

**“Draft”**  
**MINUTES OF REGULAR MEETING**  
**OF THE**  
**COMFORT LAKE - FOREST LAKE**  
**WATERSHED DISTRICT**  
**Thursday, November 21<sup>st</sup>, 2013**

**1. Call to Order**

The President called the November 21<sup>st</sup>, 2013 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: Amy Carolan (CLFLWD), Greg Graske (EOR), Chuck Holtman (Smith Partners), Mark Lobermier (City of Wyoming)

**2. Setting of Agenda**

The President called for the reading and approval of the November 21<sup>st</sup>, 2013 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 and seconded by Manager Spence. 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 October 24<sup>th</sup>, 2013 Regular Board Meeting. Administrator Carolan noted some minor changes to the minutes which were outlined in the amended copy distributed to the board prior to the meeting. Motion to approve the October Regular Board meeting minutes as amended, was made by Manager Spence and seconded by Manager Schmaltz. Discussion. Upon vote the motion passed. Manager Anderson and Manger Moe abstained from the vote.

**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.

**5. New Business**

**a. Jordan Residential Cost-Share Payment Authorization**

Administrator Carolan noted the memorandum in the board packet regarding the Jordan residential cost-share project. Administrator Carolan indicated that the project was complete and that a final walk through of the project had been completed by District staff. Manager Anderson

moved to authorize cost-share reimbursement to Tony Jordan in the amount of \$2,889.30. Seconded by Manager Moe. Discussion. Upon vote the motion carried.

**b. Daley Residential Cost-Share Payment Authorization**

Administrator Carolan noted the memorandum in the board packet regarding the Barb Daley cost-share project. Manager Anderson moved approval of cost-share reimbursement to Ms. Daley in the amount of \$3,000. Seconded by Manager Moe. Discussion. Upon vote the motion carried.

**c. MAWD 2013 Certificate of Membership and Delegate Appointment**

Administrator Carolan noted the memorandum in the board packet. She indicated that the MAWD business meeting would be held on December 6<sup>th</sup> and 7<sup>th</sup> in Alexandria. For the purpose of the business meeting, the board was required to submit a 2013 Certificate of Membership and Delegate Appointment Form. Manager Spence and Manager Schmaltz had volunteered to attend the conference and represent the District at the business meeting. Manager Moe made a motion to complete and submit the 2013 Certificate of Membership Delegate Appointment form, appointing Manager Spence and Manager Schmaltz as the District's official delegates at the MAWD business meeting. Seconded by Manager Damchik. Discussion. Upon vote the motion carried.

**d. 2013 MAWD Resolutions**

Administrator Carolan noted the memorandum in the board packet which included a shortened summary of each of the proposed MAWD resolutions that would be presented and voted upon at the upcoming MAWD business meeting. Carolan indicated that a staff recommendation for each of the proposed resolutions was included in the memorandum. Manager Anderson indicated that she was supportive of the MAWD resolutions committee recommendations for each of the proposed resolutions. She noted that she was highly in favor of supporting proposed resolution #5 which would provide watershed districts outside of the metropolitan area additional ability to levy funds for projects. Manager Spence asked for some clarification on proposed resolution #2 which was provided by Administrator Carolan and Attorney Holtman. Manager Moe made a motion to support the proposed MAWD resolutions as recommended by staff. Seconded by Manager Schmaltz. Discussion. Upon vote the motion passed.

**e. Chisago County 2014-2015 Service Agreement**

Administrator Carolan noted the copy of the 2014-2015 Service Agreement between the District and Chisago County for technical services. The agreement outlined the scope of work which would be provided to the District by Chisago County for the next two years. Chisago County would provide assistance to the District for its BMP cost-share program and would complete the District's special Drained Wetland Inventory and Assessments Project. The drained wetland assessment will include wetlands in both Chisago and Washington County. Services provided by Chisago County would be billed at an hourly rate as described in the written agreement. Technical services to be provided to the District will not exceed \$36,500. Manager Anderson asked if District legal counsel had reviewed the agreement. Administrator Carolan indicated that Attorney Holtman had reviewed the document. Manager Anderson made a motion to approve the contract as presented and its authorization by the board president. Seconded by Manager Moe. Discussion. Upon vote the motion passed.

**f. Forest Hills Golf Course Heath Avenue Feasibility Study**

Administrator Carolan noted the work order provided in the board packet for the completion of a project feasibility study in the FL-54 catchment which collects drainage from the Forest Hills Golf Course as well as from a developed residential area along Heath Avenue Court. The purpose of the feasibility study will be to identify potential projects to reduce and filter runoff which is resulting in the formation of an eroding ravine which drains to a large wetland complex and eventually Forest Lake, Lake 2. Completion of this feasibility study was outlined in the District's 2013 workplan. Administrator Carolan presented photographs of the site and overview maps for the boards review. Engineer Graske then reviewed the provided work order and hours and costs associated with each task. The total cost of the project will be \$5,943. Manager Anderson made a motion to approve the Forest Hills Golf Course/Heath Avenue Feasibility Study as presented, not to exceed \$5,943.00. Seconded by Manager Moe. Discussion. Upon vote the motion passed.

