

1 **MINUTES OF THE SPECIAL MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Tuesday, March 4, 2025**

4
5 **1. Call to Order**

6
7 President Anderson called the March 4, 2025, special board meeting to order at 5:30 p.m.
8 at the Comfort Lake–Forest Lake Watershed District offices, 44 Lake Street South, Suite A,
9 Forest Lake, MN.

10
11 **Managers Present:**

12 Jackie Anderson, President
13 Christopher Loth, Vice President (virtual attendance)
14 Douglas Toavs, Assistant Treasurer (virtual attendance)
15 Dave Bakke, Secretary (virtual attendance)

16
17 **Managers Absent:**

18 Steve Schmaltz, Treasurer

19
20 **Staff Present:**

21 Mike Kinney, Administrator
22 Emily Heinz, Planning Coordinator
23 Tori Philippi, Office Manager

24
25 **Others Present:**

26 Yianni Arhontoulis, Cultivate Advisors

27
28 **2. Strategic Planning Workshop**

29
30 Emily Heinz recommended the Board discuss a contract amendment with Cultivate
31 Advisors, the updated values illustrations, and the managers’ feedback regarding
32 priorities from the Watershed Management Plan.

33
34 President Anderson moved to amend the 2025 budget for account 1-004-4337
35 Consultant/Professional Services to \$38,500 and to transfer \$3,500 from account 000-
36 2900 Fund Balance to account 1-004-4337. Seconded by Manager Toavs.

37
38 Manager Bakke asked what remains to be accomplished over the proposed additional
39 three meetings. Mr. Arhontoulis indicated the remaining tasks include achieving
40 alignment on priorities from the Watershed Management Plan, performance metrics,
41 timeline to achieve goals, and reviewing implementation strategy. Ms. Heinz noted that

42 the original plan was to complete these tasks within 10 meetings, but the District spent
43 more time on the mission/vision/values statements than expected.

44
45 Upon a roll call vote, the motion carried 4-0.

46

| Manager | Aye | Nay | Absent | Abstain |
|------------------|-----|-----|--------|---------|
| Dave Bakke | X | | | |
| Christopher Loth | X | | | |
| Doug Toavs | X | | | |
| Jackie Anderson | X | | | |
| Stephen Schmaltz | | | X | |

47
48 President Anderson moved to authorize the District Administrator, on advice of counsel,
49 to amend the service agreement with Cultivate Advisors, increasing the contract
50 amount from \$10,000 to up to \$13,500. Seconded by Manager Loth. Upon a roll call vote,
51 the motion carried 4-0.

52

| Manager | Aye | Nay | Absent | Abstain |
|------------------|-----|-----|--------|---------|
| Dave Bakke | X | | | |
| Christopher Loth | X | | | |
| Doug Toavs | X | | | |
| Jackie Anderson | X | | | |
| Stephen Schmaltz | | | X | |

53
54 Mr. Arhontoulis displayed the revised values display proofs. Most managers preferred the
55 "Arrow Proof" for the static display option because of its simplicity and readability. Most
56 managers preferred the "Block Proof" for the interactive web display option because of
57 its simplicity, readability, interactive-ness, and ease of use on mobile devices.

58
59 Mr. Arhontoulis encouraged managers to focus on the priorities at a macro-level and
60 avoid getting too detailed. He explained that it seems that the District's "North Star" for
61 many years was lake water quality. Now that the District is close to achieving those goals,
62 what is the new "North Star"? Mr. Arhontoulis mentioned several priorities that have
63 emerged during the strategic planning discussions and feedback to date: flood
64 resiliency, greenway corridor, shoreline health, education and outreach, and District
65 office space. President Anderson indicated that water quality is an element of everything
66 that the District does.

67
68 Mr. Arhontoulis walked through several categories of initiatives.

69
70 Water Quality Improvement

- 71
- President Anderson indicated the Sunrise River should be called out specifically

- 72 • Manager Toavs indicated groundwater and hydrologic & hydraulic (H&H)
73 modeling should be noted
74 • President Anderson mentioned the importance of the District’s regulatory
75 program and interagency coordination in smart development
76 • Manager Bakke stated that achieving the water quality goals is an achievement,
77 and the District needs to continue monitoring and maintaining in order to ensure
78 the lakes keep meeting those goals for years to come
79

80 Flood Mitigation & Climate Resiliency (Greenspace)

- 81 • President Anderson indicated Climate Resiliency is a broad category that
82 encompasses much of the District’s work
83 • President Anderson indicated the District engineers must be involved in project
84 identification and prioritization
85 • Managers discussed the utilization of greenspace in climate resiliency and
86 considered changing the category name to Greenspace
87

88 Education & Community Engagement

- 89 - President Anderson stressed the importance of communication and marketing so
90 that residents know more about what the District is and understand the District’s
91 accomplishments
92 - Manager Toavs explained the purpose of marketing in the newspaper is not to
93 educate people about how to be better stewards, but to inform them about the
94 District. He added that the idea of “creating awareness” encompasses the District’s
95 efforts within this category
96

97 Project Operations & Maintenance

- 98 • President Anderson noted the District Engineer should be involved in project
99 operations & maintenance
100

101 Mr. Arhontoulis mentioned additional categories for managers to review prior to the next
102 workshop, including Human Resources & Leadership, Laws and Regulation, and District
103 Rules and Permitting.
104

105 Managers agreed to schedule the next workshop on Tuesday, March 25, 5:30 pm. Mr.
106 Arhontoulis indicated he and Ms. Heinz would clean up the Initiatives Table, per this
107 evening’s discussion, and distribute it to the Board for review/comment prior to the next
108 meeting.
109

110 **3. Adjourn**

111 **a) Next regular board meeting – March 13, 2025, 6:30 pm**

112 The meeting was adjourned by unanimous consent at 7:35 pm.
113

114 Dave Bakke, Secretary _____