



**2011 ANNUAL REPORT  
&  
2012 WORKPLAN AND BUDGET**

**Comfort Lake – Forest Lake Watershed District**

220 North Lake Street  
Forest Lake, MN 55025

**April 26, 2012**



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District Board of Managers**

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# COMFORT LAKE - FOREST LAKE WATERSHED DISTRICT

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## INTRODUCTION

Pursuant to Minnesota Statutes Section 103D.351 and Minnesota Rules Section 8410.0150, the Board of Managers of the Comfort Lake - Forest Lake Watershed District (CLFLWD or District) submits its 2011 Annual Report. The District was established by petition an order of the State of Minnesota in 1999. The report is intended to inform readers of the District's activities, plans, goals and objectives in 2011 as well as projected work plan and budget for 2012. The District invites comments and suggestions on the report.

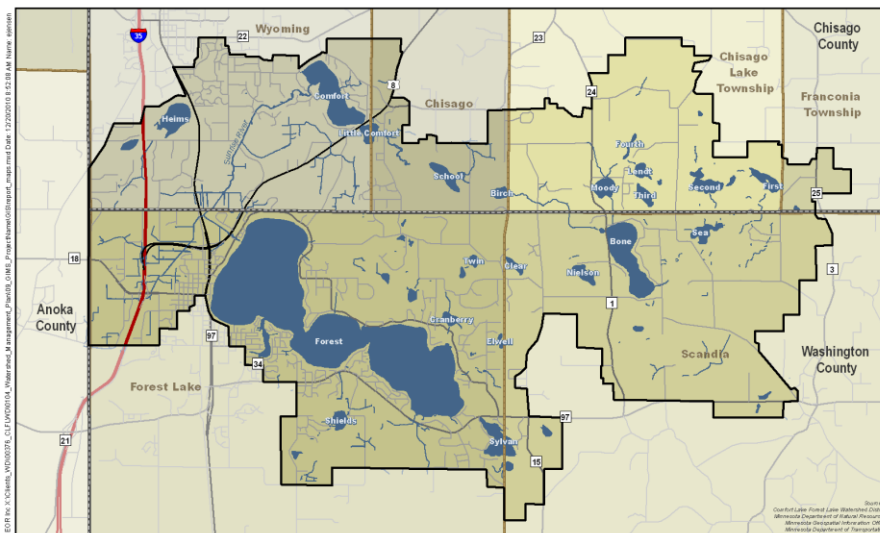
The District submits its Annual Activity Report to the Board of Water and Soil Resources, the Commissioner of the Department of Natural Resources, and the Director of the Division of Waters. Copies are available from the District Administrator or the District Board of Managers.

This report is organized in three sections

- Section 1: Introduction and Background: Provides background information on the District.
- Section 2: Financial Report Summarizes budgets, levies and the 2011 audit.
- Section 3: Activity Report: Summarizes the District’s programs and activities completed in 2011 and presents a work plan for 2012.

## BACKGROUND

The Comfort Lake – Forest Lake Watershed District was established in 1999 after citizens petitioned the Board of Water and Soil Resources (BWSR) to replace the existing Forest Lake Watershed Management Organization (FLWMO) in order to address water quality and flooding issues. The petition included the area encompassed by the predecessor organization (FLWMO), plus the drainage area of Comfort Lake in Chisago County (former Joint Ditch No. 1 (JD 1), drainage area).



The CLFLWD encompasses roughly 47 square miles in northern Washington County and southern Chisago County, including the portions of the Cities of Chisago City, Forest Lake, Scandia, Wyoming and Chisago Lake Township and Franconia Township. The CLFLWD transects both metropolitan and outstate counties, with roughly 60 percent of the watershed within Washington County and 40 percent in Chisago County.

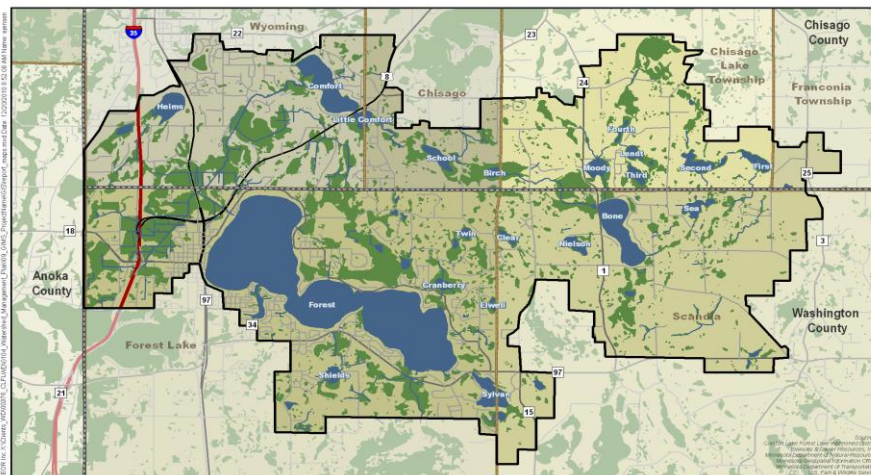
## History of Significant Events

- 1983 – First organized as a Watershed Management Organization under the Metropolitan Surface Water Management Act.
- 1987 – Original boundary expanded to include the drainage areas of Bone and Twin Lakes.
- 1998 – Petition filed with State of Minnesota to establish the Comfort Lake – Forest Lake Watershed District under MS 103D (Watershed Law).
- 1999 – State orders establishment of the Comfort Lake- Forest Lake Watershed District. Former Forest Lake Watershed Management Organization dissolved.
- 2001 –First Watershed Management Plan completed and adopted.
- 2005 – Hires first full-time administrator and opens local office in Forest Lake
- 2007 – Completion of Watershed and Lake Water Quality Modeling Report and Capital Improvement Plan
- 2008 – Legislature authorizes Metropolitan Surface Water Management Act authorities for the District. Provides expanded authority to raise funds for projects.
- 2008 – Comprehensive Water Management Plan amended to include Capital Improvement Plan
- 2010 – Six Lakes Total Maximum Daily Load (TMDL) Study completed.
- 2011 – 10 year revision of District’s Watershed Management Plan.

The District is managed by a five member appointed Board, with three members appointed by Washington County and two members appointed by Chisago County. From the five member Board of Managers, the positions of President, Vice President, Treasurer, Vice Treasurer and Secretary are elected annually. The Comfort Lake – Forest Lake Watershed District’s first Water Management Plan was approved by the Board of Water and Soil Resources in October 2001.

The Board of Managers, with the help of its Citizen Advisory Committee, adopted the following mission statement:

The mission of the Comfort Lake – Forest Lake Watershed District is to protect and conserve its water resources. The District will use sound scientific water management approaches, technologies, and methods. The District will develop a uniform, integrated approach to water management within a rapidly changing and urbanizing area.



## 2011 AT A GLANCE

### Summary of Capital Projects and Programs



#### Bone and Moody Lake Restoration Project

Work continued in 2011 on three aspects of this five year project to restore water quality to state standards in Bone and Moody Lakes, both of which are listed as impaired for recreational use by the MN Pollution Control Agency. Implementation included: the removal of rough fish from both lakes in the winter of 2010.



After a successful carp removal effort in 2010, the District finalized plans and specification for the installation of two low-flow velocity fish barriers that will be installed at the inlet and outlet to Bone Lake. Control of carp and bullhead is to improve water clarity by reducing phosphorous and suspended sediment in the lakes. Construction of the barriers is planned for 2012. District was awarded a \$283,000 grant from the DNR in 2010 to build the barriers. Total project cost will be \$372,000.

