DRAFT MINUTES OF THE REGULAR MEETING OF THE COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT
Thursday, June 11, 2026

1. Call to Order

President Anderson called the June 11, 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
Dave Bakke, Secretary (virtual attendance)

Managers Absent:
Douglas Toavs, Assistant Treasurer

Staff Present:
Mike Kinney, Administrator
Blayne Eineichner, Project Coordinator
Brad Jernberg, Business and Operations Manager
Emily Heinz, Planning Coordinator
Tori Philippi, Office Manager

Others Present:
Anne Wilkinson, Emmons & Olivier Resources (EOR)
Chuck Holtman, Smith Partners
Michael Miller

2. Setting of Meeting Agenda

Administrator Mike Kinney suggested adding to Old Business items pertaining to discussion of Clean Water Council resolutions, the Cranberry Lake property, and the Minnesota Watersheds Summer Tour.

<u>Manager Schmaltz moved to approve the agenda with the suggested additions. 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 – May 14, 2026

b) Special Board Meeting Minutes – May 26, 2026

The consent agenda was approved by unanimous consent.

4. New Business

[6:33 pm]

a) LSOHF Grant Awards

The Minnesota Legislature has approved the District's two funding allocations through the Lessard Sams Outdoor Heritage Fund (LSOHF). These grants will go into effect on July 1, 2026.

<u>Manager Bakke moved to amend the 2026 budget for account 6-000-I Greenbelt & Open Space to $25,000 and to transfer $25,000 from account 000-3300 Grants Receivable to account 6-00-I, effective July 1, 2026. Seconded by Manager Schmaltz. 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			

<u>Manager Schmaltz moved to amend the 2026 budget for account 5-420-C Wetland Enhancements to $210,881 and to transfer $89,881 from account 000-3300 Grants Receivable to account 5-420-C, effective July 1, 2026. 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			

b) Shallow Pond Audubon Property Donation and Environmental Site Assessment Statement of Work
[6:40 pm]

President Anderson moved to direct the Administrator, on advice of counsel, to enter into an agreement with EOR in accordance with the May 20, 2026 scope of work in an amount not to exceed $4,500 and to direct EOR not to begin work until the grant start date. Seconded by Manager Schmaltz.

Project Coordinator Blayne Eineichner explained that the Wild River Audubon Society approached the District in 2025 about donating a 66-acre parcel lying substantially within the Shallow Pond wetland along the Sunrise River. Before accepting the donation, it would be prudent for the District to obtain an Environmental Site Assessment (ESA) to assess and manage the risk of site contamination.

Manager Schottmuller questioned the overall benefit of the acquisition. Administrator Kinney and other board members explained that Shallow Pond can provide a large portion of flood storage planned as part of the CLFLWD Watershed Management Plan. This acquisition would give the District control over a large portion of the land needed for such a project.

Manager Schmaltz expressed concern that there may be contamination in sediments within the wetland due to runoff from the nearby commercial district and suggested that testing be done to determine if this may be the case.

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) Natural Shoreline Outreach Plan Framework
[7:01 p.m]

As part of a Local Climate Action grant from the Minnesota Pollution Control Agency (MPCA), Moore Engineering and CLFLWD staff have prepared a framework for a public engagement campaign to increase adoption of natural shoreline buffers. The plan will be provided to MPCA as part of the final grant reporting due June 30th.

President Anderson moved to approve the Natural Shoreline Outreach Plan Framework. Seconded by Manager Bakke. 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			

5. Old Business

a) Heath IESF Project Contract Award
[7:04 pm]

Mr. Eineichner reported that the District received 11 bids for the Heath Iron Enhanced Sand Filter Project. The low bid was received from D&D Contracting, LLC for $1,245,099.64. Mr. Eineichner referenced the memoranda in the meeting packet from staff and the District engineer, finding that the D&D bid is responsive and that D&D is a responsible contractor.

Manager Schmaltz moved to adopt resolution 26-06-01 Awarding Contract for the Heath Iron Enhanced Sand Filter Project. 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) Watershed Management Plan Minor Amendment Adoption
[7:10 pm]

A minor amendment to the Watershed Management Plan will include the District's revised mission statement and integrate new projects in the District’s capital improvement plan. During the 30-day comment period, the District received a few responses of support, some that stated "no comment," and a letter from the Board of Water and Soil Resources (BWSR) concurring that the amendment qualifies as a minor amendment.

