

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

**To:** Board of Managers **Date:** October 20, 2017  
**From:** Mike Kinney  
**Subject:** Rule Revisions Workshop

Staff would like the Managers to consider holding a workshop prior to the November 16<sup>th</sup> Regular Board meeting. This workshop would hold two main purposes. The first purpose is to update the Board on the rule revision process and review the proposed revisions. The second purpose is to discuss and prepare for the upcoming joint board meeting with the City of Forest Lake and City of Wyoming on November 20<sup>th</sup>.

Below is a general outline of proposed next steps with regard to the rule revisions. The basic legal requirements include: (a) Minimum 45-day comment period for public transportation authorities and the Board of Soil and Water Resources (BWSR) and (b) public hearing (with notice published for two successive weeks prior). In the interest of a sound set of revised rules and good relationships with its partners, the District, of course, has provided for technical and policy engagement beyond what is legally required. One element of this that staff recommends is lengthening the comment period beyond the minimum 45 days. Staff is seeking Board concurrence in the process to date and the final steps and schedule for completing the rule revision.

Oct. 26	Regular board meeting. Set workshop meeting date.
Between Oct. 26-Nov. 16	Proposed workshop. Go over rule revisions in more detail.
Nov. 9	TAC meeting.
Nov. 16	Regular board meeting. Board review of proposed revised rules and, by resolution, approval of proposed revised rules for transmittal to BWSR/road authorities and others for 45-day public comment, and direction to notice public hearing.
Nov. 17	Revised rules sent out to BWSR/road authorities and others first thing the next morning ( <i>Day 1 of review period</i> )
Nov. 20	Joint board meeting with Forest Lake and Wyoming city councils
Dec. 4	Send notice of public hearing to District's official newspapers; publish newspaper notice for two consecutive weeks.
Dec. 21	Public hearing ( <i>Day 35 of review period</i> ) Legal counsel suggests that the hearing be scheduled for about a month into the 45-day process, so interested parties have had an opportunity to review the proposed rule, but the public hearing and consideration of any comments offered there don't hold up the overall process.
Dec. 31	<i>Day 45 of review period</i>
Jan. 10	<i>End of review period (55 days)</i>
Jan. 25	Board review of comments and, if Board is satisfied, adoption of revised rules by resolution and direction to publish notice, submit for recording and send to public transportation authorities & municipalities.