

**MEETING NOTES OF THE
COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT
CITIZEN ADVISORY COMMITTEE
Tuesday, June 4th, 2019**

Present: Jerry Grundtner, Jack MacKenzie, Curt Sparks, Tom Furey, Randy Schumacher
Others: Jessica Lindemyer, Peter Brennhofer (CLFLWD Staff)

1. Watershed Activities Update

a) Administrator's Report

The May 23rd Administrator's report was handed out to the Citizen Advisory Committee (CAC) members present. Watershed Assistant, Jessica Lindemyer, informed the CAC that the 2019 District Tour has been scheduled for Saturday, September 21st. While the time has yet to be finalized it is tentatively scheduled to start at 8:30 am and end around 12:00p.m. She noted that the 2018 Water Monitoring Report has been finalized and is available on the District's website. Ms. Lindemyer provided an overview of the District's upcoming meeting and events. The Watershed Management Plan (WMP) Kickoff event is June 11th down at Lakeside Park during the Arts in the Park festival. The WMP Initial Planning meeting and the June regular board meeting, are both scheduled for June 20th, at the Forest Lake City Hall in the Community Room with the planning meeting starting at 4:30 p.m. and the regular board meeting beginning at 6:30 p.m. Lastly, Ms. Lindemyer updated the Committee on the two new staff hires: Seasonal Technicians Jason Kuennen and Peter Brennhofer, both of which have been trained to conduct watercraft inspection and erosion and sediment control inspections on behalf of the District.

b) Other

Committee members inquired about the Board's decision regarding a liaison appointment to the CAC. Ms. Lindemyer informed the Committee of the Board's decision at the May 23rd regular board meeting to have one manager attend Committee meetings once a quarter on a rotational basis. There was general consensus that this was a positive development.

2. CAC Roles and Responsibilities – SWOT Exercise

Ms. Lindemyer brought the Committee's attention to the memo that was distributed via email with the agenda the previous week. It contained information regarding the Committee's decision to conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) exercise, general guidance on how to participate in a SWOT exercise, a proposed timeline for drafting the roles and responsibilities document, and existing descriptions of the Committee.

The Committee began the SWOT exercise by discussing the goal of the exercise and how the ideas being generated would help provide direction as to what the group currently has as its responsibilities and roles and where it seeks to expand. The Committee members in attendance

then began discussing each category individually and sharing individual ideas. Once everyone had shared their ideas for the category at hand, the committee then grouped the ideas as to what large scale themes were being brought up. Common themes that emerged from the exercise included the following:

Strengths (internal): Variety of Committee Member backgrounds, shared desire to achieve positive outcomes, ability to operate without significant amount of oversight, ability to freely discuss topics of interest.

Weaknesses (internal): Gaining new members and maintaining membership, lack of specific direction or implementation plan for projects, relatively uniform membership demographic.

Opportunities (external): Engaging the active communities (individuals, groups, LGUs)

Threats (external): Lack of defined direction/involvement from the District

Ms. Lindemyer asked the Committee for volunteers who would like to be personally involved in drafting the document. Receiving no volunteers from the Committee for the drafting process she confirmed that she would create an initial draft of the Roles and Responsibilities document herself and bring it back back to the Committee for reviewed at the July meeting.

3. Election of Chairperson

There was consensus among the present Committee members that any election of a new Chairperson should occur once the new framework is in place so that the individual has a clear understanding of the associated responsibilities of the position.