



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

AGENDA

Tuesday, August 19, 2025

6:00 PM

Council Chambers
Prior Lake City Hall

BOARD OF MANAGERS:

**Bruce Loney, President; Frank Boyles, Vice President;
Christian Morkeberg, Treasurer; Beverly 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 – 4:30 PM | W.1 | Desilt Pond Analysis Findings (Jeff Anderson/Carl Almer) |
| 4:30 – 4:50 PM | W.2 | Permitting LGU projects (Joni Giese) |
| 4:50 – 5:10 PM | W.3 | 2026 Budget Draft (Joni Giese) |
| 5:10 – 5:30 PM | W.4 | SCALE Legislative Priorities (Joni Giese) |
| 5:30 – 5:40 PM | W.5 | Administrator Report (Joni Giese) |
| 5:40 – 5:55 PM | W.6 | Liaison Updates |
| | | <ul style="list-style-type: none"> ○ District Partners in Attendance ○ Managers' Summary of other Meetings Attended |

6:00 – 6:01 PM 1.0 **BOARD MEETING CALL TO ORDER & PLEDGE OF ALLEGIANCE**

6:01 – 6:01 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.)

6:01 - 6:02 PM **PUBLIC HEARING – ORDER UPPER PRIOR LAKE ALUM TREATMENT PROJECT**

If anyone wishes to address the Board of Managers on the Upper Prior Lake Alum Treatment Project, 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.)

6:02 - 6:04 PM **PUBLIC HEARING – 2026 BUDGET AND LEVY CERTIFICATION**

If anyone wishes to address the Board of Managers on the 2026 budget and levy, 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.)

6:04 – 6:05 PM 3.0 **APPROVAL OF AGENDA** (Additions/Corrections/Deletions)

6:05 – 6:30 PM 4.0 **OTHER OLD/NEW BUSINESS**

- 4.1 Programs & Projects Update (Discussion)
- 4.2 Upper Prior Lake Alum Treatment (Phase II) Project Ordering (Vote)
- 4.3 Upper Prior Lake Alum Treatment: EOR Scope of Services (Vote)
- 4.4 Upper Prior Lake Alum Treatment (Phase II) – Authorization to Solicit Bids (Vote)
- 4.5 2026 Levy and Budget Certification – Resolution 25-400 (Vote)
- 4.6 CAC Recommendation: Contribution to Spring Lake Park Signs (Vote)

6:30 – 6:35 PM 5.0 **TREASURER'S REPORT**

5.1 Monthly Financial Reports (Discussion Only)

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

6:35 – 6:40 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 – July 15, 2025, Board Workshop
- 6.2 Meeting Minutes – July 15, 2025, Board Meeting
- 6.3 Meeting Minutes – May 29, 2025, CAC Meeting
- 6.4 Claims List and Bank Purchase Card Expenditures
- 6.5 Resolution 25-401: Amending the 2025 Budget to Establish the 405-General Fund, 710-Office Expense Other Budget Line Item

6:40 – 6:45 PM 7.0 **UPCOMING MEETING/EVENT SCHEDULE:**

- PLOC Cooperators Meeting, Thursday, August 21, 2025, 12:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Workshop, Tuesday, September 16, 2025, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, September 16, 2025, 6:00 pm (Prior Lake City Hall – Council Chambers)
- CAC Meeting, Thursday, September 21, 2025, 6:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)

6:45 PM 8.0 **ADJOURNMENT**

AUGUST 2025 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, Buck Chemical Treatment, Potential Flood Storage Projects</p> <p><i>Project Lead: Emily and Danielle</i></p>	<p>Buck Stream Stabilization</p> <ul style="list-style-type: none"> EOR inspected seed warranty and established plan for reseeding thin areas with contractor in early spring 2026. <p>Spring Lake West IESF</p> <ul style="list-style-type: none"> Transferred easement acquisition payment and obtained easement. <p>MB CD-13 IESF</p> <ul style="list-style-type: none"> Wrote landowner letter expressing interest in making introductions to family members. <p>Swamp IESF</p> <ul style="list-style-type: none"> Insurance obtained. Contracting imminent. Schedule pre-construction meeting and Sand Creek Township coordination. Met with videographers to solicit quotes on outreach components. Researched and bought timelapse camera to support outreach components. Contacted landowners to update construction schedule. <p>Fish Lake Management Plan (FLMP)</p> <ul style="list-style-type: none"> Investigated best options for internal load in 200 St pond. <p>Potential Flood Storage Projects</p> <ul style="list-style-type: none"> Coordination with EOR to investigate feasibility of a reduced Project 10 (Buck Lake) that would not alter the 100-yr elevation and require easements. 	<p>Buck Stream Stabilization</p> <ul style="list-style-type: none"> Touchup invasive management. <p>Spring Lake West IESF</p> <ul style="list-style-type: none"> Obtain recorded easement document. Prepare Scope of Services with EOR for project design <p>MB CD-13 IESF</p> <ul style="list-style-type: none"> None. <p>Swamp IESF</p> <ul style="list-style-type: none"> Pre-construction meeting. Issue notice to proceed. Construction expected to begin the last week of August. Proceed with contracting outreach components. <p>Fish Lake Management Plan</p> <ul style="list-style-type: none"> Reflect cost/benefit of different internal load methods to inform next steps. <p>Potential Flood Storage Projects</p> <ul style="list-style-type: none"> Discuss results of modeling for reduced Project 10 (Buck lake) options with EOR.
<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"> Tracked carp on Spring Lake Uninstalled carp trap on Upper Prior Lake 	<ul style="list-style-type: none"> Implant remaining radio tag into Spring Lake carp. Continue with population estimate on Spring Lake. Conduct CPUE estimates on Upper Prior, Lower Prior, Spring, and Fish Lakes.

AUGUST 2025 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<i>Ferric Chloride System Operations</i> <i>Project Lead: Jeff and Emily</i>	<ul style="list-style-type: none"> • Tank sensor is operational and integrated. • Pressure switch installation complete. • Two ferric chloride deliveries totaling 2,970 gallons. • Removed 2 large logs from weir • Hosted tour for Minnehaha Creek Watershed District interested in our system • Requested scope of work from EOR for Highway 13 wetland excavation sediment coring, design, permitting and construction management. • Requested final paperwork from TMS for FeCl building closeout. • Requested punchlist items from Finch Excavating on FeCl driveway. 	<ul style="list-style-type: none"> • Seek to closeout FeCl driveway contract. • Project certification of FeCl building. • Mouse-proof the building
<i>Farmer-Led Council</i> <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> • Held August meeting to discuss new federal funding available to incentivize new farmers. • FLC members voted to allow new farmers to "stack" federal on top of one local (either FLC or regular Cost Share) fund. • Established speaker for Lake Friendly Farm Awards on January 28th, 2026. 	<ul style="list-style-type: none"> • Set venue and agenda for Lake Friendly Farm awards. • Respond to new requests due to federal funding.
<i>Cost Share Incentives</i> <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> • Processed cost share applications. • Visited shoreline restoration project at Island View HOA with CAC. Coordinated on additional signage for project with SWCD. 	<ul style="list-style-type: none"> • Review cost share applications with Scott SWCD as needed.
<i>Sutton Lake Outlet and Lake Management Plan</i> <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> • None. 	<ul style="list-style-type: none"> • None.

AUGUST 2025 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Website and Media <i>Project Lead: Danielle</i>	Social Media <ul style="list-style-type: none"> Starry Trek (1 month), Shared News Compass article on PLOC lining, CAMP volunteer acknowledgement, Carp Carnival ad, Carp Carnival recap, Starry Trek (1 week), Low-flow Gate opened, Starry Trek (week of), Natural Shoreline Info/CAC meeting, Starry Trek volunteer thanks Website <ul style="list-style-type: none"> Carp Carnival Success, Project Pages Updates News <ul style="list-style-type: none"> Press-release published in Prior Lake Compass on Starry Trek 	Social Media <ul style="list-style-type: none"> CD3 station installed, Monitoring season highlights, Watershed Week advertising, etc News <ul style="list-style-type: none"> Watershed Week press release for Prior Lake Compass
Citizen Advisory Committee <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> Prepped and completed July 31 CAC meeting: Held at Island View HOA Park for presentation of natural shoreline project Discussed subcommittee questions with members as needed 	<ul style="list-style-type: none"> Share volunteer and educational information as applicable
Education Program <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> Carp Carnival completed Starry Trek completed Planning for Watershed Week events (9/28-10/4) Signed up for Fall Community Fest 	<ul style="list-style-type: none"> Plan for Watershed Week events (9/28-10/4). Reach out to potential partners and prepare any contracts/paperwork Prep for Fall Community Fest
Monitoring Program <i>Project Lead: Jeff and Zach</i>	<ul style="list-style-type: none"> Continued monitoring lakes and streams for water chemistry and discharge Responded to public's questions around water level rise 	<ul style="list-style-type: none"> Field test auto samplers Collect diagnostic monitoring on Haas Lake inputs.
Aquatic Vegetation Management and Surveys <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Prepared for county grant reimbursement Begun BioBasing lakes for native vegetation coverage 	<ul style="list-style-type: none"> Finish BioBasing lakes
AIS <i>Project Lead: Jeff and Zach</i>	<ul style="list-style-type: none"> Prepared for county grant reimbursement Coordinating boat inspection program. Installed CD3 Station at Sand Point launch 	<ul style="list-style-type: none"> None
Rules Revisions <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Held meeting with City of Savage to discuss status of city's ordinance update. 	<ul style="list-style-type: none"> Review City of Savage draft ordinance. Perform final review of City of Prior Lake ordinances.

AUGUST 2025 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<i>BMPs & Easements</i> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Met with landowner regarding easement vegetation management being performed by the City and easement sign placement. 	<ul style="list-style-type: none"> Meet with City to discuss maintenance issues associated with areas covered by both PLSLWD conservation easement and City Drainage and Utility easement. Work with one developer to secure a conservation easement. Work with two landowners on easement amendments.
<i>Permitting</i> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> issued Permit 25.01. Performed construction inspections for open permits. Provided review comments on two sites to LGU partner. 	<ul style="list-style-type: none"> Perform on-going construction inspections until permits can be closed. Advance revised permitting process for Rule J.
<i>Planning Activities</i> <i>Project Lead: Joni, Emily, Danielle</i>	<ul style="list-style-type: none"> Held initial findings meeting with partners for Fountain Hills Wetland Restoration Feasibility Study. Attended Prior Lake Annexation Area AUAR meeting. Provided review comments to City of Prior Lake on initial draft AUAR concepts. Review 2012 Comprehensive Wetland Plan. Meetings with Scott County Staff and legal counsel regarding CD 13. 	<ul style="list-style-type: none"> Solicit comments from partners and wrap up Fountain Hills Wetland Restoration Feasibility Study. Present findings to the board. Hold bi-monthly coordination meeting with City of Prior Lake public works staff. Host SCALE Water Committee meeting. RFP for Updated Comprehensive Wetland Plan. Meeting with Scott SWCD and Scott County anticipated CD 13 operations and maintenance needs. Reach out to representatives of Sand Creek Township, Spring Lake Township, and City of Prior Lake regarding CD 13.

AUGUST 2025 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Outlet Channel Projects and Administration <i>Project Lead: Emily/Jeff</i>	<ul style="list-style-type: none"> • Communication with grant manager on pipelining project. • Submitted grant invoice request for pipelining. • Communication on site restoration complication on pipelining project. • Sought project closeout from engineer. • Responded to media request and speaking engagement on pipelining project. • Collected flow measurements at outlet. • Cleared vegetation from outlet structure. • Worked on outlet structure standard operating procedures document with EOR • Met with landowner regarding erosion concerns • Contractor conducted vegetation management • Discussed timeline for Segment 1 bank stabilization with EOR, and prepared adapted scope for PLOC meeting. • Prepared for August 21 PLOC meeting. 	<ul style="list-style-type: none"> • Buckthorn maintenance surveys and contracting. • Receive as-builts for pipelining and close out project. • Complete grant reporting on pipelining. • Present Prior Lake Outlet Structure standard operating procedures memo at October meeting. • Hold August 21 PLOC Cooperator meeting.
General Administration <i>Project Lead: Joni/Emily</i>	<ul style="list-style-type: none"> • Participated in Insurance Consortium Subcommittee meeting. • Prepared RFP for personnel policy update. 	<ul style="list-style-type: none"> • Determine eligibility to participate in Insurance Consortium. • Issue RFP and personnel policy update and select consultant.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Subject | Upper Prior Lake Alum Treatment (Phase II) Project Ordering

Board Meeting Date | August 19, 2025

Item No: 4.2

Prepared By | Emily Dick

Attachments | a) Resolution 25-399: Ordering the Upper Prior Lake Alum Treatment (Phase II) Project
b) EOR Technical Memo: Upper Prior Lake Post Alum Treatment Evaluation

Proposed Action | Motion to adopt Resolution 25-399: Ordering the Upper Prior Lake Alum Treatment (Phase II) Project

Background

In 2020, Upper Prior Lake received the first of two planned alum treatments aimed at reducing internal phosphorus loading. Addressing internal load in Upper Prior Lake was identified in the Water Resources Management Plan and Total Maximum Daily Load for nutrient impairment. In 2025, follow-up sediment coring was conducted by EOR to evaluate treatment effectiveness, original alum dosing plans, and sediment chemistry before and after treatment. In summary, the sediment cores showed that the alum treatment was effective for the first dose and provided information to tailor dosing rates in the second dose based on P release rates seen in shallow (less than 20 feet, "Zone 1") and deep (more than 20 feet, "Zone 2") zones.

As a result of those findings, EOR recommended proceeding with the second alum treatment on Upper Prior Lake. In depths of greater than 20 feet, dosing was recommended to be increased 22% to account for the release rates seen in sediment cores. At depths less than 20 feet, the sediment core analysis recommends a nominal 6% increase for remaining P release rates. EOR's technical *memo Upper Prior Lake Post Alum Treatment Evaluation* summarizes sediment core analysis and includes a recommended dosing plan and estimated costs.

Discussion

The purpose of the agenda item is for the Board to complete the necessary project ordering of the Upper Prior Lake Alum Treatment Phase II (Project) to comply with statutory procedures for capital projects. Project ordering will allow staff to move forward with the alum treatment as currently slated in the 2026 draft budget. In order to conduct the alum treatment in early spring, which is favorable due to lake access and stratification, Staff anticipates working with the District Engineer to advance an alum dosing plan to a competitive bid process this fall. The *Upper Prior Lake Post Alum Treatment Evaluation* memo includes the basis of dosing rates and design.

Recommended Action

Staff recommend the Board motions to adopt Resolution 25-399: Ordering the Upper Prior Lake Alum Treatment (Phase II) Project.

Budget Impact

The 611 Alum Internal Loading Reserve has been increasing in anticipation of future projects. The fund will have an estimated 2025 yearend balance of \$1,059,000.



Resolution 25-399

Ordering the Upper Prior Lake Alum Treatment (Phase II) Project

Motion By: _____ **Second By:** _____

WHEREAS, the District has adopted a watershed management plan (WMP) in accordance with Minnesota Statutes §103B.231, in which Capital Improvement Program, Project 1, identified the completion of aluminum sulfate treatments on Upper Prior Lake as needed to achieve water quality standards (hereafter the “Project”); AND

WHEREAS, the Project is required in order to fulfill the requirements of the FY2020 Clean Water Fund Competitive Grant Program Project Agreement the District entered into with BWSR on March 19, 2020; AND

WHEREAS, the Project is estimated to cost \$1,130,000 based on District Engineer estimates at a feasibility stage and encompassing all costs for Project professional services and construction; AND

WHEREAS, the Board has received a feasibility study in the form of a technical memo for the Project, the District engineer finds that the Project is feasible, and staff find the Project to be a cost-effective element of meeting the District’s water quality goals set forth in the WMP; AND

WHEREAS, after publication once each week for two successive weeks in the District’s legal newspaper, in accordance with Minnesota Statutes §103B.251, the Board of Managers held a public hearing on August 19, 2025, at which time all interested parties had the opportunity to speak for and against the Project; AND

WHEREAS, the Board has considered the engineer’s findings and the comments of interested parties and finds that the Project is feasible and cost-effective, will be conducive to public health and promote the general welfare, and is in conformance with Minnesota Statutes §103B.205 to 103B.255 and the WMP.

THEREFORE, BE IT RESOLVED, that the Project is ordered.

The question was called on the adoption of the Resolution and there were __ yeas and __ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Boyles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burnett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morkeberg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tofanelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the chair declared the resolution adopted.

It is hereby certified that the Board of the Prior Lake-Spring Lake Watershed District adopted this Resolution at a duly convened meeting of the Board held on the 19th day of August 2025, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

Ben “Beverly” Burnett, Secretary

Dated: August 19, 2025

Res. 25-399
August 2025

memo



Project Name | Upper Prior Lake Post Alum Treatment Evaluation

Date | 6/12/25

Contact | PLSLWD Board of Managers

Cc / Contact info | Jeff Anderson

From / Contact info | Anne Wilkinson, PhD

Introduction

Upper Prior Lake received its first alum dose in 2020. The lake management plan recommends follow up sediment cores be collected before the subsequent dose to afford adaptive management and potentially adjust the alum treatment plan. In response, EOR conducted follow up sediment coring and evaluation of alum treatment effectiveness on Upper Prior Lake. EOR also analyzed District water quality data, climate data, the original alum plan and dosing recommendations, and sediment chemistry results before and after the alum treatment. This memo provides an explanation of results and recommendations for future management.

Background

Upper Prior Lake receives water from Spring and Arctic Lakes as well as from a small drainage area on the east side of the lake. The 2012 Spring and Upper Prior Lake TMDL Implementation Plan calculated an annual load of 5,216 pounds of phosphorus to Upper Prior while the load capacity for Upper Prior is 3,073 lbs/year, thus requiring a total load reduction of 2,143 lbs/year, (internal reduction of 571 lbs/year). Since the 2012 TMDL, multiple projects have been completed that address both internal and external phosphorus loading to Spring Lake and consequently to Upper Prior Lake. With the upstream treatment of Spring Lake with alum, lower concentrations of phosphorus are reaching Upper Prior Lake. However, as past studies have indicated, there is still an internal reservoir of phosphorus in Upper Prior Lake that continues to hinder the improvement of water quality in the lake. The 2012 TMDL indicates that there were three sources of phosphorus loading to Upper Prior Lake: 1) loading from Spring Lake and upstream lakes (42%), 2) internal loading (50%), and 3) septic systems and atmospheric load (8%).

Past management for Upper Prior Lake includes curly leaf pondweed treatments, carp removals, and alum treatments on Spring Lake. The first alum dose was funded by a fiscal year 2020 Clean Water Fund grant with an agreement that the second dose would be completed in a future phase. This report serves as a post first dose evaluation for sediment analysis and water quality response to the first alum treatment.

Historic Water Quality

Historically water quality in Upper Prior Lake exceeded eutrophication standards, 60 ug/L. Pre-treatment Total Phosphorus (TP) concentrations between June and August 2019, were observed as high as 95 ug/L. Figure 1 shows that TP concentrations within the hypolimnion increased throughout the stratified period and then were mixed into the surface layer during lake turnover. This presents a high load of phosphorus from the lake into the surface layer where it can be utilized by algae and cause algal blooms. Following the alum treatment in 2020 there was an improvement in all of the surface water quality parameters. In fact, water quality parameters were meeting state standards for TP and Secchi depth from 2020-2024 and, chl-a for 2020-2023. It is important to note

that 2024 was a high precipitation year preceded by several dry years which leads to higher-than-average external loading. Additionally, after the alum treatment in 2020, the hypolimnetic (bottom) phosphorus concentration decreased significantly. Starting in 2022 the bottom phosphorus concentrations begin to increase.

