



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date:

To: CLFLWD Board of Managers

From: Mike Kinney, District Administrator

Subject: 2023 Board Meeting Schedule - Amendment



District Wide

Background/Discussion

The purpose of this agenda item is to consider amending the 2023 Board of Managers regular meeting schedule. The board will need to come to a consensus on two different dates that would ensure a quorum is able to be present at both meetings.

October

Per a request from President Schmaltz, staff have compiled a list of three possible dates to move the October board meeting to. This was requested because multiple board members may not be able to attend the regularly scheduled meeting currently scheduled for Thursday October 26th. All the proposed dates will require contractors, consultants, and staff to finalize meeting materials early.

1. **RECOMMENDED: Wednesday, October 25th**
2. Tuesday, October 24th
3. Monday, October 23rd

December

It is common practice for the District to hold its November and December regular meetings on the third Thursday of the month. This is normally adequate compensation for holiday schedules. However, the way the days fall this year, the third Thursday of December falls the day before the District observes the Christmas Eve holiday. The District's practice is to approve the bills at the Thursday evening meeting, then sign the checks at the office the next morning. Since the office will be closed that Friday morning, staff proposes rescheduling the December regular board meeting.

1. **RECOMMENDED: Wednesday, December 20th**
2. Tuesday, December 19th
3. Thursday, December 14th
 - (This will require contractors and consultants to submit their monthly invoices one week earlier.)



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Recommended Motion

Manager _____ moves to amend the 2023 Board Meeting Schedule as recommended; to move the October regular meeting to October 25th and the December meeting to December 20th. Seconded by Manager _____.

Attached

Updated 2023 CLFLWD Board Meeting Schedule



2023 CLFLWD Board Meeting Schedule

Regular Board Meetings

In 2023 most regular board meetings will be held at 6:30 p.m. on the second and fourth Thursday of the month except for November and December, when one meeting will be held on the third Thursday of the month. Meetings on the second Thursday of the month are subject to cancellation based on the needs of the Board. The schedule below includes additional board meetings as well. **In response to the ongoing COVID-19 pandemic, all meetings will be held via online video conference until further notice.** Call-in instructions will be provided in each meeting notice and on the District website. Please advise the District Administrator in writing or by email (michael.kinney@cflwd.org) if you would like to receive notice of meetings and meeting cancellations.

Details for the CLFLWD 2023 regular board meetings are as follows:

Date	Time
January 12, 2023	6:30 pm
January 26, 2023	6:30 pm
February 9, 2023	6:30 pm
February 23, 2023	6:30 pm
March 9, 2023	6:30 pm
March 23, 2023	6:30 pm
April 13, 2023	6:30 pm
April 27, 2023	6:30 pm
May 11, 2023	6:30 pm
May 25, 2023	6:30 pm
June 8, 2023	6:30 pm
June 22, 2023	6:30 pm
July 13, 2023	6:30 pm
July 27, 2023	6:30 pm
August 10, 2023	6:30 pm
August 24, 2023	6:30 pm
September 14, 2023	6:30 pm
September 28, 2023	6:30 pm
October 12, 2023	6:30 pm
October 25, 2023	6:30 pm
November 16, 2023	6:30 pm
December 20, 2023	6:30 pm