MINUTES OF THE REGULAR MEETING OF THE COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT
Thursday, May 28, 2026

1. Call to Order

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

Managers Present:
Jackie Anderson, President
Steve Schmaltz, Treasurer
Jim Schottmuller, Vice President
Douglas Toavs, Assistant Treasurer (virtual attendance)

Managers Absent:
Dave Bakke, Secretary

Staff Present:
Adam Hjelm, Education and Outreach Coordinator
Aidan Read, Land Management Specialist
Brad Jernberg, Business and Operations Manager
Emily Heinz, Planning Coordinator
Matthew Hendrickson, Technician
Tori Philippi, Office Manager
Victoria D'Amico, Water Resources Engineering Technician
Kennedy Kolb, Conservation Corps Technician

Others Present:
Anne Wilkinson, Emmons & Olivier Resources (EOR)
Chuck Holtman, Smith Partners
Rory Sowada
Steve Sowada
Lauren Weller, Moore Engineering
Jeff Madejczyk, Moore Engineering
Michael Miller

2. Setting of Meeting Agenda

The following topics were added to the agenda:
- Wakeboat Study, under Old Business

- East Metro Water Resource Education Program, under New Business

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

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

3. Consent Agenda

a) Regular Board Meeting Minutes – April 23, 2026

b) Special Board Meeting Minutes – May 12, 2026

The consent agenda was approved by unanimous consent.

4. Public Open Forum

[6:33 pm]

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

5. Advisory Committee Updates

[6:38 pm]

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

6. New Business

a) Permit 25-020 Forest View Preserve

[6:40 pm]

Victoria D'Amico provided an overview of the permit application including site location and rules triggered. Anne Wilkinson explained the proposed project meets the District's stormwater management, wetland buffer, and erosion and sediment control requirements.

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

Manager Schmaltz moved to approve permit application #25-020 with conditions stated in EOR's April 14, 2026, Permit Application #25-020, Forest Lake memorandum. Seconded by Manager Schottmuller. 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			

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

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

Manager Schottmuller moved to elect "The member DOES NOT WAIVE the monetary limits on municipal tort liability established by Minnesota Statutes 466.04." option provided on the LMCIT Section 1: Liability Coverage Waiver form. Seconded by President Anderson. 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			

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

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

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

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

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

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

7. Old Business

a) Natural Shoreline Education & Outreach Campaign

[7:26 pm]

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

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

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

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			

b) Education & Outreach Program Update
[7:56 pm]

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]

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]

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.

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.

President Anderson moved to accept the Floodplain Resilience Action Plan Framework dated May 13, 2026. Seconded by Manager Toavs. 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			

e) Wake Boat Study
[8:19 pm]

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

8. Report of Staff

a) Administrator
[8:21 pm]

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

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

b) Emmons and Olivier Resources
[8:34 pm]

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

c) Smith Partners
[8:34 pm]

Nothing to report.

9. Report of Treasurer and Approval of Bills

[8:34 pm]

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

Manager Schottmuller moved to accept the Treasurer's Report, transfer funds in the amount of $330,600 and pay the bills in the amount of $430,306.06. Seconded by Manager Toavs. Upon 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			

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

10. Report of Officers and Managers

[8:40 pm]

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

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

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

11. Summary and Approval of Board Direction

[8:51 pm]

The following board directives were summarized:

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

12. Adjourn

a) Next regular board meeting – June 11, 2026

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

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

Dave Bakke, Secretary ______________________________________