Comfort Lake-Forest Lake Watershed District

2022 Staff Work Plan

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INTRODUCTION

The Comfort Lake-Forest Lake Watershed District (CLFLWD) currently has 11 permanent full-time employees on staff. The following work plan descriptions are meant to accompany the 2022 work plan hours table (Appendix B) and provide additional detail for readers. The following is a list of 2022 District staff members:

- Mike Kinney, District Administrator
- Aidan Read, Land Management Specialist
- Blayne Eineichner, Project Coordinator
- Bobbie Law, Office Manager
- Emily Heinz, Planning Coordinator
- Garrett Miller, Watershed Assistant
- Jason Kuennen, District Technician
- Jessica Lindemyer, Operations & Outreach Specialist
- Nick Bancks, Senior Land Management Coordinator
- Peter Brennhofer, District Technician
- Trey Jonas, District Technician

Programs and projects requiring regular coordination among certain staff members include a list of the primary team members involved. Additional staff members may be involved in these programs/projects as necessary. CLFLWD staff is a small and highly collaborative team of individuals that work together closely. The following work plan summarizes main staff members involved in each implementation category. Additional staff members will be called upon for assistance as deemed necessary by the applicable lead staff member(s) or the Administrator.

WORKLOAD ANALYSIS

The District completed a workload analysis in 2020, estimating future full-time equivalent (FTE) needs (1,800 hours = one FTE (2,080 hours minus paid time off and paid holidays)). Some categories from the Workload Analysis are vague and encompass multiple project/program efforts. Such categories include General Administration, Capital Improvement Program, and Water Resource Protection and Restoration Programs/Projects. Workload Analysis Study is available at www.clflwd.org/AnnualReportsandAudits.php. Below is the FTE summary table from the Study.

Full-Time Equivalents: Total Work Plan 11.0 FTE | Total Workload Analysis 11.5 FTE*

*Note that the District works with partners and contracts for professional services to add more FTE to almost all of its programs/projects. FTEs shown are for in-house staff only.

CORE/CRITICAL, CURRENT, FUTURE STAFFING SCENARIOS				
IMPLEMENTATION CATEGORIES	FTE EQUIVALENT			
	CURRENT	CORE/ CRITICAL	FUTURE	BOARD VISON AREA
GENERAL ADMINISTRATION (inclusive of 103D, 103B, and 103E authorities)	1.1	1.0	2.6	
CAPITAL IMPROVEMENT PROGRAM	1.3	0.2	0.9	
OPERATIONS AND MAINTENANCE PROGRAMS	0.3	0.3	0.6	
INFORMATION AND EDUCATION	0.7	0.2	1.0	X
DATA COLLECTION/MONITORING	0.8	0.5	1.0	X
REGULATORY/RULES	1.8	1.8	1.8	
MEASUREMENT OF PROGRESS	0.1	0.1	0.1	
RESEARCH	0.1	0.0	0.1	
TECHNICAL RESOURCE SHARING	0.5	0.2	0.6	X
WATER RESOURCE PROTECTION AND RESTORATION PROGRAMS/PROJECTS	1.7	0.2	2.9	X
DITCH LAW (103E) less than 60 hours per year	0.0	0.0	0.0	
TOTALS	**8.3**	**4.5**	**11.5**	

1000 SERIES – ADMINISTRATION

Full-time equivalent: 2.0 FTE

1001 Board Administration

Full-time equivalent: 1.1 FTE

- 1-001 Board Meeting Preparation: **District Administrator** and **Office Manager** lead board packet preparation process and meeting attendance/facilitation. **All other staff** are also involved in the board packet process and attend meetings as needed. See staff guidance documents for more information on board packet preparation. Board packet preparation is a significant time allocation for almost all staff members. When appropriate, board packet preparation hours will be tracked according to the applicable program or project (e.g., preparing project ordering documents for board approval is a necessary step for all capital improvement projects).
- 1-001 Board Meeting Attendance: **District Administrator** and **Office Manager** lead attendance/facilitation of board meetings. **All other staff** attend/present at board meetings as necessary.
- 1-001 Board Meeting Minutes: **Office Manager** draft minutes for each board meeting (regular and special). **Planning Coordinator** perform first review of all minutes. **Office Manager** coordinate with legal counsel and **all other staff** to review applicable portions of minutes. **Administrator** perform final review of all minutes. **Office Manager** finalize minutes for board packets. All minutes from previous month will be prepared in time for the current month's fourth Thursday board packet (e.g., all January minutes will be prepared for February's fourth Thursday regular meeting).
- 1-001 General Board Communications: **Administrator** leads communications/coordination between managers and staff members. All manager requests involving staff time must go through the **Administrator**. **Office Manager** prepare and send out weekly schedule summaries for managers. **All staff** respond to manager requests pertaining to applicable programs/projects as directed by the **Administrator**.

1002 General Office Expenses

Full-time equivalent: 0.4 FTE

- 1-002 Computer Supplies/Software/IT Support: **Operations & Outreach Specialist** lead coordination with IT Company and tracking/purchase of computer supplies; lead coordination of website/logo update process.
- 1-002 Office Space: **Administrator** lead coordination of office lease and new office space search (see 3012 Land Acquisition & Management Program).
- 1-002 General Office Supplies: **Office Manager** lead tracking and resupply of office supplies.
- 1-002 Conferences/Training: **All staff** attend conferences and training as necessary to improve professional and technical skills needed to perform work duties. Employees are expected to spend approximately 40 hours and $1,000 per year on conferences/training. Each employee will create an annual training plan to be submitted to the **Administrator** by the first of the year.

1003 General Administration

Full-time equivalent: 0.5 FTE

- 1-003 Annual Budget: **Administrator** participate in annual budget process along with board, other staff, and consultants. **Planning Coordinator** lead budget materials preparation, coordination, and certification of levy.
- 1-003 Annual Audit: **Office Manager** lead completion of annual audit documents and coordination with **Administrator**, other staff, District Accountant and District Auditor. **Operations & Outreach Specialist** assist with the 2021 audit as necessary.
- 1-003 Staff Reviews & Personnel Management: **Administrator** work with HR Consultant to conduct staff reviews

- 1-003 Human Resources: **Operations & Outreach Specialist** assist **Administrator** with candidate interviews and lead new employee onboarding.
- 1-003 Monthly Financials: **Office Manager** lead completion of monthly financials in coordination with District Accountant.
- 1-003 File Conversion and Archival: **District Technician (Brennhofer)** lead scanning, filing, and hard copy management for archival purposes.

1004 Professional Services

Full-time equivalent: 0.0 FTE

- 1-004 Consultant Management: **Administrator** oversee professional services management. **Planning Coordinator** lead tracking of scopes of work and expenses, preparation of biennial professional services RFP, and execution of contracting documents.

3000 SERIES – PROGRAMS

Full-time equivalent: 6.8 FTE

3000 General Program Development

Full-time equivalent: 0.1 FTE

- 3-000-A General Program Development: **All staff** general program management (e.g., a portion of regular staff meetings such as calendar review and general coordination). This line item in the work plan also includes some hours to account for assistance with other programs outside of assigned. Note that actual hours on other programs would be recorded to the appropriate program in the staff member's timesheet. As such, the General Program Development line item may be higher in the work plan than in the actual timesheets.

3001 District Rules and Rulemaking

Full-time equivalent: 0.0 FTE

- 3-001-B Rule Implementation Review: the District will periodically, at least once every ten years, review implementation of District Rules and the standards with input from municipalities, state agencies and other interested parties. Input from this review process will be used to update the Rules and associated guidance documents. This item is budgeted in the 10-year WMP in year 2022. **Senior Land Management Coordinator** will coordinate this activity with the District Engineer.

3002 Permitting

Full-time equivalent: 1.8 FTE

Permitting Team: **Senior Land Management Coordinator, District Technician (Jonas), District Technician (Kuennen), Office Manager**

- 3-002-A Ongoing Initiatives
    - **Administrator:** provide program oversight and assistance as necessary, sign and approve permit documents.
    - **Senior Land Management Coordinator**: Lead general program coordination/meetings, Lead application review and applicant correspondence for permits of rules other than 3.0, manage database QA/QC, oversee maintenance of permit financial accounts, assist with site inspections.
    - **District Technician (Jonas)**: Lead application review and applicant correspondence for all permits triggering Rule 3.0 only, assist with additional permit applications as necessary, assist with balancing permit escrow account, permit application processing and data entry, database QA/QC, assist with site inspections.

- **District Technician (Kuennen):** Lead active permit site inspections including scheduling, permittee correspondence, perform inspections, complete reports and data entry into permitting database, follow up on noncompliant items. Database QA/QC.
- **Office Manager:** Permit financial deposits, initial outreach and correspondence with applications, database QA/QC, assist with site inspections.
- **All permitting team staff:** Assist with permit site inspections as necessary/to familiarize with sites (includes active sites and past permitted sites with maintenance declarations). Database QA/QC.

3003 Monitoring and Data Assessment

Full-time equivalent: 1.0 FTE

Monitoring Team: **Project Coordinator, Watershed Assistant, District Technician (Jonas), District Technician (Brennhofer)**

- 3-003-A Ongoing Initiatives
  - **Project Coordinator** lead overall program planning. Lead DIY diagnostic monitoring and automated stream ISCO monitoring, in coordination with District Engineer. Set lake staff gages, maintain/order seasonal equipment, and lead winter lake monitoring such as bottom water chlorides and dissolved oxygen profiles.
  - **Watershed Assistant** lead Citizen Assisted [Lake] Monitoring Program (CAMP) including volunteer coordination and staff-led lake monitoring (especially bigger lakes requiring motorized watercraft).
  - **District Technician (Jonas)** lead Citizen Assisted Tributary (CAT) monitoring program including coordination with volunteers, sample collection, and sample handling/analysis. Assist with winter lake monitoring.
  - **District Technician (Brennhofer)** assist with DIY diagnostic monitoring and lake monitoring, ultimately taking more of a leadership role in lake monitoring (especially smaller, canoe-able lakes).

3004 Nonpoint Source Pollution Abatement (Cost-Share) Program

Full-time equivalent: 0.3 FTE

Cost-Share Team: **District Technician (Kuennen), Land Management Specialist**

- 3-004-A Ongoing Initiatives: **Administrator** perform general program oversight.
- 3-004-B Residential Landowner Grant: **District Technician (Kuennen)** lead residential cost-share program including program administration, landowner outreach, and coordination with SWCDs. Also lead coordination of gravel bed nursery project.
- 3-004-C Agricultural and Rural BMPs: **Land Management Specialist** lead agricultural cost-share program including program administration, landowner outreach (including farmer-led council), and coordination with SWCDs.
- 3-004-D Commercial/Community Grant: TBD dependent on board discussion outcomes
- 3-004-E Municipal Stormwater Remediation Program: **Administrator** lead coordination with municipalities.

3005 Education and Outreach

Full-time equivalent: 1.1 FTE

Outreach Team: **Operations & Outreach Specialist, Office Manager, District Technician (Brennhofer)**

- 3-005-A Ongoing Initiatives: **Operations & Outreach Specialist** lead program implementation with assistance from **Office Manager** and **District Technician (Brennhofer). Operations & Outreach Specialist** lead preparation of comprehensive education and outreach plan.
- 3-005-B Standard Project Signage: **Operations & Outreach Specialist** lead implementation of this effort with assistance from **Planning Coordinator.**

- 3-005-C Local Student Engagement: **Operations & Outreach Specialist** lead with assistance from **Office Manager** and **District Technician (Brennhofer)**.

