

1                                   **MINUTES OF THE REGULAR MEETING OF THE**  
2                                   **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**  
3                                   **Thursday, April 24, 2025**  
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5 **1. Call to Order**

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7       President Anderson called the April 24, 2025, regular board meeting to order at 6:30 p.m.  
8       at the CLFLWD office, 44 Lake Street South, and via online video conference.  
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10 **Managers Present:**

11       Jackie Anderson, President  
12       Christopher Loth, Vice President (virtual attendance)  
13       Dave Bakke, Secretary (virtual attendance)  
14       Steve Schmaltz, Treasurer  
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16 **Managers Absent:**

17       Douglas Toavs, Assistant Treasurer  
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19 **Staff Present:**

20       Tori Philippi, Office Manager  
21       Mike Sandager, Permitting Coordinator  
22       Emily Heinz, Planning Coordinator  
23       Matthew Hendrickson, Technician  
24       Aidan Read, Land Management Specialist  
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26 **Others Present:**

27       Anne Wilkinson, Emmons & Olivier Resources  
28       Chuck Holtman, Smith Partners  
29       Justin Nilson, Abdo  
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31 **2. Setting of Meeting Agenda**

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33       Public Relations Firm was added to New Business as item 6(d).  
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35       Manager Schmaltz moved to approve the agenda as amended. Seconded by President  
36       Anderson. Upon a roll call vote, the motion carried 4-0.  
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Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs			X	

Jackie Anderson	X			
Stephen Schmaltz	X			

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**3. Consent Agenda**

- a) **Special Board Meeting Minutes – March 4, 2025**
- b) **Regular Board Meeting Minutes – March 13, 2025**
- c) **Special Board Meeting Minutes – March 25, 2025**
- d) **Regular Board Meeting Minutes – March 27, 2025**

President Anderson indicated she has some minor wording changes to make to some of the minutes. She indicated she will provide these revisions directly to staff later, as opposed to reviewing them with managers at the meeting.

President Anderson moved to approve the consent agenda as amended. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 4-0.

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

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**4. Public Open Forum**

There were no comments.

**5. Advisory Committee Updates**

Aidan Read reported that the Citizen Advisory Committee (CAC) met in April and discussed District staffing updates, office space search, and the draft 2024 Water Monitoring Report.

**6. New Business**

- a) **2024 Audit Report**

Justin Nilson presented the results of the 2024 financial audit. He explained that Abdo does not have any internal process findings from this year’s audit, Abdo has issued a clean, unmodified opinion, and Abdo does not have any legal compliance findings. Mr. Nilson displayed fund balances compared to expense budgets over the last five years.

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Manager Bakke moved to accept the Abdo prepared Management Letter and Annual Financial Report of the Comfort Lake Forest-Lake Watershed District for the year ended December 31, 2024, and direct staff to forward the report to the State of MN as required. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 4-0.

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

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**b) 2026 Budget Schedule**

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President Anderson recommended the Board hold a workshop to set priorities for the next year before holding the budget workshops. She stated this will be important for visioning. Emily Heinz presented the proposed budget schedule and indicated she can revise the schedule to include a pre-budget visioning workshop, per President Anderson’s request. Manager Schmaltz concurred with the idea of holding a visioning workshop and suggested staff prepare an initial draft budget to aid the discussion. He indicated it would be a more efficient use of managers’ time if staff were to prepare some budget materials in advance. Manager Bakke indicated he would prefer shorter meetings as opposed to an all-day meeting. Manager Loth concurred with Manager Schmaltz’s suggestion for staff to prepare budget materials first and Manager Bakke’s suggestion to have shorter meetings.

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There was general consensus to hold a 2-hour workshop in early May and to direct staff to prepare a budget outline without any dollar amounts.

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**c) Curly-Leaf Pondweed Treatment Contract**

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Mike Sandager reported that Blue Water Science completed curly-leaf pondweed delineation surveys on Bone Lake, Shields Lake, Moody Lake, Forest Lake, and Comfort Lake. No curly-leaf pondweed was delineated on Comfort Lake, and only light growth was delineated on Moody Lake and Shields Lake. Blue Water Science provided recommended treatment areas for Forest Lake and Bone Lake.

