



MEMORANDUM
Comfort Lake-Forest Lake Watershed District

Date: October 19, 2023
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: 2024 Board Meeting Schedule



Background/Discussion

The purpose of this agenda item consider approving the 2024 Board of Managers regular meeting schedule and consider a revision to the 2023 regular meeting schedule. The proposed schedules are attached.

2024 Meeting Schedule

The 2024 board meeting schedule is in line with schedules from recent years, with one meeting on the 2nd Thursday and one meeting on the 4th Thursday of each month, excluding November and December when one meeting will be held on the 3rd Thursday.

New this year is an informational board meeting calendar containing more details about expected agenda items for each regular meeting. Much of the District's work is cyclical and occurs during the same time of year annually. While this calendar is not all-inclusive, and these agenda items aren't set in stone, the calendar gives managers and staff an idea of what to expect over the course of the year. We hope that this calendar is helpful as managers and staff consider their own calendars and meeting attendance availability.

The Citizen Advisory Committee schedule is also enclosed for managers' information.

Recommended Action

Proposed Motion: Manager _____ moves to approve the 2024 Board Meeting Schedule. Seconded by Manager _____.

Attached

- Proposed 2024 CLFLWD Board Meeting Schedule
- 2024 Meeting Calendar
- 2024 Citizen Advisory Committee Meeting Schedule



2024 CLFLWD Board Meeting Schedule

Regular Board Meetings

In 2024 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 COVID-19 pandemic and the ongoing high levels of Covid-19 transmission, the Comfort Lake-Forest Lake Watershed District Board President declared that meetings of the Board and its committees will be convened by telephone or other electronic means as the presiding officer deems appropriate.

Please advise the District Administrator in writing or by email (michael.kinney@clflwd.org) if you would like to receive notice of meetings and meeting cancellations.

Date	Time
January 11, 2024	6:30 pm
January 25, 2024	6:30 pm
February 8, 2024	6:30 pm
February 22, 2024	6:30 pm
March 14, 2024	6:30 pm
March 28, 2024	6:30 pm
April 11, 2024	6:30 pm
April 25, 2024	6:30 pm
May 9, 2024	6:30 pm
May 23, 2024	6:30 pm
June 13, 2024	6:30 pm
June 27, 2024	6:30 pm
July 11, 2024	6:30 pm
July 25, 2024	6:30 pm
August 8, 2024	6:30 pm
August 22, 2024	6:30 pm
September 12, 2024	6:30 pm
September 26, 2024	6:30 pm
October 10, 2024	6:30 pm
October 24, 2024	6:30 pm
November 21, 2024	6:30 pm
December 19, 2024	6:30 pm

2024 Meeting Calendar

For the Comfort Lake-Forest Lake Watershed District Board of Managers

Regular meetings held the 2nd Thursday and 4th Thursday of each month at 6:30 pm, except November and December when the regular meeting will be held the 3rd Thursday. Special meetings and emergency meetings may be called as needed and are not included on the calendar.

Calendar items subject to change as needed.