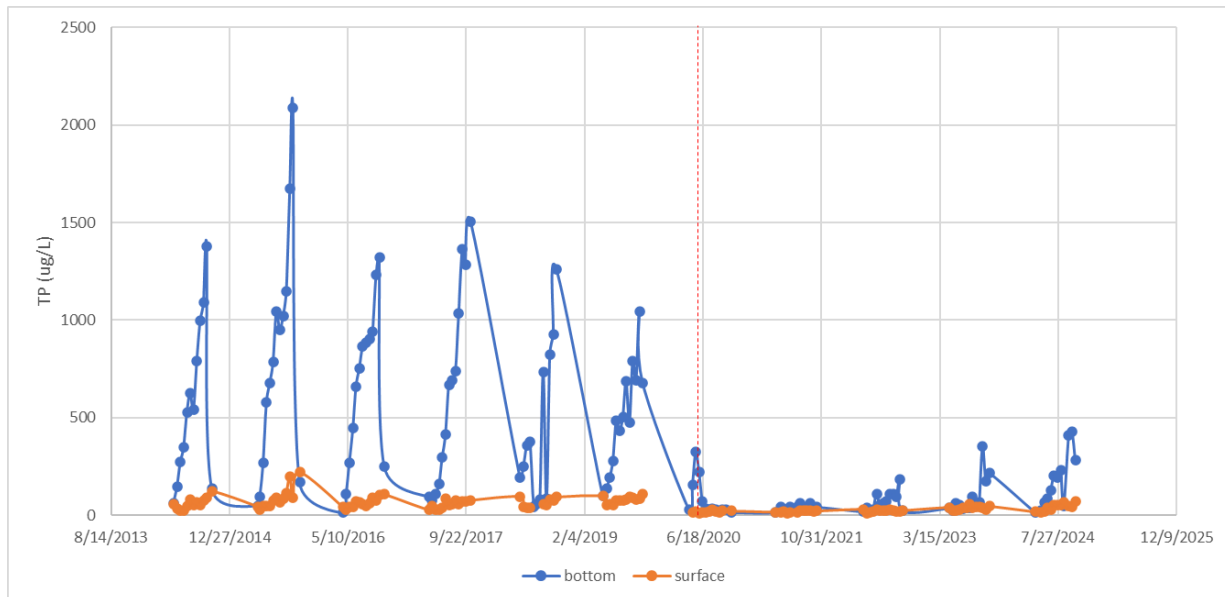


Figure 1: Historic TP summary. Orange represents the surface data and blue represents the bottom data. The red dashed line represents the date of the alum treatment.

Alum Treatment

The first dose of an alum treatment was conducted May 26-June 2, 2020, according to the dose outlined in Figure 2. The dose includes alum and sodium aluminate in tandem to reduce pH spikes to protect ecology based on the needed alum application rate. There were two different zones that received different doses based on the results of the feasibility study. Treatment Zone 1 has a total surface area of 230 acres and represents the shallower depths of the lake with moderate redox-P concentrations. Treatment Zone 2 has a total surface area of 43 acres and represents areas with depths greater than 20 feet. Zone 1 received a higher dose of 490.5 gal/acre of alum and 245 gals/acre of sodium aluminate. Zone 2 received a lower dose of 454 gal/acre of alum and 227 gals/acre of sodium aluminate. The goal of the alum treatments is to reduce the internal loading of Upper Prior Lake by 571 lbs/year.



Figure 2: First alum dose coverage and summary.

Alum Treatment Effectiveness

Alum treatment effectiveness is impacted by several factors that differ amongst lakes and watersheds. Cooke et al. (2005) identified the following complications that limit the long-term effectiveness of an alum treatment:

- **Low doses** – Low doses of alum treatments can reduce effectiveness because not enough P is bound to the alum to reduce the internal load.
- **Focusing of the alum floc layer by wind mixing** – Wind mixing can reduce effectiveness because alum coverage becomes uneven leaving P rich sediments untreated.
- **Interference with macrophytes** – Aquatic plants impact alum effectiveness several ways. They can disrupt floc settling, excessive growth may raise the pH resulting in phosphorus sediment release, plant dieback may produce anoxic areas that release mobile phosphorus, and plant dieback can put phosphorus directly back into the water column.
- **Bioturbation of the floc** – High rough fish densities can negate the effects of an alum treatment by disturbing the floc, exposing underlying P rich sediment. Also, high densities of carp, black bullheads, and even bluegill sunfish can theoretically excrete enough sediment-derived phosphorus to produce algae blooms.
- **Insufficient reduction of external nutrient loading or coverage by new sediment** – Insufficient reduction of external nutrient loading or coverage by new sediment represents the potential limitation to the long-term effectiveness of the alum treatment

The remainder of this report will discuss the present study to evaluate the effectiveness of the alum series and make recommendations for future management.

Results

Water Quality

PLSLWD has contracted Three Rivers Park District to monitor water quality in Upper Prior Lake from 2006 through 2024. The lake is monitored 13 times per year, at surface, middle, and bottom locations.

Overall, the water quality in Upper Prior Lake is good and has improved since the first alum treatment, especially decreasing bottom phosphorus concentrations, Figure 4 and Figure 5. Table 1 shows the TP concentrations attributed to the sampling data collected from 2012-2024. The first and second rows represent the summer average (April-October) and the growing season average evaluated by the state standard (June -September), respectively. The table then compares data sampled at different dates ranging from early, mid, and late month samples. TP concentrations exceeding the state standard are highlighted in orange and concentrations at or below the state standard are highlighted in blue. The red dashed line represents the timing of the alum treatment, where the alignment left of the cell represents spring treatment and the right of the cell represents a fall treatment for the representative year. Blank cells represent were no samples taken during that period. Data in bold represents samples that are influenced by hypolimnetic mixing, meaning the TP concentrations has increased following a mixing event. Upper Prior Lake is a shallow lake, thus it is susceptible to mixing due to the influence of wind and temperature changes.

The surface TP concentrations have been meeting state standards for every biweekly sampling event since the 2020 alum treatment except for two samples in fall 2024 which were driven by turnover events in late August and October, Figure 4 and Table 1. There is evidence, Table 1 (bolded samples) and Figure 5, that suggest mid-season water column mixing in which surface TP concentrations are influenced by the bottom layer. It is important to understand these dynamics because release of high concentrations of TP into the surface where it can fuel algae blooms and control that nutrient release. The alum treatment effectively reduced the concentration of bottom phosphorus concentrations through 2023 and 2024 when P concentrations have started accumulating during periods of anoxia.

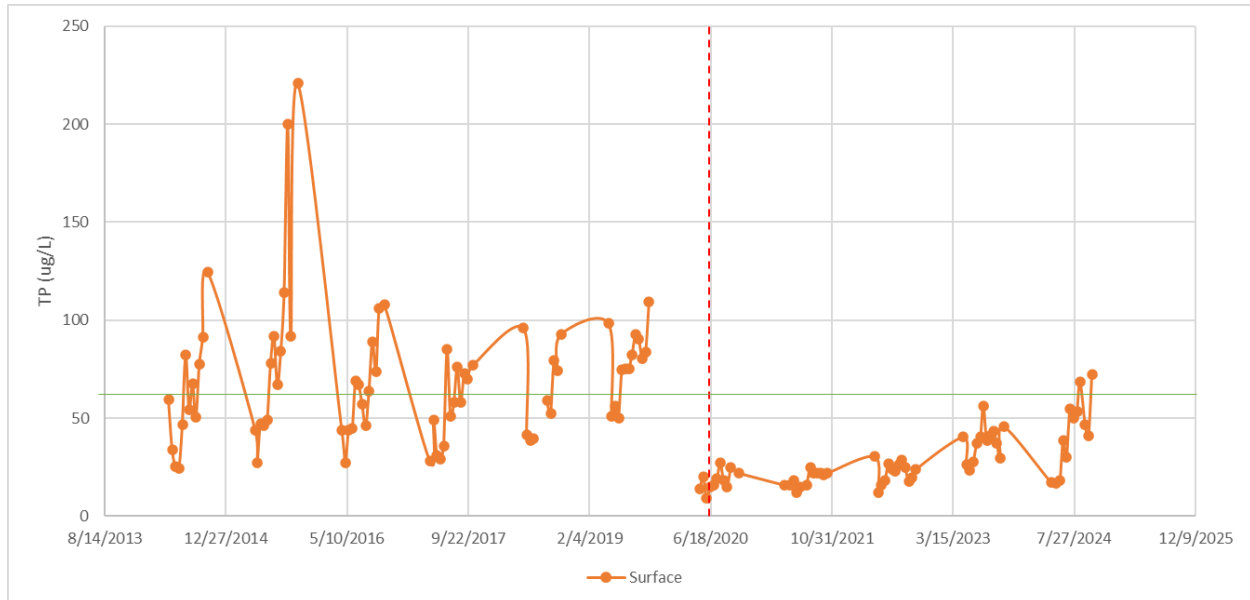


Figure 3: Historic TP summary. Orange represents the surface data. The red dashed line represents the date of the alum treatment. The green line represents the state standard 60 ug/L.

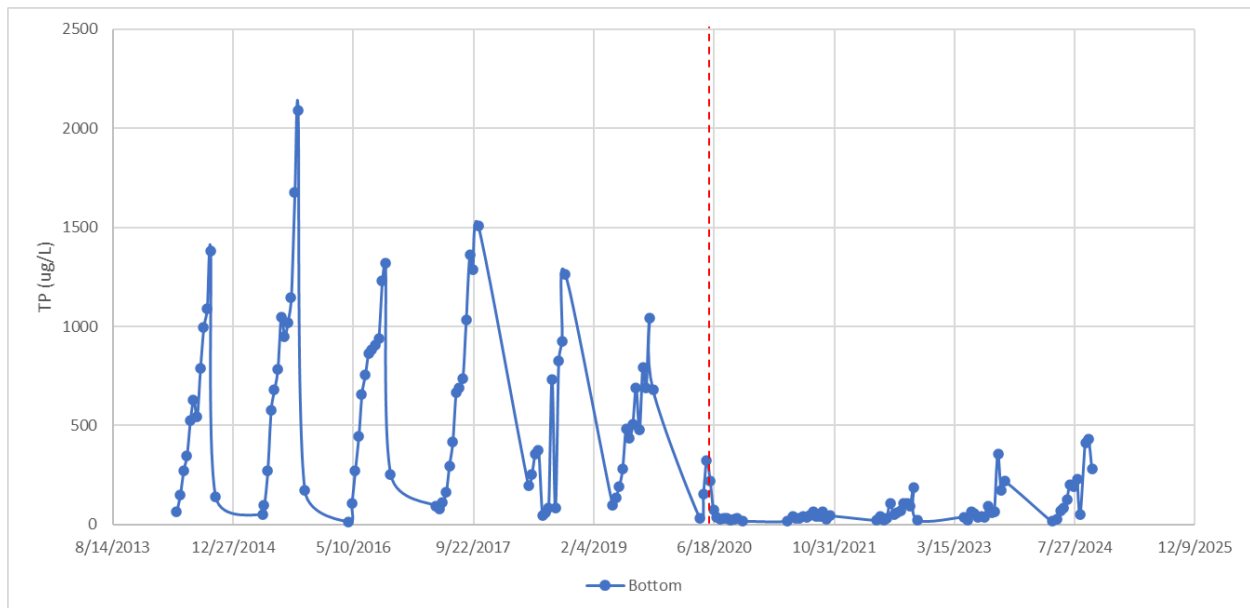


Figure 4: Historic TP summary. Blue represents the bottom data. The red dashed line represents the date of the alum treatment.

Table 1: Historic TP summary table. The blue squares are samples meeting the shallow lake state standard. The orange squares represent samples exceeding the shallow lake standard. Data in bold represents samples that are influenced by hypolimnetic mixing. The green cells represent the growing season period. The red dashed line represents the timing of the Spring 2020 alum treatment. Blank cells represent that there were no samples taken during that period.

Upper Prior Lake Phosphorus Shallow Lake State Standard $\leq 60 \mu\text{g/L}$ 10-Year Average: $49 \mu\text{g/L}$	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Summer Average	62	89	65	55	64	78	18	19	22	37	42
Growing Season Average	50	76	62	61	56	83	17	15	24	41	49
April		44	44	28		99		16	31	40	17
Early May	59	27	27	49	96	51	14	17	12	26	17
Late May	34	47	44	30	41	56	20	18	16	23	18
Early June	25	48	45	36	39	50	9	12	18	28	39
Late June	24	78	68	85	40	75	16	15	27	37	30
Early July	47	92	57	51	51	75	19	23	24	40	55
Late July	82	67	46	58	82	79	27	16	23	56	50
Early August	68	84	64	76	59	93	18	24	28	39	53
Late August	51	114	89	58	52	91	15	22	25	42	69
Early September	78	200	74	73	79	80	25	22	18	37	47
Late September	91	92	106	70	74	84	29	21	20	30	41
October	125	221	108	77	93	109	22	22	24	46	72

Sediment Core Results

Pre-treatment sediment cores were analyzed by St. Croix Watershed Research Station for phosphorus fractionation analysis to quantify the mass of biologically available sediment phosphorus (i.e., the mobile fractions likely to diffuse from sediments). In 2024, EOR collected nine sediment cores from the same locations, Figure 5. EOR delivered the sediment cores to the University of Wisconsin Stout. Cores from all nine sediment locations were segmented into six sections: 0-2cm, 2-4cm, 4-6cm, 6-8cm, 8-10cm, 10-20cm. Each section was analyzed for loosely-bound P, iron-bound P, labile organic P, and aluminum-bound P. In addition, five sediment core locations were analyzed for soluble reactive phosphorus release rates. Incorporating release rate analysis is imperative to understanding the load reductions achieved by the alum treatment. The five locations represent a cross section of the alum application area. The release rate data from these five locations is the minimum resolution necessary to understand any spatial variability of the alum treatment effectiveness.

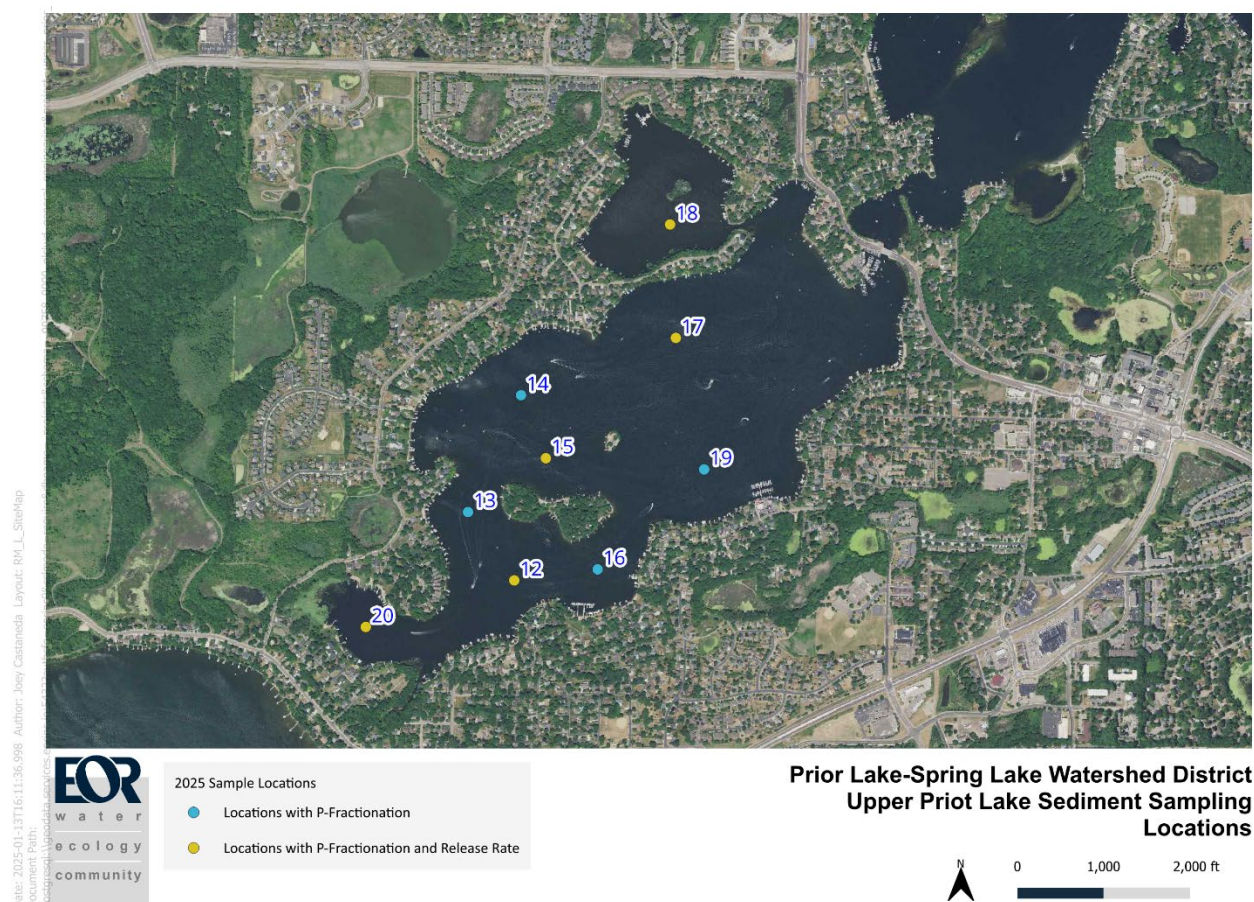


Figure 5: 2025 Sediment Core Locations

There is variability within the lake for redox P but when comparing pre-treatment (dashed) redox P concentrations in the top four centimeters to the post treatment samples (solid line) there is a reduction in redox P Figure 6 and Figure 7. This result is expected after an alum treatment but there is still redox P that should be reduced by the second treatment. In general, there was higher redox P

concentrations in Zone 2 compared to Zone 1 which is consistent with pretreatment conditions and will be reflected in the dosing strategy.

Al-bound phosphorus increased from pretreatment concentrations significantly in both Zone 1 and Zone 2, Figure 8 and Figure 9. Generally, there were higher concentrations observed in Zone 2 which may be an indication of floc migration, but it does not seem to impact the effectiveness of the alum dose in Zone 1, as evidenced by the redox P and release rate reductions, Table 2.

A low release rate is generally considered below 2 (mg/m² d). The release rate is summarized in Table 2. The average release rate in Zone 1 is 1.33 mg/m² d with some spatial variability. In Zone 2 there is still a high release rate in the deepest section of the lake at site 12 and a much lower release rate at site 17. This will be reflected in the dosing strategy.

Table 2: Release Rate Summary

Station		Release Rate (mg/m ² d)
Zone 1 (Shallow)	15	0.68
	18	2.86
	20	0.46
Zone 2 (Deep)	12	8.17
	17	2.19

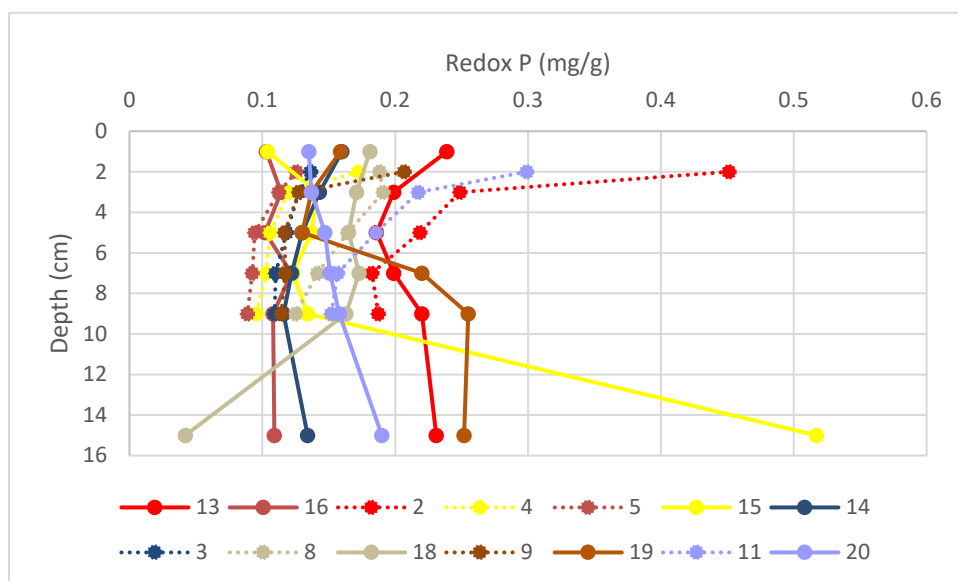


Figure 6: Redox P profile comparison for Zone 1. The dashed lines represent the pre-treatment data, and the solids lines represent 2025 data.

