

1 **DRAFT MINUTES OF THE SPECIAL MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Tuesday, June 4, 2024**

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5 **1. Call to Order**

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7 President Schmaltz called the June 4, 2024, special board meeting to order at 2:00 p.m.
8 at the Comfort Lake–Forest Lake Watershed District offices, 44 Lake Street South, Suite A,
9 Forest Lake, MN.

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11 **Managers Present:**

12 Steve Schmaltz, President
13 Christopher Loth, Vice President (virtual attendance)
14 Jackie Anderson, Treasurer
15 Douglas Toavs, Assistant Treasurer (virtual attendance)
16 Dave Bakke, Secretary (virtual attendance)

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18 **Staff Present:**

19 Mike Kinney, Administrator
20 Emily Heinz, Planning Coordinator
21 Adam Hjelm, Education & Outreach Coordinator

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23 **Others Present:**

24 Camilla Correll, Emmons & Olivier Resources
25 Dan Pfeiffer, Zan Associates

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28 **2. Floodplain Vulnerability Assessment Workshop**

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30 Emily Heinz and Camilla Correll presented an update of work completed since the last
31 workshop on May 2nd. Updates included map revisions and key takeaways from the most
32 recent meeting with city engineers. Ms. Correll explained that this level of prioritization
33 was completed using readily available desktop data and GIS layers; it does not include
34 any H&H modeling yet. She recommended that this be used as an initial screening tool
35 to determine which catchments to performed modeling on. Ms. Heinz and Ms. Correll
36 presented the catchments with the highest floodplain risk, according to this initial
37 screening phase.

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39 Dan Pfeiffer, Senior Engagement Manager with Zan Associates, joined the meeting and
40 provided background information on Zan Associates. He explained that Zan has
41 experience working with watershed districts and numerous other government agencies.
42 He explained that Zan could assist the District with community engagement in order to

43 obtain meaningful participation and feedback from residents and stakeholders within
44 the watershed. Ms. Heinz presented recommended objectives for community
45 engagement including: obtain feedback and buy-in on the prioritization; have the
46 community identify if there are any gaps in our prioritization methodology, and the
47 District will assess the validity of those gaps; and obtain feedback on the types of
48 projects the District will ultimately implement in those priority areas. She recommended
49 that the community engagement efforts would help lay the groundwork and generate
50 support for future District capital improvement projects.

51
52 Manager Anderson indicated the District should be further along with its planning efforts
53 prior to bringing the data to community members. There was general consensus that
54 the District should perform the modeling prior to beginning the community engagement
55 phase. President Schmaltz asked for a cost estimate to perform H&H modeling in these
56 catchments. Ms. Correll indicated that the cost will depend on the extent of modeling
57 desired. She indicated that she would work with other staff at EOR to develop a cost
58 estimate for the recommended extent of modeling. The Board directed staff and EOR to
59 prepare the modeling cost estimate and report back to the Board at a future meeting.

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61 **3. Adjourn**

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63 **a) Next regular board meeting – June 13, 2024, 6:30 pm**

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65 Manager Anderson moved to adjourn the meeting. Seconded by Manager Bakke.
66 Upon a roll call vote, the motion carried 5-0, and the meeting adjourned at 3:30 p.m.
67

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

68
69 Dave Bakke, Secretary -----