



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

AGENDA

Tuesday, June 18, 2024

6:00 PM

Council Chambers
Prior Lake City Hall

BOARD OF MANAGERS:

Bruce Loney, President; Frank Boyles, Vice President;

Christian Morkeberg, Treasurer; Ben Burnett, Secretary; Matt Tofanelli, Manager

Note: Individuals with items on the agenda or who wish to speak to the Board are encouraged to be in attendance when the meeting is called to order.

Board Workshop 4:00 PM – *Parkview Conference Room*

- | | | |
|----------------|-----|---|
| 4:00 – 4:40 PM | W.1 | Legal Counsel Role (Chuck Holtman) |
| 4:40 – 5:15 PM | W.2 | Prior Lake Outlet Channel (PLOC) Introduction (Joni Giese) |
| 5:15 – 5:25 PM | W.3 | Watershed Week Update (Danielle Studer) |
| 5:25 – 5:40 PM | W.4 | Administrator Report (Joni Giese) |
| 5:40 – 5:55 PM | W.5 | Liaison Updates |
| | | <ul style="list-style-type: none"> ○ District Partners in Attendance ○ Managers' Summary of other Meetings Attended |

6:00 – 6:02 PM 1.0 **BOARD MEETING CALL TO ORDER & PLEDGE OF ALLEGIANCE**

6:02 – 6:07 PM 2.0 **PUBLIC COMMENT**

If anyone wishes to address the Board of Managers on an item not on the agenda or on the consent agenda, please come forward at this time. Go up to the podium, turn on the microphone and state your name and address. (The Chair may limit your time for commenting.)

6:07 – 6:10 PM 3.0 **APPROVAL OF AGENDA** (Additions/Corrections/Deletions)

6:10 – 6:40 PM 4.0 **OTHER OLD/NEW BUSINESS**

- | | |
|-----|--|
| 4.1 | Programs & Projects Update (Discussion) |
| 4.2 | Draft Website Preview (Discussion) |
| 4.3 | Water Resource Management Plan Goals: Progress Update (Discussion) |

6:40 – 6:50 PM 5.0 **TREASURER'S REPORT**

- | | |
|-----|---|
| 5.1 | Monthly Financial Reports (Discussion Only) |
| | <ul style="list-style-type: none"> • Financial Report • Treasurers Report • Cash Flow Projections • Cost Analysis |

6:50 – 6:55 PM 6.0 CONSENT AGENDA

The consent agenda is considered as one item of business. It consists of routine administrative items or items not requiring discussion. Items can be removed from the consent agenda at the request of the Board member, staff member, or a member of the audience. Please state which item or items you wish to remove for separate discussion.

- 6.1 Meeting Minutes – May 21, 2024, Board Workshop
- 6.2 Meeting Minutes – May 21, 2024, Board Meeting
- 6.3 Meeting Minutes – March 28, 2024, CAC Meeting
- 6.4 Claims List and Bank Purchase Card Expenditures Summary
- 6.5 Sale of Carp Management Program Nets

6:55 – 7:00 PM 7.0 UPCOMING MEETING/EVENT SCHEDULE:

- Joint Board of Managers/CAC Tour and Meeting, Thursday, June 27, 2024, 3:00 – 5:00 pm (tour), 5:00 – 7:00 pm (meeting – Prior Lake Library, Large Meeting Room)
- Board of Managers Workshop, Tuesday, July 16, 2024, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, July 16, 2024, 6:00 pm (Prior Lake City Hall – Council Chambers)
- CAC Meeting, Thursday, July 25, 2024, 6:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)

7:00 PM 8.0 ADJOURNMENT

JUNE 2024 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<p>Upper Watershed Projects</p> <p>Buck Stream Stabilization, Spring West IESF, MB CD-13 IESF, Swamp IESF, Fish Lake Mgmt Plan, Sutton IESF, Swamp IESF, Buck Chemical Treatment, Potential Flood Storage Projects</p> <p><i>Project Lead: Emily</i></p>	<p>Buck Stream Stabilization</p> <ul style="list-style-type: none"> Continued contract drafting with Smith Partners, landowners and SWCD. Signed cost share application to SWCD. Reviewed final plans. Began necessary permit applications. Held coordination meeting. <p>Spring Lake West IESF</p> <ul style="list-style-type: none"> Planned monitoring after outlet replacement. <p>MB CD-13 IESF</p> <ul style="list-style-type: none"> Attempted to contact landowner. <p>Swamp IESF</p> <ul style="list-style-type: none"> Obtained landowner signature on easement and recorded on deed. Discussed WBIF allotments. Met with BWSR to discuss other available grant funds <p>Fish Lake Management Plan (FLMP)</p> <ul style="list-style-type: none"> Coordinated with consultants and SWCD to scope 200 St Pond improvements. Coordinated with SWCD on shoreline restoration campaign. Discussed allotment of WBIF funds to FLMP projects. Discussed Lakeridge Stormwater study. <p>Potential Flood Storage Projects</p> <ul style="list-style-type: none"> SWCD and EOR scopes amended for initial Project 10 investigation. 	<p>Buck Stream Stabilization</p> <ul style="list-style-type: none"> Continue to draft agreements. Submit permits and finalize plans. Begin bidding process in ~June/July. Construction slated for August-Fall. <p>Spring Lake West IESF</p> <ul style="list-style-type: none"> Monitor two rain events during summer. Assess ideal and feasible IESF or BMP for implementation. <p>MB CD-13 IESF</p> <ul style="list-style-type: none"> Understand landowner willingness to proceed in investigation. <p>Swamp IESF</p> <ul style="list-style-type: none"> Obtain grant funds. Develop Scope of Work for project implementation. <p>Fish Lake Management Plan</p> <ul style="list-style-type: none"> Understand landowner willingness to develop implementation steps. Obtain grant funds. Meet with landowners. Develop budget and scope for feasible projects/studies. <p>Potential Flood Storage Projects</p> <ul style="list-style-type: none"> Conduct preliminary investigation on Project 10.
<p>Carp Management</p> <p><i>Rough Fish Management (Class 611)</i></p> <p><i>Project Lead: Jeff</i></p>	<ul style="list-style-type: none"> Tagged approx. 700 total carp as part of mark and recapture study on Upper Prior Lake. Removed ~300 pounds of carp from Spring Lake and connecting channels 	<ul style="list-style-type: none"> Complete repairs on Freemont barrier in 2024 as weather allows. Collaborate with SMSC on carp management. Continue mark and recapture study on Upper Prior Lake. Continue removal efforts on Spring Lake

