



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: July 29, 2024
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: State of the Watershed Planning



District Wide

Background/Discussion

District staff continue to work on planning and logistics for the 2024 State of the Watershed event to be held September 18 at the Forest Lake American Legion from 5 to 7:30 p.m. Below is the updated general outline and planning information for the event.



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Comfort Lake-Forest Lake Watershed District

2024 State of the Watershed Event

Background

- Bi-annual event highlighting the CLFLWD programs, projects, and accomplishments. This year we will also be highlighting the 25th anniversary milestone.

Event Summary

- **Date:** Wednesday, September 18
- **Time:** 5:00 pm – 7:30 pm
- **Location:** Forest Lake American Legion
- **Attendance:** Planning and budgeting for 100 people (able to adjust if needed)
- **Budget:** ~\$5,000
- **Agenda**
 - 5:00 – 5:30 p.m., social ½ hour
 - 5:30 – 6:30 p.m., presentations and program
 - 6:30 – 7:30 p.m., buffet-style meal and mingling

Invites / RSVPS

- **Invites:**
 - Formal Invites mailed out and posted August 2nd with RSVP deadline of September 6th
 - Counties, agencies, lake associations, partner organizations, general public
 - Flyers posted throughout the CLFLWD at business and community locations (first and last week of August)
 - Social media posts (first week of August and ongoing)
 - Partner promotion and posting (ongoing)
 - Press releases (August 8 and August 22)

Event Summary

- **Event tabling**
 - CLFLWD informational / display table for each department
 - Partner informational / display tables
 - Forest, Comfort, Bone Lake associations (invited first week of August)
 - Chisago SWCD, Washington WD, Lower St. Croix WD Partnership (invited first week of August)
- **Presentation/Programming (DRAFT)**
 - 5:30 – 5:40 President Schmaltz (Welcome)
 - 5:40 – 5:50 Treasurer Anderson (History)
 - 5:50 – 6:00 BWSR Justin Hanson (25-year WD accomplishment)
 - 6:00 – 6:30 CLFLWD Mike K. and Blayne (Projects, programs, progress)