

1                   **DRAFT MINUTES OF THE REGULAR MEETING OF THE**  
2                   **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**  
3                   **Thursday, September 26, 2024**

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5   **1. Call to Order**

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7   President Schmaltz called the September 26, 2024, regular board meeting to order at  
8   6:30 p.m. 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  
13   Jackie Anderson, Treasurer  
14   Dave Bakke, Secretary (virtual attendance)

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16   **Managers Absent:**

17   Douglas Toavs, Assistant Treasurer

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19   **Staff Present:**

20   Mike Kinney, District Administrator  
21   Tori Philippi, Office Manager  
22   Emily Heinz, Planning Coordinator  
23   Mike Sandager, Permit Coordinator  
24   Aidan Read, Land Management Specialist  
25   Adam Hjelm, Education & Outreach Coordinator  
26   Julia Grabow, GreenCorps Member

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28   **Others Present:**

29   Anne Wilkinson, Emmons & Olivier Resources  
30   Greg Graske, Emmons & Olivier Resources  
31   Cecilio Olivier, Emmons & Olivier Resources  
32   Chuck Holtman, Smith Partners

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34   **2. Setting of Meeting Agenda**

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36   Manager Anderson moved to approve the agenda as presented. Seconded by President  
37   Schmaltz. 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. Consent Agenda**

- a) **Special Board Meeting Minutes – August 6, 2024**
- b) **Regular Board Meeting Minutes – August 8, 2024**
- c) **Regular Board Meeting Minutes – August 22, 2024**

Manager Anderson indicated she had changes to the August 22<sup>nd</sup> minutes. The August 22<sup>nd</sup> minutes were removed from the consent agenda.

Manager Anderson moved to approve the consent agenda as amended. Seconded by President Schmaltz. 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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**4. Public Open Forum**

There were no comments.

**5. Citizen Advisory Committee Update**

Aidan Read introduced Julia Grabow, a Minnesota GreenCorps member working with the CLFLWD for the next year.

Mr. Read reported the Citizen Advisory Committee (CAC) reviewed the District’s annual budget, grants, and summary of programs at its most recent meeting. He noted that Tom Furey was elected CAC chair [person for the month of October](#) at the last meeting. Mr. Read stated that Bolton and Menk will give a presentation about [smart salting/low salt design](#) at the October CAC meeting. Manager Anderson indicated she couldn’t attend the October CAC meeting and requested that the meeting be recorded so she could see the presentation.

71 **6. Aquatic Invasive Species Update**

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73 Administrator Kinney noted that an update is provided in the Board packet, and Blue  
74 Water Science recently completed aquatic invasive species surveying on Forest Lake.

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76 **7. New Business**

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78 **8. Old Business**

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80 **a) Floodplain Vulnerability Assessment Update & Scope of Work**

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82 Mr. Kinney noted that the first proposed motion is a housekeeping item to amend the  
83 budget to reflect the recent grant award.

84  
85 President Schmaltz moved to amend the 2024 budget for account 3-013-B to \$117,250  
86 and to transfer \$40,000 from account 000-3300 (Grants Receivable) to account 3-  
87 013-B. Seconded by Manager Loth.

88  
89 Mr. Kinney explained that the grant will fund H&H modeling and flood mitigation  
90 action planning technical assistance from Emmons & Olivier Resources.

91  
92 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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95 Manager Loth moved to authorize the administrator, on advice of counsel, to enter  
96 into an agreement with EOR in accordance with the September 17, 2024 scope of work  
97 and in an amount not to exceed \$18,107.82. Seconded by Manager Anderson.

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99 Mr. Kinney noted that Camilla Correll has been EOR’s project lead. He explained that,  
100 with this effort, the District is positioning itself to be a leader in flood mitigation and  
101 climate resiliency. He explained that, through the community engagement process,  
102 the District will collect information from partners and make this a collaborative  
103 process.

