

Summary of Board Direction

Comfort Lake-Forest Lake Watershed District

2026					
Reference Number*	Date Given	Direction Given	Notes	Assigned to	Completed/ Resolved?
23	4/9/2026	President Anderson requested the Education & Outreach presentation on the Natural Shoreline Campaign be brought up again at April 23rd regular board meeting.	Moore Engineering will present their final report at one of the May board meetings. The April 23rd regular meeting agenda is anticipated to be full, and it may be a long meeting. Staff recommends discussing this topic again in May when the final report is brought forward. Managers are encouraged to send staff any questions they may have in the meantime.	CLFLWD Staff	Recommended for May Board Mtg
22	4/9/2026	President Anderson suggested staff consider looking for newspaper coverage of the upcoming Conservation Corps crew work.	The crews have not yet been assigned, and dates/work details not yet determined. Staff will look into newspaper coverage for this topic once details are further clarified.	CLFLWD Staff	Noted
21	4/9/2026	Ms. Philippi will work with President Anderson on the Youtube arrangement and how to access videos on YouTube.	Ms. Philippi walked through the YouTube page with Manager Anderson. Moving forward, staff will provide direct links to past board meetings on the board packet webpage so that navigation of the District's YouTube page isn't necessary.	CLFLWD Staff	Completed
20	4/9/2026	President Anderson asked that EOR incorporate reference to the Comfort Lake drought conditions in the History section of the Monitoring Report.	Eor will add the requested information to the monitoring report and included additional information in the AIG report later this year.	EOR	In Progress
19	4/9/2026	Managers Anderson and Schmaltz will work with Administrator Kinney and Council Holtman to develop MN Watersheds resolution ideas.	Communications on this topic has started.	Board Member, CLFLWD Staff, Council	In Progress
16	3/26/2026	In the Administrator's Report, President Anderson asked that Mr. Kinney talk with staff to provide a routine aggregated permit report.	Staff will provide a list of permits with name of permittees and locations at the April 23 meeting in administrators report	CLFLWD Staff	In Progress
11	2/26/2026	Manager Bakke asked that staff provide priorities for staff attendance at conferences, recommendations for manager attendance at conferences, and to build an annual calendar for the year for such training opportunities.	This item is attached to the April 23rd board meeting's Summary of Board Direction.	CLFLWD Staff	Completed
9	2/12/2026	President Anderson asked that the rule revisions clarify timing to repair erosion control practices and that the District include coordination with the Department of Natural Resources (DNR) on shoreline regulation. Manager Schmaltz indicated the District should be sure to coordinate with municipalities as well.	Staff will meet with DNR on shorelines and municipalities starting in April	CLFLWD Staff	In Progress
7	2/12/2026	The Treasurer's Report will include a cash flow report each month.	Staff will prepare this information moving forward.	CLFLWD Staff	In Progress
6	2/12/2026	Mr. Sandager will take appropriate steps with respect to dirt in the ditch near Shields Lake.	City of Forest Lake has been contacted 2/13/26, Site visits February 17, visit February 26, and March 31. City contacted March 31, excavation completed for season, awaiting final snow melt to assess spoils. Monitoring ongoing.	CLFLWD Staff	In Progress

*Completed items are shown in one iteration of this document and subsequently hidden from view. Reference numbers for past items will remain the same moving forward, even as items are addressed and subsequently hidden from view.

Summary of Board Direction

Comfort Lake-Forest Lake Watershed District

2025					
Reference Number*	Date Given	Direction Given	Notes	Assigned to	Completed/ Resolved?
32	6/12/2025	President Anderson will work on preparing a cover letter to accompany the Strategic Plan when being distributed to city councils.	<p>President Anderson provided the draft cover letter to staff and EOR on July 24th. Emily and Greg provided comments on July 24th and 25th.</p> <p>This item was put on hold while the District sought feedback from the City of Forest Lake on the Floodplain Resilience Action Plan. Staff received the City's comment letter in January 2026 and are working with EOR on responses. This topic will be revisited in April 2026 along with the Floodplain Resilience Action Plan.</p>	Board Member	In Progress
28	5/8/2025	President Anderson will work with Staff developing an approach about shoreline vegetation protection.	Followed up with Manager Anderson in April 2026 to clarify if this directive is complete.	Board Member, CLFLWD Staff	In Progress

*Completed items are shown in one iteration of this document and subsequently hidden from view. Reference numbers for past items will remain the same moving forward, even as items are addressed and subsequently hidden from view.

2026 KNOWN Staff Trainings	Cost	Total Staff Cost	Total Staff Hours
AIS Management 101	\$75.00	\$ 75.00	8
BWSR Basic Hydrology	Free	Free	1
Certified Crop Advisor Continuing Education (CEU) Variable source	Free	Free	20
DNR - Native Plant Community and Plant Identification Training	Free	Free	8
DNR Level 1 Inspector Training	Free	Free	8
MAISRC Aquatic Plant ID	\$90	\$ 180.00	16
MAISRC Research and Mgmt Showcase	Free	Free	16
MN Watersheds Annual Meeting - Hotel	<i>Approx. 350</i>	<i>Approx. \$350</i>	
MN Watersheds Annual Meeting - Registration	<i>Approx. 375</i>	<i>Approx. \$375</i>	40
NorthRisk Partners - Stay Compliant With Minnesota Paid Leave Updates	Free	Free	1
Pryor - Basic Accounting Skills for the Business Professional	\$ 149.00	\$ 149.00	6
Pryor - Cultivate Effective Leadership Skills	\$ 299.00	\$ 299.00	6
Pryor - The Exceptional Secretary, Administrative Professional and Executive Assist	\$ 149.00	\$ 149.00	1
Pryor - Microsoft Excel: Beyond the Basics	\$ 149.00	\$ 149.00	6
STEM on Tap	\$ 20.00	\$ 60.00	6
Supervision / Leadership Courses - various (North Risk Partners, Alison.com, LinkedIn)	various	various	8
U of M Water Resources Conference	\$ 500.00	\$ 1,000.00	32
Wetland Professional education credits	various	various	24
Wetland Professionals Association Annual Meeting	\$ 50.00	\$ 50.00	4

2026 Manager Training Opportunities

Start Date	End Date	Who	What	Where	Description	Average Cost
8/24/2026	8/26/2026	MN Watersheds	Summer Tour	Detroit Lakes, MN	The Minnesota Watersheds Summer Tour provides the host watershed district(s) or watershed management organization(s) with the opportunity to showcase their watershed management efforts. It also provides members with the chance to visit other areas of the state to learn about watershed work from flood control and drainage to water quality and more.	~\$150 Hotel: TBD
10/13/2026	10/14/2026	University of Minnesota	Minnesota Water Resources Conference	Saint Paul RiverCentre	The Minnesota Water Resources Conference is the premier event for Minnesota water resources professionals and one of the largest such gatherings in the nation. The conference brings together researchers, practitioners, and water resource professionals from across the state to share cutting-edge science, engineering solutions, management insights, and practical approaches to manage water resources.	Single Day Registration: Early Bird: \$400 (before 9/14) Regular: \$450 (starting 9/14) 2-days: Early Bird: \$500 (before 9/14) Regular: \$550 (starting 9/14)

12/2/2026	12/4/2026	MN Watersheds	MW Annual Conference and Trade Show	TBD	This event is a great chance for professionals in diverse fields to share knowledge, partake in education and training, and network. Members can engage in regional caucuses, interact with vendors, and join the annual business meeting. There will be a banquet and awards dinner on Thursday evening.	Conference: ~\$375 Hotel: \$350-\$600
-----------	-----------	---------------	---	-----	---	--