3006 Interagency Communication

Full-time equivalent: 0.3 FTE

- 3-006-A Ongoing Initiatives: **Administrator** attend interagency meetings with numerous partners on a regular basis. Other staff attend interagency/partner meetings as appropriate to assigned tasks. Staff liaison assignments will be determined annually and approved by the **Administrator**.
- 3-006-A Ongoing Initiatives – Lower St. Croix Partnership: **Planning Coordinator, Project Coordinator, Land Management Specialist**: Lower St. Croix One Watershed One Plan Partnership coordination. **Planning Coordinator** participate on Planning Team and Steering Committee, attend Policy Committee meetings, report to CLFLWD board delegates. **Project Coordinator** and **Land Management Specialist** participate on subcommittees. See Appendix A for specific subcommittee assignments.
- 3-006-B H&H Model Update: [District Engineer-led]
- 3-006-C Geographic Information Systems: **District Technician (Jonas)** lead GIS administration including license renewal and grant application. **Office Manager** lead file management including retrieval and organization of updated data layers and shapefiles. All other staff use GIS as part of regular work plan tasks.
- 3-006-D District Web Mapper: **Planning Coordinator**, **Senior Land Management Coordinator**, **Project Coordinator, and Watershed Assistant** work with District Engineer to update permit database, create project and monitoring database. Coordinate with other staff members as necessary.
- 3-006-E Boundary Review: TBD

3007 Research

Full-time equivalent: 0.1 FTE

- 3-007-A Ongoing Initiatives & New Initiatives: **Administrator** and **Project Coordinator** lead coordination of research initiatives with District Engineer and research institutions.

3008 Measurement of Progress

Full-time equivalent: 0.1 FTE

- 3-008-A Ongoing Initiatives: **Planning Coordinator** lead preparation of annual Progress Report. Coordinate with consultants and other staff members as necessary.

3009 Grant Research & Preparation

Full-time equivalent: 0.3 FTE

Grant Research Team: **Planning Coordinator, Senior Land Management Coordinator, Project Coordinator, Land Management Specialist**

- 3-009-A Ongoing Initiatives: **Planning Coordinator, Senior Land Management Coordinator, Project Coordinator**, and **Land Management Specialist** coordinate with staff (especially **Administrator**) and consultants to research and apply to grant programs. **Planning Coordinator** lead majority of grant reporting; some grant reporting, such as AIS grants, done by other staff.

3010 Operations and Maintenance

Full-time equivalent: 0.6 FTE

O&M Team: **Project Coordinator, District Technician (Brennhofer), Watershed Assistant**

- 3-010-A Ongoing Initiatives
    - **Project Coordinator** work with District Engineer and other staff as necessary to prepare comprehensive operations and maintenance plan.
    - **Project Coordinator**, **Watershed Assistant**, and **District Technician (Brennhofer)** work together to plan and complete maintenance inspections (e.g., fish barriers, water control structures, aeration systems).

3011 Aquatic Invasive Species Prevention and Management

Full-time equivalent: 0.6 FTE

- 3-011-A Ongoing Initiatives: **Watershed Assistant** lead general program planning and monthly/yearend reporting. Lead applications and reporting for AIS-related grants.
- 3-011-B Watercraft Inspections: **Watershed Assistant** lead program management in coordination with local partners, hired inspectors, and Department of Natural Resources. Perform yearend reporting.
- 3-011-C AIS Prevention at Boat Launch Sites: **Watershed Assistant** oversee implementation of AIS prevention at boat launch sites such as signage, informational handouts, compost bins, etc.
- 3-011-D AIS Early Detection and Rapid Response: **Watershed Assistant** maintain and update lake rapid response plans as necessary. Implement rapid response plans in cases of new infestations.
- 3-011-E Invasive Species Pilot Control Projects: **Watershed Assistant** coordinate pilot control projects as opportunities arise.
- 3-011-F Point-Intercept Macrophyte Surveys: **Watershed Assistant** coordinate consultant services and perform surveys when possible.
- 3-011-G AIS Management: **Watershed Assistant** coordinate with professional service providers, obtain permits, complete reporting, perform public outreach related to aquatic invasive species management activities.
- 3-011-H Common Carp Management: **Watershed Assistant** coordinate carp surveys and management efforts when appropriate.

3012 Land Acquisition & Management

Full-time equivalent: 0.4 FTE

Land Management Team: **Administrator, Senior Land Management Coordinator, Land Management Specialist, Project Coordinator**

- 3-012-A Ongoing Initiatives:
    - **Administrator** oversee program and lead negotiations.
    - **Senior Land Management Coordinator** lead research, review, planning and coordination of land acquisition and management initiatives, especially as related to the greenway corridor initiative and office building property.
    - **Land Management Specialist** lead land management initiatives related to rural and agricultural land uses (see 3004 cost-share program and 5000 series projects). Lead land management initiatives at public boat launches (e.g., work with Conservation Corps and/or volunteers to manage buckthorn).
    - **Project Coordinator** lead land acquisition/easements related to District capital improvement projects (see 5000 series projects).

3013 Watershed Planning & Resiliency

Full-time equivalent: 0.1 FTE

Planning & Resiliency Team: **Planning Coordinator**, **Senior Land Management Coordinator**

- 3-013-A Ongoing Initiatives: **All staff** factor resiliency into various programs and project implementation.
- 3-013-B Vulnerability Assessment: **Planning Coordinator** coordinate with District Engineer, other staff, and partners to complete vulnerability assessment.
- 3-013-C Emergency Response Plan: **Planning Coordinator** lead preparation of emergency response plan in coordination with other staff and consultants.
- 3-013-D Watershed Management Plan Update: **Planning Coordinator** track minor amendment needs and oversee amendment process as necessary.

5000 SERIES- PROJECTS

Full-time equivalent: 2.2 FTE

Project Management Team: **Administrator, Project Coordinator, Senior Land Management Coordinator, Planning Coordinator, Land Management Specialist**

5000 General Project Development

Full-time equivalent: 0.9 FTE

- 5-000-A General Project Development: **Administrator, Project Coordinator, Senior Land Management Coordinator, Planning Coordinator**, and **Land Management Specialist** attend meetings and coordinate with other staff and consultants on general project management. **Planning Coordinator** lead agenda creation and organization of District Engineer Coordination meetings; grant reporting and assistance with projects as needed will be tracked toward the applicable project, but hours are in the work plan under 5000 General Project Development for simplicity. **Operations & Outreach Specialist** and **Office Manager** assist with project outreach/branding/admin as it relates to regular duties.

5100 Floodplain

Full-time equivalent: 0.3 FTE

- 5-120-A Volume Control Facility Implementation: **Administrator** coordinate with District Engineer and City of Forest Lake to plan this project.
- 5-120-B Greenway Corridor Visioning & Assessment: **Senior Land Management Coordinator** lead this initiative in coordination with **Administrator**, other staff, consultants and partners.

5200 Lakes

Full-time equivalent: 0.9 FTE

5221 Moody Lake

- 5-221-B (Moody) Diagnostic Study Implementation: Moody Lake Capstone Projects. **Project Coordinator** lead project outreach and landowner communications, coordinate with District Engineer, assist with construction oversight.
- 5-221-E (Moody) Subwatershed Assessment Implementation: **Land Management Specialist** lead landowner outreach/communications, project identification/design/feasibility, oversee implementation.

5222 Bone Lake

- 5-222-C (Bone) BL9 Northeast Legacy Wetland Restoration: **Project Coordinator** lead project outreach and landowner communications, coordinate with District Engineer, assist with construction oversight.
- 5-222-D (Bone) Subwatershed Assessment Implementation: **Land Management Specialist** lead landowner outreach/communications, project identification/design/feasibility, oversee implementation.

5223 Birch Lake

- 5-223-A (Birch) LC4 Agricultural BMP Implementation: **Land Management Specialist** lead implementation of ag BMPs in the LSC4 subwatershed.

5224 School Lake

- 5-224-A (School) LC3 Agricultural BMP Implementation: **Administrator** and **Land Management Specialist** coordinate with landowner, District Engineer, and other partners to implement the July Ave Feedlot project.

5225 Little Comfort Lake

- 5-225-C (Little Comfort) LC2 Heath Ave Outlet Stormwater Management: **Project Coordinator** coordinate with District Engineer and lead landowner engagement for East Wetland Impoundment project.
- 5-225-D (Little Comfort) LC1 Internal Load Management: **Project Coordinator** coordinate with District Engineer to plan for Alum Treatment project.

5226 Shields Lake

- 5-226-A (Shields) Diagnostic Study Update: **Planning Coordinator** coordinate effort led by District Engineer.

5227 Lake Keewahtin

- 5-227-A (Keewahtin) Diagnostic Study Implementation: As time/priorities allow.

5228 Forest Lake

- 5-228-A (Forest) Diagnostic Study Update: District Engineer complete study update. **Planning Coordinator** coordinate scope of work.
- 5-228-C (Forest) FL11 CR-50 Iron Enhanced Sand Filter: **Project Coordinator** coordinate with District Engineer and lead landowner engagement.
- 5-228-D (Forest) FL10 WJD-6 Implementation: WJD-6 Wetland Restoration: **Project Coordinator** coordinate with District Engineer and lead landowner engagement.
- 5-228-E (Forest) FL1-FL7 Direct Drainage Retrofit Implementation: **Administrator** and **Project Coordinator** coordinate with District Engineer and lead landowner engagement.

5229 Comfort Lake

- 5-229-C (Comfort) CL4 Tax Forfeit Wetland Restoration: **Administrator** and **Project Coordinator** coordinate with District Engineer and lead landowner engagement.
- 5-229-E (Comfort) CL7-CL8 Forest Lake Urban Retrofits: **Administrator** and **Project Coordinator** coordinate with District Engineer and lead landowner engagement.

5300 Streams

Full-time equivalent: 0.1 FTE

- 5-320-A (District-wide) Stream Diagnostic Study: District Engineer to complete study. **Planning Coordinator** coordinate scope of work.
- 5-341-A (BBLSC Tributary) Diagnostic Study Implementation: **Project Coordinator** lead implementation of School Lake Outlet Channel project.

5400 Wetlands

Full-time equivalent: < 0.1 FTE

- 5-420-A Comprehensive Wetland Inventory: District Engineer to complete study. **Planning Coordinator** coordinate scope of work.

5500 Upland Resources

Full-time equivalent: < 0.1 FTE

- 5-520-B Natural Resources Inventory and Prioritization: District Engineer to complete study. **Planning Coordinator** coordinate scope of work.