JUNE 2024 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Ferric Chloride System Operations <i>Project Lead: Jeff and Emily</i>	<ul style="list-style-type: none"> Refilled ferric chloride tank EOR and District staff completed bathymetric survey of Geis wetland. Continue weekly sampling routine. Working with EOR on Geis wetland and desilt outlet work orders. EOR took second jar test sample to advance dosing review and alternate chemicals study. 	<ul style="list-style-type: none"> Install new tank level sensor. Continue to review and finalize elements of the system assessment reports. Evaluate desilt outlet and Geis wetland improvements.
Farmer-Led Council <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> Continued coordination with Scott SWCD. 	<ul style="list-style-type: none"> Continue to support and review FLC projects.
Cost Share Incentives <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> Provided feedback on potential cost share projects. Coordinated on Fish Lake shoreline restoration focus area with extra Fish Lake project funds. 	<ul style="list-style-type: none"> Review cost share applications with Scott SWCD as needed. Present non-traditional cost share project types for Board approval as applicable.
Sutton Lake Outlet and Lake Management Plan <i>Project Lead: Emily</i>	Lake Management Plan <ul style="list-style-type: none"> Organized one fall 2024 drone. 	Lake Management Plan <ul style="list-style-type: none"> Plan landowner communications in summer.
Website and Media <i>Project Lead: Danielle</i>	Social Media <ul style="list-style-type: none"> Continued updating Facebook and Instagram about projects & news: Watershed Week events (3), Shoreline Restoration Workshop, monitoring work Respond to comments and messages as needed Website <ul style="list-style-type: none"> Refining website maps, Outreach pages revisions. 	Social Media <ul style="list-style-type: none"> Continued updating Facebook and Instagram about spring/early summer precipitation, Watershed Week advertising, Reel Cool Fishing School, Starry Trek volunteer request, District activities as relevant Respond to comments and messages as needed Website <ul style="list-style-type: none"> Advertise and reflect on summer events Update as needed Write articles as needed Articles <ul style="list-style-type: none"> Submit Fall Scene article
Citizen Advisory Committee <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> May CAC meeting Plan joint meeting and tour Create CAC sign-ups page for summer outreach activities 	<ul style="list-style-type: none"> Keep CAC informed on upcoming education and outreach events and volunteer opportunities. Prep and hold June joint meeting and tour.

JUNE 2024 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Education Program <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> • See Website and Media section. • Plan and coordinate with 3 Rivers Park District for Watershed Week “wellness walk”. • Plan and coordinate with Great Scott Cycling for Bike the Watershed. Visit site and choose route. • Coordinate with volunteers for CAMP sampling pick-up. • Put together district swag bag for an elementary school City Hall tour. • Start coordinating Starry Trek 	<ul style="list-style-type: none"> • See website and media section. • Advertise, Prepare “talks”, and hold Watershed Week • Design educational signs for Watershed Week walk/hike. • Prepare watershed scavenger hunt for Watershed Week • Host aquatic vegetation station at “Reel Cool Fishing School”
Monitoring Program <i>Project Lead: Jeff and Zach</i>	<ul style="list-style-type: none"> • Corrected erroneous data in WISKI • Conducted bi-weekly stream and Swamp Lake monitoring regime. • Collected stream flow measurements. 	<ul style="list-style-type: none"> • Finalize mapping report on historic monitoring site locations and analysis. • Continue QA/QC in WISKI. • Begin uploading historic data from WQDB to WISKI • Conduct Biobase surveys.
Aquatic Vegetation Management and Surveys <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> • Responded to resident questions on aquatic plant management. 	<ul style="list-style-type: none"> • Review post treatment assessments.
AIS <i>Project Lead: Jeff and Zach</i>	<ul style="list-style-type: none"> • Began lease agreement with DNR for CD3 station • Coordination between Waterfront Restoration and DNR on inspection coverage, trainings, and violations. 	<ul style="list-style-type: none"> • Continue coordinating with DNR on CD3 station installation agreement. • Coordinate with DNR and Waterfront Restorations on boat inspection coverage.
Rules Revisions <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> • No activity this month. 	<ul style="list-style-type: none"> • Finalize City of Prior Lake equivalency MOA. • Finalize City of Savage interim equivalency agreement. • Continue working with Scott County to finalize equivalency MOA and review Scott County rule updates to confirm equivalency.
BMPs & Easements <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> • Finished encroachment agreement template and updated easement amendment policy to incorporate encroachment agreements. • Working to obtain conservation easement on a new development parcel in Savage. • Met with Scott SWCD to start preparing first encroachment agreement. • Held coordination meeting with SWCD. 	<ul style="list-style-type: none"> • Wrap up work on outstanding issues associated with: <ul style="list-style-type: none"> ○ Development Agreement and Conservation Easement establishment process and document templates. ○ Implement first encroachment agreements. • Work to resolve outstanding easement violations.

JUNE 2024 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Permitting <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Coordinated with City of Prior Lake and SWCD on Permit 24.01. Attended preconstruction meeting for Permit 24.01. Held meeting with DNR to discuss outstanding permit application comments. Provided permit review comments to LGU partners on two projects (one in Prior Lake and one in Spring Lake Township). Performed construction inspections on Permit 23.02. 	<ul style="list-style-type: none"> Work with City of Prior to get all conditions met on Permit 24.01 and issue permit. Continue construction inspections. Continue to close out old permits. Continue to provide permit review comments to LGU partners.
Planning Activities <i>Project Lead: Joni and Emily</i>	<ul style="list-style-type: none"> Noticed plan review authorities and partners of adopted Water Resources Management Plan amendment. Met with BWSR to discuss upcoming grant opportunities. Provided preliminary response to Scott County regarding upcoming proposed Comprehensive Plan amendment. Provided comments to City of Prior Lake on Parks Plan update. 	<ul style="list-style-type: none"> Print Water Resources Management Plan amendment and circulate to requested parties. Provide formal comments to the proposed Scott County Comprehensive Plan amendment. Schedule meeting with City of Prior Lake regarding potential partnerships associated with Parks Plan.
Outlet Channel Projects and Administration <i>Project Lead: Emily/Jeff</i>	<ul style="list-style-type: none"> Conducted outlet channel inspections Worked on fall woody invasives contracting. Held PLOC Cooperators meeting May 30th. Lobbied LCCMR committee for pipelining project. Discussed low flow gate analysis. 	<ul style="list-style-type: none"> Pipelining construction expected to occur in winter 2024/2025 if MPCA funding awarded. Refine 2025 draft budget.
General Administration <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Continued to participate and learn more about potential Scott County coordinated benefits plan. 	<ul style="list-style-type: none"> Update remainder of personnel policy in 2024. Address outstanding encroachment issue related to a District owned parcel.

**Subject |** Draft Website Preview**Board Meeting Date |** June 18, 2024**Item No:** 4.2**Prepared By |** Patty Dronen, Administrative Assistant**Attachments |** None**Proposed Action |** No action requested. Discussion only.

Background

In 2022, it was determined that the District's website was outdated, making it difficult for staff to maintain, and therefore, not serving the needs of District residents as well as it could. The 2023 budget included funds to retain a consultant to assist the District in refreshing the website, both in appearance and staff ease of use. Due to consultant availability, work on the website refresh did not start until fall of 2023.

Discussion

Staff and the consultant have been making steady progress on the website refresh. Staff believes the content on the new website is at a point where the District should be able to switch over to the new website in early July.

The intent of this agenda item is to provide a preview of the draft website to the managers and to receive any final comments prior to switching over to the updated website.

PLSLWD Board Staff Report

June 10, 2024


**PRIOR LAKE
SPRING LAKE
WATERSHED DISTRICT**
Subject | Water Resources Management Plan Goals: Progress Update

Board Meeting Date | June 18, 2024

Item No: 4.3

Prepared By | Emily Dick

Attachments | None

Proposed Action | Discussion only.

Background

Minnesota Rule 8410.0150 states that biannually Districts must provide a formal evaluation of progress toward Water Resource Management Plan goals in their Annual Report submitted to BWSR and the DNR. Evaluation of progress is measured by the “Outcomes & Measures Dashboards” included in the 2020-2030 Water Resources Management Plan as Appendix M.

