MEETING AGENDA FOR THE CITIZEN ADVISORY COMMITTEE
OF THE COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT

Tuesday, July 9th, 2019
5:00 – 6:30 p.m.
Comfort Lake-Forest Lake Watershed District
44 Lake Street South, Suite A, Forest Lake, Minnesota 55025

1. Watershed Activities Update [District Staff]
   a) 6-20-19 Administrator’s Report
   b) Other
2. CAC Roles and Responsibilities [Committee]
3. Election of Chairperson [Committee]
TO: Comfort Lake-Forest Lake Watershed District (CLFLWD) Board of Managers  
DATE: June 13, 2019  
RE: District Administrator’s Report for the June 20th Regular Board Meeting

General Fund – Administration (1000 series)

- 1001 – Board Administration  
  Staff is working with BWSR to arrange for a special meeting of the Board to discuss the current state of the LSC 1W1P process and the upcoming process in creating the implementation plan for the same.

- 1003 – General Administration  
  Staff submitted the required audit forms and documents to the Office of the State Auditor (OSA) through its online portal.
  Staff worked with Emmons & Olivier Resources (EOR) to draft a proposed 2020 budget, which is included in the June 20th board packet.

Programs (3000 series):

- 3002 – Permitting  
  Seasonal Technicians Peter Brennhofer and Jason Kuennen attended the Construction Installer certification course on Thursday, June 13th.
  I had a meeting with developer Mark Lambert on June 11th. He indicated that he has an offer to purchase property immediately north of his current apartment complex and so had some questions regarding buffers.
  See Permitting Update Attachment

- 3003 – Monitoring & Data Assessment  
  Staff received and investigated a complaint about high water levels in an unnamed pond near Cranberry Lake. It appears that the high water is similar to what many District residents have been experiencing this spring due to above average precipitation and saturated soils.
  Staff and EOR continue to work on putting together the framework and equipment for the new Arduino components for monitoring certain activities and sites this year.

- 3004 – Non-Point Source Pollution Abatement Program  
  I continue to work with a local farmer to partner on implementing and maintaining permanent cover on the two parcels that the diagnostic monitoring identified as high loading.

- 3005 – Education and Outreach  
  3005A Ongoing Initiatives
• Jessica attended the EMWREP steering committee meeting on May 22nd.
• On June 4th, Curt Sparks, Jerry Grundtner and I met with two Board members of the Jeffers Foundation regarding future collaborative efforts. The initial discussion was very positive as each indicated a strong willingness to create a future partnership.
• Events
• Publications
  • Recognizing local champions by Angie Hong. Published online and in print.
  • Zebra mussels found in Bone Lake by Ryan Howard. Published online and in print.
  • Forest Lake Schools chart path to cleaner future by Angie Hong. Published online and in print.
• 3006 – Technical Resource Sharing and Interagency Communication
  o 3006F Watershed Management Plan (WMP) Update: This item is on the June 20th agenda for discussion and consideration of action. The statute-required Initial Planning Meeting will occur on June 20th from 4:30-6:00 pm (right before the regular board meeting) in the 2nd floor Community Room at Forest Lake City Hall. The outreach kickoff meeting was held in conjunction with the Forest Lake Arts in the Park event in Lakeside Memorial Park on June 11th. A photo from the event is included in the Administrator’s Report. Further updates on the WMP process are detailed in the associated board packet memo.
  o I met with the City of Forest Lake staff regarding the offer from a landowner north of Broadway Avenue to gift the land to the District. The City agreed that they would call the property owner.
  o I attended the North & East Groundwater Meeting on May 31st which was organized by the DNR.
• 3007 – Research
  o The Claros pilot project continues to progress with staff, EOR and Claros coordinating through emails and meetings. Staff will soon reach out to board members and lake association presidents on Bone, Forest, and Comfort lakes to gauge volunteer interest in helping with in-lake trials consisting of hanging flow-through minnow buckets filled with the phosphorus-absorbing media off private docks for a few weeks to test their absorption capacity in a natural setting (to be compared to the lab testing that’s already occurred).
• 3008 – Measurement of Progress
  o The 2018 Progress Report was approved at the May 23rd board meeting and is available online at www.clflwd.org/AnnualReportsandAudits.php.
• 3009 – Grant Research and Preparation
The Board of Water and Soil Resources (BWSR) Performance Review and Assistance Program (PRAP) grant is included on this month’s agenda for board discussion and consideration of action.

