

## Summary of Board Direction

### Comfort Lake-Forest Lake Watershed District

Date Given	Due Date	Requesting Party	Direction Given	Notes	Assigned to	Completed/ Resolved? (Y/N)
4/19/2018	*	Mgr. Anderson	Consider how the 103F.48 buffer law could be coordinated with the District's cost-share program	Mgr. Anderson met with WCD Manager, Jay Riggs, on this matter to get more detailed information.	CLFLWD Staff	Y
4/19/2018	*	Mgr. Anderson	Work on incorporating or shifting the emphasis of the cost-share plant grant to emergent plants rather than native terrestrial plants.	Board agreed at May 9th meeting to include emergent plants as a component to the District's plant grant program.	CLFLWD Staff	Y
4/19/2018	*	Mgr. Anderson	Keep the public updated as the barrier 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.	CLFLWD Staff	In Progress
5/9/2018	*	Mgr. Schmaltz	Provide an estimate for growth of staff over next four years to help determine the type and size of space needed for the District.	Mike K. provided Mgr. Schmaltz with an estimate. Additional discussion may occur during the upcoming budget cycle as well as with office space discussions.	CLFLWD Staff	In Progress
5/22/2018	6/7/2018	Board	CAC discuss and prioritize the Board recommendations for 2018 EMWREP activities.	Recommendations were discussed at June 5 CAC meeting and are included in 6-28-18 Board Packet for Board approval	Citizen Advisory Committee (CAC)	Y
5/22/2018	*	Mgr. Anderson	Change title and/or include logo on "On the Water" column in Forest Lake Times	Staff have communicated this request to Angie Hong at EMWREP	EMWREP	In Progress
5/22/2018	*	Mgr. Anderson	Provide summary and written protocol of permitting enforcement actions granted to the District in the rules.	Staff to work with District Engineer and Attorney to review the enforcement authority granted to the District through our rules and state statute. Summarize this authority and create a protocol for staff to follow.	CLFLWD Staff/EOR/Smith Partners	In Progress
6/7/2018	*	Mgr. Anderson	Draft a memo that compiles and summarizes all the of the stabilization requirements from the rules to serve as a guidance documents for permit applicants	Staff is currently working on updating and reformatting the permitting webpage and handouts to better convey stabilization requirements, as well as all other standard requirements.	CLFLWD Staff	In Progress
6/7/2018	*	Mgr. Anderson	Send out drained wetlands map to managers and post online. Try to include reduction numbers if possible.	Requested shapefiles from EOR in order to overlay wetland polygons onto parcel map.	CLFLWD Staff	In Progress
6/7/2018	*	Board	Bring updated PRI quotes back to the Board for approval once it becomes available	Included in 6-28-18 Board Packet for Board approval	CLFLWD Staff	Y
6/7/2018	*	Mgr. Schmaltz	Have Mgr. McNamara start the discussion with the District's landlord regarding the upcoming lease renewal	Staff supplied Mgr. McNamara with the prior lease agreement. Mgr. Schmaltz and Mgr. McNamara have met to discuss in more detail.	Mgr. McNamara/Mgr. Schmaltz/CLFLWD Staff	In Progress
6/7/2018	6/28/2018	Board	Bring PRAP to next meeting and start prepping a projection of income (grants)	PRAP and draft 2019 budget are included in 6-28-18 Board Packet for discussion	CLFLWD Staff	Y
6/7/2018	ASAP	Board	Motion made directing the Administrator to take immediate BMP action to address the cropland rental property	Administrator Kinney contacted both the SWCD and Federated Coops staff. The latter conducted the initial soil testing, spread lime on the field, and sold the District the clover seed that was planted. The Federated Coop staff visited the site and took additional soil samples on 6/22 to assess the pH and other nutrients again. While the clover didn't come in as hoped, the rolled grass from last fall is acting as a protective blanket. Will likely reseed in August.	District Administrator	In Progress
6/7/2018	*	Mgr. Schmaltz	Take a look at the construction activity on Hayward Ave, specifically that affecting the culvert.	Erin Edison contacted the City of Forest Lake staff to determine the extent of the work and then performed an inspection. No concerns noted.	CLFLWD Staff	Y