2024 Regular Board Meetings

<u>January</u>	<u>February</u>	<u>March</u>
<p>January 11, 2024:</p> <ul style="list-style-type: none"> Annual business meeting – elect officers/liaisons and designate newspapers/banks Citizen Advisory Committee appointments Review bank signers, bank viewers, and credit card holders; update if necessary Annual Administrator performance review <p>January 25, 2024:</p> <ul style="list-style-type: none"> Approve 2023 Aquatic Invasive Species, Watercraft Inspection, Blue Water Science yearend reports Authorize execution of 2024 Blue Water Science service agreement Present 2023 yearend Education & Outreach summary and 2024 implementation plan 	<p>February 8, 2024:</p> <ul style="list-style-type: none"> Authorize administrator to execute Clean Water Fund grant agreement (if necessary) Finalize Administrator performance review if not completed in January. <p>February 22, 2024:</p> <ul style="list-style-type: none"> Authorize execution of 2024 Chisago County Watercraft Inspection Joint Powers Agreement Authorize execution of 2024 Forest Lake Cooperative Aquatic Invasive Species Agreement (and/or other community agreements as necessary) 	<p>March 14, 2024:</p> <ul style="list-style-type: none"> Approve 2024 Aquatic Invasive Species Prevention & Management Plan Approve 2024 Water Monitoring Plan Approve 2024 Cost-Share Program Frameworks <p>March 28, 2024:</p> <ul style="list-style-type: none"> Include 1st drafts of 2023 Year-In-Review, Annual Report, Progress Report, Monitoring Reports in board packet so managers can begin reviewing
<p><u>April</u></p> <p>April 11, 2024:</p> <ul style="list-style-type: none"> Give presentations on 1st drafts of 2023 Year-In-Review, Annual Report, Progress Report, Monitoring Reports <p>April 25, 2024:</p> <ul style="list-style-type: none"> Approve/accept 2023 Year-In-Review, Annual Report, Progress Report, Monitoring Reports Approve 2025 budget schedule Presentation and acceptance of 2023 Audit Report Authorize execution of 2024 Forest Lake curly-leaf pondweed treatment contract (if necessary) Quarterly earned grant revenue summary completed for March financial statements (presented in April mtg Treasurer’s Report) 	<p><u>May</u></p> <p>May 9, 2024:</p> <ul style="list-style-type: none"> Annual review of governance manual (can do anytime) Authorize application to Lessard-Sams OHF (if necessary) <p>May 23, 2024:</p> <ul style="list-style-type: none"> MN Watersheds Summer Tour delegates Insurance Liability Coverage Waiver 	<p><u>June</u></p> <p>June 13, 2024</p> <p>June 27, 2024</p>
<p><u>July</u></p> <p>July 11, 2024</p> <p>July 25, 2024:</p> <ul style="list-style-type: none"> Start considering resolution ideas for MN Watersheds Annual Conference Quarterly earned grant revenue summary completed for June financial statements (presented in July mtg Treasurer’s Report) 	<p><u>August</u></p> <p>August 8, 2024:</p> <ul style="list-style-type: none"> Authorize application to FY25 Clean Water Fund grants (if necessary) Discuss proposed nominations for MN Watersheds Annual Awards, Presentations, and Resolutions Biennial professional services RFP – authorization to publish RFP <p>August 22, 2024:</p> <ul style="list-style-type: none"> Hold budget public hearing and adopt 2025 budget 	<p><u>September</u></p> <p>September 12, 2024:</p> <p>September 26, 2024</p>
<p><u>October</u></p> <p>October 10, 2024:</p> <ul style="list-style-type: none"> Approve 2025 Regular Board Meeting Schedule and review 2025 Meeting Calendar <p>October 24, 2024:</p> <ul style="list-style-type: none"> Biennial professional services RFP – award contracts 	<p><u>November</u></p> <p>November 21, 2024:</p> <ul style="list-style-type: none"> Authorize execution of EMWREP, WCD and/or Chisago SWCD service agreements (as needed) Present 2025 Staff Work Plan Decide MN Watersheds Annual Meeting delegate appointments Vote on MN Watersheds Resolutions Quarterly earned grant revenue summary completed for October financial statements (presented in November mtg Treasurer’s Report) 	<p><u>December</u></p> <p>December 19, 2024:</p> <ul style="list-style-type: none"> Public comment opportunity for 2025 budget Present 2024 Aquatic Invasive Species, Watercraft Inspection, Blue Water Science yearend reports Approve 2025 Staff Work Plan Yearend reminder for managers to submit per diem requests in accordance w/ paragraph III.b (iv) of the CLFLWD General Governance Policies.

Process for Special Meetings and Emergency Meetings

The above calendar only includes regular board meetings. The District may convene additional meetings, as needed, in the form of special meetings and emergency meetings, which will be held in accordance with the Open Meeting Law and the District’s bylaws.

CLFLWD Bylaws, Article III, paragraphs 3 and 4:

Special Meetings. A special meeting may be held at any time. Special meetings may be called by any manager or the administrator. A manager’s call for a special meeting must be made in writing or electronic mail (email) to the secretary of the board and the CLFLWD administrator at least five calendar days prior to the date of the meeting. This request must include a statement of the purpose(s) for which the meeting will be called. Immediately upon receipt of a properly drafted request, the administrator will cause all members of the board to be notified and, on determining the availability of a quorum, make public notice of the meeting.