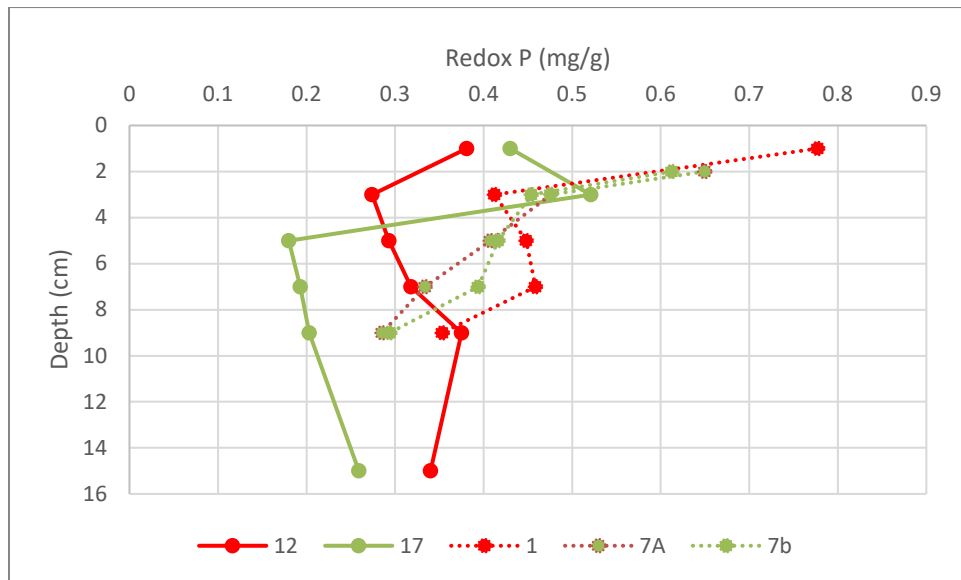


Figure 7: Redox P profile comparison for Zone 2. The dashed lines represent the pre-treatment data, and the solids lines represent 2025 data.

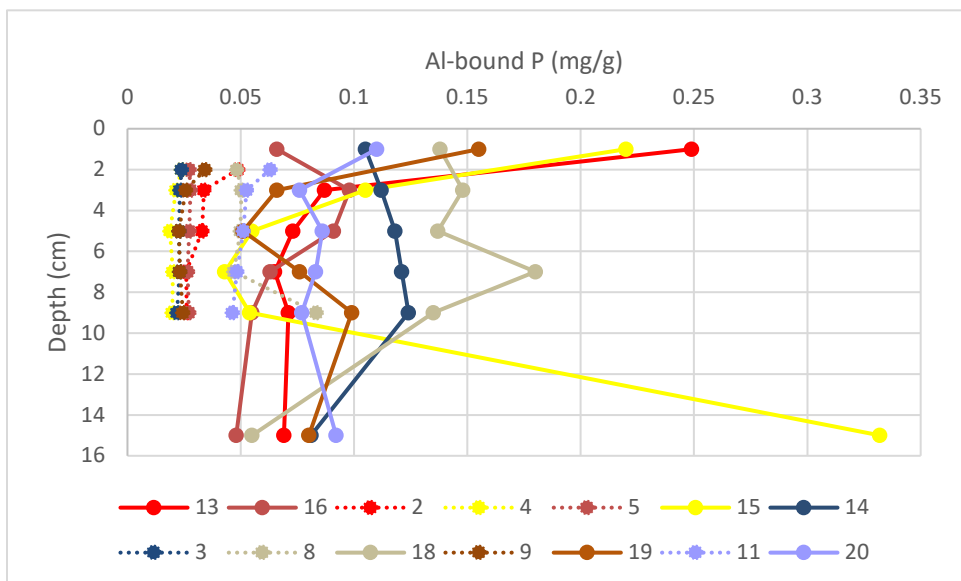


Figure 8: Al-bound P profile comparison for zone 1. The dashed lines represent the pre-treatment data, and the solids lines represent 2025 data.

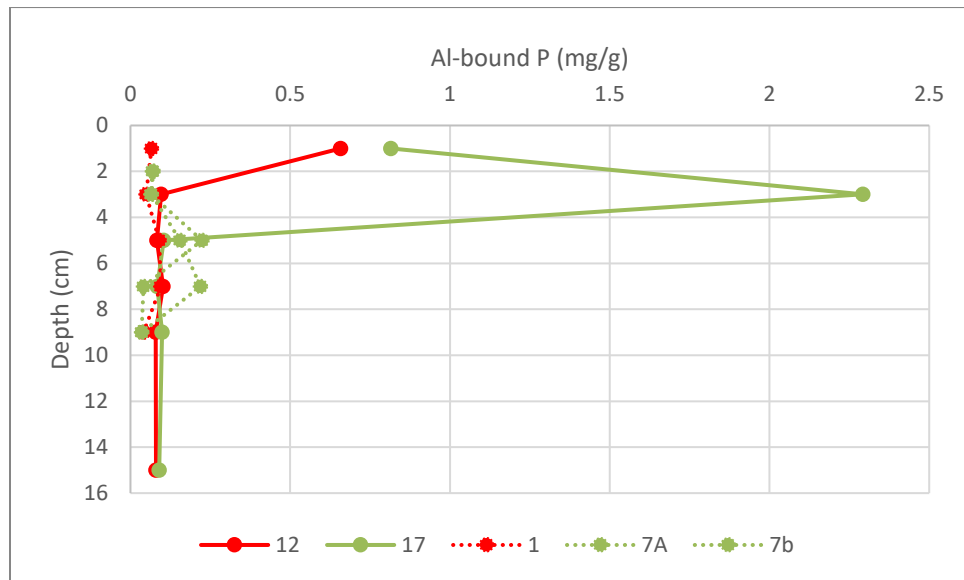


Figure 9: Al-bound P profile comparison for zone 2. The dashed lines represent the pre-treatment data, and the solids lines represent 2025 data.

Discussion

The rest of this discussion will outline the evidence to support the effectiveness of the alum treatment series. Table 3 represents the key factors which contribute to alum treatment effectiveness and the evidence from Upper Prior Lake which supports the influence of those factors.

Table 3: Effectiveness Factor Summary for Upper Prior Lake.

Effectiveness Factor		Applicable to Upper Prior Lake	Evidence
Dosing and application area	Low Dose	Low	The applied dose was appropriate
	Wind Mixing	Low	Differences amongst Al-bound coverage Low wind conditions during treatment
Biotic Interference	Interference with macrophytes	Low	CLP was not in the application area
	Bioturbation of the floc	Low	Carp is below the population threshold for bioturbation
External Load	Watershed Load	Medium	External load coming from Spring Lake

Dosing and Application Area

Dose

The first dose was appropriate for the alum treatment based on the Redox-P or Mobile-P, Table 4. It is important to note that the dosing relationship is not linear and is based on empirical relationships that account for broad range of redox P and alum doses (James and Bischoff 2015). In general, there were higher redox P concentrations in Zone 2 compared to Zone 1 which is consistent with pretreatment conditions and is reflected in the dosing strategy. Additionally, in Zone 2 there is still a high release rate in the deepest section of the lake at site 12 and much lower release rate at site 17 and is reflected in the recommended dosing strategy.

Table 4: Alum dose summary.

Alum Application	Treatment Zone	Acres	Al dose (g/m²)	Alum (gal/acre)	Sodium Aluminate (gal/acre)	Alum (gallons)	Sodium Aluminate (gallons)
2020	Zone 1	230	61.8	490.5	245.3	112,815	56,408
	Zone 2	43	57.2	454	227	19,522	9,761

Weather During Application

In general, specifications for alum treatment applications are to apply only if the forecasted 24-hr precipitation is less than 1 in and the wind speed is less than 15 mph to avoid misapplication from drifting of the barge or excessive wave action. These conditions were met during the 2020 application.

Additionally, Al-bound concentrations were correlated with the dose in the application zones and not effected by wind mixing or high-density flocs. Upper Prior Lake is a shallow lake and is thus more susceptible to the influence of mixing. There may be some evidence that the Al-bound concentrations were higher in the deeper zone which could be due to floc migration, however the re-dox P and release rate data does not support this as a factor that contributes to reduced effectiveness in Zone 1.

Biotic Interference

Fisheries

In 2024, the District tracked the movement of 17 radio-tagged carp in Spring Lake and Upper Prior Lake using a Yagi antenna and receiver to create spatio-temporal maps. The District also tracks carp through Passive Integrated Transponder (PIT) tags, which function like a pet microchip.

In 2024, carp population estimates were 48.5 +/- 6 kg/ha, which surpasses the District's biomass goal of 100 kg/ha. District staff also maintained six carp barriers to prevent access to spawning areas across the District. In 2024, these were located at: 12/17 Wetland, Tadpole Pond, Desilt Pond, FeCl Weir, Arctic Lake Outlet, and Northwoods Pond. Carp migration spawning activity will be monitored to see if any additional barriers are needed moving forward. The District's goal in 2025 is to focus efforts on carp removals from Spring Lake and shift to maintenance activities as outlined in the IPM plan for Upper Prior Lake.

Curly Leaf Pondweed

Aquatic plant point intercept surveys for Upper Prior Lake were conducted in the summers of 2015, 2018, 2020, 2021 and 2023. Results of the 2023 summer aquatic plant point intercept survey found 6 submerged aquatic plant including Curly leaf pondweed (CLP) and Eurasian Water Milfoil (EWM). Native plants were found around the perimeter of the basin of Upper Prior Lake. Aquatic plants were estimated to cover 37% of the lake bottom (143 acres). Coontail and Eurasian watermilfoil were the dominant aquatic plants. The 7 native aquatic plant species found in this survey represent a fair diversity for Upper Prior Lake in late summer.

In 2024, several areas were delineated as having the potential for heavy CLP growth by June. A CLP treatment was conducted on May 3, 2024, using diquat on a total of 29.55 acres in Upper and Lower Prior Lake. Post Treatment a follow-up CLP assessment was conducted on May 20, 2024. This assessment found CLP in the treatment areas was mostly well controlled.

The CLP was delineated and treated generally outside of the treatment area and the treatment occurred early in the CLP growth cycle to avoid CLP senescence which can contribute to high TP concentrations within the lake.

Loading

The internal load was 50% of the current water budget. Based on past studies and current evidence, the external load is not deemed to be a high threat to alum treatment effectiveness especially because the vast majority of the external load is coming from upstream Spring Lake. It is important to understand that phosphorus inflow exists in different forms with different bioavailability and controls. Dissolved phosphorus enters the lake and can be immediately used by algae. Particulate phosphorus settles to the bottom of the lake. Phosphorus bound to the sediments cannot be used by algae but can accumulate in sediments, under anoxic conditions dissolved phosphorus is released from the sediments. The alum treatments on Spring Lake do not have a direct impact on the effectiveness of the Upper Prior Lake. The water quality in Spring Lake has improved and Spring Lake provides pretreatment/settling of sediments which are the threat to alum treatment longevity. The alum treatments on Spring Lake have reduced dissolved phosphorus from potential being transported downstream and fueling algae blooms. However, the threat to the alum treatment on Upper Prior Lake is particulate phosphorus accumulation not dissolved phosphorus. Thus, changes to the internal loading control strategy on Spring Lake will not directly impact the alum treatment effectiveness on Upper Prior Lake.

After the second alum treatment it is important to continue monitoring hypolimnetic phosphorus conditions to determine if there are any unexpected influences in alum treatment effectiveness.

Conclusions and Recommendations

Overall, the water quality in Upper Prior Lake is good and has improved since the first alum treatment. However, a second alum treatment is recommended for the following reasons:

- There is an observed increase in bottom phosphorus concentrations and sediment core results reflect that there are still untreated phosphorus at the bottom of Upper Prior Lake.

- This untreated load is influencing the surface layer during mid-season mixing which increases the risk of algae blooms because it occurs within the growing season when algae growing conditions are optimal.
- Delaying the alum treatment prolongs the influence of the untreated internal load and increases the risk of algae blooms
- The prognosis for the success of the second alum treatment on Upper Prior is good with biological impacts and ongoing upstream external loads being addressed through carp and plant management and nutrient management in Spring Lake.

The second dose is recommended to be completed according to the following dosing strategy, Table 5. The updated dose is based on the sediment samples collected in winter of 2024 and represent adaptive management. The second dose is comparable to the first dose. In Zone 1 there is a recommended 6% increase and in Zone 2 there is a recommended 22% increase in doseage compared to the 2020 application.

Table 5: Recommended second alum dose summary

Alum Application	Treatment Zone	Acres	Al dose (g/m2)	Alum (gal/acre)	Sodium Aluminate (gal/acre)	Alum (gallons)	Sodium Aluminate (gallons)
Recommended Second Dose	Zone 1	230	65	518	259	119,201	59,601
	Zone 2	43	70	554	277	23,820	11,910

Total cost estimate includes application cost, and engineering cost to provide bidding, permitting, and application oversight assistance, Table 6. The cost is estimated for application is based on the cost of recent alum treatments. The range is provided because alum and sodium aluminate suppliers are hesitant to release prices more than about six months in advance due to market uncertainty and potential influences from tariffs.

Table 6: Recommended dose and cost estimate

Activity	Estimated Cost
Application treatment range	\$915,000-\$1,100,000
Engineering	\$20,000
Total	\$935,000-\$1,120,000

Although the effectiveness factors have low risk of impacting the longevity of the second alum treatment, it is still important to exercise adaptive lake management by monitoring hypolimnetic phosphorus to determine that the internal load is still controlled by the alum dose as expected.



Subject | Upper Prior Lake Alum Treatment: EOR Scope of Services

Board Meeting Date | August 19, 2025

Item No: 4.3

Prepared By | Jeff Anderson, Water Resources Program Coordinator
Emily Dick, Water Resources Project Manager

Attachments | EOR Scope of Services: Upper Prior Lake Alum Treatment Assistance

Proposed Action | Motion to approve the EOR Scope of Services for Upper Prior Lake Alum Treatment Assistance and to authorize the District administrator enter into change orders in an aggregate amount not to exceed \$1,992, or 10% of the contract NTE.

Background

Upper Prior Lake received its initial alum treatment in 2020, primarily funded through a Minnesota Board of Water and Soil Resources competitive Clean Water Fund grant. This grant included an assurance agreement requiring the District to conduct a second treatment and maintain state water quality standards over a 10-year period. Since the first application, water quality has significantly improved, but recent hypolimnetic phosphorus data and sediment core sampling indicate a gradual increase in bottom phosphorus concentrations. These findings suggest that untreated phosphorus remains in the lakebed, contributing to mid-season mixing and increasing the risk of algae blooms during peak growing season.

In June 2025, Emmons & Olivier Resources (EOR) recommended moving forward with phase two of the alum treatment based on updated sediment data collected during winter 2024/2025. The internal load continues to be a significant contributor to phosphorus levels, while external loading, primarily from upstream Spring Lake is not considered a major threat to future treatment effectiveness. Spring Lake's improved water quality and sediment settling function help protect Upper Prior Lake's alum longevity. The second treatment is designed as an adaptive management response, with dosage adjustments of +6% in Zone 1 (shallow) and +22% in Zone 2 (deep) compared to the 2020 application, ensuring continued progress toward long-term water quality goals.

Discussion

The alum treatment for Upper Prior Lake is planned for early spring 2026, ideally during an unstratified period to maximize effectiveness. EOR will lead the planning and implementation process, beginning with the development of detailed plans and specifications for the alum application discussed in the EOR technical memo *Upper Prior Lake Post Alum Treatment Evaluation* presented in June 2025. These documents will outline dosing rates, treatment zones, timing, equipment and staging requirements, and access logistics. EOR will also manage the bidding process, including preparing bid documents, advertising, responding to contractor inquiries, and providing a recommendation for contractor selection to the District's Board of Managers.

EOR will also assist with required notifications and coordination with regulatory agencies, including MPCA, MNDNR, and local municipalities. During the application, EOR will provide on-site oversight, verify chemical dosing, monitor water quality, and manage contractor documentation. Their role includes ensuring compliance, reviewing treatment maps, and supporting the District through project closeout.

Recommendation

Motion to approve the EOR Scope of Services for Upper Prior Lake Alum Treatment Assistance and to authorize the District administrator enter into change orders in an aggregate amount not to exceed \$1,992, or 10% of the contract NTE.

Budget Impact

The cost associated with the proposed activity is \$19,926 and will be covered under budget item 611 Alum Internal Loading Reserve.



SCOPE OF SERVICES

UPPER PRIOR LAKE ALUM TREATMENT ASSISTANCE

PLSLWD	
CLASS:	611 Alum Internal Loading Reserve
PROJECT:	Upper Prior Lake Alum Treatment Assistance

EOR	
JOB:	00758-0194
PHASE:	N/A
TASK:	N/A

START DATE: 8/15/2025

END DATE: 5/31/2026

TOTAL PROJECT BUDGET: \$19,926

OVERVIEW OF PROJECT SCOPE:

Upper Prior Lake received its first alum dose in 2020. The lake management plan recommended follow up sediment cores be collected before the subsequent doses to afford adaptive management and potentially adjust the alum treatment plan. EOR prepared a report which evaluated the alum treatment effectiveness on Upper Prior Lake and provided recommendations for future alum dosing. The District accepted the recommended plan for the second alum treatment and requested that EOR prepare a scope for assistance with the implementation of the second alum treatment on Upper Prior Lake.

The following scope outlines the anticipated tasks, hours, and schedule for development of public bid documents, obtaining permits, contractor coordination, and oversight of the second alum treatment on Upper Prior Lake.

PROJECT TEAM

PLSLWD	
PROJECT LEAD:	Jeff Anderson, Water Resources Coordinator
OTHER STAFF:	Joni Giese, District Administrator
EOR	
PROJECT LEAD:	Anne Wilkinson (52)
OTHER STAFF:	Carl Almer (11), Ali Stone (36)

SUMMARY OF TASKS

TASK 1: Bidding Assistance	
SUMMARY:	Alum applications are most effective during unstratified periods in either spring or fall. Ideally the alum treatment would be completed in early spring 2026, however, the exact dates of the treatment will be determined by the contractor's availability. EOR will author the plans and specifications for alum treatment and lead the bidding process to optimize favorable contractor bids. Plans and specifications will be completed for all components of the alum dosing to be bid. The specifications for the alum application will include application rates, locations, timing, equipment requirements, staging, maps for access and staging, and any other necessary information. This task will also include preparing project bidding documents, advertising for bids, answering bidding questions, and providing a recommendation for contractor award for alum application to Upper Prior Lake. EOR will assist the District with reviewing bids and selecting the contractor(s). EOR will help answer any pre-bid questions, complete bid analysis, review with district staff, and provide a recommendation for award of the contract.
DELIVERABLES:	Alum dose specifications, contractor bidding documents, attendance at bid opening, contract award recommendation memo to the Board of Managers.
TIMELINE:	August - October 2025
ESTIMATED COSTS:	\$8,204
TASK 2: Permitting Assistance	
SUMMARY:	Though there is no formal permit for alum applications to lakes, the District will be required to submit an MPCA notification. Additionally, the District may need to apply for a Public Waters Access Special Use Permit if the contractor intends to use the MNDNR public launch for access and staging of chemicals, which is the current assumption. The Contractor may need approval from the City for the haul route, traffic control, and operating days/hours. EOR will coordinate communication with each entity to facilitate the permitting/notification process. EOR will lead the development of any technical submittals required for the permits as required.
DELIVERABLES:	Permit submittals, as necessary.
TIMELINE:	February - March 2026
ESTIMATED COSTS:	\$3,922
Task 3: Project Coordination and Oversight	
SUMMARY:	<p>Finally, this scope of services will include observation and documentation of the alum application and assistance with the alum application contract. EOR will be on-site during the initial set-up and the application period to ensure proper staging, conduct a jar test to verify buffering capacity, and conduct pH monitoring within the application area. EOR will be available to help the District answer questions. We will work closely with District staff and develop an on-site schedule for application observation and monitoring.</p> <p>EOR will lead construction contract management, including the processing of pay requests and project close out documentation. The contract will require bills of lading and EOR will review them to confirm that volume of chemical</p>

DELIVERABLES:	delivered and applied is as prescribed in the plans and specifications. Actual application dose and treatment maps provided by the Contractor will be reviewed by EOR prior to project close out. Site observation and project status reports, actual alum application dosing map.
TIMELINE:	March - May 2026
ESTIMATED COSTS:	\$7,800

ESTIMATED COST SUMMARY

DESCRIPTION	HOURS/ QUANTITY	ESTIMATED COST
TASK 1: Bidding Assistance	40	\$8,204
TASK 2: Permitting Assistance	19	\$3,922
TASK 3: Project Coordination and Oversight	40	\$7,800
OTHER EXPENSES: Mileage Equipment rental Other	***Included in the above estimated costs***	
BASE TOTAL		\$19,926

NOTE: Actual costs may differ from the estimated task costs, but the project must not exceed the TOTAL.

