

**DRAFT MINUTES OF THE REGULAR MEETING
OF THE
COMFORT LAKE – FOREST LAKE
WATERSHED DISTRICT
Thursday, February 22, 2018**

1. Call to Order

President Anderson called the February 22, 2018 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, Assistant Treasurer Jackie McNamara.

Absent: Vice President Jon Spence, Treasurer Steve Schmaltz.

Others: Mike Kinney, Jessica Lindemyer, Mike Sorensen (CLFLWD staff); Greg Graske, Cecilio Olivier (Emmons & Olivier Resources); Chuck Holtman (Smith Partners); Jerry Grundtner (Citizen Advisory Committee).

2. Setting of Meeting Agenda

President Anderson requested that agenda item 6e – Awards Program be moved up to item 6a, and that agenda item 7h – Administrator Review Process be added to the agenda.

Manager McNamara moved to approve the agenda as amended. Seconded by Manager Moe. Upon a vote, the motion carried 3-0.

3. Consent Agenda [Nothing on consent agenda]

No items were included on this month's consent agenda.

4. Public Open Forum

No comments were made.

5. Citizen Advisory Committee Update

Mike Sorensen noted that recent CAC meetings have largely consisted of discussion surrounding the new District awards program. The CAC started this discussion by reviewing the awards program frameworks of other local organizations. After identifying the St. Croix River Association's Watershed Stewardship Awards program framework as its favorite, the group adapted the framework to the CLFLWD. Discussion of the resulting draft CLFLWD awards program framework was deferred to the New Business agenda item.

6. New Business

a) District Awards Program [moved from item 6e]

President Anderson encouraged CAC chair, Jerry Grundtner, to step forward and speak on the topic. Mr. Grundtner provided the Board with a brief background on the CAC's involvement in the initial drafting of the awards program framework and expressed the CAC's concern regarding the number of awards being proposed. President Anderson related that as a matter of naming, the CAC is inclined toward watershed "legacy" or "champions."

President Anderson reviewed six suggested categories of awards, with four mirroring the District's cost-share program and two constituting watershed-wide service awards. She stated the CAC suggested situating the award program within a "State of the Watershed" event at a local location and noted it is a good vehicle to educate a broader audience of interested residents about the District's programs, and could take the place of the annual newsletter –which has not been issued for several years - for meeting the District's need for informing local stakeholders.

Mr. Kinney relayed Manager Schmaltz's question of whether the program should be more limited the first year. Manager McNamara agreed that was worth considering, and also raised the question of how the awards program would be sufficiently publicized to solicit a good pool of nominations.

There was further discussion about the proposed framework for a District awards program. The purpose of such a program would be to commend individuals, businesses, and organizations for their work toward preserving and improving the water resources of the CLFLWD, while also educating the public on the District's programs and projects. Staff was directed to create a communication plan for the distribution of award information. Mgr. McNamara requested staff create a communication plan for the awards program to ensure that there was awareness in the communities and to help generate nominations and expressed interest in assisting with this effort. There was a general consensus of the Board to have staff bring back a communications plan for the program to the next board meeting.

b) Subdivision Permit Policy

Attorney Holtman reviewed the proposed statement of policy regarding partial permit transfer for buildable lots within residential subdivisions. The purpose of the policy is to provide for continued District oversight of disturbed site management during house construction, while limiting administrative and regulatory burden and allowing the subdivision developer to transfer responsibility for lots that it no longer owns or controls.

President Anderson moved that the Board of Managers concurs in the approach described in the staff memo and approves the revised District permit fee and financial assurance schedules, adding a \$10 per lot fee and a \$1,000 per lot escrow requirement for partial permit transfers for residential subdivision lots under a new Schedule D. Seconded by Manager Moe. Upon a vote, the motion carried 3-0.

c) Forest Lake Enhanced Street Sweeping Implementation

Manager Moe moved to approve the Funding Agreement between the Comfort Lake-Forest Lake Watershed District and City of Forest Lake and authorize its execution by the Board President with non-substantive changes and on advice of counsel. Seconded by Manager McNamara. Upon a vote, the motion carried 3-0.

d) Moody Lake Alum Project – Access Agreement

Administrator Kinney explained that he has been in communication with Chisago Lake Township regarding an agreement for access and use of the Moody Lake Round Barn Park for staging and activities needed to complete the Moody Lake alum treatment. He attended the town board meeting earlier that day and reported that the agreement has been approved. Next steps will include staff finishing up the Clean Water Fund grant work plan and bringing the grant agreement to the March board meeting.