5600 Groundwater

Full-time equivalent: < 0.1 FTE

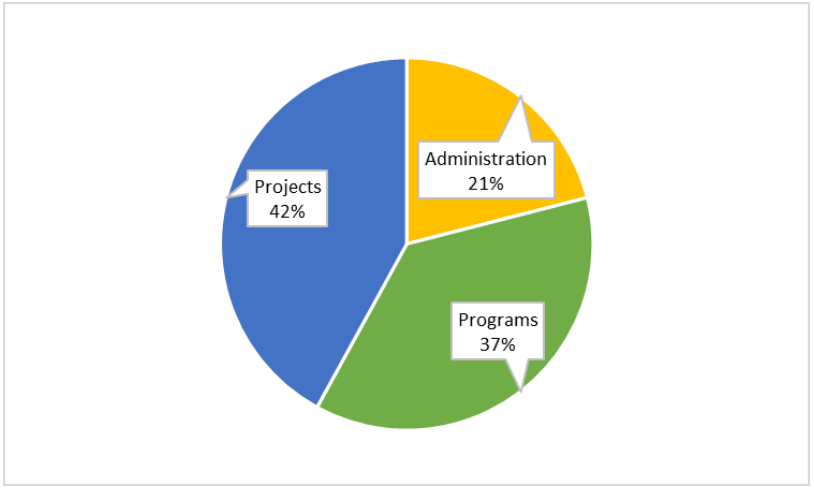
- 5-620-A Groundwater Dependent Natural Resource Inventory and Review: District Engineer to complete study. **Planning Coordinator** coordinate scope of work.

WORK PLAN BREAKOUT BY POSITION

The following breakouts in alphabetical order summarize, in a general sense, what percentage of each staff member's time is spent on each work plan category. Percentages are given as a general guideline/estimate but are neither exact nor binding. See Appendix B for more detailed estimates of work plan hours.

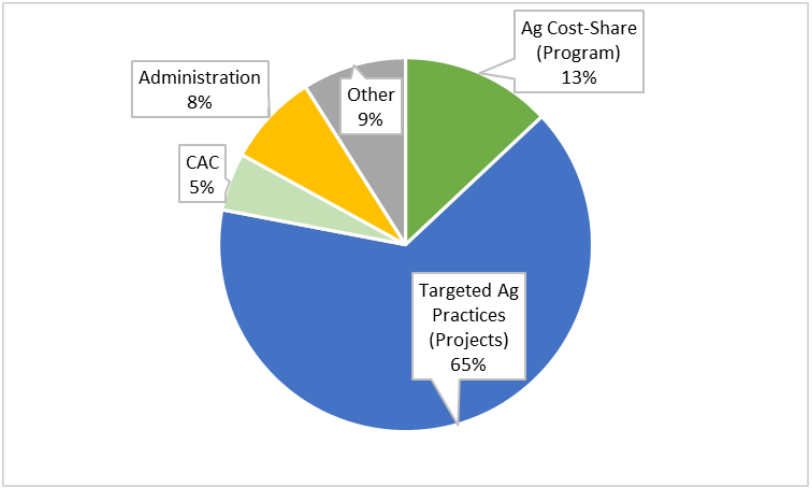
Color coding: Administration | Programs | Projects | Other (combination of other minor tasks)

Mike Kinney, District Administrator

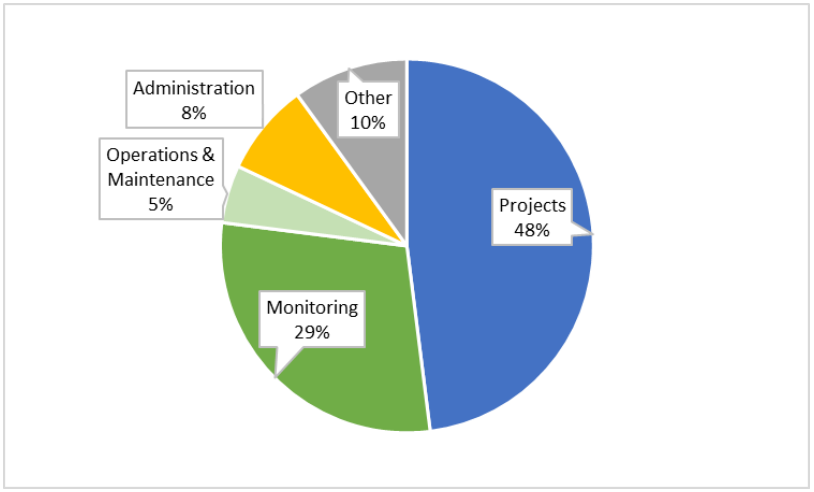


(The District Administrator is involved in/has oversight of all aspects of District work)