ASSUMPTIONS: The estimated cost summary for the execution of the tasks in this Scope of Services is based upon the following assumptions:

- 1) District staff will assist EOR with coordination of staging area.
 - a. The current assumption for the Upper Prior Lake staging area is the public boat access.
There may be alternatives presented by the contractor.
- 2) EOR will provide boat and sampling equipment.

SIGNATURES:

The services described in this Scope of Services are being provided in accordance with the Master Services Consulting Agreement between PLSLWD and EOR dated January 17, 2024. Any changes to the project team, tasks, deliverables, timeline, or total cost will require a signed amendment/update to this Scope of Services.

Prior Lake-Spring Lake Watershed District

Emmons & Olivier Resources, Inc.

Signature: _____

Name: Joni GieseTitle: District Administrator

Date: _____

Signature: _____

Name: Carl K. AlmerTitle: Water Resources Lead

Date: _____



Subject 	Upper Prior Lake Alum Treatment – Authorization to Solicit Bids	
Board Meeting Date 	August 19, 2025	Item No: 4.4
Prepared By 	Emily Dick	
Attachments 	EOR Technical Memo: Upper Prior Lake Post Alum Treatment Evaluation (see agenda item 4.2)	
Proposed Action 	Motion to authorize solicitation of competitive bids for the Upper Prior Lake Alum Treatment (Phase II) project, with any further non-substantive changes on advice of engineering and legal counsel.	

Background

The Total Maximum Daily Load for Upper Prior Lake sites internal load as a key contributing factor to nutrient impairment on Upper Prior Lake. As a result, the Upper Prior Lake Alum Treatment was identified in the Water Resources Management Plan to reduce internal loads. In 2020, Upper Prior Lake received its initial alum treatment, primarily funded through a Clean Water Fund grant which requires the District to conduct a second treatment and maintain state water quality standards over a 10-year period.

In June 2025, Emmons & Olivier Resources (EOR) recommended moving forward with phase two of the alum treatment based on updated sediment data collected during winter 2024/2025.

Discussion

In order to conduct the alum treatment in early spring 2026, which is favorable due to lake access and stratification, staff anticipates working with the EOR to advance an alum dosing plan to a competitive bid process upon board approval. The *Upper Prior Lake Post Alum Treatment Evaluation* memo includes the dosing rates and basis of design which will inform the final bid documents. The plans are designed as an adaptive management response, with dosage adjustments of +6% in Zone 1 (shallow, less than 20 ft) and +22% in Zone 2 (deep, more than 20 ft) compared to the 2020 application, ensuring continued progress toward long-term water quality goals.

Recommended Action

Motion to authorize solicitation of competitive bids for the Upper Prior Lake Alum Treatment (Phase II) project, with any further non-substantive changes on advice of engineering and legal counsel.

Budget Impact

The cost associated with the proposed activity is covered under budget item 611 Alum Internal Loading Reserve.



Subject | 2026 Levy and Budget Certification

Board Meeting Date | August 19, 2025

Item No: 4.5

Prepared By | Joni Giese, District Administrator

Attachments |

- a.) Resolution 25-400 Certifying the 2026 Administrative and Metropolitan Water Management Tax Levy and 2026 Budget
- b.) Draft 2026 Budget in Financial Statement Format
- c.) Draft 2026 Budget Memorandum

Proposed Action | Motion to adopt Resolution 25-400 Certifying the 2026 Administrative and Metropolitan Water Management Tax Levy in the amount of \$2,156,000 and adopting the 2026 Budget in the amount of \$3,988,456.

Background

The 2026 budget development process started in April and May with staff meeting with the Board of Managers and the CAC, both individually and jointly, to discuss priorities that will influence the development of the 2026 budget. Feedback on the first and second drafts of the 2026 budget were solicited from the Board of Managers at their June and July 2025 workshops, respectively. Feedback on the second draft of the 2026 budget was solicited from the CAC at their July 31, 2025, meeting.

Discussion

The 2026 levy and budget represent:

- An increase of \$109,550 from the 2025 levy of \$2,046,450. This is a 5.35% increase from 2025.
- Based on a levy of \$2,156,000, the 2026 tax rate would be 2.844%, which is 0.041% higher than the 2025 tax rate of 2.803%.
- Approximately 83% of the budget is directed towards projects and programs to improve water quality, reduce flooding, and address aquatic invasive species. Another 5.6% of the budget is the District's estimated contribution towards 2026 operations and maintenance of the PLOC.
- \$1,611,575 of budget reserves will be used to cover 2026 projects and program costs. This amount represents 40.4% of the proposed 2026 budget.
- The budget includes a proposed alum treatment on Upper Prior Lake in 2026. The alum internal loading reserve committed funds, which the District has built over the past five years, has adequate funds available to cover the estimated cost of the alum treatment. The Upper Prior Lake alum treatment is expected to significantly deplete the alum internal loading reserve fund.
- With the increase in capital project activity supporting enhanced water quality, it is highly likely that the District will need to issue bonds in 2027 to cover expected capital costs. The District has established a debt payment reserve and is contributing to the reserve as part of the 2026 budget to reduce the initial budget impact when the District starts making debt payments.

- The District is considering taking on the role of drainage authority for County Ditch 13 (CD 13). A key component of taking on this role would be the creation of a Watershed Management District (WMD) that would function as the primary funding source of CD 13 operations and maintenance. The 2026 budget includes estimated levy funds of \$50,000 needed to establish the WMD.

The budget is presented in two formats. The budget is presented in a financial statement format with individual budget line items listed along with comparisons to the 2023 - 2025 budgets. The budget memorandum provides a description of each budget line item and specific activities/projects covered by each budget item.

After approval of the proposed levy at the August board meeting, a proposed levy certification will be submitted to Scott County. After submission of the proposed levy certification, the levy cannot be increased but still can be reduced for a final levy certification submission to Scott County in December.

Recommended Action

Staff recommends a motion to adopt Resolution 25-400 Certifying the 2026 Administrative and Metropolitan Water Management Tax Levy in the amount of \$2,156,000 and adopting the 2026 Budget in the amount of \$3,988,456.

Budget Impact

The approved budget determines the District activities for 2026.



Resolution 25-400

Certifying the 2026 Administrative and Metropolitan Water Management Tax Levy and 2026 Budget

Motion By: _____ **Second By:** _____

WHEREAS the Prior Lake-Spring Lake Watershed District (PLSLWD) is a watershed management organization and political subdivision of the State of Minnesota established under and operating with powers and purposes set forth at Minnesota Statutes Chapters 103B and 103D;

WHEREAS the PLSLWD has an approved watershed management plan under Minnesota Statutes Section 103B.231;

WHEREAS Minnesota Statute Section 103D.905, subdivision 3, authorizes the PLSLWD to levy an ad valorem tax on real property within the PLSLWD for the administrative expenses of the District not to exceed \$500,000;

WHEREAS Minnesota Statutes Section 103B.241, subdivision 1, authorizes the PLSLWD to levy an ad valorem tax on real property within the PLSLWD sufficient to pay the increased costs to the PLSLWD to prepare and implement its watershed management plan;

THEREFORE, BE IT RESOLVED that the Board hereby adopts a 2026 budget of \$3,988,456.

THEREFORE, BE IT RESOLVED that in accordance with Minnesota Statutes Section 103D.915, the Board hereby approves and directs the secretary to certify to the Scott County Auditor an ad valorem levy in the total amount of \$2,156,000 to be levied on all taxable property within the PLSLWD, composed of the following:

- \$ 289,800 for the General Fund under authority of Minnesota Statutes Section 103D.905, subdivision 3;
- \$ 1,866,200 to implement the watershed management plan under Minnesota Statutes Section 103B.241, subdivision 1, for the general projects and programs of the PLSLWD.

The question was called on the adoption of the Resolution and there were ___ yeas and ___ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Boyles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burnett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morkeberg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tofanelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the chair declared the resolution adopted.

It is hereby certified that the Board of the Prior Lake-Spring Lake Watershed District adopted this Resolution at a duly convened meeting of the Board held on the 19th day of August 2025, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

Ben "Beverly" Burnett, Secretary

Dated: August 19, 2025

Program Element		2026 Source of Funds				2025 Budget	2024 Budget	2023 Budget
		2026 Levy	Budget Reserve	Grant Funds/Fees	2026 Budget			
	General Fund (Administration)							
	Revenues							
	Property Taxes	\$ 289,800	\$ -	\$ -	\$ 289,800	261,600	\$ 252,000	\$ 249,200
	Interest	-	-	10,100	10,100	18,400	9,000	3,000
	Other	-	-	-	-	-	-	-
	Total Revenues	\$ 289,800	\$ -	\$ 10,100	\$ 299,900	\$ 280,000	\$ 261,000	\$ 252,200
	Expenditures							
	Administrative Salaries and Benefits	\$ 161,400	\$ -	\$ 10,100	171,500	155,500	\$ 145,000	\$ 138,000
	703 · Telephone, Internet & IT Support	16,000	-	-	16,000	19,500	16,000	16,200
	702 - Rent	29,000	-	-	29,000	28,200	27,500	28,300
	706 · Office Supplies	10,300	-	-	10,300	7,000	8,000	9,000
	709 · Insurance and Bonds	13,400	-	-	13,400	13,000	13,000	14,200
	670 · Accounting	38,200	-	-	38,200	36,300	33,500	31,000
	671 · Audit	11,800	-	-	11,800	11,000	10,500	9,000
	903 · Fees, Dues, and Subscriptions	1,700	-	-	1,700	1,500	1,500	1,500
	660 · Legal (not for projects)	8,000	-	-	8,000	8,000	6,000	5,000
	General Fund (Administration) Expenditures	\$ 289,800	\$ -	\$ 10,100	\$ 299,900	\$ 280,000	\$ 261,000	\$ 252,200
	Net Change in General Fund	-	-	-	-		-	-

Program Element		2026 Source of Funds				2025 Budget	2024 Budget	2023 Budget
		2026 Levy	Budget Reserve	Funds/Fees	2026 Budget			
	Implementation Fund							
	Revenues							
	Property Taxes	\$ 1,866,200	\$ -	\$ -	\$ 1,866,200	\$ 1,784,850	\$ 1,697,000	\$ 1,670,736
	Grants/Fees	-	-	100,381	100,381	145,967	34,000	120,664
	Interest	-	-	110,400	110,400	124,300	61,000	67,200
	Budget Reserves	-	1,611,575	-	1,611,575	1,018,908	523,356	362,300
	Total Revenues	\$ 1,866,200	\$ 1,611,575	\$ 210,781	\$ 3,688,556	\$ 3,074,025	\$ 2,315,356	\$ 2,220,900
	Expenditures							
	Program Salaries and Benefits (not JPA/MOA)	\$ 421,200	\$ -	\$ 110,400	\$ 531,600	\$ 504,000	\$ 485,500	\$ 492,900
Water Qual	550 Public Infrastructure Partnership Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Qual	550 FeCl Site Improvements	20,000	-	-	20,000	271,200	158,000	
Water Qual	550 Highway 13 Wetland Excavation	-	19,000	-	19,000	-	-	-
Water Qual	550 Desilt Improvements	56,000	-	-	56,000	-	-	-
Water Qual	550 200 Street Pond Improvements	2,000	35,000	15,000	52,000	41,400	5,600	-
Water Qual	550 Swamp Lake IESF	-	119,600	53,381	172,981	635,300	61,000	
Water Qual	550 Spring Lake West IESF	-	142,975	-	142,975	-	-	-
Water Qual	550 Buck Stream Bank Stabilization	-	-	-	-	7,500	223,400	
Water Qual	611 Highway 13 Wetland, FeCl System & Desilt, O&M	85,500	-	-	85,500	214,500	305,000	98,000
Water Qual	611 Carp Management	78,000	-	-	78,000	88,500	96,500	94,000
Water Qual	611 District Owned Parcels Maintenance	30,000	-	-	30,000	5,000	1,200	1,200
Water Qual	611 Buck Stream Stabilization Parcel Maintenance	4,000	-	-	4,000	4,000	-	-
Water Qual	611 Alum Internal Loading Reserve	230,000	1,059,000	-	1,289,000	200,000	230,000	220,000
Water Qual	611 Fish Stocking (consolidated with Carp Mgmt in 2025)	-	-	-	-	0	2,000	3,000
Water Qual	626 Planning and Program Development	33,700	-	-	33,700	32,000	27,500	17,500
Water Qual	626 Fish Lake Management Plan Update	-	-	-	-	-	-	81,300
Water Qual	626 Lake Ridge Stormwater Feasibility Study	-	-	-	-	55,500	60,000	
Water Qual	626 LGU Plan Review	3,000	-	-	3,000	3,000	4,000	4,000
Water Qual	626 Engineering not for programs	22,000	-	-	22,000	21,000	20,000	15,000
Water Qual	626 Debt Issuance Planning	-	15,000	-	15,000	15,000	-	10,000
Water Qual	626 District Plan Update	-	-	-	-	-	2,500	2,500
Water Qual	626 Capital Project Planning (Prev: Upper Watershed Projects)	58,200	195,500	-	253,700	307,800	636,000	524,500
Water Qual	637 District Monitoring Program	86,900	-	-	86,900	89,100	84,500	81,000
Water Qual	648 Permitting and Compliance	65,000	-	-	65,000	65,000	62,000	79,000
Water Qual	648 Update MOAs with cities & county	4,000	-	-	4,000	5,000	5,000	10,000
Water Qual	648 BMP and Easement Inventory & Inspections	34,700	-	5,000	39,700	40,000	47,875	10,000
	WQ TOTAL	813,000	1,586,075	73,381	2,472,456	2,100,800	2,032,075	1,251,000
Water Storage	550 District-wide Hydraulic & Hydrologic model	4,000	-	-	4,000	4,000	5,000	5,000
Water Storage	626 Comprehensive Wetland Plan Update	19,500	25,500	-	45,000	35,500	35,500	-
	WS TOTAL	23,500	25,500	-	49,000	39,500	40,500	5,000
AIS	637 Aquatic Vegetation Management	20,300	-	12,000	32,300	30,600	17,500	15,000
AIS	637 Automated Veg Monitoring (consol w Veg Mgmt 2025)	-	-	-	-	-	1,300	2,000
AIS	637 Aquatic Veg Surveys (consolidated w Veg Mgmt 2025)	-	-	-	-	-	12,000	5,500
AIS	637 Boat inspections on Spring, Upper & Lower Prior	15,000	-	15,000	30,000	34000	34,000	32000
	AIS TOTAL	35,300.0	-	27,000	62,300	64,600	64,800	54,500
Ed & Out	652 Education and Outreach Program	37,000	-	-	37,000	27,300	38,500	40,000
Ed & Out	652 Farmer-led Council	76,000	-	-	76,000	72,000	55,000	54,000
Ed & Out	652 Cost-Share Incentives	88,000	-	-	88,000	88,000	68,000	58,000
	E&O TOTAL	201,000	-	-	201,000	187,300	161,500	152,000
	PLOC Contribution	222,200		-	222,200	108,125	38,981	185,500
	County Ditch 13	50,000	-		50,000	-		
	Debt (Bond) Payment					81,000		
	Debt Payment Reserve	100,000	-	-	100,000	-	-	80,000
	Total Implementation Fund	\$ 1,866,200	\$ 1,611,575	\$ 210,781	\$ 3,688,556	\$ 3,004,325	\$ 2,823,356	\$ 2,220,900
	Net Change in Fund Balance Implementation Fund	-	-	-	-			-

	Grant Funds/Fees Anticipated				2026 Budget	2025 Budget	2024 Budget	2023 Budget
	Interest Income (general fund & Implementation fund)			\$ 120,500	\$ 120,500	142,700	\$ 70,000	70,200
	648 New Easement Acquisition/Amendment Fees			5,000	5,000	4,500	5,000	5,000
Water Qual	648 Easement amendment/violations fees			-	-	-	2,000	500
	2025 WBIF Grant			32,994	32,994	104,967	-	-
	BWSR Clean Water Fund (Programs & Projects) Grant			35,387	35,387			
	626 UWB (BWSR Lower MN River South (WBIF Grant)			-	-	-	-	3,958
	Fish Lake Mgmt Plan & Swamp IESF Feas. ("23 WBIF Grant)			-	-	-	-	82,806
	Spring Lake Twnshp Contributions			-	-	9,500	-	4,000
	AIS Grant for Upper Prior Lake (DNR Grant)			-	-	-	-	4,335
AIS	611 Aquatic Vegetation Mgmt. (Scott County)			27,000	27,000	27,000	27,000	20,065
	Total Grant Funds/Fees Anticipated			\$ 220,881	\$ 220,881	288,667	104,000	\$ 190,864

Budget Summary		Budget					Levy Increase	% Increase
		Fund Sources/Fund Expenditures	2026 Levy	Reserves	Grants/Rev	Budget Total		
General Fund		\$ 289,800			\$ 10,100	\$ 299,900	261,600	
Implementation Fund		\$ 1,866,200	\$ 1,611,575		\$ 210,781	\$ 3,688,556	1,784,850	
Total Fund Sources		\$ 2,156,000	\$ 1,611,575	\$ 220,881	\$ 3,988,456	2,046,450	\$ 109,550	5.35%
Expenditures								
General Fund						299,900		
Implementation Fund						3,688,556		
Total Expenditures						3,988,456		

Fund Balance Commitments/Assignments		2026 (Budget)			2025 (Estimate)			
		12-31-25 Bal	Additions	Reductions	12-31-26 Bal	12-31-24 Bal	Additions	Reductions
611 Alum Internal Loading Reserve		\$ 1,059,000	\$ 230,000	\$ (1,130,000)	\$ 159,000	\$ 910,000	\$ 200,000	\$ (51,000)
626 Capital Project Planning		\$ 199,100	\$ 58,200	\$ (145,500)	\$ 111,800	\$ 291,600	\$ 16,200	\$ (108,700)
Debt Payment Reserve		\$ 180,000	\$ 100,000		\$ 280,000	\$ 180,000		
550 Spring Lake West IESF Reserve		\$ 142,975		\$ (11,000)	\$ 131,975		\$ 443,975	\$ (301,000)
		\$ 1,581,075	\$ 388,200	\$ (1,286,500)	\$ 682,775	\$ 1,381,600	\$ 660,175	\$ (460,700)



MEMORANDUM

TO: PLSLWD BOARD OF MANAGERS
FROM: JONI GIESE
SUBJECT: 2026 BUDGET (DRAFT)
DATE: 8/19/2025

The following provides background to the 2026 Budget. The activities are broken out between the General Fund and Implementation Fund, with the implementation fund budget line items organized under the Water Resource Management Plan's three priorities: Water Quality, Reduce Flooding, and Aquatic Invasive Species (AIS). Detailed expenses relating to Prior Lake Outlet Channel (PLOC) operations are reflected in a separate 2026 PLOC budget.



WATER QUALITY



AQUATIC INVASIVE SPECIES



REDUCE FLOODING

When a budget item benefits more than one of the priorities, it is listed under the category of projected highest benefit. Budget totals are broken out by recommended revenue sources.

405 - General Fund

570 - 573 Administrative Salaries and Benefits

Description: This budget item includes staff salaries and associated benefits for administrative activities, which includes holidays and PTO. Staff time also includes District document archiving procedures.

Why it is Important: Staff must expend a certain portion of their time on basic office operations, such as preparing time reports, preparing state-mandated reports and operations.

