

## Summary of Board Direction Comfort Lake-Forest Lake Watershed District

2023						
Reference Number*	Date Given	Due Date	Direction Given	Notes	Assigned to	Completed/ Resolved?
18	3/24/2023	**	While signing checks at the office the day after the board meeting, Manager Anderson requested a hydrology report presentation given by EOR be located and printed. She also requested the meeting recording where the report and presentation was given be posted online.	Links to the presentations and meeting recordings have been sent to managers.	CLFLWD Staff	Complete
17	3/24/2023	**	While signing checks at the office the day after the board meeting, Manager Anderson requested the earned points from the District card associated with Mike Kinney be redeemed as a credit to the over all payment.		CLFLWD Staff	In Progress
16	3/23/2023	**	Manager Anderson asked that progress report text be kept concise and display results in a graphic format	The draft Progress Summary is in the April 13th board packet	CLFLWD Staff	Complete
15	3/23/2023	**	Manager Schmaltz requested that, when data is presented, the annual reporting advise the reader of the implications of the data	The draft Progress Summary is in the April 13th board packet	CLFLWD Staff	Complete
14	3/23/2023	**	Manager Bakke asked that staff look at other watershed districts' annual reports	Multiple neighboring watershed districts annual reports were shared with the board via the summary schedule email sent out of 3/24/23.	CLFLWD Staff	Complete
13	3/23/2023	**	Manager Bakke asked that volunteers' names be included in the CAT/DIY monitoring report for recognition	Volunteers were recognized in Section 4. 2 Acknowledgments of the report.	CLFLWD Staff	Complete
12	3/23/2023	**	Manager Schmaltz asked that information be included in the annual reports about the meaning of the phosphorus concentration data and the relevant thresholds	Added	CLFLWD Staff	Complete
10	2/9/2023	**	Manager Loth requested that staff compile information regarding the history of Eurasian watermilfoil treatments previously conducted by District lake associations and how much responsibility the District would hold with the new management strategy.	Staff is working to compile the information.	CLFLWD Staff	In Progress
8	1/27/2023	**	Manager Anderson requested that the Office Manager be given secure online access to review District bank account statements.		CLFLWD Staff	In Progress
7	1/27/2023	3/31/2023	Manager Anderson requested that staff review the recommended credit card policy amendments and financial governance policies. She requested these be presented to the entire Board for approval in the first quarter of 2023.	Staff have presented recommended policy changes to the credit card policy to the Administrator.	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

2022						
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93	12/15/2022	12/31/2022	Staff in coordination with Manager Schmaltz will ensure time is available at a board meeting in January of 2023 to allow for a presentation regarding the City of Forest Lake downtown redevelopment agreement.	An update on the City of Forest Lake downtown redevelopment agreement will be given by EOR staff at a meeting in 2023. District staff and legal counsel are actively in communication with the City on this topic. A meeting was held on April 5th with all staff. A consensus on agreement language has been reached and staff plan to include the information in the April 27th board packet.	CLFLWD Staff	In Progress
82	11/18/2022	**	Manager Anderson will meet with EOR staff Jason Naber to review the criteria used to identify priority wetland areas for the natural resource inventory project.	EOR and staff are working through edits to the NRI deliverables in response to the discussion at the November 18th board meeting. This directive will be addressed in the final NRI technical memorandum. Manager Anderson met with Jason Naber (EOR).	EOR & Manager Anderson	Complete
80	11/18/2022	12/15/2022	President Schmaltz will compile the HR information regarding Administrator Kinney's review process. Staff will ensure this review process is included in the staff work plan.	A special meeting was held on January 30th to discuss the review process. The process has been included in the 2023 staff work plan. A special meeting has been planned to finalize the review process.	CLFLWD Staff & Manager Schmaltz	Complete
77	10/27/2022	**	Staff will discuss the implementation of the District's wetland dumping program education efforts in Scandia and Wyoming.	Staff have introduced the program to Scandia and Wyoming at quarterly coordination meetings. Staff will continue to encourage collaboration with the cities regarding the wetland dumping program education efforts.	CLFLWD Staff	Complete
73	10/13/2022	**	Administrator Kinney will obtain additional information on Minnesota Association of Watershed Districts' (MAWD's) current interest in open meeting law matters.	Scheduling a meeting with MAWD board member and CLFLWD Manager Anderson to discuss.	CLFLWD Staff	In Progress
72	10/13/2022	**	Administrator Kinney will solicit absent managers' viewpoints on the board meeting location status and location.	Managers were not contacted individually to solicit their opinions on regular board meeting location. This topic is an agenda item on the April 13th regular meeting agenda. At that time managers can state their preferences and vote on the matter of having in person or hybrid board meetings.	CLFLWD Staff	Complete
71	10/13/2022	**	Staff will investigate other options for board meeting spaces and discuss how the city of Hugo completed hybrid meetings.	Staff are investigating additional options. Work with ISG has been ongoing in 2022 and 2023. ISG is scheduled to give an update on their ongoing efforts on April 13th 2023.	CLFLWD Staff	Complete
66	9/8/2022	**	Staff will return to the Board with an update on the greenway corridor visioning initiative.	Greenway visioning will be discussed during an upcoming meeting in 2023.	CLFLWD Staff, Engineer	Complete
39	5/26/2022	**	Staff will work with ISG to provide managers with pictures and or video of other similar local entities office spaces for review.	Staff will provide an overview of other local entities office space and facilities after ISG completes the first phase of this project work.	CLFLWD Staff	In Progress
9	1/27/2022	**	Staff will follow up with City of FL public works to discuss the effectiveness of the no dumping campaign in the FL Area.	Currently in communications with City of FL on this topic, specifically regarding removal of materials along Hayward Avenue. Will be easier to assess after snow melt.	CLFLWD Staff	In Progress
8	1/27/2022	**	Staff will take photos of the innovative management practices, including the grading of soils for vegetative uptake of water, occurring through the District permit 21-033.	Permitting staff will coordinate this effort with permit site inspector/EOR. Will occur once snow is melted.	MS	Ongoing

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