research Station. Seconded by Manager Spence. Upon vote, motion carried 5-0.

## **b. 2015 AIS Summary**

Ms. Schmitz presented information about the District's 2015 AIS program. She noted that zebra mussels and Eurasian watermilfoil were discovered in Forest Lake in 2015, she noted the retrofit of the fish barrier on Bone Lake, acquisition of the Shields Lake fish barrier, the installation of a winter aeration system in Moody Lake, and the beginning of a zebra mussel monitoring program in Forest Lake. Additionally, watercraft inspection program doubled its hours of inspectors in 2015 over 2014. She noted that both she and EOR staff coordinated with various people and agencies to get permits, surveys, and other components to the whole AIS program. Ms. Schmitz noted that in 2015, the District contracted with various firms and agencies to complete a total of 24 different AIS and lake-related reports. She noted there were 10 herbicide treatments for invasive species which required coordination and permits. She also noted over \$170,000 in grants and contributions to the AIS program were secured.

Managers indicated their appreciation for a great AIS program in 2015 and noted the summary should be part of the District's annual report.

## **c. Blue Water Science Reports**

Mr. McComas gave a presentation on the individual lake projects. He noted the full reports will be delivered to the District shortly. He provided a summary of the various studies accomplished on different District lakes including delineations, assessments, plant surveys, and fish surveys. Mr. McComas reported that the typical protocol for plant management includes delineating the extent of the plant in need of control, treating the plant, and then assessment of the treatment. He walked through the activities and results of aquatic plant surveys and treatments in various lakes. He noted that curly-leaf pondweed continues to expand in Comfort Lake.

Mr. McComas reported that curly-leaf pondweed was not treated in Moody Lake because it's considered a "Natural Environment Lake" by the DNR and cannot be treated with herbicide; no good access point was found for cutting or harvesting.

President Anderson noted that curly-leaf pondweed was more abundant in Comfort Lake in the late 1990's and early 2000's. She noted the educational campaign at the time that instructed residents on how to identify and pull the pondweed. She asked if there are other reasons for the reduction in curly-leaf pondweed besides the pulling. Mr. McComas noted that, "no" – it appears there are areas in the lake ripe for new growth of the weed, but it is not expanding into these areas so that perhaps the active management is having an impact.

Mr. McComas reported on expansion potential of Eurasian watermilfoil determined from sediment surveys. He noted that in most lakes, the potential for significant expansion is low. He reported on plant surveys and fish surveys of the various lakes. He noted the carp barrier on Bone Lake appears to be working and that not many carp (if any) appear to be moving from Moody Lake to Bone Lake. He reported on the shoreland inventory on Little Comfort Lake which shows that 91% of the properties

have good buffers with natural vegetation in upland and riparian areas. He noted that buffers have increased on Comfort Lake between 1998 and 2014.

Mr. McComas reviewed the results of the surveys and treatments for 4 exotic species on Forest Lake including Eurasian watermilfoil, curly-leaf pondweed, flowering rush, and zebra mussels. He noted that small patches of flowering rush are a challenge to treat and control. He also reported that Eurasian watermilfoil was discovered in Forest Lake and found multiple sites and some areas were treated with herbicide and hand pulling. Mr. McComas described the rapid response action of long term monitoring and maintenance program for zebra mussels in Forest Lake.

Manager Moe moved to accept the report from Blue Water Science. Seconded by Manager McNamara. Upon vote, the motion carried 5-0.

**c (1) Hilo Resolution 16-01-02**

Administrator Kinney reported that he met with the City of Forest Lake this afternoon regarding necessary easements from property owners for the Hilo Avenue project and what is needed to be able to solicit for construction bids. There are now time constraints regarding easement acquisition and grant funding. He presented a resolution that would authorize him to sign easements on behalf of the District and solicit bids for the project.

Manager Spence moved approval of Resolution 16-01-02. Seconded by Manager Moe. Upon a roll call vote, the motion carried 5-0.

