



CLFLWD
WATERSHED DISTRICT

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www.clflwd.org 

44 Lake St. South, Suite A
Forest Lake, MN 55025 

2026 CLFLWD Board Meeting Schedule

Regular Board Meetings

In 2026 regular board meetings will be held at 6:30 p.m. on the second and fourth Thursday of the month except for November and December, when one meeting will be held on the third Thursday of the month. Meetings on the second Thursday of the month are subject to cancellation based on the needs of the Board. The schedule below includes additional board meetings as well.

Meetings are currently held at the District office (44 Lake Street South Ste. A, Forest Lake, MN 55025) with the option to join via video conference. Members of the public may attend meetings in person or attend remotely.

Please advise the District Administrator in writing or by email (michael.kinney@clflwd.org) if you would like to receive notice of meetings and meeting cancellations.

Date	Time
January 8, 2026	6:30 pm
January 22, 2026	6:30 pm
February 12, 2026	6:30 pm
February 26, 2026	6:30 pm
March 12, 2026	6:30 pm
March 26, 2026	6:30 pm
April 9, 2026	6:30 pm
April 23, 2026	6:30 pm
May 14, 2026	6:30 pm
May 28, 2026	6:30 pm
June 11, 2026	6:30 pm
June 25, 2026	6:30 pm
July 9, 2026	6:30 pm
July 23, 2026	6:30 pm
August 13, 2026	6:30 pm
August 27, 2026	6:30 pm
September 10, 2026	6:30 pm
September 24, 2026	6:30 pm
October 8, 2026	6:30 pm
October 22, 2026	6:30 pm
November 19, 2026	6:30 pm
December 17, 2026	6:30 pm

2026 Meeting Calendar

For the Comfort Lake-Forest Lake Watershed District Board of Managers

Regular meetings held the 2nd Thursday and 4th Thursday of each month at 6:30 pm, except November and December when the regular meeting will be held the 3rd Thursday. Special meetings and emergency meetings may be called as needed and are not included on the calendar.

Calendar items subject to change as needed.

2026 Regular Board Meetings

January January 8, 2026 - Annual business meeting – elect officers/liaisons and designate newspapers/banks - Citizen Advisory Committee appointments - Review bank signers, bank viewers, and credit card holders; update if necessary - Annual Administrator performance review January 22, 2026 - Approve 2025 Aquatic Invasive Species, Watercraft Inspection, Blue Water Science yearend reports - Authorize execution of 2026 Blue Water Science service agreement - Present 2025 yearend Education & Outreach summary and 2026 implementation plan - Program Update: N/A (AIS Program Update during AIS Reports)	February February 12, 2026 - Authorize administrator to execute Clean Water Fund grant agreement (if necessary) - Finalize Administrator performance review if not completed in January. - Program Update: O&M February 26, 2026 - Authorize execution of 2026 Chisago County Watercraft Inspection Joint Powers Agreement - Authorize execution of 2026 Forest Lake Cooperative Aquatic Invasive Species Agreement (and/or other community agreements as necessary)	March March 12, 2026 - Approve 2026 Aquatic Invasive Species Prevention & Management Plan - Approve 2026 Water Monitoring Plan - Approve 2026 Cost-Share Program Frameworks - Program Update: Permitting March 26, 2026 - Include 1st drafts of 2025 Year-In-Review, Annual Report, Progress Report, Monitoring Reports in board packet so managers can begin reviewing
April April 9, 2026 - Give presentations on 1st drafts of 2025 Year-In-Review, Annual Report, Progress Report, Monitoring Reports - Program Update: N/A (Measurement of Progress Program Update during Progress Report and Monitoring Program Update during Monitoring Report) April 23, 2026 - Approve/accept 2025 Year-In-Review, Annual Report, Progress Report, Monitoring Reports - Approve 2027 budget schedule - Presentation and acceptance of 2025 Audit Report - Authorize execution of 2026 Forest Lake curly-leaf pondweed treatment contract (if necessary)	May May 14, 2026 - Annual review of governance manual (can do anytime) - Authorize application to Lessard-Sams OHF (if necessary) - Program Update: Education & Outreach May 28, 2026 - MN Watersheds Summer Tour delegates - Insurance Liability Coverage Waiver	June June 11, 2026 Program Update: Land Acquisition & Management June 25, 2026
July July 9, 2026 - Annual Review of Crisis Communication Plan - Program Update: Watershed Planning & Resiliency July 23, 2026 - MN Watersheds Annual Conference Resolutions	August August 13, 2026 - Authorize application to FY27 Clean Water Fund grants (if necessary) - Discuss proposed nominations for MN Watersheds Annual Awards, Presentations, and Resolutions - Program Update: Mid-Year Monitoring Program Update August 27, 2026 - Hold budget public hearing and adopt 2027 budget	September September 10, 2026 Program Update: Grant Research & Preparation September 24, 2026
October October 8, 2026 - Approve 2027 Regular Board Meeting Schedule and review 2027 Meeting Calendar - Program Update: Research October 22, 2026	November November 19, 2026 - Authorize execution of WCD and/or Chisago SWCD service agreements (as needed) - Present 2027 Staff Work Plan - Decide MN Watersheds Annual Meeting delegate appointments - Vote on MN Watersheds Resolutions - Program Update: Cost-Share	December December 17, 2026 - Public comment opportunity for 2027 budget - Present 2026 Aquatic Invasive Species, Watercraft Inspection, Blue Water Science yearend reports - Present 2026 Education & Outreach Yearend Report - Approve 2027 Staff Work Plan - Yearend reminder for managers to submit per diem requests in accordance w/ paragraph III.b (iv) of the CLFLWD General Governance Policies. - Program Update: Interagency Communication

