

**MINUTES OF REGULAR MEETING
OF THE
COMFORT LAKE - FOREST LAKE
WATERSHED DISTRICT
Thursday, April 24th, 2014**

1. Call to Order

The President called the April 24th, 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: Mike Kinney (CLFLWD District Administrator), Chuck Holtman (Smith Partners), Greg Graske (EOR), Erik Anderson (Washington Conservation District), Jerry Grundtner (CAC applicant)

2. Setting of Agenda

The President called for the reading and approval of the April 24, 2014 Regular Board meeting agenda. The President asked if there were any changes or additions. Manager Schmaltz requested that the topic of impervious surface and variances be added to new business. Motion to approve the agenda as presented and amended was made by Manager Moe. Seconded by Manager Spence. Discussion. Upon vote, the motion carried 5-0.

3. Reading and Approval of Minutes

The President called for the reading and approval of the minutes of the March 27th Regular Board Meeting. Motion to approve the March Regular Board meeting minutes, as presented, was made by Manager Moe. Seconded by Manager Spence. Discussion. Upon vote the motion passed 4-0. Manager Anderson abstained.

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) Permit 14-002 – City of Wyoming, Greenway Avenue

Administrator Kinney indicated that the District had received an application for permit number 14-002 for the reconstruction of 1.2 miles of Greenway Avenue. Administrator Kinney then asked Engineer Graske to review his permit review document which was included in the board packet. Engineer Graske explained that the project site is the section of Greenway Avenue north

of Greenway Road and east of Goodview Avenue in the City of Wyoming. Engineer Grasko further explained that the project would result in a total of 3.3 acres of impervious with a net increase of 0.19 acres of impervious cover. The treatment for the northern section will be through swales and compost blankets. The southern portion will be treated with a NURP pond and filtration basin. Applicable District rules included 1.0, 2.0, and 3.0. The project does meet the District's rate, water quality and volume control rules. Engineer Grasko recommended approval with the following conditions: 1. Documentation that construction of the filtration basin would meet the freeboard criteria for the structure west of the basin. Prior to permit issuance, the following are required: 2. Execution of a facility maintenance plan satisfactory to the CLFLWD addressing the ongoing operation and maintenance of the proposed stormwater management features - Filtration Basin & Roadside Swales. Stipulations of Permit: 3. Submittal of as-built survey for stormwater management features.

Manager Anderson asked if the pond next to Hwy 8 was also next to a house. She wanted to know more about the construction of the new pond. Engineer Grasko provided detail. Manager Anderson further asked if his engineer's review was confident that these changes would not cause any problems to the area homes along Greenway Avenue. Engineer Grasko stated that the project does not change the drainage divides so whatever water got there before will still get there, and this design should help as there is now more storage. Manager Anderson was glad to hear it would improve the area. Manager Moe moved approval of permit #14-002 with the three conditions outlined in the engineers permit review report. Seconded by Manager Spence. Discussion. Upon vote the motion carried 5-0.

b) 2013 DRAFT Monitoring Report Presentation

Erik Anderson (WCD) provided a presentation on the 2013 Water Monitoring information collected by the Washington Conservation District. Mr. Anderson first covered the topic of the importance of monitoring and highlighted a few reasons including development of baseline data, long-term trend analysis, ID pollution sources and project prioritization. Mr. Anderson then reviewed the lake monitoring program and the protocol for that. He then explained that is used as a part of the Met Council's CAMP to develop the lake grade system. The summer time June 1 to September 30 data provides the basis for the lake grades. Sylvan/Halfbreed Lake is the only lake to receive a Grade A and is showing an improving trend in Secchi disk water quality and total phosphorus concentration. In contrast, Shields Lake received a letter grade of D+ and is declining in Secchi disk water quality. The rest of the lakes fell in between with most showing no trend except Comfort Lake which, with a grade of B-, was showing a declining trend in Secchi disk water quality. Mr. Anderson then reviewed graphs and data for nine different lakes highlighting improvements or concerns for these lakes. The last graph was for Comfort Lake which he stated he met all the state standards but is declining. Manager Anderson asked for clarification. Mr. Anderson stated that the PCA standard is a ten year average and that it is show a slight decrease. Manager Anderson stated that it is important to remember that is why the state sets these standards and that high quality lakes can be in a declining state if not cared for.

