

Summary of Board Direction

Comfort Lake-Forest Lake Watershed District

2023						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?
15	3/9/2023	**	Manager Anderson requested the 2023 AIS Management Plan be revised to clarify statements and figures regarding Secchi disk trends on Lake Keewahtin and Little Comfort Lake and phosphorus concentration on Forest Lake, incorporate a note about the spring delineation of EWM related to last year's treatment, and consider adding the 2010 phosphorus concentrations for each lake so as to provide background on the starting point for each lake at the beginning of the AIS program.	Secchi disk trends will be verified after staff receive the 2022 Water Quality Monitoring report. Other additions will be made as requested.	CLFLWD Staff	In Progress
14	3/9/2023	**	Manager Schmaltz requested that the shoreline program outreach methods include literature educating residents about the importance of shoreline buffers.	Educating residents about the importance of shoreline buffers is one of the primary goals for outreach related to the shoreline program. It is actively being incorporated into all relevant outreach materials.	CLFLWD Staff	Complete
13	2/24/2023	**	Manager Anderson requested staff coordinate with Redpath to obtain a listing of uncashed checks on a monthly basis.	Staff will obtain a report of uncashed checks on a monthly basis.	CLFLWD Staff	In Progress
12	2/24/2023	**	Manager Anderson requested staff ensure that the next time business cards are printed they read board manager not board member.	Staff have noted the recommendation and will make this change next time cards are printed.	CLFLWD Staff	Complete
10	2/9/2023	**	Manager Loth requested that staff compile information regarding the history of Eurasian watermilfoil treatments previously conducted by District lake associations and how much responsibility the District would hold with the new management strategy.	Staff is working to compile the information.	CLFLWD Staff	In Progress
8	1/27/2023	**	Manager Anderson requested that the Office Manager be given secure online access to review District bank account statements.	MK will discuss with staff regarding options available with each bank and ensure it aligns with policies.	CLFLWD Staff	In Progress
7	1/27/2023	3/31/2023	Manager Anderson requested that staff review the recommended credit card policy amendments and financial governance policies. She requested these be presented to the entire Board for approval in the first quarter of 2023.	Staff have presented recommended policy changes to the credit card policy to the Administrator.	CLFLWD Staff	In Progress

*Completed items are shown in one iteration of this document and subsequently hidden from view. Reference numbers for past items will remain the same moving forward, even as items are addressed and subsequently hidden from view.

**No due date set

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2022						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?
93	12/15/2022	12/31/2022	Staff in coordination with Manager Schmaltz will ensure time is available at a board meeting in January of 2023 to allow for a presentation regarding the City of Forest Lake downtown redevelopment agreement.	An update on the City of Forest Lake downtown redevelopment agreement will be given by EOR staff at a meeting in 2023. District staff and legal counsel are actively in communication with the City on this topic in order to reach a consensus on agreement language.	CLFLWD Staff	In Progress
82	11/18/2022	**	Manager Anderson will meet with EOR staff Jason Naber to review the criteria used to identify priority wetland areas for the natural resource inventory project.	EOR and staff are working through edits to the NRI deliverables in response to the discussion. This directive will be addressed in the final NRI technical memorandum.	EOR & Manager Anderson	In Progress
77	10/27/2022	**	Staff will discuss the implementation of the District's wetland dumping program education efforts in Scandia and Wyoming.	In progress.	CLFLWD Staff	In Progress
73	10/13/2022	**	Administrator Kinney will obtain additional information on Minnesota Association of Watershed Districts' (MAWD's) current interest in open meeting law matters.	Scheduling a meeting with MAWD board member and CLFLWD Manager Anderson to discuss.	CLFLWD Staff	In Progress
72	10/13/2022	**	Administrator Kinney will solicit absent managers' viewpoints on the board meeting location status and location.	Working on questions to assist guiding input from managers.	CLFLWD Staff	In Progress
71	10/13/2022	**	Staff will investigate other options for board meeting spaces and discuss how the city of Hugo completed hybrid meetings.	Staff are investigating additional options. Work with ISG has been ongoing in 2022 and 2023.	CLFLWD Staff	In Progress
66	9/8/2022	**	Staff will return to the Board with an update on the greenway corridor visioning initiative.	Staff will work with the District Engineer to complete the ongoing Natural Resources Inventory data collection effort, then return to greenway visioning.	CLFLWD Staff, Engineer	In Progress
39	5/26/2022	**	Staff will work with ISG to provide managers with pictures and or video of other similar local entities office spaces for review.	Staff have compiled an overview of other local entities office space and facilities. This can be presented to the board at any time at the direction of the Administrator.	CLFLWD Staff	In Progress
9	1/27/2022	**	Staff will follow up with City of FL public works to discuss the effectiveness of the no dumping campaign in the FL Area.	Currently in communications with City of FL on this topic, specifically regarding removal of materials along Hayward Avenue. Will be easier to assess after snow melt.	CLFLWD Staff	In Progress
8	1/27/2022	**	Staff will take photos of the innovative management practices, including the grading of soils for vegetative uptake of water, occurring through the District permit 21-033.	Permitting staff will coordinate this effort with permit site inspector/EOR. Will occur once snow is melted.	CLFLWD Staff	Ongoing

Italicized items are directives given outside of regular meetings require full board approval

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