

1 **DRAFT MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, June 13, 2024**

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5 **1. Call to Order**

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7 Vice President Loth called the June 13, 2024, regular board meeting to order at 6:30 p.m.
8 at the CLFLWD office, 44 Lake Street South, and via online video conference.

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10 **Managers Present:**

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

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16 **Managers Absent:**

17 Steve Schmaltz, President

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19 **Staff Present:**

20 Mike Kinney, District Administrator
21 Emily Heinz, Planning Coordinator
22 Tori Philippi, Office Manager
23 Aidan Read, Land Management Specialist
24 Adam Hjelm, Education & Outreach Coordinator

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26 **Others Present:**

27 Anne Wilkinson, Emmons & Olivier Resources
28 Cecilio Olivier, Emmons & Olivier Resources
29 Chuck Holtman, Smith Partners

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31 **2. Setting of Meeting Agenda**

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33 EOR Proposal for H&H Modeling was added to the agenda under Old Business.

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35 Manager Toavs moved to approve the agenda as amended. Seconded by Manager
36 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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3. New Business

a) BWSR Pollinator Pathways Grant Application

Manager Anderson moved to authorize the District Administrator to submit an application to the Pollinator Pathways Grant Program and execute the grant agreement, if awarded. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 4-0.

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

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Emily Heinz provided an overview of the grant program which prioritizes projects to improve pollinator habitat. The grant program is bifurcated into two sub-programs; one is available to local governments, non-profits, and tribal governments, and the other is available directly to homeowners. Ms. Heinz noted that this grant program fits well with the District’s shoreline restoration and residential cost-share programs. Manager Bakke noted that this is a good program for the District to utilize.

b) Strategic Planning Proposal

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Manager Loth moved to direct staff to submit an application to the Minnesota Board of Water and Soil Resources (BWSR) for a Performance Review and Assistance Program (PRAP) grant for strategic planning, and if awarded, to execute the grant agreement and to enter into an agreement with Cultivate Advisors in accordance with the May 31, 2024, scope of work and in an amount not to exceed \$10,000. Seconded by Manager Anderson.

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Manager Bakke asked how the District might involve BWSR and the District Engineer, Emmons & Olivier Resources (EOR), in the strategic planning process. Administrator Kinney indicated that BWSR staff will be involved through the PRAP, in support of the grant funding. He indicated that EOR will also be involved in the process and complement Cultivate Advisors’ work. He noted that EOR’s knowledge of the District will aid in this process.

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Upon a roll call vote, the motion carried 4-0.

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

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c) State of the Watershed Update

Adam Hjelm provided an update on the planning process for the 2024 State of the Watershed event. The District’s 25th anniversary is on September 23, 2024. He noted that Manager Bakke is unable to attend an event on September 23rd, and the Board may wish to adjust the date of the event accordingly. Manager Anderson recommended the District aim to hold the event prior to the anniversary date. Mr. Hjelm indicated he would distribute a scheduling poll to the managers. Manager Loth recommended Mr. Hjelm look into the local legion hall as a potential event venue.

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4. Old Business

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a) Floodplain Vulnerability Community Engagement

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Manager Anderson moved to amend the 2024 budget for account 3-013-B to \$77,250 and to transfer \$30,000 from account 5-341-A to account 3-013-B. Seconded by Manager Toavs.

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Mr. Kinney noted that Dan Pfeiffer from Zan Associates attended the June 4th Floodplain Vulnerability Workshop and gave an overview of the firm’s services.

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Upon a roll call vote, the motion carried 4-0.

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

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Manager Loth moved to authorize the administrator, on advice of counsel, to enter into an agreement with Zan Associates in accordance with the June 3, 2024, scope

