CLFLWD
WATERSHED DISTRICT

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44 Lake St. South , Suite A
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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 **third Wednesday** 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 20, 2027 | 6:30 pm |
| February 17, 2027 | 6:30 pm |
| March 17, 2027 | 6:30 pm |
| April 21, 2027 | 6:30 pm |
| May 19, 2027 | 6:30 pm |
| June 16, 2027 | 6:30 pm |
| July 21, 2027 | 6:30 pm |
| August 18, 2027 | 6:30 pm |
| September 15, 2027 | 6:30 pm |
| October 20, 2027 | 6:30 pm |
| November 17, 2027 | 6:30 pm |
| December 15, 2027 | 6:30 pm |

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

# 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)
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### 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:<br><br>• Alleged victims or mandated reporters of criminal sexual conduct, domestic violence, or maltreatment<br>• Active criminal investigations<br>• Law Enforcement officer misconduct<br>• Not public education data<br>• Not public health data<br>• Not public medical data<br>• Not public welfare/mental health data<br>• An individual's medical records<br>• Preliminary consideration of allegations or charges, but the meeting must be open at employee's request | • Meetings closed as expressly authorized by statute<br>• Meetings closed as permitted by the attorney-client privilege<br><br>Meetings that discuss:<br><br>• Labor negotiations<br>• **Employee performance evaluations, but the meeting must be open at employee's request**<br>• **Certain property transactions (asking price for property, review of confidential appraisals, develop offers or counteroffers)**<br>• 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/