DRAFT MINUTES OF THE REGULAR MEETING OF THE COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT
Thursday, October 8, 2026

1. Call to Order

Vice President Schottmuller called the October 8, 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:
Jim Schottmuller, Vice President
Dave Bakke, Secretary (virtual attendance)
Douglas Toavs, Assistant Treasurer (virtual attendance)
Ted Hansen, Manager
Blake Roberts, Manager

Staff Present:
Mike Kinney, Administrator
Adam Hjelm, Education and Outreach Coordinator
Brad Jernberg, Business and Operations Manager
Emily Heinz, Planning Coordinator
Tori Philippi, Office Manager

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

2. Setting of Meeting Agenda

The following topics were added to the agenda under New Business: Washington County Commissioner Budget Meeting Date, Audubon Property Acquisition Recognition, 2026 MN Watersheds Conference Attendance.

Manager Hansen moved to approve the agenda as amended. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 5-0.

Manager	Aye	Nay	Absent	Abstain
Ted Hansen	X			
Blake Roberts	X			
Jim Schottmuller	X			

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Dave Bakke	X			
Doug Toavs	X			

3. Consent Agenda

a) **Regular Board Meeting Minutes – September 10, 2026**
b) **East Comfort Pond Project Budget Amendment**
c) **Community Advisory Committee Application – Mike Crepeau**

[6:34 pm]

Manager Toavs moved to approve the consent agenda as presented. Seconded by Manager Hansen. Upon a roll call vote, the motion carried 5-0.

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

4. New Business

a) **Manager Liaison Appointments**

[6:35 pm]

Emily Heinz presented an overview of the Lower St. Croix Watershed Partnership. Policy Committee member duties mainly entail quarterly meeting preparation and attendance.

Manager Toavs indicated he is available to attend the October 26th Policy Committee meeting, and there was general consensus among managers to re-visit the Lower St. Croix delegate appointment position in January.

[7:07 pm]

Manager Bakke moved to appoint Manager Toavs as the delegate to the Lower St. Croix Watershed Partnership Policy Committee meeting on October 26th. Seconded by Manager Hansen. Upon a roll call vote, the motion carried 5-0.

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

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Doug Toavs	X			

Chair Schottmuller adopted the following liaison appointments on recommendation of the Board:

- City of Forest Lake: Manager Schottmuller
- City of Wyoming: Manager Hansen
- City of Scandia: Manager Bakke
- Chisago City: Manager Hansen and Manager Toavs
- Chisago Lake Township: Manager Toavs
- Washington Conservation District: Manager Roberts and Manager Schottmuller
- Chisago Soil and Water Conservation District: Manager Hansen and Manager Toavs
- Personnel: Manager Toavs and Manager Bakke
- Citizen Advisory Committee: All managers rotate on a monthly basis (staff to coordinate rotation schedule)

b) Washington County Commissioner Budget Meeting Date
[7:13 pm]

The District meets annually with the Washington County commissioner assigned to the District's area to review the upcoming year's budget. Generally, all three Washington County appointed CLFLWD board members attend, so it must be noticed as a public meeting. There was consensus to schedule the meeting for Monday, October 19, 4-5pm and to direct staff to post the necessary public meeting notice.

c) Audubon Property Acquisition Recognition
[7:20 pm]

Adam Hjelm reported that the District will hold an event to recognize the District's acquisition of the Shallow Pond property, which was donated by the Audubon Society. The event is scheduled for Friday, October 23 on the Shallow Pond property.

d) 2026 MN Watersheds Conference Attendance
[7:21 pm]

Manager Schottmuller indicated he attended the MN Watersheds conference last year and found it useful as a new manager. Manager Toavs encouraged new managers to attend in order to learn more about watershed districts. Legal Counsel Holtman noted that the District's bylaws require a motion to authorize spending on

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conference registration and lodging. Manager Bakke recommended the managers consider the District's budget constraints when considering conference registration.

Staff was directed to prepare cost estimates and share the tentative conference schedule with managers.

Manager Bakke directed staff to make conference registration and lodging reservations for three board members and four staff members, and to authorize associated spending. Seconded by Manager Hansen. Upon a roll call vote, the motion carried 5-0.

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

e) Draft 2027 Regular Board Meeting Schedule and Calendar
[7:31 pm]

Administrator Kinney noted the Board may approve a schedule similar to past years or consider changes to the regular meeting schedule. Chair Schottmuller recommended the Board meet once per month and consider changing the meeting date to the third Wednesday of the month. Manager Bakke noted the Board added a second monthly regular meeting because meetings were running long. Chair Schottmuller recommended the Board aim to keep meetings within 2 hours by having managers review materials in advance rather than going through page-by-page in the meeting.

Administrator Kinney indicated staff will prepare a revised meeting schedule with one meeting per month on the third Wednesday of the month.

5. Old Business

a) Biennial Professional Service Request for Proposals
[7:37 pm]

Staff recommended managers prioritize the accounting firm decision in order to allow time for accounting software transition before yearend. Staff recommended Abdo for accounting, payroll, and audit services. Mr. Jernberg noted staff checked and confirmed Abdo can provide both audit and accounting services legally and without conflict of interest.

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Manager Toavs moved to authorize the Administrator, on advice of counsel, to enter into professional services agreements for the next biennium with Abdo for audit, accounting, and payroll services. Seconded by Manager Bakke. Upon a roll call vote, the motion carried 5-0.

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

b) State of the Watershed Event Recap
[7:51 pm]

Adam Hjelm presented an overview of the 2026 State of the Watershed event including attendance, expenses, and attendee survey results.

6. Project Update
[7:56 pm]

Administrator Kinney provided updates on projects including Conservation Corps crew assistance, Heath Avenue Iron Enhanced Sand Filter, East Comfort Pond, Bone Lake South Nature Area, and School Lake Agricultural Best Management Practices.

Chair Schottmuller requested that staff prioritize future project updates to focus on major changes, unique circumstances, unexpected issues, schedule delays, and projects in danger of going over budget. He suggested that the Board doesn't need to spend time on project updates if the update is "business as usual."

7. Report of Officers and Managers
[8:02 pm]

Manager Bakke reported that he and Manager Toavs met with Administrator Kinney for his third quarter performance review. Manager Bakke explained he will refine his notes regarding each SMART goal and send them to all managers. He noted the fourth quarter review will be at the end of December or early January, and that he and Chair Schottmuller will conduct the assessment.

Manager Toavs reported the CLFLWD was mentioned in the newspaper.

8. Summary and Approval of Board Direction

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[8:04 pm]

The following board directives were summarized:

- Staff will remind Chair Schottmuller, Manager Bakke, and Manager Roberts, of the Washington County commissioner budget meeting and provide public meeting notice.
- Staff were directed to prioritize future project updates to focus on major changes, unique circumstances, unexpected issues, schedule delays, and projects in danger of going over budget, as opposed to "business as usual" updates.

9. Adjourn

a) Next regular board meeting – October 22, 2026

Manager Hansen moved to adjourn the meeting. Seconded by Manager Roberts. Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 8:07 p.m.

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

Dave Bakke, Secretary _____

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