

1 **DRAFT MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, May 28, 2026**
4

5 **1. Call to Order**
6

7 President Anderson called the May 28, 2026, regular board meeting to order at 6:30 p.m.
8 at the CLFLWD office, 44 Lake Street South, and via online video conference.
9

10 **Managers Present:**

11 Jackie Anderson, President

12 Steve Schmaltz, Treasurer

13 Jim Schottmuller, Vice President

14 Douglas Toavs, Assistant Treasurer (virtual attendance)
15

16 **Managers Absent:**

17 Dave Bakke, Secretary
18

19 **Staff Present:**

20 Adam Hjelm, Education and Outreach Coordinator

21 Aidan Read, Land Management Specialist

22 Brad Jernberg, Business and Operations Manager

23 Emily Heinz, Planning Coordinator

24 Matthew Hendrickson, Technician

25 Tori Philippi, Office Manager

26 Victoria D'Amico, Water Resources Engineering Technician

27 Kennedy Kolb, Conservation Corps Technician
28

29 **Others Present:**

30 Anne Wilkinson, Emmons & Olivier Resources (EOR)

31 Chuck Holtman, Smith Partners

32 Rory Sowada

33 Steve Sowada

34 Lauren Weller, Moore Engineering

35 Jeff Madejczyk, Moore Engineering

36 Michael Miller
37

38
39 **2. Setting of Meeting Agenda**
40

41 The following topics were added to the agenda:

- 42
 - Wakeboat Study, under Old Business

- 43 • East Metro Water Resource Education Program, under New Business

44

45 Manager Schmaltz moved to approve the agenda as amended. Seconded by Manager
 46 Schottmuller. Upon a roll call vote, the motion carried 4-0.

47

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke			X	
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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49 3. Consent Agenda

50 a) Regular Board Meeting Minutes – April 23, 2026

51 b) Special Board Meeting Minutes – May 12, 2026

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53 The consent agenda was approved by unanimous consent.

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55 4. Public Open Forum

56 [6:33 pm]

57

58 Rory Sowada introduced himself and indicated that he is looking to learn more about
 59 permits and financial assistance related to a driveway culvert replacement on his
 60 property. He indicated the driveway is sinking, and he is hoping the District can provide
 61 some assistance with the project. President Anderson indicated staff will be in touch with
 62 him to set up a site visit.

63

64 5. Advisory Committee Updates

65 [6:38 pm]

66

67 Aidan Read reported topics discussed at the last Community Advisory Committee (CAC)
 68 meeting including introducing Conservation Corps Technician Kennedy Kolb, watershed
 69 updates, the FY2025 financial audit, and some discussion about the District’s annual
 70 budget. He encouraged managers to sign up to attend future CAC meetings scheduled
 71 for this year.

72

73 6. New Business

74 a) Permit 25-020 Forest View Preserve

75 [6:40 pm]

76

77 Victoria D’Amico provided an overview of the permit application including site
 78 location and rules triggered. Anne Wilkinson explained the proposed project meets

79 the District's stormwater management, wetland buffer, and erosion and sediment
80 control requirements.

81
82 In response to a question from Manager Schmaltz, Dr. Wilkinson indicated that this
83 project is improving water quality and flood control because it adheres to the
84 District's rules. President Anderson requested staff prepare an annual summary of
85 permit program benefits.

86
87 Manager Schmaltz moved to approve permit application #25-020 with conditions
88 stated in EOR's April 14, 2026, Permit Application #25-020, Forest Lake memorandum.
89 Seconded by Manager Schottmuller. Upon a roll call vote, the motion carried 4-0.
90

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke			X	
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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92 **b) Insurance Liability Coverage Waiver**
93 [6:46 pm]

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95 Tori Philippi indicated this topic comes before the board annually, and historically the
96 District has moved to not waive the monetary limits. In response to a question from
97 Manager Schottmuller, Legal Counsel Holtman explained that the statutory tort
98 liability limit is \$1.5 million, which is lower than the District's limit through the League
99 of Minnesota Cities Insurance Trust (LMCIT), which is \$2 million. He noted that the \$2
100 million limit protects the District against some liabilities not subject to the statutory
101 limit, such as those based on federal law. He explained that the District's practice has
102 been to not waive the statutory limit.

103
104 Manager Schottmuller moved to elect "The member DOES NOT WAIVE the monetary
105 limits on municipal tort liability established by Minnesota Statutes 466.04." option
106 provided on the LMCIT Section 1: Liability Coverage Waiver form. Seconded by
107 President Anderson. Upon a roll call vote, the motion carried 4-0.
108

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke			X	
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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c) 2026 Budget Amendment

[6:50 pm]

Emily Heinz summarized the proposed budget amendment which was discussed briefly at the last budget workshop. The budget amendment would not change the staff wages and benefits budget amount but would simplify the account coding to make monthly accounting quicker and easier. The proposed re-coding would allocate 10% of total staff wages and benefits to the District's General Fund and 90% to the District's Implementation Fund. She noted that 10% is a common benchmark for administrative costs, and the majority of District staff time is spent on programs and projects under the Implementation Fund. Ms. Heinz noted that the District annually reports its administrative costs for presentation to the Washington County Board.