Mr. Anderson then gave an introduction to stream sampling methods including data analysis and equipment used in the field. Forest Lake outlet and Bone Lake outlet are the only places we are not taking samples as they are using the in-lake data for this purpose as they are generally similar. Storm event samples can, however, provide some differences which may merit evaluation in the future. Comfort Lake Inlet annual discharge increased slightly, TP load decreased from 2012. Shallow Pond continues to act as a nutrient sink. MPCA reassessed and confirmed listing JD-2

for chloride impairment based on aquatic life. Manager Moe asked for some clarification on the reports for Bone and Comfort Lakes. Manager Anderson asked if the data for Bone Lake for the year the fish barrier was installed could be adjusted to correlate from year to year. Manager Moe moved to conditionally accept the report. Seconded by Manager Schmaltz. Discussion. Upon vote, the motion carried 5-0.

c) Bixby Park BWSR Grant Agreement – Resolution #14-04-01

Administrator Kinney explained the resolution is to accept the BWSR grant and to authorize President Damchik to execute the agreement. Manager Anderson moved to approve Resolution #14-04-01. Seconded by Manager Moe. Discussion. Roll call vote: Manager Anderson, Aye; Manager Damchik, Aye; Manager Moe, Aye; Manager Schmaltz, Aye; Manager Spence, Aye. Motion carried. Resolution 14-04-01 is adopted.

d) Bixby Park Work Plan - EOR

EOR prepared a work plan to execute the Bixby Park project. Manager Moe asked that the District engineer document the differences between the quote offered two years ago for 90% plans and what is being offered today. There seemed to be a bigger difference in price than what was expected. Greg Grasko explained that there were some additional elements added to the current work plan and that BWSR expressed concerns regarding the potential impact for tail-water. The wetland permitting is also going to be a major component of the project. There was also discussion about the public outreach effort. The Board agreed that this is a keystone project to the Sunrise River. Manager Anderson moved to approve the Bixby Park Work Plan with the stipulation that EOR provide the documentation discussed. Seconded by Manager Spence. Discussion. Upon vote, the motion carried 5-0.

e) CAC Application – Jerry Grundtner

Administrator Kinney introduced Mr. Grundtner and informed the Board that he is volunteering to do sampling on Forest Lake for the MPCA. The Board in return, thanked Mr. Grundtner for volunteering to be on the CAC and for his volunteer work doing the sampling. Manager Anderson moved to appoint Mr. Grundtner to the CAC. Seconded by Manager Moe. Discussion. Upon vote, the motion carried 5-0.

f) Citizens' Advisory Committee membership

Manager Moe moved to appoint Bruce Anderson, Kathy Blomquist, Sam Hathaway, Jerry Grundtner, Curt Sparks, Rod Negus, Rennie Smith, Bob Roethke, and Mark Peterson to serve as the District's Citizens' Advisory Committee for 2014. Seconded by Manager Moe. Discussion. Upon vote, the motion carried 5-0.

g) Shoreland Management Regulations

Administrator Kinney stated that the District received a call regarding the cutting of a large tree along the shoreline of Bone Lake. Administrator Kinney contacted the City Administrator of Scandia to determine what could be done. She requested the watershed district provide some input. Chuck Holtman provided a summary of the laws, ordinances and District rules. In

summary, the District rules do not regulate tree cutting. The District could choose to amend its rules through rulemaking to do so, if it determined that such a provision would be related to water resource protection. Otherwise, citizens can work with the city to beef up its ordinances. No action.

h) AmeriCorps summer help / intern / admin assistance

Administrator Kinney stated the window for getting any summer help through the AmeriCorp program has passed as they normally do the screening in the fall. Administrator Kinney then described the potential opportunity to scan a majority of the historical paper documents in advance of the office moving in October. There was a question of records retention and Mr. Holtman explained that Mr. Welch from their office can provide guidance in the same manner in which other watershed districts have moved to an electronic filing system. Administrator Kinney also asked if a board member or two could assist in reviewing options as he continues to review options. Manager Schmaltz asked about the personnel policy manual. Administrator Kinney replied that there is a belief that the District has a manual, but successive administrators have been unable to locate it. He offered that the Prior Lake - Spring Lake Watershed District recently finalized one during his tenure as administrator, and this could be utilized as a basis. It was suggested to contact Randy Anhorn to determine if he knows where the District's manual might be found. Manager Anderson asked for clarification regarding the funding line item in the budget and it was provided. No action.