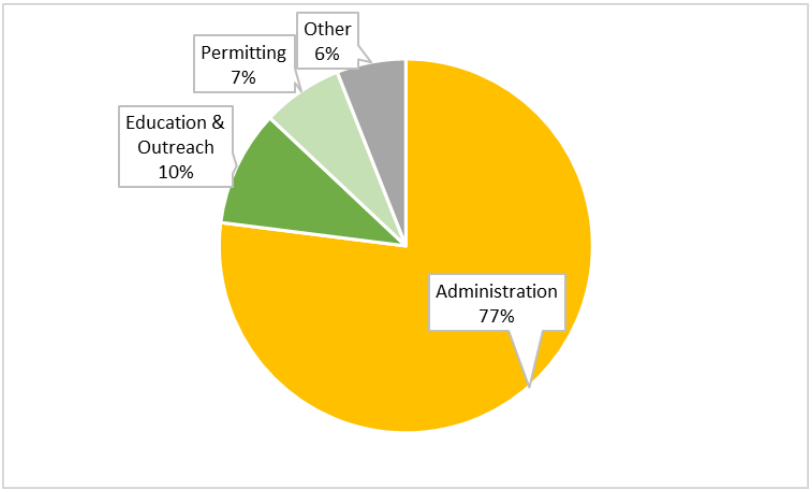
Aidan Read, Land Management Specialist



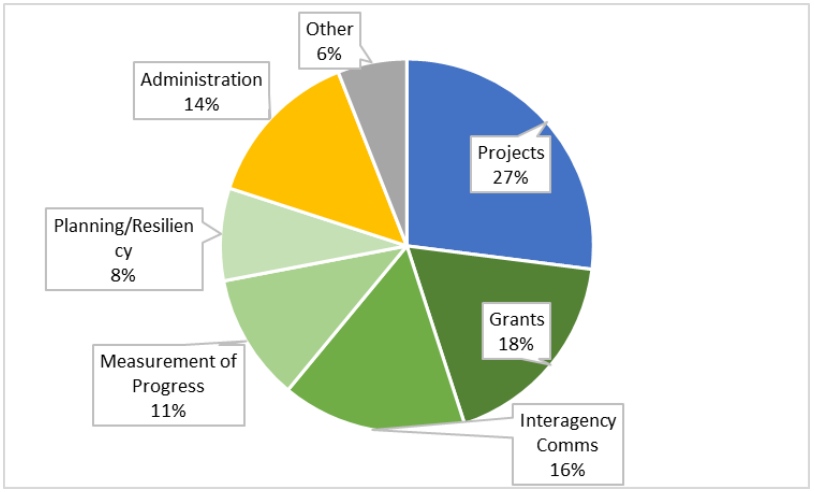
Blayne Eineichner, Project Coordinator



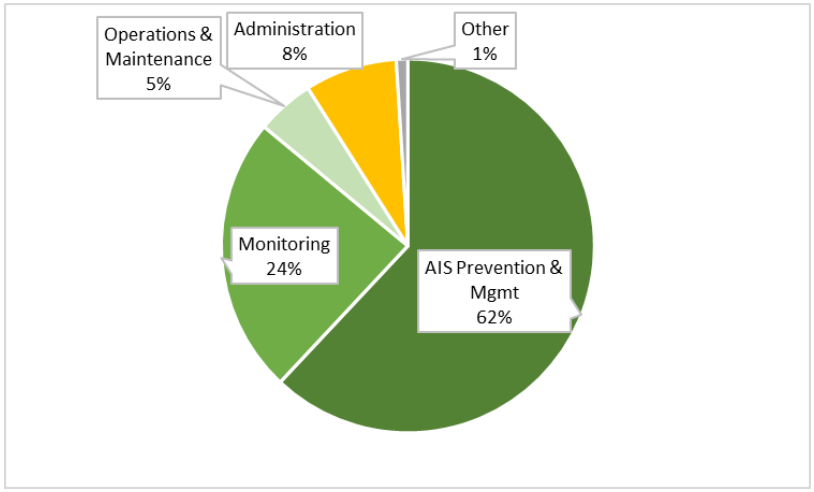
Bobbie Law, Office Manager



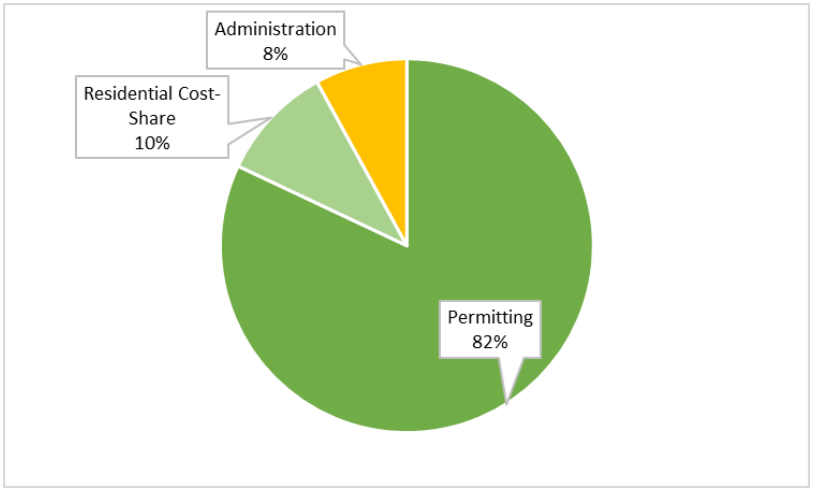
Emily Heinz, Planning Coordinator



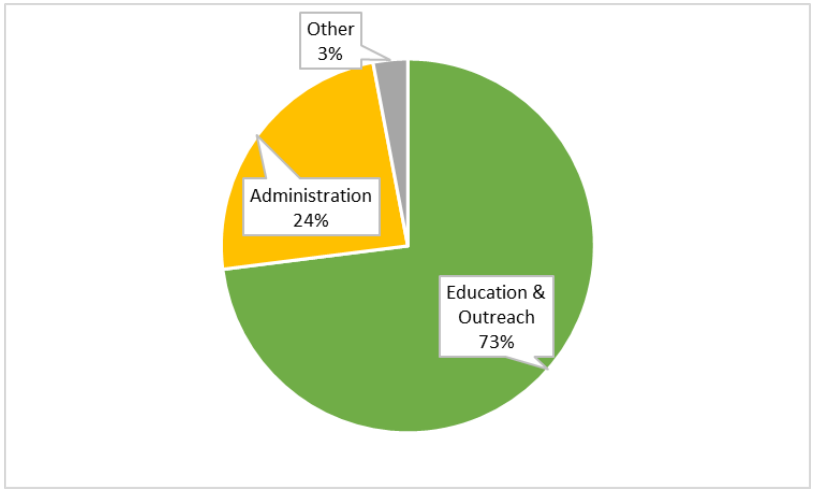
Garrett Miller, Watershed Assistant



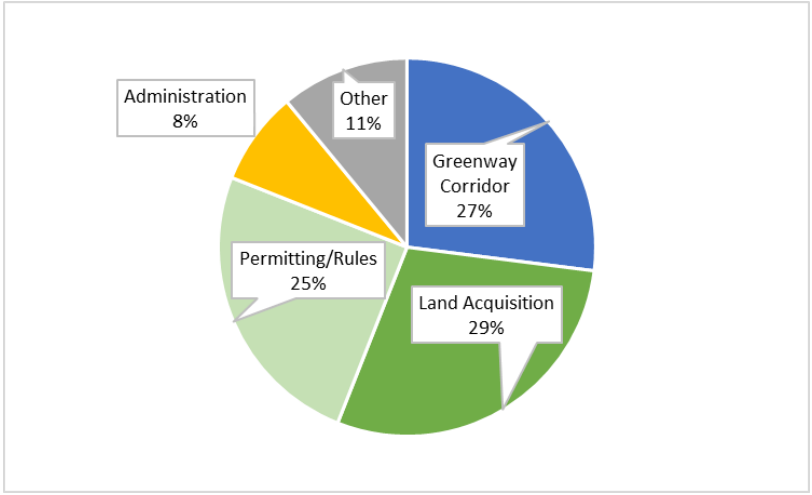
Jason Kuennen, District Technician



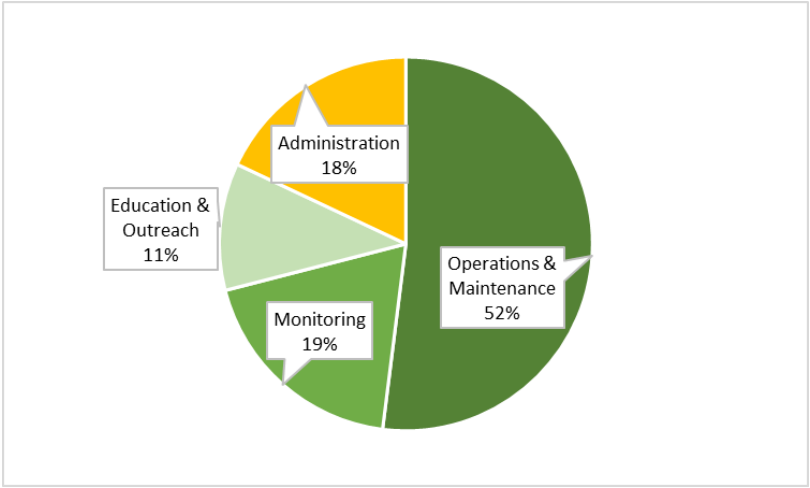
Jessica Lindemyer, Operations & Outreach Specialist



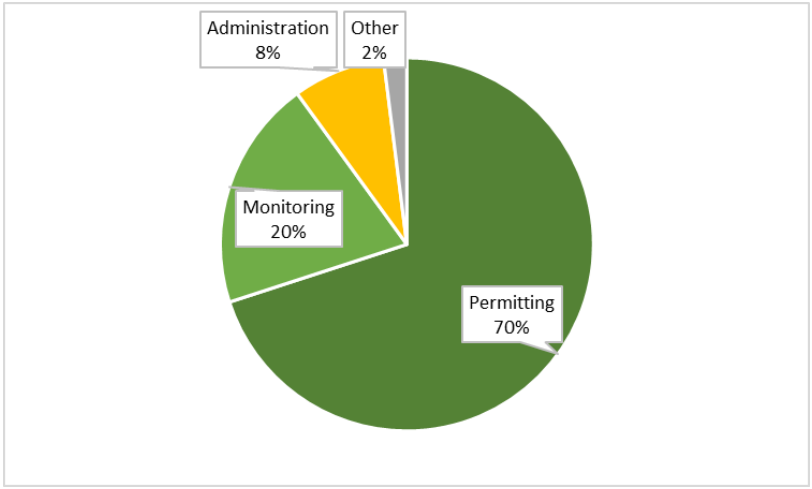
Nick Bancks, Senior Land Management Coordinator



Peter Brennhofer, District Technician



Trey Jonas, District Technician



APPENDIX A – LOWER ST. CROIX SUBCOMMITTEE ASSIGNMENTS

Framework for implementing Lower St. Croix WBIF Plan Activities

Activity 1: Basin Ag Outreach Program

1. Lead agencies
    - Lead agency: WCD
    - Co-lead agency: Chisago SWCD (Subcontract with WCD to act as host entity)
2. A selection committee, comprised of up to 5 staff and policy committee members, will be developed to:
    - Establish the list of activities to be completed by this position
    - Conduct a cost-benefit analysis of contracting vs hiring
    - Conduct interviews (if hiring)
    - Recommended selection committee members:
        i. Lance Petersen (Chisago Co Policy Committee at-large rep)
        ii. Dave Tolberg (Chisago SWCD Policy Committee alternate)
        iii. Jay Riggs, WCD
        iv. Maureen Hoffman, Washington County
        v. Matt Moore, SWWD
        vi. Aidan Read, CLFLWD

Note that this position will operate on a basin-wide scale

Activity 2: Structural Ag BMP Implementation

1. Lead agencies
    - Lead agency: Chisago SWCD (Subcontract with local partners for projects)
    - Co-lead: WCD
2. A subcommittee composed of LSC partners will be developed to:
    - Develop a process for how to fund projects
    - Establish cost-share ranking criteria that includes non-state match requirements
    - Meet intermittently to rank projects and make recommendations to Chisago SWCD Board for approval
    - This subcommittee will also select non-structural agriculture projects using the targeting and prioritization process described in Section VII.B of CWMP.
    - NRCS or other BWSR approved standards will be followed for all practices installed.
    - Staff liaisons for subcommittee will include:
        i. Jay Riggs, WCD
        ii. Tiffany Determan, Isanti SWCD
        iii. Caleb Anderson, Pine Co
        iv. Matt Moore, SWWD
        v. Craig Mell, Chisago SWCD
        vi. Paul Swanson, Pine SWCD
        vii. Agronomy outreach specialist
        viii. Aidan Read, CLFLWD

Activity 3: Shared Services Educator (Basin Water Outreach Program)

1. Lead agencies
    - Lead agency: WCD
    - Co-lead agency: Chisago SWCD (Subcontract with WCD to act as host entity)

2. A selection committee, comprised of up to 6 staff and policy committee members, will be developed to:
    - Establish the list of activities to be completed by this position
    - Conduct interviews
    - Conduct first 6-month and annual performance reviews
    - Periodically check in on progress made by the hired Educator
    - Recommended selection committee members:
        i. Angie Hong, EMWREP
        ii. Jay Riggs, WCD
        iii. Jerry Spetzman, Chisago LID
        iv. Susanna Wilson-Witkowski, Chisago County
        v. Janet Hegland, Sunrise River WMO Policy Committee rep
        vi. Jackie Anderson, CLFLWD Policy Committee rep

Note that this position will operate on a basin-wide scale

Activity 4: Non-Structural Ag/Urban BMP Implementation

1. Lead agencies
    - Lead agency: See Activities 2 and 5
    - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)

Activity 5: Structural Urban BMP Implementation

1. Lead agencies
    - Lead agency: CMSCWD
    - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)
2. A subcommittee composed of LSC partners will be developed to:
    - Establish cost-share ranking criteria
    - Meet intermittently to rank projects and make recommendations to the LSC steering committee, which will make an official recommendation to Chisago SWCD Board for approval.
    - This subcommittee will also select non-structural urban projects using the targeting and prioritization process described in Section VII.B of CWMP.
        i. BWSR approved standards will be followed for all practices implemented
        ii. Enhanced street sweeping targeting analyses will be performed for priority areas. CLFLWD's 2018 Forest Lake Enhanced Street Sweeping Study may be used as an example for these studies.
    - Staff liaisons for subcommittee:
        i. Mike Isensee, CMSCWD
        ii. Casey Thiel, Chisago SWCD
        iii. WCD landscape architect (Bryan Pynn or Andy Novak)
        iv. Tony Randazzo, SWWD
        v. Paula Kalinosky, CLFLWD subject matter expert

Activity 6: Wetland Restoration Implementation

1. Lead agencies
    - Lead agency: Anoka SWCD
    - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)
    - Staff liaisons for subcommittee:
        i. Becky Wozney, Anoka SWCD
        ii. Caleb Anderson or Jeremy Williamson, Pine Co

iii. Todd Kulaf, Isanti SWCD
iv. Jaime Schurbon, Anoka SWCD
v. Paul Swanson, Pine SWCD
vi. Blayne Eineichner, CLFLWD
vii. Jeff Fertig, Chisago Co

2. A subcommittee composed of LSC partners will be developed to:
    - Rank projects and make recommendations to Chisago SWCD Board for approval

Activity 7: Internal Analyses

1. Lead agencies
    - Lead agency: Chisago County
    - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)
2. A subcommittee composed of LSC partners will meet annually to prioritize internal analysis areas.
    - The subcommittee will consider which priority waterbodies are in most need for targeting analysis. Priority lakes for internal analyses are listed in table 5-4 of the LSC CWMP.
    - The subcommittee will further prioritize timing of internal analyses based on lakes' progress toward watershed load reductions.
    - Staff liaisons for subcommittee:
        i. Jerry Spetzman, Chisago LID
        ii. Susanna Wilson-Witkowski, Chisago County
        iii. Mike Isensee, CMSCWD
        iv. Jaime Schurbon, Anoka SWCD
        v. Blayne Eineichner, CLFLWD

Activity 8: Targeting Analyses

1. Lead agencies
    - Lead agency: WCD
    - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)
2. A subcommittee composed of LSC partners will meet annually to prioritize targeting analysis areas.
    - The subcommittee will consider which priority waterbodies are in most need for targeting analysis. Top priority is St. Croix Direct Drainage Area, second priorities are waterbodies listed in either table 5-2 or 5-3 of LSC CWMP.
    - Staff liaisons for subcommittee:
        i. Mike Isensee, CMSCWD
        ii. Jay Riggs, WCD with transition to Bryan Pynn / Andy Novak in the future
        iii. Casey Thiel, Chisago SWCD
        iv. Pine Co / SWCD staff
        v. Blayne Eineichner, CLFLWD

Activity 9: Technical/Engineering

1. Lead agencies
    - Lead agency: See Activities 2 and 5
    - Co-lead agency: Chisago SWCD (Subcontract with local partners for projects)

Activity 10: Administration/Coordination

1. Lead agencies

- Chisago SWCD: fiscal agent administration and contract coordination
- WCD: hiring and payroll administration of agronomy outreach and education positions
- WCD/EMWREP:
    - Work plan activity subcommittee coordination
    - Policy committee coordination
    - Website
- CLFLWD:
    - Grant and progress reporting – Emily Heinz
    - Website – Jessica Lindemyer

