



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: September 30, 2025
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: DRAFT 2027 Board Meeting Schedule



District Wide

Background/Discussion:

The purpose of this agenda item is to discuss and consider the 2027 Board of Managers regular meeting schedule.

2027 Meeting Schedule:

The enclosed draft board meeting schedule is in line with schedules from recent years, with one meeting on the 2nd Thursday and one meeting on the 4th Thursday of each month, excluding November and December when one meeting will be held on the 3rd Thursday.

Prior to 2023, the Board met once per month, generally on the 4th Thursday. In 2023 the Board started adding a second meeting per month because board meetings were lasting more than 2 hours on a fairly regular basis. Looking ahead, the managers may adjust the meeting schedule to align with what best fits their availability. Examples of potential adjustments may include:

- Returning to one regular board meeting per month. The District may utilize the consent agenda to move forward more action items with less time spent on in-meeting discussion. These items would be coordinated with the Board President, and they can be pulled for additional discussion by any manager.
- Adjusting the meeting day of the week to Tuesday or Wednesday, instead of Thursday. This would allow earlier processing of post-meeting tasks, such as the mailing of checks. For purposes of paying the bills, it is recommended that if the Board was to move back to once-a-month meetings that the monthly meeting still be held in the third or fourth week of the month to ensure proper receipt and processing of monthly invoices.

2027 Monthly Calendar of Topics:

Also enclosed is an informational board meeting calendar containing more details about expected agenda items for each regular meeting. Much of the District's work is cyclical and occurs during the same time of year annually. While this calendar is not all-inclusive, and these agenda items aren't set in stone, the calendar gives managers and staff an idea of what to



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expect over the course of the year. We hope that this calendar is helpful as managers and staff consider their own calendars and meeting attendance availability.

Note that the meeting calendar is for high-level, board topics. In addition to this, District staff utilizes a detailed internal tracker for recurring annual administrative and programmatic functions.

2027 Community Advisory Committee Meeting Schedule:

The Community Advisory Committee schedule is also enclosed for managers' information. The CAC will consider approving this schedule at their October meeting.

Recommended Action:

Proposed Motion: Manager _____ moves to approve the 2027 Board Meeting Schedule, (as presented or as amended). Seconded by Manager _____.

Attached

- Draft 2027 CLFLWD Board Meeting Schedule Option A and Option B
- 2027 Monthly Calendar of Topics
- 2027 Community Advisory Committee Meeting Schedule

Option A



CLFLWD
WATERSHED DISTRICT

651-395-5850

info@clflwd.org

www.clflwd.org

44 Lake St. South, Suite A
Forest Lake, MN 55025

2027 CLFLWD Board Meeting Schedule Regular Board Meetings

In 2027 regular board meetings will be held at 6:30 p.m. on the second and fourth Thursday of the month except for November and December, when one meeting will be held on the third Thursday of the month. Meetings on the second Thursday of the month are subject to cancellation based on the needs of the Board.

Meetings are currently held at the District office (44 Lake Street South Ste. A, Forest Lake, MN 55025) with the option to join via video conference. Members of the public may attend meetings in person or attend remotely.

Please visit www.clflwd.org to sign up for email notifications of the District's meetings and events.

Date	Time
January 14, 2027	6:30 pm
January 28, 2027	6:30 pm
February 11, 2027	6:30 pm
February 25, 2027	6:30 pm
March 11, 2027	6:30 pm
March 25, 2027	6:30 pm
April 8, 2027	6:30 pm
April 22, 2027	6:30 pm
May 13, 2027	6:30 pm
May 27, 2027	6:30 pm
June 10, 2027	6:30 pm
June 24, 2027	6:30 pm
July 8, 2027	6:30 pm
July 22, 2027	6:30 pm
August 12, 2027	6:30 pm
August 26, 2027	6:30 pm
September 9, 2027	6:30 pm
September 23, 2027	6:30 pm
October 14, 2027	6:30 pm
October 28, 2027	6:30 pm
November 18, 2027	6:30 pm
December 16, 2027	6:30 pm

Option B



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2027 CLFLWD Board Meeting Schedule

Regular Board Meetings

In 2027 regular board meetings will be held at 6:30 p.m. on the fourth Thursday of the month except for November and December, when the meeting will be held on the third Thursday of the month.

