

Summary of Board Direction

Comfort Lake-Forest Lake Watershed District

Reference Number*	Date Given	Due Date	Requesting Party	Direction Given	Notes	Assigned to	Completed/ Resolved? (Y/N)
4	4/19/2018	**	Mgr. Anderson	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.	CLFLWD Staff	In Progress
13	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
16	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
22	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
27	7/12/2018	**	Mgr. Schmaltz	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 initiated discussion with legal counsel to resolve this issue.	CLFLWD Staff	In Progress
30	7/12/2018	**	Board	Board approved motion to direct the Administrator to notify the counties 90 days prior to a manager's term expiration. Motion discussion: Revise the governance manual to reflect this. Work with the counties to get on a staggered schedule so everyone isn't expiring all at the same time.	Administrator Kinney has contacted the respective counties regarding this matter and has begun providing assistance to facilitate discussion and coordination between the two counties.	District Administrator	In Progress
36	8/14/2018	**	Mgr. Anderson	EOR provide the Board with a tiered breakdown of the Bone Lake Assessment project locations	In progress	EOR, District Administrator	In Progress
37	8/23/2018	**	Mgr. Anderson	Send letter to the Mn DNR asking them to inform the District of their survey schedule for our area.	In progress	CLFLWD Staff	In Progress
38	8/23/2018	**	Mgr. Anderson	Staff provide the managers with a copy of the NRMP PDF showing track changes.	Emailed to the Board on 9/21/18.	CLFLWD Staff	Y
39	8/23/2018	**	Mgr. Anderson	Take a grab sample at the east side of Heath	EOR has been collecting samples from the Heath Ave drainage pipe inlet and outlet. More direction is required if a new sample location is to be added.	EOR	Board direction required

*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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40	8/23/2018	**	Mgr. Anderson	Obtain a written statement from Shoreland Landscaping stating that their restoration work did not cause the growth/patchiness issue exhibited on the Mueller property.	Administrator Kinney has been in communication with Shoreland Landscaping about this request	District Administrator	In Progress
41	8/23/2018	**	Mgr. Anderson	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 to 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	CLFLWD Staff, EOR	In Progress
43	8/23/2018	**	Mgr. Anderson	Issue a memo to the Board summarizing all of the information relating to the conditions seen at the Bell property and the earlier incident involving the burst filter bag.	See 9/13 agenda item 5a memo and attachment.	District Administrator	Y

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