The Outcomes and Measures Dashboard can be a helpful tool in assessing progress and establishing priorities in the budgeting process.

Discussion

In order to inform the budget preparation process, staff will provide an overview of District progress according to the “Outcomes & Measures Dashboards,” as well as provide additional background and context for District work.

The intent of this review is to provide a primer for future Board discussions and decisions on priorities to be included in the 2025 budget. The discussion will focus on how well the current programs and projects are serving the District and to identify potential areas the District should consider for addition or removal from the 2025 budget.

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT
Financial Report - Cash Basis
January 1, 2024 Through May 31, 2024

Reflects bills paid through May 31, 2024

Program Element	2024 Source of Funds					2024 Actual Results		
	2024 Levy	Budget Reserve	Grant Funds/Fees	Budget Adjustment	2024 Budget	May 2024	YTD	YTD % of Budget
General Fund (Administration)								
Revenues								
Property Taxes	\$ 252,000	\$ -	\$ -		\$ 252,000	\$ -	\$ -	0%
Interest	-	-	9,000		9,000	-	2,753	31%
Total Revenues	\$ 252,000	\$ -	\$ 9,000	\$ -	\$ 261,000	-	2,753	1%
Expenditures								
Administrative Salaries and Benefits	\$ 145,000	\$ -	\$ -		\$ 145,000	8,615	52,698	36%
703 - Telephone, Internet & IT Support	7,000	-	9,000		16,000	882	5,240	33%
702 - Rent	27,500	-	-		27,500	1,752	13,687	50%
706 - Office Supplies	8,000	-	-		8,000	341	1,872	23%
709 - Insurance and Bonds	13,000	-	-		13,000	12,723	12,723	98%
670 - Accounting	33,500	-	-		33,500	3,115	12,186	36%
671 - Audit	10,500	-	-		10,500	3,000	10,500	100%
903 - Fees, Dues, and Subscriptions	1,500	-	-		1,500	0	1,155	77%
660 - Legal (not for projects)	6,000	-	-		6,000	645	1,969	33%
General Fund (Administration) Expenditures	\$ 252,000	\$ -	\$ 9,000		\$ 261,000	31,073	112,031	43%
Net Change in General Fund	-	-	-	-	-	(31,073)	(109,278)	

Draft amounts subject to change during audit preparation

No assurance provided on these financial statements

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT
Financial Report - Cash Basis
January 1, 2024 Through May 31, 2024

Reflects bills paid through May 31, 2024

							Reflects bills paid through May 31, 2024		
Program Element		2024 Source of Funds					2024 Actual Results		
		2024 Levy	Budget Reserve	Funds/Fees	Budget Adjustment	2024 Budget	May 2024	YTD	YTD % of Budget
	Implementation Fund								
	Revenues								
	Property Taxes	\$ 1,697,000	\$ -	\$ -		\$ 1,697,000	-	-	0%
	Grants/Fees	-	-	34,000		34,000	-	45,935	135%
	Interest	-	-	61,000		61,000	5,947	42,755	70%
	Sales/Other	-	-	-		-	965	3,537	#DIV/0!
	Budget Reserves	-	\$ 468,500	-	54,856	523,356	-	-	0%
	Total Revenues	\$ 1,697,000	\$ 468,500	\$ 95,000	\$ 54,856	\$ 2,315,356	6,912	92,227	4%
	Expenditures								
	Program Salaries and Benefits (not JPA/MOA)	\$ 490,500	\$ -	\$ -	\$ (5,000)	\$ 485,500	35,603	174,599	36%
Water Qual	550 Public Infrastructure Partnership Projects	\$ -	\$ -	\$ -	\$ -	\$ -	-		#DIV/0!
Water Qual	611 Farmer-led Council	55,000	-	-		55,000	-	1,050	2%
Water Qual	611 Cost-Share Incentives	68,000	-	-		68,000	50	69	0%
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	244,000	-	61,000		305,000	9,846	11,160	4%
Water Qual	611 Carp Management	96,500	-	-		96,500	3,788	5,493	6%
Water Qual	611 Spring Lake Demonstration Project Maintenance	1,200	-	-		1,200	-	-	0%
Water Qual	611 Alum Internal Loading Reserve	230,000	-	-	-	230,000	-	-	0%
Water Qual	611 Fish Stocking	2,000	-	-		2,000	-	2,500	125%
Water Qual	637 District Monitoring Program	84,500	-	-		84,500	3,213	10,072	12%
Water Qual	626 Planning and Program Development	27,500	-	-		27,500	624	11,338	41%
Water Qual	626 LGU Plan Review	-	4,000	-		4,000	-	-	0%
Water Qual	626 Engineering not for programs	20,000	-	-		20,000	2,355	6,879	34%
Water Qual	648 Permitting and Compliance	57,000	-	5,000		62,000	1,856	9,437	15%
Water Qual	648 Update MOAs with cities & county	-	5,000	-		5,000	-	-	0%
Water Qual	648 BMP and easement inventory & inspections	25,000	-	2,000	20,875	47,875	549	3,618	8%
Water Qual	626 Upper Watershed Projects	194,000	442,000	-	-	636,000	14,741	29,523	5%
Water Qual	626 District Plan Update	-	2,500	-		2,500	-	-	0%
	WQ TOTAL	\$ 1,104,700	\$ 453,500	\$ 68,000	\$ 20,875	\$ 1,647,075	37,021	91,140	6%
Water Storage	550 District-wide Hydraulic & Hydrologic model	\$ 5,000	\$ -	\$ -		\$ 5,000	-	-	0%
Water Storage	626 Comprehensive Wetland Plan Update	35,500	-	-		35,500	-	-	0%
	WS TOTAL	\$ 40,500	\$ -	\$ -	\$ -	\$ 40,500	-	-	0%
AIS	611 Aquatic Vegetation Mgmt	2,000	-	\$ 12,000	\$ 3,500	\$ 17,500	-	-	0%
AIS	637 Automated Vegetation Monitoring (BioBase)	\$ 1,300	-	-		1,300	-	-	0%
AIS	637 Aquatic Vegetation Surveys	15,500	-	-	(3,500)	12,000	-	-	0%
AIS	637 Boat inspections on Spring, Upper & Lower Prior	19,000	-	15,000	-	34,000	-	-	0%
	AIS TOTAL	37,800	-	27,000	-	64,800	-	-	0%
Ed & Out	652 Education and Outreach Program	\$ 23,500	\$ 15,000	\$ -		\$ 38,500	11,129	15,650	41%
	E&O TOTAL	\$ 23,500	\$ 15,000	\$ -	\$ -	\$ 38,500	\$ 11,129	\$ 15,650	41%
	PLOC Contribution		\$ -	\$ -	\$ 38,981	\$ 38,981	-	38,981	100%
	Debt Payment Reserve		-	-		-	-	-	#DIV/0!
	Total Implementation Fund	\$ 1,697,000	\$ 468,500	\$ 95,000	\$ 54,856	\$ 2,315,356	83,753	320,370	14%
	Net Change in Fund Balance Implementation Fund	-	-	-	-	-	(76,841)	(228,143)	
	Grant Funds/Fees Anticipated								
	Interest Income (general fund & Implementation fund)			\$ 70,000	\$ 70,000				
	648 New Easement Acquisition Fees			5,000	5,000				
Water Qual	648 Easement amendment/violations fees			2,000	2,000				
AIS	611 Aquatic Vegetation Mgmt. (Scott County)			27,000	27,000				
	Total Grant Funds/Fees Anticipated			\$ 104,000	\$ 104,000				

