



Level II Performance Review

Comfort Lake-Forest Lake Watershed District

Local Government Unit Review

December 21, 2015

Minnesota Board of Water and Soil Resources

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This report has been prepared for the **Comfort Lake-Forest Lake Watershed District** by the Minnesota Board of Water and Soil Resources (BWSR) in partial fulfillment of the requirements of Minnesota Statutes, Chapter 103B.102, Subd.3.

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<p>PRAP Level II Report Summary</p>	<p>Comfort Lake-Forest Lake Watershed District</p>
<p>What is a PRAP Performance Review?</p> <p>The Board of Water and Soil Resources supports Minnesota’s counties, watershed districts and soil and water conservation districts that deliver water and related land resource management projects and programs. In 2007 the Board set up a program (PRAP) to systematically review the performance of these local units of government to ensure their effective operation. Each year BWSR staff conduct routine reviews of several of these local conservation delivery entities. This document reports the results of one of those reviews.</p>	<p>Key Findings and Conclusions</p> <p>A general theme that emerged from this performance review is that the Comfort Lake Forest Lake Watershed District is a proactive organization, one that is willing to set ambitious goals for itself. The Board shows a willingness to challenge itself and staff to achieve impressive results.</p> <p>Progress on the Watershed Management Plan is good. The District has shown intentional efforts toward completing action items outlined in the plan and is taking the initiative to amend/update the plan as issues and opportunities arise. The District should be commended for their efforts to keep the plan current in addressing issues and opportunities that avail themselves to the District. One potential challenge the CLFLWD may face is the potential to overextend District capacities to achieve scheduled activities and complete projects.</p> <p>The CLFLWD watershed management plan contains specific, measureable resource outcomes, particularly in regard to Lake Water Quality. The WD annual reports and monitoring reports contain detailed information about water quality in the lakes and streams of the watershed.</p> <p>According to the information available at the time of this review, trends in stream water quality cannot be deduced based on existing data due to changes in sampling techniques. Most of the lakes monitored show a neutral trend – neither declining nor improving, but two lakes show a declining trend.</p> <p>Action Items</p> <p>There are no Action Items for the CLFLWD at this time.</p> <p>Recommendations</p> <p>Recommendation 1: Implement Prioritized, Targeted and Measureable criteria for Goals and Objectives in the next water management plan.</p> <p>Recommendation 2: To ensure that District resources are sufficient for meeting planned goals and objectives, conduct a detailed workload analysis of planned activities for next three years.</p> <p>Commendations</p> <p>CLFLWD is commended for meeting 10 of BWSR’s 13 Watershed District benchmark performance standards.</p>

Introduction

This is an informational document prepared by the staff of the Board of Water and Soil Resources (BWSR) for the Comfort Lake-Forest Lake Watershed District. This report presents the results of a routine performance review of the Comfort Lake-Forest Lake Watershed District's (CLFLWD) water management plan implementation and overall organizational effectiveness in delivery of land and water conservation projects and programs.

BWSR has reviewed the CLFLWD's reported accomplishments of their management plan action items, determined the organization's compliance with BWSR's Level I and II performance standards, and surveyed members of the Comfort Lake-Forest Lake Watershed District and its partner organizations.

This review is neither a financial audit nor investigation and it does not replace or supersede other types of governmental review of local government unit operations.

While the performance review reported herein has been conducted under the authority granted to BWSR by Minnesota Statutes Chapter 103B.102, this is a staff report and has not been reviewed or approved by the BWSR board members.

What is PRAP?

PRAP is an acronym for BWSR's Performance Review and Assistance Program. Authorized by the 2007 Minnesota legislature, the PRAP purpose is to support local delivery of land conservation and water management by periodically reviewing and assessing the performance of local units of government that deliver those services. These include soil and water conservation districts, watershed districts, watershed management organizations, and the local water management functions of counties.

BWSR has developed four levels of review, from routine to specialized, depending on the program mandates and the needs of the local governmental unit. A Level I review annually tabulates all local governmental units' compliance with basic planning and reporting requirements. In Level II, conducted by BWSR once every ten years for each local government unit, the focus is on the degree to which the organization is accomplishing its watershed management plan. A Level II review includes determination of compliance with BWSR's Level I and II statewide performance standards, a tabulation of progress on planned goals and objectives, a survey of board or water plan task force members and staff of the factors affecting plan implementation, a survey of LGU partners about their impressions of working with the LGU, and a BWSR staff report to the organization with findings, conclusions and recommendations. BWSR's actions in Levels III and IV include elements of Levels I and II and then emphasize assistance to address the local governmental unit's specific needs.

Comfort Lake-Forest Lake Watershed District Background

The Comfort Lake-Forest Lake Watershed District (CLFLWD) was created in 1999 to help solve and prevent water resource problems over a 49 square mile watershed which includes drainage to Bone Lake, Forest Lake and Comfort Lake as well as drainage to a number of smaller lakes and streams. Drainage from Comfort Lake, the District’s “outlet”, enters the Sunrise River and ultimately drains to the St. Croix River. The District includes portions of the City of Wyoming, Chisago City, Chisago Lake Township, Franconia Township, the City of Forest Lake and the City of Scandia. The CLFLWD is governed by an appointed, five-member Board of Managers, and is served by 2 full time staff.

The Mission of the District is to protect and improve its water resources through adaptive management approaches and education of local stakeholders.

Findings

This section describes what BWSR learned about the performance of the Comfort Lake-Forest Lake Watershed District during the PRAP process.

Findings Part 1: Planning

The current Watershed Management Plan for the Comfort Lake-Forest Lake watershed is in effect from 2012-2021.

The Plan identifies eight major issue areas: Floodplain, Lakes, Streams, Wetlands, Upland Resources, Groundwater, Public Education, and Interagency Communication. The District has then identified goals, objectives and implementation actions for each of the issues of concern.

The action items in the water management plan have been organized by the CLFLWD into 33 program actions and 98 project actions. The district administrator provided a description of accomplishments for each of the 131 action items.

According to the progress report, CLFLWD has completed or is making progress on 79% of the program action items in the plan and 31% of the project action items. There were 68 project action items that had not been started. Of these, 24 were not scheduled to begin until after the date of this review, 20 have been reprioritized as future efforts, 12 are scheduled to begin within the next two

years, and 12 remain unscheduled. At three years into the current plan, these numbers reflect steady, intentional progress. A full description of the District goals, implementation actions and progress is contained in Appendix A, pages 8-36.

Resource Outcomes
<p>The CLFLWD watershed management plan contains specific, measureable resource outcomes, particularly in regard to Lake Water Quality. The WD annual reports and monitoring reports contain detailed information about water quality in the lakes and streams of the watershed.</p> <p>According to the information available at the time of this review, trends in stream water quality cannot be deduced based on existing data due to changes in sampling techniques. Most of the lakes monitored show a neutral trend – neither declining nor improving, but two lakes show a declining trend.</p>

Findings Part 2: Performance Standards

BWSR has developed a set of performance standards to measure how a watershed district conducts the routine business of running a local water management organization.

Each year BWSR conducts a Level I performance review of all 14 metro area watershed districts’ compliance with four of the basic standards. This Level I performance review monitors and tabulates the Watershed District’s long-range plan updates and their reporting of annual activities, grants, and finances. This Level I performance review is reported in a publically accessible database on the BWSR website (bwsr.state.mn.us/PRAP/index.html).

During the past five years the CLFLWD shows good compliance with the three Level I metro watershed district performance standards. In 2011, the Annual Activity report was late. However, all other reports were on time in all 5 years.

During a Level II performance review, BWSR uses 29 performance standards to assess four areas of operation: administration, planning, execution, and

communication/coordination. The standards that apply to the CLFLWD are divided into two categories; basic (16) and benchmark (13).

The 16 **basic** standards describe practices that are either legally required or fundamental to watershed district operations. The 13 **benchmark** standards describe practices that reflect a high level of performance. While all watershed districts should be meeting the basic standards, only the more ambitious ones will meet many benchmark standards.

The Level II review for the Comfort Lake-Forest Lake Watershed District evaluation includes a report of compliance with 16 of the 16 basic and 10 of the 13 benchmark standards for metro area watershed districts. The benchmark standards the district isn't currently meeting include board training, orientation and continuing education plans and records for each board member, tracking of I & E Objectives and the development and use of a short term strategic plan. The results for the CLFLWD are listed in Appendix B, pages 37-38.