i) BWSR FY2016-17 Biennial Budget Request (BBR)

Administrator Kinney explained how BWSR requests each entity to submit a summary of future anticipated projects which BWSR then provides to the Legislature for its future budget forecasting. Administrator Kinney and Engineer Graske reviewed and pulled from the WRMP the anticipated projects that were to be completed for that project. These will be submitted to BWSR.

j) Impervious Surface

Manager Schmaltz mentioned that Susan Young, City Council member, who attended the recent Forest Lake Lake Association meeting, felt that perhaps the watershed district could help the City with regard to reviewing and providing input on projects regarding impervious surface. Chuck Holtman reviewed the District's rule and noted that it doesn't limit the actual area of hard surface but rather it requires simply that the property owner manage the peak flow and phosphorus coming off the site. Manager Anderson made a motion to have staff review local ordinances to confirm their ordinances match the District's rules. Seconded by Manager Schmaltz. Discussion. Upon vote, the motion carried 5-0.

6. Old Business

a) Broadway Avenue Monitoring meeting with SRF

Cecilio Olivier, EOR, called a meeting with Greg Graske, EOR, Dave Filipiak, SRF and Administrator Kinney to review the project and to discuss the monitoring plan. Mr. Olivier explained the concerns of some of the construction oversight and Mr. Filipiak suggested including lab testing for Ferric Hydroxide in the monitoring plan. Manager Moe asked about the high phosphorus numbers in the compost and Mr. Graske explained that the compost was not

from onsite but that the phosphorus content was on the high end of what you would see in a compost. No action.

7. Report of Staff

a) Administrator: Administrator Kinney noted a copy of the final audited financial report, that the MAWD Summer Tour is coming up, and that the four counties along the St. Croix River submitted a proposal to be a pilot for the One Watershed – One Plan. Manager Anderson asked about doing a follow up with the property owner who placed leaves on the ice. Administrator Kinney said that was his intention. Manager Anderson discussed the meeting with the Mayor of Forest Lake regarding storm water infrastructure. Manager Schmaltz noted that the city has a stormwater fund that to his knowledge has a substantial balance. Manager Anderson made a motion directing the Administrator to send a letter to the city stating that completion of the storm water infrastructure mapping is important and that the District is willing to assist in seeking outside grant funding to help complete the storm water infrastructure inventory. Seconded by Manager Moe. Discussion. Upon vote, the motion carried 5-0.

b) Emmons & Olivier – Greg Graska informed that EOR has been working on the Moody Lake diagnostic study during these runoff events this spring. The west fork coming from Lofton and 250th was approximately six times higher than the east fork. These were preliminary results.

c) Smith Partners – No report

8. Report of Treasurer

Approval of Bills

Treasurer Spence presented the Treasurer's Report, bills and payroll totaling \$35,194.84. Manager Spence noted that there was a discrepancy in payroll expense but that the correct figure is \$1,173.81. He also noted that there is an expense report in the packet for Administrator Kinney for \$353.18 which should be reviewed by the accountant. Treasurer Spence asked that the Board approve the payment of the bills and accept the report.

Motion was made by Manager Moe to approve the April 24th, 2014 Treasurer's Report and pay the bills and payroll as presented in the amount of \$35,194.84. Seconded by Manager Schmaltz. Discussion. Upon vote, the motion passed, 5-0.

9. Report of Officers and Managers

Manager Damchik: Nothing new to report

Manager Spence: Nothing new to report

Manager Moe: Nothing new to report

Manager Schmaltz: Nothing new to report

10. Adjournment

Motion to adjourn the CLFLWD regular Board meeting at 8:52 p.m. was made by Manager Anderson. Seconded by Manager Spence. Upon vote, the motion passed, 5-0.

Wayne S. Moe, Secretary _____