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President Anderson asked when the Eurasian watermilfoil delineations will be done. Mr. Sandager indicated these will be done later in the year.

108 Mr. Sandager indicated the estimated cost for the recommended treatment area on  
 109 Forest Lake is \$28,000. This would focus on areas of recreational passage and keep  
 110 the lake open for boating. He recommended that the Board increase the authorized  
 111 spending amount if the Board wishes to treat all areas of heavy growth, and not just  
 112 at launches and in navigational channels. President Anderson and Manager  
 113 Schmaltz recommended the District increase the treatment acreage to achieve  
 114 better control and provide more open water for residents.

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 116 Manager Schmaltz moved to authorize the Administrator, on advice of counsel, to  
 117 enter into a contract with Lake Management Inc. for treatment of curly-leaf  
 118 pondweed on Forest Lake in an amount not to exceed \$35,000. Seconded by  
 119 President Anderson. Upon a roll call vote, the motion carried 4-0.

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

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**d) Public Relations Firm**

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President Anderson and Manager Schmaltz explained that they recently met with Adam Hjelm and Aidan Read to review firms to assist the District in its communication work regarding shoreline protection. The majority view is to recommend Moore Engineering. President Anderson indicated she preferred Tunheim instead of Moore because she felt they gave a better interview.

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Manager Schmaltz indicated the District is trying to sell the concept of natural shorelines to residents, and he hopes video messaging will be an effective communication tool. Manager Schmaltz indicated Moore provided several example videos which were impressive. President Anderson said it will be important to provide cost-share grants to residents so they can be supported in implementing shoreline buffers. She indicated the District should seek grants for residential shoreline work.

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Manager Loth moved to authorize the administrator, on advice of counsel, to enter into an agreement with Moore Engineering in accordance with the February 28, 2025 proposal and in an amount not to exceed \$27,500. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 4-0.

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			

Christopher Loth	X			
Doug Toavs			X	
Jackie Anderson	X			
Stephen Schmaltz	X			

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**7. Old Business**

**a) 2024 Year-In-Review, Annual Report, Progress Report**

Ms. Heinz explained the draft reports were distributed to the Board in late March, staff provided a presentation at the April 10<sup>th</sup> meeting, and the managers’ requested revisions are detailed in the memorandum in the April 24<sup>th</sup> board packet. She noted the District must provide the Annual Report to the State by April 30<sup>th</sup>.

President Anderson moved to approve the 2024 Year-in-Review, Annual Report and Progress Report. Seconded by Manager Schmaltz.

Manager Schmaltz observed that the font color change to the Year-In-Review makes it easier to read.

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

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

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Manager Schmaltz said he finds these documents helpful to reference throughout the year. Manager Schmaltz and President Anderson asked for printed copies of the 2024 reports, as well as the Water Monitoring Report.

**b) 2024 Water Monitoring Report**

Dr. Wilkinson indicated she made changes to the report as discussed at the April 10<sup>th</sup> board meeting. She noted that 2024 was an anomalous year for precipitation and water quality, but lake water quality is generally improving in the District. President Anderson noted this report is an important tool to convey how much progress the District has made. Manager Bakke asked what it means for a lake to be classified as a Natural Environment Lake. Dr. Wilkinson indicated this is a defined classification

173 system from the MN Department of Natural Resources based on shoreline  
174 development.

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176 Manager Loth moved to accept the 2024 Water Quality Monitoring Report from  
177 Emmons & Olivier Resources as presented. Seconded by President Anderson. Upon a  
178 roll call vote, the motion carried 4-0.  
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Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs			X	
Jackie Anderson	X			
Stephen Schmaltz	X			

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181 **8. Report of Staff**

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183 **a) Administrator**

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185 President Anderson noted there is a lot of information available in the monthly  
186 Administrator's Report. She encouraged managers to call Administrator Kinney if  
187 they have any questions or comments.

