



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: March 13, 2026
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: 2025 Year in Review, Annual Report, and Progress Report



District Wide

Background/Discussion

The purpose of this agenda item is to provide the Board with copies of three annual reporting documents with varying levels of detail. Our proposed process, which is similar to past years, is as follows:

- March 26th meeting: Reports provided in packet so managers have extra time to review.
- April 9th meeting: Staff gives a presentation on the reports and addresses any comments from managers.
- April 23rd meeting: Board approves reports so that staff can submit them to the State (as required for the Annual Report) by April 30th.

The Year in Review is a simple summary of activity from the year, the Annual Report provides the next level of detail, and the Progress Report provides the most detail of the three District-wide year-end summaries. All three reports are enclosed.

Year in Review

This two-page (one page double sided) infographic provides the reader with a high-level overview of the District's work in 2025. It is not an exhaustive activity report. It is meant to be easily accessible/easy to read for a wide audience.

Annual Report

The District is required, per Minnesota Rules Chapter 8410, to complete and submit an annual report to the Board of Water and Soil Resources (BWSR). It must be submitted within 120 days of the end of the calendar year, i.e., by **April 30, 2026**. The draft report is enclosed. Managers are encouraged to provide any comments, questions, or requested revisions to staff via email if possible. This will enable staff to compile the feedback and present it to the full Board for consideration/discussion.

The audit and water monitoring data are preliminary, pending acceptance of the Audit Report and Water Monitoring Report by the Board. Once the data associated with these items are finalized, and all managers' comments are satisfied (if applicable), staff will bring the final draft of the Annual Report to the Board for approval.



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Progress Report

In 2015, the District began a comprehensive effort to evaluate progress toward the goals and metrics described in the District's 10-Year Watershed Management Plan, resulting in the creation of the District's first annual comprehensive Progress Report in 2016. Each year since then has been a continuous process of improvement and refinement in the District's communication about its progress. Those improvements have also resulted in a much larger quantity of content.

In total, including appendices, the 2016 report was 58 pages long, and the 2021 report was 297 pages long. This has grown into a large amount of content for readers to digest on an annual basis. As such, staff have instituted a biennial alternating sequence. Starting in 2022, the District scaled back its reporting efforts on a biennial basis. Every other year (odd years) the District produces a comprehensive Progress Report evaluating progress toward all the goals in the Watershed Management Plan. In the even years, the District produces an abridged Progress Summary focusing on the highest priority water quality goals and capital improvement projects.

Attached

- 2025 Year in Review
- 2025 Annual Report
- 2025 Progress Report