The District received payments for three Clean Water Fund grants this month: FY17 Bone Lake Drained Wetland Restorations (40% requested payment, $32,500), FY16 Moody Lake Wetland Rehabilitation (final closeout payment, $39,007), FY16 Forest Lake Wetland Treatment Basin/3rd Lake Pond (final closeout payment, $16,200). Note that both FY16 grants are now closed out. The Section 319 grant for the Moody Lake project is still active and will cover some of the remaining Wetland C work which will occur later this year or early 2020.

Staff is in the process of researching another grant program which is new to us: the Metropolitan Council Stormwater Grant. The deadline for applications is July 15th.

Two of the District’s recent grant proposals were denied funding: Legislative Citizen Commission on MN Resources (LCCMR) for implementation of Claros media in 2020, and St. Croix River Association (SCRA) for implementation of Claros media in 2019. Staff will be in contact with each agency to understand why these proposals were not selected for funding. Our previous communications with LCCMR suggested that the proposal was very strong and a likely candidate for funding.

- **3010 – Operations & Maintenance – District-Wide**
  - Staff has been working on updates to our Operations and Maintenance documents as we experience another season of items not currently outlined readily digestible detail for new staff to execute. Overall, the seasonal techs and other staff have been able to keep tabs and make adjustments as needed.

- **3011 – Aquatic Invasive Species Prevention and Management**
  - The Washington Conservation District (WCD) operates an AIS prevention program that sends paid staff once a week to boat landings throughout the county to conduct surveys for newly introduced AIS. On May 28th, a WCD employee found 6 juvenile zebra mussels (two clusters of three) attached to a broken stick beneath the public access dock on Bone Lake. Immediately after receiving Matt Downing’s (WCD Water Resource Specialist) call breaking the news, CLFLWD staff members began surveying the lake. In the days following, survey efforts gained the support and assistance from EOR staff members, the Minnesota DNR dive team, and Blue Water Science, which together conducted over 70 hours of surveys on Bone Lake. To date, no more zebra mussels have been found in the lake and the District is moving forward with treatment plans. A zebra mussel treatment permit was approved by the DNR on June 13, 2019. Patrick Selter from PLM Lake & Land Management Corp. will begin the zebra mussel treatment on June 17th, following the installation of a floating barrier surrounding the 0.57-acre treatment area. As the treatment area is focused around the original point of discovery (the public access), the public access to the lake will be closed from June 17th until at
least June 26th. During this time, CLFLWD staff will work with PLM to ensure a lethal concentration of pesticide is maintained within the treatment area to eradicate all potential zebra mussels. Throughout the planning process, staff has been in contact with an array of partners including: Bone Lake Association, City of Scandia, MN DNR, WCD, MN Aquatic Invasive Species Research Center, US Geological Survey, Emmons & Olivier Resource, Blue Water Science, Chisago County and PLM Lake and Land Management.

- Susanna Wilson from Chisago County hosts watercraft inspector check-ins once per month in the summer and has invited CLFLWD to attend again this year. These meetings serve as an opportunity to provide inspectors with updates on the program, review safety and policy procedures, view the updated schedule, and to have any questions or concerns answered. All available CLFLWD watercraft inspectors will attend these meetings.

Projects (5000 series):

- 5200 Lakes
  - 5226 Shields Lake:
    - Staff and EOR visited the Shields Lake Stormwater Harvest & Irrigation Reuse project site to meet with the construction contractor, Forest Hills Golf Club, and nearby homeowners.
  - 5228 Forest Lake:
    - Staff and EOR have been in contact with landowners in the Washington Judicial Ditch 6 (JD6) and Hayward Avenue subwatersheds regarding 2019 monitoring and sampling on their properties. Some landowners have expressed interest and excitement in participating in a water quality improvement project on their property,

