

**MINUTES OF THE 2012 WORK PLAN & BUDGET WORKSHOP
OF THE
COMFORT LAKE -FOREST LAKE WATERSHED DISTRICT**

**Thursday, July 28, 2011
6:00 pm**

1) **Call to Order**

The President called the July 28, 2011 CLFLWD 2012 Work Plan & Budget Workshop to order at 6:00 p.m. at the Forest Lake City Offices, 220 North Lake Street, Forest Lake, Minnesota

Present: President Richard Damchik, Vice President Jackie Anderson, Treasurer John Lynch, Secretary Wayne Moe, Manager Jon Spence.

Absent: None

Staff: Doug Thomas, Lisa Tilman (EOR), Chuck Holtman (Smith Partners)

Others: Mark Lobermeier (City of Wyoming)

2) **Discussion of Draft 2012 Work Plan & Budget**

Administrator Thomas referred to the three pieces of information that were included in the Workshop packet which included 1) staff memo, 2) proposed 2012 work plan/budget and fund balance worksheets, and 3) one page summary/comparison of the 2011 and 2012 budgets. He then asked the Chair if there were any questions or comments from the managers.

Manager Lynch asked about the line item in the budget under District Technical Support and the note about keeping that in the budget for 2012 to look at possible remodeling if staff is added in 2013. He also asked about the space in the old library where there used to be a small table and was used for meetings. Administrator Thomas pointed out that the area Manager Lynch is thinking about has been converted to an office and is being used by the Mayor. He further commented that by having this in the budget it will allow the Board late in 2012 to work with the City to do any necessary remodeling, and acquire the needed furniture, computer, etc. if it is determined that we will need to add additional staff in 2013.

Manager Spence asked about the lake and stream monitoring line item and whether the increase from the 2011 amount is a one-time cost or a new base. Administrator Thomas noted that the figure in the 2012 budget includes the addition of one new stream site and increased lab costs and from his point of view it is the new base for the monitoring program for 2012 and beyond.

3) **Decision on August 11, 2011 Workshop**

Consensus of the Managers was that they did not need to hold August 11, 2011 workshop and instructed the Administrator to post the necessary cancellation notice. Administrator Thomas

pointed out that the next step will be for him to finalize the budget documents and prepare the necessary resolutions for the Board's certification of the 2012 budget and levy at the August 25, 2011 Board meeting.

4) **Adjournment**

Motion to adjourn the July 28, 2011 Board Workshop at 6:10 p.m. was made by Manager Spence and seconded by Manager Moe. Discussion. Upon vote, the motion passed.

Wayne S. Moe, Secretary