Completed construction of the NB12 project which included restoration of two wetlands, exclusion of cattle from waterways north of Moody Lake, and a feedlot runoff control project. The project reduces phosphorus loading to Moody Lake by 27.8 lbs/year.



Moody Lake In-Lake Diagnostic Study completed. Study recommendations were:

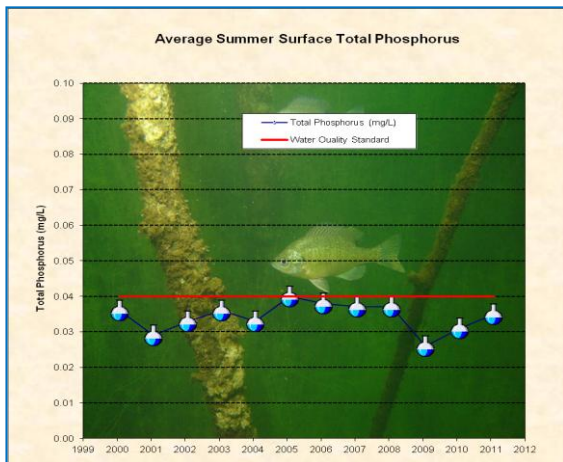
- Verify watershed pollutant loads.
- Fish survey, stocking, and winter aeration.
- Control sediment phosphorus release.
- Monitor curly leaf pondweed.

## **FL44 Watershed /Forest Lake Phosphorus Reduction Project**

The project completed in 2011 will reduce sediment and phosphorus loading to Forest Lake. Components of the project included cattle exclusion from wetlands, development of alternative water supply for livestock, and prescribed grazing on pastures adjacent to wetlands. Over 40 lbs/acre per year of phosphorus will be kept out of nearby Forest Lake.



## **Lake & Stream Monitoring**



The District continued its efforts in 2011 to monitor long-term trends in water quality, support project implementation, prioritization of District resources, and measure effectiveness of its efforts over time. In 2011, the District monitored 8 lakes, and 6 stream locations. Lakes are monitored for excess nutrients and algae to determine if District lakes and streams are meeting State water quality standards for swimming and fishing.

## **Permit Program**

The District maintains a permit program designed to address stormwater management, erosion control, water quality buffers, shoreland and streambank alterations, stream and lake crossings, and floodplain alteration for new and redevelopment projects. Five permits were issued in 2011 along with another 10 site inspections.

The District worked with Washington County and the City of Forest Lake to build an enhanced phosphorous removal system into the water quality treatment ponds built to collect and treat 65 acres of watershed for the Broadway Avenue Reconstruction project.



## **Sunrise River Water Quality and Flowage Management Project**

The Board of Managers began work on the development of the project feasibility/engineers report. The purpose of the project is to identify and construct water quality improvements in the portion of the Sunrise River between Forest Lake and Comfort Lake. The engineers report is expected to be completed in 2012 with the first stages of implementation planned to start in 2013.



## **Water Quality Best Management practices (BMPs) Cost-Share Grant Program**



This program provides funding to provide technical and financial assistance to private landowners to implement water quality restoration and/or protection BMPs. Twenty site investigations were conducted in 2011 and, out of those visits, 13 projects were approved for funding. The projects include shore restoration, water quality buffers, and rain-gardens. Since its inception four years ago, 25 projects have been completed with a combined phosphorous reduction of 10 pounds per year.

The program was expanded in 2011 to add municipal stormwater retrofits, community projects, and agricultural conservation practices.

## **Watershed Management Plan Update**

A priority in 2011 was to update the District’s Watershed Management Plan, involving citizens, cities, counties, and state agencies in that process. Significant changes and/or updates included:

- Enhanced stream and lake monitoring
- Establishment of nutrient load reductions for impaired lakes and streams.
- Creation of a new rural/ag pollution reduction cost-share incentive program.
- Updated 10 year capital improvement plan.

The revised Watershed Management Plan was approved by the MN Board of Water and Soil Resources in September of 2011.



## **Water Education & Outreach Program**

In 2011 the District provided continued financial and staff support to the East Metro Water Resource Educational Program and the Chisago County Children’s Water Festival. It also attended and presented information at a public workshop on rain-gardens, gave presentations at three local government public meetings and the Forest Lake Lake Association Annual Meeting, along with attendance at the Forest Lake Home & Garden Show and Forest Lake High School Agricultural Day.

The District also maintains an active webpage with current reports on its on-going and special projects as well as numerous links to other informational websites such as the Blue Thumb Program.



*Stormdrain Stenciling Project in Forest Lake*

## **Other 2011 Cooperative Education and Information Efforts**

- Participate in East Metro Water Resource Educational program
- Participate in Chisago County Children’s Water Festival
- Participate in Washington County Water Consortium Meetings
- Participate in the Washington County Ground Water Plan Update
- Participate on the Chisago County Water Plan Technical Committee
- Participate with Washington County on their Land and Water Legacy Program
- Participate with Chisago SWCD to conduct grazing workshop
- Attend monthly City of Forest Lake engineering staff meetings.

## Watershed District Budget & Levy Process

The CLFLWD is funded through the collection of tax dollars on residences within the boundaries of the watershed, these funds along with grants, loans, bonds, and special assessments are used to fund specific projects and programs. The Districts’ permit program is funded in part through the collection of permit fees.

Tax dollars are collected from watershed residents through its statutory authority found in the MN Watershed Act (M.S. 103D), and the Metropolitan Surface Water Management (M.S. 103B).

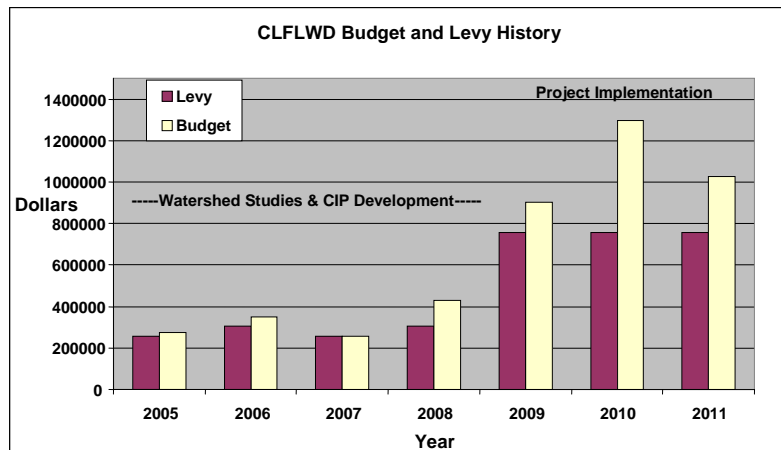
At a minimum, M.S. Chapter 103D indicates that Watershed Districts must have the following programs:

- General/Administrative: conducting the business of the District
- Regulation: administering the District’s rules and permits
- Planning: administering the District’s watershed management plan and budgets
- Maintenance of Projects and District Owned Facilities
- Capital Projects
- Public Relations: administering the requirements of reporting to and notifying the public

The budget must be adopted and certified on or before September 15th of each year. M.S. Chapter 103D.911 requires that the managers hold a public hearing before adopting a budget.