Findings Part 3: LGU Self-Assessment

The information in parts 3 and 4 is based on responses to surveys developed by BWSR to obtain the opinions of both board members and staff and the CLFLWD's partner organizations about district performance. At BWSR's request, district staff identified current managers and staff and representatives from those partner organizations with which they have an on-going working relationship. BWSR sent an online survey to the individuals identified, and analyzed the results. The identity of survey respondents is unknown to both BWSR and the watershed district.

Part 3 summarizes the results from the survey of managers and staff regarding the accomplishments of the organization over the past several years. A total of seven board members and staff were invited to take the survey and three (43%) provided complete responses. While the results are summarized below, this response rate is relatively low, and therefore the results of the survey should not be considered representative of the organization. The overall responses should be verified with follow up discussions between the Board and staff.

Survey participants were asked how often the CLFLWD uses a master plan to guide decisions about what they do. 50% of the responses indicated that the CLFLWD always uses a plan, 25% said usually, and 25% said seldom.

When asked to list the District's successes, managers and staff mentioned several different projects, but the Carp barrier at Bone Lake, BMP Cost share projects and the AIS management programs were mentioned most often. Thorough planning, cooperative property owners and committed partners were cited as reasons for success in these programs.

Managers and staff were also asked which programs or projects have shown little progress, or been put on hold. The Hi Lo Lane storm water project was specifically cited most often as slow to progress, but progress in general was listed in two responses. The slow progress on the Hi Lo Lane storm water project was attributed to difficulties in contacting an absentee landowner. Slow general progress was attributed to frequent Administrator turn-over in recent years.

Managers and staff identified good working relationships with the Washington Conservation District, the Cities of Wyoming and Scandia, Chisago County and SWCD, Forest Lake and Comfort Lake Lake Associations, MPCA and BWSR. Respondents indicated they would like better collaboration with the DNR, especially in regard to AIS projects, the City of Forest Lake, the City of Wyoming, the East Metro Water Resource Education Program and the Lake Association of Bone Lake.

When asked what the organization could do to be more effective in accomplishing plan goals and objectives, managers and staff suggested hiring more staff, setting better priorities as a Board, increasing engineering/project management support, and creating a stronger partnership with the City of Forest Lake.

The full responses to the survey are reported in Appendix C, pages 39-42.

Findings Part 4: Partners' Assessment

A total of 25 partners from a variety of organizations were invited to take the online survey regarding the work of, and their relationship with, the Comfort Lake-Forest Lake Watershed District. 13 of the partners responded. Individual survey responses are anonymous so there is no count of which organizations responded.

In general, the CLFLWD received high marks from the partners who responded. Most partners indicated they had frequent contact with the CLFLWD, with responses ranging from weekly (39%) to a few times a

year (8%). Most partners felt the amount of work they do with the district is about right, with one partner indicating that they would like to do more with the District.

Partners rated the CLFLWD in four performance areas; **communication, quality of work, relations with customers**, and timelines/follow through. The table below provides partner ratings. In all four of these areas, responses ranged from the more favorable opinions, like “strong” and “good” to “acceptable”.

Partners were asked to rate their overall working relationship with the CLFLWD. 46% described their relationship with the District as strong, 39% said it was good, but could be better, and 15% said it was acceptable, but a struggle at times. Specific comments about these ratings included one stating that District staff are not familiar with DNR processes, and another indicated that their organization is not always credited with being a partner on projects.

While the majority of these ratings were positive, they do indicate that there is room for improvement.

Partners were asked to provide suggestions on how the CLFLWD could be more effective. One person suggested a better balance between research/analysis and project execution. Another indicated they have a difficult time making contact with the District Administrator. This may be due to the organization having a small staff, and a workload that requires employees to be out of the office regularly.

The full responses to the survey are reported in Appendix C, pages 39-42.

PERFORMANCE AREA	PARTNER RATINGS (RESPONSE #)				
	Strong	Good	Acceptable	Poor	Don't Know
COMMUNICATION	4	4	5	0	0
QUALITY OF WORK	4	5	4	0	0
RELATIONS WITH CUSTOMERS	4	4	4	0	1
TIMELINES/FOLLOW THROUGH	4	6	3	0	0

General Conclusions

A general theme that emerged from this performance review is that the Comfort Lake Forest Lake Watershed District is a proactive organization, one that is willing to set ambitious goals for itself. The Board shows a willingness to challenge itself and staff to achieve impressive results.

Progress on the Watershed Management Plan is good. The District has shown intentional efforts toward completing action items outlined in the plan and is taking the initiative to amend/update the plan as issues and opportunities arise. The District should be commended for their efforts to keep the plan current in addressing issues and opportunities that avail themselves to the District. One potential challenge the CLFLWD may face is the potential to overextend District capacities to achieve scheduled activities and complete projects. The District should consider reviewing how proposed additions to plan activities fit into current District capacity, and how they fit into the District's overall approach toward reaching its water management goals.

The performance standards assessment shows that the district complies with all basic standards and the majority of the benchmark standards as well.

Action Items

Action Items are based on those Part 2 Basic Practice performance standards for which the district is out of compliance. There are no Action Items for the CLFLWD at this time.

Commendations

Commendations are based on compliance with BWSR's benchmark performance standards (see Findings, Part 2 and Appendix B). The CLFLWD is commended for meeting the following Benchmark performance standards which represent activity and effort above and beyond basic requirements.

- Water quality trends tracked for priority water bodies
 - Watershed hydrologic trends monitored/reported
 - Website contains meeting notices, agendas & minutes; updated after each board meeting; additional content
 - Obtained stakeholder input within last 5 years
 - Coordination with County Board and City/Twp. officials
 - Partnerships: cooperative projects/tasks with neighboring districts, counties, soil and water districts, non-governmental organization
- Administrator on Staff
 - Staff training: orientation & continuing education plan and record exists for each staff person
 - Operational guidelines exist and are current
 - Biennial Budget Request submitted within last 24 months

Recommendations

This section contains recommendations offered by BWSR to the **Comfort Lake-Forest Lake Watershed District** board of managers and staff to enhance the organization's service to the residents of the district and its delivery of effective water and related land resource management. BWSR financial assistance may be available to support the **CLFLWD's** implementation of some of these recommendations.

Recommendation 1: Implement Prioritized, Targeted and Measureable criteria for Goals and Objectives in the next water management plan.

The Prioritized, Targeted and Measureable criteria for water resource management planning goals is the new standard for One Watershed-One Plan efforts. In the next district water management plan, the managers and staff should embrace this concept and structure their goals and objectives to explicitly acknowledge these criteria. The district has already included some measureable goals for water resources in their current plan. Efforts should be made to prioritize projects and target efforts as well.

Recommendation 2: To ensure that District resources are sufficient for meeting planned goals and objectives, conduct a detailed workload analysis of planned activities for next three years.

This detailed analysis can be included as part of the upcoming planned amendment to the Watershed Management Plan. We recommend the District take an in-depth look at how any new plan activities fit into the current water management priorities and how they fit into a systematic approach to reach the District's water management goals. This analysis should include a timeline for activities, staff and budget needs, as well as estimated hours, and identification of responsible party (staff, Board, Consultant, etc.) If after completing this exercise it appears that all implementation items cannot be completed in the desired timeframe due to budget or time constraints the District should consider a facilitated discussion to help prioritize implementation activities. BWSR PRAP Assistance Grant funds may be available to partially fund this effort.

LGU Comments and BWSR Responses

A written response to a draft report from the Comfort Lake-Forest Lake Watershed District was invited. The comments have been summarized and responded to in this section, and reproduced in their entirety in Appendix D of this report.

CLFLWD Comment 1: "... at the bottom of page iv, that "benchmark" is typed in twice when the first one should be "basic"."

BWSR Response: Correction made

CLFLWD Comment 2: Separately, on page 4, the end of the second to the last paragraph noted "another indicated they have a difficult time making contact with the District Administrator." At the meeting, you stated that this was not uncommon for WDs with small staff that are working to implement so many things. As such, if there was a way to incorporate a clarifying statement such as that, I think it would avert any casual readers from assuming something more negative.

BWSR Response: Comment noted, and the statement has been adjusted (p 4).

CLFLWD Comment 3:

The current Recommendation #1 implies the plan does not contain targeted and measurable criteria (metrics) for goals and objectives in the plan. The metrics are in the implementation section #4 but are not summarized in Section #3 the Issues and Goals summary.

Would you consider the following proposed or similar modification for Recommendation #1?:

"While the plan has targeted and measurable criteria for goals and objectives in the program and project Implementation Section of the plan, it would be helpful to the reader to also summarize these criteria in Section #3 the Issues and Goals Summary."