Budget Summary		Budget				2023 Actual Results		
Fund Sources/Fund Expenditures		2024 Levy	Reserves	Grants/Rev	Amendments	Budget Total	2023 Levy	Levy Increase % Increase
General Fund		\$ 252,000		\$ 9,000	\$ -	\$ 261,000	249,200	
Implementation Fund		\$ 1,697,000	\$ 468,500	\$ 95,000	\$ -	\$ 2,260,500	1,670,736	
Total Fund Sources		\$ 1,949,000	\$ 468,500	\$ 104,000	\$ -	\$ 2,521,500	1,919,936	\$ 29,064 1.5%
Expenditures								
General Fund						261,000		
Implementation Fund						2,315,356		
Total Expenditures						2,576,356		

Fund Balance Commitments/Assingments		2024 (Budget)				
		12-31-23 Bal	Additions	Reductions	Amendments	12-31-24 Bal
	611 Alum Internal Loading Reserve	\$ 700,000	\$ 230,000	\$ -	\$ -	\$ 930,000
	626 Upper Watershed Projects	\$ 442,000	\$ 194,000	\$ (636,000)	\$ -	\$ -
	Debt Payment Reserve	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000
		\$ 1,322,000	\$ 424,000	\$ (636,000)	\$ -	\$ 1,110,000

Draft amounts subject to change during audit preparation

No assurance provided on these financial statements

PLSLWD Monthly Treasurers Report

Treasurer: Christian Morkeberg

Account balances as of 05/31/24

4M Fund (Checking Account)	\$	1,257,936
4M Fixed Income	\$	1,898,850
Total Uncleared Transactions	\$	-
SUBTOTAL	\$	3,156,786

RESTRICTED/COMMITTED FUNDS

Restricted - Permit Deposits, etc. (350 & 360)	\$	128,302
Restricted - PLOC Contingency Reserve (850)	\$	261,863
Restricted - PLOC O&M Funds (830)	\$	191,335
Committed - Alum Internal Loading Reserve	\$	700,000
Committed - Upper Watershed Fund Balance	\$	442,000
Committed - Debt Payment	\$	180,000
TOTAL DISTRICT/PLOC RESTRICTED OBLIGATIONS	\$	1,903,500

Available cash at end of May 2024	\$	1,253,286
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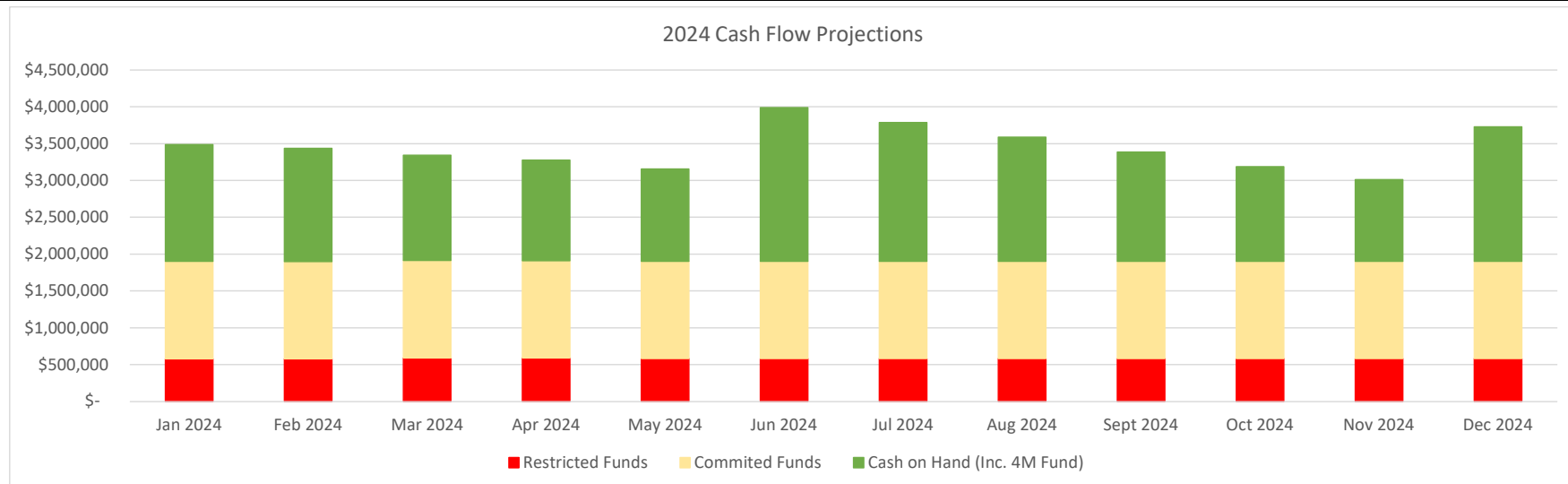
50.7% of 2024 Budget

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Cash Flow Chart

Month (End of Month)	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024
Restricted Funds	\$ 578,864	\$ 577,392	\$ 589,581	\$ 588,529	\$ 581,500	\$ 581,500	\$ 581,500	\$ 581,500	\$ 581,500	\$ 581,500	\$ 581,500	\$ 581,500
Committed Funds	\$ 1,322,000	\$ 1,322,000	\$ 1,322,000	\$ 1,322,000	\$ 1,322,000	\$ 1,322,000	\$ 1,322,000	\$ 1,322,000	\$ 1,322,000	\$ 1,322,000	\$ 1,322,000	\$ 1,322,000
Cash on Hand (Inc. 4M Fund)	\$ 1,585,239	\$ 1,536,801	\$ 1,432,197	\$ 1,364,578	\$ 1,253,286	\$ 2,085,499	\$ 1,884,742	\$ 1,683,986	\$ 1,483,228	\$ 1,282,470	\$ 1,108,714	\$ 1,823,987
Total Cash on Hand	\$ 3,486,103	\$ 3,436,193	\$ 3,343,778	\$ 3,275,107	\$ 3,156,786	\$ 3,988,999	\$ 3,788,242	\$ 3,587,486	\$ 3,386,728	\$ 3,185,970	\$ 3,012,214	\$ 3,727,487



Draft Amounts subject to change during audit preparation

No assurance is provided on these financial statements

PLSL Watershed District

Starting cash on hand

Cash Minimum Balance Alert \$ 150,000

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Total
Cash on hand (beginning of month)	\$ 3,659,456	\$ 3,486,103	\$ 3,436,193	\$ 3,343,778	\$ 3,275,107	\$ 3,156,786	\$ 3,988,999	\$ 3,788,242	\$ 3,587,486	\$ 3,386,728	\$ 3,185,970	\$ 3,012,214	

