

Summary of Board Direction

Comfort Lake-Forest Lake Watershed District

2018						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved? (Y/N)
4	4/19/18	**	Keep the public updated as the Shields Lake Fish Barrier Retrofit project goes forward	Staff will send out a letter to adjoining residents prior to construction to inform them of the project along with using other social media to inform the general public. Construction was delayed due to contractor issues, but is now on track to be completed before July 2019.	CLFLWD Staff	In Progress
16	5/22/18	**	Provide summary and written protocol of permitting enforcement actions granted to the District in the rules.	Staff met with District Engineer to review and summarize District enforcement authority and create a protocol for staff to follow. Staff will also discuss with legal counsel.	CLFLWD Staff/EOR/Smith Partners	In Progress
27	7/12/18	**	Need to talk to District attorney about coding time so that it is possible to allocate more invoiced costs out to Programs/Projects, thus reducing amount going toward Administration. Need to increase Professional Services budgets for Legal and Accounting so as to account for projected overage we are seeing this year.	Staff discussed with legal counsel to resolve this issue.	CLFLWD Staff	Y
36	8/14/18	**	EOR provide the Board with a tiered breakdown of the Bone Lake Assessment project locations	In progress in conjunction with overall project tier system. Developing proposed structure for District wide ag cost-share framework to include these sites. Planning to meet with SWCDs to discuss details of proposed program.	EOR, District Administrator	In Progress
41	8/23/18	**	Issue a scientific statement on District Letterhead to the residents of the 3rd Lake Pond Project summarizing the conditions seen at the Bell property and its lack of connection the the District's project	See 9/13 agenda item 5a memo and attachment. Staff will send this out to the residents after making the Board's suggested edits. A copy will also be sent to managers at that time. Staff is planning to incorporate the 2018 lake monitoring data to support the findings and show overall lake conditions for the season so as to put their observations into context. Monitoring data received January 10th. Summary of that data will be available soon.	CLFLWD Staff, EOR	In Progress
55	9/27/18	**	Send letter to MnDOT and contractor commending them on their good work on the Highway 8 project.	The project is still underway with several major components yet to be completed. Staff recommends that any letters of commendation be sent after the project is finished. It should also be noted that erosion and sediment control compliance would not be as acute if not for staff's regular inspections and enforcement.	CLFLWD Staff	
58	10/25/18	**	Evaluate options for different levels of Board permit approval (e.g. Minnehaha Creek WD board only reviews/approves permits that require a variance/exception)	A recommendation was brought to the January 24, 2019 regular board meeting. There was a general consensus fo the Board to table the matter indefinitely.	CLFLWD Staff, EOR, Smith Parnters	Y

*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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2019						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved? (Y/N)
2	1/10/19	1/24/19	Look into the MAWD discussion on manager per diems for meeting "preparation days" and report back to the board at the next meeting or via email.	Provided in 1/24/19 meeting packet	Attorney Holtman	Y
6	1/10/19	1/24/19	Provide the board with a summary of the requirements relating to having the District office within the District boundaries		Attorney Holtman	In Progress
7	1/10/19	1/24/19	Provide the board with a summary of staff needs for an office space	Discussed with Managers Anderson and Schmaltz	District Administrator	Y
8	1/10/19	1/24/19	Provide the Board with the addresses of all potential office space locations that have been considered to date to allow the options for individual drive by inspections	Update to be provided at the Board Meeting.	District Administrator	In Progress
9	1/10/19	1/24/19	Draft sample contract for deed		District Administrator, Attorney Holtman	In Progress
10	1/24/19	**	EOR look further into the matter of the official designation of the Sunrise River headwaters	Mike K. has experience with name designation of water bodies and will assist EOR.	EOR	In Progress

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