BWSR Response: Comment noted, and BWSR supports the efforts of the CLFLWD in including measurable criteria within their existing plan. However, BWSR maintains the language of the recommendation. The paragraph below the

recommendation provides more detail about what we are looking for. In this paragraph, we acknowledge that there are measurable goals within the current plan, however, the emphasis of this recommendation is on structuring the goals and objectives in the next plan to explicitly acknowledge measurement criteria, and to increase efforts to prioritize and target projects. The current PTM effort also emphasizes measurement criteria based on resource outcome (effect on the resource), as opposed to project output (or number of project).

Appendix A. Plan Accomplishments

Program Activities

Progress Ratings: =not started/dropped =on-going progress =completed/target met **NA** = Not Evaluated (new item)

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
3001		District Rules and Rulemaking						
3001A	27-28	Ongoing Initiatives	Annual review of City ordinances and related plans.	Annual	Ongoing		○	
3001B	27-28	Rule Implementation Review	Development of biofiltration document	Every other year	2016		□	
3002		Permitting						
3002A	28-29	Ongoing Initiatives	1. Staff review of permit applications to ensure applicants site plans comply with District Rules	Annual	Ongoing	14 Permits issued in 2014. 2015 permit count anticipated to exceed 14. Staff regularly communicates and/or meets with City of Forest Lake and City of Wyoming staff to discuss ongoing projects, permits and variances.	○	
	28-29		2. Conduct inspections prior to soil disturbance, during construction activities and after site stabilization to ensure construction activities meet requirements of the permit, are constructed as designed, and do not negatively impact downstream resources	Annual	Ongoing	Regular site inspections performed by District Technician and support from WCD. Provided site mgmt guidance to builders/homeowners to help them achieve compliance, no enforcement action taken in 2015	○	

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
	28-29		3. Ongoing tracking of aspects of the permitting program such as frequency of inspections, need for enforcement actions, compliance with BMP maintenance agreements/declarations	Annual	Ongoing	Created/updated tools to track permit activities such as site inspections, maintenance agreements, and finances	○	Continue to improve efficiency, effectiveness and consistency of program by utilizing tracking tools.
3002B	28-29	Volume Banking Program Oversight	No volume banking established to date.	Annual	NA		□	
3003		Monitoring & Data Assessment						
3003B	31	Develop Monitoring Plan		2012		Completed	☑	
3003C	31	Comprehensive Data Analysis		Every 3 years		Planned for 2016	□	
3003D	31	Bone - Birch Tributary and Wetland Monitoring	Part of larger Bone to Birch to School to Little Comfort Lake diagnostic study.	2012-2013	2016		□	
3003E	31	Birch - School - Little Comfort Lake Tributary Monitoring	Part of larger Bone to Birch to School to Little Comfort Lake diagnostic study.	2012-2013	2016		□	
3003F	31	Forest Lake Subwatershed Wetland Outlet Monitoring (FL44 Subwatershed)		2012-2013		Completed	☑	
3003G	31-32	Stream Biotic Monitoring	Conduct periodic biotic monitoring of District streams to evaluate stream health. Biotic monitoring will be conducted on the Sunrise and on the Bone-Birch-School-Little Comfort Tributary.	2015, 2020	September 2015 & May 2016	Board of Managers approved scope of work for stream biotic monitoring on 5 stream reaches (1 on Sunrise, 4 on BBSLC Tributary).	○	September 2015 macroinvertebrate and fish survey with summary technical memo.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
3003H	32	Wetland Monitoring		Periodic			○	
3003I	32	Bone Lake Subwatershed Phosphorus Monitoring (NBL 17 subwatershed)		2011		Completed	☑	
3003J	32	Bone Lake Subwatershed Phosphorus Monitoring (NBL 38 subwatershed)		2012		Completed	☑	
3004		Non-Point Source Pollution Abatement Grant (cost-share)						
3004B	33	Residential Landowner Grant	Cost share program for residential project to improve on-site stormwater mgmt and/or improve the condition of the shoreline or streambank	Annual	Annual	Changed funding structure to performance-based (P-removal) in 2015. WCD staff has conducted multiple site visits in 2015 for potential applicants. Increased tech. assistance budget for cost-share program due to increased activity and interest.	○	Board of Managers considering amending funding structure and/or maintenance requirements due to applicants not following through with implementation phase. Review cost-share applications and designs, oversee construction of projects.
3004C	34	Agricultural and Rural BMP Incentives/Cost-Share	Cost-share program to prevent or minimize water quality degradation by controlling sediment, runoff velocity levels, and the amount of fertilizer, pesticides and animal waste transported in runoff	Annual	Ongoing	Conducted cropland field transect survey to assess potential erosion rates. Held several meetings with SWCD to coordinate planned grid soil sampling cost-share program to include NM planning.	○	Coordinate grid sampling of cropland acres and program framework.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
3004D	34	Commercial/Community Grant	Cost-share for commercial, multi-family residential and non-profit properties to improve water quality	Annual	Ongoing	Currently funded.	○	Conduct more outreach regarding this program.
3004E	34	Municipal Stormwater Remediation Program	For projects on municipal property and right-of-ways to incorporate features that address stormwater mgmt in areas without adequate stormwater mgmt	Annual	Ongoing	Assess current city needs to coordinate project.	○	Planned coordination meeting to be held in October.
3005		Education and Outreach						
3005A	36	Ongoing initiatives / EMWREP participation	Per EMWREP Plan	Annual	Ongoing		○	
3005B	36	Summer Intern at Boat Launches (Inspections Program)	Provide enthusiastic, engaged and knowledgeable summer staff at boat launches to offer education and supervision of actions to limit the spread of AIS	Annual	Annual	5 full-time inspectors and 1 part-time inspector have been hired for 2015. Accesses covered include 3 public on Forest Lake, 1 private on Forest Lake, 1 public on Bone Lake and 1 public on Comfort Lake. Boat launch review was performed to identify possibilities for improvement.	○	Compile inspection hours and survey data at the end of the season.
3005C	37	Standard Project Signage	Increase local awareness of the District, the watershed and its resources using a unified series of signage themes for standard District initiatives and messages such as BMP installations and wetland/shoreline restorations	2012, 2021	Potential 2016	Placed on 2nd tier funding list.	□	

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
3005D	37	Local student engagement/Chisago Co Children's Water Festival	Work to engage local students and their teachers through participation in District activities and through interactive exhibits	Annual	Annual	Staff attended Forest Lake High School's FFA day and the City of Forest Lake's Lakefest to reach out to and educate community members. District donated \$2,000 to the 2016 Chisago Co. Children's Water Festival.	○	Continue to seek opportunities for local student engagement.
3006		Technical Resource Sharing + Interagency Communication						
3006A		Ongoing Initiatives (Miscellaneous Projects)		Annual				
3006B	38	Provide Comment on Municipal Variance Requests	Work with municipalities to ensure that the District receives notice and is aware of variance requests from Municipal Ordinances that may have a direct or potential impact on water resources	Annual	Ongoing	District staff meets regularly with City of Forest Lake staff to discuss project coordination and development review	○	
3006C	39	Modeling (H&H Model Update)	Periodically update the hydrologic/hydraulic model to reflect current watershed conditions	Annual	Planned for 2016		□	Work with City of Forest Lake
3006D	39	Geographic Information Systems (GIS)	Establish and maintain a mapping database of District projects, BMP grant projects and permit sites as well as other supporting information needed to evaluate progress in plan implementation and changes in the physical landscape of the watershed	Annual	Ongoing		○	As needed.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
3006E	39	District Web Mapper (& WCD BMP/Permit project)	Develop a map viewer interface to view relevant information about the District's resources, landscape and activities	2011	Ongoing	Web mapper in place and updates included.	○	Continue updates
3006F	39	Watershed Management Plan Update	Amend 2012-2021 WMP to add project 5900 - Land Acquisition and Management. Make further amendments to WMP as necessary.	2019-2021	2015	Added 5900 - Land Acquisition and Management to WMP.	☑	
3007		Research						
3007A	40	Ongoing Initiatives	Stay up to date on current and future trends in water resource management and evaluation.	Annual	Annual	Continued monitoring of 8th Street/Broadway Ave IESF has increased the District's knowledge of IESF functionality.	○	Additional monitoring to evaluate performance of installed practices. Pursue opportunities to research new AIS treatment methods such as biological controls.
3007B		New Initiatives	Deep sediment core analysis of District Lakes to learn pre-development lake conditions.	Annual	Annual	Board workshop planned for October.	○	