Cash Receipts

Property Tax Levy	\$ 7,050	\$ -	\$ -	\$ -	\$ -	\$ 1,032,970	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 916,030	\$ 1,956,050
BWSR WBIF	-	41,403	-	-	-	-	-	-	-	-	-	-	41,403
Grants - Other	500	4,000	-	-	-	-	-	-	-	-	27,000	-	31,500
PLOC Contributions	-	-	39,513	4,209	-	-	-	-	-	-	-	-	43,722
Interest Income	8,465	7,661	7,714	19,084	5,947	5,833	5,833	5,833	5,833	5,833	5,833	5,833	89,704
Other Receipts	-	532	-	2,072	2,223	875	875	875	875	875	875	875	10,952
Total Cash Receipts	\$ 16,015	\$ 53,596	\$ 47,227	\$ 25,365	\$ 8,170	\$ 1,039,678	\$ 6,708	\$ 6,708	\$ 6,708	\$ 6,708	\$ 33,708	\$ 922,738	\$ 2,173,331
Total Cash Available	\$ 3,675,471	\$ 3,539,699	\$ 3,483,420	\$ 3,369,143	\$ 3,283,277	\$ 4,196,464	\$ 3,995,707	\$ 3,794,951	\$ 3,594,194	\$ 3,393,436	\$ 3,219,679	\$ 3,934,952	

Cash Paid Out

Salaries and Per Diems	\$ 45,745	\$ 44,115	\$ 46,065	\$ 47,154	\$ 44,217	\$ 52,958	\$ 52,958	\$ 52,958	\$ 52,958	\$ 52,958	\$ 52,958	\$ 52,958	\$ 598,004
Office Expense, Audit, Accounting	13,490	6,217	19,515	8,222	17,177	9,667	9,667	9,667	9,667	9,667	9,667	9,667	132,287
PLSLWSD Program Costs	64,371	48,137	25,511	32,319	58,068	132,778	132,778	132,778	132,778	132,778	132,777	132,777	1,157,851
PLOC Contribution			38,981		-	-							38,981
PLOC Operations	3,565	5,037	9,570	6,341	7,029	12,062	12,062	12,062	12,063	12,063	12,063	12,063	115,980
Debt Service													
Other Disbursements	\$ 62,197												\$ 62,197
Subtotal	\$ 189,368	\$ 103,506	\$ 139,642	\$ 94,036	\$ 126,491	\$ 207,465	\$ 207,465	\$ 207,465	\$ 207,466	\$ 207,466	\$ 207,465	\$ 207,465	\$ 2,043,103
Cash on Hand (end of month)	\$ 3,486,103	\$ 3,436,193	\$ 3,343,778	\$ 3,275,107	\$ 3,156,786	\$ 3,988,999	\$ 3,788,242	\$ 3,587,486	\$ 3,386,728	\$ 3,185,970	\$ 3,012,214	\$ 3,727,487	

Draft amounts subject to change during audit

No assurance is provided on these financial statements

PLSLWD
Cost Analysis
Year to Date 05/31/2024

	<u>Year to Date 05/31/2024</u>	
	Amount	% of total
<u>Program staff costs</u>	<u>174,599</u>	40.4%
<u>Consultants</u>		
EOR	46,998	
WSB & Associates	4,261	
RMB Environmental Labs	5,103	
HDR Engineering Inc.	14,251	
	<u>70,612</u>	16.3%
Hard costs, exclusive of prog staff & consultant costs	36,177	
	<u>36,177</u>	8.4%
<u>Overhead and Administration</u>		
Staff costs	52,698	
Audit/Accounting/Legal	24,655	
Other admin overhead	30,462	
IT Support (Rymark)	4,216	
	<u>112,031</u>	25.9%
<u>Bonds payments</u>	<u>-</u>	0.0%
<u>PLOC Contribution</u>	<u>38,981</u>	9.0%
Expenses excluding PLOC expenses per manager report	<u><u>432,401</u></u>	100.0%

No assurance is provided on this statement.

This statement omits required disclosures.

This statement is prepared on the cash basis of accounting.

Draft amounts subject to change during audit preparation

No assurance provided on this statement.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

WORKSHOP MEETING MINUTES

Tuesday, May 21, 2024

Prior Lake City Hall

4:00 PM

Members Present:

Bruce Loney, Frank Boyles, Ben Burnett, Christian Morkeberg,
Matt Tofanelli

Staff & Consultants Present:

Joni Giese, District Administrator
Emily Dick, Water Resources Project Manager
Carl Almer, District Engineer, EOR

Others Present:

Jim Fitzsimmons, Scott SWCD
Wes Steffens, Spring Lake Association
Dick Schirber, Citizen Advisory Committee
Lisa Quinn, Spring Lake Township

The meeting was called to order at 4:00 PM.

Potential Partnership Opportunities with SMSC

As a part of the District's plan amendment and the Lower Minnesota One Watershed One Plan drafting, Shakopee Mdewakanton Sioux Community (SMSC) submitted some comments asking for coordination and efforts on Pike and Arctic Lakes. District Administrator gave a brief presentation of the current status of these lakes, and their presence in the District's Water Resource Management Plan. District Staff will begin additional coordination with SMSC staff in these areas.

New Easements: Sign Installation

Administrator Giese introduced the topic of conservation easement sign installation. Currently, new easement landowners associated with lot splits are requesting the service of installing the easement signs for a fee. The District does not currently offer this service. Scott SWCD would potentially be able to do this installation if time, cost and equipment were accounted for. Several pros and cons of providing sign installation services were discussed. Managers were in favor of providing this service contingent on legal counsel reviewing and providing input.

Joint Board of Managers & CAC Meeting Planning

Project Manager, Emily Dick, presented an outline of the annual Joint Board and CAC meeting. The primary focus of the meeting will be budgetary priorities. Discussion was held on other desired agenda topics.

PLOC Pipelining: Funding Status Update

Project Manager, Emily Dick, presented an update on the funding requests for the PLOC pipelining project. The Board discussed potential pathways should none of the pending funding requests be successful. Staff proposed that if funding requests in July are not successful, that the Board consider preparing self-funding options.

Amendment of the Easement Amendment Policy

Administrator Giese briefed the Board on how the District currently makes changes to easements. Currently the Easement Amendment Policy does not include an option of using an encroachment agreement versus an easement amendment. An encroachment agreement allows the District to allow temporary violations to easements for specific reasons. It is proposed to add the option of, and approach for using, encroachment agreements to the easement amendment policy. This policy amendment will be voted on at the Board meeting following.

Liaison UpdatesDistrict Partner Reports

- *Spring Lake Association*- Annual meeting presentation by PLSLWD was appreciated. SLA and PLSLWD are coordinating on Curlyleaf pondweed surveying and treatment. Lake Map/Need to Know handout provided to boat ramp inspectors. A lake map/Need to Know poster will be installed at the boat ramp. DNR floating dock is installed. Spring Lake Regional Park will have grand opening on June 28th. Dive the Lake event has been challenging to coordinate with liability risk.
- *Scott SWCD*- Buck stream project is going forward with \$75,000 of cost share from Scott SWCD. Krueger dairy projects on going. Technical assistance to 16 landowners and 61 requests for cost share. Installing easement signs and addressing high priority violations.
- *Spring Lake Township*- Partner on WBIF process and brought forward three proposed projects, Raymond Park Water Quality Structure Feasibility Study proposal was accepted.
- *Citizen Advisory Committee*- None.