Process for Special Meetings and Emergency Meetings

The above calendar only includes regular board meetings. The District may convene additional meetings, as needed, in the form of special meetings and emergency meetings, which will be held in accordance with the Open Meeting Law and the District’s bylaws.

CLFLWD Bylaws, Article III, paragraphs 3 and 4:

Special Meetings. A special meeting may be held at any time. Special meetings may be called by any manager or the administrator. A manager’s call for a special meeting must be made in writing or electronic mail (email) to the secretary of the board and the CLFLWD administrator at least five calendar days prior to the date of the meeting. This request must include a statement of the purpose(s) for which the meeting will be called. Immediately upon receipt of a properly drafted request, the administrator will cause all members of the board to be notified and, on determining the availability of a quorum, make public notice of the meeting.

Emergency Meetings. An emergency meeting may be called by any manager or the administrator on 24 hours’ notice because of circumstances that, in the judgment of the manager calling the meeting or administrator, require immediate consideration. Whenever practical, a request for such a meeting should be made in writing to the secretary and CLFLWD administrator, who will notify all board members by the most expeditious and effective means available.

Process for Convening in Closed Session

With some exceptions, all CLFLWD board meetings are open to the public. If the CLFLWD closes a meeting, it will follow all requirements under the Open Meeting Law (MN Statutes, Chapter 13D). All closed meetings, except those closed by attorney–client privilege, must be recorded.

When a public body closes a meeting, it must explain what legal authority it has to close the meeting, and describe what it will discuss at the closed meeting (Minnesota Statutes, section 13D.01, subdivision 3). In other words, a public body must do three things:

- 1. Make a statement on the record.
- 2. Give the specific statutory section that requires or permits the meeting to be closed, or identify in some way the statutory authority requiring or permitting a closed meeting.
- 3. Specifically describe what will be discussed at the closed meeting, which requires more than just identifying possible discussion issues.

Example 1: Manager X moves to convene in closed session as permitted by section 13D.05, subdivision 3 (c), to consider offers relating to the District’s possible purchase of the parcel of land with parcel ID number XYZ.

Example 2: Manager X moves to convene in closed session as permitted by section 13D.05, subdivision 3 (a), to complete the Administrator’s performance review.

Reasons to close a meeting (common uses by CLFLWD shown in **bold**):

What meetings MUST be closed?	What meetings MAY be closed?
Meetings that discuss: - Alleged victims or mandated reporters of criminal sexual conduct, domestic violence, or maltreatment - Active criminal investigations - Law Enforcement officer misconduct - Not public education data - Not public health data - Not public medical data - Not public welfare/mental health data - An individual's medical records - Preliminary consideration of allegations or charges, but the meeting must be open at employee's request	- Meetings closed as expressly authorized by statute - Meetings closed as permitted by the attorney–client privilege Meetings that discuss: - Labor negotiations Employee performance evaluations, but the meeting must be open at employee’s request Certain property transactions (asking price for property, review of confidential appraisals, develop offers or counteroffers) - Certain security matters
Minn. Stat. § 13D.05, subd. 2	Minn. Stat. § 13D.03; 13D.05, subd. 3

Resources:

- Open Meeting Law: <https://mn.gov/admin/data-practices/meetings/>
- Closed Session: <https://mn.gov/admin/data-practices/meetings/rules/closing/>