The CLFLWD actual annual budgets are generally greater than that of the District levy. In order to make the best use of District funds, and reduce tax burdens to watershed residents, the District is continually researching and applying for grants to reduce costs of water quality monitoring, education, cost-share incentive programs, and individual projects detailed in the District’s CIP. As CLFLWD starts to implement projects in its CIP to address water quality impairments, the need for outside funding sources will become greater. It is the intention of the CLFLWD to partner with local counties and cities and leverage tax dollars by actively seeking grants from private and public sources to subsidize project costs and thereby reducing the tax burden of its watershed residents.

The figure below provides a recent history of the District’s past budgets, levies, and grants. It is important to note, that as the District moves into the project oriented phase of its Plan; it is the intention of the District to have future levies remain relatively flat.



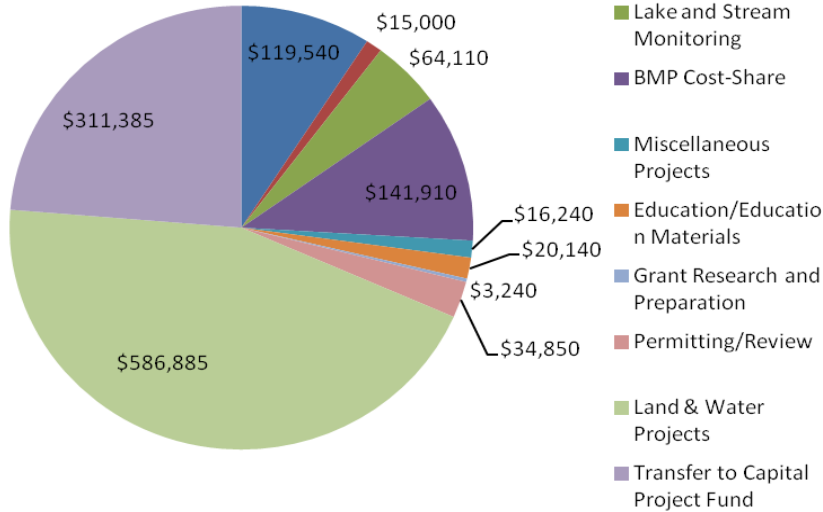


**FINANCIAL REPORT / BUDGET HISTORY**

	2010 BUDGET	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 BUDGET
<b>EXPENDITURES</b>					
General Admin	\$116,885	\$97,037	\$119,540	\$124,503	\$117,695
<b>PROGRAMS</b>					
District Tech Support	\$15,000	\$0	\$15,000	\$4,998	\$25,000
Lake and Stream Monitoring	\$88,241	\$59,454	\$67,080	\$57,441	\$104,150
Rules Development					
BMP Cost-Share	\$126,227	\$38,760	\$145,150	\$47,635	\$195,000
TMDL	\$4,322	\$4,429			
Miscellaneous Projects	\$12,382	\$9,443	\$17,320	\$16,743	\$84,250
Education/Education Materials	\$22,644	\$18,298	\$21,220	\$23,292	\$25,190
GRG/CLFLWD/DNR Shoreland Projects	\$2,000	\$2,356			
Grant Research and Preparation	\$5,000	\$1,419	\$4,320	\$4,619	\$8,240
Permitting/Review	\$54,139	\$39,449	\$40,250	\$30,593	\$49,850
Total Admin & Programs	\$446,840	\$270,646	\$429,880	\$309,824	\$609,375
<b>CAPITAL PROJECTS</b>					
FL44	\$79,000	\$5,566	\$44,050	\$16,169	\$31,000
NBL12 (Moody Lake	\$706,344	\$11,325	\$382,809	\$68,090	\$45,250
FL44 Assessment Project	\$29,248	\$12,416			
Watershed Management Plan	\$57,500	\$73,911	\$70,400	\$53,350	\$22,000
Bone/Moody Lake Rough Fish Cntrl	\$45,646	\$23,122	\$89,341	\$38,764	\$355,550
Moody Lake Alum Treatment	\$23,250	\$1,758	\$37,000	\$27,202	\$33,240
Regional Stormwater Facility			\$329,000	\$125,213	\$128,456
SBL07 Bone Lake Tributary					\$70,190
Total Capital Projects	\$940,988	\$128,099	\$952,600	\$328,788	\$685,686
<b>TOTAL ALL ADMIN/PROGRAMS/PROJECTS</b>	<b>\$1,387,828</b>	<b>\$398,745</b>	<b>\$1,382,480</b>	<b>\$638,612</b>	<b>\$1,295,061</b>
CARRYFORWARD TO NEXT YEAR		\$622,350		\$311,126	
TRANSFER TO CAPITAL PROJECT ACCOUNT		\$326,335		\$311,335	
TRANSFER TO FUND BALANCE		\$71,217		\$144,798	\$54,075
<b>TOTAL EXPENDITURES + CARRYFORWARD</b>	<b>\$1,387,828</b>	<b>\$1,418,647</b>	<b>\$1,382,480</b>	<b>\$1,405,871</b>	<b>\$1,349,136</b>
<b>REVENUE</b>					
Levy	\$755,000	\$724,000	\$755,000	\$736,831	\$755,000
Grants & Other	\$151,405	\$116,123	\$5,000	\$41,690	\$283,000
Plus carry forward	\$578,524	\$578,524	\$622,350	\$627,350	\$311,126
<b>Total Revenue</b>	<b>\$1,484,929</b>	<b>\$1,418,647</b>	<b>\$1,382,350</b>	<b>\$1,405,871</b>	<b>\$1,349,126</b>

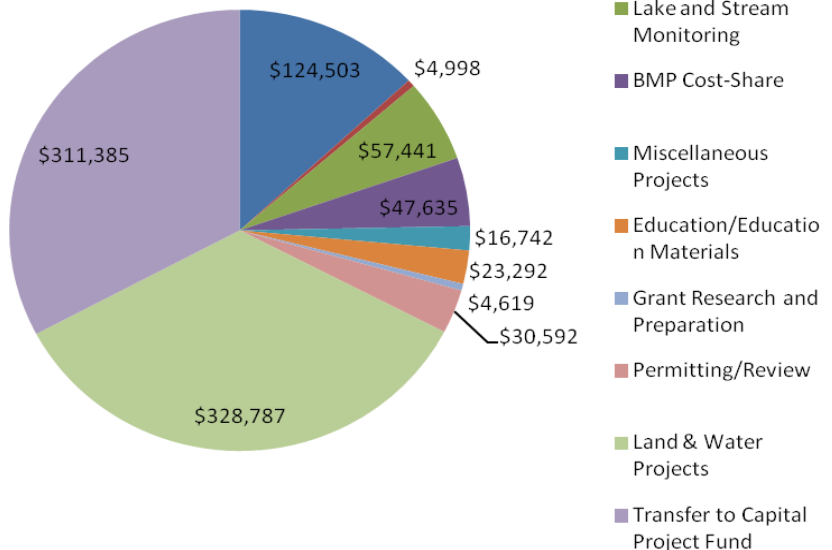
### 2011 BUDGET

\$1,313,300



### 2011 EXPENDITURES

\$949,994



**Notes**

Administration = 9% of Budget

Expenditures vs. Budget: The \$259,661 difference in project spending was due primarily to delays in implementing the NBL12, FL44, and Bone Lake Fish Barrier Projects. Funds were carried into 2012 when implementation is expected to take

## 2011 ANNUAL ACTIVITY REPORT AND ACCOMPLISHMENTS

District accomplishments and highlights for 2011 include:

**Lake and Stream Monitoring.** The CLFLWD continued its baseline monitoring program in 2011. The District currently contracts with Washington County Conservation District (WCD) for technical services associated with the majority of the monitoring program. In 2011, however, the CLFLWD directly enrolled seven lakes (Bone, Comfort, Forest (east, middle, and west basin), Little Comfort, Moody, and Sylvan) into the Metropolitan Council’s Citizen-Assisted Monitoring Program (CAMP), which uses volunteers to collect water samples, take Secchi transparencies and surface water temperature, and record basic user perceptions and climate information. The samples are then analyzed for total phosphorus, total Kjeldahl nitrogen, and chlorophyll-a. The use of volunteers not only resulted in a savings to the monitoring budget, but builds needed relationships between CLFLWD and local lake associations and stakeholders.

