

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers

Date: June 15, 2020

From: Mike Kinney

Subject: Summary and Approval of Board Direction

Background/Discussion

The purpose of this memo is to provide managers with a worksheet for keeping track of proposed staff directives during a meeting. Staff will also continue to take notes and the two will be compiled and reviewed at the end of the meeting.

Directives to go over during Summary and Approval of Board Direction

Summary of Board Direction

Comfort Lake-Forest Lake Watershed District

2018							
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?	
16	5/22/18	**	Provide summary and written protocol of permitting enforcement actions granted to the District in the rules.	With staff turnover in the Permitting Coordinator position, policy review has been delayed. This item will be brought to a future board meeting.	CLFLWD Staff/EOR/Smith Partners	In Progress	
2019							
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?	
66	10/24/2019	**	Obtain information about life insurance benefits and return to the Board	Working with agent to obtain a quote.	CLFLWD Staff	In Progress	
72	11/6/2019	**	Provide managers with article or write-up on the relationship ecological communities such as algae and zooplankton have with water quality	Staff is researching this item and has an inquiry submitted to MPCA.	CLFLWD Staff	In Progress	
77	12/19/2019	**	Compare 2019 timesheets to 2019 work plan.	In progress.	CLFLWD Staff	In Progress	

*Completed items are shown in one iteration of this document and subsequently hidden from view. 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

2020						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?
7	2/13/2020	**	Share Highway 8 construction project details with Board of Managers and Comfort Lakes Association	Abigail, Trey, and Greg Greske (EOR) attended an virtual meeting on 3/17 to discuss the project. They are in the very early stages of planning, construction will not start for 2-3 years. They will share more information with us when available.	CLFLWD Staff	In Progress
15	3/26/2020	**	Look into research on the relationship between zebra mussel population density and water quality improvements in lakes, specifically as it relates to extrapolating population estimates from zebra mussel sampler plates.	Staff will resume researching this topic once time becomes available. In the meantime, staff plans to seek new sampler plate volunteers for Forest Lake.	CLFLWD Staff	In Progress
24	4/9/2020	**	Provide Board with estimated wetland banking values for the Fourth Lake Land Acquisition parcels	Blayne spoke with the landowner recently and he communicated that he wanted to see how his current plans for the property play out before pursuing anything with the District. As such, he is not currently interested in sharing the recent land survey, or moving forward with any district planning, but he will keep us in mind if his other plans fall through.	CLFLWD Staff, EOR	On Hold
32	5/28/2020	**	Evaluate Forest Lake 3rd basin for purple loosestrife treatment.	Garrett is looking into how to perform this survey.	CLFLWD Staff	In Progress
33	5/28/2020	**	Send out an annual communication at the beginning of each year to each lake association to promote protection of native plant growth.	Staff is currently drafting an educational document to send to lake associations by mid-June.	CLFLWD Staff	In Progress
34	5/28/2020	**	Staff will review the Bone Lake Operations & Maintenance Manual and bring back to a future board meeting for approval.	EOR will analyze available flow, precipitation, and pre-project data and make recommendations for improved O&M of the weir. Blayne will edit the manual and we hope to bring this to the board at a July board meeting.	CLFLWD Staff, EOR	In Progress
37	5/28/2020	**	Manager Anderson will send additional comments she received from a Comfort Lake resident to Garrett.	Manager Anderson and Garrett met at that the District office briefly to discuss these additional comments.	Manager Anderson	Completed
39	6/11/2020	**	EOR will update the monitoring maps from the 6-11-2020 board meeting Monitoring Update presentation to include a key for monitoring locations before posting on the District website		EOR	In Progress
40	6/11/2020	**	EOR reach out to district staff about the additional chemical parameters regarding stream water samples.	EOR/Staff will discuss collecting additional stream samples to be analysed for the full suite of chemicals in order to keep consistency with past years monitoring data.	EOR	In Progress
41	6/11/2020	**	Monitoring highway culvert outlet of Little Comfort.	A staff gage has been installed on Little Comfort Lake and EOR will take additional samples on both sides of the Hwy 8 culvert as part of the Lake monitoring effort to get additional data at this location.	CLFLWD Staff, EOR	In Progress
42	6/11/2020	**	Print copy of LSC1W1P comments for Manager Schmaltz.	Printed documents provided	CLFLWD Staff	Completed
43	6/11/2020	**	Update agreement for City of Wyoming, make a note to change the language in the rules during the next rule revision process.		CLFLWD Staff	In Progress

*Completed items are shown in one iteration of this document and subsequently hidden from view. 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