2025 Budget: \$155,500

2025 Year End Expense: \$155,500 (estimate)

2026 Budget: \$171,500

Administrative staff have been focusing intently on archiving District documents and reorganizing electronic filing system, resulting in increased time charged to the general fund.

Estimated salaries and benefits are based on the following assumptions:

- 6% average salary increase
- 12.6% increase in healthcare insurance premiums
- 5% increase in dental insurance premiums

Specific salary/benefit estimates covered by this budget item include:

Salaries and payroll taxes (social security and medicare)	\$135,800
Benefits (PERA, Health, Dental, Disability, MN PFML, SUI, Life Insurance)	35,700
TOTAL: \$171,500	

2026 Revenue Source(s):

- Levy: \$161,400
- Interest Income: \$10,100

703 – Telephone, Intranet & IT Support

Description: This budget item includes staff cellular phone reimbursements, database support, and District website domain hosting and listing fees. It also includes IT consultant support services. Office telephone and intranet services are included in the Prior Lake City Hall lease.

Why it is Important: District staff use their cellular phones to perform District business. The District needs to maintain a presence on the internet via a website. District business is primarily performed on computers. A well-maintained computer system protects the District from cyber-attacks, enhances staff productivity, and allows efficient use of/upgrades to software licenses and hardware. The Districts' Microsoft software license is paid through the IT consultant and reflected in the consultant fees listed below.

2025 Budget: \$19,500

2025 Year End Expense: \$16,000 (estimate)

2026 Budget: \$16,000 (\$17,100 total with approximately 6% allocated to PLOC budget)

Specific activities/projects covered by this budget item include:

Staff cell phone reimbursements	\$3,000
Website hosting and listing fees, Database updates	1,000
IT consultant standard support	12,000
TOTAL: \$16,000	

2026 Revenue Source(s):

- Levy: \$16,000

702 – Rent

Description: The District entered into a lease for office space with the City of Prior Lake, effective July 1, 2021. The District has the option to renew the lease for four additional one-year terms with an annual cost escalation of 3 percent per year. The renewal in 2025 will be the final one-year renewal. A new lease will need to be renegotiated for the year starting July 1, 2026.

2025 Budget: \$28,200

2025 Year End Expense: \$28,200

2026 Budget: \$29,000 (\$30,850 total with approximately 6% allocated to PLOC budget)

Specific activities/projects covered by this budget item include:

City of Prior Lake lease payments	\$29,000
TOTAL: \$29,000	

2026 Revenue Source(s):

- Levy: \$29,000

706 – Office Supplies

Description: This budget item includes general office supplies, copier rental, copies/printing, postage, and annually upgrade ¼ of staff computers.

Why it is Important: Office supplies are needed to perform District business.

2025 Budget: \$7,000.

2025 Year End Expense: \$10,000 (estimate).

2026 Budget: \$10,300 (\$11,000 total with approximately 6% allocated to PLOC budget)

Specific activities/projects covered by this budget item include:

Ricoh copier (rent and copies)	\$4,200
New computers	4,700
Postage	450
Other office supplies	950
TOTAL: \$10,300	

2026 Revenue Source(s):

- Levy: \$10,300

709 – Insurance and Bonds

Description: This budget item includes annual property, liability (including bonds), auto, and workers compensation insurance coverage premiums.

Why it is Important: District should have insurance coverage to protect District's property and cover potential liabilities.

2025 Budget: \$13,000

2025 Year End Expense: \$13,000.

2026 Budget: \$13,400 Includes estimated premium increases of 8% for 2026. (Total \$14,300 with approximately 6% allocated to PLOC budget).

Specific activities/projects covered by this budget item include:

Property	\$2,200
Liability	5,600
Excess Liability	1,700
Auto	400
Workers Compensation	3,500

TOTAL: \$13,400

2026 Revenue Source(s):

- Levy: \$13,400

670 – Accounting

Description: This budget item covers accounting services provided the District's contracted certified public accountant (CPA) to maintain accounting software and records, help prepare monthly and year-end financial statements, assist with annual audit, process biweekly payroll and year-end forms, and prepare custom reports/analysis as requested. The District CPA also provides accounting services for the PLOC, costs for which are reflected in a separate PLOC budget.

Why it is Important: Per the PLSLWD Governance Manual, the District will contract with the certified public accountant to monthly review the District bank accounts, payroll and investment funds, and to assist with monthly bookkeeping to ensure the District's finances are managed in accordance with generally accepted accounting principles and best practices.

2025 Budget: \$36,300

2025 Year End Expense: \$36,300 (estimate).

2026 Budget: \$38,200 (Separate fee allocated to PLOC budget)

Specific activities/projects covered by this budget item include:

Contracted accounting firm	\$38,200
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TOTAL: \$38,200

2026 Revenue Source(s):

- Levy: \$38,200

671 – Audit

Description: This budget item covers annual audit costs paid to contracted auditor. Other associated audit costs, such as District accountant's time to prepare for audit, work with auditors, and to submit audit to the state, along with the District attorney's time to respond to

audit questions (e.g., audit opinion) are expensed in 670 – Accounting and 660 – Legal, respectively.

Why it is Important: An annual audit is required per State Statute 103D.355.

2025 Budget: \$11,000 (\$14,700 per audit cost per biannual proposal – 25% allocated to PLOC)

2025 Year End Expense: \$11,000

2026 Budget: \$11,800 (\$15,500 total – 25% allocated to PLOC).

Specific activities/projects covered by this budget item include:

Contracted audit firm	\$11,800
TOTAL: \$11,800	

2026 Revenue Source(s):

- Levy: \$11,800

903 – Fees, Dues and Subscriptions

Description: This budget item includes organization memberships, service subscriptions not associated with projects/programs, and fees associated with staff hiring.

2025 Budget: \$1,500

2025 Year End Expense: \$1,500 (estimate).

2026 Budget: \$1,700

Specific activities/projects covered by this budget item include:

Organization memberships	\$200
Public notices (not project related)	250
Miscellaneous fees	200
Subscriptions	1,250
TOTAL: \$1,700	

2026 Revenue Source(s):

- Levy: \$1,700

660 – Legal (not project related)

Description: This budget item covers miscellaneous legal services not associated with a District project.

Why it is Important: Legal issues arise as a course of performing District duties. It is in the District's best interest to consult an attorney to ensure issues are addressed in the best interest of the District.

2025 Budget: \$8,000

2025 Year End Expense: \$8,000 (estimate)

2026 Budget: \$8,000

Specific activities/projects covered by this budget item include:

Contracted legal firm	\$8,000
TOTAL:	\$8,000

2026 Revenue Source(s):

- Levy: \$8,000

509 – Implementation Fund

570 – 573 Program Salaries and Benefits

Description: This budget item includes staff salaries and associated benefits for Implementation Fund activities. It also includes all Board of Managers per diems.

Why it is Important: The District's programs and projects can only be accomplished with stable, highly skilled staff.

2025 Budget: \$509,000

2025 Year End Estimate: \$492,500 (estimate) Implementation Fund salary costs are low in 2025 due to budgeting for, but not hiring seasonal interns in 2025.

2026 Budget: \$531,600. For 2026, salaries and benefits are projected to increase due to cost of living and to adjust the salary of several staff members to better align with market conditions. Includes salaries for two summer seasonal interns. Staff salary and benefits allocated to the PLOC are approximately 6.0% of staff salary/benefits to reflect expected staff activity associated with the PLOC.

Estimated salaries and benefits are based on the following assumptions:

- 6% average salary increase
- 12.6% increase in healthcare insurance premiums
- 5% increase in dental insurance premiums

Specific salary/benefit estimates covered by this budget item include:

Salaries, per diems, and payroll taxes (social security and medicare)	\$424,600
Benefits (PERA, Health, Dental, Disability, MN PFML, SUI, Life Insurance)	107,000
TOTAL:	\$531,600

2026 Revenue Source(s):

- Levy: \$421,200
- Interest Income: \$110,400



Water Quality Projects

550 Public Infrastructure Partnership Projects (PIPP)

Description: This program was developed to help reduce runoff to the lakes by working with LGU partners to retrofit streets, highways, public properties and other public infrastructure with volume management, rate controls and phosphorus load reduction BMPs as LGUs complete public site or public infrastructure construction, repair, or maintenance projects.

Why it is Important: Phosphorus and other pollutants in stormwater runoff is a significant water quality problem. Water quality BMPs, runoff volume reductions, and rate control reduces waterbody impairments and flooding.

How Long in Existence: 2015

2025 Budget: \$0

2025 Year End Expense: \$0

2026 Budget: \$0

550 FeCl Site Improvements

Description: This capital project is meant to complete end of lifecycle maintenance required to replace and update major system components of the District's Ferric Chloride system. The primary system infrastructure was replaced in 2024 and 2025 due to concerns for longevity and safety. In order to replace the tank, part of the secondary containment wall needed to be removed. To restore the intended safety function of the secondary containment, retrofitting the existing, and installing a removable containment wall is needed.

Why it is Important: The ferric chloride system treats stormwater coming from County Ditch 13, which is responsible for carrying the majority of pollutants into Spring Lake. Retrofitting the secondary containment wall provides safety for minor leaks and spills during tank fills.

How Long in Existence: 2024

2025 Budget: \$271,200

2025 Year End Expense: \$278,000 (estimated)

2026 Budget: \$20,000

Specific activities/projects covered by this budget item include:

Secondary Containment Retrofits	\$20,000
TOTAL:	\$20,000

2026 Revenue Source(s):

- Levy: \$20,000

550 - Hwy 13 Wetland Excavation

Description: This capital project is meant to address end of lifecycle maintenance of the Highway 13 Wetland. Construction of the Highway 13 Wetland Enhancement Project was completed in February of 1997 to provide pretreatment for the Ferric Chloride system. In 2024, the Highway 13 Wetland was surveyed and results indicate an excavation is needed. Excavation costs (engineering, permitting, legal, construction) are estimated around \$650,000. With engineering and permitting in 2026, the excavation could occur in early 2027.

Why it is Important: The Highway 13 Wetland provides important pre-treatment and settling to the ferric chloride system on County Ditch 13, which is responsible for carrying the majority of pollutants into Spring Lake. The wetland has accumulated 9,500 cubic yards of sediment and requires excavation to maintain its pre-treatment function.

How Long in Existence: 2025

2025 Budget: \$100,000 (in 611- Highway 13 Wetland, FeCl System and Desilt Pond)

2025 Year End Expense: \$81,000 (estimated)

2026 Budget: \$19,000

2027 Construction: \$560,000 (anticipate bonding before construction)

Hwy 13 Excavation (permitting, legal, landowner compensation in preparation for 2027 construction)	\$9,000
Budget reserves for future construction (allocated in 2025, not anticipated to be spent in 2026)	\$10,000
TOTAL:	\$19,000

2026 Revenue Source(s):

- Budget reserves: \$19,000

550 – Desilt Improvements

Description: This capital project is meant to improve efficiency and reduce bypass of the District's Ferric Chloride system through modifications at the bypass weir and desiltation pond. The system currently experiences reduced efficiency when Spring Lake is high, and retrofits to the desiltation ("desilt") pond and bypass weir will improve efficiency.

Why it is Important: The ferric chloride system treats stormwater coming from County Ditch 13, which is responsible for carrying the majority of pollutants into Spring Lake.

How Long in Existence: 2026

2025 Budget: \$40,700 (in 611- Highway 13 Wetland, FeCl System and Desilt Pond)

2025 Year End Expense: \$40,700 (estimated)

2026 Budget: \$56,000

2027 Construction: \$200,000 (attempt to secure grant funds before constructing)

Engineering (Final Design, Incorporate Barrier Design, Permitting)	\$50,000
Carp Barrier Design (WSB)	\$6,000
TOTAL:	\$56,000

2026 Revenue Source(s):

- Levy: \$56,000

550 – 200th Street Pond Improvements Project

Description: This project is expected to be constructed in the winter of 2025/2026 and is included in the District’s Fish Lake Management Plan and Water Resources Management Plan (WRMP).

Why it is Important: Implementation of projects advances the mission and goals of the District as identified in the two District plans.

2025 Budget: \$45,000 (\$41,400 original budget + \$3,600 transferred from 626 Capital Project Planning)

2025 Year End Expense: \$10,000 (estimate)

2026 Budget: \$52,000

Specific activities/projects covered by this budget item include:

SWCD and Professional Services (Legal, etc.)	\$7,000
Pond Construction	\$45,000
TOTAL:	\$52,000

2026 Revenue Source(s):

- Levy \$2,000
- Budget Reserves: \$35,000
- Grants: \$15,000

550 – Swamp Lake IESF

Description: This project is expected to be constructed in 2025, with completion of restoration and grant-required outreach in 2026. The project is included in the District’s Swamp Lake IESF Feasibility Study and Water Resources Management Plan (WRMP) to address water quality goals.

Why it is Important: Implementation advances the mission and goals of the District to reduce nutrient loading to Spring Lake as identified in the feasibility study and District’s WRMP.

2025 Budget: \$635,300

2025 Year End Expense: \$525,700 (estimate)

2026 Budget: \$172,981

Specific activities/projects covered by this budget item include:

Consultant (As-builts, O&M plan, punch list and contract closeout	\$10,000
Construction, Site Restoration + Establishment, Outreach	\$162,981
TOTAL:	\$172,981

2026 Revenue Source(s):

- Budget Reserve: \$119,600
- Grant: \$53,381

550 – Spring Lake West IESF

Description: The District completed a feasibility study to reduce nutrient loading from the Spring West subwatershed in 2021. An easement for this project is expected to be obtained in 2025. The implementation of this project was selected as a priority water quality project by the Board of Managers in 2023. Progressing design would assist grant applications, although known funding is anticipated to be competitive and/or relatively small. Construction could be advanced as soon as Fall 2026. The project is included in the District's Spring Lake West IESF Feasibility Study and Water Resources Management Plan (WRMP) to address water quality goals.

Why it is Important: Implementation advances the mission and goals of the District to reduce nutrient loading to Spring Lake as identified in the feasibility study and District's WRMP.

2025 Budget: \$443,975 (Via Excess Fund Transfer from 550 Swamp Lake IESF)

2025 Year End Expense: \$301,000

2026 Budget: \$142,975

2027 Construction: \$740,000 (attempt to secure grant funds before constructing)

Specific activities/projects covered by this budget item include:

Engineering (Final Design, Permitting, Grant Assistance)	\$10,000
Legal	\$1,000
Budget reserves for future construction (allocated in 2025, not anticipated to be spent in 2026)	\$131,975
TOTAL:	\$142,975

2026 Revenue Source(s):

- Budget Reserves: \$142,975

611 - Highway 13 Wetland, FeCl System and Desilt Pond

Description: The Desilt Pond was built in 1978. A ferric chloride system was constructed in 1998 upstream at the outlet of the wetland treatment system. The FeCl system was designed for water quality treatment but the Highway 13 wetland also acts as a pretreatment basin. The system was redesigned in 2013 becoming compliant with the MPCA NPDES permit. The facility on average doses around 6,100 gallons of FeCl throughout the year. Treatment typically occurs

March through November annually removing approximately 55% of the dissolved phosphorus and 34% of the total phosphorus concentrations in the water. In 2024, a feasibility study was conducted to assess the lifespan of the facility and equipment, system effectiveness, and better access for chemical delivery. A capital improvement project was completed in 2025 to upgrade the access drive and system components. The ongoing operation and maintenance of the system is reflected in these costs.

Why it is Important: The ferric chloride system treats stormwater coming from County Ditch 13, which is responsible for carrying the majority of pollutants into Spring Lake.

How Long in Existence: 1998

2025 Budget: \$214,500 (later reduced by \$100,000 due to fund transfer to 550-Hwy 13 Excavation)

2025 Year End Expense: \$100,200 (estimate).

2026 Budget: \$85,500

Specific activities/projects covered by this budget item include:

Ferric Chloride chemical deliveries, increased summer dosing	\$40,000
System Monitoring to meet MPCA Permits: Lab analysis	\$17,500
Utilities, permits, maintenance and equipment	\$3,000
Chemical Feedline Locate	\$15,000
Weir Erosion Maintenance	\$10,000
TOTAL:	\$85,500

2026 Revenue Source(s):

- Levy: \$85,500

611 – Carp Management

Description: Carp management includes funding for efforts identified in the District's Integrated Pest Management Plan.

Why it is Important: Carp management improves water quality and lake habitat. This estimate builds from the 2024 reduction of Upper Prior Lake carp biomass to sustainable levels and a transition to a maintenance phase. In 2026, focused efforts on biomass reductions as well as populations estimates will be performed on Spring Lake to determine if and when management can transition to maintenance phase.

How Long in Existence: Since 2010

2025 Budget: \$88,500

2025 Year End Expense: \$75,000 (estimate).

2026 Budget: \$78,000

Specific activities/projects covered by this budget item include:

Consultant/Contractor services (removals and seining-approx. two events, population assessments, pit station operations, data analysis, equipment rental, data management, presentation to Board)	\$62,000
Bluegill stocking (Desilt pond next to Spring Lake)	\$2,000
Tracking (PIT station maintenance, firmware updates, 10 radio tags, PIT tags, tagging supplies)	\$3,800
Program equipment (waders, net repairs, bins, gloves, ice signs, under ice line puller, etc.)	\$1,400
Storage shed rental for carp. equipment	\$1,700
Barrier maintenance	\$600
Nets (Sample, trap, gill, etc.)	\$6,500
TOTAL:	\$78,000

2026 Revenue Source(s):

- Levy: \$78,000

611 – District Owned Parcels Maintenance

Description: The District owns three parcels adjacent to Spring Lake. One parcel is located on the north side of the lake and is referred to as the “Spring Lake Demonstration Site” and two parcels on the south side referred to as the “Ducks Unlimited Wetland” and “Frog Farm.” The landscape on the Spring Lake Demonstration site has been restored and serves as a demonstration of a healthy lakeshore oak savanna habitat. The Ducks Unlimited Wetland is predominantly a wetland with a small upland portion abutting Spring Lake. The Ducks Unlimited Wetland was donated to PLSLWD for the purpose of natural resource preservation. The plant community in the upland portion is highly impacted by buckthorn. Yard waste and other construction material dumping has become a problem, along with non-authorized recreation vehicle trail use. The Frog Farm is predominantly a wetland.

Why it is Important: It is the District’s responsibility to maintain these properties for their intended use and to ensure that the parcels do not pose a hazard to adjacent properties.

How Long in Existence: 1987 (Ducks Unlimited Wetland), 2017 (Spring Lake Demonstration Parcel and Frog Farm parcel);

2025 Budget: \$5,000 (\$1,200 original + \$3,800 budget amendment)

2025 Year End Expense: \$4,300 (estimate).

2026 Budget: \$30,000

Specific activities/projects covered by this budget item include:

Ducks Unlimited site restoration and District parcels management plan	\$25,000
Buckthorn treatment/removal (Ducks Unlimited-\$3,600 removal, Spring Demonstration – \$700 treatment)	\$4,300
Herbaceous treatment (Spring Lake Demonstration)	\$700
TOTAL:	\$30,000

2026 Revenue Source(s):

- Levy: \$30,000

611 – Buck Stream Stabilization Parcel Maintenance

Description: Partially funded by a CWF grant, stream stabilization was completed in 2024. On-going annual buckthorn treatment and vegetation management are expected for 2025 and 2026.

Why it is Important: This restoration site reconnects the floodplain of a highly erosive section of the Buck stream which will reduce sediment and nutrient loading to Buck Lake, and therefore, Spring Lake. Two years of vegetation maintenance support by the District is expected (\$4,000 each year) to establish native seeding and control for recurring buckthorn.

How Long in Existence: 2024

2025 Budget: \$4,000

2025 Year End Expense: \$4,000 (estimate)

2026 Budget: \$4,000

Specific activities/projects covered by this budget item include:

Vegetation management and buckthorn treatment	\$4000
TOTAL:	\$4,000

2026 Revenue Source(s):

- Levy: \$4,000

611 - Alum Internal Loading Reserve

Description: This line item was created to fund alum treatments for waterbodies in the District. Spring Lake has received three treatments (2013, 2018, 2020), and Upper Prior Lake was treated in 2020. An alum treatment for Upper Prior Lake is expected to cost between \$935,000-\$1,130,000 depending on future market costs. Based on sediment core analyses, Upper Prior, Spring and Fish Lake may be candidates for alum treatment. A treatment is required on Upper Prior to satisfy grant requirements. As treatments are implemented, the fund will cover sediment monitoring, treatment design, and physical treatment.