Stream and lake monitoring assists the District in identifying pollutant loads and aides in siting projects to remediate water quality issues

In all, the District monitored seven stream sites and seven lakes in 2010.



Measuring water clarity with Secchi Disc



Stream monitoring site on Little Comfort Lake

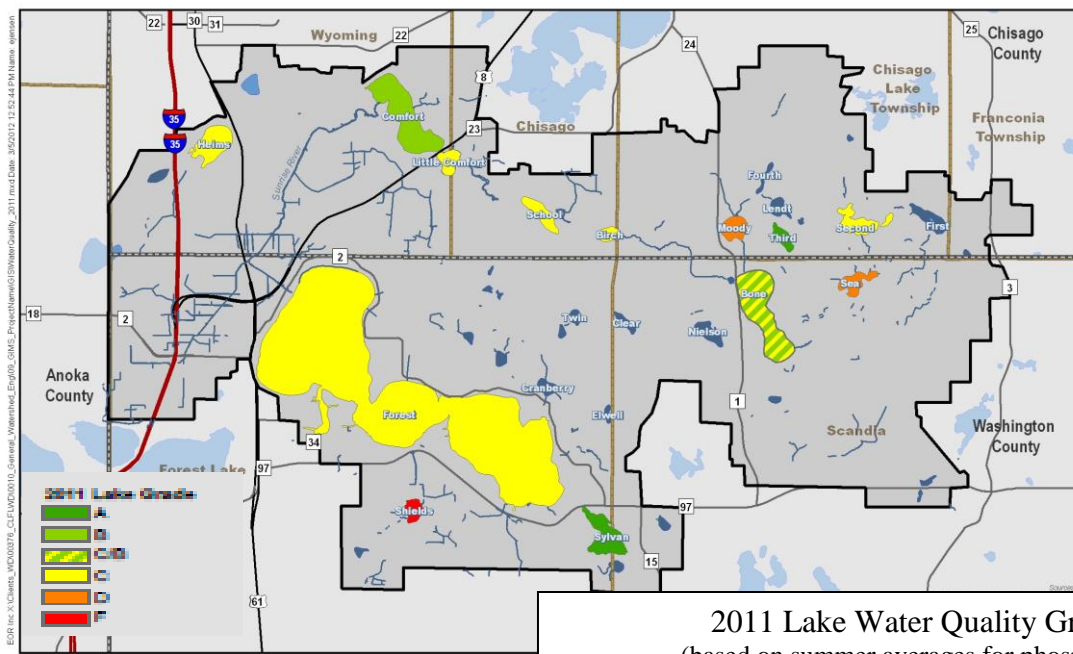
Future monitoring efforts will continue to provide information on the condition of the District’s water resources, and will help determine the success of future projects following the District’s goal of adaptive management. Adaptive management is an interactive approach of

implementation, evaluation, and course correction. Future conditions and technological advances may alter the specific course of actions detailed in the District’s CIP. Continued monitoring and course corrections responding to monitoring results offer the best opportunity for meeting the various management goals. Through adaptive management the success of, and in-lake response to, BMPs and capital improvement projects can be determined.

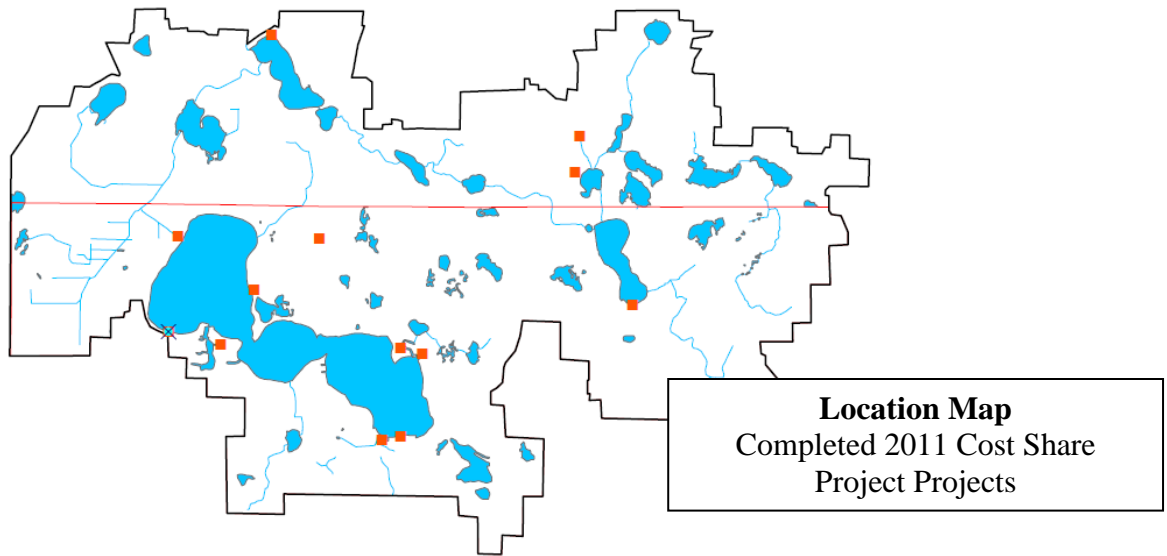
The District conducted, in partnership with Blue Water Science, a Curly Leaf Pondweed (CLP) assessment of Forest Lake in 2011. The assessment will provide information to help assess the effectiveness of current control measures, identify areas that are at the greatest risk for abundant/nuisance growth of CLP, and to provide data that will be used to develop a comprehensive aquatic vegetation management plan for Forest Lake.



Curlyleaf Pondweed Growth on May 9, 2011 on Forest Lake



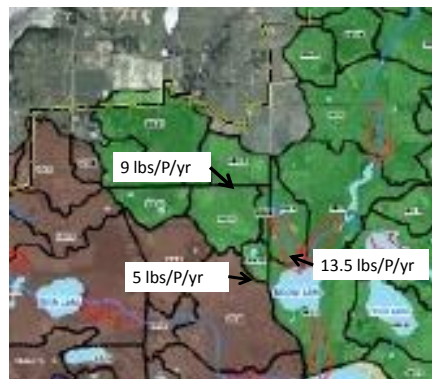
**BMP Water Quality Cost-Share Programs.** Continued its BMP cost-share programs to promote native plantings (shoreline and raingardens) to provide wildlife habitat, control erosion, and protect water quality. This program provides funding to provide technical and financial assistance to private landowners to implement water quality restoration and/or protection BMPs. Twenty (20) site investigations were conducted in 2011 and, out of those visits, 13 projects were approved for funding. The projects include shore restoration, water quality buffers, and rain-gardens. Since its inception four years ago, 25 projects have been completed with a combined phosphorous reduction of 10 pounds per year. Project profiles for completed projects can be found on the District’s website (<http://www.clflwd.org/projects.php>).