APPENDIX B – WORK PLAN HOURS

2022 Work Plan

Comfort Lake-Forest Lake Watershed District

WMP Code	Work Plan Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Staff Hours	FTE	Percentage of Total Work Plan	2022 Cost
1000	**ADMINISTRATION**	**297**	**316**	**320**	**318**	**292**	**306**	**298**	**309**	**301**	**303**	**262**	**272**	**3,594**	**2.0**	**18.15%**	**$142,371**
1001	BOARD ADMINISTRATION	177	177	177	177	177	177	177	177	177	177	147	147	2,064	1.1	10.42%	$81,762
1002	GENERAL OFFICE EXPENSES	47	52	46	63	52	63	52	63	52	63	52	63	668	0.4	3.37%	$26,462
1003	GENERAL ADMINISTRATIVE	70	84	94	75	60	63	66	66	65	56	56	55	810	0.5	4.09%	$32,087
1004	PROFESSIONAL SERVICES	3	3	3	3	3	3	3	3	7	7	7	7	52	0.0	0.26%	$2,060
3000	**PROGRAMS**	**1,016**	**1,003**	**999**	**1,005**	**1,042**	**1,031**	**1,039**	**1,051**	**1,056**	**1,007**	**1,038**	**1,031**	**12,318**	**6.8**	**62.21%**	**$487,958**
3000	GENERAL PROGRAM DEVELOPMENT	20	20	20	20	20	20	20	20	20	20	23	23	246	0.1	1.24%	$9,745
3001	DISTRICT RULES AND RULEMAKING	5	5	5	5	5	5	5	5	5	5	5	5	60	0.0	0.30%	$2,377
3002	PERMITTING*	277	276	270	286	287	286	287	286	287	278	277	266	3,363	1.9	16.98%	$133,220
3003	MONITORING & DATA ASSESSMENT	85	85	111	165	182	185	186	185	186	145	106	96	1,717	1.0	8.67%	$68,016
3004	NON-POINT SOURCE POLLUTION ABATEMENT	57	56	46	37	37	37	37	37	37	37	46	55	519	0.3	2.62%	$20,559
3005	EDUCATION AND OUTREACH	165	166	158	136	148	146	148	146	148	161	198	195	1,915	1.1	9.67%	$75,860
3006	INTERAGENCY COMMUNICATION	50	50	50	50	54	50	50	50	50	50	50	50	604	0.3	3.05%	$23,926
3007	RESEARCH	8	8	8	8	8	8	8	8	8	8	8	8	96	0.1	0.48%	$3,803
3008	MEASUREMENT OF PROGRESS	25	25	25	25	13	13	13	13	13	13	13	13	204	0.1	1.03%	$8,081
3009	GRANT RESEARCH & PREPARATION	13	11	17	27	45	41	42	67	65	42	43	43	456	0.3	2.30%	$18,064
3010	OPERATION & MAINTENANCE	122	122	110	83	81	80	81	80	81	91	102	106	1,139	0.6	5.75%	$45,120
3011	AIS PREVENTION & MANAGEMENT*	98	97	99	94	95	94	95	94	95	88	95	100	1,144	0.6	5.78%	$45,318
3012	LAND ACQUISITION	63	62	60	59	57	56	57	50	51	59	62	61	697	0.4	3.52%	$27,611
3013	WATERSHED PLANNING & RESILIENCY	28	20	20	10	10	10	10	10	10	10	10	10	158	0.1	0.80%	$6,259
5000	**PROJECTS**	**337**	**331**	**331**	**327**	**316**	**313**	**313**	**290**	**293**	**340**	**350**	**347**	**3,888**	**2.2**	**19.64%**	**$154,017**
5000	GENERAL PROJECT DEVELOPMENT	153	143	143	134	131	128	128	110	112	153	163	160	1,658	0.9	8.37%	$65,679
5100	FLOODPLAIN	41	41	41	41	41	41	41	41	41	41	41	41	492	0.3	2.48%	$19,490
5200	LAKES*	132	136	136	144	136	136	136	131	132	138	138	138	1,633	0.9	8.25%	$64,689
5300	STREAMS	8	8	8	8	8	8	8	8	8	8	8	8	96	0.1	0.48%	$3,803
5400	WETLANDS*	1	1	1	0	0	0	0	0	0	0	0	0	3	0.0	0.02%	$119
5500	UPLAND RESOURCES	1	1	1	0	0	0	0	0	0	0	0	0	3	0.0	0.02%	$119
5600	GROUNDWATER	1	1	1	0	0	0	0	0	0	0	0	0	3	0.0	0.02%	$119
Totals		**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**19,800**	**11.0**	**100%**	**$784,345**

*Items for which staff costs are fully or partially funded by outside sources such as partner organizations and/or grants

2022 Work Plan

Comfort Lake-Forest Lake Watershed District

Position		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	Administrator	150	150	150	150	150	150	150	150	150	150	150	150	1,800
	Land Mgmt Specialist	150	150	150	150	150	150	150	150	150	150	150	150	1,800
	O&O Specialist	150	150	150	150	150	150	150	150	150	150	150	150	1,800
	Office Manager	150	150	150	150	150	150	150	150	150	150	150	150	1,800
	Planning Coord.	150	150	150	150	150	150	150	150	150	150	150	150	1,800
	Project Coord.	150	150	150	150	150	150	150	150	150	150	150	150	1,800
	Technician (Brennhofer)	150	150	150	150	150	150	150	150	150	150	150	150	1,800
	Sen Land Mgmt Coord.	150	150	150	150	150	150	150	150	150	150	150	150	1,800
	Technician (Jonas)	150	150	150	150	150	150	150	150	150	150	150	150	1,800
	Technician (Kuennen)	150	150	150	150	150	150	150	150	150	150	150	150	1,800
	Watershed Assist.	150	150	150	150	150	150	150	150	150	150	150	150	1,800
	TOTAL	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**1,650**	**19,800**

2022 Work Plan

Comfort Lake-Forest Lake Watershed District

Account Code	Project	Activity	Assigned	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Staff Total	Outcomes/Notes
1001	**Board Administration**			**177**	**177**	**177**	**177**	**177**	**177**	**177**	**177**	**177**	**177**	**147**	**147**	**2,064**	
	Board Mtg Preparation and Attendance	Board packet assistance, mtg. attendance	Administrator	8	8	8	8	8	8	8	8	8	8	8	8	96	General assistance with board packet (program/project-specific packet material prep is under 3000/5000), mtg attendance
	Board Mtg Preparation and Attendance	Lead board packet prep, mtg. attendance, minutes	Office Manager	80	80	80	80	80	80	80	80	80	80	50	50	900	Lead coord. on board packet prep, website posting, mtg notices, minutes drafting and coord. review process, misc. mgr coord.
	Board Mtg Preparation and Attendance	Board packet assistance, mtg. attendance, minutes review	Planning Coord.	9	9	9	9	9	9	9	9	9	9	9	9	108	General assistance with board packet (program/project-specific packet material prep is under 3000/5000), mtg attendance
	Board Mtg Preparation and Attendance	Board packet assistance, mtg. attendance, minutes review	Land Mgmt Specialist	8	8	8	8	8	8	8	8	8	8	8	8	96	General assistance with board packet (program/project-specific packet material prep is under 3000/5000), mtg attendance
	Board Mtg Preparation and Attendance	Board packet assistance, mtg. attendance, minutes review	O&O Specialist	8	8	8	8	8	8	8	8	8	8	8	8	96	General assistance with board packet (program/project-specific packet material prep is under 3000/5000), mtg attendance
	Board Mtg Preparation and Attendance	Board packet assistance, mtg. attendance, minutes review	Technician (Kuennen)	8	8	8	8	8	8	8	8	8	8	8	8	96	General assistance with board packet (program/project-specific packet material prep is under 3000/5000), mtg attendance
	Board Mtg Preparation and Attendance	Board packet assistance, mtg. attendance, minutes review	Project Coord.	8	8	8	8	8	8	8	8	8	8	8	8	96	General assistance with board packet (program/project-specific packet material prep is under 3000/5000), mtg attendance
	Board Mtg Preparation and Attendance	Board packet assistance, mtg. attendance, minutes review	Sen Land Mgmt Coord.	8	8	8	8	8	8	8	8	8	8	8	8	96	General assistance with board packet (program/project-specific packet material prep is under 3000/5000), mtg attendance
	Board Mtg Preparation and Attendance	Board packet assistance, mtg. attendance, minutes review	Technician (Jonas)	8	8	8	8	8	8	8	8	8	8	8	8	96	General assistance with board packet (program/project-specific packet material prep is under 3000/5000), mtg attendance
	Board Mtg Preparation and Attendance	Board packet assistance, mtg. attendance, minutes review	Watershed Assist.	8	8	8	8	8	8	8	8	8	8	8	8	96	General assistance with board packet (program/project-specific packet material prep is under 3000/5000), mtg attendance
	Board Mtg Preparation and Attendance	Board packet assistance, mtg. attendance, minutes review	Technician (Brennhofer)	8	8	8	8	8	8	8	8	8	8	8	8	96	General assistance with board packet (program/project-specific packet material prep is under 3000/5000), mtg attendance
	Board Communications	General communications with managers	Administrator	8	8	8	8	8	8	8	8	8	8	8	8	96	Scheduled and unscheduled emails, phone calls and office visits
	Board Communications	Weekly schedule summaries	Office Manager	8	8	8	8	8	8	8	8	8	8	8	8	96	Weekly schedule summaries
1002	**General Office Expenses**			**47**	**52**	**46**	**63**	**52**	**63**	**52**	**63**	**52**	**63**	**52**	**63**	**668**	
	Computer Supplies/Software/IT Support	Website development, IT coordination	O&O Specialist	18	18	12	12	12	12	12	12	12	12	12	12	156	Website redesign
	General Office Supplies	Ordering of supplies, maintaining inventory, managing purch	Office Manager	5	1	1	5	5	5	5	5	5	5	5	5	52	Ensure adequate stock of supplies, coordinate equipment/registration purchases and payments with other staff as needed
	Office Space	Office maintenance and lease coordination	Administrator	2	2	2	2	2	2	2	2	2	2	2	2	24	See 3012 Land Acquisition & Management Program for new office space land acq. search
	Conferences/Training	Registration & attendance	Administrator	2	3	3	4	3	4	3	4	3	4	3	4	40	Max 40 hours per year on training, $1,000 per year on training costs
	Conferences/Training	Registration & attendance	Land Mgmt Specialist	2	3	3	4	3	4	3	4	3	4	3	4	40	Max 40 hours per year on training, $1,000 per year on training costs, send training plan to Administrator by 1/1/22
	Conferences/Training	Registration & attendance	O&O Specialist	2	3	3	4	3	4	3	4	3	4	3	4	40	Max 40 hours per year on training, $1,000 per year on training costs, send training plan to Administrator by 1/1/22
	Conferences/Training	Registration & attendance	Office Manager	2	1	1	4	3	4	3	4	3	4	3	4	36	Max 40 hours per year on training, $1,000 per year on training costs, send training plan to Administrator by 1/1/22
	Conferences/Training	Registration & attendance	Planning Coord.	2	3	3	4	3	4	3	4	3	4	3	4	40	Max 40 hours per year on training, $1,000 per year on training costs, send training plan to Administrator by 1/1/22
	Conferences/Training	Registration & attendance	Project Coord.	2	3	3	4	3	4	3	4	3	4	3	4	40	Max 40 hours per year on training, $1,000 per year on training costs, send training plan to Administrator by 1/1/22
	Conferences/Training	Registration & attendance	Sen Land Mgmt Coord.	2	3	3	4	3	4	3	4	3	4	3	4	40	Max 40 hours per year on training, $1,000 per year on training costs, send training plan to Administrator by 1/1/22
	Conferences/Training	Registration & attendance	Technician (Jonas)	2	3	3	4	3	4	3	4	3	4	3	4	40	Max 40 hours per year on training, $1,000 per year on training costs, send training plan to Administrator by 1/1/22
	Conferences/Training	Registration & attendance	Technician (Kuennen)	2	3	3	4	3	4	3	4	3	4	3	4	40	Max 40 hours per year on training, $1,000 per year on training costs, send training plan to Administrator by 1/1/22
	Conferences/Training	Registration & attendance	Technician (Brennhofer)	2	3	3	4	3	4	3	4	3	4	3	4	40	Max 40 hours per year on training, $1,000 per year on training costs, send training plan to Administrator by 1/1/22
	Conferences/Training	Registration & attendance	Watershed Assist.	2	3	3	4	3	4	3	4	3	4	3	4	40	Max 40 hours per year on training, $1,000 per year on training costs, send training plan to Administrator by 1/1/22
1003	**General Administration**			**70**	**84**	**94**	**75**	**60**	**63**	**66**	**66**	**65**	**56**	**56**	**55**	**810**	
	Annual budget	Planning/review, budget/board coordination	Administrator	1	1	1	1	5	5	8	8	7	2	2	1	42	Oversee annual budget and work plan, meet with Board of Managers, TAC, CAC, and other partnering agencies
	Annual budget	Lead budget entries/drafting, levy certification & other requir	Planning Coord.	1	1	2	4	5	8	8	8	8	4	4	4	57	Much of budget development/planning is project/program related and tracked accordingly
	Annual Audit	Coordinate with accountant and auditors	Administrator	3	5	8	4									20	Complete annual audit by April 30
	Annual Audit	Coordinate with accountant and auditors	Office Manager	10	20	23	10									63	Complete annual audit by April 30
	Annual Audit	Coordinate with accountant and auditors	O&O Specialist	3	5	8	4									20	Complete annual audit by April 30
	Annual Audit	Grant-related audit work papers	Planning Coord.	2	2	2	2									8	Complete annual audit by April 30
	Staff reviews & personnel mgmt	Staff reviews, and ongoing meetings / mentoring	Administrator	4	4	4	4	4	4	4	4	4	4	4	4	48	Above average professional staff with increasing interest in CLFLWD activities and opportunities for growth
	Human Resources	General HR/payroll coord/hiring tasks	O&O Specialist	8	8	8	8	8	8	8	8	8	8	8	8	96	Annual HR review, draft position descriptions, handle applications/new hire paperwork, coordinate benefit enrollments
	Monthly financials	Monthly accounts payable/receivable	Office Manager	20	20	20	20	20	20	20	20	20	20	20	20	240	Invoice scanning, coding, QA/QC; transition to doing monthly AP alone
	Monthly financials	Monthly bills, coding, record keeping	O&O Specialist	2	2	2	2	2	2	2	2	2	2	2	2	24	Assist as necessary
	File maintenance	Hard copy and electronic organization/archival; misc. admin	Technician (Brennhofer)	16	16	16	16	16	16	16	16	16	16	16	16	192	Lead hard copy file conversion and organization; Laserfiche
1004	**Professional Services**			**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**7**	**7**	**7**	**7**	**52**	
	Consultant management	Accounting, legal, engineering - contracts, management	Administrator	1	1	1	1	1	1	1	1	2	2	2	2	16	Ensure consultant contracts are in order, manage consultant-client relations, biennial professional services RFP
	Consultant management	Accounting, legal, engineering - contracts, management	Planning Coord.	2	2	2	2	2	2	2	2	5	5	5	5	36	Update monthly expense trackers (some of this may be tracked under projects/programs), biennial RFP, contract renewal/mgmt