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
3008		Measurement of Progress						
3008A	41	Ongoing Initiatives	1. Annual Report: catalog and evaluate the activities and initiatives of the District each year and assess the effectiveness of those initiatives in the short term through targeted monitoring or other evaluations and asses longer term trends in water quality to determine progress toward District goals and the need for changes to the planned efforts outline in the adaptive management strategy	Annual	Annual	2014 Annual Report was completed and distributed on 4/30/15	○	Continue to keep track of progress in 2015 for the next annual report.
3009		(New) Grant Research and Preparation						
3009A		Ongoing Initiatives	Apply for grants to increase funding for programs and projects.	Annual	Annual	Applied for 7 grants for year 2015. Applied for 3 grants for 2016 so far. 2016 grant request total =~1.2 million. Granting agencies include BWSR, PCA, DNR and Washington County.	○	Search out additional grant opportunities beyond current known funders.
3010		(New) Operation & Maintenance - District Wide						

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
3010A		Ongoing Initiatives	Perform regular maintenance activities on District BMPs and facilities including: Shields Lake electric fish barrier, Bone Lake mechanical fish barrier, Forest Lake dam, Judicial Ditch 6 (once incorporated into CLFLWD after boundary change), installed BMPs (e.g. raingardens, shoreline restorations etc.), and District vehicle (2016 purchase)	Annual	Annual	Made retrofits to improve Bone L fish barrier, transferred ownership of Shields L fish barrier from City of Forest Lake to CLFLWD, annual inspections on installed BMPs through WCD	○	Investigate JD 6 for maintenance activities, purchase vehicle in 2016, perform maintenance on Forest Lake dam, continue ongoing maintenance activities

Project Activities

Progress Ratings: =not started/dropped =on-going progress =completed/target met **NA = Not Evaluated (new item)**

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5100		Floodplain						
5140 A	42	Sunrise River Water Quality/Quantity Regional Stormwater Project		2012-2016		No budget was allocated under this line item. This line item references down to projects under 5229.	<input type="checkbox"/>	
5200		Lakes						
		District-wide Zebra Mussel Monitoring	Zebra mussel sampler plates were installed in Forest Lake, Bone Lake, Comfort Lake, Little Comfort Lake, Shields Lake, and Sylvan Lake by June 2015. Samplers are being monitored by a combination of District staff and volunteers.	2016 (new item)		Increased public awareness of zebra mussels and CLFLWD AIS efforts and goals, put system in place for early detection of new infestations. Implemented early detection and rapid response plan for recent infestation on Forest Lake.	NA	Continue to monitor sampler plates for mussel growth. Collect plates late September-early October for winter storage/cleaning. Re-distribute after ice out in 2016.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
		District-wide Boat Launch Site Upgrades	Improve AIS awareness and ease of inspections at Forest Lake, Bone Lake and Comfort Lake public launches.	2016 (new item)		District engineers performed boat launch site review and report on how to improve boat launch sites.	NA	WCD is planning to implement signage improvements at Wash. Co. launches. CLFLWD will use similar techniques at Chisago Co. launch. District staff is assessing feasibility of implementing garbage containers and compost bins at launches.
		District-wide Lake Shoreline Inventory Tech Evaluation	Use GPS camera technology to inventory lake shorelines. Reference database to enforce city ordinances.	2016 (new item)		CLFLWD purchased a GPS-enabled camera.	NA	
		District-wide Invasive Species Policy Development & Mgmt. Plan		2016 (new item)			NA	
5220 A	43	Volume Control Facility Planning & Design	Evaluate volume control facility sites and feasibility through a needs-based assessment of subwatersheds throughout the District.	2018			□	
5220 B	43	Volume Control Facility Implementation	2. (CIP) Volume Control Facility Implementation :	2019			□	

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5220 C	43	Invasive Species Control Pilot Projects	Lead or partner on pilot projects and studies needed to control and minimize the entry of invasive species into District lakes.	2017	May be considered in 2016 if opportunity is appropriate.		<input type="checkbox"/>	
5220 D	43	Chemical Treatment of Inflows	Treat lake inflow with chemicals that bind to phosphorus, causing it to settle out and be collected	unscheduled			<input type="checkbox"/>	
5221 A	44	(Moody) Moody Lake Inlet Fish Barrier	Install a rough fish barrier at the inlet to Moody Lake to limit the movement of rough fish into habitat areas in the wetland north of Moody Lake.	2011	fish barrier constructed.	The Moody Inlet Barrier was assessed at the same time as the Bone Lake Fish Barriers. At that time it was determined via discussions with DNR that the Bone Lake Barriers were a priority to keep carp out of Moody and Bone Lakes (by preventing migration between the lakes). The Moody Lake Inlet Barrier could be revisited in the future if needed.	<input type="checkbox"/>	Fish population surveys will be conducted in 2016 to determine current rough fish populations

