

# Summary of Board Direction

## Comfort Lake-Forest Lake Watershed District

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
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 Graska (EOR) attended a 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	On Hold
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.	Steve McComas indicated he has created an unpublished method for estimating the water clarity impacts of a lake's zebra mussel population. Staff is currently seeking more volunteers to assist with this program.	CLFLWD Staff	In Progress
58	9/10/2020	**	Staff to examine the political and hydrologic boundary questions pertaining to the area around Ashton Lake.	EOR and staff will present information regarding this boundary area, as well as the larger topic of a District-wide boundary review at a future board meeting.	CLFLWD Staff	In Progress
75	10/22/2020	**	Work with District engineer and legal counsel to put together guidance for residents in the District regarding removing debris from lakes	EOR staff has reviewed a draft and will provide the District with redlines and comments shortly.	CLFLWD Staff	In Progress
76	10/22/2020	**	Provide to MAWD Director a comparison of subwatershed analysis vs diagnostic study process for identifying water quality improvement projects	In progress.	CLFLWD Staff, EOR	In Progress
77	11/19/2020	**	Set a January workshop agenda to discuss office space needs and direction forward as a consequence of the Houston work.	To be set as directed by the Board upon reviewing consultant materials.	CLFLWD staff	TBD

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\*\*No due date set

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2021							
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?	
2	1/14/2021	**	Develop a recommendation on office space selections after consulting with land management / architecture specialists to fine-tune the District vision	Material being sent by consulting firm ISG for Board to review as potential firm to assist with this effort.	CLFLWD Administrator	In Progress	
6	1/28/2021	**	Continue trying to find a consultant to assist with land acquisition matters.	In progress.	CLFLWD Administrator	In Progress	
10	2/11/2021	**	Manager Anderson requested that EOR provide an update on the park visual for the tax forfeit property		EOR	In Progress	
13	2/25/2021	**	Clarify percentage cost basis for contract with ISG		CLFLWD Staff	In Progress	
14	2/25/2021	**	Post RFP for building services and start identifying parcels by late March/early April. Manager Anderson will send realtor info to Mike Kinney	In progress.	CLFLWD Staff/EOR/Manager Anderson	In Progress	
19	2/25/2021	**	Look into prioritization program discussed in the Midwest Glacial Lakes Partnership Lake Conservation Webinar	Presentation to be reviewed by Administrator Kinney at a future date.	CLFLWD Staff	In Progress	
23	3/25/2021	**	The Board requested a future agenda item to discuss the follow-up on BMP maintenance for permits	Set for a future meeting	CLFLWD Staff	In Progress	
25	3/25/2021	**	Staff will investigate electro-fishing and a potential fishing contest on Shields Lake	Staff has begun researching this topic again and will try to have a plan developed for the end of August for implementation.	CLFLWD Staff	In Progress	
35	5/13/2021	**	EOR will send a mailer to landowners in the Heath Avenue subwatershed to inquire about drain tiles in the area.	EOR and staff will work to get these mailers sent out.	EOR	In progress	
36	5/13/2021	**	Manager Anderson will draft a grant application and outline of the review process to share with staff.		Manager Anderson		
37	5/13/2021	**	Manager Anderson requested a synopsis of the wetland buffer situation at Chestnut Creek.	MK to give verbal updates to the board as needed; no further action at this time.	CLFLWD Staff	In Progress	
38	5/27/2021	**	Put together modeling demo for floodplain vulnerability assessment		EOR	In Progress	
44	7/22/2021	**	Staff will develop a strategic plan for land acquisition.	Draft has been started, located on H Drive at: Z:\H Drive\5000 - Capital Improvement Projects\5900 Land Acquisition & Management\Planning-General	CLFLWD Staff	In Progress	
45	7/22/2021	**	Staff will consult with the PCA and accountant about the treatment of PCA loan amounts.	Complete	CLFLWD Staff	Complete	
46	7/22/2021	**	Staff will work with the District accountant to review the revenues and expenditures with a focus on the treatment of earned and unearned grant funds.	Complete	CLFLWD Staff	Complete	
47	7/22/2021	**	Staff will verify with the accountant the use procedures for how PCA proceeds are used for project expenses.	Complete	CLFLWD Staff	Complete	
48	7/22/2021	on or B4 8/2/2021	Staff will provide manager Anderson with revised budget documents before they are posted to the District website.	Complete	CLFLWD Staff	Complete	

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49	7/22/2021	8/12/2021	Staff will provide a proposal to the board regarding COVID conditions and office closures to the public	In progress.	CLFLWD Staff	In Progress
50	7/22/2021	**	Staff will seek information on whether or not BWSR staff will be attending the August 4 <sup>th</sup> central committee meeting in person or virtually. Staff will also provide the board with information on how to access this meeting remotely if they choose to attend this way.	Complete	CLFLWD Staff	Complete
51	7/22/2021	8/12/2021	EOR staff will provide an overview of the highway 8 project at the August 12th board meeting.	Greg Graske is in the process of trying to get a meeting set up with MnDOT and will most likely provide an update at the August 26th meeting.	EOR	In Progress

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