

1 **DRAFT MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, October 24, 2024**

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5 **1. Call to Order**

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7 President Schmaltz called the October 24, 2024, regular board meeting to order at 6:30
8 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 (virtual attendance)

13 Dave Bakke, Secretary (virtual attendance)

14 Douglas Toavs, Assistant Treasurer (virtual attendance)

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16 **Managers Absent:**

17 Jackie Anderson, Treasurer

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19 **Staff Present:**

20 Mike Kinney, District Administrator

21 Tori Philippi, Office Manager

22 Victoria D’Amico, Water Resources Technician

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 Greg Graske, Emmons & Olivier Resources

29 Cecilio Olivier, Emmons & Olivier Resources

30 Chuck Holtman, Smith Partners

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32 **2. Setting of Meeting Agenda**

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34 Manager Bakke moved to approve the agenda as presented. Seconded by Manager
35 Toavs. 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) Regular Board Meeting Minutes – August 22, 2024
- b) Regular Board Meeting Minutes – September 12, 2024
- c) Regular Board Meeting Minutes – September 26, 2024

Administrator Kinney indicated Manager Anderson had changes to the August 22nd minutes. The August 22nd minutes were removed from the consent agenda.

Manager Schmaltz moved to approve the consent agenda as amended. Seconded by Manager Bakke. 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 reported that the Citizen Advisory Committee (CAC) meeting was rescheduled from 10/15 to 10/22 to better suit attendance issues. There was a low salt design presentation from Connie Fortin of Bolton & Menk Inc. The presentation is available to the board and on YouTube. Mr. Read reported that following the presentation, the CAC continued with an abridged agenda. The CAC approved the 2025 CAC calendar, which is the same as the calendar presented to the board at the at the October 10, 2024, regular board meeting.

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6. Aquatic Invasive Species Update

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Administrator Kinney stated that there is a memo in the board packet summarizing some of the aquatic invasive species (AIS) updates from the last month. He reported the watercraft inspection program has wrapped up for the year, and there are preliminary data available in the memo. Staff will start to work on reports for the end of the year. Mr. Kinney plans to meet with the board sometime in November to discuss staffing changes;

72 he anticipates Mike Sandager, Permitting Coordinator, may become more involved in
73 the AIS program. He noted staff have been picking up zebra mussel plates and Steve
74 McComas is out doing more survey work.

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76 Manager Bakke asked if the Board will get a report on the zebra mussel sampling plates.
77 Mr. Kinney said yes, the District will present some reports in December along with Steve
78 McComas's data in January.

79
80 President Schmaltz reported he's never seen as many zebra mussels as he has this year.
81 He asked for a report from Emmons & Olivier Resources (EOR) about the year and the
82 projections for future zebra mussels. President Schmaltz will submit his written
83 comments to EOR. Manager Bakke reported he had no zebra mussels on the plate at his
84 dock. Manager Toavs indicated he did not see any zebra mussels on Moody Lake.
85 Administrator Kinney noted the alum treatment last fall and the effects that may have
86 had on the zebra mussels. Dr. Wilkinson reported the bottom water phosphate levels for
87 the second basin are very low; the alum treatment is knocking down the internal
88 phosphorus load. Manager Toavs asked if a significant amount of zebra mussels dies
89 each winter and if the depth of Forest Lake is a factor as well. Greg Graske offered that a
90 zebra mussel that is completely in a frozen water column would die, but there is plenty
91 of water that doesn't completely freeze; so, while there might be some die-off near the
92 shore, it's not a reliable method for controlling zebra mussels. President Schmaltz
93 mentioned as the water quality has gotten better, the zebra mussel population has
94 declined, except for this year. Dr. Wilkinson mentioned that with large nutrient intake, like
95 the rain this spring and early summer, ubiquitous populations can easily boom into large
96 populations.

97 98 **7. New Business**

99 100 **8. Old Business**

101 102 **a) Biennial Professional Services RFP – Initial Review**

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104 Administrator Kinney noted the CLFLWD sends out a request for proposals (RFP)
105 biennially, as required by state statute. On some occasions, the Board has elected to
106 make approvals in some fields, while asking for additional information for other
107 proposals. The Board has received both physical and electronic copies of the
108 proposals. Mr. Kinney stated that the goal is to have contracts executed by the end
109 of the year.