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5221 B	44	(Moody) Curly-Leaf Pondweed Management	Manage CLP in Moody Lake to reduce the internal phosphorus load	Annual	DNR will allow once external load is reduced.	CLP herbicide treatment not currently allowed by DNR due to Moody being a Natural Environment Lake (among other reasons).	□	Reduce external P loading to lake before pursuing CLP treatment. Treatment planned after external load addressed per DNR guidance.
5221 C	44	(Moody) Alum Treatment [and other P reducing BMPs]	Conduct alum or other in-lake treatment to reduce the internal load of P to Moody Lake	2011	2014-2016	Higher priority BMPs for P-removal in watershed detailed under 5421 (Moody) Wetlands. Alum treatment will be considered after other BMPs are implemented within the watershed.	□	Will move forward after implementation of other BMPs if necessary.
5221 D	44	(Moody) Rough Fish Management	Remove rough fish to limit resuspension of lake bottom materials and reduce internal P load in Moody Lake	Every other year	2015-2016	St. Mary's University performed fish surveys and carp population estimates late summer 2015.	○	A commercial fisherman is tentatively planned to conduct a carp harvest in early 2016.
5221 E	44	(Moody) Macrophyte & Invasives Survey	A survey of aquatic macrophytes will be conducted periodically on Moody Lake to track the balance of aquatic vegetation	Every 5 years, Annual	Every 5 years, Annual	The District contracts with Blue Water Science to conduct surveys and delineations as well as create AIS action plans.	○	Continue working relationship with Blue Water Science to perform surveys and delineations and generate reports.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5222 A	45	(Bone) Bone Lake Inlet and Outlet Fish Barriers	Install fish barriers at the inlet and outlet of Bone Lake to limit the movement of rough fish into and out of the lake and limit their ability to access wetland spawning habitats.	2012	2012-2016	Inlet and outlet fish barriers have been installed and updated to include design improvements that are expected to better handle high flow conditions and reduce clogging and turtle mortality. District intern performs regular inspections to monitor clogging.	○	Continue to monitor fish barrier and determine effectiveness of retrofits.
5222 B	45	(Bone) Bone Lake Infiltration Basin Planning and Design (SBL07)	Plan and design an infiltration basin to provide volume reduction and water quality improvement for drainage through subwatershed SBL07.	2012	2012-2014	A diagnostic study was conducted to determine P loading hot spots and identify potential BMPs for P removal.	○	Move to implementation scoping phase.
5222 C	45	(Bone) Bone Lake Infiltration Basin Implementation (SBL07)	Construct an infiltration basin to provide volume reduction and water quality improvement for drainage through SBL07.	2013	2015-2016	Applied for a CWF grant through BWSR.	□	Scope feasibility of BMP implementation. Agricultural BMPs (e.g. conservation tillage), infiltration basin high priority. Wetland enhancements if necessary after high priority BMPs implemented.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5222 D	45	(Bone) Shoreline Survey	Conduct a shoreline survey to identify areas for improvements in shoreline buffers and lakescaping and to provide a means for documentation of changes in shoreline condition.	2014	2014	Completed photo inventory of shoreline.	<input checked="" type="checkbox"/>	Work with the City of Scandia to consider revising their shoreland and tree ordinances to align with DNR regulations and District goals.
5222 E		(Bone) AIS Management - updated from CLP Management	Manage CLP in Bone Lake to reduce internal P load. Manage EWM for recreational benefits	Annual	Annual	CLP and EWM herbicide treatments performed in 2015.	<input type="radio"/>	CLP treatment again in 2015. Board make policy decision on continued treatment of EWM.
5222 F	45	(Bone) Alum Treatment	Conduct alum or other in-lake treatment to reduce internal P load.	2013		The District has decided to address upstream P sources prior to conducting in lake treatment. A diagnostic study has been completed identifying several watershed projects. A BWSR CWF grant was applied for in 2015 to request funding for these projects.	<input type="checkbox"/>	Implementation of watershed projects prior to in-lake treatment.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5222 G	45-46	(Bone) Macrophyte & Invasives Survey	A survey of aquatic macrophytes will be conducted periodically to track the balance of aquatic vegetation	Every 5 years, Annual		The District contracts with Blue Water Science on a regular basis to conduct lake surveys	○	Ongoing.
5222 H	46	(Bone) Rough Fish Management	Remove rough fish to limit resuspension of lake bottom materials to reduce internal P load	Every other year	2015-2016	Fish survey, carp pop. Estimate, electrofishing and telemetry performed in 2015.	○	Perform bottom scanning on the lake to identify obstructions that commercial fishermen get their nets caught on. Commercial fisherman to conduct a fish harvest in early 2016.
New		(Bone) Zebra Mussel Rapid Response		2016 (new item)	2016		NA	
New		(Bone) Lake Vegetation Management Plan Update	Work with DNR to update existing draft lake vegetation management plan	2016 (new item)	2016	Initiated preliminary discussions with DNR	NA	Draft LVMP and send to DNR for review. Continue process until agreement is made
5223 A	46	(Birch) Phos. Source Assessment & Implementation Plan		2017	2016	Initial field recon is underway to determine monitoring locations for a 2016 monitoring.	□	Will be combined with the Little Comfort Phos. Source Assessment in 2016.
5225 A	47	(Little Comfort) Phos. Source Assessment & Implementation Plan		2012	2016	Initial field recon is underway to determine monitoring locations for a 2016 monitoring.	□	A combined phosphorous source assessment will be completed for Little Comfort, Birch and School Lakes in 2016.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5225 B	47	(Little Comfort) Shoreline Survey		2013	Reprioritized as a future effort.		☐	Contracted with Blue Water Science to conduct 2015 shoreline survey
5225 C		(Little Comfort) AIS Management - updated from CLP Management	Manage CLP to reduce internal phosphorus load.	Annual after 2016		Blue Water Science conducted a delineation of CLP in early 2015 and found no sign of CLP growth. No treatment was conducted	NA	Continue to work with BWS to monitor for curly-leaf pondweed growth as it varies from year to year.
5225 D	47	(Little Comfort) Rough Fish Management		Every other year	Reprioritized as a future effort.		☐	
5225 E	47	(Little Comfort) Alum Treatment		2020			☐	
5225 F	47	(Little Comfort) Macrophyte & Invasives Survey		Every 5 years, Annual			○	Contracted with Blue Water Science to conduct macrophyte & Invasive survey in 2015
5226 A	48	(Shields) Feasibility Study - Biomanipulation		2017	2016-2017	Working with City of Forest Lake to conduct partial feasibility study of southern drainage network in advance of imminent development.	○	Continue to coordinate with the City of Forest Lake and prepare for remaining feasibility work.
5226 B	48	(Shields) Rough Fish Management	Manage rough fish population to limit resuspension of lake bottom materials and reduce internal P load in Shields Lake.	Every other year	Ongoing	CLFLWD obtained ownership of an electric fish barrier between Shields Lake and Forest Lake from the City of Forest Lake. Worked with St. Mary's University to conduct fish	○	Make improvements/upgrades to electric fish barrier such as hardware and signage replacement.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
						surveys and carp pop. assessments.		
5226 C	48	(Shields) AIS Management - updated from CLP Management	Manage CLP to reduce internal phosphorus load.	Annual after 2016		No treatment until after 2016.	<input type="checkbox"/>	
5226 D	48	(Shields) Shoreline Survey		2018			<input type="checkbox"/>	
5226 E	48	(Shields) Macrophyte & Invasives Survey		Every 5 years, Annual			<input type="radio"/>	Contracted with Blue Water Science to conduct point-intercept surveys in 2015.
		(Shields) Lake Vegetation Management Plan	Work with DNR to create lake vegetation management plan	2016 (new item)	2016	Initiated preliminary discussions with DNR	NA	Draft LVMP and send to DNR for review. Continue process until agreement is made
5226 F		(Shields) 2018th Street Neighborhood Ponds Maintenance/Improvements	Reduce external P loading to Shields Lake by identifying sources and potential BMPs	2016 (new item)	2016	City of Forest Lake engineering staff conducted survey work of infrastructure, ditch cross-sections, and bathymetric surveys.	NA	District engineers to use survey data for modeling. Modeling will help determine BMP scenarios to reduce P load
5227 A	49	(Sylvan) Stormwater and Shoreline BMP Planning		2014	Reprioritized as a future effort.		<input type="checkbox"/>	
5227 B	49	(Sylvan) Stormwater and Shoreline BMP Implementation		2015	Reprioritized as a future effort.		<input type="checkbox"/>	
5227 C	49	(Sylvan) Shoreline Survey		2016	2016		<input type="checkbox"/>	Blue Water Science is planned to conduct shoreline survey in 2016.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5227 D	49	(Sylvan) Macrophyte & Invasives Survey		Every 5 years, Annual			○	Contracted with Blue Water Science to conduct point-intercept surveys. Will contract with EOR to perform purple loosestrife assessment and report
		(Sylvan) AIS Management	Manage AIS to promote healthy and diverse ecology.	2016 (new item)	2016	Performed purple loosestrife survey to determine extent of infestation and guide future management efforts.	NA	Obtain survey report from EOR and determine best management activities for 2016.
5228 A	50	(Forest) Diagnostic Study and Implementation Plan	Conduct a diagnostic study for the Forest Lake watershed and develop a detailed implementation plan for water quality protection.	2016	2016	District staff applied for and received a PCA grant to fund the diagnostic study. The work plan has been recently completed and preliminary work will begin in 2015.	○	Project kick off and 2016 diagnostic monitoring.
5228 B	50	(Forest) Forest Lake Diagnostic Study Implementation		2018-2020			□	
5228 C	50	(Forest) Urban Stormwater Retrofit Planning & Design (FL01, FL81)		2017			□	
5228 D	50	(Forest) Urban Stormwater Retrofit Implementation (FL01, FL81)		2018			□	
5228 E	50	(Forest) Shoreline Survey		2015	Reprioritized as a future effort.		□	Future effort likely to include GPS enabled camera so as to create GIS layer for use by partners. City of FL currently is not enforcing their tree ordinance so reprioritized.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5228 F	50-51	(Forest) Macrophyte & Invasives Survey		Every 5 years, Annual		Contracted with Blue Water Science to conduct delineations and assessments for flowering rush, curly-leaf pondweed and create AIS action plans for other AIS threats	○	Blue Water Science will perform follow-up assessment for CLP and will delineate 2015 flowering rush growth.
5228 G	51	(Forest) AIS Management - updated from Aquatic Macrophyte and Invasive Species Mgmt.		Annual	Annual	Obtained DNR permit and contracted with Lake Management Inc. to conduct herbicide treatment of CLP in May. District obtained DNR grant of \$4,000 for curly-leaf and flowering rush treatment	NA	Will contract with MCC to perform mechanical removal and spot herbicide treatment of flowering rush later in the year, and will contract with PLM Lake and Land Mgmt. to perform herbicide treatment of flowering rush in larger patches.
5228 H	51	(Forest) Imperial Ave Area BMP Design (FL44) (2017)		2017			□	
5228I	51	(Forest) Imperial Ave Area BMP Implementation (FL44)		2018			□	
5228 J	51	(Forest) North Shore Trail BMP Design (FL44)		2015	2016	District received a PCA CWF grant to conduct an assessment. This is expected to lead to projects to be designed and implemented.	□	Complete assessment and prioritization.
5228 K	51	(Forest) North Shore Trail BMP Implementation (FL44)		2016	2017		□	Complete assessment and project design.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5228 L	51	(Forest) In-Lake Treatment		2021			<input type="checkbox"/>	
		(Forest) 3rd Lake Pond Implementation	Wetland restoration project to reduce external P loading to Forest Lake (east basin/3rd Lake).	2016 (new item)	2016	Preliminary designs for project completed and approved by Board of Managers. Working with City of Forest Lake on land acquisition.	NA	Obtain cooperative agreement with City of Forest Lake for access to land after they acquire ownership.
		(Forest) Update Lake Vegetation Management Plan	Work with DNR to update existing draft lake vegetation management plan	2016 (new item)	2016	Initiated preliminary discussions with DNR	NA	Draft LVMP and send to DNR for review. Continue process until agreement is made
5229 A	52	(Comfort) Sunrise Regional Stormwater Project Feasibility & Design		2011	2012	Sunrise River Water Quality & Flowage Report was finalized in 2012	<input checked="" type="checkbox"/>	
5229 B	52	(Comfort) Sunrise Regional Stormwater Project Implementation		2012-2016	2014	Target Iron Enhanced Sand Filter, Raingardens & Tree trenches was installed in 2014. This was partially funded through a CWF grant.	<input type="radio"/>	Find other project partners of other projects in the Sunrise watershed.
5229 C	52	(Comfort) Shoreline Survey		2013	2013	Survey completed.	<input checked="" type="checkbox"/>	
5229 D	52	(Comfort) BMP Feasibility Study for District's Tax Forfeited Land		2013	Reprioritized as a future effort to focus on Bixby Park	District has been in negotiation with adjacent landowner to acquire additional property for this project.	<input type="radio"/>	Waiting for landowner to respond to offer by the District.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
					project.			
5229 E	52	(Comfort) BMP Implementation on District's Tax Forfeited Land		2014	Reprioritized as a future effort to focus on Bixby Park project.		□	
5229 F	52	(Comfort) Bixby Park Stormwater Ponds Design	Design SW mgmt. features in Bixby Park to manage drainage to Comfort Lake from the more urban portions of the City of Forest Lake that developed prior to the incorporation of comprehensive stormwater management facilities.	2012	2015	Design complete.	○	Implementation phase.
5229 G	52	(Comfort) Bixby Park Stormwater Treatment Implementation	Construct stormwater management features in Bixby Park or area identified in 5229F.	2013-2017	2013-2017	Obtained BWSR CWF grant. Obtained cooperative agreement with City of FL to gain access to land. Obtained DNR permit for construction work.	○	Bidding to begin Fall 2015. Construction to take place Winter 2015-2016. Vegetation management in 2017.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5229 H	53	(Comfort) Macrophyte & Invasives Survey		Every 5 years, Annual		Blue Water Science conducted CLP delineation early 2015, District staff obtained DNR permit for herbicide treatment, Lake Mgmt. Inc. performed herbicide treatment in May 2015. AIS action plan for Comfort lake received from Blue Water Science	○	Blue Water Science will delineate Eurasian watermilfoil and District will coordinate treatment
5229I		(Comfort) AIS Management	Manage CLP in Bone Lake to reduce internal P load. Manage EWM for recreational benefits	2016 (new item)	Annual	CLP and EWM herbicide treatments performed in 2015.	NA	CLP treatment again in 2015. Board make policy decision on continued treatment of EWM.
5229 J		(Comfort) Update Lake Vegetation Management Plan	Work with DNR to update existing draft lake vegetation management plan	2016 (new item)	2016	Initiated preliminary discussions with DNR	NA	Draft LVMP and send to DNR for review. Continue process until agreement is made
5299 A	54	(Heims) Lake Water Quality Study		2012	2015	Heims Lake Water Quality Study is in progress. Expected completion date is December 2015.	○	
5299 B	54	(First) Lake Water Quality Study		2013	Reprioritized as a future effort.		□	
5299 C	54	(Second) Lake Water Quality Study		2013	Reprioritized as a future effort.		□	