**Capital Improvement Plan (capital projects to address District issues).**

**NBL12 & FL44 Phosphorus Loading Reduction Projects** - In 2011 the District completed work on two wetland restoration/cattle exclusion projects. Initiated in 2009 the projects will reduce nutrient loads to area lakes. A feedlot runoff control project was added to the NBL12 project and constructed in 2011 as well. Combined, these three projects reduce phosphorus loading in the District by over 60 lbs/year. The projects were completed with technical assistance provided by the Chisago and Washington county SWCDs

Phosphorus Reduction Estimates



NBL12 Water Quality Improvement Project Results

Total phosphorus reduction from constructed projects = 27.8 lbs/yr (28 % reduction)

**Bone & Moody Lake / In-lake Water Quality Improvement Project** -Other projects initiated in 2011 as part of the District’s CIP include the Bone Lake and Moody Lake rough fish removal/barrier installation project, and the initiation of the Moody Lake in-lake alum treatment project. Actual project work will be undertaken in 2012 and 2013.

**Sunrise River Water Quality & Flowage Management Project** - In addition, the District initiated research for a regional stormwater management facility for treatment of stormwater flow from the City of Forest Lake. Forest Lake stormwater outflow has been identified as a major load factor downstream. A project petition from Chisago County was accepted by the Board of Managers in 2010 with the Board ordering the required feasibility/engineers report to identify projects to mitigate the impact. The engineers report is expected was completed in 2011 with construction scheduled to begin in 2012-2013.

**Rules and Regulations.** In order to fulfill requirements mandated by the State, as well as provide guidance to local communities, the CLFLWD adopted Rules on December 18, 2008, and determined that all permit applications filed and deemed complete by District staff on or after February 1, 2009, shall be subject to the District’s adopted rules. Projects with local approvals prior to February 1, 2009 still worked under the District’s review/comment process. The District rules and information on its permit program and materials can be found on its website at [clflwd.org](http://clflwd.org).

The Board implemented a permit and inspection program on February 1, 2009 to uphold the integrity of its rules and standards. In 2011 the CLFLWD issued;

- Eight (5) erosion control permits
- Three (3) stormwater control permits

One of the 2011 permits was for the Broadway Avenue Reconstruction Project. This was a very large project and had a contributing watershed treatment area of over 65 acres. The project, which included the replacement of the freeway bridge, complete reconstruction of Broadway Avenue, and the construction of a new service road, presented many challenges to designing and building water quantity and quality control measures due to limited space, existing commercial uses, and wet soil. In addition to addressing the minimum water quality requirement of a 50% reduction in phosphorous, the District along with Washington County and the City of Forest Lake, were able to add into the stormwater ponds an innovative iron enhanced bio-filtration basin which will add an additional 15% reduction in phosphorous. The additional treatment will help the District address water quality impairments in downstream Comfort Lake. The addition of water quality measures in development projects like this one is a goal of the District Board to aide in the integration of BMPs in every project and reduces the load on regional treatment facilities

Construction of iron enhanced Broadway Ave. bio-filtration pond



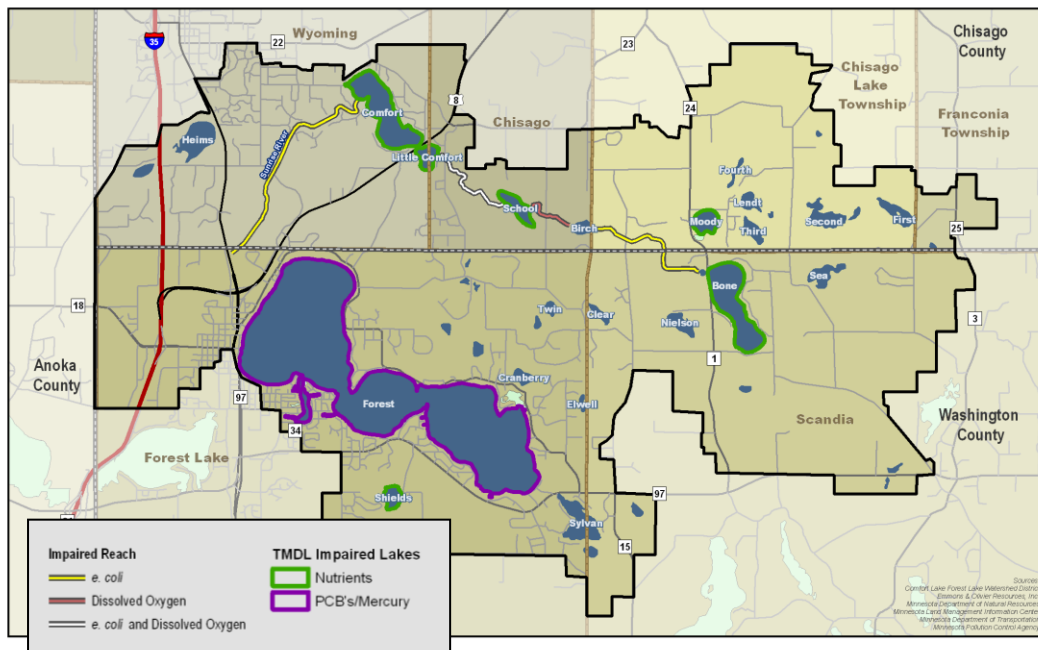


**Education/Outreach Program.** As part of the CLFLWD education and outreach program in 2011, the District continued as a member of the shared East Metro Water Resources Education Program (EMWREP), and maintained a website ([clflwd.org](http://clflwd.org)) in order to increase their visibility, transparency, and accountability with local stakeholders. The website is continually updated in order to provide the best and most current information to its citizens.

**Other Projects/Programs/Partnerships.** Other projects/programs/partnerships the District was involved in 2011 include the following.

- The District served as a member of the Forest Lake Improvement Committee. The committee, consisting of representation from the City, Watershed District, Lake Association and others, addresses issues on Forest Lake.
- The District continues to be a partner on the Sunrise River study/TMDL.
- The District continues to be a partner of the St. Croix Basin Planning Team.
- The District was an active member of the Washington County Water Consortium. The Water Consortium, which was identified in the County’s water governance study, is a group of those responsible for water resource management in Washington County, working toward consistent performance between watershed districts in accounting, rules development, groundwater management, budgetary development and sharing information regarding studies or research.
- Was an active participant in the Minnesota Association of Watershed Districts (MAWD) [including Metro MAWD].
- In partnership with the City of Forest Lake and the Rice Creek Watershed District initiated a joint planning effort to identify water quality improvement projects and beautification projects along the Highway 61 corridor in the City of Forest Lake.

**Total Maximum Daily Loads (TMDLs).** All District efforts are structured to implement projects and programs to reduce watershed and in-lake sources of phosphorus to achieve the water quality standards set forth in the Six Lake TMDL and associated Implementation Plan (approved by the MPCA in 2010).



Lakes and Streams Listed as Impaired by the MPCA (impaired = not meeting state water quality standards)

**Citizen Involvement.** In 2011 the CAC participated in the District’s update/revision of its Watershed Management Plan





## 2012 WORK PLAN

A copy of the District's adopted budget for 2012 is included in Appendix A.

