MINUTES OF THE REGULAR MEETING OF THE COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT
Thursday, September 24, 2026

1. Call to Order

Vice President Schottmuller called the September 24, 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:
Ted Hansen, Manager
Blake Roberts, Manager
Jim Schottmuller, Vice President
Douglas Toavs, Assistant Treasurer
Dave Bakke, Secretary

Staff Present:
Adam Hjelm, Education and Outreach Coordinator
Blayne Einechner, 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. Oath of Office

Blake Roberts and Ted Hansen were administered the oath of office by Counsel Holtman.

3. Setting of Meeting Agenda

Manager Bakke moved to approve the agenda as presented. 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			
Ted Hansen	X			
Blake Roberts	X			

4. Consent Agenda

a) **Regular Board Meeting Minutes – August 27, 2026**
b) **Special Board Meeting Minutes – September 2, 2026**
c) **Midwest Glacial Lakes Partnership Grant**

Manager Toavs moved to approve the consent agenda as presented. Seconded by Manager Bakke. Upon a roll call vote, the motion carried 3-0 with two abstentions.

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			
Ted Hansen				X
Blake Roberts				X

5. Public Open Forum

[6:34 pm]
No comments were given.

6. Advisory Committee Updates

[6:35 pm]
Education and Outreach Coordinator Adam Hjelm presented an update on the September 16 meeting of the Community Advisory Committee. Topics of discussion included watershed updates, budget, diagnostic assessment, and a mid-season monitoring update. The committee also thanked Mr. Aidan Read for his engagement, as it was his last meeting before he left his position as Land Management Specialist with CLFLWD.

7. New Business

a) **New Manager and Board Officer Positions**
[6:36 pm]
Regular annual officer elections occur in January. Legal Counsel Holtman explained that the board could fill current vacancies, president and treasurer, untilthe annual officer election in January, or the Vice President and Assistant Treasurer simply could fulfill the duties of those offices until the annual election.

Manager Roberts moved for current officers to serve in their present positions until the January officer election. Seconded by Manager Hansen. Upon a roll call vote, the motion carried 5-0.

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			
Ted Hansen	X			
Blake Roberts	X			

Manager Bakke suggested the board wait until a meeting when Administrator Kinney is present to review manager liaison appointments.

8. Old Business

a) Audubon Society Acquisition

[6:47 pm]

Project Coordinator Blayne Eineichner provided an overview of the 66-acre Shallow Pond wetland donation from the Wild River Audubon Society. He advised that the District may be able to close on the transaction as early as next week. He noted that the property will not be subject to property tax. Manager Schottmuller noted that he was concerned about an increased insurance cost, but Administrator Kinney advised that any additional cost would be minimal.

Manager Bakke moved to approve the Candidate Site Acquisition form for the Shallow Pond Wild River Audubon Society parcel PIN 21.11130.53 and directed the Administrator to work with legal counsel and a licensed title company to complete the acquisition of the donated property. Seconded by Manager Hansen.

Counsel Holtman advised that in accordance with the District's watershed management plan, on acquisition staff will prepare a property management plan that will include property monitoring for risk management purposes. Mr. Eineichner noted that the District has received a $1.4 million grant award from the Outdoor Heritage Fund to establish and protect a corridor of wetland habitats along the Sunrise River. This grant is for property acquisition, but the District will seek funds separately for project implementation work on the property. Responding to Manager Hansen, Mr. Eineichner and Dr. Wilkinson reviewed the environmental review performed by the District engineer and the absence of contamination or similar concerns.