Emergency Meetings. An emergency meeting may be called by any manager or the administrator on 24 hours’ notice because of circumstances that, in the judgment of the manager calling the meeting or administrator, require immediate consideration. Whenever practical, a request for such a meeting should be made in writing to the secretary and CLFLWD administrator, who will notify all board members by the most expeditious and effective means available.

Process for Convening in Closed Session

With some exceptions, all CLFLWD board meetings are open to the public. If the CLFLWD closes a meeting, it will follow all requirements under the Open Meeting Law (MN Statutes, Chapter 13D). All closed meetings, except those closed by attorney-client privilege, must be recorded.

When a public body closes a meeting, it must explain what legal authority it has to close the meeting, and describe what it will discuss at the closed meeting (Minnesota Statutes, section 13D.01, subdivision 3). In other words, a public body must do three things:

1. Make a statement on the record.
2. Give the specific statutory section that requires or permits the meeting to be closed, or identify in some way the statutory authority requiring or permitting a closed meeting.
3. Specifically describe what will be discussed at the closed meeting, which requires more than just identifying possible discussion issues.

Example 1: Manager X moves to convene in closed session as permitted by section 13D.05, subdivision 3 (c), to consider offers relating to the District’s possible purchase of the parcel of land with parcel ID number XYZ.

Example 2: Manager X moves to convene in closed session as permitted by section 13D.05, subdivision 3 (a), to complete the Administrator’s performance review.

Reasons to close a meeting (common uses by CLFLWD shown in **bold**):


What meetings MUST be closed?	What meetings MAY be closed?
<p>Meetings that discuss:</p> <ul style="list-style-type: none"> • Alleged victims or mandated reporters of criminal sexual conduct, domestic violence, or maltreatment • Active criminal investigations • Law Enforcement officer misconduct • Not public education data • Not public health data • Not public medical data • Not public welfare/mental health data • An individual's medical records • Preliminary consideration of allegations or charges, but the meeting must be open at employee's request 	<ul style="list-style-type: none"> • Meetings closed as expressly authorized by statute • Meetings closed as permitted by the attorney-client privilege <p>Meetings that discuss:</p> <ul style="list-style-type: none"> • Labor negotiations • Employee performance evaluations, but the meeting must be open at employee's request • Certain property transactions (asking price for property, review of confidential appraisals, develop offers or counteroffers) • Certain security matters
Minn. Stat. § 13D.05, subd. 2	Minn. Stat. § 13D.03; 13D.05, subd. 3

Resources:

- Open Meeting Law: <https://mn.gov/admin/data-practices/meetings/>
- Closed Session: <https://mn.gov/admin/data-practices/meetings/rules/closing/>




CLFLWD
WATERSHED DISTRICT

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2024 CLFLWD Citizen Advisory Committee Meeting Schedule

In 2024 meetings will be held on Tuesday of the week following the first scheduled meeting of the Board of Managers; except for November and December when meetings will be held the Tuesday prior to the first Board Meeting. All meetings will be held in-person at the offices of the Comfort Lake – Forest Lake Watershed District unless otherwise noted. Options for remote or virtual participation will be made available. Please contact Aidan Read in writing or by email (aidan.read@clflwd.org) if you would like to receive notice of meetings and meeting cancellations.

The dates for the 2024 CAC meetings are as follows:

Date	Time
January 16 th , 2024	5:00pm
February 13 th , 2024	5:00pm
March 19 th , 2024	5:00pm
April 16 th , 2024	5:00pm
May 14 th , 2024	5:00pm
June 18 th , 2024	5:00pm
July 16 th , 2024	5:00pm
August 13 th , 2024	5:00pm
September 17 th , 2024	5:00pm
October 15 th , 2024	5:00pm
November 19 th , 2024	5:00pm
December 17 th , 2024	5:00pm

Board of Managers

Steve Schmaltz, President · Christopher Loth, Vice President
Jackie Anderson, Treasurer · Douglas Toavs, Assistant Treasurer · Dave Bakke, Secretary