

**MINUTES OF REGULAR MEETING
OF THE
COMFORT LAKE - FOREST LAKE
WATERSHED DISTRICT**

Thursday, June 23, 2011

1) Call to Order

The President called the June 23, 2011 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, Treasurer Tom Lynch, Manager Jon Spence

Absent: None

Staff: Doug Thomas (CLFLWD) and Lisa Tilman (EOR)

Other: Mark Lobermeier (City of Wyoming)

2) Setting of Agenda

The President called for the reading and approval of the June 23, 2011 regular Board meeting agenda. President asked if there were any changes or additions. Administrator Thomas requested that an agenda item be added to consider approval of the Bonnett Cost-Share project as item 5(a)(iv). Motion to approve the agenda as amended was made by Manager Moe and seconded by Manager Anderson. Discussion. Upon vote, the motion passed.

3) Reading and Approval of Minutes

The President called for the reading and approval of the minutes of the May 19, 2011 Sunrise River Project Board Workshop. Motion to approve the May 19, 2011 Board Workshop minutes was made by Manager Anderson and seconded by Manager Spence. Discussion. Upon vote, the motion passed, with one abstention.

The President called for the reading and approval of the minutes of the May 26, 2011 regular Board meeting. Motion to approve the May 26, 2011 regular Board meeting minutes was made by Manager Anderson and seconded by Manager Moe. Discussion. Upon vote, the motion passed, with one abstention.

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. Hearing none the President closed the public open forum.

5) New Business

a) BMP Cost-Share Applications

i) Daley – Residential BMP C-S Project

Administrator Thomas presented the Daley Cost-Share application for the Board's consideration. The project which is located at 21997 Jason Ave. N, Forest Lake, MN is a shoreline water quality buffer planting that drains to Forest Lake 3 (east basin). The project will intercept and treat runoff from the back half of the roof and backyard. The project was ranked by Managers Lynch and Moe, Administrator Thomas, and Pete Young (WCD) and recommended to be funded. Staff recommended approval of the Daley Residential BMP Cost-Share Incentive Program application for a shoreline water quality buffer planting at the rate of 50% not to exceed \$3,000.

Manager Moe made the motion to approve the Daley Residential BMP Cost-Share Incentive Program application for a shoreline water quality buffer planting at the rate of 50% not to exceed \$3,000. Motion was seconded by Manager Spence. Discussion. Upon vote, the motion passed.

ii) Meyer – Residential BMP C-S Project

Administrator Thomas presented the Meyer Cost-Share application for the Board's consideration. The project which is located at 9308 Jewel Lane N, Forest Lake, MN is a shoreline water quality buffer planting that drains to Forest Lake 3 (east basin). The project will intercept and treat runoff from the back half of the roof and backyard. The project was ranked by Managers Lynch and Moe, Administrator Thomas, and Pete Young (WCD) and recommended to be funded. Staff recommended approval of the Meyer Residential BMP Cost-Share Incentive Program application for a shoreline water quality buffer planting at the rate of 50% not to exceed \$3,000.

Manager Moe made the motion to approve the Meyer Residential BMP Cost-Share Incentive Program application for a shoreline water quality buffer planting at the rate of 50% not to exceed \$3,000. Motion was seconded by Manager Lynch. Discussion. Upon vote, the motion passed.

iii) Westcott – Residential BMP C-S Project

Administrator Thomas presented the Westcott Cost-Share application for the Board's consideration. The project which is located at 22259 Jason Ave. N., Forest Lake, MN is a rain-garden, vegetated swale, and bio-filtration cell that collects and treats runoff from the street and adjacent residential lots before flowing down a drainage easement to a channel that is connected to Forest Lake 3 (east basin). The project was ranked by Managers Lynch and Moe, Administrator Thomas, and Pete Young (WCD) and recommended to be funded. Staff recommended approval of the Westcott Residential BMP Cost-Share Incentive Program application for a rain-garden, vegetated swale and bio-infiltration cell at the rate of 50% not to exceed \$3,000.

Manager Anderson made the motion to approve the Westcott Residential BMP Cost-Share Incentive Program application for a rain-garden, vegetated swale and bio-infiltration cell at the rate of 50% not to exceed \$3,000. Motion was seconded by Manager Moe. Discussion. Upon vote, the motion passed.

iv) Bonnett – Residential BMP C-S Project Payment Request

Administrator Thomas handed out a staff memo which provided a summary of the completed Bonnett lakeshore water quality buffer project located at 1332, Bay Drive SE., Forest Lake MN. The project is

completed and has been signed off on by Administrator Thomas and Pete Young WCD Engineer. The Bonnett's submitted invoices and a log of their in-kind labor which have been reviewed and approved by staff. Based on the approved invoices and in-kind labor the Bonnett's are eligible for a cost share payment of \$1,333.59.

Manager Moe made the motion to authorize reimbursement to the Bonnett's for ½ of the purchased materials and in-kind labor in the amount of \$1,333.59. Motion was seconded by Manager Spence. Discussion. Upon vote the motion passed.

b) Setting of 2012 Budget Hearing

Administrator Thomas requested that the Board by motion set the date and time for the public hearing on the 2012 budget and levy so that he could get the required legal notices published in the official newspapers of the District.