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105 President Schmaltz asked who will be coordinating the joint city council meetings. Mr.  
106 Kinney said that District staff will work with city staff to coordinate these. President  
107 Schmaltz clarified that EOR will be the technical expert, and Zan Associates will be

108 leading the workshops. President Schmaltz indicated it is important that the District  
 109 get good attendance at those meetings. President Schmaltz asked how the District  
 110 is coordinating modeling work with the City of Forest Lake. Cecilio Olivier explained  
 111 EOR is in communication with the City engineer, and while the City is using a different  
 112 platform, they are still using the same data and configuration as the District's model.  
 113 Manager Anderson clarified that the Comfort Lake Management District is an area of  
 114 high floodplain vulnerability, and the City of Wyoming should be a key partner in the  
 115 community engagement.

116  
 117 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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 120 **9. Report of Staff**

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 122 **a) Administrator**

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 124 Administrator Kinney reported that the State of the Watershed was a success, and  
 125 he received many positive comments about the event. Manager Anderson  
 126 requested a report on the event. Mr. Hjelm indicated that he will bring a full report to  
 127 the next board meeting. Manager Anderson remarked positively on the event, noting  
 128 that all attendees seemed excited to be there. President Schmaltz agreed that the  
 129 event was a success.

130  
 131 Mr. Kinney reported that multiple conferences are coming up – St. Croix Research  
 132 Rendezvous, Board of Water and Soil Resources (BWSR) Academy, and the MN Water  
 133 Resources Conference.

134  
 135 Manager Bakke asked if next Wednesday's strategic planning meeting will be at the  
 136 office. Mr. Kinney confirmed it will be. Manager Bakke noted staff distributed a  
 137 worksheet to prepare for the meeting and encouraged managers to do the pre-work  
 138 that was requested. Tori Philippi noted printed copies of those materials are available  
 139 at the office.

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142 **b) Emmons & Olivier Resources (EOR)**

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144 Dr. Wilkinson reported EOR is assisting with a precedence survey for the office facility  
145 search, and will send out more information to the board. She noted EOR is nearing  
146 completion of the Heath Iron Enhanced Sand Filter project feasibility study.

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148 **c) Smith Partners**

149 Nothing to report.

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152 **10. Report of Treasurer**

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154 **a) Approval of Bills and Treasurer's Report**

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156 Treasurer Anderson reported income for the period of \$112,329.31 and expenses in the  
157 amount of \$203,437.06.

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159 Manager Anderson moved to accept the Treasurer's Report, transfer funds in the  
160 amount of \$275,000 and pay the bills in the amount of \$203,437.06. Seconded by  
161 President Schmaltz. Upon 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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165 **11. Report of Officers and Managers**

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167 Manager Anderson reported that the Comfort Lakes Association (CLA) is coordinating a  
168 carp survey on Comfort Lake using funding from Chisago County, and the CLA is  
169 planning carp management in 2025. She explained that Little Comfort Lake residents  
170 recently believed they were observing heavy Eurasian watermilfoil growth. Blue Water  
171 Science surveyed Little Comfort Lake and clarified that it was actually heavy coontail  
172 growth, a Minnesota native plant. Manager Anderson indicated if heavy growth persists,  
173 homeowners may clear a 15-foot wide pathway through the vegetation to connect  
174 docks to open water. Manager Anderson noted that fishing has been good on Comfort  
175 Lake.

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177 Manager Bakke noted that the administrator's third quarterly performance review is on  
178 Monday.

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President Schmaltz reported that he has been communicating with the Forest Lake Lake Association (FLLA) board regarding shoreline stewardship, and District staff is sending monthly updates to the FLLA.

## 12. Summary and Approval of Board Direction

Board directives were summarized.

- Staff will record the October CAC presentation on low salt design
- Staff will provide a full report on the State of the Watershed event

## 13. Adjourn

a) Next special board meeting – October 2, 2024, 5:30 pm

b) Next regular board meeting – October 10, 2024, 6:30 pm

Manager Bakke moved to adjourn the meeting. Seconded by Manager Anderson. Upon a roll call vote, the motion carried 54-0, and the meeting adjourned at 7:20 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 \_\_\_\_\_