Meetings are currently held at the District office (44 Lake Street South Ste. A, Forest Lake, MN 55025) with the option to join via video conference. Members of the public may attend meetings in person or attend remotely.

Please visit www.clflwd.org to sign up for email notifications of the District's meetings and events.

Date	Time
January 28, 2027	6:30 pm
February 25, 2027	6:30 pm
March 25, 2027	6:30 pm
April 22, 2027	6:30 pm
May 27, 2027	6:30 pm
June 24, 2027	6:30 pm
July 22, 2027	6:30 pm
August 26, 2027	6:30 pm
September 23, 2027	6:30 pm
October 28, 2027	6:30 pm
November 18, 2027	6:30 pm
December 16, 2027	6:30 pm

2027 Monthly Calendar

For the Comfort Lake-Forest Lake Watershed District Board of Managers

The purpose of this calendar is to plan ahead for annual recurring topics. Calendar items subject to change as needed, and regular meeting agendas will be determined within one week of the meeting date.

2027 Recurring Board Meeting Topics

January - Annual business meeting – elect officers/liaisons and designate newspapers/banks - Community Advisory Committee appointments - Review bank signers, bank viewers, and credit card holders; update if necessary - Annual Administrator performance review - Approve 2026 Aquatic Invasive Species, Watercraft Inspection, Blue Water Science yearend reports - Authorize execution of 2027 Blue Water Science service agreement - Present 2026 yearend Education & Outreach summary and 2027 implementation plan	February - Finalize Administrator performance review if not completed in January. - Authorize execution of 2027 Chisago County Watercraft Inspection Joint Powers Agreement - Authorize execution of 2027 Forest Lake Cooperative Aquatic Invasive Species Agreement (and/or other community agreements as necessary)	March - Approve 2027 Aquatic Invasive Species Prevention & Management Plan - Approve 2027 Water Monitoring Plan - Approve 2027 Cost-Share Program Frameworks - Include 1st drafts of 2026 Year-In-Review, Annual Report, Progress Report, Monitoring Reports in board packet so managers can begin reviewing
April - MN Watersheds Request for Resolutions - Present and approve/accept 2026 Year-In-Review, Annual Report, Progress Report, Monitoring Reports - Approve 2028 budget schedule - Presentation and acceptance of 2026 Audit Report - Authorize execution of 2027 Forest Lake curly-leaf pondweed treatment contract (if necessary)	May - Annual review of governance manual (can do anytime) - Insurance Liability Coverage Waiver	June
July - Annual Review of Crisis Communication Plan - Decide how to vote on MN Watersheds Resolutions	August - MN Watersheds Summer Tour delegates - Discuss proposed nominations for MN Watersheds Annual Awards and Presentations	September
October Approve 2027 Regular Board Meeting Schedule and review 2027 Meeting Calendar	November - Authorize execution of WCD and/or Chisago SWCD service agreements (as needed) - Present 2028 Staff Work Plan - Decide MN Watersheds Annual Meeting delegate appointments	December - Public comment opportunity for 2028 budget - Present 2027 Aquatic Invasive Species, Watercraft Inspection, Blue Water Science yearend reports - Present 2027 Education & Outreach Yearend Report - Approve 2028 Staff Work Plan - Yearend reminder for managers to submit per diem requests in accordance w/ paragraph III.b (iv) of the CLFLWD General Governance Policies.

Process for Special Meetings and Emergency Meetings

The above calendar only includes regular board meetings. The District may convene additional meetings, as needed, in the form of special meetings and emergency meetings, which will be held in accordance with the Open Meeting Law and the District’s bylaws.

