

Summary of Board Direction

Comfort Lake-Forest Lake Watershed District

2018						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved? (Y/N)
4	4/19/18	**	Keep the public updated as the Shields Lake Fish Barrier Retrofit project goes forward	Staff sent out a letter to surrounding residents providing information on the project and construction, as well as updates on other Shields Lake activities including the stormwater harvest and irrigation reuse project, fall alum treatment, curly-leaf pondweed treatment, and carp removal effort.	CLFLWD Staff	Y
16	5/22/18	**	Provide summary and written protocol of permitting enforcement actions granted to the District in the rules.	Staff met with District Engineer to review and summarize District enforcement authority and create a protocol for staff to follow. Staff will also discuss with legal counsel.	CLFLWD Staff/EOR/Smith Partners	In Progress
36	8/14/18	**	EOR provide the Board with a tiered breakdown of the Bone Lake Assessment project locations	In progress in conjunction with overall project tier system. Developing proposed structure for District wide ag cost-share framework to include these sites. Planning to meet with SWCDs to discuss details of proposed program.	EOR, District Administrator	In Progress
41	8/23/18	**	Issue a scientific statement on District Letterhead to the residents of the 3rd Lake Pond Project summarizing the conditions seen at the Bell property and its lack of connection the the District's project	This has been mailed out to residents surrounding the project, and a copy was emailed to the Board.	CLFLWD Staff, EOR	Y
55	9/27/18	**	Send letter to MnDOT and contractor commending them on their good work on the Highway 8 project.	The project is still underway with several major components yet to be completed. Staff recommends that any letters of commendation be sent after the project is finished. It should also be noted that erosion and sediment control compliance would not be as acute if not for staff's regular inspections and enforcement.	CLFLWD Staff	

*Reference numbers for past items will remain the same moving forward, even as items are addressed and subsequently hidden from view.

**No due date set

Summary of Board Direction

Comfort Lake-Forest Lake Watershed District

2019						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved? (Y/N)
6	1/10/19	1/24/19	Provide the Board with a summary of the requirements relating to having the District office within the District boundaries		Attorney Holtman	In Progress
8	1/10/19	1/24/19	Provide the Board with the addresses of all potential office space locations that have been considered to date to allow the options for individual drive by inspections	Update to be provided at the Board Meeting.	District Administrator	In Progress
9	1/10/19	1/24/19	Draft sample contract for deed	This has been completed and sent out to the Board.	District Administrator, Attorney Holtman	Y
10	1/24/19	**	EOR look further into the matter of the official designation of the Sunrise River headwaters	Mike K. has experience with name designation of water bodies and will assist EOR.	EOR	In Progress
11	3/4/19	3/28/19	Add reserve breakdown to monthly Treasurer's Report.	Mike K. will meet with Treasurer Schmaltz and Assistant Treasurer Oknich to discuss this request.	District Administrator	In Progress
12	3/4/19	3/28/19	Provide more information on how funding contributions made to the Watercraft Inspection Program are utilized.	At the beginning of each year, various organizations such as lake associations, municipalities etc. indicate their interest in providing additional funding for aquatic invasive species prevention and management activities. The biggest example of this tends to be the watercraft inspection program. In 2018, the District received funds from 6 different organizations for watercraft inspections (plus AIS Prevention Aid funds from Chisago County through a deduction in inspection billing, and from Washington County through its grant program). At the end of the season, after all expenses were finalized, District staff calculated how much was spent on each lake and invoiced each of the six contributors accordingly. The District's own local funds then cover the difference between what was spent and what was invoiced out. Note that the District never invoices for amounts greater than what was spent. Yearly contribution allocations, dollars spent, dollars invoiced out, and contributions received are tracked thoroughly by District staff.	District Staff	Y
13	3/4/19	3/28/19	Provide the Board with the details relating to tax income from Washington County and Chisago County in 2018	See attached 2019 Apportionment Form	District Staff	Y

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**No due date set



July 12, 2018

**COMFORT LK /FOREST LK WS DIST
MICHAEL KINNEY
44 LAKE STREET SOUTH, SUITE A
FOREST LAKE, MN 55025**

Re: The Form and Net Tax Capacities to Use to Apportion Payable 2019 Property Tax Levies

The law provides that each watershed district must certify to the county auditor of each county within the district the county's share of the district's tax for the next taxes payable year. The apportionment of the district's tax to each county within the district is to be based on the ratio of each county's net tax capacity to the total net tax capacity for the entire district. The net tax capacity numbers to be used are those for the previous levy year, excluding powerline credit, tax increment, and fiscal disparity contribution net tax capacities.

The form for you to use in determining the apportionment of your commission's payable 2019 property tax levy is enclosed. It is titled "Certification of Apportioned Levies – Payable 2019." When your district has determined its levy for payable 2019, you should complete the form for your district and send copies of it to the county auditors of the counties within your district. The copy received by each county auditor should have his/her county's name and share of district's levy highlighted. In this respect, it will serve as the certification to the county auditors of your district's payable 2019 property tax levy.

For everyone's convenience would you please send me your or your district's email address for future correspondence.

If you have any questions concerning this letter or the levy apportionment form, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Bill Sparks".

Bill Sparks
State Program Administrator
Property Tax Division
Tel: (651) 556-6095
Email: bill.sparks@state.mn.us

District 071 - Comfort Lake-Forest Lake Watershed District
CERTIFICATION OF APPORTIONED LEVIES
PAYABLE 2019

(1) Payable 2019 Property Tax Levy: \$ _____

County	(2) Payable 2018 Taxable Net Tax Capacity	(3) Net Tax Capacity Percent Distribution	(4) Apportioned Payable 2019 Levy (1X3)
Chisago	4,196,956	22.1406%	
Washington	14,758,958	77.8594%	
Watershed Total	18,955,914	100.0000%	-- N/A --

Signature of Budget Officer

Title

Date