

**MEMORANDUM**  
**Comfort Lake-Forest Lake Watershed District**

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**To:** Board of Managers

**Date:** August 28, 2019

**From:** Mike Kinney

**Subject:** October 24<sup>th</sup> Regular Board Meeting

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**Background/Discussion**

Manager Schmaltz has notified staff that he will be unable to attend the regularly scheduled board meeting on Thursday, October 24<sup>th</sup>. As such, the purpose of this agenda item is to allow the Board time to check their schedules and determine if the meeting needs to be moved in order to obtain a quorum.