President Anderson asked whether it is appropriate to treat with alum before curlyleaf pondweed (CLP) is addressed. Administrator Kinney replied that plant growth principally is in the littoral area, while the deeper area receives the alum treatment. He also noted that as a regulatory matter, given the lake classification, CLF may not be treated until after internal and external loads have been addressed. CLF treatment is planned for Spring 2019. He advised that the alum treatment should not adversely affect CLP conditions.

e) Ag BMP Cost-Share Program

There was discussion about the proposed agricultural best management practice (BMP) cost-share program description and next steps for expanding the program. Manager Moe noted prior comment from Craig Mell that District funds can just be used to work through the Conservation District's list of sites. Manager Moe believes that the District needs to determine its own priorities for use of funds based on downstream, and not just edge of field, impact. Mr. Kinney replied that the District can make such judgments readily based on the diagnostic process it has used. There was a general consensus of the Board to have the program framework finalized by May of 2018. Manager Moe noted the potential interest of organizations such as Pheasants Forever.

f) Draft 2017 Progress Report

The first draft of the 2017 Progress Report was distributed in the meeting materials for Board review. President Anderson suggested modifying the Lake Water Quality Goals table on page 21 to include the latest phosphorus concentration averages and percentage of reduction to date for comparison purposes. Some data from the report including yearend financial figures and water monitoring data has not yet been finalized. Managers were asked to take some time to review the draft presented and provide staff with any suggested edits prior to the next regular board meeting. As such, a final draft of the Progress Report will be brought to a future meeting.

7. Old Business

a) Watercraft Inspection Program – Joint Powers Agreement

Mike Sorensen explained that the 2018 Joint Powers Agreement with Chisago County for the Watercraft Inspection Program remains largely the same as 2017 with the exception of the lead watercraft inspector hourly rate increasing from \$28 to \$29 per hour. He said that this hourly wage only applies to one of the District's inspectors, who has returned to the program for multiple years and now provides onsite training for new inspectors. The higher hourly wage applies only to the lead inspector when he is actively operating the mobile decontamination unit; he is paid a lower wage when he is assisting with training activities or conducting inspections without the decontamination unit. Mr. Sorensen noted that while the agreement states a maximum inspection cost of \$75,000, the District has never spent that dollar amount with 2017 coming in at approximately \$55,000. Mr. Sorensen then went on to provide the Board with a brief update on the projected income sources for the 2018 program. He handed out revised funding charts that showed \$50,000 of funding available for Forest Lake inspections, \$11,500 for Comfort Lake inspections and \$9,000 for Bone Lake inspections. These numbers were updated to reflect the amount that is being recommended to the Washington County Board of Commissioners by Washington County staff for an Aquatic Invasive Species Prevention Aid grant. It is likely that the CLFLWD will receive \$16,500 of a requested \$32,000 from Washington County for watercraft inspections in 2018. This can be compared to a \$17,000 grant that was given from Washington County in 2017.

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 McNamara. Upon a vote, the motion carried 3-0.

b) Rule Revisions

President Anderson thanked Watershed Technician, Emily Heinz, for her work making last minute adjustments to the rules per the Board's request at the December 21, 2017 regular meeting.

President Anderson moved to adopt resolution 18-02-01 Adopting Revised Watershed District Rules. Seconded by Manager McNamara. Upon a roll call vote, the motion carried 3-0.