- 5800 Interagency Communication
  - One Watershed One Plan (1W1P) – Lower St. Croix (LSC) River Basin
    - I continue to participate in the Planning Team, Advisory Committee and Policy Committee meetings regarding this effort. As noted elsewhere, we are looking to have a special meeting of the Board to discuss this effort further.
Photo: CLFLWD booth at June 11th Arts in the Park. Setup included surveys, free ice cream for those who took a survey, native plant roots display (back right corner of photo), and other informational handouts and games.
Photo: Garrett Miller (CLFLWD) and EOR staff survey submerged branch for signs of zebra mussels.
## Administrative Updates

<table>
<thead>
<tr>
<th>Permitting Program Update (05/16/19 – 06/13/19)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>18-016</strong> Beitler Grading</td>
</tr>
<tr>
<td><strong>Applicable Rules:</strong> 3.0</td>
</tr>
<tr>
<td><strong>Project Summary:</strong> Fill and grading of just under an acre of land.</td>
</tr>
<tr>
<td><strong>Applied:</strong> 3/28/2019</td>
</tr>
</tbody>
</table>

| **19-011** Liberty Ponds Single Family Home 14 | LMD: Little Comfort Lake |
| **Applicable Rules:** 3.0 | **New Impervious:** 0.3 acres |
| **Project Summary:** Construction of a single-family home and associated driveway in the Liberty Ponds development. |
| **Applied:** 4/30/2019 | **Approved:** 5/17/2019 | **Active:** 5/20/2019 |

| **19-012** Woltjer Single Family Home | LMD: Bone Lake |
| **Applicable Rules:** 3.0 | **New Impervious:** 0.1 acres |
| **Project Summary:** Construction of a single-family home and associated driveway. |
| **Applied:** 5/7/2019 | **Approved:** 6/3/2019 | **Active:** 6/4/2019 |

| **19-013** Wyoming Elementary School | LMD: Comfort Lake |
| **Applicable Rules:** 3.0 | **New Impervious:** 4866 square feet |
| **Project Summary:** Improvements to the parking lot including the addition of a bus lane, a chiller, and storm drain to improve drainage. Will include mill and overlay of most of the parking lot, with full depth bituminous reclamation of 2,889 square feet. |
| **Applied:** 6/3/2019 | **Approved:** 6/13/2019 | **Active:** N/A |

| **19-014** D.C. Contracting Single Family Home | LMD: Comfort Lake |
| **Applicable Rules:** 3.0 | **New Impervious:** 0.09 acres |
| **Project Summary:** Construction of a single-family home and associated driveway. |
| **Applied:** 6/3/2019 | **Approved:** N/A | **Active:** N/A |

| **19-015** Liberty Ponds Single Family Home 15 | LMD: Little Comfort Lake |
| **Applicable Rules:** 3.0 | **New Impervious:** 0.1 |
| **Project Summary:** Construction of a single-family home and associated driveway in the Liberty Ponds development. |
| **Applied:** 5/31/2019 | **Approved:** N/A | **Active:** N/A |

| **19-016** Forest Lake Sportsmen’s Club Shooting Bays | LMD: Comfort Lake |
| **Applicable Rules:** 3.0 | **New Impervious:** 0 acres |
| **Project Summary:** Create 3 shooting bays for the Forest Lake Sportsmen’s Club with associated grading of approximately 2 acres. |
| **Applied:** 6/5/2019 | **Approved:** N/A | **Active:** N/A |

| **19-017** Bailey Grading and Storm System Tie-in | LMD: Forest Lake |
| **Applicable Rules:** 3.0 | **New Impervious:** 0 acres |
| **Project Summary:** Grading and drainage improvements to yard. |
| **Applied:** 6/6/2019 | **Approved:** N/A | **Active:** N/A |
### Permitting Program Metrics

