

1 **DRAFT MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, June 26, 2025**
4

5 **1. Call to Order**
6

7 President Anderson called the June 26, 2025, regular board meeting to order at 6:35 p.m.
8 at the CLFLWD office, 44 Lake Street South, and via online video conference.
9

10 **Managers Present:**

11 Jackie Anderson, President
12 Christopher Loth, Vice President (virtual attendance)
13 Dave Bakke, Secretary (virtual attendance)
14 Steve Schmaltz, Treasurer (virtual attendance)
15

16 **Managers Absent:**

17 Douglas Toavs, Assistant Treasurer
18

19 **Staff Present:**

20 Tori Philippi, Office Manager
21 Aidan Read, Land Management Specialist
22 Emily Heinz, Planning Coordinator
23

24 **Others Present:**

25 Chuck Holtman, Smith Partners
26 Greg Graska, Emmons & Olivier Resources
27

28 **2. Setting of Meeting Agenda**
29

30 Manager Loth moved to approve the agenda as presented. Seconded by Manager
31 Schmaltz. Upon a roll call vote, the motion carried 4-0.
32

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

33
34 **3. Consent Agenda**
35

36
37
38
39
40
41
42

- a) Special Board Meeting Minutes – May 6, 2025
- b) Regular Board Meeting Minutes – May 8, 2025
- c) Regular Board Meeting Minutes – May 22, 2025

President Anderson moved to approve the consent agenda as presented. Seconded by Manager Loth. 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			

43
44
45
46
47
48
49
50
51
52

4. Public Open Forum

There were no comments.

5. Advisory Committee Updates

Land Management Specialist Aidan Read apprised the Board of highlights from the Tuesday, June 16 meeting of the Citizen Advisory Committee. The CAC discussed pontoon shoreline tours on Forest and Bone Lakes planned for this summer and viewed a presentation on the 2026 budget planning process.

53
54
55

6. New Business

No new business.

56
57

7. Old Business

58
59
60
61
62
63
64

a) Standard Project Signage

President Anderson requested a change to simplify language on the project signage template.

President Anderson moved to approve the standard project signage as amended. Seconded by Manager Loth. 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			

65

66 **8. Report of Staff**

67

68 **a) Administrator**

69 Administrator Mike Kinney updated the Board on his attendance at the Minnesota
70 Watersheds Summer Tour in Roseau, MN.

71

72 Administrator Kinney also gave an update on an ongoing concern at an active work
73 site of the North Shore Trail maintenance project. Sediment from the work site began
74 traveling into the ditch and tributary leading into the 3rd Lake Pond Project after
75 heavy rain June 25-26. Legal Counsel Chuck Holtman advised that the permitholder,
76 the City of Forest Lake, is obligated to retrieve sediment that has moved off the
77 project site both under District rules and under MS4 obligations.

78

79 **b) Emmons & Olivier Resources**

80 Greg Graske of EOR gave an update on summer field work and reported that EOR is
81 currently working on designs for the Heath Avenue Iron Enhanced Sand Filter.

82

83 **c) Smith Partners**

84 Nothing to report.

85

86 **9. Report of the Treasurer**

87

88 **a) Approval of Bills and Treasurer’s Report**

89 Treasurer Schmaltz reported income for the period of \$151,796.95 and expenses in the
90 amount of \$274,253.28.

91

92 Manager Schmaltz moved to accept the Treasurer’s Report, transfer funds in the
93 amount of \$278,200.00 and pay the bills in the amount of \$274,253.28. Seconded by
94 President Anderson. Upon vote, the motion carried 4-0.

95

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

96

97

98 **10. Report of Officers and Managers**

99 Nothing to report.

100

101 **11. Summary and Approval of Board Direction**

102 No board direction was given.

103
104
105
106
107
108
109
110
111

12. Adjourn

- a) Next regular board meeting – July 10, 2025, 6:30 pm**
- b) Next special board meeting – July 14, 2025, 6:30 pm**

President Anderson moved to adjourn the meeting. Seconded by Manager Loth. Upon a roll call vote, the motion carried 4-0, and the meeting was adjourned at 7:09 p.m.

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

112
113
114
115

Dave Bakke, Secretary -----