DRAFT MINUTES OF THE REGULAR MEETING OF THE COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT
Thursday, August 13, 2026

1. Call to Order

President Anderson called the August 13, 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 (virtual attendance)
Dave Bakke, Secretary (virtual attendance)
Douglas Toavs, Assistant Treasurer (virtual attendance)

Staff Present:
Mike Kinney, Administrator
Adam Hjelm, Education and Outreach Coordinator
Aidan Read, Land Management Specialist
Blayne Einechner, Project Coordinator
Brad Jernberg, Business and Operations Manager
Emily Heinz, Planning Coordinator
Tori Philippi, Office Manager

Others Present:
Greg Graske, Emmons & Olivier Resources (EOR)
Erik Megow, Emmons & Olivier Resources (EOR)
Jimmy Marty, Emmons & Olivier Resources (EOR)
Chuck Holtman, Smith Partners
Michael Miller

2. Setting of Meeting Agenda

<u>Manager Schmaltz moved to approve the agenda as presented. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 5-0.</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 – July 9, 2026

b) Special Board Meeting Minutes – July 22, 2026

c) Special Board Meeting Minutes – July 30, 2026

<u>Manager Schmaltz moved to approve the consent agenda as presented. Seconded by Manager Schottmuller. Upon a roll call vote, the motion carried 5-0.</u>

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

4. Public Hearing: East Comfort Pond Project Ordering

[6:32 pm]

Blayne Eineichner explained that the District identified the East Comfort Pond project location through diagnostic monitoring, and the project is fully funded by a Green Infrastructure Grant through the Board of Water and Soil Resources (BWSR). Erik Megow presented a summary of the project feasibility study. The project is estimated to provide a total phosphorus reduction of 3-7 pounds per year and a total suspended solids (TSS) reduction of 342 pounds per year. This translates to a phosphorus removal cost, over the project life, of about $588 to $1,100/lb.

President Anderson offered that there is value in considering the TSS removal cost as well. She noted that sediment transport into Comfort Lake is a prominent feature of the hydrologic system. Greg Graske replied that the pond expansion will result in more TSS capture.

President Anderson opened the public hearing for comment. No members of the public, in person or virtual, wished to comment. President Anderson closed the public hearing.

5. New Business

a) East Comfort Pond Project Ordering and Engineering

[6:50 pm]

President Anderson moved to adopt resolution 26-08-01 ordering the East Comfort Pond Project. Seconded by Manager Bakke.

Manager Schmaltz, referencing the District's experience with the 3rd Lake Pond project, encouraged the District to engage in contingency planning for this project and evaluate the risk involved in constructing a project like this on private property. Mr. Eineichner explained that the District has met with the City of Wyoming and the landowner to discuss this project multiple times, and he is confident that both are ready to move forward with partnering on the project. Greg Graske indicated the project design is straightforward, and the remaining due diligence steps are typical for a District project. Mr. Kinney explained that the 3rd Lake Pond project site had some key differences from the East Comfort Pond project site and was much more constrained.

Managers noted the risk of incurring engineering costs before landowner agreements and permits are in place. Counsel Holtman suggested that in approving the engineering scope of work, the board could authorize only initial tasks needed to secure landowner approval and permits until those were in hand.

Upon a roll call vote, the motion carried 5-0.

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

President Anderson moved to authorize the administrator on advice of counsel to enter into an agreement with EOR in accordance with the July 30, 2026 scope of work in an amount not to exceed $32,717.50, and to authorize only tasks 1 and 2, pending the board's further review of project contingencies. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 5-0.

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

b) Bone Lake South Tractor Purchase

[7:21 pm]

Administrator Kinney explained that the District was recently awarded a $1,432,000 grant from the Lessard-Sams Outdoor Heritage Fund, of which $60,000 is allocated to capital equipment purchase. Mr. Kinney recommended purchasing a tractor which will enable District staff to perform much of the restoration work on the Bone Lake South Nature Area site, such as prairie restoration. This will allow the District to perform natural resources restoration work at a much lower cost compared to contracting for all of the work. President Anderson asked where the tractor will be stored. Mr. Kinney indicated that at this time it will be stored in the barn, but the District will provide for closed storage to protect against damage from animals. Manager Bakke asked if there is a service and warranty package associated with the purchase, and Mr. Kinney confirmed there is.

<u>Manager Bakke moved to direct the Administrator, on advice of counsel, to enter into an agreement with Olsen Power & Equipment for the purchase and delivery of equipment in accordance with the June 29, 2026 quote in an amount not to exceed $60,000. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 5-0.</u>

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

c) 2027-2028 Biennial Professional Services RFP
[7:31 pm]

Administrator Kinney explained the professional services RFP is a regular occurrence, and the recommended RFP has been expanded to include solicitations for human resources, IT, and insurance agent services.

