



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: July 14, 2025
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 2025 State of the Watershed event to be held September 30 at the Forest Lake American Legion from 5:00 to 7:30 p.m. Below is the updated general outline and planning information for the event.



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2025 State of the Watershed Event

Background

- Annual event highlighting the CLFLWD programs, projects, and accomplishments.

Event Summary

- **Date:** Tuesday, September 30
- **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 – 7:15 p.m., buffet-style meal and mingling
 - 7:15 – 7:30 p.m., Watershed Champion Awards

Invites / RSVPs

- **Invites:**
 - Formal Invites to be mailed out and posted August 8th with RSVP deadline of September 19th
 - 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)