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5299 D	54	(Third) Lake Water Quality Study		2013	Reprioritized as a future effort.		<input type="checkbox"/>	
5299 E	54	(Fourth) Lake Water Quality Study		2014	Reprioritized as a future effort.		<input type="checkbox"/>	
5299 F	54	(Sea) Lake Water Quality Study		2014	Reprioritized as a future effort.		<input type="checkbox"/>	
5299 G	54	(Nielsen) Lake Water Quality Study		2015	Reprioritized as a future effort.		<input type="checkbox"/>	
5299 H	54	(Clear) Lake Water Quality Study		2016	Reprioritized as a future effort.		<input type="checkbox"/>	
5299I	54	(Twin) Lake Water Quality Study		2017			<input type="checkbox"/>	
5299 J	54	(Cranberry) Lake Water Quality Study		2018			<input type="checkbox"/>	
5299 K	54	(Elwell) Lake Water Quality Study		2019			<input type="checkbox"/>	
5299 L	54	(Lendt) Lake Water Quality Study		2020			<input type="checkbox"/>	
5300		Streams						
5340 A	55	(Sunrise) Stream Assessment		2012		Initial work completed as part of larger Sunrise River engineers report.	<input type="radio"/>	

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5340 B	55	(Sunrise) E. coli Source Assessment & Implementation Plan		2015	Reprioritized as a future effort.		<input type="checkbox"/>	
5340 C	55-56	(Sunrise) Forest Lake Outlet Channel Design and Restoration		2016	Reprioritized as a future effort.		<input type="checkbox"/>	District considering projects on smaller segments.
5341 A	56	(BBSLC Tributary) Stream Assessment		2014	2015-2016	Board approved District engineer to conduct partial fall 2015 assessment.	<input type="checkbox"/>	To be included in future Bone Lake to Comfort Lake (BBSLC) corridor inventory and inspection.
5341 B	56	(BBSLC Tributary) School-Little Comfort Tributary Stream Restoration Design (LCL04)		2015	2016-2017		<input type="checkbox"/>	
5341 C	56	(BBSLC Tributary) School-Little Comfort Tributary Stream Restoration (LCL04)		2016	2017-2018		<input type="checkbox"/>	
5341 D	56-57	(BBSLC Tributary) E. coli & DO Source Assessment & Imp. Plan		2015	2015	Preliminary assessment of near stream E. coli sources will be completed fall of 2015	<input type="checkbox"/>	
5341 E	57	(BBSLC Tributary) Buffer Survey		2014	2015	Board approved District engineer to conduct partial fall 2015 assessment.	<input type="checkbox"/>	To be included in future Bone Lake to Comfort Lake (BBSLC) corridor inventory and inspection.
5400		Wetlands						
5420 A	58	Wetland Inventory		2012-14	2012-2014	Chisago SWCD conducted MLCCS and wetland inventory. Identified	<input checked="" type="checkbox"/>	Applied for CWF grant for restoration of top sites.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
						top sites for restoration within District.		
5420 B	58-59	Wetland Restoration/Bank Feasibility Study		2019			<input type="checkbox"/>	
5420 C	59	Wetland Restoration/Bank Implementation		2020			<input type="checkbox"/>	
5421 A	60	(Moody) Wetland Restoration and Cattle Exclusion (NBL12)	Restore wetland hydrology and exclude livestock from wetlands in Moody Lake subwatersheds to improve water quality contributing to lake	2011	2011/2016	Initial work done in 2011. Diagnostic study completed in 2014 identified P loading hot spots and potential BMPs. BMP feasibility was scoped in 2015. CWF grant applied for.	<input type="radio"/>	Work with local stakeholders to gain land access/implement livestock BMPs
5422 A	60	(Bone) Phosphorus Source Assessment (NBL17)	Identify P load sources in wetland between Moody and Bone Lake.	2012	2015	A diagnostic study was completed in 2015 for all Bone Lake watersheds. This study identified P loading hot spots and potential BMPs. CWF grant applied for.	<input type="radio"/>	Prioritize project sites of Bone Lake Diagnostic Study.
5422 B	60	(Bone) Wetland Restoration Feasibility & Design (NBL17)	Evaluate the feasibility of identified options and design a wetland restoration P load reduction project in the	2013	2016	Future additional work to be prioritized based on the outcome of the Bone Lake Diagnostic work.	<input type="checkbox"/>	