CLFLWD Bylaws, Article III, paragraphs 3 and 4:

Special Meetings. A special meeting may be held at any time. Special meetings may be called by any manager or the administrator. A manager’s call for a special meeting must be made in writing or electronic mail (email) to the secretary of the board and the CLFLWD administrator at least five calendar days prior to the date of the meeting. This request must include a statement of the purpose(s) for which the meeting will be called. Immediately upon receipt of a properly drafted request, the administrator will cause all members of the board to be notified and, on determining the availability of a quorum, make public notice of the meeting.

Emergency Meetings. An emergency meeting may be called by any manager or the administrator on 24 hours’ notice because of circumstances that, in the judgment of the manager calling the meeting or administrator, require immediate consideration. Whenever practical, a request for such a meeting should be made in writing to the secretary and CLFLWD administrator, who will notify all board members by the most expeditious and effective means available.

Process for Convening in Closed Session

With some exceptions, all CLFLWD board meetings are open to the public. If the CLFLWD closes a meeting, it will follow all requirements under the Open Meeting Law (MN Statutes, Chapter 13D). All closed meetings, except those closed by attorney–client privilege, must be recorded.

When a public body closes a meeting, it must explain what legal authority it has to close the meeting, and describe what it will discuss at the closed meeting (Minnesota Statutes, section 13D.01, subdivision 3). In other words, a public body must do three things:

- 1. Make a statement on the record.
- 2. Give the specific statutory section that requires or permits the meeting to be closed, or identify in some way the statutory authority requiring or permitting a closed meeting.
- 3. Specifically describe what will be discussed at the closed meeting, which requires more than just identifying possible discussion issues.

Example 1: Manager X moves to convene in closed session as permitted by section 13D.05, subdivision 3 (c), to consider offers relating to the District’s possible purchase of the parcel of land with parcel ID number XYZ.

Example 2: Manager X moves to convene in closed session as permitted by section 13D.05, subdivision 3 (a), to complete the Administrator’s performance review.

Reasons to close a meeting (common uses by CLFLWD shown in **bold**):

What meetings MUST be closed?	What meetings MAY be closed?
Meetings that discuss: - Alleged victims or mandated reporters of criminal sexual conduct, domestic violence, or maltreatment - Active criminal investigations - Law Enforcement officer misconduct - Not public education data - Not public health data - Not public medical data - Not public welfare/mental health data - An individual's medical records - Preliminary consideration of allegations or charges, but the meeting must be open at employee's request	- Meetings closed as expressly authorized by statute - Meetings closed as permitted by the attorney–client privilege Meetings that discuss: - Labor negotiations Employee performance evaluations, but the meeting must be open at employee’s request Certain property transactions (asking price for property, review of confidential appraisals, develop offers or counteroffers) - Certain security matters
Minn. Stat. § 13D.05, subd. 2	Minn. Stat. § 13D.03; 13D.05, subd. 3

Resources:

- Open Meeting Law: <https://mn.gov/admin/data-practices/meetings/>
- Closed Session: <https://mn.gov/admin/data-practices/meetings/rules/closing/>



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2027 CLFLWD Citizen Advisory Committee Meeting Schedule

In 2027, meetings will be held at 5:00 pm on the Tuesday of the week following the first scheduled meeting of the Board of Managers; except for November and December when meetings will be held the Tuesday prior to the first Board Meeting. All meetings are currently held at the District office (44 Lake Street South Ste. A, Forest Lake, MN 55025) with the option of attending via video conference. Please contact Adam Hjelm in writing or by email (adam.hjelm@clflwd.org) if you would like to receive notice of meetings and meeting cancellations.

The dates for the 2027 CAC meetings are as follows:

Date	Time
January 19, 2027	5:00 pm
February 16, 2027	5:00 pm
March 16, 2027	5:00 pm
April 13, 2027	5:00 pm
May 18, 2027	5:00 pm
June 15, 2027	5:00 pm
July 13, 2027	5:00 pm
August 17, 2027	5:00 pm
September 14, 2027	5:00 pm
October 19, 2027	5:00 pm
November 16, 2027	5:00 pm
December 14, 2027	5:00 pm

Jim Schottmuller, Vice President • Dave Bakke, Secretary
Doug Toavs, Assistant Treasurer • Blake Roberts, Manager • Ted Hansen, Manager