Why it is Important: Alum treatments are effective in capturing internal phosphorus loads. Recent treatments in Spring and Upper Prior have resulted in improvements in lake quality indicators.

How Long in Existence: Since 2017 (incrementally build up and then spend on treatments)

2025 Budget: \$200,000

2025 Year End Expense: \$51,000

2025 Year End Commitment: \$149,000

Total Committed Funds: \$1,059,000 (after 2025 commitment)

2026 Budget: \$1,289,000

Specific activities/projects covered by this budget item include:

Upper Prior Lake Alum Treatment Phase 2 of 2 (\$1,100,000 for treatment, \$20,000 for engineering, \$10,000 for legal)	\$1,130,000
Continue to build reserve	\$159,000
TOTAL:	\$1,289,000

2026 Revenue Source(s):

- Levy: \$230,000
- Budget Reserve \$1,059,000 (committed funds)

626 - Planning and Program Development

Description: This category includes general activities that support the District's planning and program development activities. Costs associated with these activities include professional training courses and webinars, software and other subscriptions, equipment replacement, all Board activity costs, professional organization membership dues, volunteer and advisory committee appreciation costs, and activities designed to support staff appreciation and morale.

2025 Budget: \$32,000

2025 Year End Expense: \$33,300 (estimate – includes \$1,300 of 2024 expenses, invoices received in 2025 that were inadvertently not coded to 2024 expenses).

2026 Budget: \$33,700

Specific activities/projects covered by this budget item include:

Software/other subscriptions	\$7,700
Training (staff and managers)	\$13,000
Minnesota Watersheds membership dues	\$7,500
Board activity	\$2,000
Advisory committee/volunteer appreciation	\$1,000
Staff logo wear and field gear	\$1,000
Staff Appreciation Activities	\$1,500
TOTAL:	\$33,700

2026 Revenue Source(s):

- Levy: \$33,700

626 – Lake Ridge Feasibility Study

Description: The Lake Ridge Estates Stormwater Feasibility Study ("Lake Ridge Feasibility Study") investigated the feasibility of potential stormwater BMP improvements within Lake Ridge Estates. This study was a suggested next step in the District's Fish Lake Management Plan and Water Resources Management Plan (WRMP).

Why it is Important: The study determined that projects to address external loads within the project area were not feasible. It refined PLSLWD understanding of the drainage area to Fish Lake.

2025 Budget: \$55,500

2025 Year End Expense: \$50,000 (estimate).

2026 Budget: \$0

626 – LGU Plan Review

Description: Other agencies within PLSLWD occasionally update their plans and rules. As part of their plan or rules update process, they solicit review comments from PLSLWD. This budget item covers the District Engineer’s time needed to review and provide comments on partner agencies’ proposed plans and rules. This budget item will likely increase in the next couple of years as other LGU’s start their Metropolitan Council required ten-year plan updates.

2025 Budget: \$3,000

2025 Year End Expense: \$1,000

2026 Budget: \$3,000

Specific activities/projects covered by this budget item include:

Consultant review and comments (Scott County Groundwater Plan, Savage Water Management Plan, and Scott WMO 2027-2037 Watershed Management Plan update)	\$3,000
TOTAL:	
	\$3,000

2026 Revenue Source(s):

Levy: \$3,000

626 - Engineering not for Programs (general engineering)

Description: Throughout the year, staff requests the District Engineer assistance with tasks associated with partners or PLSLWD that were unanticipated. This budget item also include time for the District Engineer to attend board and staff meetings.

Why it is Important: Staff needs to consult with engineering experts on unanticipated, time-sensitive concerns. Staff also need to coordinate with the District Engineer on an on-going basis to coordinate work deliverables and schedules.

2025 Budget: \$21,000

2025 Year End Expense: \$21,000 (estimate).

2026 Budget: \$22,000

Specific activities/projects covered by this budget item include:

Engineer bi-monthly attendance at staff coordination meetings	\$4,000
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Engineer attendance at board meetings	\$6,000
Misc. assistance to staff and partners	\$12,000
TOTAL:	\$22,000

2026 Revenue Source(s):

- Levy: \$22,000

626 – Debt Issuance Planning

Description: In 2022, the managers interviewed public finance advisory firms and selected a preferred firm to work with. District staff continue to work to advance potential projects towards implementation. Should District staff obtain landowner support or not be successful in obtaining grant funding on several projects in 2026 for implementation in either 2026 or 2027, the District will likely need to start the process of planning for debt issuance.

Why it is Important: The approach and timing of debt issuance is best performed with guidance provided by public finance advisors. This budget will be used for “Proof of Concept” planning that will result in a multi-year plan that identifies funding needs, gaps, and approaches that best address the District’s needs.

2025 Budget: \$15,000

2025 Year End Expense: \$0 (estimate)

2026 Budget: \$15,000

Specific activities/projects covered by this budget item include:

Public finance advisors “Proof of Concept”	\$15,000
TOTAL:	\$15,000

2026 Revenue Source(s):

- Budget Reserve: \$15,000

626 – Capital Project Planning

Description: The District is working to advance projects to provide water quality and/or flood mitigation benefits. This budget item covers initial feasibility screenings, feasibility studies, landowner consultation and negotiations. Generally, once landowner approval is secured, the project is transferred to 550 - Capital Projects.

Why it is important: Several lakes in PLSLWD are listed as impaired by the MPCA. Watershed District residents have indicated an on-going concern about potential flooding in the District.

How Long in Existence: 2020

2025 Budget: \$307,800

2025 Year End Expense: \$112,300 (estimate).

2026 Budget: \$253,700

Specific activities/projects covered by this budget item include:

Fish Lake – external load actions (grid sampling, etc.)	\$18,000
Feasibility Studies (new and/or update). Potential projects include Buck Chemical, MB13 site, flood projects	\$80,000
Projects TBD (primary focus water quality projects, flood projects as opportunity arises)	\$108,200
District Engineer Assistance	\$22,500
SWCD Liaison Assistance	\$15,000
Legal	\$10,000
TOTAL:	\$253,700

2026 Revenue Source(s):

- Levy: \$58,200
- Budget Reserve: \$195,500 (committed funds)

637 - District Monitoring Program

Description: The Monitoring and Research Program encompasses a range of District-led activities designed to support data-driven water resource management. This includes the planning and implementation of lake sampling by District staff and volunteers; monitoring of lake levels and water chemistry; precipitation tracking; operation of the District's weather station; and comprehensive stream monitoring, including chemistry, flow, level, synoptic assessments, diagnostic assessments, and effectiveness studies. The program also includes database and data management, equipment acquisition and maintenance, support for Total Maximum Daily Load (TMDL) studies, and the preparation of technical reports. Detailed guidance and protocols for these activities are outlined in the District's Long-Term Monitoring Plan, which is a component of the 2020 Water Resources Management Plan.

Why is it Important: The PLSLWD Monitoring and Research Program is essential for protecting and managing local water resources through consistent, science-based data collection. It supports informed decision-making, regulatory compliance, and adaptive management by tracking lake and stream conditions, precipitation, and water quality trends. The program also fosters transparency and community engagement, helping the District respond effectively to environmental changes and prioritize impactful projects.

How Long in Existence:

Lake Chemistry: 2004; CAMP, 1997

Stream Monitoring: ≤1991

Lake Level Monitoring: 1970

Precipitation Monitoring: ≤1989

Zoo/Phytoplankton: 2020

2025 Budget: \$89,100

2025 Year End Expense: \$75,500 (estimate).

2026 Budget: \$86,900

Specific activities/projects covered by this budget item include:

Lake Chemistry Monitoring: Lab analysis, CAMP contract, winter chloride analysis, Kemmerer	\$18,400
Zoo/Phytoplankton Monitoring: Collection and lab analysis	\$2,350
Lake Level Monitoring: Logger service, website graphing, equipment hardware & maintenance	\$2,350
Stream Monitoring: Water quality lab analysis, level sensor replacement (5-year cycle , equipment maintenance)	\$35,000
Flow Monitoring: SWCD contracted flow monitoring and benchmark surveying	\$4,000
Precipitation Monitoring: Weather station service and maintenance	\$200
Effectiveness Monitoring: Studies relating to projects effectiveness (Swamp IESF, Haas, etc); \$1,600 to SWCD for one Sutton Drone survey; and monitoring equipment.	\$4,000
Equipment, Boat and Truck O&M: Miscellaneous equipment including well tubes, calibration solution, hardware, equipment servicing, gas, truck maintenance, batteries, trailer maintenance, and winterization.	\$4,600
Data Management: Contracted database services	\$6,000
Prior Lake Outlet Operations Model	\$10,000
TOTAL:	\$86,900

For more detailed descriptions of the activities/projects covered by this budget item, see the PLSLWD Long Term Monitoring Plan.

2026 Revenue Source(s):

- Levy: \$86,900

648 - Permitting and Compliance

Description: The District has established rules and standards for land disturbing activities. This budget item includes engineering review of public and private projects until equivalency is established and District has confidence partners are enforcing equivalent rules. It also includes Scott SWCD assistance with coordinating development reviews, attending development review meetings, processing, performing erosion and sediment control inspections, and closing out District permitted projects.

Why it is Important: District rules function to protect District water resources, such as water resource buffering, along with water quality, rate control, and volume control requirements for new and redevelopment projects.

How Long in Existence: The District's Board of Managers first adopted Rules regarding the protection and management of land and water resources in 1975.

2025 Budget: \$65,000.

2025 Year End Expense: \$47,000 (estimate).

2026 Budget: \$65,000. For ongoing development review and permitting activity. New rules were approved in 2022. With the application of the rules over the past two years, staff has determined that several minor revisions are needed to the rules to better clarify District regulatory intent.

Specific activities/projects covered by this budget item include:

EOR Engineering Review Services	\$27,000
SCWD Services	\$30,000
Rules Update	\$8,000
TOTAL: \$65,000	

2026 Revenue Source(s):

- Levy: \$65,000

648 - Update MOAs with Cities and County

Description: With the adoption of updated District rules, the District is working to establish equivalency MOAs for permitting with Savage, Prior Lake and Scott County. Equivalency MOAs indicate that the LGU's rules have been reviewed and determined to be equivalent with the District's rules. When this occurs, the District chooses to not enforce the District's rules as the LGU's rules are achieving an equivalent outcome.

Why it is important: These MOAs are contingent upon the LGU creating equivalent rules and successfully enforcing their rules. Equivalency reduces permitting burden on District residents.

How Long in Existence: Varies; All have expired.

2025 Budget: \$5,000

2025 Year End Expense: \$7,900 (estimate). Original assumption was staff performing majority of work, which changed to having consultants perform majority of work in order to wrap up this task in a timely manner. Working to establish final equivalency agreements with Prior Lake and Scott County and Savage in 2025.

2026 Budget: \$4,000

Specific activities/projects covered by this budget item include:

Legal (\$1,000) and engineering (\$3,000) services associated with negotiating and preparing MOAs.	\$4,000
TOTAL: \$4,000	

2026 Revenue Source(s):

- Levy: \$4,000

648 - BMP and Easement Inventory & Inspections

Description: The District's conservation easements provide buffers surrounding wetlands and watercourses within the District. Most of the easements were acquired during the land development or redevelopment process, but some were acquired during water quality improvement projects with private landowners. This budget item includes engineering services to review easement boundaries and easement amendment requests and creation of GIS mapping of conservation easement; surveys of easement boundaries as needed; equipment and materials to mark boundaries and complete inspections; and Scott SWCD services to secure development agreements and conservation easements, perform easement inspections and resolve identified violations.

Why it is Important: Vegetative buffers reduce the impact of surrounding development and land use on watercourses and wetland functions by stabilizing soil to prevent erosion, filtering sediment from runoff, and moderating water level fluctuations during storms. Buffers also provide essential habitat for wildlife. Requiring buffers recognizes that watercourse and wetland quality and function are related to the surrounding upland. The easement program monitors and enforces existing conservation easements. Compliant easements are monitored on a three-year cycle to ensure compliance and to establish good relationships between landowners and the PLSLWD. The main objective is to achieve voluntary compliance, but to follow through with clear and consistent enforcement procedures when necessary.

How Long in Existence: Mainly since the 2003 Rule revisions, but several were acquired earlier.

2025 Budget: \$40,000

2025 Year End Expense: \$40,000 (estimate)

2026 Budget: \$39,700

Specific activities/projects covered by this budget item include:

Scott SWCD Program Coordination Services	\$29,000
Engineering Services	\$4,000
Legal Assistance	\$3,000
Materials & equipment: signs, posts, recording fees, etc.	\$3,700

TOTAL: \$39,700

2026 Revenue Source(s):

- Levy: \$34,700
- Easement Acquisition/Amendment/Enforcement Fees (estimated): \$5,000

**Fees are reimbursements received from property owners associated with monument sign materials, title work, easement amendment recording costs and associated professional services to facilitate easement acquisition/amendment/enforcement.*

652 - Education and Outreach

Description: The District's Education & Outreach program involves programs and project which educate the public regarding water resources as well as encourage public involvement. Several primary mechanisms for education and outreach are conducted by the District including:

- Education efforts such as Storm drain stenciling with the City of Prior Lake and lake associations; outreach booths at community events; and participation and collaboration with SCWEP, and events such as workshops and volunteer opportunities.
- Direct outreach efforts include:
 - Website updates
 - Social media (Facebook and Instagram)
 - Writing news articles and press releases
 - Responding to direct citizen inquiries
- Citizen Advisory Committee meetings and initiatives (CAC)

On April 24, 2024, the Federal Register published the Department of Justice's final rule updating its regulations for Title II of the Americans with Disabilities Act (ADA). The rules call for all state and local governments to bring their web content and social media applications into compliance with the Web Content Accessibility Guidelines (WCAG), Version 2.1, Level AA. Special districts government, such as PLSLWD, have until April 26, 2027, to bring web content and social media applications into compliance.

Why it is important: The District's education and outreach program provides a crucial means for the District to gain landowner support for projects, improve the public's general understanding of water resources and water quality benefits provided by the District, how each citizen impacts water resources, and to inspire citizens to change their behaviors and habitats to better support water resource health. Upon a comparative study of metro watershed districts, 3% of the total budget is the average and median amount spent on Education and Outreach. In 2025, the District's education and outreach program was 0.8% of the approved budget which impacts reputability, progress, and resident relationships.

How Long in Existence: Since the District was created in 1970.

2025 Budget: \$27,300

2025 Year End Expense: \$27,300 (estimate).

2026 Budget: \$37,000

SCWEP	5,000
Educational tours, events & materials	19,500
CAC (meeting costs)	1,000
WCAG Version 2.1 Level AA compliance	5,500
Website Hosting & Maintenance	6,000
TOTAL:	37,000

2026 Revenue Source(s):

- Levy: \$37,000

652 – Farmer-led Council

Description: The purpose of the Farmer-led Council (FLC) is to: improve public understanding of farming operations; proactively address water quality concerns; help develop win-win programming and provide networking and education opportunities for District farmers. Initiatives and projects within the Farmer-Led Council Program in 2025 include cost share projects, speakers fees, Scott SWCD assistance, FLC training stipend, and meeting costs. The incentives and cost-shares provided by the FLC program change each year as new information is learned and as new conservation ideas are spearheaded by the FLC members. The Lake Friendly Farm program recognizes farms which have demonstrated water quality measures to ensure water is kept clean. Lake Friendly Farm certification, banquet, and payments are now held on even years.

Why it is Important: There are 50-60 farmers in the District and a small number of farmers manage roughly half of the farmland acreage. There is a lot of opportunity to make a big difference with the key players, most of which are at the table through FLC. The FLC provides one of the most cost-effective nutrient reduction tools in the entire District.

How Long in Existence: 2013

2025 Budget: \$72,000

2025 Year End Expense: \$72,000 (estimate)

2026 Budget: \$76,000

Specific activities/projects covered by this budget item include:

SWCD Staff time (project coordination, assessing farms, etc.)	\$30,000
Lake Friendly Farm program (alternating years – include in 2026)	\$3,000
Program pass through costs, including, but not limited to, cover crops, water quality inlets, preparing conservation plans.	\$38,000
Meetings (food, space rental, materials, etc.)	\$3,000
Guest Speaker fees for FLC meetings	\$2,000
TOTAL:	\$76,000

2026 Revenue Source(s):

- Levy: \$76,000

652 - Cost-share Incentives

Description: With cash incentives paid for by the District, Scott SWCD and other partners encourage residential and agricultural best management practices. The District has cooperated in the creation of a Cost Share Docket with the Scott SWCD, Scott WMO, Lower Minnesota River Watershed District, and the Vermillion River Watershed. Programs and practices included in the cost share docket include, but are not limited to, residue management (no-till & strip till), conservation cover, cover crops, filter strips, streambank and shoreline protection, nutrient management, well decommissioning, and wetland restoration. District dollars for this program are amplified by Scott SWCD-secured grant funding for cost share projects, making projects

even more cost-effective. Scott SWCD contributions to cost share projects are not reflected in the District's budget.

Why it is important: Water resources throughout the watershed benefit through adoption of conservation practices on the land. Since non-point source pollution is largely unregulated, it is essential that landowners are provided incentives that include technical assistance as well as cost share funds to mitigate pollution. Cost share dollars are based upon a "pay for performance" principle.

How Long in Existence: 2011

2025 Budget: \$88,000

2025 Year End Expense: \$88,000 (estimate).

2026 Budget: \$88,000

Specific activities/projects covered by this budget item include:

Cost Share Technical Services (SWCD staff time)	\$45,000
Cost Share Projects (pass-through)	\$30,000
Cost Share Management (SWCD staff time)	\$13,000
TOTAL:	\$88,000

2026 Revenue Source(s):

- Levy: \$88,000
- Grant(s): \$0 *(Note: SWCD grants used for cost share projects are not accounted for in the overall budget as they do not pass through the District)*



Reduce Flooding Projects

550 - District-wide Hydraulic & Hydrologic Model

Description: The H&H model is updated as needed to support District planning and project implementation.

Why it is important: In order to develop feasible and realistic implementation projects. Hydraulic and hydrologic conditions must reflect existing conditions to the extent possible.

2025 Budget: \$4,000

2025 Year End Expense: \$4,000 (estimate).

2026 Budget: \$4,000

Specific activities/projects covered by this budget item include:

Modeling update as needed to update to current hydraulic and hydrologic conditions to support flood reduction and upper watershed projects.	\$4,000
TOTAL:	\$4,000

2026 Revenue Source(s):

- Levy: \$4,000

626 – Comprehensive Wetland Plan Update

Description: The District’s current Comprehensive Wetland Plan was adopted by the Board in 2012 that was based on numerous high-level assumptions with no ground truthing of assumptions used. Since the plan’s adoption, better mapping information (e.g., County’s new LiDAR) should be coming available to help the District better assess and categorize wetlands as good candidates for either flood reduction or water quality improvements. Staff has learned the new LiDAR for Scott County is available but will require additional processing in order to be used.

The new LiDAR data will assist the District’s effort to estimate potential flood storage available. For wetlands that appear to be good candidates for flood reduction of water quality enhancements, ground truthing of outlet control elevations can be performed, which will provide enhanced understanding of potential flood reduction or water quality benefits.

Why it is important: In pursuit of wetland restoration projects that address water quality and flood reduction goals, it is vital that the District have the best information available to select cost effective projects and to have a good understanding of the wetlands to inform the District’s outreach to potential partners and landowners.

2025 Budget: \$35,500

2025 Year End Expense: \$10,000 (estimate)

2026 Budget: \$45,000

Specific activities/projects covered by this budget item include:

Update the Comprehensive Wetland Plan	\$45,000
TOTAL:	\$45,000

2026 Revenue Source(s):

- Levy: \$19,500
- Budget Reserves: \$25,500



Aquatic Invasive Species (AIS)

637 - Aquatic Vegetation Management

Description: Aquatic vegetation surveys during the early spring indicate whether treatment of Curlyleaf Pondweed (CLP) is necessary in Tier 1 lakes. The Aquatic Vegetation Management program includes the initial pre-treatment delineation and post-treatment assessment surveys. The District will request grants funds from Scott County, which has a state AIS grant to cover up to \$12,000 annually for management of CLP.

