



## MEMORANDUM

Comfort Lake-Forest Lake Watershed District

**Date:** March 25, 2024  
**To:** CLFLWD Board of Managers  
**From:** Mike Kinney, District Administrator  
**Subject:** 2023 Year in Review, Annual Report, and Progress Report



**District Wide**

### Background/Discussion

The purpose of this agenda item is to provide the Board with copies of three annual reporting documents with varying levels of detail. Our proposed process is:

- March 28<sup>th</sup> meeting: Reports provided in packet so managers can begin reviewing.
- April 11<sup>th</sup> meeting: Staff gives a presentation on the reports and addresses any comments from managers.
- April 25<sup>th</sup> meeting: Board approves reports so that staff can submit them to the State (as required for the Annual Report) by April 29<sup>th</sup>.

The Year in Review is a simple summary of activity from the year, the Annual Report provides the next level of detail, and the Progress Report provides the most detail of the three District-wide yearend summaries. All three reports are hyperlinked at the bottom of this memo.

### Year in Review

This one-page infographic provides the reader with a high-level overview of the District's work in 2023. It is not an exhaustive activity report. It is meant to be easily accessible/easy to read for a wide audience.

### Annual Report

The District is required, per Minnesota Rules Chapter 8410, to complete and submit an annual report to the Board of Water and Soil Resources (BWSR). It must be submitted within 120 days of the end of the calendar year, i.e., by **April 29, 2024**. The draft report is enclosed. This year's Annual Report has undergone some formatting adjustments to be more eye-catching to readers. Managers are encouraged to provide any comments, questions, or requested revisions to staff via email if possible. This will enable staff to compile the feedback and present to the full Board for consideration/discussion.

The audit and water monitoring data are preliminary, pending acceptance of the Audit Report and Water Monitoring Report by the Board. Once the data associated with these items are finalized, and all manager comments are satisfied (if applicable), staff will bring the final draft of the Annual Report to the Board for approval.



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### Progress Report

In 2015, the District began a comprehensive effort to evaluate progress toward the goals and metrics described in the District's 10-Year Watershed Management Plan, resulting in the creation of the District's first annual comprehensive Progress Report in 2016. Each year since then has been a continuous process of improvement in the District's communication about its progress. Those improvements have also resulted in a much larger quantity of content. In total including appendices, the 2016 report was 58 pages long, and the 2021 report was 297 pages long. This has grown into a lot of content for readers to digest on an annual basis. In 2022 the District completed a scaled-back version of the report in the form of the 2022 "Progress Summary." For the year 2023, we will go back to the full-scale "Progress Report." This aligns with the frequency with our State of the Watershed event, which provides an opportunity to showcase the metrics and progress.

### Attached

- 2023 Year in Review
- 2023 Annual Report
- 2023 Progress Report