

Summary of Board Direction

Comfort Lake-Forest Lake Watershed District

| 2023 | | | | | | |
|-------------------|------------|-----------|--|---|----------------------------------|----------------------|
| Reference Number* | Date Given | Due Date | Direction Given | Notes | Assigned to | Completed/ Resolved? |
| 26 | 4/24/2023 | ** | Manager Anderson requested via email that the District perform a point-intercept survey on Comfort Lake, which is required for the Comfort Lakes Association's Eurasian watermilfoil DNR grant. | The Board approved the 2023 Blue Water Science service agreement at the January 26, 2023 regular board meeting. The agreement included meander surveys on Comfort Lake for CLP and EWM. It will cost an additional \$900 for Blue Water Science to perform a full point-intercept survey instead. The District normally performs point intercept surveys on a 5-yr schedule, and the next one was scheduled for 2024. | CLFLWD Staff, Blue Water Science | In Progress |
| 25 | 4/28/2023 | ** | Manager Anderson requested that staff compile information regarding all automated payments and deposits to the District's Bank accounts. | Staff are compiling the information and will share it with Manager Anderson as soon as it is finalized | CLFLWD Staff | In Progress |
| 24 | 4/27/2023 | ** | Manager Anderson requested that managers stay informed about the Citizen Advisory Committee field trip. | Managers are copied on all CAC communications. Staff will ensure this continues so managers are kept informed about field trip opportunities. | CLFLWD Staff | Noted |
| 23 | 4/27/2023 | ** | Manager Bakke asked that, next year, the auditors attend the board meeting to present their findings, as opposed to solely pre-recording the presentation. | Staff will ensure Abdo staff are present at a board meeting for the final 2023 audit report and all subsequent meetings where the final audit report is presented. | CLFLWD Staff | Noted |
| 22 | 4/27/2023 | ** | There was general board consensus that staff will look into signage on major roadways entering the District. | Staff last reached out to the county highway department in 2016, at the time they were not supportive of a signage effort. Staff will initiate new conversations with the county and the city on this topic. | CLFLWD Staff | In Progress |
| 20 | 4/13/2023 | ** | Manager Bakke encouraged that the progress summary be shared among residents and stakeholders. | The Progress Summary was approved at the April 27th board meeting. Staff provides monthly e-updates to the Bone/Forest/Comfort lake association presidents. This item will be included in the next e-update. The reports will also be posted on social media and available on the District's website. | CLFLWD Staff | In Progress |
| 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. | Staff looked into and coordinated these efforts with Manager Anderson on 4/28/23. MK card requires Mr. Spence to call in to make changes to the card. MK has contacted Mr. Spence to do this. | CLFLWD Staff | In Progress |
| 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. | Staff have obtained online access to the First State Bank on Wyoming Bank. Staff are actively working with First Resource Bank to gain similar access. | 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

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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 |
| 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 |
| 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 |

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