



CLFLWD
WATERSHED DISTRICT

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TO: (CLFLWD) Board of Managers

DATE: October 16, 2025

RE: Administrator's Report for the October 23, 2025, Regular Board Meeting

Administration (1000 series)

- 1001 – Board Administration
 - On October 23rd, the Board will hold a comment opportunity on the 2026 Budget.
- 1004 – Professional Services
 - Staff are reviewing the draft Personnel Manual reviewed by the attorneys at Flaherty & Hood. There is also a new state law requirement for paid leave that now also needs to be incorporated so working on that with staff and Ellen Hinrichs.

Programs (3000 series)

- 3002 – Permitting
 - Between September 16, 2025 and October 13, 2025, there were:
 - 167 site inspections performed with a 95.81% mean compliance rate.
 - 3 permit applications received.
 - 3 permit applications approved and 1 permit closed out.
- 3003 – Monitoring & Data Assessment
 - The week of October 12th is the last CAMP lake monitoring period.
 - Staff are working to remove field equipment including: Isco stream monitoring systems, staff gages, and lake level loggers. Staff hope to have everything removed by the end of October.
- 3004 – Non-Point Source Pollution Abatement (Cost-Share)
 - A community water cost-share grant funded shoreline restoration was completed on Bone Lake.
- 3005 – Education & Outreach
 - The Natural Shoreline Outreach Project with Moore Engineering continues to make progress with staff Hjelm and Read. This month, we wrapped up several key pieces that moved the project forward and set the stage for the next phases of the campaign:

1. Informational postcards were mailed out to the 104 identified target households. 2. CLFLWD completed home visits following the postcard mailing and implemented a home visit tracking system to record and monitor outreach efforts. 3. CLFLWD and Moore staff captured project photos and video to use for future phases of the project.

- Staff Hjelm and Miller presented at the Chisago WaterFest held on September 25th. They presented the importance of native plants to ~200 5th graders.
 - SOTW event has been completed, and the post-event tasks have been completed. A recap of the event will be presented at the October 23rd board meeting.
 - The October 2nd Alum Treatment informational meeting was held at the Forest Lake Senior Center. There were 8 attendees plus CLFLWD staff and the presenter Anne Wilkinson from EOR.
 - Winter and spring community education class schedules have been finalized with Forest Lake Community Education, Chisago Lakes Community Education, and Hardwood Creek Library. 24 events have been scheduled.
 - CLFLWD's Community Education Partnership Program has been selected as a finalist for the MN Watershed Program of the Year. Staff completed the finalist award application and submitted it to the review committee. A decision from the committee is expected in late November.
- 3006 – Interagency Communication
 - Aidan Read met with technical staff from Washington Conservation District for a quarterly coordination meeting.
 - 3007 – Research
 - UMN researcher, Catherine Polik, collected samples on Forest 2nd basin on October 16th, two weeks after the 2nd Alum application of this basin. Her research is looking into the lakes biological response to Alum dosing.
 - 3008 – Measurement of Progress
 - District staff met with the program coordinator for the Board of Water and Soil Resources Performance Review (BWSR) & Assistance Program (PRAP). More information is provided in the attached supplemental memo.
 - 3009 – Grant Research & Preparation

