



## MEMORANDUM

Comfort Lake-Forest Lake Watershed District

**Date:** September 18, 2025  
**To:** CLFLWD Board of Managers  
**From:** Mike Kinney, District Administrator  
**Subject:** New Manager and Officer Positions



**District Wide**

### Background/Discussion:

Manager Loth's term will end on September 23<sup>rd</sup>, and Manager Schottmuller's term will begin September 24<sup>th</sup>. Manager Loth currently holds the Vice President position on the board. The Board may wish to revisit officer positions at the September 25<sup>th</sup> regular board meeting to replace the Vice President position and/or consider other officer position changes.

**Slate:** A slate of candidates may be proposed. This would require a motion, second, and vote to elect the entire slate. This can be done if all managers agree with the entire slate.

**Office-by-Office:** Officers may be elected individually. This occurs if any manager opposes the slate and requests to proceed with the election office-by-office. The President requests nominations for the offices. A manager may nominate themselves or another manager. Nominations do not require a second. A manager may accept or decline a nomination. Once all nominations have been offered for a given office, an open vote is held. The Board may elect offices in one of the following orders:

#### Option 1

President  
Vice President  
Treasurer  
Secretary  
Assistant Treasurer

#### Option 2

President  
Treasurer  
Secretary  
Vice President  
Assistant Treasurer

### Manager Liaison Appointments

The Board may also wish to revisit the manager liaison appointments for 2025. The following liaison appointments were made on January 9, 2025. Manager Loth's appointments are highlighted.

- City of Forest Lake: Managers Schmaltz and Loth
- City of Wyoming: Manager Anderson
- City of Scandia: Manager Bakke
- Chisago City: Managers Anderson and Toavs
- Chisago Lake Township: Manager Toavs



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- Washington Conservation District: Managers Schmaltz and Loth
- Chisago Soil and Water Conservation District: Managers Anderson and Toavs
- Personnel: Manager Anderson and Manager Bakke
- Citizen Advisory Committee: Managers rotate attendance on a monthly basis
- Lower St. Croix One Watershed-One Plan Policy Committee: Manager Anderson, with Manager Bakke as alternate