MEMORANDUM
Comfort Lake-Forest Lake Watershed District

Date: September 28, 2026
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: Summary of Board Direction



District Wide

Background/Purpose:

In 2018 the District added the Summary of Board Direction to its board meeting agendas. The purpose of this item is twofold: to obtain board consensus on any new directives for staff and to track completion of said directives.

The CLFLWD Bylaws outline managers' authority in Article I. 6 as follows.

6. Managers' authority.

a. The president is authorized to speak on behalf of CLFLWD. No other manager may speak on behalf of CLFLWD unless authorized to do so by the Board of Managers.

b. No individual manager may provide direction, instructions or authorization to the administrator or a CLFLWD consultant unless specifically authorized to do so by the Board of Managers or pursuant to the authority that manager possesses as an officer under these bylaws.

c. A manager's request for information that would require more than 30 minutes of the administrator's time must be approved by the board of managers.

d. A manager's request for information from consultants to CLFLWD, other than auditors or legal counsels, must be directed through the administrator.

e. A manager may not request or authorize on behalf of the CLFLWD performance of services by the administrator, a consultant, the auditor or legal counsel unless authorized by action of the Board of Managers, which authorization will extend only to the extent and scope specifically authorized by the Board of Managers, or by direction of the CLFLWD administrator under the administrator's authority as delegated by the Board of Managers.

f. Individual managers cannot bind the CLFLWD to agreements or expenditures, except as may be authorized by the Board of Managers.

Attached
Summary of Board Direction Tracking Table

Updated 11/10/2026

Summary of Board Direction

Comfort Lake-Forest Lake Watershed District

2026					
Reference Number*	Date Given	Direction Given	Notes	Assigned to	Completed/ Resolved?
57	10/22/2026	Manager Hansen requested that staff provide a financial net position report when the District acquires land.	This is done annually as part of the financial audit. The District can request that Abdo run this more frequently as needed, likely billed at Abdo staff's hourly rate.	CLFLWD Staff	Noted
25	4/23/2026	Staff will share with the Board the results of the University of MN lake user survey on Forest Lake.	Survey signage is installed around Forest Lake presently at public access points. Results will be analyzed and reported on at the end of the year/wintertime. Preliminary results from the 2025 survey year are available, but results are inconclusive as there were only 8 responses from FL users - far too few to draw any definitive conclusions.	CLFLWD Staff	In Progress
9	2/12/2026	President Anderson asked that the rule revisions clarify timing to repair erosion control practices and that the District include coordination with the Department of Natural Resources (DNR) on shoreline regulation. Manager Schmaltz indicated the District should be sure to coordinate with municipalities as well.	Staff will meet with DNR on shorelines and municipalities starting in April. Met with City of Forest Lake April 29, City of Scandia May 20, Wyoming in May, DNR May 6, PBWD June 4, Minnehaha WD June 25, CLA Aug 19, BLA Sept 2, FLLA Sept 9, Washington Co Oct 1., Chisago Co Oct 29. Still need to meet with neighboring WD (CARMAR & Rice Creek).	CLFLWD Staff	In Progress

*Completed items are shown in one iteration of this document and subsequently hidden from view. Reference numbers for past items will remain the same moving forward, even as items are addressed and subsequently hidden from view.