1000 - Administration Total			**297**	**316**	**320**	**318**	**292**	**306**	**298**	**309**	**301**	**303**	**262**	**272**	**3,594**

Administrator	**29**	**32**	**35**	**32**	**31**	**32**	**34**	**35**	**34**	**30**	**29**	**29**	**382**
Land Mgmt Specialist	**10**	**11**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**136**
O&O Specialist	**41**	**44**	**41**	**38**	**33**	**34**	**33**	**34**	**33**	**34**	**33**	**34**	**432**
Office Manager	**125**	**130**	**133**	**127**	**116**	**117**	**116**	**117**	**116**	**117**	**86**	**87**	**1,387**
Planning Coord.	**16**	**17**	**18**	**21**	**19**	**23**	**22**	**23**	**25**	**22**	**21**	**22**	**249**
Project Coord.	**10**	**11**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**136**
Technician (Brennhofer)	**26**	**27**	**27**	**28**	**27**	**28**	**27**	**28**	**27**	**28**	**27**	**28**	**328**
Sen Land Mgmt Coord.	**10**	**11**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**136**
Technician (Jonas)	**10**	**11**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**136**
Technician (Kuennen)	**10**	**11**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**136**
Watershed Assist.	**10**	**11**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**11**	**12**	**136**

2022 Work Plan

Comfort Lake-Forest Lake Watershed District

Account Code	WMP Timeline	Project	Activity	Assigned	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Staff Total	Outcomes/Notes
3-000		**General Program Development**			**20**	**20**	**20**	**20**	**20**	**20**	**20**	**20**	**20**	**20**	**23**	**23**	**246**	
3-000-A	Annual	General Program Development	Program oversight, general program activities and coordination	Administrator	2	2	2	2	2	2	2	2	2	2	2	2	24	
3-000-A	Annual	General Program Development/Other P	Gen prog mgmt, assist. w/ other programs outside of assigned	Land Mgmt Specialist	2	2	2	2	2	2	2	2	2	2	2	2	24	Periodic assist. with other programs as needed
3-000-A	Annual	General Program Development/Other P	Gen prog mgmt, assist. w/ other programs outside of assigned	O&O Specialist	2	2	2	2	2	2	2	2	2	2	2	2	24	Periodic assist. with other programs as needed
3-000-A	Annual	General Program Development/Other P	Gen prog mgmt, assist. w/ other programs outside of assigned	Office Manager	2	2	2	2	2	2	2	2	2	2	5	5	30	Periodic assist. with other programs as needed
3-000-A	Annual	General Program Development/Other P	Gen prog mgmt, assist. w/ other programs outside of assigned	Planning Coord.	2	2	2	2	2	2	2	2	2	2	2	2	24	Periodic assist. with other programs as needed
3-000-A	Annual	General Program Development/Other P	Gen prog mgmt, assist. w/ other programs outside of assigned	Project Coord.	2	2	2	2	2	2	2	2	2	2	2	2	24	Periodic assist. with other programs as needed
3-000-A	Annual	General Program Development/Other P	Gen prog mgmt, assist. w/ other programs outside of assigned	Sen Land Mgmt Coord.	2	2	2	2	2	2	2	2	2	2	2	2	24	Periodic assist. with other programs as needed
3-000-A	Annual	General Program Development/Other P	Gen prog mgmt, assist. w/ other programs outside of assigned	Technician (Jonas)	2	2	2	2	2	2	2	2	2	2	2	2	24	Periodic assist. with other programs as needed
3-000-A	Annual	General Program Development/Other P	Gen prog mgmt, assist. w/ other programs outside of assigned	Technician (Kuennen)	2	2	2	2	2	2	2	2	2	2	2	2	24	Periodic assist. with other programs as needed
3-000-A	Annual	General Program Development/Other P	Gen prog mgmt, assist. w/ other programs outside of assigned	Watershed Assist.	2	2	2	2	2	2	2	2	2	2	2	2	24	Periodic assist. with other programs as needed
3-001		**District Rules and Rulemaking**			**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**60**	
3-001-B	2022, 2027	Rule Implementation Review	Coordinate rule review with EOR	Sen Land Mgmt Coord.	5	5	5	5	5	5	5	5	5	5	5	5	60	Continual review/consideration of possible rule changes, coordinate with EOR
3-002		**Permitting**			**277**	**276**	**270**	**286**	**287**	**286**	**287**	**286**	**287**	**278**	**277**	**266**	**3,363**	
3-002-A	Annual	Ongoing Initiatives	Program oversight	Administrator	4	4	6	14	14	14	14	14	14	6	2	2	108	Approvals as allowed by Board resolution, oversight of permit materials for board packets
3-002-A	Annual	Ongoing Initiatives	Program management	Sen Land Mgmt Coord.	30	30	30	30	30	30	30	30	30	30	30	30	360	Lead general coord/mtgs, assist w/ application review/applicant corr, database QA/QC
3-002-A	Annual	Ongoing Initiatives	Program management/coordination	Technician (Jonas)	121	120	100	100	100	100	100	100	100	100	105	104	1,250	App review/applicant corr, balance permit escrow acct, permit maint dec's, database QA/QC
3-002-A	Annual	Ongoing Initiatives	Active site and permitted BMP inspections	Technician (Kuennen)	110	110	120	128	129	128	129	128	129	128	120	110	1,469	Site inspections (active and maint dec), database QA/QC
3-002-A	Annual	Ongoing Initiatives	Active site and permitted BMP inspections	Sen Land Mgmt Coord.	2	2	4	4	4	4	4	4	4	4	2	2	40	Assist with site inspections as necessary
3-002-A	Annual	Ongoing Initiatives	Active site and permitted BMP inspections	Technician (Jonas)	2	2	2	2	2	2	2	2	2	2	2	2	24	Assist with site inspections as necessary
3-002-A	Annual	Ongoing Initiatives	Program Assistance: Initial contact/education, finance assistance	Office Manager	8	8	8	8	8	8	8	8	8	8	16	16	112	Assist w/ initial contact, deposit financials, YE recap
3-003		**Monitoring & Data Assessment**			**85**	**85**	**111**	**165**	**182**	**185**	**186**	**185**	**186**	**145**	**106**	**96**	**1,717**	
3-003-A	Annual	Ongoing Initiatives	General administration/oversight/planning	Administrator	8	8	4	4	4	4	4	4	4	4	4	4	56	Coordinate monitoring budget, plan & execution, general oversight throughout monitoring season
3-003-A	Annual	Ongoing Initiatives	Program management/planning	Project Coord.	30	30	30	40	60	60	60	60	60	40	30	30	530	Prog mgmt, DIY diagnostic/ISCO, coord w/ EOR, staff gages, equipment, winter monitoring
3-003-A	Annual	Ongoing Initiatives	Program management/planning	Watershed Assist.	22	22	32	42	42	42	42	42	42	42	32	22	424	Lead CAMP and staff-led lake monitoring
3-003-A	Annual	Ongoing Initiatives	Monitoring planning and field work	Technician (Jonas)	15	15	35	34	31	34	35	34	35	34	30	30	362	Lead CAT program, assist with in-lake monitoring
3-003-A	Annual	Ongoing Initiatives	Assist with monitoring field work	Technician (Brennhofer)	10	10	10	45	45	45	45	45	45	25	10	10	345	Assist with DIY diagnostic and lake monitoring - take over lead monitoring small lakes
3-004		**Non-Point Source Pollution Abatement Grant (cost-share)**			**57**	**56**	**46**	**37**	**37**	**37**	**37**	**37**	**37**	**37**	**46**	**55**	**519**	
3-004-A	Annual	Ongoing Initiatives	Program oversight, design review, project ranking, homeowner co	Administrator	3	3	3	3	3	3	3	3	3	3	3	3	36	
3-004-A	Annual	Ongoing Initiatives	Shoreland and streambank inventories	TBD													0	
3-004-B	Annual	Residential Landowner Grant	Program oversight, design review, project ranking, homeowner co	Technician (Kuennen)	28	27	17	8	8	8	8	8	8	8	17	26	171	Program setup/planning/advertising, site visits, review applications, coordinate with SWCDs
3-004-C	Annual	Agricultural and Rural BMP Incentives/C	General program oversight/guidance	Administrator	6	6	6	6	6	6	6	6	6	6	6	6	72	
3-004-C	Annual	Agricultural and Rural BMP Incentives/C	Program oversight, design review, project ranking, homeowner co	Land Mgmt Specialist	20	20	20	20	20	20	20	20	20	20	20	20	240	Establish farmer-led council
3-004-D	Annual	Commercial/Community Grant	Program oversight, design review, project ranking, homeowner co	TBD													0	To be determined from board discussion
3-004-E	Annual	Municipal Stormwater Remediation Pro	Coordination with municipalities	Administrator													0	As needed
3-005		**Education and Outreach**			**165**	**166**	**158**	**136**	**148**	**146**	**148**	**146**	**148**	**161**	**198**	**195**	**1,915**	
3-005-A	Annual	Ongoing Initiatives	Public communication and outreach	Administrator	4	4	4	4	4	4	4	4	4	4	4	4	48	Program/project updates to lake associations and general public
3-005-A	Annual	Ongoing Initiatives	Meeting/workshop/event attendance and planning	O&O Specialist	20	22	21	25	25	25	25	25	25	25	25	25	288	EMWREP/WSP meetings, community events, lake association meetings
3-005-A	Annual	Ongoing Initiatives	Monthly Newsletter & Annual Mailing	O&O Specialist	25	20	20	8	8	8	8	8	9	12	14	15	155	
3-005-A	Annual	Ongoing Initiatives	Material development, newspapers, social media, website	O&O Specialist	47	47	51	62	67	66	67	61	61	55	54	52	690	
3-005-A	Annual	Ongoing Initiatives	Assist as needed	Office Manager	8	3	0	6	17	16	17	16	17	16	36	35	187	Assist as needed/as time allows; likely more time around yearend when fewer board meetings
3-005-A	Annual	Ongoing Initiatives	Assist as needed	Technician (Brennhofer)	34	33	33	2	2	2	2	2	2	17	33	32	194	
3-005-A	Annual	Ongoing Initiatives	Annual Report, assist with E&O where appropriate	Planning Coord.	6	16	8	8	4	4	4	4	4	4	4	4	70	
3-005-A	Annual	Ongoing Initiatives	Citizen Advisory Committee coordination	Land Mgmt Specialist	8	8	8	8	8	8	8	8	8	8	8	8	96	Expand CAC demographics, assist with meeting preparation and projects/initiatives
3-005-B	2021-2023, 2030	Standard Project Signage	Sign design and ordering	O&O Specialist	8	8	8	8	8	8	8	8	8	8	8	8	96	Implement signage at all District projects - grant requirements, updated logo/branding
3-005-C	Annual	Local student engagement/Chisago Co	Local school activities/events/outreach	O&O Specialist	5	5	5	5	5	5	5	10	10	12	12	12	91	Lead local student engagement/events
3-006		**Interagency Communication**			**50**	**50**	**50**	**50**	**54**	**50**	**50**	**50**	**50**	**50**	**50**	**50**	**604**	
3-006-A	Annual	Ongoing Initiatives	General program admin., interagency meetings & coordination	Administrator	8	8	8	8	8	8	8	8	8	8	8	8	96	Coordinate programs and projects with partners
3-006-A	Annual	Ongoing Initiatives	Lower St. Croix 1W1P Partnership	Planning Coord.	16	16	16	16	16	16	16	16	16	16	16	16	192	Participate on PT/SC, attend Policy Committee meetings, report to CLFLWD board delegates
3-006-A	Annual	Ongoing Initiatives	Lower St. Croix 1W1P Partnership	Land Mgmt Specialist	4	4	4	4	4	4	4	4	4	4	4	4	48	Participate on subcommittees as assigned
3-006-A	Annual	Ongoing Initiatives	Lower St. Croix 1W1P Partnership	Project Coord.	4	4	4	4	4	4	4	4	4	4	4	4	48	Participate on subcommittees as assigned
3-006-C	Annual	Geographic Information Systems (GIS)	Maintain GIS license/grant	Technician (Jonas)	0	0	0	0	4	0	0	0	0	0	0	0	4	Maintain GIS license/grant (specific GIS work will be tracked under applicable program/project)
3-006-C	Annual	Geographic Information Systems (GIS)	Maintain GIS files/layer updates	Office Manager	2	2	2	2	2	2	2	2	2	2	2	2	24	Maintain GIS files (specific GIS work will be tracked under applicable program/project)
3-006-D	Annual	District Web Mapper	Coordinate new/updated webmap and project database	Planning Coord.	8	8	8	8	8	8	8	8	8	8	8	8	96	Complete database/webmap creation/update
3-006-D	Annual	District Web Mapper	Coordinate new/updated webmap and project database	Sen Land Mgmt Coord.	8	8	8	8	8	8	8	8	8	8	8	8	96	Complete database/webmap creation/update

