

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers
From: Mike Kinney
Subject: Summary and Approval of Board Direction

Date: March 20, 2020

Background/Discussion

The purpose of this memo is to provide managers with a worksheet for keeping track of proposed staff directives during a meeting. Staff will also continue to take notes and the two will be compiled and reviewed at the end of the meeting.

Directives to go over during Summary and Approval of Board Direction

Summary of Board Direction Comfort Lake-Forest Lake Watershed District

2018

Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?
16	5/22/18	**	Provide summary and written protocol of permitting enforcement actions granted to the District in the rules.	With staff turnover in the Permitting Coordinator position, policy review has been delayed. This item will be brought to a future board meeting.	CLFLWD Staff/EOR/Smith Partners	In Progress
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.	District Administrator	In Progress

2019

Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?
66	10/24/2019	**	Obtain information about life insurance benefits and return to the Board	Working with agent to obtain a quote.	CLFLWD Staff	In Progress
72	11/6/2019	**	Provide managers with article or write-up on the relationship ecological communities such as algae and zooplankton have with water quality	Staff is researching this item and has an inquiry submitted to MPCA.	CLFLWD Staff	In Progress
77	12/19/2019	**	Compare 2019 timesheets to 2019 work plan.	In progress.	CLFLWD Staff	In Progress
85	12/19/2019	3/26/2020	Prepare an outlook of projects for the next five years.	Will be brought to the March regular board meeting	EOR	In Progress
86	12/19/2019	**	Compare the District's per diem policy with other boards.	In progress. Managers and Legal Counsel are in communication on this. Item is on the March 12th agenda for Board discussion.	CLFLWD Staff	In Progress

*Completed items are shown in one iteration of this document and subsequently hidden from view. 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

Summary of Board Direction

Comfort Lake-Forest Lake Watershed District

2020							
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?	
2	1/23/2020	**	Under the subject of the AIS reports: 1. Manager Anderson asked that the five-year point-intercept survey reports be revised to show the history of the plant diversity changes over time 2. Manager Dibble raised the concern about sometimes the CLP delineation occurring too early to identify where growth occurs in the season 3. A map of nonnative species be provided in order to avoid harvester cutting in those areas in Forest Lake	1. This will be done in all future reports 2. Blue Water Science will consider this during the 2020 CLP delineations 3. Completed and sent to FLLA. FLLA responded indicating map is satisfactory.	CLFLWD Staff, Blue Water Science	Complete	
4	1/23/2020	**	Manager Anderson said to make sure the paleolimnological studies indicate in their narratives the phosphorus sources and in-lake conditions	Staff requests that Manager Anderson provide more detail on her request.	CLFLWD Staff, Manager Anderson	In Progress	
7	2/13/2020	**	Share Highway 8 construction project details with Board of Managers and Comfort Lakes Association	Staff reached out to the project contact for more information. Info will be sent to the managers and CLA once received.	CLFLWD Staff	In Progress	
10	2/26/2020	**	Connect with the DNR regarding the details of the koi pond permit	Koi Acres does have Aquaculture License with the DNR but does not hold any permits with MPCs for effluent discharge. DNR indicates that there has been no production from this facility in the past few years, but they have been renewing the DNR license. Koi Acres does not, nor has ever, had a permit with MPCA for waste-water discharge or land application of waste associated with their Koi production. The threshold for these permits is fairly high and their production of Koi assumingly low. The thresholds for needing a permit are 50,000 gallons of water per year for the PCA land application of waste permit and 20,000 lbs of fish produced annually for the PCA waste-water discharge permit.	CLFLWD Staff	Complete	
11	2/26/2020	3/26/2020	Add section to administrators report detailing information on upcoming conferences and add them to the shared calendar.	This item will be incorporated into the admin report for the 3/26/20 board meeting, updates to the shared calendar have already started to be made.	CLFLWD Staff	Complete	
12	3/12/2020		Send guidance on topic of W-2 v. 1099 to Manager Anderson		Smith Partners		
13	3/12/2020	**	Prepare Open Meeting Law Declaration for President Spence to sign	Declaration signed by President Spence 3/16/2020. https://www.clflwd.org/documents/03-16-20_OMLDetermination_signed.pdf	Smith Partners	Complete	
14	3/12/2020		Check with Stella's on 97 regarding potential cancellation of the State of the Watershed public meeting scheduled for April 30th	Jessica confirmed with Stella's that if the District were to cancel the state of the watershed public meeting due to circumstances related to COVID-19 the District's deposit would be refundable. The do not have a specific deadline for cancellation notification but requested that they be notified as soon as possible.	CLFLWD Staff	Complete	

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**No due date set