

# Summary of Board Direction

## Comfort Lake-Forest Lake Watershed District

2019						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?
66	10/24/2019	**	Obtain information about life insurance benefits and return to the Board	Working with agent. Quote recently received.	CLFLWD Staff	In Progress
2020						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?
7	2/13/2020	**	Share Highway 8 construction project details with Board of Managers and Comfort Lakes Association	Abigail, Trey, and Greg Graska (EOR) attended a virtual meeting on 3/17/20 to discuss the project. They are in the very early stages of planning, construction will not start for 2-3 years. They will share more information with us when available. Still no updates from MnDOT as of February 2022.	CLFLWD Staff	On Hold
15	3/26/2020	**	Look into research on the relationship between zebra mussel population density and water quality improvements in lakes, specifically as it relates to extrapolating population estimates from zebra mussel sampler plates.	Steve McComas indicated he has created an unpublished method for estimating the water clarity impacts of a lake's zebra mussel population. Once the 2021 zebra mussels plates have been cleaned and counted staff will see if there is enough data to perform this calculation. District currently doesn't have enough volunteers to get solid data on this. Staff will note this for future volunteer recruitment.	CLFLWD Staff	Completed
58	9/10/2020	**	Staff to examine the political and hydrologic boundary questions pertaining to the area around Ashton Lake.	EOR and staff presented information regarding this boundary area, as well as the larger topic of a District-wide boundary review.	CLFLWD Staff	Completed
75	10/22/2020	**	Work with District engineer and legal counsel to put together guidance for residents in the District regarding removing debris from lakes	This was sent to lake associations.	CLFLWD Staff	Completed
76	10/22/2020	**	Provide to MAWD Director a comparison of subwatershed analysis vs diagnostic study process for identifying water quality improvement projects	Materials provided.	CLFLWD Staff, EOR	Completed
77	11/19/2020	**	Set a January workshop agenda to discuss office space needs and direction forward as a consequence of the Houston work.	To be set as directed by the Board upon reviewing consultant materials.	CLFLWD staff	TBD

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2021						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?
2	1/14/2021	**	Develop a recommendation on office space selections after consulting with land management / architecture specialists to fine-tune the District vision	ISG produced a report including cost analysis	CLFLWD Administrator	Completed
6	1/28/2021	**	Continue trying to find a consultant to assist with land acquisition matters.	ISG selected	CLFLWD Administrator	Completed
13	2/25/2021	**	Clarify percentage cost basis for contract with ISG	Completed	CLFLWD Staff	Completed
14	2/25/2021	**	Post RFP for building services and start identifying parcels by late March/early April. Manager Anderson will send realtor info to Mike Kinney	ISG selected	CLFLWD Staff/EOR/Manager Anderson	Completed
19	2/25/2021	**	Look into prioritization program discussed in the Midwest Glacial Lakes Partnership Lake Conservation Webinar	Presentation to be reviewed by Administrator Kinney at a future date.	CLFLWD Staff	In Progress
25	3/25/2021	**	Staff will investigate electro-fishing and a potential fishing contest on Shields Lake	Staff has continued discussions with the DNR, contractors, and research professionals to find new removal strategies for Shields Lake. Staff has this effort as an ongoing part of the AIS Prevention & Management Program.	CLFLWD Staff	Completed
36	5/13/2021	**	Community Grant Program: Manager Anderson will draft a grant application and outline of the review process to share with staff.	See item #53.	Manager Anderson	In Progress
53	8/12/2021	**	Administrator and Mgr. Anderson will draft updates to the community grant program.		CLFLWD Staff	In Progress
61	9/9/2021	**	Staff will provide a presentation of past projects in a workshop format.	Past Project Spotlight Series was held at regularly scheduled board meetings. Managers can request a workshop if more discussion/presentations about past projects are	CLFLWD Staff, EOR	Completed
79	11/30/2021	**	Staff will compile a list of grant opportunities, including federal grant opportunities, for the Greenway Corridor effort to be brought to the Board in February.	This is included in the Draft Comprehensive Land Acquisition & Management Plan	CLFLWD Staff	Completed
80	12/16/2021	**	Staff will develop an energetic outreach program regarding the Clean Water Fund grants received and include a detailed list of stakeholders to share this information with.	Press release submitted to local newspapers (Chisago Co Press, Forest Lake Times, Pioneer Press, Forest Lake Lowdown, Country Messenger); email sent to lake associations, news item posted on website home page, posted to social media.	CLFLWD Staff	Completed
81	12/16/2021	**	Vice President Anderson and Mr. Kinney will discuss the Forest Hills Golf Course regarding providing technical assistance and possible grant opportunities.		CLFLWD Staff & Manager Anderson	In Progress

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2022						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?
2	1/12/2022	**	Staff will contact the Minnesota Association of Watershed Districts (MAWD) staff and ask them if the annual conference recordings can be posted to the Comfort Lake-Forest Lake Watershed District website.	This information was provided via a paid-for conference. The materials are available to all managers through a secured portal on the Minnesota Association of Watershed District's (MAWD) website . Managers were sent a link to the portal and the password to access the materials. MAWD has confirmed this material is not available to the public and/or non-paying conference attendees. Managers will be sent the link and password along with the weekly summary of shedule on 2/4/2022.	CLFLWD Staff	Complete
3	1/12/2022	**	Staff will add information regarding the dollar amount per pound of nutrient removal to the project update information slides.	This information will be included in the next Projects Update.	CLFLWD Staff	In Progress
4	1/12/2022	**	Staff will create a chart of delisting from the impaired waters list for District waterbodies.	Emily drafted a format and sent to MPCA staff to review. Staff are waiting on 2021 lake water qaulity results.	CLFLWD Staff	In Progress
6	1/12/2022	**	Staff will communicate, clearly, the phases of all projects to help explain the extent to which spending has occurred.	Proposed Project Phases: Phase 1. Planning, Phase 2. Feasibility, Phase 3. Design, Phase 4. Implementation, Phase 5. O&M. To be incorporated into budget-related presentations of projects	CLFLWD Staff	Completed
7	1/27/2022	**	Staff will ask CAC members what they think about holding the District annual state of the watershed meeting remotely.	To be discussed at March CAC meeting (February CAC meeting canceled)	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	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.	CLFLWD Staff	In Progress
10	1/27/2022	**	Staff will follow up with the City of Forest Lake to gain additional information from them regarding the road and culvert work occurring of North Shore Trail under permit 21-033.	Mike K. has reached out to Dave Adams at the City of Forest Lake.	CLFLWD Staff	In Progress
11	1/27/2022	**	Staff will add a focus on the JD-1 system along the Sunrise River and lateral ditches associated.	To be incorporated into future EOR scopes of work	EOR	Completed
12	1/27/2022	**	Staff and Counsel will discuss the manager per diem policy with Manager Anderson to prepare recommendation for amendment.	In progress.	CLFLWD Staff	In Progress
13	1/27/2022	**	Staff will develop manager bios to be included on the District website similar to the recent bios created for staff.	Jessica is developing a template and will be sending it out to each individual manager for review and completion.	CLFLWD Staff	In Progress
14	1/27/2022	**	Staff will look into the possibility of placing road signs around the District including language similar to "Welcome to the CLFLWD" or "You are now entering/exiting the CLFLWD"	Staff has made a note of this to be incorporated into the comprehensive outreach plan which will be coordinated with the PR firm.	CLFLWD Staff	In Progress

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