The District's 2012 work plan includes:

- 1) **General Operations.** Manage District organization and operation by providing for skilled staff, modern office facilities, management and support of Board of Managers and advisory committee functions, and necessary operational expenses, including professional services, equipment, board and staff training, planning support, and accounting and audit services.
- 2) **Lake and Stream Monitoring.** Continue its baseline monitoring program in 2012 in order to track the quality of its water resources and aid in its adaptive management approach to addressing water quality and quantity issues throughout the watershed. Monitoring sites will be expanded to 9 lakes and 8 streams, along with watershed load verification monitoring for Moody Lake and performance monitoring of the Broadway Avenue sand/iron enhanced bio-filtration basin.
- 3) **BMP Water Quality Cost-Share Programs.**  
The District will continue to implement its four BMP cost-share programs in 2012. As part of the programs, District landowners and local governments can apply for cost-share funds to help implement BMPs (i.e. native riparian buffers, raingardens, erosion control) for:
  - Small single family residential projects that help reduce stormwater runoff, erosion and associated nutrient loads from the District's water resources.
  - Larger community-based projects that help reduce stormwater runoff, erosion and associated nutrient loads from the District's water resources.
  - Municipal stormwater retrofit projects.
  - Agricultural/Rural land soil and water conservation projects.

More information on the District's BMP cost-share program is posted on the District's website at [clflwd.org](http://clflwd.org).

- 4) **District Permit Program.**  
In 2012, the District will continue to implement its rules in part through a permitting program for new and re-development (including inspection and enforcement). The District rules clarify the requirements of the District's permit program regarding stormwater management, erosion control, buffers, shoreline and streambank alteration, stream and lake crossings, and floodplain alterations. The rules also include procedural requirement and include regulations on exceptions and variance.
- 5) **Education/Outreach Program.**  
As part of the CLFLWD education and outreach program in 2012, the District will continue to maintain its website and find other outlets to distribute information on an

array of water management issues. In addition, the District will:

- a. In partnership with the WCD, the District will be hosting additional agricultural-based workshop such as the grazing workshop geared towards small acreage horse farmers.
  - b. The District plans to participate and staff a booth at area fairs and shows (i.e. Forest Lake Home Show, Forest Lake High School Agriculture Day and area Lake Association Annual Meetings).
  - c. Continue to write educational articles to be published in local papers and posted on the District website.
  - d. Develop and distribute lake specific newsletters for Bone Lake, Comfort Lake, and Forest Lake.
  - e. Continue partnership in the East Metro Water Resource Educational Program.
- 6) Other Projects/Programs/Partnerships.** Other projects/programs/partnerships the District will be involved in 2012 include the following.
- a. Continue to conduct boat launch inspections in partnership with the DNR.
  - b. Conduct a curly leaf pondweed assessment and zebra mussel vulnerability assessment for Forest Lake.
  - c. Complete Minnesota Land Cover Classification mapping for the Chisago County portion of the District, along with a District wide drained wetland inventory.
  - d. Participate with the City of Forest Lake and Rice Creek Watershed District to complete a Highway 61 Corridor water quality improvement plan.
  - e. Continue to be a participating member of the Washington County Water Consortium.
  - f. Continue to be a member of the Forest Lake Improvement Committee. The committee, consisting of representation from the City, Watershed District, Lake Association and others, will address issues on Forest Lake.
  - g. Continue to participate with local lake associations including assistance to market shoreline restoration projects with lakeshore owners.
  - h. Continue to be a partner on the Sunrise River study/TMDL and St. Croix Basin Planning Team.
  - i. Develop and deploy a District web-mapper program.

**7) Capital Improvement Plan (capital projects to address District issues).**

1. *Bone and Moody Lake Rough Fish Control:* The District will be finalizing designs and constructing two low-velocity fish barriers (in partnership with the MDNR) at the north inlet to Bone Lake and the Bone Lake outlet in 2012. Rough fish such as carp and bullhead are known to cause significant internal loading to lakes by their disturbance of lake sediments. Once the rough fish removal is complete, the barriers will prevent the reestablishment of the lakes' rough fish populations.

2. *Moody Lake In-Lake Alum Treatment:* As part of the District's recently adopted CIP, an in-lake alum treatment was identified as a needed project in order to address Moody Lake's impairments. 2012 will see the completion of the diagnostic/feasibility study with watershed load verification monitoring, fish survey, and final decision on the in-lake method for sediment treatment in 2012.

3. *Regional Stormwater Management Facility / Sunrise Rive Water Quality and Flowage Management Project:* The Board of Managers accepted by resolution number 2010-08-02 the petition from the Chisago County Commissioners regarding the “Sunrise River Water Quality Improvement and Flowage Management Project” on August 26, 2010. This initiated a three month scoping process where the District Engineer along with the District Administrator met with the Board of Managers to present information on the current state of the water resources, the possible range of projects that might be implemented, and to seek input from the Managers on their ideas and goals for project features and outcomes.

In 2012 the District will finalize the engineers report and order the project. Once the project is ordered work will begin on implementing:

- Restoration of Shallow Pond
- Enhancements to floodplain interaction within the wetlands in the Wyoming Wetland Enhancement Area
- Enhancements to floodplain interaction within the wetlands in Bixby Park.
- Carp management plan
- Retrofits to improve stormwater treatment in urbanized portions of the City of Forest Lake that drain to the Sunrise River.

Water Quality Treatment Project on Forest Lake





## 2012 BUDGET

<b>Operations Budget 2012</b>	
<b>General Administrative &amp; Operations</b>	
Board Administration	\$23,000
General Office Expenses	\$20,400
General Administrative	\$37,095
Professional Services	\$37,200
General Operations Total	\$117,695
<b>Programs</b>	
District Tech Support	\$25,000
Lake and Stream Monitoring	\$104,150
BMP Cost-Share	\$195,000
Miscellaneous Projects	\$84,250
Education/Education Materials	\$25,190
Grant Research and Preparation	\$8,240
Permitting/Review	\$49,850
Programs Total	\$491,680
<b>Projects</b>	
FL44	\$31,000
NBL12 (Moody Lake)	\$45,240
Watershed Management Plan	\$22,000
Bone/Moody Lake Rough Fish Control	\$355,550
Moody Lake Alum Treatment	\$33,240
Regional Stormwater Facility	\$128,456
SBL07 (Bone Lake Tributary)	\$70,190
Projects Total	\$685,676
Transfer to Contingency Fund	\$54,075
<b>TOTAL BUDGET</b>	<b>\$1,349,126</b>

## SOLICITATIONS OF INTEREST

In June of 2012, the District is required to solicit for accounting, engineering, and legal services. Pursuant to statute.



## WETLAND BANKING PROGRAM

Currently, the District is not the Wetland Conservation Act local government unit, and does not have an adopted wetland-banking program. The District relies upon the state wetland bank administered by the Board of Soil and Water Resources.