Manager Liaison Reports

- *CAC*- Meeting coming up on Thursday.
- *Scott SWCD*- None.
- *Lower Minnesota Watershed District*- Discussed One Watershed One Plan and are also likely not adopting the plan.
- *Sand Creek Township*- None.
- *Spring Lake Township*- None.
- *Scott WMO*- Starting a cost share pilot with LGUs who need funding support.
- *Shakopee*- None.
- *SCALE*- Cyber security discussion. Request for cyber security discussion at a future board meeting.

- *Scott County-* None.
- *Metro Watersheds-* None.
- *PLOC Cooperators-* None.
- *Farmer-Led Council-* None.

Administrator Report

- MN Watersheds Summer Tour is held in the metro this year, which will have one day of built project touring. The District would cover the \$125 fee.
- SCALE is funding a committee to investigate whether a shared benefit program between Scott County, Cities and Watershed District would be cost effective and desirable. Initially it does not appear to be beneficial for the District.
- City of Prior Lake annual lease renewal is in the Board packet. This will be year 3 of 4 available renewals. Administrator Giese met with Manager Wedel to discuss improvements. Remote attendance in Council Chambers was not cost feasible at this time. Cost of the sign for the Watershed District office will be shared with Prior Lake. Due diligence on the rental market is expected as we get later in our contract period.
- Logistics of installing the CD3 AIS removal station at the Sand Point boat ramp are being worked out with DNR.
- Additional assessment on Geis wetland and the outlet of the desilt pond will add to the Ferric Chloride improvements.
- Website updates will be presented next meeting.
- A meeting with League of Women's Voters occurred last month to provide information on District mission and operations.

Respectfully Submitted,
Emily Dick
5/21/2024



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

REGULAR MEETING MINUTES

Tuesday, May 21, 2024

Prior Lake City Hall

6:00 PM

Members Present:

Bruce Loney, Christian Morkeberg, Frank Boyles,
Matt Tofanelli, Ben Burnett

Staff & Consultants Present:

Joni Giese, District Administrator
Jeff Anderson, Water Resources Coordinator
Emily Dick, Water Resources Project Manager
Carl Almer, EOR, District Engineer

Others Present:

Lisa Quinn, Spring Lake Township
Wesley Steffen, Spring Lake Association
Andy Berg and Alex Trippel from ABDO

• **1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE:**

The meeting was called to order by President Loney at 6:01. Everyone present recited the Pledge of Allegiance.

• **2.0 PUBLIC COMMENT**

None

• **PUBLIC MEETING – Water Resources Management Plan Amendment**

- Emily Dick presented the amendment
- Motion to open the public meeting by Manager Boyles, 2nd by Manager Burnett, passed 5-0
- No comments were received.
- Motion to close the public meeting by Manager Burnett, 2nd by Manager Boyles, passed 5-0

• **3.0 APPROVAL OF AGENDA**

- Motion to approve agenda by Manager Boyles, 2nd by Manager Burnett, passed 5-0

- **4.0 OTHER OLD/NEW BUSINESS**

- **4.1 Programs & Projects Update**

- Jeff Anderson and Emily Dick provided a report of the many activities and project updates from the preceding month.
 - In response to a question of how long it takes to see rain effects on lake levels, the answer was that levels will start to rise immediately and will slowly continue to rise for 1-2 weeks as water flows in from across the watershed.

- **4.2 2023 Annual Financial Audit: Andy Berg, ABDO**

- Andy Berg from ABDOO , presented the audit report.
 - Motion to accept the 2023 Executive Governance Summary and 2023 Annual Financial Report and authorize staff to submit to BWSR and the State Auditor's Office by Manager Boyles; 2nd by Manager Morkeberg; passed 5-0.

- **4.3 Swamp Lake Iron Enhanced Sand Filter Easement Approval**

- Emily Dick presented this item.
 - Motion to approve the Swamp Iron Enhanced Sand Filter Easement Agreement by Manager Morkeberg; 2nd by Manager Boyles; passed 5-0.

- **4.4 Amendment of the Easement Amendment Policy**

- Administrator Giese presented this item.
 - Motion to approve the amendments to the Easement Amendment Policy by Manager Burnett; 2nd by Manager Tofanelli; passed 5-0.

- **4.5 Water Resources Management Plan Amendment Approval**

- Held the public hearing at the start of the meeting with no comments.
 - Motion to approve the plan amendment to the 2020-2030 PLSLWD Water Resources Management Plan, with changes noted as attached by Manager Tofanelli; 2nd by Manager Morkeberg; passed 5-0.

- **5.0 TREASURER'S REPORT**

Treasurer Morkeberg summarized the financial information contained in the packet including:

- **5.1 Monthly Financial Reports**

- Financial Report
 - Treasurers Report
 - Cash Flow Projections
 - Cost Analysis

- **6.0 CONSENT AGENDA**

- 6.1 Meeting Minutes – April 16, 2024, Board Workshop
 - 6.2 Meeting Minutes – April 16, 2024, Board Meeting
 - 6.3 Claims List and Bank Purchase Card Expenditures Summary
 - 6.4 General Governance Policies Amendment
 - 6.5 City of Prior Lake Office Space Lease Agreement Renewal

6.6 Resolution 24-381: Amending the 2024 Budget to Reclass Funds in the 509-Implementation Fund, from 637-Aquatic Vegetation Surveys to 611-Aquatic Vegetation Management

6.7 Resolution 24-382: Amending the 2024 Budget, 509-Implementation Fund, 648 – BMP and Easements Inventory & Inspections

~~6.8 Ferric Chloride Site Improvements Scope of Services~~ **Removed from consent**

- Motion to approve consent agenda (6.1 to 6.7) by Manager Morkeberg; 2nd by Manager Tofanelli; passed 5-0.
- President Lonny asked to remove 6.8 from the consent agenda, to get a clarification.
- Motion to approve the Ferric Chloride Site Improvements Scope of Services (6.8) by Manager Tofanelli; 2nd by Manager Burnett; passed 5-0.

• **7.0 UPCOMING MEETING/EVENT SCHEDULE:**

- PLOC Cooperators Meeting, Thursday, May 30, 2024, 12:00 pm (Prior Lake City Hall – Parkview Conference Room)
- CAC Meeting, Thursday, May 30, 2024, 6:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)
- Board of Managers Workshop, Tuesday, June 18, 2024, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, June 18, 2024, 6:00 pm (Prior Lake City Hall – Council Chambers)
- Joint Board of Managers/CAC Tour and Meeting, Thursday, June 27, 2024, 3:00 – 5:00 pm (tour), 5:00 – 7:00 pm (meeting) (Location TBD)

• **8.0 ADJOURNMENT**

- Motion to adjourn by Manager Burnett; 2nd by Manager Morkeberg; passed 5-0.
- Meeting adjourned at 6:51 pm.