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111 Manager Bakke indicated he is willing to postpone this discussion until Manager
112 Anderson can participate. Administrator Kinney stated that if managers have
113 questions or would like to see comparisons, staff can make that information
114 available. President Schmaltz noted some of the engineering firms might be able to

115 assist the CLFLWD and EOR with more specialized projects. He mentioned that the
116 accounting cost is going up this year. He suggested comparing Redpath's costs with
117 those for other watershed districts and calculating the cost per employee. Mr. Kinney
118 noted in the early years that accounting was done by a local accountant. Mr. Kinney
119 indicated he plans to bring an analysis of the Business Manager position to the
120 November meeting. He explained that he reached out to other watershed districts,
121 and about half of them are doing the work in house but still doing an external audit.
122 Manager Loth asked if it is possible for the Board to get budgets from other watershed
123 districts that do accounting internally.

124 125 **9. Report of Staff**

126 127 **a) Administrator**

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129 Administrator Kinney noted staff has begun discussing the 2025 work plan. The draft
130 work plan will be brought forward to the November 21st regular board meeting.

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132 Mr. Kinney reported that he and Adam Hjelm met with Angie Hong and Jay Riggs to
133 discuss the East Metro Water Resource Education Program (EMWREP). He suggested
134 Ms. Hong meet with Mr. Hjelm to discuss what targeted programming would look like
135 for CLFLWD. He used the example that a workshop in Stillwater does not directly
136 benefit CLFLWD, and asked how CLFLWD and EMWREP can continue to collaborate.

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138 Administrator Kinney reported that he presented at the St. Croix Research
139 Rendezvous.

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141 President Schmaltz asked if Mr. Hjelm will continue to send out his monthly lake
142 association email updates. Mr. Hjelm responded that he tries to send them out the
143 first full week of every month. Manager Toavs asked if the emails are specific to those
144 lake associations. Mr. Hjelm replied there is general news and news specific to each
145 lake association. Manager Toavs would like the District to offer the same services to
146 Moody Lake.

147 148 **b) Emmons & Olivier Resources (EOR)**

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150 Dr. Wilkinson reported two weeks ago, EOR collected follow-up sediment cores after
151 alum treatment in the middle basin of Forest Lake to look at performance of the alum
152 treatment and adaptive dosing or changes for the next treatment. EOR is exploring
153 an RFP for a grant application through the Minnesota Stormwater Research Council
154 to look at best management practices (BMP) performance and efficacies. This grant
155 would help fund some of the diagnostic monitoring around some of CLFLWD's BMPs.
156 Dr. Wilkinson reported an anticipated project closeout scheduled for the Moody

157 Capstone project in November and WJD-6 in December. EOR is continuing to
158 advance the feasibility studies for the Heath Avenue iron enhanced sand filter.

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160 **c) Smith Partners**

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162 Nothing to report.

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164 **10. Report of Treasurer**

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

167 President Schmaltz reported income for the period of \$14,060.29 and expenses in the
168 amount of \$162,257.19.

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170 Manager Schmaltz moved to accept the Treasurer's Report, transfer funds in the
171 amount of \$176,230 and pay the bills in the amount of \$162,257.19. Seconded by
172 Manager Toavs. 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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176 **11. Report of Officers and Managers**

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178 Manager Loth reported that he, President Schmaltz, and staff met with Washington
179 County Commissioner Fran Miron and other Washington County staff. He stated it was a
180 productive budget conversation.

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182 **12. Summary and Approval of Board Direction**

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184 Board directives were summarized.

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- 186 • Manager Toavs requested monthly email updates for those around Moody Lake
 - 187 • Manager Loth requested the accounting budgets for watersheds that are doing
188 accounting on their own

189 Administrator Kinney reminded the board that the Washington County Board of
190 Commissioners will have its budget meeting on Tuesday, November 12, from 9 am to 12pm.
191 Mr. Kinney will attend, and it will be recorded.

193 Manager Bakke reminded the Board that the end of December is the Administrator’s final
194 review for the year. There will need to be one more manager there. Mr. Kinney will set up the
195 meeting. President Schmaltz noted that dates will need to be set up for the annual review.
196 Mr. Kinney has been asked to write a review of himself and his future SMART goals. Manager
197 Toavs asked if any managers have not been present for the Administrator’s review. Manager
198 Bakke responded that everyone besides Manager Loth has attended one, but Manager Loth
199 will not be able to make it in December.

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201 **13. Adjourn**

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203 **a) Next special board meeting – October 29, 2024, 5:30 pm**

204 **b) Next regular board meeting – November 21, 2024, 6:30 pm**

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206 Manager Schmaltz moved to adjourn the meeting. Seconded by Manager Toavs.
207 Upon a roll call vote, the motion carried 4-0, and the meeting adjourned at 7:15 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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210 Dave Bakke, Secretary -----