Vegetation surveys assess the distribution, type, and growth density of lake macrophytes (aquatic plants). PLSLWD contracts with a consultant, currently Blue Water Science, to perform in-lake surveys. Summer point intercept surveys are planned to be completed on Tier 1 lakes every other year, Tier 2 lakes every three years, and Tier 3 lakes every five years.

The biobase program maps vegetation density, bathymetry, and bottom hardness in lakes using a Doppler sonar depth finder. This program creates a “heat map” of the location and density (percentage of water column) of the vegetation. This creates a very accurate and repeatable survey map that allows for consistent year-to-year comparisons.

Why it is important: Curlyleaf Pondweed has negative effects on water quality, and pushes out native vegetation, which is vital to fish and other wildlife. Vegetation and biobased surveys provide data and insights into how the lake is responding to BMPs, alum treatments, carp removals, and other water quality improvement projects. Lake vegetation is a response indicator to nutrients and sunlight availability within the lake. It is important to track these changes over time to be able to assess program goals of increased native plant distribution, diversity, and frequency of occurrence.

2025 Budget: \$30,600

2025 Year End Expense: \$28,000 (estimate).

2026 Budget: \$32,300

Specific activities/projects covered by this budget item include:

CLP Delineations and Assessments	\$7,800
Summer Point Intercept Survey	\$11,500
CLP treatments	\$12,000
Biobase Subscription	\$1,000

TOTAL: \$32,300

2026 Revenue Source(s):

- Grant(s): \$12,000 (Scott County – Lower Prior, Spring and Fish Lakes, as needed)
- Levy: \$20,300

637 - Boat Inspections on Spring, Fish, Upper and Lower Prior

Description: The budget for this program funds aquatic invasive species (AIS) inspections. Boat inspections include a contractor to provide in-person boat inspections at boat launches at Tier 1 and potentially other lakes within the District during high boat activity periods during the year.

Why is it Important: Boat inspections are an important step in an effort to prevent the transport of AIS from one waterbody to the next. This program provides in-person and up-close inspection of boats entering and exiting the lakes.

How Long in Existence: 2019 boat inspections

2025 Budget: \$34,000

2025 Year End Expense: \$34,000 (estimate).

2026 Budget: \$30,000

Specific activities/projects covered by this budget item include:

Contract boat inspections on Spring, Fish, Upper Prior, and Lower Prior Lakes	\$30,000
TOTAL: \$30,000	

2026 Revenue Source(s):

- Levy: \$15,000
- Grant: \$15,000

Other Budget Items**PLOC Restoration, Maintenance & Monitoring**

Description: The District is a partner in the management of the Prior Lake Structure and Outlet Channel and shares maintenance expenses with the PLOC Cooperators.

How long in existence: 2006

2025 Budget: \$108,125

2025 Year End Expense: \$108,125 (estimated)

2026 Budget: \$222,200

In 2025, the PLSLWD successfully implemented a large project to line a 0.4-mile, 36-inch pipe, extending out from the PLOC outlet structure. Ninety percent of pipelining costs were covered by a state grant. In 2026, PLOC allocation includes PLSLWD's proportionate share of the Segment 1 bank stabilization project and for standard PLOC operations and maintenance.

Specific activities/projects covered by this budget item include:

PLSLWD estimated proportional share of PLOC O&M expenses for 2026	\$222,200
TOTAL:	\$222,200

2026 Revenue Source(s):

- Levy: \$222,200

County Ditch 13

Description: The District may take over as the drainage authority for County Ditch 13 (CD 13) in 2026. The District will need to establish a Watershed Management District (WMD) to fund operations and maintenance of CD 13. It is estimated that levy funds in the amount of \$35,000 - \$50,000 will be needed in 2026 to setup the Watershed Management District. A separate fund will need to be created to track funding sources and expenditures associated with CD 13.

How long in existence: 2026 (potential start)

2026 Budget: \$50,000

Specific activities/projects covered by this budget item include:

Engineering Assistance	\$30,000
Legal Assistance	\$10,000
Accounting Assistance	\$10,000
TOTAL:	\$50,000

2026 Revenue Source(s):

- Levy: \$50,000

Debt (Bond) Payment

Description: The 2025 budget assumed the District would need to issue a bond in 2025 to cover planned construction costs. Due to the receipt of grant revenue, bond issuance was not needed in 2025.

2025 Budget: \$81,000

2025 Year End Expense: \$0

2026 Budget: \$0

Debt Payment Reserve

Description: In July 2021, the Board of Managers selected six projects from the Upper Watershed Blueprint for near term implementation. Initial analysis indicated that debt issuance may be a feasible approach to finance these planned capital improvements. To avoid a significant spike in the watershed levy in future years, a reserve was established to gradually build up the levy dollar value needed to pay down the new projected debt.

It is possible the District will need to issue bonds or use alternate financing sources in 2027 to cover upcoming capital project costs.

Estimated future construction costs for District projects that are not included in the budget include:

Highway 13 Excavation:	\$560,000	(Assume not eligible for grant funds)
Desilt Pond Improvements:	\$200,000	(Staff will attempt to secure grant funds)
Spring Lake West IESF:	\$740,000	(Staff will attempt to secure grant funds)
Additional Alum Treatments	unknown	(Fish Lake-may be eligible for grant funds) (Spring Lake-assume not eligible for grant funds)

Total Committed Funds: \$180,000 (after 2023 commitment)

2026 Budget: \$100,000

Specific activities/projects covered by this budget item include:

Build up fund to help transition into debt payments without creating a spike in the levy	\$100,000
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TOTAL: \$100,000

2026 Revenue Source(s):

- Levy: \$100,000

Debt Payment Reserve (estimate at 12/31/2026): \$280,000



Subject	CAC Recommendation: Contribution to Spring Lake Park Signs		
Board Meeting Date	August 19, 2025	Item No:	4.6
Prepared By	Danielle Studer		
Attachments	Spring Lake Park Signs Mockup		
Proposed Action	Motion to approve a contribution of \$150 to Spring Lake Township for the purpose of printing new park signage.		

Background

According to the 2020 Water Resource Management Plan IV.4.1: Citizen Advisory Committee, “The CAC will pursue projects which expand the PLSLWD’s impact and help reach more community members.”

In December 2024, Spring Lake Township Supervisor Lisa Quinn requested financial or informational support from the Prior Lake-Spring Lake Watershed District Citizen Advisory Committee (CAC) for new signs at Raymond Park. The request was presented at the December 19, 2025, CAC meeting by CAC Staff Liaison Danielle Studer, as Supervisor Quinn was unable to attend. The CAC requested more information on the cost and content of the signs and tabled the discussion. At the CAC meeting on January 21, 2025, Supervisor Quinn presented Spring Lake Township’s request in-person, and no decision was made. At the CAC meeting on July 31, 2025, CAC Chair Loren Hanson reintroduced the request with specific costs and a mockup of the sign designs.

As per the CAC Guiding Document, the *“Board [shall provide] feedback to CAC. Examples include: request for more information, Board vote or motion, request for District Staff to provide recommendations or directs District Administrator to take specific actions.”*

Discussion

On July 31, 2025, the Citizen Advisory Committee unanimously voted to recommend that the Board contribute \$150 to the new Spring Lake Township park signs.

Recommended Action

The CAC recommends that the Board of Managers approve a contribution of \$150 to Spring Lake Township for the purpose of printing new park signage.

Budget Impact

The cost associated with proposed activity is covered under budget item 652 Education and Outreach Program. In 2025, \$3,000 was budgeted for CAC meeting costs and initiatives.

Spring Lake Township – Park Signs

 <p>SPACIOUS LIVING. Naturally.</p> <h2>Fish Lake Park</h2> <hr/> <p>Rules</p> <ul style="list-style-type: none"> • Dispose of litter properly • Pick up after pets • No motorized vehicles • No glass containers • No overnight parking • Park closes at 10:00 pm <p>Park Amenities:</p> <ul style="list-style-type: none"> • Restorations/Interpretive Signs - Raingarden, Shoreline, Prairie • Playground • Walking Paths • Baseball/Softball Fields • Dog Park • Memorial Bench Program • Pavilion (reservable), Picnic Tables, Grills <p> SCOTT SWCD Bee Kind - Pollinator Questions call Scott SWCD 952.492.5425</p>	 <p>SPACIOUS LIVING. Naturally.</p> <h2>Raymond Park</h2> <hr/> <p>Rules</p> <ul style="list-style-type: none"> • No motorized vehicles on trails or in park • No neighborhood or overnight parking • Dispose of litter properly • Pick up after pets • No bait disposal in lake • No glass containers • Park hours: dawn to dusk <p>Park Amenities:</p> <ul style="list-style-type: none"> • Restorations/ Interpretive Signs - Oak Savanna, Beach, Shoreline • Fishing Pier • Walking Paths • Pavilion, Picnic Tables, Grill <p> SCOTT SWCD Bee Kind - Pollinator Questions call Scott SWCD 952.492.5425</p>	 <p>SPACIOUS LIVING. Naturally.</p> <h2>South Shore Park</h2> <hr/> <p>Rules</p> <ul style="list-style-type: none"> • Dispose of litter properly • Pick up after pets • No motorized vehicles • No glass containers • Park hours: dawn to dusk <p>Park Amenities:</p> <ul style="list-style-type: none"> • Playground • Pavilion, Picnic Tables, Grill • Memorial Bench Program <p> SCOTT SWCD Bee Kind - Pollinator Questions call Scott SWCD 952.492.5425</p>
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PRIOR LAKE SPRING LAKE WATERSHED DISTRICT
Financial Report - Cash Basis
January 1, 2025 Through July 31, 2025

Program Element		2025 Source of Funds			Budget Adjustment	2025 Budget	2025 Actual Results		
		2025 Levy	Budget Reserve	Grant Funds/Fees			July 2025	YTD	YTD % of Budget
	General Fund (Administration)								
	Revenues								
	Property Taxes	\$ 261,600	\$ -	\$ -		\$ 261,600	\$ -	\$ 157,503	60%
	Interest	-	-	18,400		18,400	-	13,414	73%
	Other	-	-	-		-	-	11,440	0%
	Total Revenues	\$ 261,600	\$ -	\$ 18,400	\$ -	\$ 280,000	\$ -	\$ 182,357	65%
	Expenditures								
	Administrative Salaries and Benefits	\$ 137,100	\$ -	\$ 18,400		\$ 155,500	23,990	125,246	81%
	703 · Telephone, Internet & IT Support	19,500	-	-		19,500	1,410	8,167	42%
	702 - Rent	28,200	-	-		28,200	2,315	18,924	67%
	706 · Office Supplies	7,000	-	-		7,000	725	5,643	81%
	709 · Insurance and Bonds	13,000	-	-		13,000	(336)	13,354	103%
	670 · Accounting	36,300	-	-		36,300	2,730	25,383	70%
	671 · Audit	11,000	-	-		11,000	-	11,025	100%
	903 · Fees, Dues, and Subscriptions	1,500	-	-		1,500	(2)	1,432	95%
	660 · Legal (not for projects)	8,000	-	-		8,000	460	3,488	44%
	General Fund (Administration) Expenditures	\$ 261,600	\$ -	\$ 18,400		\$ 280,000	\$ 31,292	\$ 212,662	76%
	Net Change in General Fund	-	-	-	-	-	(31,292)	(30,305)	

No assurance is provided on this statement. See selected information.

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Financial Report - Cash Basis

January 1, 2025 Through July 31, 2025

							2025 Actual Results		
Program Element		2025 Source of Funds					July 2025	YTD	YTD % of Budget
		2025 Levy	Budget Reserve	Grant Funds/Fees	Budget Adjustment	2025 Budget			
	Implementation Fund								
	Revenues								
	Property Taxes	\$ 1,784,850	\$ -	\$ -	\$ -	\$ 1,784,850	\$ -	\$ 917,968	51%
	Grants/Fees	-	-	145,967	443,975	589,942	3,394	300,382	51%
	Interest	-	-	124,300	-	124,300	7,269	69,549	56%
	Sales/Other	-	-	-	-	-	8,381	18,738	0%
	Budget Reserves	-	1,018,908	-	11,300	1,030,208	-	-	0%
	Total Revenues	\$ 1,784,850	\$ 1,018,908	\$ 270,267	\$ 455,275	\$ 3,529,300	\$ 19,044	\$ 1,306,636	37%
	Expenditures								
	Program Salaries and Benefits (not JPA/MOA)	\$ 379,700	\$ -	\$ 124,300	\$ -	\$ 504,000	\$ 48,360.56	\$ 254,489	50%
Water Qual	550 - Spring Lake West IESF	\$ -	\$ -	\$ -	\$ 443,975	443,975	\$ 251,000	\$ 251,000	57%
Water Qual	550 - Swamp Lake	9,390	89,968	535,942	-	635,300	405	58,129	9%
Water Qual	550 -200th Street Pond Improvements	-	26,400	15,000	-	41,400	-	5,349	13%
Water Qual	550 - FeCl Site Improvements	154,500	116,700	-	-	271,200	61	247,630	91%
Water Qual	550 - Buck Stream Stabilization	-	-	-	7,500	7,500	-	4,830	64%
Water Qual	652 Farmer-led Council	72,000	-	-	-	72,000	26	8,194	11%
Water Qual	652 Cost-Share Incentives	88,000	-	-	-	88,000	-	12,460	14%
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	159,500	55,000	-	-	214,500	11,746	50,710	24%
Water Qual	611 Carp Management	88,500	-	-	-	88,500	3,921	36,336	41%
Water Qual	611 District Owned Parcels Maintenance	1,200	-	-	3,800	5,000	-	3,675	73%
Water Qual	611 Buck Stream Stabilization Parcel Maintenance	4,000	-	-	-	4,000	-	1,025	26%
Water Qual	611 Alum Internal Loading Reserve	200,000	-	-	-	200,000	-	19,623	10%
Water Qual	637 District Monitoring Program	89,100	-	-	-	89,100	13,393	24,084	27%
Water Qual	626 Planning and Program Development	32,000	-	-	-	32,000	1,418	18,313	57%
Water Qual	626 LGU Plan Review	3,000	-	-	-	3,000	-	-	0%
Water Qual	626 Engineering not for programs	21,000	-	-	-	21,000	-	11,392	54%
Water Qual	626 Debt Issuance Planning	15,000	-	-	-	15,000	-	-	0%
Water Qual	648 Permitting and Compliance	65,000	-	-	-	65,000	-	12,244	19%
Water Qual	648 Update MOAs with cities & county	-	5,000	-	-	5,000	-	273	5%
Water Qual	648 BMP and easement inventory & inspections	35,500	-	4,500	-	40,000	405	13,333	33%
Water Qual	626 Capital Project Planning (Prev: Upper Watershed Projects)	16,200	291,600	-	-	307,800	11,876	34,189	11%
Water Qual	626 Lake Ridge Stormwater Feasability Study	-	48,000	7,500	-	55,500	4,249	28,137	51%
	WQ TOTAL	\$ 1,053,890	\$ 632,668	\$ 562,942	\$ 455,275	\$ 2,704,775	\$ 298,499	\$ 840,924	31%
Water Storage	550 District-wide Hydraulic & Hydrologic model	\$ 4,000	\$ -	\$ -		\$ 4,000	\$ -	\$ -	0%
Water Storage	626 Comprehensive Wetland Plan Update	-	35,500	-	-	35,500	-	-	0%
	WS TOTAL	\$ 4,000	\$ 35,500	\$ -	\$ -	\$ 39,500	\$ -	\$ -	0%
AIS	611 Aquatic Vegetation Mgmt	\$ 18,600	\$ -	\$ 12,000	\$ -	\$ 30,600	\$ 1,696	\$ 11,470	37%
AIS	637 Boat inspections on Spring, Upper & Lower Prior	19,000	-	15,000	-	34,000	8,526	13,433	40%
	AIS TOTAL	\$ 37,600	\$ -	\$ 27,000	\$ -	\$ 64,600	\$ 10,222	\$ 24,902	39%
Ed & Out	652 Education and Outreach Program	18,800	8,500	-		27,300	759	8,446	31%
	E&O TOTAL	\$ 18,800	\$ 8,500	\$ -	\$ -	\$ 27,300	\$ 759	\$ 8,446	31%
	PLOC Contribution	\$ 108,125	\$ -	\$ -	\$ -	\$ 108,125	\$ -	\$ 93,596	87%
	Debt Bond Payments	-	81,000	-		81,000	-	-	0%
	Total Implementation Fund	\$ 1,602,115	\$ 757,668	\$ 714,242	\$ 455,275	\$ 3,529,300	\$ 357,841	\$ 1,222,358	35%
	Net Change in Fund Balance Implementation Fund	182,735	261,240	(443,975)	-	-	(338,797)	84,278	
	Grant Funds/Fees Anticipated					2025 Budget			
	Interest Income (general fund & Implementation fund)			\$ 142,700		\$ 142,700			
	648 New Easement Acquisition/Amendment Fees			4,500		4,500			
	2025 WBIF Grant			104,967		104,967			
	Spring Lake Twnshp Contribution (Fish Lake Mgmt Plan)			9,500		9,500			
AIS	611 Aquatic Vegetation Mgmt. (Scott County)			27,000		27,000			
	Total Grant Funds/Fees Anticipated			\$ 288,667		\$ 179,000			
Fund Balance Commitments/Assingments		2025 (Budget)							
		12-31-24 Bal	Additions	Reductions	Amendments	12-31-25 Bal			
	611 Alum Internal Loading Reserve	\$ 910,000	\$ -	\$ -	\$ -	\$ 910,000			
	626 Upper Watershed Projects (2024)/Capital Projects Planning (2025)	\$ 291,600	\$ -	\$ -	\$ -	\$ 291,600			
	Debt Payment Reserve	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000			
		\$ 1,381,600	\$ -	\$ -	\$ -	\$ 1,381,600			

No assurance is provided on this statement. See selected information.

PLSLWD Monthly Treasurers Report

Treasurer: Christian Morkeberg

Account balances as of 7/31/25

4M Fund (Checking Account)	\$	1,631,425
4M Fixed Income	\$	1,920,500
Total Uncleared Transactions	\$	-
SUBTOTAL	\$	3,551,925

RESTRICTED/COMMITTED FUNDS

Restricted - Permit Deposits, etc. (350 & 360)	\$	135,426
Restricted - PLOC Contingency Reserve (850)	\$	265,913
Restricted - PLOC O&M Funds (830)	\$	(422,754)
Committed - Alum Internal Loading Reserve	\$	910,000
Committed - Upper Watershed Fund Balance(2024)/Capital Projects Planning (2025)	\$	291,600
Committed - Debt Payment	\$	180,000
TOTAL DISTRICT/PLOC RESTRICTED OBLIGATIONS	\$	1,360,185

Available cash at end of July 2025	\$	2,191,740
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65.3% of 2025 Amended
Budget

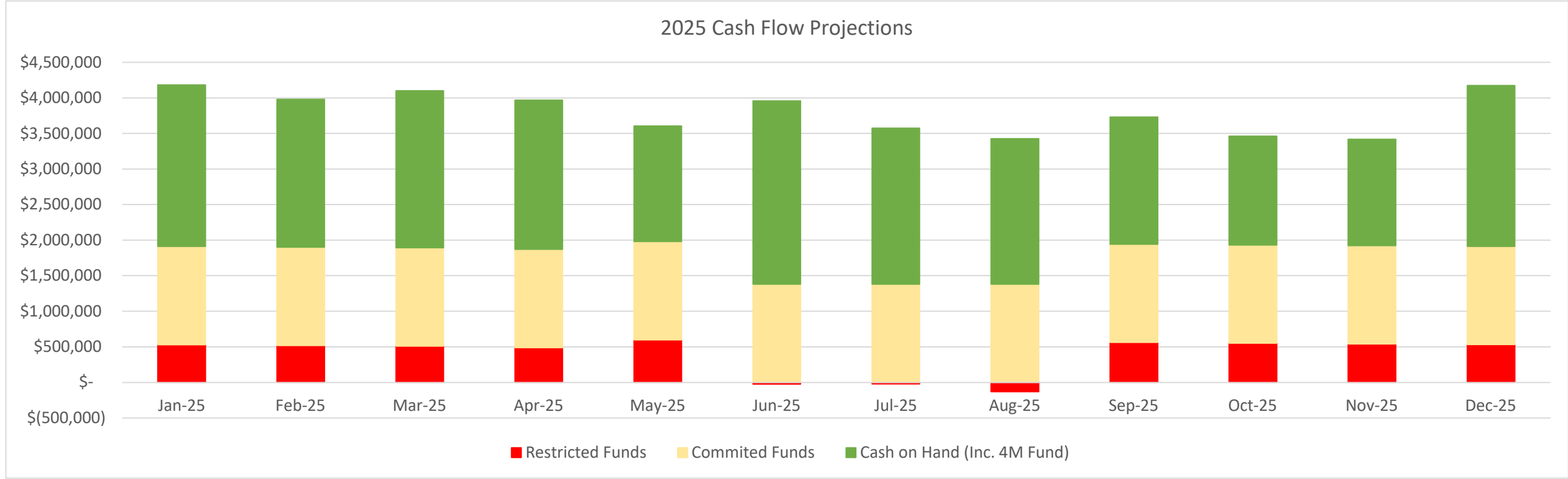
No assurance is provided on this statement. See selected information.