Respectfully Submitted,
Ben Burnett, PLSLWD Secretary, 6/11/24



CAC Meeting Minutes

Thursday March 28, 2024

6:00 – 7:30 PM

Attendees:

CAC Members: 7 of 8 members present = 88% ($\geq 50\%$)

- ☒ Loren Hanson
- ☒ Maureen Reeder
- ☒ Ron Hoffmeyer
- ☒ Curtis Witt
- ☐ Anna Alswager
- ☒ Richard Schirber
- ☒ Amy Butani (MS Teams)
- ☒ Ryan Murr

Staff: x-Danielle Studer, x-Emily Dick

Board members: x-Matt Tofanelli, x-Christian Morkeberg

Other: x-Lisa Quinn (Spring Lake Township)

CAC Business 6:00 (Meeting called to order at 6:07)

- Introduction of new members: Ryan Murr; Amy Butani
- Approval of the agenda: Motion to approve: Curtis Witt, Second: Richard Schirber, Motion carried.
- Chair Loren Hanson presented Maureen Reeder with a Certificate of Appreciation for her contributions to the CAC during her term.
- Approval of January Minutes: Motion to approve: Ryan, Murr, Second: Curtis Witt, Motion carried.
- Review of February & March Board Meetings: Matt Tofanelli reviewed meeting notes.

Old Business

- Review recommendation process (Staff)
 - Danielle explained the process for CAC members to make recommendations to the PLSLWD Board.
- Use of CAC funds (\$3,500) for Lake Association outreach regarding wakes (vote)
 - Motion by Loren to recommend the use of \$250 of CAC budget for the printing of Spring Lake Association's Spring Lake "Need to Know" maps and \$500 of CAC budget to Prior Lake Association for the printing of Prior Lake Association newsletters, lake maps, or other materials that include messaging which furthers the

PLSLWD agenda.

- Plan to monitor SLA map inventory through summer. Spring Lake has approximately 400 in inventory to hand out at boat ramp.
 - Willing to work with Prior Lake Association to develop/redevelop resources to align with District messaging.
- Motion to approve: Richard Schirber; Second; Curtis Witt; Motion carried. Passed 7-0 all ayes.
- Ron Hoffmeyer will represent this recommendation at the April Board Meeting.
- Google Chat and Google Drive Check-In
 - Most CAC members have not joined the google chat; Danielle explained how to sign in and explained purpose of the chat group as discussion only. A Google account is required to join, and it is free to sign up.
 - Some expressed that the Google Drive CAC folder is helpful.

New Business

- 2020-2030 Water Resource Management Plan Updates (Staff)
 - Emily summarized updates to the WRMP
 - The purpose of many of the updates was to make the District more competitive for grant funding.
 - Some edits were made to correct typos and incorrect information, as well as to remove hyperlinks.
 - 10 year management plans are required by BWSR (Board of Water and Soil Resources) from each watershed.
 - These proposed minor plan amendments that will need to be approved by BWSR.
- District Education and Outreach Plan (Staff)
 - Scavenger hunt planning
 - There is an opportunity for CAC to help with planning.
 - Cristian Morkeberg mentioned previously created Hike the Watershed.
 - Storm Drain Stenciling Planning
 - Dick Schirber said he would forward HOA contacts from Prior Lake.
 - Idea for CAC to stencil during a Farmers Market as a presentation.
 - Volunteering and /or recruiting Volunteers
 - Request for staff to generate dates ahead of time for time for scheduling on members calendars.
- Sub-Committee Interests (Discussion)
 - Loren will email ideas for sub-committees. Asking for members to examine these ideas for discussion in the May meeting.
- Tour Requests for this summer? What do you want to learn more about?
 - Upper watershed tour
 - Cost share projects tour
 - PLOC tour

- District lakes tour
 - Amy Butani suggested the idea of a tour/attend another watershed district or CAC to see what/how they operate and priorities.
- Potential CAC Board meeting/tour June 27, 2024.
- Budget Timeline
 - Emily outlined timeline.
 - Input/feedback is most important early in the process.
 - CAC Members should read early to understand concepts and plans.
- Staff Project Updates
 - Emily outlines District priorities and types of projects that fall within each priority
- PLOC updates
 - Maureen explained that process for the \$2M bonding for PLOC and importance of lobbying.
 - Should the CAC make a visit to the legislature to try to ensure that the PLOC is approved for funding?
 - Make calls to Eric Pratt or others to help keep PLOC top of mind.
 - Construct a letter to Eric Pratt and Capital Investment Committee making decision on funding from the CAC members. Either together or individually.
- Spring Lake township discussion.
 - Lisa Quinn - Raymond Park is currently owned by the city and will come back to Spring Lake township for oversight and maintenance. Signage will be needed, and Spring Lake Township is interested in collaborating with the District on design (not financial).
- Actions to discuss next meeting:
 - Education Materials to create and share with Lake Associations and other partners
- Motion to adjourn at 7:50 pm – Motion: Ryan Murr, Second: Curtis Witt, Motion carried.

6-18-2024 PLSLWD Board Meeting Materials

6/18/2024

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Prior Lake Spring Lake Watershed District
Claims list for Invoice Payments due for the prior month

Managers will consider approving this claims list - Staff payroll and benefits, Manager per diems, and Health insurance premiums have already been paid via ACH transfers. After the managers vote, two Managers will approve individual payments via BILL within three days of the meeting for approved claims. Then, staff will release payment via BILL to the claims list parties.

Vendor	Invoice Link	Description	Amount
1. Watershed District Projects (excluding staff payroll)			
EOR	X	General Engineering	\$ 1,456.00
		Upper Watershed Project Support	\$ 416.00
		Ferric Chloride System Assessment	\$ 1,244.00
		Hwy 13 (Geis Wetland) Survey	\$ 875.58
		Buck Stream Stabilization	\$ 4,211.00
		Permitting	\$ 884.00
HDR, Inc.	X	Website production	\$ 2,778.08
CLA		Bill.com fees	\$ 50.00
RMB	X	Ferric Monitoring	\$ 1,795.00
RMB	X	Watershed Monitoring	\$ 2,771.00
N&K Dip Nets, LLC	X	Handle and Net materials for Carp Electrofishing	\$ 758.00
Smith Partners	X	Water Resource Plan	\$ 188.30
		Easements	\$ 672.50
Scott SWCD (1/1/2024-3/31/2024)	X	Task I - Cost Share	\$ 8,465.00
		Task II - Farmer Led Council	\$ 11,830.00
		Task III - Monitoring	\$ 586.00
		Task IV - Permitting	\$ 5,505.00
		Task IV - Permitting (easement expenses)	\$ 9,705.92
		Task V - Education	\$ 1,277.50
		Task VI - Upper Watershed	\$ 6,161.25
		Task VI - Upper Watershed	\$ 727.50
		Task VIII - Buck Lake Outlet	\$ 281.25
Hawkins, Inc.	X	2640 Gallons FeCl 35% small bulk delivery	\$ 10,298.10
Waterfront Restorations	X	Watercraft Inspector - May 2024	\$ 5,001.68
WSB	X	Carp Management	\$ 3,343.00
		Subtotal	\$ 81,281.66
2. Outlet Channel - JPA/MOA (excluding staff payroll)			
EOR		PLOC Engineering Assistance	104.00
		PLOC Engineering Assistance	1,365.66
		PLOC Vegetation Maintenance	156.00
		PLOC Vegetation/Stability Inspections	1,769.60
		PLOC Low Gate Benefit Analysis - Task 1	2,505.50
		Subtotal	\$ 5,900.76
3. Payroll, Office and Overhead			
ADP Manager Per Diems			\$ -
ADP Staff Payroll			\$ 21,533.01
ADP Taxes & Benefits			\$ 17,937.74
NCPERS	X	July Premiums	\$ 96.00
Reliance Standard	X	June LTD and STD Premiums	\$ 939.71
HealthPartners	X	Health Insurance Premiums	\$ 7,266.49
City of Prior Lake	X	Rent (July 2024)	\$ 2,458.64
CLA	X	Monthly Accounting (May)	\$ 1,350.00
		Technology and Client Support Fee	\$ 85.85
		Monthly Payroll Processing Fees	\$ 367.00
Smith Partners		General Legal Services	\$ 295.90
Rymark	X	May Billing (7 workstations)	\$ 811.90
Metro Sales	X	Contract base rate June-July	\$ 155.00
Star Tribune	X	Legal Notices	\$ 184.86
US Bank		May Billing	\$ 1,451.51
		Subtotal	\$ 54,933.61
		TOTAL	\$ 142,116.03