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Comfort Lake-Forest Lake Watershed District

Account Code	WMP Timeline	Project	Activity	Assigned	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Staff Total	Outcomes/Notes
3-007		**Research**			**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**96**	
3-007-A	Annual	Ongoing Initiatives & New Initiatives	Administration and coordination of research projects, Claros, sedir	Administrator	4	4	4	4	4	4	4	4	4	4	4	4	48	
3-007-A	Annual	Ongoing Initiatives & New Initiatives	Claros Technologies Implementation, sediment cores	Project Coord.	4	4	4	4	4	4	4	4	4	4	4	4	48	
3-008		**Measurement of Progress**			**25**	**25**	**25**	**25**	**13**	**13**	**13**	**13**	**13**	**13**	**13**	**13**	**204**	
3-008-A	Annual	Ongoing Initiatives	General progress review/oversight	Administrator	1	1	1	1	1	1	1	1	1	1	1	1	12	General progress review/oversight
3-008-A	Annual	Ongoing Initiatives	Annual progress report, regular tracking of eval metrics	Planning Coord.	24	24	24	24	12	12	12	12	12	12	12	12	192	Annual Progress Report, regular prog eval, re-visit PRAP annually and report to Board
3-009		**Grant Research and Preparation**			**13**	**11**	**17**	**27**	**45**	**41**	**42**	**67**	**65**	**42**	**43**	**43**	**456**	
3-009-A	Annual	Ongoing Initiatives	Research and apply for new grants, contracting documents	Administrator		1						8	8			1	18	CWF grant proposals, review/sign off on annual and semi-annual reporting
3-009-A	Annual	Ongoing Initiatives	Research and apply for new grants, contracting documents	Planning Coord.	7	4	11	21	39	35	36	35	33	36	37	36	330	Grant research, proposals, reporting (grant reporting tracked to the grants themselves)
3-009-A	Annual	Ongoing Initiatives	Assist with project grant proposals, CWF	Project Coord.	2	2	2	2	2	2	2	8	8	2	2	2	36	CWF grant proposals, research new programs
3-009-A	Annual	Ongoing Initiatives	Assist with project grant proposals, CWF/ag grants	Land Mgmt Specialist	2	2	2	2	2	2	2	8	8	2	2	2	36	CWF grant proposals, research new programs
3-009-A	Annual	Ongoing Initiatives	Assist with project grant proposals, CWF/land acquisition grants	Sen Land Mgmt Coord.	2	2	2	2	2	2	2	8	8	2	2	2	36	Land acquisition grant proposals, research new programs
3-010		**Operation & Maintenance - District Wide**			**122**	**122**	**110**	**83**	**81**	**80**	**81**	**80**	**81**	**91**	**102**	**106**	**1,139**	
3-010-A	Annual	Ongoing Initiatives	Administration, coordination & execution of O&M plan	Administrator	2	2	2	2	2	2	2	2	2	2	2	2	24	Coordinate rotating maintenance schedule
3-010-A	Annual	Ongoing Initiatives	Administration, coordination & execution of O&M plan	Project Coord.	20	20	20	4	1	1	1	1	1	1	8	8	86	Lead preparation of comp O&M plan, work with O&M team to plan and complete inspections/maint.
3-010-A	Annual	Ongoing Initiatives	Administration, coordination & execution of O&M plan	Watershed Assist.	20	20	8	2	2	2	2	2	2	8	12	16	96	Assist with O&M comp plan, work with O&M team to plan and complete inspections/maint.
3-010-A	Annual	Ongoing Initiatives	Administration, coordination & execution of O&M plan	Technician (Brennhofer)	80	80	80	75	76	75	76	75	76	80	80	80	933	Assist with O&M comp plan, work with O&M team to plan and complete inspections/maint.
3-011		**Aquatic Invasive Species Prevention and Management**			**98**	**97**	**99**	**94**	**95**	**94**	**95**	**94**	**95**	**88**	**95**	**100**	**1,144**	
3-011-A		Ongoing Initiatives	General program oversight	Administrator	2	2	2	2	2	2	2	2	2	2	2	2	24	General oversight, review monthly AIS Updates
3-011-A		Ongoing Initiatives	General program oversight	Watershed Assist.	24	20	12	10	6	6	6	10	9	13	30	40	186	Monthly AIS Updates, annual reports,, addtl program planning/admin, AIS grant apps/reporting
3-011-A	2021-2023	Ongoing Initiatives	Comprehensive AIS Prevention & Management Plan/Policy	Watershed Assist.	41	40	34	9	0	0	0	0	0	0	0	0	124	Compile existing data to create comprehensive AIS Prevention & Management Plan
3-011-B	Annual	Watercraft Inspections	Coordinate program with Chisago County, data compilation	Watershed Assist.	20	20	20	29	43	32	33	32	40	33	36	41	379	Reduce summertime inspector oversight time by hiring lead watercraft inspector
3-011-C	Annual	AIS Prevention at Boat Launch Sites	Upkeep of signage and garbage bins etc., new project coordinatior	Watershed Assist.	0	0	4	1	1	1	1	1	1	3	0	0	13	Ongoing maintenance/implementation
3-011-D	Annual	AIS Early Detection and Rapid Respons	ZM sampler plate administration and coordination, rapid response	Watershed Assist.	5	5	5	1	1	1	1	1	1	5	5	5	36	Ongoing zebra mussel monitoring, maintain/update rapid response plans, implement as needed
3-011-E	Annual	Invasive Species Pilot Control Projects		Watershed Assist.	0	0	0	0	0	0	0	0	0	0	0	0	0	As needed
3-011-F	Annual	Point-Intercept Macrophyte Surveys	Coordination with BWS, perform surveys on smaller lakes	Watershed Assist.	0	0	0	0	0	10	10	10	10	0	0	0	40	Coordination with BWS, perform surveys on smaller lakes
3-011-G	Annual	Aquatic Invasive Species Management	AIS treatment: permitting, contractor coordination, outreach, public	Watershed Assist.	4	8	20	40	40	40	40	36	30	30	20	10	318	Coordinate AIS management/treatment per comp AIS plan
3-011-H	Annual	Common Carp Management	Rough fish harvests and surveys (aerator upkeep under 3010)	Watershed Assist.	2	2	2	2	2	2	2	2	2	2	2	2	24	Coordinate carp surveys and management efforts when appropriate
3-012		**Land Acquisition & Management**			**63**	**62**	**60**	**59**	**57**	**56**	**57**	**50**	**51**	**59**	**62**	**61**	**697**	
3-012-A	Annual	Ongoing Initiatives	Oversee acquisitions/negotiations	Administrator	8	8	8	8	8	8	8	8	8	8	8	8	96	
3-012-A	Annual	Ongoing Initiatives	General land acq/mgmt research/review/plann/coord	Sen Land Mgmt Coord.	47	46	44	43	44	43	44	37	38	43	46	45	520	Especially as related to greenway corridor and office space
3-012-A	Annual	Ongoing Initiatives	Project land acquisition/easements	Project Coord.	4	4	4	4	1	1	1	1	1	4	4	4	33	As related to water resource protection/restoration projects
3-012-A	Annual	Ongoing Initiatives	Agricultural land management	Land Mgmt Specialist	4	4	4	4	4	4	4	4	4	4	4	4	48	As related to agricultural land uses
3-013		**Watershed Planning & Resiliency**			**28**	**20**	**20**	**10**	**10**	**10**	**10**	**10**	**10**	**10**	**10**	**10**	**158**	
3-013-B	2021-2022	Vulnerability Assessment	Coordinate with EOR	Planning Coord.	8	8	8	8	8	8	8	8	8	8	8	8	96	Complete vulnerability assessment
3-013-C	2022-2023	Emergency Response Plan	Draft plan, coordinate with other staff/consultants	Planning Coord.	20	12	12	2	2	2	2	2	2	2	2	2	62	Complete emergency response plan

