

1 **DRAFT MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, August 8, 2024**

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5 **1. Call to Order**

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7 President Schmaltz called the August 8, 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 Steve Schmaltz, President
12 Christopher Loth, Vice President (virtual attendance)
13 Dave Bakke, Secretary (virtual attendance)
14 Jackie Anderson, Treasurer
15 Douglas Toavs, Assistant Treasurer (virtual attendance)

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17 **Staff Present:**

18 Mike Kinney, District Administrator
19 Emily Heinz, Planning Coordinator
20 Tori Philippi, Office Manager
21 Adam Hjelm, Education & Outreach Coordinator

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23 **Others Present:**

24 Cecilio Olivier, Emmons & Olivier Resources

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27 **2. Setting of Meeting Agenda**

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29 The following items were added to the agenda:

- 30 • Old Business: Clean Water Partnership Loan D Application
31 • Old Business: East Metro Water Resource Education Program Dues

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33 Manager Anderson moved to approve the agenda as amended. Seconded by Manager
34 Toavs. Upon a roll call vote, the motion carried 5-0.

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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) FY25 Clean Water Fund Grant Applications

Administrator Kinney summarized two proposed grant applications: Heath Iron Enhanced Sand Filter and Sunrise River Headwaters Project Targeting & Development.

Manager Anderson moved to direct the District Administrator to work with staff and coordinate with the District Engineer and others to develop and submit Clean Water Fund grant applications for 2025 that will benefit water resources within the Comfort Lake-Forest Lake Watershed District. Motion seconded by Manager Toavs.

Manager Anderson indicated the MN Department of Agriculture offers grants for urban areas and asked staff to look into such grants.

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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b) Biennial Professional Services RFP

Mr. Kinney explained the District is required by statute to solicit for professional services such as engineering, legal and accounting, on a biennial basis.

Manager Toavs moved to direct the Administrator to publish and post solicitation for 2025-2026 professional services. Seconded by President Schmaltz. 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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66 **4. Old Business**

67 **a) MN Watersheds Annual Conference**

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69 Mr. Kinney noted the conference is being held at a new location this year and
70 encouraged managers to let staff know if they are interested in attending. Manager
71 Anderson noted that the venue offers townhomes which are located closer to the
72 meeting rooms compared to the main lodge.

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74 **b) State of the Watershed**

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76 Adam Hjelm noted invitations have been sent out to numerous attendees, including
77 news media, and the District has received a few RSVPs already. He noted the District
78 will offer the watershed champion award, and historically the Board has selected one
79 manager to participate on the review committee. Manager Anderson asked that the
80 watershed champion nomination forms be sent to the Board and Citizen Advisory
81 Committee. Mr. Hjelm explained how the District will use social media to advertise the
82 event and awards program, including the District website, the Facebook events page,
83 recurring reminders posted on Facebook. He noted that he sent information out to
84 partners, such as lake association presidents, and encouraged them to cross-
85 promote the event.

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87 Manager Anderson indicated that the Comfort Lakes Association will promote the
88 event on its Facebook page. Manager Bakke asked if city councils have been invited.
89 Mr. Hjelm indicated city councils, county boards, state agencies, and multiple other
90 local partners have been invited. The Board directed staff to distribute the invitation
91 list to the full board. President Schmaltz requested that staff prepare an outline of
92 speaking points for himself and Manager Anderson. Manager Loth asked if staff is
93 planning to use boosted posts or paid ads on Facebook. Mr. Hjelm indicated that he
94 might do so in a couple weeks if RSVP rates are low.

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96 **c) Strategic Planning**

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98 Mr. Kinney noted the District executed the grant agreement, and staff are working
99 through contracting with Cultivate Advisors. He asked for Board input regarding
100 establishing a work group and reporting to the rest of the Board. Manager Bakke
101 indicated the strategic planning process should include all decision-makers,
102 including all five board members. There was consensus that all managers wanted to
103 participate directly in each strategic planning meeting.

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105 Manager Anderson indicated that she would like to see Emmons & Olivier Resources
106 develop a singular report explaining how the data collected from various efforts will
107 overlap, including the natural resources inventory, hydrologic & hydraulic modeling,
108 and floodplain vulnerability assessment.

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d) Clean Water Partnership Loan D Application Resolution

Manager Anderson moved to adopt resolution 24-08-01 authorizing submittal of the Clean Water Partnership Loan D application. Seconded by President Schmaltz. 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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e) East Metro Water Resource Education Program

Manager Anderson presented the 2025 dues calculations for the East Metro Water Resources Education Program (EMWREP). She explained that there are multiple ways to calculate dues, and several factors may be considered, such as taxable market value, population, square mileage, population, etc. She indicated that the District has historically paid relatively high dues to EMWREP, which was appropriate when the District didn't have in-house outreach staff. She explained that the District now has a full-time Education & Outreach Coordinator and therefore relies less on EMWREP's services. She recommended that the District lower its EMWREP dues accordingly. Manager Anderson recommended managers review the dues calculations and discuss again at a future meeting.

5. Program/Project Update

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a) Project Update

Mr. Kinney noted that the project update presentation slides are available on the District website, and two projects are nearing closeout – Moody Lake Capstone and WJD-6 Wetland Enhancement.

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b) Program Update – Grant Research and Preparation

Emily Heinz presented an overview of the District's Grant Research & Preparation Program including progress toward goals, grant seeking efforts since 2010, new grant seeking efforts, coordination with Emmons & Olivier Resources, and reporting compliance. Manager Anderson indicated she recently spoke with a staff person with the MN Pollution Control Agency, and that the MPCA staff person spoke highly of the

145 District's reporting track record and indicated that its reporting compliance is one of
146 the reasons the MPCA will approve loans for the District.

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148 6. Summary and Approval of Board Direction

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150 The following board directives were summarized:

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166 7. Adjourn

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a) Next regular board meeting – August 22, 2024

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Manager Anderson moved to adjourn the meeting. Seconded by Manager Bakke. Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 8:06 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 -----