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
			wetland.					
5422 C	60	(Bone) Wetland Restoration (NBL17)	Restore the wetland as designed in 5422B.	2012	TBD		<input type="checkbox"/>	
5422 D	60	(Bone) Phosphorus Source Assessment (SBL38)	Conduct a P source assessment of this subwatershed.	2013	2015	A diagnostic study was completed in 2015 for all Bone Lake watersheds. This study identified P loading hot spots and potential BMPs. CWF grant applied for.	<input checked="" type="checkbox"/>	Prioritize project sites of Bone Lake Diagnostic Study.
5422 E	60	(Bone) Wetland Restoration Planning & Design (SBL38)	Evaluate the feasibility of identified options and design a wetland restoration P load reduction project in the wetland.	2014	2016	Future additional work to be prioritized based on the outcome of the Bone Lake Diagnostic work.	<input type="checkbox"/>	
5422 F	60	(Bone) Wetland Restoration (SBL38)	Restore the wetland as designed in 5422E.	2015	TBD		<input type="checkbox"/>	
		(Bone) Wetland Planning & Design (SBL - ALL drainage areas)		2016 (new item)			NA	
5423 A	61	(Birch) Wetland Phosphorus Source Assessment (LCL20)	Conduct a P source assessment of this	2014	2016	Initial field recon is underway to determine monitoring locations	<input type="checkbox"/>	Conduct field recon and monitoring.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
			subwatershed.			for a 2016 monitoring.		
5423 B	61	(Birch) Wetland Restoration Design (LCL20)	Design a wetland restoration project as guided by 5423A.	2014	2017		<input type="checkbox"/>	
5423 C	61	(Birch) Wetland Restoration (LCL20)	Implement a wetland restoration project.	2015	TBD		<input type="checkbox"/>	Conduct field recon and monitoring.
5428 A	62	(Forest) Wetland Restoration & Cattle Exclusion (FL44)	Install fencing to exclude cattle from wetland.	2011	2012	Completed.	<input checked="" type="checkbox"/>	Conduct field inspections to verify exclusion.
5500		Upland Resources						
5520 A	63	MLCCS Update	Conduct an MLCCS assessment of the District.	2012-13	2012-2013	Completed.	<input checked="" type="checkbox"/>	
5520 B	63	Natural Resources Inventory and Prioritization	Analyze the MLCCS data to compile a natural resources inventory and set priorities for protection and management.	2014	Reprioritized as a future effort.		<input type="checkbox"/>	
5520 C	63	Invasive Species Management Plan	Prepare an upland invasive species management	2015	2016	Funded as part of overall AIS/IS effort.	<input type="checkbox"/>	

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
			plan.					
5600		Groundwater						
5620 A	64	GW-Dependent Natural Resource Inventory and Review		2012	Reprioritized as a future effort.		<input type="checkbox"/>	
5620 B	64	GW-Dependent Natural Resource Action Plan		2014	Reprioritized as a future effort.		<input type="checkbox"/>	
5627 A	64	(Sylvan) Groundwater Protection Feasibility Study		2014	Reprioritized as a future effort.		<input type="checkbox"/>	
5627 B	65	(Sylvan) Groundwater Protection Implementation		2015	Reprioritized as a future effort.		<input type="checkbox"/>	
5628 A	65	(Forest) GW-Dep. Natural Resource Interpretive Feature Feasibility (FL44)		2016	Reprioritized as a future effort.		<input type="checkbox"/>	
5628 B	65	(Forest) GW-Dep. Natural Resource Interpretive Feature Implementation (FL44)		2017	Reprioritized as a future effort.		<input type="checkbox"/>	
5700		Public Education						
5720 A	66	Education in Public Parks – Land/Water Connection and District Resources	signage specific to local resources	2015/2020	2016	Funded as second tier project for 2016.	<input type="checkbox"/>	Reassess in 2nd half of 2016.

WMP Code	WMP Page #	CIP Item	Planned Actions or Activities	Proposed Timeframe	Actual Timeframe	Accomplishments to Date	Progress Rating	Next Steps
5800		Interagency Communication						
5820 A	66	Watershed District Administration and Technical Resource Sharing	No projects planned at this point.	NA	TBD		<input type="checkbox"/>	
5900		Land Acquisition and Management						
5920 A	(NE W)	Land Acquisition and Management	Acquisition of property available for projects.	Annual	2016	Funded in 2016.	<input type="checkbox"/>	

Appendix B. Performance Standards

METRO WATERSHED DISTRICT PERFORMANCE STANDARDS

LGU Name: Comfort-Forest Lake WD

Performance Area	Performance Standard	Level of Review	Rating	
	<ul style="list-style-type: none"> ★ Benchmark standard ■ Basic practice or statutory requirement (see instructions for explanation of standards)	<ul style="list-style-type: none"> I Annual Compliance I BWSR Staff Review I & Assessment (1/5 yrs) 	Yes, No, or Value	YES
Administration	■ Activity report: annual, on-time	I	Y	
	■ Financial report & audit completed on time	I	Y	
	■ Drainage authority buffer strip report submitted on time	I	N/A	
	■ eLink Grant Report(s): submitted on time	I	Y	
	■ Rules: date of last revision or review	II	Mar-11	
	■ Personnel policy: exists and reviewed/updated within last 5 yrs	II	Y	
	■ Data practices policy: exists and reviewed/updated within last 5 yrs	II	Y	
	■ Manager appointments: current and reported	II	Y	
	■ Consultant RFP: within 2 yrs for professional services	II	Y	
	★ Administrator on staff	II	Y	
	★ Board training: orientation & cont. ed. plan and record for each board member	II		N
	★ Staff training: orientation & cont. ed. plan and record for each staff person	II	Y	
	★ Operational guidelines exist and current	II	Y	
	★ Public drainage records: meet modernization guidelines	II	NA	
Planning	■ Watershed management plan: up-to-date	I	Y	
	■ City/twp. local water plans not yet approved	II	83%	
	■ Capital Improvement Program: reviewed every 2 yrs	II	Y	
	★ Biennial Budget Request submitted within last 24 months	II	Y	
	★ Strategic plan identifies short-term priorities	II	Y	
Execution	■ Engineer Reports: submitted for DNR & BWSR review	II	Y	
	■ Total expenditures per year (past 10 yrs)	II	see below	
	★ Water quality trends tracked for priority water bodies	II	Y	
	★ Watershed hydrologic trends monitored / reported	II	Y	
Communication & Coordination	■ Website: contains annual report, financial statement, board members, contact info, grant report(s), watershed mgmt. plan	I	Y	
	■ Functioning advisory committee(s): recommendations on projects, reports, 2-way communication with Board	II	Y	
	■ Communication piece: sent within last 12 months	II	Y	
	★ Website: contains meeting notices, agendas & minutes; updated after each board mg; additional content	II	Y	
	★ Obtain stakeholder input: within last 5 yrs	II	Y	

	★ Track progress for I & E objectives in Plan	II		N
	★ Coordination with County Bd and City/Twp officials	II	Y	
	★ Partnerships: cooperative projects/tasks with neighboring districts, counties, soil and water districts, non-governmental organizations	II	Y	

Annual Expenditures

2005	\$243,511.00
2006	\$199,512.00
2007	\$400,617.00
2008	\$268,954.00
2009	\$274,481.00
2010	\$426,701.00
2011	\$644,055.00
2012	\$959,481.00
2013	\$566,623.00
2014	\$932,913.00

Appendix C. Summary of Survey Results

Survey Overview: The survey was developed by BWSR staff for the purpose of identifying information about the local government unit’s performance from both board members and staff and from the unit’s partner organizations. The Comfort Lake-Forest Lake Watershed District identified, at BWSR’s request, their current board members, staff and the partner organizations with whom they have an on-going working relationship. BWSR staff invited those people to take the on-line survey and their responses were received and analyzed by BWSR staff. Board members and staff answered a different set of survey questions than the partners. The identity of the survey respondents is unknown to both BWSR and the Comfort Lake-Forest Lake Watershed District.

The survey was sent to 7 board members and staff, and 25 partner organization representatives. 3 board members/staff (43%) provided a full set of responses, and 13 (52%) partners responded, an average response rate. Both sets of responses are summarized below. Some responses were edited for clarity or brevity.

Board Member and Staff Questions and Responses

How often does your organization use some sort of master plan to guide decisions about what you do? (response percent)	
Always	50.0%
Usually	25.0%
Seldom	25.0%
Never	0.0%

Additional Comments: We rely on our capital improvement plan and our adaptive management principles to guide our project investigation, exploration, and prioritization.

List your organization’s most successful programs and projects during the past 3-5 years.
BMP cost share program for residential, commercial and government landowners. Carp Barrier on Bone Lake Agriculture water filtration project on horse farm reducing phosphorus loads to local lake AIS Action Plan - A focused rapid action, control and maintenance plan for aquatic invasive species identification and management on our six major lakes and subwatersheds.
We have just stated implementation in the last several years. <ol style="list-style-type: none"> 1. Bixby Park storm water treatment (\$500m,206 lbs of P removal, completion date 2016. 2. Bone Lake fish barrier and carp removal (innovative, first of its kind in MN.AIS Carp population significantly down). 3. AIS management program for Bone, Comfort and Forest Lakes for Curly Leaf Pondweed, Flowering Rush and Milfoil. Includes prevention (3000 hrs boat inspections), treating for management (CLP/milfoil) and eradication (Flowering Rush). Successful thru partnerships with Lake Associations, City of FL, Wash Cty, Chisago County and DNR. 4. Target storm water remediation(\$270m, 21 lbs of P removal)
Best Management Practices cost-share program Target retrofit

What things have helped make these projects and programs successful?
Thorough planning, post production monitoring and maintenance and buy-in from area stakeholders.
1. Grant funding 2. Cooperative property owners 3. Committed partners (partnerships) 4. Perseverance in overcoming obstacles.
partnership with and assistance to landowners and to Target, guidance and water science, engineering

During the past 3-5 years, which of your organization's programs or projects have shown little progress or been on hold?