## 2012 EMPLOYEES AND CONSULTANTS

In 2011, the District employed one full-time employee (Administrator) and numerous independent contractor consultants who provided all of the necessary accounting, legal, public information and other services to fulfill its obligations, goals, and objectives within budget. The following consultants served the District in 2011:

<b>Employees</b>		<b>Address</b>	<b>Telephone</b>	<b>E-mail</b>
<b>Doug Thomas</b> CLFLWD	Administrator/ Lic Soil Scientist	220 North Lake Street Forest Lake, MN 55025	(651) 209-9753	<a href="mailto:doug.thomas@clflwd.org">doug.thomas@clflwd.org</a>
<b>Consultants</b>	<b>Services</b>	<b>Address</b>	<b>Telephone</b>	<b>E-mail</b>
<b>Kathleen Blackford</b>	Accountant	21231 Paso Fino Circle P.O. Box 186 Forest Lake, MN 55025	(651) 748-1889	<a href="mailto:kmb@kblackford.com">kmb@kblackford.com</a>
<b>Lisa Tilman</b> Emmons and Olivier Resources	Engineer	651 Hale Ave N Oakdale, MN 55128	(651) 203-6015	<a href="mailto:ltilman@eorinc.com">ltilman@eorinc.com</a>
<b>Cathy Hruby/ Deb Jezierski</b> HLB Tautges Redpath, Ltd.	Auditor	4810 White Bear Parkway White Bear Lake, MN 55110	(651) 426-7000	<a href="mailto:chrubys@hbtr.com">chrubys@hbtr.com</a> <a href="mailto:djezierski@hbtr.com">djezierski@hbtr.com</a>
<b>John Hoffman</b> ICS Agency	Insurance	4901 West 7 <sup>th</sup> Street Minneapolis, MN 55435	(612) 835-4848	<a href="mailto:john@icsagencyinc.com">john@icsagencyinc.com</a>
<b>Chuck Holtman/ Louis Smith</b> Smith Partners, PLLP	Attorney	400 Second Ave. S. Suite 1200 Minneapolis, MN 55401	(612) 344-1400	<a href="mailto:holtman@smithpartners.com">holtman@smithpartners.com</a> <a href="mailto:smith@smithpartners.com">smith@smithpartners.com</a>
<b>Erik Anderson/Pete Young</b> Washington Conservation District	Technical Advisor	1380 W Frontage Rd Hwy 36 Stillwater, MN 55082	(651) 275-1136	<a href="mailto:eanderson@mnwcd.org">eanderson@mnwcd.org</a> <a href="mailto:pyoung@mnwcd.org">pyoung@mnwcd.org</a>
<b>Craig Mell</b> Chisago SWCD	Technical Advisor	Chisago Soil and Water Conservation District 38814 Third Ave. -	(651) 674-2333	<a href="mailto:craig.mell@mn.nacdnet.net">craig.mell@mn.nacdnet.net</a>



		North Branch, MN 55056		
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**Technical Advisory Committee Members**

The District’s Technical Advisory Committee (TAC) is comprised of representatives from each of the District’s cities and counties, state agencies, and the Metropolitan Council. The TAC assists with the development of the District’s watershed management and capital improvement plans, rules and specific projects, as well as support for the CAC.

In 2010 the TAC was participated in the District’s TMDL study process.

<b>Name</b>	<b>Organization</b>
Stantec – Ryan Goodman	City of Forest Lake
Doug Borglund	City of Forest Lake
Jack Frost	Metropolitan Council
Anne Hurlburt	City of Scandia
Chris Klucas	MPCA
Melissa Lewis	BWSR
Craig Mattson	City of Wyoming
Craig Mell	Chisago SWCD
Craig Wills & Molly Shodeen	MNDNR
John Pechman	Chisago City
Jay Riggs	Washington Conservation District
Aaron Parrish	City of Forest Lake
Dan Seemon	ACOE
Jerry Spetzman	Chisago County
Amanda Strommer	Washington County
Todd Udvig	Washington Conservation District
Nick Tiedeken	MNDOT
Neil Vanderbosch	MNDNR
Fred Weck	Wyoming Township/City of Wyoming
WSB Engineering Representative	City of Wyoming
Pete Young	Washington Conservation District

**ANNUAL AUDIT**

The 2011 Audit was completed by HLB Tautges Redpath, Ltd, and includes the District’s Annual Financial Report and the Independent Auditor’s Report on Compliance with Minnesota Legal Compliance Guide of Local Governments for the year ended December 31, 2011. A complete copy of the 2011 Audit is available by contacting the District Office.





# APPENDIX A

## COMFORT LAKE - FOREST LAKE WATERSHED DISTRICT FINAL 2012 WORKPLAN & BUDGET

<b>COMFORT LAKE - FOREST LAKE WATERSHED DISTRICT</b>				
<b>2012 BUDGET (adopted August 25, 2011)</b>				
<b>Budget Category</b>	<b>Account Number</b>	<b>Budget Item</b>	<b>2011 Actual</b>	<b>2012 Approved</b>
<b>ADMINISTRATIVE</b>	<b>BOARD ADMINISTRATION</b>			
	200-4800	Advisory Committee	500	500
	200-4330	Annual Audit	7,500	7,700
	200-4250	MAWD Dues	2,900	2,800
	200-4250	LMC Dues	1,500	1,500
	200-4270	Insurance (LMCIT and workers comp)	5,000	4,500
	200-4000	Managers Per Diem	5,000	5,000
	200-4010	Manager Expenses	500	500
	200-4130	Managers Payroll Taxes	500	500
		<b>TOTAL BOARD ADMINISTRATION</b>	<b>\$ 23,400</b>	<b>\$23,000</b>
	<b>GENERAL OFFICE EXPENSES</b>			
	200-4240	Cell Phone	720	1,200
	200-4640	Computer Supplies/Software	4,000	2,000
	200-4635	Copier (lease)	5,000	5,000
	200-4200	General Office Supplies	800	800
	200-4250	Dues/Fees/subscriptions	200	200
	200-4265	Conferences	1,000	1,000
	200-4320	Travel (Mileage)	2,500	2,500
	200-4280	Postage	700	700
	200-4260	Printing	0	1,000
	200-4290	Notices	500	700
	200-4210	Office rental space	6,000	5,250
	200-4910	Bank Fees	50	50
		<b>TOTAL OFFICE EXPENSES</b>	<b>\$ 21,470</b>	<b>\$20,400</b>
	<b>GENERAL ADMINISTRATIVE</b>			
	200-4100	Salary (Administrator/Soil Scientist)-General Admin	13,720	9,270
	200-4130	Payroll taxes	6,660	6,660
	200-4120	PERA	6,090	6,165
	200-4110	Benefits (health,dental,life, STD/LTD)	15,000	15,000
		<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>\$ 41,470</b>	<b>\$37,095</b>
	<b>PROFESSIONAL SERVICES</b>			
	300-4330	CPA/bookkeeping	7,200	7,200
	300-4500	Consulting engineer	14,000	21,000
	300-4410	Legal	12,000	9,000
		<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$ 33,200</b>	<b>\$37,200</b>
<b>All Administrative/Professional</b>			<b>\$ 119,540</b>	<b>\$117,695</b>