3000 - Programs Total	**1,016**	**1,003**	**999**	**1,005**	**1,042**	**1,031**	**1,039**	**1,051**	**1,056**	**1,007**	**1,038**	**1,031**	**12,318**	

Administrator	**52**	**53**	**50**	**58**	**58**	**58**	**58**	**66**	**66**	**50**	**46**	**47**	**662**
Land Mgmt Specialist	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**46**	**46**	**40**	**40**	**40**	**492**
O&O Specialist	**107**	**104**	**107**	**110**	**115**	**114**	**115**	**114**	**115**	**114**	**115**	**114**	**1,344**
Office Manager	**20**	**15**	**12**	**18**	**29**	**28**	**29**	**28**	**29**	**28**	**59**	**58**	**353**
Planning Coord.	**91**	**90**	**89**	**89**	**91**	**87**	**88**	**87**	**85**	**88**	**89**	**88**	**1,062**
Project Coord.	**66**	**66**	**66**	**60**	**74**	**74**	**74**	**80**	**80**	**57**	**54**	**54**	**805**
Technician (Brennhofer)	**124**	**123**	**123**	**122**	**123**	**122**	**123**	**122**	**123**	**122**	**123**	**122**	**1,472**
Sen Land Mgmt Coord.	**96**	**95**	**95**	**94**	**95**	**94**	**95**	**94**	**95**	**94**	**95**	**94**	**1,136**
Technician (Jonas)	**140**	**139**	**139**	**138**	**139**	**138**	**139**	**138**	**139**	**138**	**139**	**138**	**1,664**
Technician (Kuennen)	**140**	**139**	**139**	**138**	**139**	**138**	**139**	**138**	**139**	**138**	**139**	**138**	**1,664**
Watershed Assist.	**140**	**139**	**139**	**138**	**139**	**138**	**139**	**138**	**139**	**138**	**139**	**138**	**1,664**

2022 Work Plan

Comfort Lake-Forest Lake Watershed District

Account Code	WMP Timeline	Project	Activity	Assigned	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Staff Total	Outcomes/Notes
5-000		**General Project Development**			**153**	**143**	**143**	**134**	**131**	**128**	**128**	**110**	**112**	**153**	**163**	**160**	**1,658**	
5-000-A	Annual	Project oversight, coordination, tracking etc.	General planning/coordination/oversight	Administrator	68	64	64	59	60	59	57	48	49	69	74	73	744	Oversee District projects and assist where necessary
5-000-A	Annual	Project oversight, coordination, tracking etc.	General planning/coordination/oversight	Project Coord.	16	15	15	12	7	6	7	5	5	21	25	24	158	Coordinate project tasks with consultants/partners
5-000-A	Annual	Project oversight, coordination, tracking, etc.	General planning/coordination/oversight	Planning Coord.	40	40	40	40	40	40	40	40	40	40	40	40	480	Coordinate/facilitate consultant coordination mtgs, grant reportin
5-000-A	Annual	Project oversight, coordination, tracking, etc.	General planning/coordination/oversight	Sen Land Mgmt Coord.	4	4	4	4	4	4	4	4	4	4	4	4	48	Coordinate project tasks with consultants/partners
5-000-A	Annual	Project oversight, coordination, tracking, etc.	General planning/coordination/oversight	Land Mgmt Specialist	18	13	13	12	13	12	13	6	7	12	13	12	144	Coordinate project tasks with consultants/partners
5-000-A	Annual	Project assistance as needed	Project outreach assistance	O&O Specialist	2	2	2	2	2	2	2	2	2	2	2	2	24	Assist with outreach/branding
5-000-A	Annual	Project assistance as needed	Project admin/outreach assistance	Office Manager	5	5	5	5	5	5	5	5	5	5	5	5	60	Assist with admin items/outreach
5-100		**Floodplain**			**41**	**41**	**41**	**41**	**41**	**41**	**41**	**41**	**41**	**41**	**41**	**41**	**492**	
5-120-A		Volume Control Facility Implementation	Regional Stormwater Treatment Facility	Administrator	1	1	1	1	1	1	1	1	1	1	1	1	12	Coordinate with District Engineer who is leading this effort
5-120-B	2021	Greenway Corridor Visioning & Assessment	Continue visioning/greenways outreach	Sen Land Mgmt Coord.	40	40	40	40	40	40	40	40	40	40	40	40	480	Coordinate with board/consultants/partners/stakeholders
5-200		**Lakes**			**132**	**136**	**136**	**144**	**136**	**136**	**136**	**131**	**132**	**138**	**138**	**138**	**1,633**	
5-221		Moody Lake																
5-221-B	2022	(Moody) Diagnostic Study Implementation	Moody Lake Capstone Projects	Project Coord.	4	4	4	4	4	4	4	4	4	4	4	4	48	Implement projects as identified in FY22 CWF grant application
5-221-E	2021-2022	(Moody) SWA Implementation	Agricultural Practices Implementation	Land Mgmt Specialist	40	40	40	40	40	40	40	40	40	40	40	40	480	Implement projects as identified in FY19 CWF grant
5-222		Bone Lake																
5-222-C	2021	(Bone) BL9: NE Legacy Wetland Restoration	Bone Lk NE Wetland Restoration	Project Coord.	8	8	8	8									32	Implement project as identified in FY21 CWF grant
5-222-D	2021-2022	(Bone) SWA Implementation	Agricultural Practices Implementation	Land Mgmt Specialist	40	40	40	40	40	40	40	40	40	40	40	40	480	Implement projects as identified in FY19 CWF grant
5-223		Birch Lake																
5-223-A	2021-2021	(Birch) LC4: Agricultural BMP Implementation		Land Mgmt Specialist	1	1	1	1	1	1	1	1	1	1	1	1	12	
5-224		School Lake																
5-224-A	2021-2021	(School) LC3: Agricultural BMP Implementation		Land Mgmt Specialist	1	5	5	5	5	5	5	5	5	5	5	5	56	Implement project as identified in FY22 CWF grant application
5-225		Little Comfort Lake																
5-225-C	2021-2023	(Little Comfort) LC2: Heath Ave Outlet Stormwater Mgmt.		Project Coord.	8	8	8	8	8	8	8	8	8	8	8	8	96	Implement projects as identified in FY21 CWF grant
5-225-D	2022	(Little Comfort) LC1: Internal Load Management		Project Coord.										2	2	2	6	Implement projects as identified in FY21 CWF grant
5-226		Shields Lake																
		5-226-A (Shields) Diagnostic Study Update		Planning Coord.														Coordinate effort led by EOR
5-227		Lake Keewahtin																
5-227-B		(Keewahtin) FL13: Diagnostic Study Implementation															0	As time/priorities allow
5-228		Forest Lake																
5-228-A		(Forest) Diagnostic Study Update	Update load response model in 2022	Planning Coord.													0	Coordinate effort led by EOR
5-228-C		(Forest) FL11: CR-50 Iron Enhanced Sand Filter	County Road 50 IESF	Project Coord.	10	10	10	10	10	10	10	10	10	10	10	10	120	Implement project as identified in FY20 CWF grant
5-228-D		(Forest) FL10: WJD-6 Implementation	WJD-6 Wetland Restoration	Project Coord.				8	8	8	8	8	8	8	8	8	72	Implement project as identified in FY22 CWF grant application
5-228-E		(Forest) FL1-FL7: Direct Drainage Retrofit Implementa	Dead end streets coordination, other dire	Project Coord.	8	8	8	8	8	8	8	3	4	8	8	8	87	Amend Forest Lake Diagnostic WBF grant
5-229		Comfort Lake																
5-229-C	2021-2022	(Comfort) CL4: Tax Forfeit Wetland Restoration	Sunrise River Tax Forfeit Wetland Resto	Project Coord.	6	6	6	6	6	6	6	6	6	6	6	6	72	Implement project as identified in FY20 CWF grant
5-229-E	2021-2025	(Comfort) CL7-CL8: Forest Lake Urban Retrofits	Urban retrofits ID'd in Sunrise River Eng	Project Coord.	6	6	6	6	6	6	6	6	6	6	6	6	72	Coordinate project development/coord with EOR/City of Forest L

2022 Work Plan

Comfort Lake-Forest Lake Watershed District

Account Code	WMP Timeline	Project	Activity	Assigned	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Staff Total	Outcomes/Notes
5-300		**Streams**			**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**96**	
5-341-A	2022	(BBSLC Tributary) Diagnostic Study Implementation	School Lk Outlet Channel Resto	Project Coord.	8	8	8	8	8	8	8	8	8	8	8	8	96	Implement projects as identified in FY21 CWF grant
5-400		**Wetlands**			**1**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3**	
5-420-A	2022, 2027	Comprehensive Wetland Inventory		Planning Coord.	1	1	1										3	Coordinate effort led by EOR
5-500		**Upland Resources**			**1**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3**	
5-520-A	2022	Natural Resources Inventory and Prioritization		Planning Coord.	1	1	1										3	Coordinate effort led by EOR
5-600		**Groundwater**			**1**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3**	
5-620-A	2022	GW-Dependent Natural Resource Inventory and Review		Planning Coord.	1	1	1										3	Coordinate effort led by EOR
5000 - Projects Total					**337**	**331**	**331**	**327**	**316**	**313**	**313**	**290**	**293**	**340**	**350**	**347**	**3,888**	

Administrator	**69**	**65**	**65**	**60**	**61**	**60**	**58**	**49**	**50**	**70**	**75**	**74**	**756**
Land Mgmt Specialist	**100**	**99**	**99**	**98**	**99**	**98**	**99**	**92**	**93**	**98**	**99**	**98**	**1,172**
O&O Specialist	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**24**
Office Manager	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**60**
Planning Coord.	**43**	**43**	**43**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**489**
Project Coord.	**74**	**73**	**73**	**78**	**65**	**64**	**65**	**58**	**59**	**81**	**85**	**84**	**859**
Technician (Brennhofer)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Sen Land Mgmt Coord.	**44**	**44**	**44**	**44**	**44**	**44**	**44**	**44**	**44**	**44**	**44**	**44**	**528**
Technician (Jonas)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Technician (Kuennen)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Watershed Assist.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**