We had two years of programs on hold as we transitioned administrators - with two leaving in under 18 months due to other job opportunities. It takes time to get back on track after that kind of disruption.

1. Municipal storm water remediation and grant program (City slow to respond to MS4 responsibilities because of budget priorities/no available CIP for the WSD). 2. Wetlands work/projects (lower priority due to budget constraints/need to manage levy increases. 3. Hi Lo Lane storm water project and Ducharmn property acquisition (property owners reluctant to participate). 4. Forest Lake 3rd lake pond restoration (Delay in transfer of tax forfeiture property from Wash Cty. to City).

1. Hilo Lane project - obtaining landowner permission
2. overall project progress - turn over in administrator position since 2013

List the reasons why the organization has had such difficulty with these projects and programs.

See above. Once a new administrator was hired we were able to get back on track by the end of the first year.

See comments in #4 above. Plus Administrator turnover.....4 in 8 years. Plus, need to hire more staff. Hired 1 technician in 2015 and will hire another in 2016.

Absentee landowner difficult to contact and reluctant to move forward

Regarding the various organizations and agencies with which you could cooperate on projects or programs...

List the ones with which you work well already

We work well with all of our cities, townships, counties, lake associations and state agencies.

Washington County Conservation District, City of Wyoming, Chisago County, Chisago County SWCD, FL lake Assoc, Comfort Lake lake Assoc

Washington and Chisago County SWCD, Scandia, MPCA, BWSR

List the ones with which better collaboration would benefit your organization

We would like better cooperation and response time from DNR on AIS related projects. Because we are in 2 counties, represented by different DNR offices, we get different responses from each.

City of Forest Lake on MS4 program and permitting, Bone Lake lake Assoc.

Wyoming, Forest Lake, DNR, EMWREP

What could your organization do that would make you more effective in accomplishing your plan goals and objectives?

We need to hire office support staff to help keep the administrative requirements on track.

1. Set better priorities as a Board.
2. Hire more staff
3. Continue to work on convincing the City (Forest Lake) to be more interested in /cooperative on Storm water remediation to protect/improve water quality on Forest Lake....a valuable community asset.

Increase our engineering and project management bandwidth to reduce bottlenecks in the project investigation and exploration stages.

Partner Organization Questions and Responses

Question: How often have you interacted with this organization during the past three years? Select the response closest to your experience. (response percent)

Not at all	0.0%
A few times	7.7%
Several times a year	23.1%
Monthly	30.8%
Almost every week	38.5%
Daily	0.0%

Comments: We just became their accounting firm on Jan. 1, 2015.

Is the amount of work you do in partnership with this organization...(percent)

Not enough, there is potential for us to do more together	8.3%
About right	91.7%
Too much, they depend on us for work they should be doing for themselves	0.0%
Too much, we depend on them for work we should be doing ourselves or with others	0.0%

Additional Comments: None of the above. WD works well with us, although their constituents are very passionate and depend on the MN DNR for our time

Based on your experience working with them, please rate the organization as a partner with you in the following areas:

Performance Characteristic	Rating (percent of responses)				
	Strong	Good	Acceptable	Poor	I don't know
Communication (they keep us informed; we know their activities; they seek our input)	31%	31%	38%	0%	0%
Quality of work (they have good projects and programs; good service delivery)	31%	38%	31%	0%	0%
Relationships with Customers (they work well with landowners and clients)	31%	31%	31%	0%	8%
Timelines/Follow-through (they are reliable and meet deadlines)	31%	46%	23%	0%	0%

How is your working relationship with this organization? (percent)

Powerful, we are more effective working together	0.0%
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Strong, we work well together most of the time	46.2%
Good, but it could be better	38.5%
Acceptable, but a struggle at times	15.4%
Poor, there are almost always difficulties	0.0%

Comments from Partners about their working relationship with the Comfort Lake-Forest Lake WD.

- WD staff is not familiar with DNR processes
- Partly because of the geographical distance from our office, we don't work as closely with CLFLWD as with some of the other watersheds in Washington County. We do many projects in partnership - water monitoring, BMP implementation, subwatershed analyses, education. But, there are still times when the watershed district staff or board describe activities as "their [WCD] activities" instead of "our [WCD and CLFLWD] activities."
- They are a good partner - I answered with the "it could be better" because we are new partners and the relationship is still developing

Do you have additional thoughts on how the Comfort Lake-Forest Lake WD could be more effective?

Myself and others in my office often have a hard time getting a hold of the district administrator (presumably because he is very busy).

Balance analysis and research with project execution

Appendix D. LGU Comment Letter

From: Michael Kinney
Sent: Friday, November 20, 2015 2:42 PM
To: Gieseke, Jenny (BWSR)
Subject: CLFLWD PRAP

Jenny,

I wanted to let you know that the Board discussed the report again last night and some of them are intending to contact you directly by the end of Monday to provide some comments.

For myself, just a reminder that at the bottom of page iv, that “benchmark” is typed in twice when the first one should be “basic”. Separately, on page 4, the end of the second to the last paragraph noted “another indicated they have a difficult time making contact with the District Administrator.” At the meeting, you stated that this was not uncommon for WDs with small staff that are working to implement so many things. As such, if there was a way to incorporate a clarifying statement such as that, I think it would avert any casual readers from assuming something more negative.

Overall, another good Board discussion and again, they are interested in pursuing some of the “Assistance” portion of the PRAP program. If you can provide some details on how we may proceed with applying for a grant, it’ would be much appreciated.

Thanks,

Mike Kinney, M.S., CCA, District Administrator
Comfort Lake Forest Lake Watershed District
44 Lake Street South, Suite A
Forest Lake, MN 55025
Office 651-209-9753
Direct 651-395-5855
Cell 612-965-2820
www.clflwd.org

On Friday, November 20, 2015 2:41 PM, Steve Schmaltz <swschmaltz@yahoo.com> wrote:

Hi Jenny,

Thanks again to you and your team for both a very thorough draft Review (dtd Oct 22) of the CL FL WSD and an excellent follow-up presentation.

You had asked for any comments /suggestions prior to issuing the final report. The Board members have decided to respond individually. I have just one suggestion.

Referencing Recommendation #1 on p iv concerning the need to "implement targeted and measurable criteria for and goals and objectives in the next plan".

In reviewing our plan I noticed that we did not have targeted and measurable criteria for our goals and objectives in Section #3 the "Issues and Goals" summary (pp11-19). However, in the detailed Implementation Section #4, pp 21-80, we have provided specific program evaluation criteria (metrics) for each section of the plan: p 36, p37p, p40, p41(annual evaluation metrics), p42, p54, p63, and p66. Also in section #6 "Measuring the Implementation Process, pp 81-82, we summarized the evaluation process for programs and projects and referenced the evaluation criteria (metrics) in previous sections of the plan.

The current Recommendation #1 implies the plan does not contain targeted and measurable criteria (metrics) for goals and objectives in the plan. The metrics are in the implementation section #4 but are not summarized in Section #3 the Issues and Goals summary.

Would you consider the following proposed or similar modification for Recommendation #1?

"While the plan has targeted and measurable criteria for goals and objectives in the program and project Implementation Section of the plan, it would be helpful to the reader to also summarize these criteria in Section #3 the Issues and Goals Summary."

Jenny, thanks again for your help.

Steve Schmaltz , Board Manager
CL-FL-WSD

Appendix E. Program Data

Time required to complete this review

Comfort Lake-Forest Lake Watershed District Staff: 10 hours

BWSR Staff: 50 hours

Schedule of Level II Review

BWSR PRAP Performance Review Key Dates

- July 29, 2015: Survey of Board/Committee, staff and partners
- October 22, 2015: Presentation of Draft Report to Board/Committee and staff
- December 14, 2015: Transmittal of Final Report to LGU

NOTE: BWSR uses review time as a surrogate for tracking total program costs. Time required for PRAP performance reviews is aggregated and included in BWSR's annual PRAP report to the Minnesota Legislature.