- Staff is working on a grant application to a new grant program through the Board of Water and Soil Resources, the Keep it Clean program. This grant program provides funding up to \$40,000 to prevent pollution from garbage and human waste left on the ice of public lakes during winter use activities. The District will work with local lake associations and shoreline residents to apply for funding to engage in public outreach and cleanup events.
- Staff is evaluating potential projects to apply for MN Department of Natural Resources ReLeaf Community Forestry grants. This grant program may supplement the District's cost-share program, outreach activities, and native planting efforts.
- As noted at the [September 25th regular board meeting](#), the District has been given preliminary grant awards through the Lessard-Sams Outdoor Heritage Fund totaling almost \$2.5 million. Staff are working on updating the accomplishment plans for each grant, which will be reviewed by the Lessard-Sams Outdoor Heritage Council. The Council will adopt the final bill for recommendation to the legislature in December.
- Staff met with the Bush Foundation again on October 8th for a final discussion of the District's grant proposal for over \$2 million to the Community Innovation grant. We expect to be able to submit the grant application in the week of October 13th.
- With the upcoming property acquisition of the Bone Lake South Property, staff have been preparing numerous reporting documents and attachments required for grant payment processing by the Lessard-Sams Outdoor Heritage Council and Department of Natural Resources.
- 3010 – Operations & Maintenance
 - Continued O&M inspections underway.
 - Staff began removing O&M equipment from the field the week of October 19th. The CR50 IESF will be shut down and winterized in early November.
- 3011 – Aquatic Invasive Species Prevention & Management
 - The final Flowering rush seedhead clipping for the season (9/24). Overall, for 2025 reduced flowering rush growth was observed with limited flowering sites.
 - Additionally, the final Flowering rush treatment was conducted (9/29) by PLM with no issues being reported.

- Zebra mussel sampler plates have been collected from most of the volunteer lakeshore residents.
 - Bone Lake – No zebra mussels observed
 - Forest Lake – Overall reduced zebra mussel growth observed
 - Comfort Lake – Awaiting results from MAISRC researchers
- Staff attended the 2025 AIS Research & Management Showcase where they had the opportunity to discuss ongoing efforts by both U of M researchers and several LGU's that manage AIS throughout Minnesota.
- Staff participated in the first of three scheduled interagency meetings (10/13) for updating the Washington County AIS Plan hosted by WCD.
- 3012 – Land Acquisition
 - The Bone Lake South Property Acquisition topic is on the October 23rd meeting agenda for discussion and action.
- 3013 – Watershed Planning & Resiliency
 - Staff met with the City of Forest Lake on the floodplain resiliency on September 12th. It was the second meeting with their staff. It was a good, productive meeting.

Projects (5000 series)

- Moody Lake
 - Capstone Ag BMPs: All field site prep completed. Staff plan on seeding the field after the 1st frost – when there is no chance of seed germination yet this fall. This technique allowed germination and seed growth first thing in the spring.
- Little Comfort Lake
 - Heath Ave IESF: 90% design is underway and will incorporate comments made by the City of Scandia on the 60% design. Additional survey (elevations) work is needed for this design phase. Project on track for Winter bidding and summer 2026 construction.
- Forest Lake
 - Alum Treatment: The second and final Alum treatment was conducted on second basin beginning September 30 through October 4th. Conditions were perfect for the application and things went according to plan. A public open

house was held on Oct 1 at the boat launch, and Dr. Wilkenson spoke at the Alum workshop on the evening of Oct 2nd.

- Comfort Lake
 - Goodwin Ave Stormwater Project: original landowners no longer interested in allowing a project on their property. An alternative project site has been located. Staff are working with the grant agency to get approval for the alternative project.



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: October 9, 2025
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: Performance Review & Assistance Program



District Wide

Background/Discussion

This memo is a supplement to the October Administrator's Report.

The District will undergo a Performance Review & Assistance Program (PRAP) evaluation in early 2026. Mike K., Brad, and Emily met with the PRAP program coordinator with the Board of Water and Soil Resources (BWSR) earlier this month to discuss preparations. The District is well equipped to complete this evaluation, and this agenda item is merely to keep the Board informed and allow for questions/discussion if necessary.

Watershed districts are subject to the BWSR PRAP evaluation every 10 years. The CLFLWD's last PRAP evaluation was in 2015. The PRAP evaluation generally includes the following activities:

- Performance Standards Evaluation Checklist: list of general requirements such as completion of the annual report, planning documents, etc.
- Organizational Assessment Survey: survey sent to board, staff, and partners, focusing on performance measures, program strengths, program challenges or limitations, partner relations, and thoughts on changes to increase success
- Plan Progress Assessment: comprehensive tables demonstrating progress toward goals and implementation activities in the Watershed Management Plan

The PRAP process will kick off in February and is expected to conclude by April/May. Staff will proactively prepare the necessary evaluation documents over the winter.

Hyperlink

[2015 PRAP Final Report](#)