**YEAR TO DATE METRICS**

<table>
<thead>
<tr>
<th></th>
<th>Comfort</th>
<th>Little Comfort</th>
<th>Forest</th>
<th>Bone</th>
<th>Total³</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Residential²</strong></td>
<td>7</td>
<td>3</td>
<td>17</td>
<td>11</td>
<td>38</td>
</tr>
<tr>
<td><strong>Current Developments⁴</strong></td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td><strong>Current Commercial</strong></td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>8</td>
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<tr>
<td><strong>Current Government</strong></td>
<td>6</td>
<td>1</td>
<td>6</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Current Sites</strong></td>
<td>21</td>
<td>7</td>
<td>27</td>
<td>13</td>
<td>65</td>
</tr>
<tr>
<td><strong>Total Inspections in 2019</strong></td>
<td>51</td>
<td>68</td>
<td>73</td>
<td>30</td>
<td>222</td>
</tr>
<tr>
<td><strong>Average Inspections per Site in 2019</strong></td>
<td>2.42</td>
<td>9.71⁵</td>
<td>2.70</td>
<td>2.31</td>
<td>3.42</td>
</tr>
<tr>
<td><strong>Total Non-Compliant Inspection Items in 2019</strong></td>
<td>23</td>
<td>47</td>
<td>81</td>
<td>24</td>
<td>175</td>
</tr>
<tr>
<td><strong>Average Percentage of Non-Compliant Items per Inspection in 2019</strong></td>
<td>4.60%</td>
<td>7.23%</td>
<td>11.25</td>
<td>8.28%</td>
<td>8.10%</td>
</tr>
</tbody>
</table>

**Notes:**

1. Current site numbers include all permits that are either active or in the permitting process as of 6/13/2019. 2019 inspection numbers include all inspections conducted in 2019 as of 6/13/2019 – this may include inspections of projects that are currently closed out.
2. Residential numbers do not include any homes within residential developments/subdivisions.
3. Totals may not equal the sum of each Lake Management District’s numbers. Some projects are in more than one LMD and are counted for each applicable LMD.
4. Comfort Lake LMD developments include: Cherry Hill (2 lots), Shoreview 1 (2 lots), Woods on Comfort Lake (9 lots), and Heims Lake Villas (33 lots). Little Comfort Lake LMD developments include: Liberty Ponds (79 lots) and Birch Lake Estates (5 lots). Forest Lake LMD developments include: Chestnut Creek (220 lots) and Third Lake Estates (10 lots).
5. The inspection numbers for Little Comfort LMD seem disproportionate to the number of sites because one inspection is counted for each Liberty Ponds home, but the development of Liberty Ponds is counted as one site for the purpose of maintaining consistency with the other developments.
Recognizing local champions

Angie Hong  May 27, 2019

Jack MacKenzie is a former golf course superintendent with a passion for eco-friendly lawn care and community volunteerism. Craig Mattson operates a cattle farm in southern Chisago County, which employs managed rotational grazing and specially designed fencing to protect wetlands on his property. Though the two might not have much in common, they both care deeply about the health of their local lakes and streams and have both worked hard to protect these waterways from pollution. On Tuesday, April 30, the Comfort Lake – Forest Lake Watershed District recognized MacKenzie, Mattson and four other local heroes as recipients of the district's 2019 Watershed Champion Awards.

The CLFLWD is a special-purpose, local unit of government that covers 49 square miles of northern Washington and southern Chisago County. The watershed district contains 20 lakes, including Forest, Comfort, Bone, Moody and Keewatin, and drains to the Sunrise River. This year, as CLFLWD celebrates its 20th anniversary, it debuted a new Watershed Champion Award to honor people who have helped the district to protect and improve local water resources. This year's winners included Jerry Grundtner, Jack MacKenzie, Craig Mattson, Zack Otte, and the fourth grade educators at Lakes International Language Academy.

Jerry Grundtner is president of the Forest Lake Lake Association and has served on the CLFLWD citizen advisory committee for many years. Grundtner has worked tirelessly to protect the health of Forest Lake and is particularly worried about the impact of aquatic invasive species. Four years ago, when the Minnesota legislature began allocating funding for AIS prevention efforts to counties around the state, Grundtner encouraged the staff at CLFLWD to develop a plan for managing invasive flowering rush on Forest Lake. He helped to engage residents who live on the lake – more than 1,000 homes – and attended numerous meetings with city, county and watershed partners. Through targeted treatment efforts, the watershed district has since removed much of the flowering rush, creating space for boats to travel and room for native plants to take hold.

Jack MacKenzie became a St. Croix Watershed Steward in 2017 through a program that trains citizens in water science, policy, and watershed management. Since then, he has dedicated many hours of volunteer time on behalf of the CLFLWD. He serves on the district's citizen advisory committee, has taught numerous lawn care workshops, organizes an annual storm drain stenciling event, and has educated and inspired local students to protect water in their community.