Manager Spence made the motion to set the date and time of the public hearing for the 2012 budget & levy for July 28, 2011 at 6:30 pm at Forest Lake City Hall. Motion was seconded by Manager Moe. Discussion. Upon vote the motion passed.

c) 2010 CLFLWD/BWSR CWF Grant – Project Addition

Administrator Thomas noted his staff memo that was included in the Board packet regarding this agenda item. He provided some background on the Foshay property and the preliminary work that he and staff from the Chisago SWCD have done to work with the owner to come up with a preliminary concept plan and cost estimate for what will be a feedlot runoff control and livestock exclusion project which is tributary to Moody Lake. He then discussed that once the landowner indicated an interest in moving ahead with the project he contacted BWSR to determine if the project could be added to the current CWF-Feedlot Water Quality Grant that the District has with BWSR. Board Conservationist Melissa Lewis informed him that the Foshay project, since is of a similar type to the original projects and that it will use unspent dollars, it can be added to the project work plan without a request for amendment. Administrator Thomas explained that he was recommending the addition of the NBL12-Foshay Feedlot Runoff Control and Livestock Exclusion project to the 2010 CLFLWD/BWSR CWF – Feedlot Water Quality Grant work plan and to authorize staff to work with the Chisago SWCD to finalize plans and specification for the project. There was a general discussion on the location of the project, how runoff makes its way into Moody Lake, and how contact with the landowner came about.

Manager Moe made the motion to add the NBL12-Foshay feedlot runoff control and livestock exclusion project to the 2010 CLFLWD/BWSR CWF-Feedlot Water Quality Grant work plan and to authorize staff to work with the Chisago SWCD to finalize plans and specifications for the project and draft the necessary landowner agreement. Motion was seconded by Manager Lynch. Discussion. Upon vote, the motion passed.

6. Old Business

a) Watershed Management Plan – Start of Formal State Review

Administrator Thomas noted his staff memo that was included in the Board packet regarding this agenda item. He explained that with the public hearing completed the Board needed to start the formal final State review process by adopting resolution (2011-06-01) which was included in the meeting packet. He pointed out that the resolution adopts the District's response to comments and instructs staff to submit the WMP

update, dated June 2011, written comments received, our written response to comments, a summary of changes made to the Plan, and a record of the public hearing to the required state review agencies.

Manager Lynch offered resolution 2011-06-01 and moved its adoption. Motion was seconded by Manager Moe. Discussion. Roll call vote was taken by the President, Anderson yes, Damchik yes, Lynch yes, Moe yes, Spence yes. Upon vote, the Chair declared Resolution 2011-06-01 adopted.

b) Administrator Performance Review – Appoint Ad-hoc Workgroup

Administrator Thomas noted that he had not received any responses back from Board members regarding their preference for using the CLFLWD review form or the RCWD review form or a combination of the two.

Manager Damchik moved to use the current CLFLWD form. Motion was seconded by Manager Moe, Discussion, Upon vote the motion passed.

Administrator Thomas asked what the Board's preference was with regards to appointing an ad-hoc workgroup to oversee the Administrator performance review process. Consensus of the Managers was to have Managers Moe and Spence be the ad-hoc workgroup.

There was some general discussion on the requirement and reasons for doing a performance review. The Managers concluded the discussion with setting a date of July 1st to get their performance reviews of the Administrator into the office.

7. Report of Staff

a) Administrator

Administrator Thomas noted his written report in the Board packet and commented that the City of Scandia has approved an encroachment agreement with the District for purposes of constructing one of the fish barriers on City property and handed out expense claims for the second quarter to the Managers .

b) Emmons and Olivier Resources (EOR)

Engineer Tillman noted that work is progressing on the Moody Lake Project, Sunrise Rive Project and Bone Lake Fish Barrier Project.

8. Report of Treasurer

a) Approval of Bills

Manager Lynch presented the Treasurer's Report (A copy of which is annexed and incorporated by reference) and bills and payroll totaling \$25,010.79

Motion was made by Manager Moe to approve the June 23, 2011 Treasurer's Report and pay the bills and payroll as presented. Manager Spence seconded the motion. Upon vote, the motion passed.

9) Reports of Officers and Manager

Manager Anderson – Asked Administrator Thomas about the Wal-Mart Expansion Project and her concern that the parking lot island rain-gardens were not installed. Administrator Thomas commented that he is following up on this and will get a response back to Manager Anderson in the next couple of weeks.

Manager Damchik – reported a tree down in the Sunrise River about 100 feet upstream of the dam.

Manager Moe – Commented that he would like to see some follow-up with cost-share projects or maybe a survey to help with discussing the success or failure of the program and projects. Suggested that this be a future agenda item.

Manager Spence – Nothing to report

Manager Lynch – Absent

10) Adjournment

Motion to adjourn the CLFLWD regular Board meeting at 7:20 pm was made by Manager Lynch and seconded by Manager Moe. Upon vote, the motion passed.

Wayne S. Moe, Secretary