**g. SB07- Project Feasibility Study**

Administrator Carolan noted the draft work order in the board packet which had been prepared by Engineer Graske. The work order called for the completion of project feasibility work to identify opportunities for water quality improvement and volume reduction projects associated with the SB07 subwatershed, work which was identified in the District's 2013 workplan. Graske explained that the Otte Farm (formerly Gilbertson Farm) is located southeast of Bone Lake at 12791 Oakhill Road North in Scandia. A preliminary assessment of the property indicates that approximately 800 acres of drainage area flows through the Otte Property before making its way to Bone Lake through its southeast inlet. Administrator Carolan presented photos of the project site and reviewed its location with the board. Carolan further explained that a regional type stormwater treatment project had been called out in the District's Watershed Management Plan for an area adjacent to the Otte Property. Mr. Graske then walked through the detailed work order provided in the packet with the board. He also reviewed the hours and costs associated with the project feasibility work. The total project cost would not exceed \$8,069.00. Manager Moe noted that the 800 acre drainage area was majorly agricultural and included a larger herds of cattle in the past and that the size of the cattle herd may change in the future. Manager Anderson asked if a preliminary agreement needed to be in place before spending district dollars. Mr. Holtman indicated that that was a judgment call for the board to make. He thought a memorandum of understanding may be useful in order to form a more defined partnership. Manager Anderson made a motion to approve the Otte Farm Feasibility (SB07) study with the condition that the administrator and legal counsel develop a Memorandum of Understanding to be signed by the board president and landowner prior to starting work on the project. Seconded by Manager Schmaltz. Discussion. Upon vote the motion carried.

**9. Old Business**

**a) 2013 Watercraft Inspections Program – Final Payment**

Administrator Carolan noted the memorandum in the board packet. She explained that the District's 2013 budget contained \$30,000 to partially fund a watercraft inspections program with additional funds and assistance for the program being provided by the Forest Lake Lake Association. Watercraft inspections were completed on Bone, Comfort, and Forest Lake within the District. The inspection season was completed on October 12<sup>th</sup>, 2013 and Chisago County

had provided the District with a final invoice. A copy of the invoice was included in the board packet and totaled \$22,816.52. Following payment of the final invoice, Administrator Carolan would request reimbursement in the amount of \$7,750 from the MnDNR as well as \$5,000.00 from the Forest Lake Lake Association as previously agreed upon for the funding of the 2013 inspections program. Approximately 1,244 hours of inspections were completed within the CLFLWD during 2013. Manager Anderson asked if coverage was available during the busiest times including evenings and weekends. Administrator Carolan responded that there was coverage as often as possible during those times and that she did have a more robust breakdown of hours to share with the managers during a future presentation. Manager Anderson moved to authorize payment of invoice #003 in the amount of \$22,816.25 from Chisago County for the District's Watercraft Inspections Program. Seconded by Manager Moe. Discussion. Upon vote the motion passed.

**b) Hilo Lane – Review Draft Cooperative Agreement**

Administrator Carolan noted the memorandum in the board packet which included a copy of the draft cooperative agreement between the District and the City of Forest Lake. She indicated that following the board meeting on September 26<sup>th</sup>, 2013 she had worked with Mr. Holtman to develop a cooperative agreement between the District and the City of Forest Lake for the implementation of the Hilo Lane Stormwater Retrofit Project. Administrator Carolan continued to review the terms of the agreement which included design, property rights, construction, construction funding, maintenance, and agreement duration. Administrator Carolan explained that if the board of managers found the draft agreement language to be acceptable that she would move forward with finalizing the agreement and bring it back to the board for their execution when the appropriate attachments were included. Manager Schmaltz wanted to make sure the board had discussed long-term maintenance and funding in the past. He wondered if the District had a type of database that tracked all projects we had put in place. Manager Andersen explained that the District did have that type database. The board agreed that the draft agreement was in line with what they had discussed at the September meeting and that staff should proceed with the project as planned.

**8. Report of Staff**

Administrator Carolan – Administrator Carolan noted the written report in the board packet. She noted that work had been complete on the dead-end streets in Forest Lake. She further indicated that she had worked with the MCC to remove the beaver dam at the outlet of Comfort Lake. Manager Anderson asked about the possibility for planning a summer tour of District Projects and to invite advisory committee members and others as necessary.

Emmons and Olivier Resources (EOR) – Mr. Graske provided an update on the on-site meeting he had had with resident Mr. Oase regarding his comments associated with the Cherrywood Pointe Development. Graske explained that Mr. Oase's property was in a low area that gathered runoff from the surrounding area. Mr. Graske did not believe that the Cherrywood Point Project would adversely affect Mr. Oase's property.

Smith Partners – Nothing further to report.

**8. Report of Treasurer**

Approval of Bills

Treasurer Spence presented the Treasurer's Report (A copy of which is annexed and incorporated by reference) and bills and payroll totaling \$62,413.87.

Motion was made by Manager Moe to approve the November 21<sup>st</sup>, 2013 Treasurer's Report and pay the bills and payroll as presented. Manager Schmaltz seconded the motion. Discussion. Upon vote, the motion passed.

## **9. Reports of Officers and Managers**

Manager Damchik – Nothing new to report

Manager Schmaltz – Resident, John Green on Lake 3 reported to Mr. Schmaltz that there may be Eurasian Water Milfoil on Lake 3. Mr. Schmaltz and Ms. Carolan had spoken with Mr. Steve McComas of Blue Water Science who would investigate the area thoroughly the following spring. Initial conversations with Mr. McComas indicated that it was likely northern water milfoil, but worth further investigation.

Manager Spence – Nothing new to report

Manager Anderson – Noted a piece of property on Highway 8 in Washington County that has a pole building and a large gravel area. It seemed gravel was being pushed too close to the river bank. She instructed the Administrator to work with the City to investigate the area.

Manager Moe – Noted on his drive through western Minnesota there was a lot of new drain tile going in.

## **10. Adjournment**

Motion to adjourn the CLFLWD regular Board meeting at 7:26 pm was made by Manager Moe and seconded by Manager Anderson. Upon vote, the motion passed.

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