Craig Mattson operates a farm in southern Chisago County, just north of Moody Lake. Two years ago, he worked in partnership with the CLFLWD and Chisago Soil and Water Conservation District to restore wetlands on his property, install fencing, and develop a rotational grazing plan to reduce the amount of phosphorus flowing downstream to Moody Lake. Mattson's partnership has been crucial to restoring water quality in Moody Lake, and has helped the watershed district to reduce phosphorus in the lake by 376 pounds per year (70 percent of the reduction needed). In addition, the wetland enhancements have improved habitat for waterfowl and wildlife in the area.

As a construction manager, Zack Otte has done an exemplary job of maintaining erosion and sediment control measures at the site he oversees. New development projects can send large amounts of soil and debris downstream into nearby lakes and rivers if they aren't managed properly, so CLFLWD rules require builders to install practices such as silt fence and check dams to ensure that
this doesn't happen. Otte has gone out of his way to make sure the erosion and sediment control practices on his site are functioning properly and has worked with the district to quickly correct problems as they arise.

A final Watershed Champion award was given to the fourth grade teachers at Lakes International Language Academy in Forest Lake, who have worked with the watershed district to teach students about local water issues and complete stewardship projects in the community. Last fall, teachers Cesca Massana, Roberto Izquierdo, and Yangyang Liu attended a full-day Project WET training to learn new ways to engage students in watershed education; they have also invited staff from the CLFLWD to lead activities in the classroom. In addition to recognizing the teachers, CLFLWD presented the fourth grade students with a “2019 Junior Watershed Champion Award” and a pizza party to celebrate.

This year, the Comfort Lake – Forest Lake Watershed District will update its 10-year watershed management plan. Attend a kick-off event at Forest Lake Arts in the Park on June 11, or share your input through a short online survey at tinyurl.com/clflsurvey2019. Learn more about the planning process at www.clflwdplanupdate.org.

Angie Hong is an educator for East Metro Water. Contact her at 651-330-8220 x.35 or angie.hong@mnwcd.org.
Zebra mussels found in Bone Lake

Ryan Howard  Jun 10, 2019 Updated Jun 11, 2019

The Minnesota Department of Natural Resources announced last week that six juvenile zebra mussels had been found in Bone Lake in Scandia, near the lake's public access. The discovery was made in late May.

Zebra mussels are an invasive species with no local natural predator. They cling to solid surfaces underwater, and their sharp edges can pierce the skin of unfortunate swimmers. They can also clog pipes and other underwater equipment. They filter the water, which means that most lakes with mussels tend to be on the clearer side, but that increased water clarity can also result in increased aquatic weed growth.

The DNR sent out a press release announcing the discovery of the mussels on June 6. At publishing time, the department had not yet responded to The Times' attempts to reach a representative for further comment; Scandia Mayor Christine Maefsky told The Times that to her knowledge, the DNR has not reached out to the city, either. However, Mike Kinney, administrator of the Comfort Lake-Forest Lake Watershed District, shed more light on the discovery and what it could mean for the lake going forward.

Kinney said the district was notified of the findings on May 28. The good news about the finding is that all of the mussels were juveniles and not yet capable of reproducing. If adult mussels are found in a lake, the safe assumption is that the body of water in which they're found is already infested by thousands of mussel offspring.

"The ability to contain and treat [in that scenario] would be quite infeasible," Kinney explained.

If only juvenile mussels are found in one section of a lake, however, it's possible that the lake could be treated in order to kill off any remaining juveniles before they propagate. Kinney said members of the DNR are meeting tomorrow, June 10 to discuss what should be done about Bone Lake. He said the DNR could elect to quarantine the area where the mussels were found and treat it with copper sulfate, installing a floating curtain that would keep the chemical and the treated water separate from the rest of the lake until the treatment is done. The problem is that even if the DNR decides to do the treatment and ends up killing all the mussels, enough boats from infested lakes make it into Bone Lake that the encroachment of invasive species is more a matter of when, not if.

"The statistics work against you, unfortunately," Kinney said.

Regardless of the outcome, Kinney said the discovery is an important reminder for boaters transferring from one lake to another to thoroughly clean their watercraft, drain it of all water and dump old, unwanted bait rather than using it in a new lake.

"When you look at invasive species that are in the east coast ... there are others on the horizon that are much worse that could end up here," he said.