<b>MANAGER</b>	<b>VOTE</b>
Manager Anderson	Aye
Manager Spence	Aye
Manager Moe	Aye
Manager Schmaltz	Aye
Manager McNamara	Aye

**d. Broadway Avenue Monitoring Results**

District Engineer Graske (EOR) reported the results of monitoring on the Broadway Avenue filtration basin built by the county several years ago with cost share from the District to include the use of iron-enhanced sand for better treatment. He reminded the managers that monitoring results in 2013 were disappointing because they showed export of phosphorus and solids. A decision was not to alter the structure but to continue monitoring. 2014 results were better showing no more export of solids. Phosphorus results were inconclusive in 2014. The City cleaned out the ditch downstream of the basin to allow the basin to become dry at certain points. 2015 results continue to show very low export of solids, excellent volume control, but still some sampling occasions when phosphorus export was indicated. He reported that generally getting about 52% removal of total phosphorus, with fluctuations and



variations. Lessons learned include: outlet must be free flowing to prevent tailwater from keeping the basin wet; and limiting the amount of compost added to filtration basins to limit the local phosphorus source. He reported that overall the basin's function seems to be improving. There was some discussion about rain events the system was designed to handle and how this impacted performance at any particular time.

#### **e. Forest Lake Diagnostic Study Update**

Dr. Funke provided an update on the Forest Lake Diagnostic Study. An outfall inventory was performed and a plan for sampling a subset of the outfalls will be developed. She walked through a map and recommendations for BMPs to be installed in critical subwatersheds. She noted the plan for continuing to implement the study will be finalized in the coming months using data from the retrofit inventory done by the Washington Conservation District and will match with available budget for projects. She noted that she and Mr. Graske looked at opportunities for easily implementable BMPs in high pollutant-contributing subwatersheds. Mr. Graske recommended the District request a proposal from SEH to develop preliminary feasibility and assessments of the various potential BMP sites.

There was discussion among managers and the District engineers about different subwatersheds and their possible contributions of pollutants to Forest Lake.

#### **f. New Website Walkthrough**

Ms. Schmitz walked through the new website with the managers noting that it is largely complete and is scheduled to go live tomorrow night at 9:00. She noted the website will continue to evolve and will be updated routinely. She pointed out some new components including the quick links bar (with input from the CAC), the district calendar, user-specific pages, lake information for each lake, and project information. The Board noted its appreciation for the hard work that went into the site and provided a couple of suggested revisions before the site goes live. President Anderson requested the addition of water quality goals on the lake pages. Ms. Schmitz also reported the new size will automatically size for mobile devices.

Dr. Funke reported that EOR has been working on a GIS-based program that produces a "story map" about a waterbody (or other geographical features). She walked through an example for Moody Lake and let the managers know it could be a component of the District site. After a brief overview, the managers agreed it was a nice way to tell the story of a lake or a project. Dr. Funke noted it could be linked on the new website.

#### **g. Street Sweeping Update**

Administrator Kinney indicated he had hoped to have a meeting with city staff to review the street sweeping program and provide an update to the Board. However, a

meeting time wasn't available until early in the following month. Board members requested a copy of the information piece that would be presented to city officials.

#### **h. Priorities Workshop Outcome**

President Anderson noted that the outcome of the priorities workshop was a setting of priorities using the District budget and in the Watershed Management Plan. She noted that projects and programs will be assigned to one of four lake districts indicated on the map in the meeting packet. The Board agreed that the direction was appropriate.

### **9. Report of Staff**

#### **a) Administrator**

Administrator Kinney reminded the managers of the two workshops in the coming week. He reported that he's been researching technology that remotely connects NOAA data to water management structures, such as weir operations in anticipation of a storm event. He reported the company helps possible buyers with grant applications (due 2/19). This may be useful for weirs that currently use stoplogs that are placed and removed by hand. The Board agreed it was a good idea to pursue this technology and grant funding. Managers thought it would be important to fully understand its limitations and whether or not it had been successfully used elsewhere in the Metro Area.

#### **b) Emmons and Olivier Resources**

Mr. Grasko asked for clarification on whether EOR should develop a scope of work to develop "story maps" for other District lakes. The Board invited EOR to do so.

#### **c) Smith Partners – Nothing to report**

### **10. 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 \$140,799.89. Seconded by Manager Schmaltz. Upon vote, the motion carried 5-0.

### **11. Report of Officers and Managers**

Manager Schmaltz distributed the format for performance evaluation of the Administrator and asked that evaluations be returned by February 29<sup>th</sup>. After results are summarized, there will be a meeting with Administrator Kinney on April 14<sup>th</sup> to review and discuss.

### **12. Adjourn Next Meeting —January 28, 2015**

Manager Spence moved to adjourn the meeting at 10:05 p.m. Seconded by Manager Moe. Upon vote, the motion carried 5-0.

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