<u>Manager Schottmuller moved to direct the Administrator to publish and post solicitation for 2027-2028 professional services. Seconded by Manager Anderson. Upon a roll call vote, the motion carried 5-0.</u>

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

Stephen Schmaltz	X			
Jackie Anderson	X			

d) State of the Watershed Preliminary Planning
[7:33 pm]

Adam Hjelm provided an overview of the upcoming annual State of the Watershed event scheduled for Tuesday, September 29, 5:00-7:30 p.m. at the Forest Lake American Legion. President Anderson asked for Mr. Hjelm to provide a summary of the recent scheduling conflict with the East Metro Water Resource Education Program (EMWREP) anniversary celebration. Mr. Hjelm explained that the Board discussed the 2026 State of the Watershed and set the event date in February, and Mr. Hjelm proceeded with booking the venue, which is in high demand. Mr. Kinney indicated that he has encouraged Mr. Hjelm to communicate more frequently and send more frequent updates on the District's events to EMWREP staff.

Manager Bakke suggested the District consider removing the food offering in order to save on costs. Mr. Hjelm noted that the Legion waives the venue rental fee when food is purchased, and this year's proposed menu item is $6/plate cheaper than last year's. He indicated event attendance would likely be significantly lower if the District does not offer food. Mr. Kinney suggested the Board discuss the event budget further during the budget workshop on Monday, August 17th. Mr. Hjelm asked that managers submit nominees for recognition by August 28.

6. Old Business

a) Audubon Property Environmental Site Assessment
[7:44 pm]

Mr. Eineichner explained that EOR completed a Phase 1 Environmental Site Assessment on the Audubon Property overlaying the Shallow Pond wetland complex. EOR found no current recognized environmental conditions, no historical recognized environmental conditions, nor any controlled recognized environmental conditions on the subject property.

<u>President Anderson moved to accept the EOR Audubon Property Phase 1 Environmental Site Assessment report dated August 3, 2026. Seconded by Manager Schmaltz.</u>

President Anderson stated that this is an exciting opportunity for the District to receive a land donation that will provide benefits for the Comfort Lake Management District.

<u>Upon a roll call vote, the motion carried 5-0.</u>

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

b) Bone Lake South Nature Area Management and Restoration Plan
[7:46 pm]

Mr. Eineichner presented an overview of the proposed management plan for the Bone Lake South Nature Area which includes background information; restoration goals, objectives, actions; and nature area management policies and rules. Mr. Eineichner noted that staff plans to recommend board approval of the management plan at the August 27th regular board meeting. Jimmy Marty of EOR consulted on the plan and has reviewed the draft.

Managers commended and thanked Mr. Eineichner for his diligence in researching the hunting regulations and preparation of the management plan. Manager Bakke indicated he shared the draft plan with Bone Lake Association members. President Anderson encouraged preservation of rare environmental features and protection of peat soil and fen areas from foot traffic. She recommended signs to educate visitors about the natural resources and flood resiliency benefits.

c) MN Watersheds Summer Tour
[8:05 pm]

Mr. Kinney indicated he and President Anderson would like to attend the MN Watersheds Summer Tour which will be hosted in Detroit Lakes this year. He indicated it will provide a networking opportunity with respect to the District's sequential diagnostic assessment work and seeking associated grant funding eligibility under the Clean Water Fund.

<u>Manager Bakke moved to authorize managers and staff to attend the Minnesota Watersheds tour and expend the associated funds as necessary to attend. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 5-0.</u>

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

Stephen Schmaltz	X			
Jackie Anderson	X			

7. Project Update
[8:10 pm]

Mr. Eineichner presented an update on active projects including conservation corps crew assistance, Heath Iron Enhanced Sand Filter, East Comfort Pond, Bone Lake South Nature Area Restoration, and School Lake Agricultural Best Management Practices. President Anderson noted the importance of flood volume storage on the Bone Lake South Nature Area, and Mr. Eineichner and Mr. Kinney confirmed this is a component of the restoration work.

8. Report of Managers
[8:20 pm]

President Anderson requested an update regarding soil testing for shoreline homeowners as a method to evaluate nitrogen inputs to the lake and associated Eurasian watermilfoil growth. Mr. Hjelm noted he and Aidan Read have been working on outreach for this effort and will distribute more information soon.

9. Summary and Approval of Board Direction
[8:27 pm]

The following board directives were summarized:
- Mr. Hjelm will prepare a review of food alternatives for the State of the Watershed event.
- President Anderson asked that staff develop a way to articulate to the public the flood resilience benefits of the Bone Lake South property.
- President Anderson asked for an update about lakeshore soil testing related to Eurasian watermilfoil.

10. Adjourn
a) Next regular board meeting – August 27, 2026

<u>President Anderson moved to adjourn the meeting. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 8:29 p.m.</u>

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

Stephen Schmaltz	X			
Jackie Anderson	X			

Dave Bakke, Secretary ____