Ryan Howard  
Ryan Howard has been the news editor of The Forest Lake Times since 2014.
The fourth grade students at Lakes International Language Academy (LILA) have been learning a lot about water this year. “We have a science unit about matter and have focused on water throughout the year,” explains teacher Roberto Izquierdo. “It lines up well with our school’s emphasis on inquiry-based learning, and has allowed us to incorporate hands-on lessons and make connections with real life issues in our community.” The students have stenciled storm drains near their school to educate the public about stormwater pollution; they’ve had guest presentations from staff at the Comfort Lake – Forest Lake Watershed District; they journeyed to the St. Croix River for a field trip led by the St. Croix River Association; and have written letters to their friends and family to share ideas for protecting water. “The kids have really internalized what they learned,” says Izquierdo. “Early in the year, they made graphs to show how much water they use at home, and even now, they’ll come in and brag to me about taking shorter showers to save water.”

Izquierdo credits fellow teacher Kelley Dunbar for LILA’s water and environmental focus. Over the past several years, Dunbar has reached out to local partners, including the watershed district and St. Croix River Association, to make connections. The school’s fourth-grade teachers got additional ideas after attending a Project WET workshop hosted by Minnesota DNR and the East Metro Water Resource Education Program last year. This year, the fourth-grade teachers and students were officially recognized by the Comfort Lake – Forest Lake Watershed District as Watershed Champions for their stewardship efforts. “Everyone’s very excited and proud of the award,” Izquierdo says. “And the kids got to celebrate with a pizza party.”

LILA isn’t the only school in Forest Lake to gain recognition for its environmental initiatives this year. This May, U.S. Department of Education included Forest Lake Area High School in a list of 35 “Green Ribbon Schools” nationwide that are reducing environmental impact, improving health and wellness by promoting a healthy physical environment, and offering effective environmental education. In its award, the Department of Education noted the high school’s new energy efficiency and water conservation measures, as well as student volunteerism, science-based climate change education curriculum, and agricultural courses in fish and wildlife.
management, natural-resources science, alternative energies, and animal-sciences. Forest Lake is the only school in Minnesota to make the list this year.

Like LILA, Forest Lake Area High School has partnered with its local watershed district – in this case the Rice Creek Watershed District – to develop water-themed curriculum and complete water protection projects at the school. Over the past two years, the school has worked with the city and Rice Creek Watershed District to design and install a stormwater reuse system that will save 4.1 million gallons of groundwater a year and keep 20lbs per year of phosphorus out of Clear Lake. The project gained additional funding support from a Minnesota Clean Water Fund grant.

During a tour for city council and local leaders last fall, teacher Mike Miron talked about new hands-on curriculum teachers have created that focuses on groundwater, watersheds, and engineering technology. “We have the benefit of taking students out of the classroom to experience something real and hands-on,” Miron explained. “We want to get kids thinking about real world problems and engage them as citizens, not just students.” In fact, it was students in the school’s environmental club that pursued the Green Ribbon certification. The kids researched the high school’s sustainability efforts and pulled together data and information for the application. The environmental club has also led efforts to implement a lunchtime food share program, train custodial staff on sidewalk salting best practices, educate fellow students about topics such as recycling and climate change, and plant native pollinator plants on campus.

Staff from both watershed districts hope that this year’s awards will inspire other local schools to pursue new environmental initiatives. As for the kids in Forest Lake, they’re happily charting a course to a greener – and bluer – future.

During a workshop in September 2018, city council and local leaders learned about a new stormwater reuse project under development at the Forest Lake Area High School.
<table>
<thead>
<tr>
<th>Response from SWOT Exercise</th>
<th>Incorporation into Roles and Responsibilities Document (line #)</th>
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<tbody>
<tr>
<td><strong>Strengths</strong></td>
<td></td>
</tr>
<tr>
<td>Various Backgrounds</td>
<td>• Incorporation of “individual roles” (line 32+)</td>
</tr>
<tr>
<td>Shared Desire to achieve positive outcomes</td>
<td>• Propose new program/project ideas to increase community outreach and involvement listed as primary responsibility (line 25)</td>
</tr>
<tr>
<td>Ability to operate with minimal oversight</td>
<td>• Incorporation of “individual roles” (line 32+)</td>
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</table>
| Freely discuss topics of interest | • Attend the monthly meetings which take place the first Tuesday of the month listed as primary responsibility (line 16)  
• Identify and discuss new issues or opportunities that are relevant to the responsibilities of the CLFLWD (line 23) |

