

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

1. Call to Order

President Schmaltz called the September 26, 2024, regular board meeting to order at 6:30 p.m. at the CLFLWD office, 44 Lake Street South, and via online video conference.

Managers Present:

Steve Schmaltz, President
Christopher Loth, Vice President
Jackie Anderson, Treasurer
Dave Bakke, Secretary (virtual attendance)

Managers Absent:

Douglas Toavs, Assistant Treasurer

Staff Present:

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

Others Present:

Anne Wilkinson, Emmons & Olivier Resources
Greg Grasko, Emmons & Olivier Resources
Cecilio Olivier, Emmons & Olivier Resources
Chuck Holtman, Smith Partners

2. Setting of Meeting Agenda

Manager Anderson moved to approve the agenda as presented. 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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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 22nd minutes. The August 22nd 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 for the month of October at the last meeting. Mr. Read stated that Bolton and Menk will give a presentation about 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.

70 **6. Aquatic Invasive Species Update**

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

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75 **7. New Business**

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77 **8. Old Business**

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

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

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

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

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91 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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94 Manager Loth moved to authorize the administrator, on advice of counsel, to enter
95 into an agreement with EOR in accordance with the September 17, 2024 scope of work
96 and in an amount not to exceed \$18,107.82. Seconded by Manager Anderson.

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

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

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

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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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9. Report of Staff

a) Administrator

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

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

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

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

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

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147 **c) Smith Partners**

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149 Nothing to report.

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151 **10. Report of Treasurer**

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

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

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158 Manager Anderson moved to accept the Treasurer's Report, transfer funds in the
159 amount of \$275,000 and pay the bills in the amount of \$203,437.06. Seconded by
160 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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164 **11. Report of Officers and Managers**

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

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176 Manager Bakke noted that the administrator's third quarterly performance review is on
177 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 4-0, 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 -----