President Anderson recommended the District re-code all staff wages and benefits to the General Fund under Administration. She indicated this would be easier for readers to understand and easier to track compared to splitting staff wages and benefits into multiple budget line items.

Manager Toavs noted the District needs to make sure it is still able to track staff time for grant reporting purposes.

Manager Schmaltz indicated he appreciates having the estimated staff full-time equivalents (FTEs) indicated for each program and project in the budget, even if the expense coding is simplified. He recommended coding staff wages and benefits in a way that simplifies things and minimizes the amount of time required for the District Account to reconcile the accounts.

Manager Schottmuller asked if there is a compromise between the current chart of accounts (i.e., breaking out staff wages and benefits for each program and project area) versus allocating all staff wages and benefits to Administration.

There was general consensus to continue discussion of this topic within the context of the budget at the June 2nd Budget Workshop.

d) East Metro Water Resource Education Program

[7:09 pm]

Manager Schottmuller reported that he and Administrator Kinney recently met with Washington County Commissioner Fran Miron to discuss general communication and coordination as well as partnership within the East Metro Water Resource Education Program (EMWREP). He recommended the managers discuss the idea of

152 a good faith contribution to the EMWREP program. He recommended managers also
153 consider the perceived value of being a partner and the associated financial
154 contribution.

155
156 President Anderson recommended the District not contribute to EMWREP. She
157 indicated she feels that the District's financial resources are better spent on the
158 District's in-house Education & Outreach program. She stated that Angie Hong is an
159 excellent writer, but the District is in need of materials that are tailored specifically to
160 the CLFLWD.

161
162 Manager Toavs said Adam Hjelm has done an incredible job getting the District's
163 name out and increasing recognition among the District's constituents. He indicated
164 Angie Hong works on fascinating topics and does good work, but he thinks the
165 District's need for CLFLWD-specific content is being satisfied by CLFLWD staff.

166
167 Adam Hjelm explained that the District, the Lower St. Croix Watershed Partnership,
168 and EMWREP to an extent, still regularly cross-promote each other's events. He noted
169 that the Education & Outreach budget is tight, and he recommended the money can
170 be spent on CLFLWD-led initiatives.

171
172 Manager Schottmuller suggested considering in-kind contributions with Mr. Hjelm's
173 time since an estimated 40% of attendees at his community education classes live
174 outside of the District.

175
176 President Anderson suggested discussing this topic within the context of the budget
177 at the June 2nd Budget Workshop.

178 179 **7. Old Business**

180 **a) Natural Shoreline Education & Outreach Campaign**

181 [7:26 pm]

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183 Lauren Weller and Jeff Madejczyk presented a summary report of the Natural
184 Shoreline Education & Outreach Campaign.

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186 President Anderson and Manager Schmaltz noted the messaging must be
187 conscientious so as not to alienate homeowners that enjoy the look of a manicured
188 lawn. Mr. Madejczyk agreed that positive reinforcement tends to be more effective
189 than shaming.

190
191 Manager Toavs asked if it's possible to differentiate between unique users and total
192 users for website and social media content. Ms. Weller said the District has an
193 approximately 50/50 split between new users and returning users on the District's
194 website.

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President Anderson moved to accept the Natural Shoreline Education and Outreach Campaign Report. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 4-0.

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke			X	
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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b) Education & Outreach Program Update

[7:56 pm]

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Adam Hjelm provided a mid-season update on the Education & Outreach Program. The Board thanked and commended Mr. Hjelm for his work.

c) Starry Stonewort

[8:11 pm]

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Matthew Hendrickson presented an overview of Starry Stonewort, an aquatic invasive species (AIS), and associated rapid response approaches and estimated costs. The Board thanked Mr. Hendrickson for the information and indicated it will be useful to reference moving forward.

d) Floodplain Resilience Action Plan Framework

[8:16 pm]

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Ms. Heinz recapped that the Board held a workshop on Tuesday, May 26th to discuss this topic in detail and recommended the Board accept the plan framework. She noted that City of Forest Lake staff have indicated that they appreciated the recent round of redlines to the framework, and they have no further comments or requested revisions. Ms. Heinz indicated that Emmons & Olivier Resources staff are preparing a scope of work for the next phase, project modeling and concept design, to be brought to the next regular board meeting.