| **Weaknesses**              |                                                               |
| Recruiting and maintaining membership | • Recruiter Role (line 40) |
| Lack of direction/plan for implementing projects | • Implementor Role (line 42)  
• Representative/Chair Role (line 45) |
| Uniform demographic among current members | • Recruiter Role (line 40) |

| **Opportunities**           |                                                               |
| Engaging the active communities | • Act as liaisons listed as primary responsibility (line 26)  
• Recruiter Role (line 40) |

| **Threats**                 |                                                               |
| Lack of direction/involvement from District Board | • Requirement to attend one Board meeting a year (line 28)  
• Representative/Chair Role (line 45)  
*Each quarter one Board Member will attend one CAC meeting* |
Strengths

- Variety of Backgrounds
- Diverse Expertise
- Lack of Leadership from BOM
- Lack of Involvement from Board
- Not political
- District Staff getting funding for programs/Projects
- EMWREEF
- Interim Leader
- Commitment to the watershed
- Desire to achieve outcomes
- Going above & beyond the name
- Representative who likes
Weaknesses

- Maintaining membership
- Not enough committed members
- Demographics - Old - Men
- Active Recruitment (CAC/WD)
- Busy schedules
- Categories/areas of interest: too many things to do.
- Lack of programs w/ individual commitment
- Lack of task force mentors for ACE
- Lack of engagement from BOE
- Imp plan
- CAC has no involvement w/ TAC
- What will City
Opportunities

- Work n/ City
- LGU/group Support
- Active lake assignments
- Active development
- Freedom to select projects to work on
- Exceptional staff
- Good community to work in
- Gov't support (e.g., funding)
- Active liaisons (defined roles)
- Multiple platforms for promotion
- Revisit lake budgets of $50,000 in unreported
Threats

- Lack of leadership (CAC)
- Loose key people
  - 1. Staff
  - 2. CAC
- Anxiety
- Survey those who left
- Return on personal investment
- Lack of direction
- Major change in board
- Obtaining new membership
MISSION OF THE CAC:

The mission of the Citizen Advisory Committee (CAC) is to assist and advise the Comfort Lake-Forest Lake Watershed District (CLFLWD) Board of Managers and staff. This is accomplished by integrating community values and perspectives into plan amendments, project prioritization, and programs in the District.

ROLES AND RESPONSIBILITIES:

The CAC actively participates in CLFLWD planning processes, watershed management plan preparations, and implementation of education and outreach programs. It is an important communication link between the CLFLWD citizens, staff, and Board of Managers.

- **Primary Responsibilities**
  - Attend the monthly meetings which take place the first Tuesday of the month.
  - CAC meeting agendas vary month to month, and may include some or all of the following
    - Review and comment on
      - Watershed Management Plan (WMP)
      - Annual Budget
      - Technical Reports
    - Provide updates on items related to individual roles
    - Identify and discuss new issues or opportunities that are relevant to the responsibilities of the CLFLWD
      - Propose new program/project ideas to increase community outreach and involvement
      - Act as liaisons for communication between community groups, organizations and citizens with the Watershed District
      - Attend Board of Managers meetings as available, minimum once per year.
      - Assist other Committee members in the fulfillment of tasks associated with their individual roles as able.

- **Individual Roles**
  In addition to the primary responsibilities listed above, each Committee member is expected to pick at least one of the following roles based on their individual interest and availability. Members will be asked to give updates on the activities associated with their roles at each monthly meeting. More than one committee member may be assigned to each role.
    - Reviewer
      - Review technical reports, Board minutes, and studies bringing forth items that may be of interest to the Committee for discussion at monthly meetings.
    - Recruiter
      - Help recruit new CAC members and assist with new member orientation.
    - Implementor
Coordinates the implementation of Committee initiatives with Committee and Staff assistance as needed.

- Representative (Chair)
  Serve as central contact point between CAC members, staff, and board. Reviews Committee meeting notes and confirms monthly agenda. Provides in-person update to Board of Managers quarterly.