**COMFORT LAKE - FOREST LAKE WATERSHED DISTRICT**  
**2012 BUDGET (Adopted August25, 2011)**

Budget Category	Account Number	Budget Item	2010 Carryover	2011 PROPOSED	2011 Total Available	2011 Carryover	2012 Approved	2012 Total Available
<b>MANAGEMENT PLAN</b>								
<b>PROJECTS/PROGRAMS</b>	600	<b>DISTRICT TECHNICAL SUPPORT</b>						
	600-4101	DISTRICT/TECH/ED. Assistance (Part time)	15,000	---	15,000	0	15,000	15,000
	600-4951	DNR Boat Launch Inspections				0	10,000	10,000
projects found in the	601	<b>LAKE &amp; STREAM MONITORING:</b>						
Watershed Management	601-4100	Administrator Management of Monitoring Program	---	7,800	7,800	0	7,800	7,800
Plan)	601-4713	Lake Monitoring Lab - CAMP	---	3,300	3,300	0	5,500	5,500
	601-4715	Stream Monitoring -Consultant (including report writing)		45,000	45,000	0	57,000	57,000
	601-4717	Equipment New/Replacement/Maintenance	6,000	1,980	7,980	5,000	3,000	8,000
	601-4740	Forest Lake - Sediment Survey & Zebra Mussel Assess.				0	6,850	6,850
	601-4741	Monitoring of Broadway Ave. - biofiltration basin				0	4,000	4,000
	601-4750	Develop District-Wide Long Range Monitoring Plan				0	15,000	15,000
	603	<b>BMP COST-SHARE</b>						
	603-4100	Administrator Management of BMP C-S Program	---	8,910	8,910		10,000	10,000
	603-4420	SWCD Technical Support/Follow-up	8,000	7,500	15,500	0	30,000	30,000
	603-4780	Residential BMP Cost-Share Monies	75,000	42,500	117,500	45,000	0	45,000
	603-4781	Community BMP C-S Program				0	20,000	20,000
	603-4782	Ag/Rural Incentive Prog				0	20,000	20,000
	603-4783	Urban Stormwater Remediation Program				0	50,000	50,000
	603-4421	Sub-Watershed Assessment - F.L. direct (channel)				0	20,000	20,000
	605	<b>MISCELLANEOUS PROJECTS</b>						
	605-4100	Administrator Management/Coord.	---	3,240	3,240	0	14,250	14,250
	605-4950	Miscellaneous Projects	7,000	6,000	13,000	3,000	7,000	10,000
	605-4951	Electric Fish Barrier - Operating Cost				0	2,000	2,000
	605-4952	Dead-end Street Projects - Maintenance				0	2,000	2,000
	605-4420	H&H Model Update				0	12,000	12,000
	605-4421	Hwy 61 Corridor WQ Enhancement Study				0	10,000	10,000
	605-4422	District Web Mapper				0	12,000	12,000
	605-4423	MLCCS - Chisago Co. portion of WD				0	22,000	22,000
	606	<b>EDUCATION/ EDUC. MATERIALS</b>						
	606-4100	Administrator Management/Coord.	---	3,240	3,240	0	3,240	3,240
	606-4811	EMWREP participation		15,500	15,500	0	16,000	16,000
	606-4810	Miscellaneous education		1,000	1,000	0	3,500	3,500
	606-4265	Website hosting/domain		400	400	0	450	450
	606-4812	Chisago County Children's Water Festival				0	2,000	2,000
	608	<b>GRANT RESEARCH &amp; PREPARATION</b>						
	608-4100	Administrator Grant Research and Preparation (WMP)	---	3,240	3,240	0	3,240	3,240
	608-4420	Consultant Services				0	5,000	5,000
	609	<b>PERMITTING/REVIEW</b>						
	609-4100	Administrator Management of Permitting/Review Prog.	---	14,850	14,850	0	14,850	14,850
	609-4510	Rules - development of approved alternative BMP's				0	15,000	15,000
	609-4520	Permitting/Review - Engineers recouped (liability)						
	609-4521	Permitting/Review - Engineers un-recouped		15,000	15,000	7,500	7,500	15,000
	609-4702	Permitting/Review - Legal recouped (liability)	---	---	---			
	609-4704	Permitting/Review - Legal un-recouped	---	5,000	5,000	3,000	2,000	5,000
<b>CAPITAL PROJECTS</b>								
(as defined in CIP)	610	<b>FL44</b>						
	610-4100	Administrator Management/Coord.	---	2,970	2,970	0	1,000	1,000
	610-4532	Engineering/Legal etc.. As described in CIP	40,000	0	40,000	30,000	0	30,000
	611	<b>NBL12 (Moody Lake)</b>						
	611-4100	Administrator Management/Coord.	---	7,830	7,830	0	3,240	3,240
	611-4532	Engineering/Legal etc. As described in CIP	372,009	0	372,009	40,000	2,000	42,000
	612	<b>SBL07 (Bone Lake Tributary)</b>						
	612-4100	Administrator Management/Coord.					3,240	3,240
	612-4532	Engineering/Legal etc. As described in CIP					66,950	66,950
	613	<b>Watershed Management Plan</b>						
	613-4100	Administrator Management	---	4,050	4,050	0	4,000	4,000
	613-4532	Consultant(s)	---	65,000	65,000	18,000	0	18,000
	614	<b>Bone Lake - Moody Lake Rough Fish Control</b>						
	614-4100	Administrator Management--grant/project/permit admin.	---	4,050	4,050	0	4,050	4,050
	614-4635	Materials and supplies for 3 barriers	0		20,500	0	0	0
	614-4600	DNR labor/construction	0		5,640	0	0	0
	614-4420	Rough fish Removal (Bone and Moody)	5,000		5,000	5,000	0	5,000
	614-4532	Engineering/Legal/Professional etc.. As described in CIP	84,341	5,000	89,341	34,000	12,500	46,500
	614-4600	Fish Barrier Construction				0	300,000	300,000
	615	<b>Moody Lake Alum Treatment</b>						
	615-4100	Administrator Management	---	3,240	3,240	0	3,240	3,240
	615-4532	Engineering/Legal etc.. As described in CIP	15,000	22,000	37,000	0		
	615-4600	Alum / Curly Leaf Control				0	30,000	30,000
	616	<b>Regional Stormwater Facility</b>						
	616-4100	Administrator Management		7,830	7,830	0	7,830	7,830
	616-4532	Engineering/Legal etc.. As described in CIP		329,000	329,000	120,626	0	120,626
	616-4580	Project Construction / Management						
<b>TOTAL PROJECTS BUDGET</b>			<b>\$ 627,350</b>	<b>\$ 635,430</b>	<b>\$ 1,288,920</b>	<b>\$311,126</b>	<b>\$866,230</b>	<b>\$1,177,356</b>

**COMFORT LAKE - FOREST LAKE WATERSHED DISTRICT**

**2012 BUDGET (Adopted August 25, 2011)**

Budget Category	Acct No.	Budget Item	2011 ACTUAL	2012 APPROVED
<b>2012 EXPENSES</b>				
		Board Administration	\$ 23,400	23,000
		General Office	\$ 21,470	20,400
		General Administration	\$ 41,470	37,095
		Professional Services	\$ 33,200	37,200
		Projects/Programs (2012)	\$ 635,460	866,230
		Projects/Programs (est. carryover from 2011)	\$ 627,350	311,126
		Contributions to <i>Designated</i> Contingency Reserve CIP		54,075
<b>TOTAL 2012 EXPENSES</b>			<b>\$ 1,382,350</b>	<b>\$1,349,126</b>

**2012 REVENUES/FUNDING**

**INCOMING FUNDS**

	2910	Project/Program Carryover Funds (to fulfill WMP and CIP)	\$ 627,350	\$ 311,126
	3100	Total of Levies	\$ 755,000	\$ 755,000
	3400	Permits (recouped engineers and legal - Liability)	---	
		Contributions to <i>Administrative</i> Reserve Fund	\$ (15,000)	
		Contributions to <i>Designated</i> Contingency Reserve (CIP/Plan & Pro)	\$ (311,335)	
	3550	Total of Grants (estimated in 2012)	\$ -	\$ 283,000
<b>TOTAL, ESTIMATED 2012 INCOME REVENUE/FUNDING</b>			<b>\$ 1,056,015</b>	<b>\$ 1,349,126</b>

**2012 LEVIES:**

GENERAL FUND	250,000	103D.905
INSURANCE LEVY	8,000	MN Statute 466.06
Projects/Programs to support WMP/CIP	497,000	103B.241
<b>TOTAL LEVIED</b>	<b>\$ 755,000</b>	

**GRANTS RECEIVED:**

DNR - Lessard	283,000	grant minus unused eqp
		grant minus unused eqp