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Manager Schottmuller clarified that the Board is simply approving the framework, not approving projects to be constructed. President Anderson confirmed and added that there are still a lot of steps that need to be completed before any project moves forward.

230

231 President Anderson moved to accept the Floodplain Resilience Action Plan
 232 Framework dated May 13, 2026. Seconded by Manager Toavs. Upon a roll call vote,
 233 the motion carried 4-0.
 234

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke			X	
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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236 **e) Wake Boat Study**

237 [8:19 pm]

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239 Manager Schmaltz indicated boater survey data will be useful in identifying how
 240 much of an issue wake boats might be for the health of District lakes. He asked staff
 241 to see if boat inspectors can gather additional information on wake boat use.

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243 **8. Report of Staff**

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245 **a) Administrator**

246 [8:21 pm]

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248 Conservation Corps Technician Kennedy Kolb introduced herself to the Board. She
 249 will be working with the District until fall.

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251 Ms. Heinz presented a summary of recent staff activity, including several photos.
 252 More information is provided in the monthly Administrator's Report.

253

254 **b) Emmons and Olivier Resources**

255 [8:34 pm]

256

257 Dr. Wilkinson reported EOR is working on several projects for the District, much of
 258 which were covered in the staff report. She added that more detailed updates on the
 259 following projects are forthcoming: East Comfort Pond, Flood Resiliency Project
 260 Modeling and Concept Design, and Heath Iron Enhanced Sand Filter.

261

262 **c) Smith Partners**

263 [8:34 pm]

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265 Nothing to report.

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267 **9. Report of Treasurer and Approval of Bills**

268 [8:34 pm]

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270 Treasurer Schmaltz reported income for the period of \$53,865.37 and expenses in the
271 amount of \$430,306.06.

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273 Manager Schottmuller moved to accept the Treasurer’s Report, transfer funds in the
274 amount of \$330,600 and pay the bills in the amount of \$430,306.06. Seconded by
275 Manager Toavs. Upon vote, the motion carried 4-0.

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Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke			X	
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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278 Ms. Heinz presented a cash flow summary and projection for the period of January- June
279 2026. She indicated the District should have sufficient Fund Balance to cover operating
280 costs until the first levy settlement is received the first week of July. She noted the District
281 was recently approved for Clean Water Partnership Loan E, and staff will bring this topic
282 to one of the June regular board meetings. Treasurer Schmaltz stated the District tracks
283 cash flow closely to make sure its Fund Balance doesn’t go negative.

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285 10. Report of Officers and Managers

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[8:40 pm]

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288 Manager Schmaltz reported a recent news article regarding Washington County
289 obtaining a bond for land acquisition. He asked staff to distribute the article and look into
290 whether any land acquisitions are planned within CLFLWD boundaries.

291

292 Manager Toavs indicated he is excited to see progress on the Bone Lake South Property
293 Restoration and Enhancement Project.

294

295 President Anderson provided an update on MN Watersheds resolutions. She indicated
296 she was in communication with Administrator Kinney and Legal Counsel Holtman on
297 proposed resolutions regarding Clean Water Fund (CWF) coverage of engineering costs
298 related to project development and payment of the District’s prior-incurred water
299 monitoring expenses through the Clean Water Fund. She reported that she and Mr.
300 Kinney decided to forgo submitting a resolution. Instead, she proposes that the District,
301 with EOR’s assistance, prepare a presentation of the District’s careful technical approach
302 to project development and the success it has achieved. With this, the District can seek
303 funding directly through the Clean Water Council and can engage the BWSR board

304 toward a CWF policy that expands eligibility to diagnostic monitoring and other early
305 engineering costs.

306

307 11. Summary and Approval of Board Direction

308 [8:51 pm]

309

310 The following board directives were summarized:

- 311 • Per President Anderson’s request, staff will produce an annual regulatory report
312 with basic environmental performance metrics.
- 313 • There will be further discussion of how to account for and present staff costs at
314 the June 2nd budget workshop.
- 315 • The Board has asked that staff schedule a more thorough discussion of
316 education and outreach in relation to EMWREP, which may occur at a budget
317 workshop.
- 318 • Per Manager Schmaltz’s request, staff will see if boat inspectors can gather
319 additional information on wake boat use.
- 320 • Per Manager Schmaltz’s request, staff will follow up with Washington County
321 regarding its interest in land acquisitions that may lie within the District.

322

323 12. Adjourn

324 a) Next regular board meeting – June 11, 2026

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326 Manager Schottmuller moved to adjourn the meeting. Seconded by Manager
327 Schmaltz. Upon a roll call vote, the motion carried 4-0, and the meeting was
328 adjourned at 8:53 p.m.

329

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke			X	
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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331 Dave Bakke, Secretary -----