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

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			
Ted Hansen	X			
Blake Roberts	X			

b) Biennial RFP Timeline

[7:00 pm]

Business and Operations Manager Brad Jernberg presented an overview of the District's statute-required solicitation of letters of interest and associated proposals for legal, accounting, and other professional services. Discussion of these proposals was originally scheduled for the October 22 regular board meeting, but staff recommends that an initial review and discussion be held at the October 8 regular meeting to allow more time for implementation. The board agreed by consensus to review these materials and discuss at the October 8 meeting. Manager Roberts asked how proposed professional services expenditures fit into the District's levy. Mr. Jernberg replied that placeholder estimates were used for the levy.

c) State of the Watershed Update

[7:03 pm]

Mr. Hjelm provided an update and answered questions about the State of the Watershed event to be held at the Forest Lake American Legion at 5 p.m., September 29, 2026.

9. Report of Staff

a) Administrator

[7:05 pm]

Staff members presented the Administrator's Report on programs, projects and initiatives in the absence of Administrator Kinney. Updates included the adoption of the 2027 levy, as well as the departure of Land Management Specialist Aidan Read and Conservation Corps member Kennedy Kolb.

b) Emmons and Olivier Resources

[7:22]

Dr. Anne Wilkinson of EOR added to some of the information regarding the Heath Iron-Enhanced Sand Filter. She also noted that EOR staff are working on a grant-funded feasibility project along the Sunrise River corridor to explore potential projects. All surveys, sediment-coring, and field work have been completed, and EOR has begun identifying key areas for projects.

c) Smith Partners

[7:23 pm]

Nothing to report.

10. Report of Treasurer and Approval of Bills

[7:24 pm]

Assistant Treasurer Toavs reported income for the period of $103,068.68 and expenses in the amount of $241,665.92 and requested a bank transfer of $209,000.00.

Manager Toavs moved to accept the Treasurer's Report, transfer funds in the amount of $209,000 and pay the bills in the amount of $241,665.92. Seconded by Manager Bakke. Upon a roll call vote, the motion carried 5-0.

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			
Ted Hansen	X			
Blake Roberts	X			

Members of the board also reviewed the cash flow report and discussed use of anticipated loan funding. Managers requested that the cash flow report become a regular part of the board meeting presentation each month.

Planning Coordinator Emily Heinz introduced an action item to allow temporary banking access to District staff in order to transfer this month's funds in the case the Treasurer is unable to get an online banking account set up immediately. The bank requires this item to be documented in the meeting minutes. This would be a short-term change.

Manager Toavs moved to authorize District staff, Brad Jernberg and Tori Philippi, on advice of legal counsel, temporary banking access in order to process this month's transfer from savings to checking of $209,000. Seconded by Manager Bakke. Upon a roll call vote, the motion carried 5-0.

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			
Ted Hansen	X			
Blake Roberts	X			

11. Report of Officers and Managers

[7:39 pm]

Manager Bakke reported that Minnesota Watersheds held its resolution meeting in August and noted a few items of which board members should be aware. These include the following:

- Preserving state aquatic invasive species (AIS) funding from budget reductions
- Identifying potential floodwater storage sites
- Setting restrictions on where wake boats can be used

He also attended the East Metro Lakes gathering held at the Scandia Community Center as well as the quarterly CLFLWD coordination meeting with the City of Scandia. He noted that he was pleased with District staff's level of coordination with City of Scandia staff.

Manager Roberts stated he is looking forward to working with this board in his new role.

Manager Toavs recently traveled to Colorado, where he noted that rafting operations are required to be decontaminated when leaving the water.

Vice President Schottmuller expressed appreciation for the service of former board members Jackie Anderson and Steve Schmaltz and their impact on the District.

12. Summary and Approval of Board Direction

[7:46 pm]

The following board directives were summarized:

- The board has requested that staff include the cash flow report in the board meeting presentation every month, in addition to being provided in the meeting packet.
- Staff will provide new board managers with informational materials such as the Watershed Management Plan, the 5-year Strategic Plan, and the 2025 Annual Report.

13. Adjourn

a) Next regular board meeting – October 8, 2026

Manager Bakke moved to adjourn the meeting. Seconded by Manager Hansen. Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 7:48 pm.

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			
Ted Hansen	X			
Blake Roberts	X			

Dave Bakke, Secretary _____