Manager	Aye	Nay	Absent
Jackie Anderson	X		
Jackie McNamara	X		
Wayne Moe	X		
Stephen Schmaltz			X
Jon Spence			X

c) Clean Water Partnership Loan Update

There was discussion about the Clean Water Partnership loan program and potential line items for a District application. Staff was directed to create two potential requests: one to be submitted in 2018 and one to potentially be submitted in 2021. There was consensus to discuss the topic again at the next board meeting. Mr. Kinney was urged to consult with individual managers toward identifying projects on which the Board may wish to make progress during the loan period.

d) Comfort Lake Regional Hydrology Study

Administrator Kinney provided an update on the effort to better understand the regional hydrology of Comfort Lake so as to evaluate options for regional stormwater treatment options as work with the MnDOT on planned Highway 8 upgrades provide an ideal time to coordinate those efforts.

e) LSC One Watershed-One Plan Memorandum of Agreement

Mr. Kinney presented proposed resolution 18-02-02, approving the MOA and including language indicating the Board’s desire to see internal implementation fund allocation, as well as external allocation by BWSR, consistent with BWSR-adopted principles resting on prioritizing, targeting and outcomes.

President Anderson suggested that the process risks taking too much time, and that the District may best use its time and resources to move its own projects forward. Manager Moe expressed concern about another planning layer. President Anderson suggested that the best solution may be for funds to be allocated to the conservation districts, which then can allocate the funds to District work by agreement with the District.

Attorney Holtman reviewed the source of the policy difficulty in the fact that 1W1P does not apply to metropolitan watershed districts and BWSR’s need to determine how to allocate implementation funds both between outstate and metropolitan districts, and among metropolitan districts, in a way consistent with its own interest to move away from a resource-intensive competitive process. He noted the Board, by the proposed

language, is articulating its expectations and that the District can withdraw from the effort at any time if the Board decides that its expectations are not being met.

Manager Moe moved to adopt resolution 18-02-02, as revised, approving the MOA and authorizing the District administrator to execute it on behalf of the District, with any further non-substantive changes and on advice of counsel. Seconded by Manager McNamara. Upon a roll call vote, the motion carried 3-0.

Manager	Aye	Nay	Absent
Jackie Anderson	X		
Jackie McNamara	X		
Wayne Moe	X		
Stephen Schmaltz			X
Jon Spence			X

f) One Watershed-One Plan Metro Watershed Based Funding

There was discussion about the Watershed-Based Funding Pilot Program including past and upcoming interagency meetings.

g) Moody Lake Project BWSR Article

There was consensus for staff to send out the revised article titled “Project has big impact on Moody Lake health” to the list of media outlets provided by BWSR, in addition to any additional local media contacts not included within the BWSR list. Managers also expressed interest in having the website updated with the video and photos taken by BWSR in relation to the project and the article updated to include a link to the webpage containing the aforementioned information prior to its disbursement to the media.

h) Administrator Performance Review

Manager McNamara volunteered to coordinate the Administrator performance review process. Review packets will be mailed out to each manager early next week. Tentatively, manager responses will be due by March 22, input will be compiled by April 9, and the Board will review at the April 19 meeting. The District has just received an updated salary survey.

8. Report of Staff

a) Administrator

President Anderson expressed her concern regarding the date in which monitoring reports have been received. She suggested that perhaps it would be best to move our monitoring needs elsewhere to receive reports in a timelier manner.

~~President~~ President Anderson asked Mike Sorensen for a brief update on the Bone Lake Association Meeting he recently attended. Mr. Sorensen mentioned that his main role at that particular meeting involved explaining the results of the 2017 watercraft inspection program on Bone Lake. He mentioned that the Bone Lake Association may be interested in asking the City of Scandia to contribute funding to the watercraft inspection program in 2018 or future years.

b) Emmons & Olivier Resources

Nothing to report.

c) Smith Partners

Nothing to report.

9. Report of Treasurer

a) Approval of Bills and Treasurer's Report

Manager Moe moved to accept the Treasurer's Report and pay the bills in the amount of \$91,962.77. Seconded by President Anderson. Upon vote, the motion carried 3-0.

10. Report of Officers and Managers

Nothing to report.

11. Adjourn

a) Next regular board meeting – March 22, 2018

President Anderson moved to adjourn. Seconded by Manager McNamara. Upon vote, the motion carried 3-0, and the meeting adjourned at 9:15 p.m.

Wayne S. Moe, Secretary _____