<u>Manager Schmaltz moved to adopt Resolution 26-06-02 adopting the watershed management plan amendment. Seconded by Manager Bakke. 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			

c) Floodplain Resilience Project Feasibility Scope of Work
[7:12 pm]

As part of a Water Quality & Storage Grant from BWSR, Dr. Wilkinson presented a scope of work that EOR has prepared to evaluate potential project concepts outlined in the action plan framework. $89,288 of the $99,000 will go toward EOR's engineering services, and $9,000 will be dedicated to outreach and coordination. District staff time will provide the 10 percent match for this grant. Responding to President Anderson, Dr. Wilkinson affirmed that the District would coordinate with the engaged cities throughout the work.

<u>President Anderson moved to direct the Administrator, on advice of counsel, to enter into an agreement with EOR in accordance with the June 1, 2026 scope of work and in an amount not to exceed $89,288. Seconded by Manager Schmaltz. 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			

d) Clean Water Partnership Loan E Agreement
[7:18 pm]

Ms. Heinz reviewed the extension of the District's existing Clean Water Partnership loan agreement with the Minnesota Pollution Control Agency. The District's bond counsel Kutak Rock LLP recommended the Board execute a new general obligation note associated with Loan E to ensure clarity in recordkeeping, auditing, and debt levy certification with the counties.

<u>Manager Schmaltz moved to adopt resolution 26-06-03 and direct staff to proceed with the remaining requirements for the loan execution. Seconded by President Anderson. 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			

e) MN Watersheds Resolutions
[7:27 pm]

Watershed districts have been asked by Minnesota Watersheds to provide feedback on the resolutions that will be under consideration at the Annual Meeting on Resolutions and Petitions scheduled for August 31. The process allows for a 10-day comment period that ends June 12. Managers were invited to submit comments through the Administrator to the Legislative Committee for review.

f) Clean Water Council Request
[7:31 p.m]

President Anderson advised that the new Clean Water Council (CWC) administrator has invited input as to the CWC's grant program management. CLFLWD board members and staff have collaborated on a request to the CWC to expand the eligibility of project development costs under grant awards. A more expansive allowance would include work performed by engineers such as diagnostic monitoring to identify highly targeted projects. The document also includes a request for reimbursement for the CLFLWD's past preliminary work that was not grant-funded due to the Board of Water and Soil Resources' restrictive eligibility criteria.

g) Cranberry Lake Property
[7:40 pm]

A property neighboring the North Shore Trail Nature Area (NSTNA) has recently been listed for sale. Administrator Kinney directed EOR to find more information about the site and its potential for District use. He also suggested that the parcel could be divided, with the District potentially acquiring the wetland area that is adjacent to the NSTNA property.

h) Minnesota Watersheds Summer Tour

[8:03 pm]

Administrator Kinney reminded managers that registration is now open for the Minnesota Watersheds Summer Tour, which will take place in Detroit Lakes August 25-26.

6. Program/Project Update

[8:08 pm]

Mr. Eineichner presented a project update. A grant from the Conservation Corps will provide a work crew to perform project maintenance, including invasive species removal and iron-enhanced sand filter maintenance, over the next few months.

He will reach out to the contractor for the Heath Iron-Enhanced Sand Filter project, notify it of the contract award, and work on processing contract documents.

A BWSR Green Infrastructure grant will be applied to a stormwater wetland basin on East Comfort Drive. EOR has collected soil samples and is working on a feasibility study.

The new perimeter fence has been installed at the Bone Lake South Nature Area. Scopes of work for restoration planning are currently in progress along with a land management plan.

One element of the School Lake Agriculture BMP project has been completed. The majority of funds under the associated grant have not yet been spent. District staff will explore further opportunities for improvements at that site.

7. Report of Managers

[8:14 pm]

Manager Bakke reported that he attended a well water testing event at the North Branch Library, and expressed interest in having the District provide well water education for residents.

Manager Schottmuller attended the Walk & Talk event at the North Shore Trail Nature Area earlier in the week and observed it was well attended.

Manager Schmaltz reported progress with the owners of the Willow Point property, who have agreed to put a conservation easement on the peninsula to ensure it remains protected.

President Anderson attended the Comfort Lake Association meeting along with Outreach & Education Coordinator Adam Hjelm. She noted that Eurasian watermilfoil (EWM) has been observed in several areas of Comfort Lake and asked that the District look more closely at its policy regarding use of District funds for EWM treatment.

8. Summary and Approval of Board Direction

[8:26 pm]

The following board directives were summarized:

- Per President Anderson's request, staff will arrange interviews with local media regarding the Greenbelt and Bone Lake South projects.
- Per Manager Bakke's request, Mr. Hjelm will explore possibilities for creating a well water outreach initiative.
- Per President Anderson's request, staff will bring the Eurasian watermilfoil policy to a future meeting for further discussion.

9. Adjourn

a) Next regular board meeting – June 25, 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 8:28 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 ______________________________________