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189 **b) Emmons & Olivier Resources (EOR)**

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191 Dr. Wilkinson reported the District has begun water monitoring for the 2025 season.  
192 She reported EOR has begun project design on the Heath Iron Enhanced Sand Filter  
193 Project, and EOR is working on modeling for the flood resiliency action plan. President  
194 Anderson noted the District closed on the property acquisition associated with the  
195 Heath Iron Enhanced Sand Filter project last Friday.

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197 **c) Smith Partners**

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199 Legal Counsel Holtman shared that the lake classification definitions are provided in  
200 Minnesota Administrative Rules 6120.3000.

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202 **9. Report of Treasurer**

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204 **a) Approval of Bills and Treasurer's Report**

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206 Treasurer Schmaltz reported income for the period of \$813,347 and expenses in the  
207 amount of \$153,147.70.  
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209 President Anderson moved to accept the Treasurer’s Report, transfer funds in the  
 210 amount of \$203,530 and pay the bills in the amount of \$153,147.70. Seconded by  
 211 Manager Schmaltz. Upon vote, the motion carried 4-0.  
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Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs			X	
Jackie Anderson	X			
Stephen Schmaltz	X			

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 214 **10. Report of Officers and Managers**  
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216 Manager Loth thanked Mr. Kinney and Mr. Read for presenting at the Forest Lake Lake  
 217 Association’s annual social. He noted that about 180 people attended, and shifting to a  
 218 more “social” focus seems to result in higher attendance rates.  
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220 Manager Schmaltz indicated that he and Administrator Kinney will meet with the City of  
 221 Forest Lake’s new city administrator and mayor next week. President Anderson noted the  
 222 new city administrator is a licensed engineer.  
 223

224 President Anderson noted the Lower St. Croix Policy Committee meets quarterly, and the  
 225 next meeting is coming up on Monday. The Steering Committee is presenting a  
 226 recommendation to the Policy Committee with respect to interest that the Chisago  
 227 SWCD has earned by holding the grant funds in its bank account, as the grant fiscal  
 228 agent. She explained the Steering Committee’s recommendation is to allow the Chisago  
 229 SWCD to keep those interest earnings. Ms. Heinz clarified that the Watershed Based  
 230 Implementation Funding grant administration budget is not entirely allocated to  
 231 Chisago SWCD, and some administrative grant funds are allocated to Washington  
 232 Conservation District. Ms. Heinz noted that Chisago SWCD staff spends a lot of time  
 233 administering the grant, and it can be difficult to track 100% of that time when it is in  
 234 small increments here and there. Manager Bakke said the Chisago SWCD should track  
 235 all of its billable time, and if it requires more grant funds to serve as the fiscal agent, it  
 236 should track that time and request more grant funding. There was consensus to direct  
 237 President Anderson to vote against the Steering Committee’s recommendation and to  
 238 require all interest earnings be treated as income to be allocated through the budgeting  
 239 process.  
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241 President Anderson noted she will work with Ms. Philippi to access past board meeting  
 242 recordings on the District’s YouTube page.  
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244 **11. Summary and Approval of Board Direction**  
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- 246 The following board directives were summarized:
- 247 • Staff will be in touch to schedule a visioning/priority setting workshop in early May
- 248 to precede the budget presentation.
- 249 • President Anderson suggested she would like staff to focus on grant sources for
- 250 homeowner shoreline work.
- 251 • Staff will provide hard copies of the 2024 yearend reports to President Anderson,
- 252 Manager Schmaltz and any managers that request them.
- 253 • President Anderson will work with Ms. Philippi regarding accessing meeting
- 254 recordings on the District YouTube page.

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256 **12. Adjourn**

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- 258 **a) Next special board meeting – April 29, 2025, 6:00 pm**
- 259 **b) Next regular board meeting – May 8, 2025, 6:30 pm**

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261 Manager Schmaltz moved to adjourn the meeting. Seconded by Manager Loth. Upon

262 a roll call vote, the motion carried 4-0 and the meeting was adjourned at 7:55 pm.

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

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265 Dave Bakke, Secretary -----