101 of work and in an amount not to exceed \$21,749.05. Seconded by Manager Anderson.
 102 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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 105 **b) EOR Proposal for H&H Modeling**
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107 Mr. Kinney indicated that EOR has provided a scope of work for modeling services in
 108 association with the ongoing Floodplain Vulnerability Assessment. Cecilio Olivier
 109 explained that the District has a newly updated District-wide hydrologic & hydraulic
 110 (H&H) computer model. He explained that the proposed scope of work entails
 111 utilizing this model to further evaluate flooding risk in key areas that have been
 112 identified through the earlier stage of the Floodplain Vulnerability Assessment.
 113 Manager Anderson asked for further detail regarding the rain events that will be
 114 modeled. Cecilio Olivier indicated that EOR will run the following rain events in the
 115 model: 2-year, 10-year, 50-year, and 100-year events. He explained this exercise will
 116 look at how the footprint of flooding changes with the severity of each rain event.
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118 Manager Loth moved to authorize the administrator, on advice of counsel, to enter
 119 into an agreement with EOR in accordance with the June 13th scope of work and in
 120 an amount not to exceed \$16,837. Seconded by Manager Anderson. Upon a roll call
 121 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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 124 **5. Program/Project Update**
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126 **a) Project Update**
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128 Mr. Kinney noted the District recently received the landowners' signatures on the
 129 purchase agreement for the lot off Heath Avenue, which is the site of a proposed iron
 130 enhanced sand filter project. He indicated EOR is getting started on the feasibility

131 study this week. He commended Blayne Eineichner for his work coordinating with the
132 landowners to complete the purchase agreement.

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134 **b) Program Update – Agricultural Best Management Practices**

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136 Aidan Read provided an update on the District’s agricultural incentive program. He
137 summarized efforts including interagency coordination, technical assistance,
138 farmer-led council, priority cropland rental, and grant-funded projects. He noted
139 that the District works closely with the Chisago Soil and Water Conservation District
140 and Washington Conservation District to implement these efforts. Mr. Read reported
141 that the District has completed two agricultural site visits this year to address gully
142 erosion and sediment runoff, the District provides subscriptions to No-Till Magazine
143 to 12 area farmers, and two area farmers have purchased no-till equipment in the
144 last year. Mr. Read explained that the farmer-led council is made up of farmers who
145 own and operate land within the District. The farmer-led council provides input on
146 District policies and assists in outreach to other farmers.

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148 Mr. Read indicated that the District has a 3-year renewable rental agreement for a
149 30-acre crop field near Bone Lake. The District implemented agricultural best
150 management practices on this site, resulting in 3.7 pounds per year of phosphorus
151 reduction and 86 tons per year of sediment reduction. Manager Bakke noted that
152 there is an apiary near the field, and the beekeepers appreciate the flowers that are
153 currently growing on that field because they are beneficial for the bees.

154
155 Mr. Read explained that the District has an annual rental agreement on a 48-acre
156 field near Forest Lake for agricultural practices. This project results in 6 pounds per
157 year of phosphorus reduction and 142 tons per year of sediment reduction

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159 Mr. Read reported that the District has a Clean Water Fund grant for agricultural
160 practices on a field and feedlot near July Avenue, upstream of School Lake, within the
161 Little Comfort Lake Management District. Mr. Read explained that stormwater runoff
162 from the feedlot flows into nearby wetlands before flowing to School Lake. After the
163 District completes the cover crops and feedlot practices, it will likely pursue
164 additional grant funding to restore downstream wetlands.

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166 Manager Bakke noted County Commission Fran Miron mentioned agricultural
167 practices during the Bone Lake delisting event. He asked if Commissioner Miron is
168 participating in the farmer-led council. Mr. Read indicated that Commissioner Miron
169 has not joined the farmer-led council and suggested Administrator Kinney may wish
170 to reach out to him.

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172 **c) Summary of Education and Outreach Events**

174 Adam Hjelm presented an overview of 2024 outreach events held to date and
 175 upcoming outreach events in summer and fall 2024, and a recap of outreach event
 176 attendance from 2023. Manager Bakke and Manager Anderson complimented Mr.
 177 Hjelm on the organization of the event calendar and forward planning that he has
 178 done. Manager Loth asked if Mr. Hjelm is tracking staff presentations at lake
 179 association meetings. Mr. Hjelm indicated that he will start tracking these.

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 181 **6. Summary and Approval of Board Direction**

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 183 The following board directives were summarized:

- 184 • Mr. Hjelm will poll managers regarding dates for the State of the Watershed
 185 event.
- 186 • Manager Anderson asked that staff include the mapped locations of ag
 187 program work with the information online.
- 188 • Manager Loth commented about augmenting the outreach schedule with staff
 189 presentations at lake association meetings.

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 191 **7. Adjourn**

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 193 **a) Next special board meeting – June 20, 2024**

194 **b) Next regular board meeting – June 27, 2024**

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 196 Manager Loth moved to adjourn the meeting. Seconded by Manager Anderson. Upon
 197 a roll call vote, the motion carried 4-0, and the meeting adjourned at 7:33 p.m.
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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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 200 Dave Bakke, Secretary -----