Prior Lake-Spring Lake Watershed District
US Bank Transactions through 5/25/2024

Trans Date	Merchant Name	Amount	Receipt Link	Staff Approval	Class	Customer	Expense	Description
4/25/2024	Carlson Hdwe	\$ 19.49	x	Patty Dronen	652 Education & Outreach	Events/Tours	806 Program Costs-Miscellaneous	Stenciling paint
4/25/2024	Home Depot	\$ (8.68)	x	Patty Dronen	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Return of hardware
4/25/2024	Prior Lake Hardware	\$ 22.93	x	Jeff Anderson	611 Operations & Maintenance	Hwy 13 Wetland, FeCl System & Desilt Pond	876 Field Equipment & Maintenance	Hardware
4/26/2024	Shell Oil	\$ 76.32	x	Zach Nagel	637 Monitoring & Research	Equipment Storage & Maintenance	801 Gas, Mileage	gas
4/26/2024	Ironclad Storage	\$ 260.00	x	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Equipment storage
2/26/2024	Amazon	\$ 23.98	x	Zach Nagel	637 Monitoring & Research	Lake Level Monitoring	876 Field Equipment & Maintenance	Cable
4/29/2024	Dollar Tree	\$ 13.01	x	Patty Dronen	405 General Fund		706 Office Supplies	Recycling Bins
5/1/2024	Iceberg	\$ 70.00	x	Patty Dronen	405 General Fund		703 Telephone, Internet & IT support	Web hosting
4/30/2024	Amazon	\$ 21.00	x	Emily Dick	626 Planning	Planning and Program Development	876 Field Equipment & Maintenance	Gloves - staff gear
5/1/2024	Amazon	\$ 9.90	x	Emily Dick	405 General Fund		706 Office Supplies	Extension Cord- needed for projector
		\$ 24.37		Emily Dick	626 Planning	Planning and Program Development	876 Field Equipment & Maintenance	Tick Repellant - staff gear
5/2/2024	Bec's Embroidery	\$ 217.33	x	Patty Dronen	626 Planning	Planning and Program Development	806 Program Costs-Miscellaneous	Staff apparel embroidery
5/4/2024	Verizon	\$ 28.08	x	Jeff Anderson	648 Regulation	Easement Inspections & violations	876 Field Equipment & Maintenance	Cell data
5/6/2024	Sticker Mule	\$ 89.95	x	Danielle Studer	652 Education & Outreach	General Education Outreach	806 Program Costs-Miscellaneous	Stickers (price on invoice is different
5/7/2024	GroupGreeting	\$ 5.41	x	Patty Dronen	405 General Fund		710 Office Expense Other	Birthday card
5/7/2024	Sticker Mule	\$ 95.37	x	Danielle Studer	652 Education & Outreach	General Education Outreach	806 Program Costs-Miscellaneous	Stickers
5/9/2024	Microsoft	\$ 4.83	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	Software
5/10/3493	Amazon	\$ 14.99	x	Emily Dick	405 General Fund		706 Office Supplies	Laptop Charger
		\$ 21.00		Emily Dick	611 Operations & Maintenance	Fish Mgmt - Carp Removals-Electrofishing	876 Field Equipment & Maintenance	Gloves
5/13/2024	Cub Foods	\$ 9.97	x	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Cubs
5/14/2024	Shell Oil	\$ 73.01	x	Zach Nagel	637 Monitoring & Research	Equipment Storage & Maintenance	801 Gas, Mileage	Gas
5/20/2024	PayPal-Canva	\$ 14.99	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	software
5/21/2024	Jimmy Johns	\$ 97.46	x	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Board manager meal
5/22/2024	Adobe	\$ 111.57	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	Software
5/24/2024	MN Watersheds	\$ 135.23	x	Joni Giese	626 Planning	Training	904 Staff & Board Training	MW Summer Tour
	TOTAL	\$ 1,451.51						



Subject | Sale of Carp Management Program Nets

Board Meeting Date | June 18, 2024

Item No: 6.5

Prepared By | Jeff Anderson, Water Resources Coordinator

Attachments | No Attachments

Proposed Action | Motion to approve District Administrator to sell District seine net and box net for a combined price of \$8000.

Background

In 2019, the Board of Managers approved a motion to support the Accelerated Carp Management Strategies (ACMS) to support the District's carp management program with equipment and additional implementation funds. ACMS funds were used to aid concurrent MPCA and BWSR carp management grants. Equipment and implementation ideas funded through ACMS included the District's john boat, underwater camera, desilt pond push trap, bluegill stocking, volunteer activity coordination, seine net, box net cage, and others that are still in use to date.

Discussion

The District's Public Purpose Expenditure Policy states that the Administrator may not dispose of any District property with a value of more than \$1,000 without prior authorization of the Board of Managers.

The opportunity to sell district carp management equipment has transpired and a final total offer of \$8,000 has been negotiated on two separate nets, which had an original combined cost of \$13,647. The buyer has an immediate need for the nets. Should the Board of Managers desire additional time to consider the sale, it is possible the buyer will go elsewhere to purchase nets. Staff consider the offer to be fair based on condition and that the nets were custom-made to our specifications. Note that there is not a well-established market to help set the price and these are niche products.

Net 1

This net was designed as a multipurpose box net that aided in carp removals for three years. The net measures 50'x50'x9'. As a trap, the net was found to be less effective for our program due to a combination of reasons including fluctuating lake levels, lower removal rates, and higher maintenance requirements. As a baited box net, success has not materialized due to the fact there are very limited locations in Spring Lake where the net can be placed along with the result that carp's response to bait in District lakes is lower than other lakes. The carp management program has adapted to these changing conditions with alternative equipment.

Net 2

The seine net was originally purchased to attract/incentivize commercial netters to perform seines in Spring Lake, as lack of zebra mussels and Eurasian watermilfoil (EWM) in Spring Lake created a condition that required commercial netters to decontaminate nets before seining in Spring Lake. Given that Spring Lake is now infested with zebra mussels and EWM, the need for a separate net is no longer needed and commercial netters have expressed a preference to use their own nets versus the District's. The net was used by staff in varying capacity though not in its entirety due to its size. The net consists of three sections measuring 500'x30'. Staff do not envision a future need for this net.

Both nets are stored in a rented facility to prevent pest damage. The monthly rental cost for the storage space is \$260/month and the nets utilize about half the rented space. Should the District sell these nets, the size of the storage facility needed could be reduced though not eliminated.

Recommendation

Motion to approve District Administrator to sell District seine net and box net for a combined price of \$8000.

Budget Impact

Funds collected through sale of District equipment will be added to District's cash reserves.