

**MEMORANDUM**  
**Comfort Lake-Forest Lake Watershed District**

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**To:** Board of Managers

**Date:** May 21, 2020

**From:** Mike Kinney

**Subject:** Summary and Approval of Board Direction

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**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**

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# 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	Completed	
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	

\*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?
7	2/13/2020	**	Share Highway 8 construction project details with Board of Managers and Comfort Lakes Association	Abigail, Trey, and Greg Greske (EOR) attended an virtual meeting on 3/17 to discuss the project. They are in the very early stages of planning, construction will not start for 2-3 years. They will share more information with us when available.	CLFLWD Staff	In Progress
12	3/12/2020	**	Send guidance on topic of W-2 v. 1099 to Manager Anderson	Sent on 3/16/2020	Smith Partners	Completed
15	3/26/2020	**	Look into research on the relationship between zebra mussel population density and water quality improvements in lakes, specifically as it relates to extrapolating population estimates from zebra mussel sampler plates.		CLFLWD Staff	In Progress
24	4/9/2020	**	Provide Board with estimated wetland banking values for the Fourth Lake Land Acquisition parcels		CLFLWD Staff, EOR	In Progress
29	5/14/2020	**	Final few edits to the 2019 Water Monitoring Report.		EOR, CLFLWD Staff	In Progress
30	5/14/2020	6/3/2020	Prepare summary of high priority wetland, groundwater etc. features in CLFLWD for inclusion in LSC 1W1P comment letter.		EOR	In Progress

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