

1 **DRAFT MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, June 8, 2023**

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5 **1. Call to Order**

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7 President Schmaltz called the June 8, 2023, regular board meeting to order at 6:30 p.m.
8 at 44 Lake Street South Forest Lake MN 55025 and via online video conference.

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10 **Managers Present:**

11 Steve Schmaltz, President
12 Christopher Loth, Vice President (Remote Attendance)
13 Dave Bakke, Secretary (Remote Attendance)
14 Jackie Anderson, Treasurer
15 Douglas Toavs, Assistant Treasurer (Remote Attendance)

16
17 **Absent: None.**

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19 **Staff Present:**

20 Mike Kinney, Administrator
21 Bobbie Law, Office Manager
22 Beth Carreño, Senior Program Manager
23 Jessica Lindemyer, Operations and Outreach Coordinator

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25 **Others Present:**

26 Cecilio Olivier, Emmons & Olivier Resources
27 Chuck Holtman, Smith Partners

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29 **2. Setting of Meeting Agenda**

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31 Manager Loth moved to approve the agenda as presented. Seconded by Manager
32 Bakke. Upon a roll call vote, the motion carried 4-0.

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Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs				X
Jackie Anderson	X			
Stephen Schmaltz	X			

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35 (Manager Toavs arrived at this time.)

36 **3. New Business**

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38 **a) Comprehensive Education and Outreach Plan**

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40 Manager Loth moved to approve the Comprehensive Education & Outreach Plan as
41 presented. Motion seconded by Manager Toavs.

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43 A pre-recorded presentation was played. In the presentation, Ms. Lindemyer
44 summarized the objective of the Comprehensive Education & Outreach Plan. She
45 went into detail on the different purposes of the Watershed Management Plan, the
46 Comprehensive Education & Outreach Plan, and the Annual Education & Outreach
47 Implementation Plan.

48
49 Manager Bakke commended staff on the development of the Comprehensive Plan,
50 specifically highlighting the "Goal Tracking & Establishing Baselines" section of the
51 Annual Education & Outreach Implementation Plan.

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53 Manager Loth asked staff to provide more detail on how the district is defining
54 outreach and public relations, and how the district sees those two activities working
55 synergistically in the future. Ms. Carreño gave an example of how public relations,
56 and education and outreach are similar but not the same thing. Managers discussed
57 their perceived definitions of both topics. It was agreed that the education and
58 outreach plan's goal was to create behavior change and public relations would be
59 more specific to one topic or "product" the District wants to "sell" to the public.

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61 Manager Anderson recommended the District have both an education and outreach
62 plan and a public relations plan. Ms. Lindemyer stated the staff's recommendation
63 to pursue the education and outreach plan separate from a public relations plan.
64 Ms. Carreño reinforced the idea that this plan is not intended to take the place of a
65 public relations plan and stated that the education and outreach plan includes a
66 paragraph stating that it is not a public relations plan.

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68 Managers reviewed the possibility of furthering the Education and Outreach Plan
69 discussion during the upcoming special board meeting budget sessions. Staff will
70 provide additional clarity on the differences between the education and outreach
71 plan and future public relations/communications plan(s).

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74 Upon a roll call vote, the motion carried 5-0.

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			

Christopher Loth	X			
Doug Toavs	X			
Jackie Anderson	X			
Stephen Schmaltz	X			

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4. Old Business

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a) Governance Manual

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Mr. Holtman provided the board with a presentation regarding the District's Governance Manual. He covered many topics including: Board manager terms and seeking re-appointment, manager per diem, conflict of interest, managers' authority, officer positions, types of meetings and Robert's Rules of Order, District committees, and the administrator's authority.

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Managers discussed the number of per diems a manager may submit per month for meeting preparation time. They also focused on committees, specifically the need for an administrator review committee. Manager Bakke requested clarification on the technical advisory committee role. Mr. Kinney clarified that the group is made up of partnering organizations including city staff, county staff, and other watershed staff.

Managers discussed the use and scope of the summary of board direction spreadsheet. Mr. Holtman clarified that the spreadsheet is to identify staff followup matters requested at board meetings by manager consensus. Manager Anderson requested that the items added to the summary of board direction regarding her treasurer's review, which takes place outside of the scheduled board meeting, be removed from the summary of board direction document.

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Mr. Kinney clarified that he would like managers' requests of staff to be sent by means of email communication. He noted that this is important so he can be aware of the requests being made so as to manage workloads and so that these requests are documented.

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5. Program/Project Update

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a) Project Update

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Mr. Kinney summarized the activity occurring on multiple district projects.

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- Highway 61 Wetland Enhancement: The connection Under Hwy 61 to the project was completed – this was an additional design element for the project that the Board approved during project ordering.

- 113 • CR 50 Iron Enhanced Sand Filter (IESF): The project has been slightly delayed.
114 The IESF is not yet inundated with water.
- 115 • Moody Lake Capstone Projects: Emmons and Olivier Resources is working on
116 final designs and the District will solicit bids this summer.
- 117 • WJD6 Wetland Enhancement: An agreement should be in place with the
118 landowners soon.
- 119 • Little Comfort Subwatershed enhancement: Ongoing coordination with
120 landowners is occurring. Staff are evaluating multiple project options.

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122 Manager Anderson requested that all project information slides include estimated
123 total suspended solids reductions. Managers discussed a possible project “tour or
124 open house.”

125 126 **6. Summary and Approval of Board Direction**

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128 Mr. Holtman summarized the board directions given during the meeting.

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130 • Staff will ensure that the board has clarity on the differences between the
131 education and outreach plan and future public relations/communications
132 plan(s).
- 133 • Staff will follow up with counsel, Mr. Holtman, and managers regarding possible
134 revisions to the per diem policies in the governance manual.
- 135 • Administrator Kinney will follow up with a recommendation as to the status of
136 the administrator review committee.
- 137 • Manager Anderson requested estimated TSS removals be included in project
138 updates.

139 140 **7. Administrator SMART Goals**

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142 Manager Anderson moved to convene in closed session to evaluate the performance of
143 Administrator Kinney. Seconded by Manager Bakke. Mr. Kinney confirmed that he does not
144 wish the agenda item to be conducted in open session. Upon a roll call vote, the motion
145 carried 4-0.

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Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs			X	
Jackie Anderson	X			
Stephen Schmaltz	X			

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148 The managers convened in closed session. The managers reconvened in open session.

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8. Adjourn

a) Next regular board meeting – June 22, 2023

Manager Anderson moved to adjourn the meeting. Seconded by Manager Loth. Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 9:17 p.m.

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Jackie Anderson	X			
Stephen Schmaltz	X			

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Dave Bakke, Secretary -----