Draft amounts subject to change during audit preparation

No assurance provided on these financial statements

Cash Flow Chart

Month (End of Month)	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
Restricted Funds	\$ 529,570	\$ 518,702	\$ 511,209	\$ 488,225	\$ 598,613	\$ (24,560)	\$ (21,415)	\$ (131,415)	\$ 560,585	\$ 550,585	\$ 540,585	\$ 530,585
Committed Funds	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600
Cash on Hand (Inc. 4M Fund)	\$ 2,269,750	\$ 2,080,487	\$ 2,208,634	\$ 2,099,953	\$ 1,624,148	\$ 2,574,982	\$ 2,191,740	\$ 2,045,855	\$ 1,787,630	\$ 1,529,405	\$ 1,496,763	\$ 2,262,263
Total Cash on Hand	\$ 4,180,920	\$ 3,980,789	\$ 4,101,443	\$ 3,969,778	\$ 3,604,361	\$ 3,932,022	\$ 3,551,925	\$ 3,296,040	\$ 3,729,815	\$ 3,461,590	\$ 3,418,948	\$ 4,174,448



Draft Amounts subject to chanbge during audit preparation

No assurance is provided on these financial statements. See selected information

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Cash Minimum Balance Alert \$ 150,000

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total 2025
Cash on hand (beginning of month)	\$ 4,199,238	\$ 4,180,920	\$ 3,980,789	\$ 4,101,443	\$ 3,969,778	\$ 3,604,361	\$ 3,932,022	\$ 3,551,925	\$ 3,296,040	\$ 3,729,815	\$ 3,461,590	\$ 3,418,948	

Cash Receipts

Property Tax Levy	\$ 7,280	\$ -	\$ -	\$ -	\$ -	\$ 1,068,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,023,725	\$ 2,099,196
BWSR WBIF	-	-	-	-	-	-	-	83,974	-	-	20,993	-	104,967
BWSR Programs & Projects Grant	-	-	221,988	-	-	-	-	-	-	-	177,590	-	399,578
Grants - Other	73,709	-	-	-	-	-	11,775	-	702,000	-	27,000	-	814,484
PLOC Contributions	-	-	-	-	113,402	-	-	28,366	-	-	-	-	141,768
Interest Income	8,412	7,274	7,629	31,715	6,972	31,020	7,269	11,892	11,892	11,892	11,892	11,892	159,749
Other Receipts	1,291	-	2,600	6,100	12,257	11,440	4,800	375	375	375	375	375	40,363
Total Cash Reciepts	\$ 90,692	\$ 7,274	\$ 232,217	\$ 37,815	\$ 132,631	\$ 1,110,651	\$ 23,844	\$ 124,607	\$ 714,267	\$ 12,267	\$ 237,850	\$ 1,035,992	\$ 3,760,105
Total Cash Available	\$ 4,289,930	\$ 4,188,194	\$ 4,213,006	\$ 4,139,258	\$ 4,102,409	\$ 4,715,012	\$ 3,955,866	\$ 3,676,532	\$ 4,010,307	\$ 3,742,082	\$ 3,699,440	\$ 4,454,940	

Cash Paid Out

Salaries and Per Diems	\$ 47,167	\$ 48,058	\$ 48,689	\$ 52,335	\$ 51,480	\$ 59,656	\$ 72,351	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 654,528
Office Expense, Audit, Accounting	7,362	9,917	12,820	9,533	18,898	8,117	8,492	10,375	10,375	10,375	10,375	10,375	127,014
PLSLWSD Program Costs	48,099	138,562	39,961	97,938	328,660	79,522	321,440	205,158	205,158	205,158	205,158	205,158	2,079,974
PLOC Contribution	-	-	-	-	93,596	-	-	-	-	-	-	-	93,596
PLOC Operations	6,382	10,868	10,093	9,674	5,414	635,695	1,658	110,000	10,000	10,000	10,000	10,000	829,784
Debt Service								-	-	-	-	-	-
Other Disbursements	\$ -	\$ -											-
Subtotal	\$ 109,010	\$ 207,405	\$ 111,563	\$ 169,480	\$ 498,048	\$ 782,990	\$ 403,941	\$ 380,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 3,784,895
Cash on Hand (end of month)	\$ 4,180,920	\$ 3,980,789	\$ 4,101,443	\$ 3,969,778	\$ 3,604,361	\$ 3,932,022	\$ 3,551,925	\$ 3,296,040	\$ 3,729,815	\$ 3,461,590	\$ 3,418,948	\$ 4,174,448	

Draft Amounts subject to chanbge during audit preparation

No assurance is provided on these financial statements. See selected information

PLSLWD
Cost Analysis
Year to Date 7/31/2025

	<u>Year to Date 7/31/2025</u>	
	Amount	% of total
<u>Program staff costs</u>	<u>254,489</u>	18.9%
<u>Consultants and Contractors</u>		
EOR	146,417	
Finch Excavating	9,975	
WSB & Associates	43,110	
Scott Soil and Water Cons.	36,727	
Stantec Consulting Services Inc.	27,215	
RMB Environmental Labs	9,511	
HDR Engineering Inc.	2,945	
Waterfront Resorations	13,433	
PLM	10,149	
Vessco	525	
Total Mechanical Services	226,783	
Hawkins, Inc	24,127	
	<u>550,917</u>	41.0%
 Hard costs, exclusive of prog staff & consultant costs	 323,356	
	<u>323,356</u>	24.1%
<u>Overhead and Administration</u>		
Staff costs	125,246	
Audit/Accounting/Legal	39,896	
Other admin overhead	42,761	
IT Support (Rymark)	6,722	
	<u>214,625</u>	16.0%
<u>Bonds payments</u>	<u>-</u>	0.0%
<u>PLOC Contribution</u>	<u>-</u>	0.0%
Expenses excluding PLOC expenses per manager report	<u>1,343,387</u>	100.0%

No assurance is provided on this statement. See selected information.

This statement omits required disclosures.

This statement is prepared on the cash basis of accounting.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

WORKSHOP MEETING MINUTES

Tuesday, July 15, 2025

Prior Lake City Hall

4:00 PM

Members Present: Bruce Loney, Frank Boyles, Christian Morkeberg, Beverly Burnett, Matt Tofanelli (partial, joined at 2026 Draft Budget agenda item)

Staff & Consultants Present: Joni Giese, District Administrator
Emily Dick, Water Resources Project Manager
Jeff Anderson, Water Resources Coordinator
Zach Nagel, Water Resources Technician
Carl Almer, EOR, District Engineer

Others Present: Lisa Quinn, Spring Lake Township
Jody Brennan, Scott County

The meeting was called to order at 4:02 PM.

WISKI Database Review

Water Resources Technician Zach Nagel presented an overview of the District's data management and analysis database, WISKI. The District has data for over 93 monitoring sites in total and uses WISKI to house and process the data into rating curves, pollutant loads, etc. WISKI has drastically streamlined data processing and allowed for quicker response to data requests. Next steps include further automation of data processing and targeted sampling during rain events.

2026 Budget Draft

Administrator Giese presented the second draft budget for discussion purposes. The second draft was informed by Board and CAC priorities, and feedback from the June Board Workshop. Based on current draft of the Scott County tax impact information, a 4% levy increase would result in a 2026 tax rate that is equal to the 2025 tax rate. The previous draft presented at the June workshop reflected a 7.6% levy increase. In order to reduce the increase to 4%, the debt reserve was decreased and "District Plan Update" work task was eliminated. "District Plan Update" was eliminated after discussion with BWSR Board Conservationist indicated that a plan update was not necessary at this time. Notably, the budget does not include costs for establishment of a County Ditch 13 (CD-13) watershed management district (WMD), which would likely utilize ad valorem funds in 2026. If management of CD-13 is transferred, the District will operate a separate fund to

manage expenses and costs of CD-13. The Board advocated for adding some funds for CD-13 in the preliminary levy in lieu of a final management decision, which can always be reduced before final levy if it is not necessary. County Ditch 13 WMD establishment costs are expected to be between \$35,000-\$50,000.

Minnesota Watersheds Resolutions and Delegates Selection Discussion

District Administrator presented the annual packet of proposed resolutions from Minnesota Watersheds. This year, there will be a vote on three resolutions. The first resolution is to amend the WCA exemption on wetlands which are managed/ditched, eliminating the time limit which requires management within the last 25 years. The second resolution is to allow WMOs as well as Watershed Districts to participate in multijurisdictional reinvestment programs in Hennepin County. The third resolution is asking for timely permit review from DNR and MPCA and definition of when a permit application is complete. The Board elects delegates to vote on the resolutions at the following Board meeting. The resolution voting will occur on August 25, 2025, 10 am – 12 pm, virtually. Managers Burnett and Loney were available to serve as delegates. Staff recommend that delegates vote yes on all three resolutions. There were no objections to affirmative voting by delegates.

SCALE Insurance Consortium Analysis Update

District Administrator Giese presented an update on a Countywide health insurance consortium analysis initiated by SCALE. Based on preliminary analysis, a consortium pool lowers overall insurance costs for members. Historical records of premium increases show that the County's self-funded plan has had lower premium increases (5.44%) than the District's fully funded plan (7.37%) in recent historical records. The tentative schedule for advancement of the consortium requires that a go/no go decision be made by potential members in January 2026, pool enrollment in late 2026, and January 2027 pool launch date. The Watershed District would be the smallest entity in the consortium with 6 employees, compared to the largest (Scott County) at 773. Based on insurance data provided to the consultants by the potential members, the analysis estimates a potential 2% savings on average for annual premium increases.

Benefits of the consortium include: the possibility to maintain District's own plan, more time for renewal research, more transparency of costs, and lower or neutral premium costs. The drawbacks are: the consortium selects the provider, as the smallest employer the District may not have strong place at table, the pool will require minimum commitment period (likely 5 years), young District staff will be grouped with older pool employees, the District would lose 25% cost savings of bundling dental (consortium may eventually expand to dental), and the District will need to help fund consortium start-up. The committee is currently reviewing a draft Joint Powers Agreement and draft bylaws. If the District proceeded with the consortium, the District would need to have a representative and alternate on the JPA board, which could be served by District manager or staff. Staff advocated moving forward with investigation, which will require basic legal review. The board was supportive of further information and supporting legal review.

Conservation Easement Acquisition Process Update

District Administrator Giese presented on the existing process for conservation easement acquisition and the proposed future process. Currently, the District seeks to obtain rules equivalency with cities through Memorandum of Agreements (MOA). Although the MOAs are

expired, the cities/Scott County and District have been working toward renewal and in the meantime are operating by jointly administering District rules, with a city/Scott County being the primary permitting authority. However, the existing process requires a Development Agreement (DA) and a Declaration of Conservation Easement (DCE) at different stages of plat/grading approvals. The current timing isn't working well in relation to developments that involve a property sale between original landowner and a developer resulting in both DA and DCE being developed at the same time. The concurrence of these documents means that the District can't recover costs for processing. The current process also requires tracking of hours and costs which is a strain on staff capacity.

Staff is proposing that the District issue permits only for Rule J. This allows the District's rules to cover items in the DA and is more congruent with development timelines. In the proposed process it would be easier to have the developer apply for a permit, or have the original landowner transfer it later. Staff also propose that an upfront fee logic be developed based on historical permit costs. Staff has discussed this approach with legal counsel, and representatives for Scott SWCD, Scott County, and City of Prior Lake to discuss the concept and representatives spoken to are amenable to the proposed changes. If implemented, the District may need to change District rules to allow an upfront fee, and perform minor revisions to permit forms and draft MOAs. In this process, the Board of Managers could determine if they want to delegate authority to administrator to approve permit applications and acceptance of declaration of conservation easements. Board members were favorable and the administrator will bring forward revisions for Board approval at future board meetings.

Administrator Report

- IT is providing email security training for staff and managers. There will be nine 10-minute training modules.
- Staff followed up with the DNR area hydrologist on the trash left by the Sand Point boat launch contractor. The DNR has been attempting to get the contractor to clean up the boat launch and the contractor has been unresponsive. The DNR is currently researching a solution.

Liaison Updates

District Partner Reports

- *Spring Lake Township*- Road project on South Shore Drive. Figuring out the management of two new parks in township (Raymond and South Shore).
- *Scott County*- Federal cuts will shift costs to Health and Human Services. Anticipating 15% increase in tax levy due to shifts. MPCA is hosting an open house for an application for a landfill in Louisville Township. Scott County fair is the week of July 23rd.

Manager Liaison Reports

- *CAC*- None.
- *Scott SWCD*- Discussion on replacing Jim Fitzsimmon's supervisor post.
- *Lower Minnesota Watershed District*- Will be hosting another summer boat tour on the Minnesota River. They are discussing adding a sixth board member position. Scott County is advocating maintaining five members but reallocating two to Scott County, as Scott County is the largest and most populous area in the district.
- *Sand Creek Township*- None.

- *Spring Lake Township*- None.
- *Scott WMO*- Preparing their plan.
- *Shakopee*- None.
- *SCALE*- None.
- *Scott County*- None.
- *Minnesota Watersheds*- None.
- *PLOC Cooperators*- None.
- *Farmer-Led Council*- None.

Respectfully Submitted,
Emily Dick
7/16/2025

DRAFT



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

REGULAR MEETING MINUTES

Tuesday, July 15, 2025

Prior Lake City Hall

6:00 PM

Members Present:

Bruce Loney, Christian Morkeberg, Frank Boyles,
Matt Tofanelli, Bev 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
Jody Brennan, Scott County Commissioner

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

- Meeting was called to order by President Loney at 6:00 pm. Everyone present recited the Pledge of Allegiance.

• **2.0 PUBLIC COMMENT**

- None

• **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

- Staff provided a report of its many activities for the preceding month, and some upcoming events.
 - Prior Lake level is 902.59, Spring Lake level is 910.97
 - Improved FeCl data monitoring
 - Carp Carnival is 7/26/25
 - Project updates
 - Upper Prior Lake Alum treatment will likely come up in August for approval.

4.2 Cates Lake Goldfish Management Decision

- Presented by Jeff Anderson.
- Not many options are available. Staff discussed potential management options with the DNR, who indicated goldfish management is a challenge.
- Several approaches were discussed, most require DNR approval (unlikely) or have not proved effective or may cause larger problems.
- The District continues to monitor Cates Lake and the lake is getting A's on the District's report regarding total phosphorus, water clarity and Chlorophyll A.
- Motion to hold on management of goldfish on Cates Lake and to continue to monitor lake water quality, by Manager Tofanelli; 2nd by Manager Burnett; Passed 5-0.

4.3 Minnesota Watersheds 2025 Annual Meeting Delegate Appointment

- Presented by Administrator Giese.
- Manager Burnett motioned to appoint Manager Burnett and Manager Loney as delegates and Manager Boyles as an alternate to vote on behalf of Prior Lake-Spring Lake Watershed District at the Minnesota Watersheds 2025 Annual Meeting on Resolutions & Petitions, 2nd by Manager Tofanelli; Passed 5-0.

4.4 County Ditch 13 Drainage Authority

- Administrator Giese presented an overview of this issue.
- This has been researched and discussed over the past several months.
- Manager Burnett motioned that the Board of Managers favors the District assuming from Scott County, pursuant to Minn. Stat. 103D.625, subdivision 1, the role of drainage authority for County Ditch (CD) 13, with the intent to fund CD 13 management by means of a water management district under Minn. Stat. 103D.729, on the following conditions:
 - a) Sand Creek and Spring Lake Townships, and the City of Prior Lake, concur in District management of CD 13 under authority of Minn. Stat. 103D.621, subdivision 4;
 - b) Scott County enters into a joint powers agreement with the District, as needed to bring a parcel benefited by CD 13, but outside the District legal boundary, within District drainage authority jurisdiction;
 - c) The existing CD 13 fund balance is preserved for District use; and
 - d) The County agrees to administer the annual WMD charge without additional fees;and that the District Administrator is directed to engage County staff regarding the transfer of authority pursuant to these terms, and report to the board.
- 2nd by Manager Tofanelli; Passed 5-0.

- **5.0 TREASURER'S REPORT**

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

- **5.1 Monthly Financial Reports (Discussion Only)**

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

- **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.
 - 6.1 Meeting Minutes – June 17, 2025, Board Workshop
 - 6.2 Meeting Minutes – June 17, 2025, Board Meeting
 - ~~6.3 Claims List and Bank Purchase Card Expenditures Summary~~ **Removed**
 - 6.4 Quarterly Investment Summary
 - 6.5 Resolution 25-398: Amending the 2025 Budget to Reallocate funds in the 509-Implementation Fund from 550–Swamp Lake IESF to 550–Spring Lake West IESF
- Motion to approve consent agenda (without 6.3) by Manager Tofanelli; 2nd by Manager Morkeberg; Passed 5-0.

- **6.3 Claims List and Bank Purchase Card Expenditures Summary**

- Administrator Giese presented a corrected Expenditures Summary.
- Motion to approve by Manager Morkeberg; 2nd by Manager Tofanelli; Passed 5-0.

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

- Carp Carnival- Celebration of Meeting Upper Prior Lake Carp Goal, Saturday, July 26, 2025, 10:00 am - 2:00 pm, (Sand Point Beach Park)
- Citizen Advisory Committee Meeting, Thursday, July 31, 2025, 6:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)
- Board of Managers Workshop, Tuesday, August 19, 2025, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, August 19, 2025, 6:00 pm (Prior Lake City Hall – Council Chambers)

- **8.0 ADJOURNMENT**

- Motion to adjourn by Manager Morkeberg; 2nd by Manager Tofanelli; Passed 5-0.
- Meeting adjourned at 7:05 pm.

Respectfully Submitted,
Bev Burnett, PLSLWD Secretary, 8/12/25



CAC Meeting Minutes

Thursday, May 29, 2025

CAC Meeting: 6:00-7:30 PM

Prior Lake City Hall: Wagonbridge Conference Room

CAC Members: 7 of 9 members present = 78% ($\geq 50\%$)

- ☒ Loren Hanson
- ☒ Ron Hoffmeyer
- ☒ Curtis Witt
- ☒ Anna Alswager
- ☒ Amy Butani
- ☐ Richard Schirber
- ☒ Ryan Murr
- ☐ Aaron Pietsch
- ☒ Alanna Spotts

Staff: Danielle Studer

Board members: Matt Tofanelli

6:00 pm CAC Business

- Approval of agenda
 - Motion: Ryan Murr
 - 2nd Curtis Witt
 - Motion carried
- Approval of March meeting minutes (vote)
 - Motion: Curtis Witt
 - 2nd Ryan Murr
 - Motion carried
- Review of April and May Board Meetings (*BOARD LIAISON*)
 - Matt Tofanelli reported out.
- Outreach Event Sign-Ups
 - Danielle Studer
 - Listed 6 district events occurring through October.
- Subcommittee Report-outs
 - Ground Water-No report
 - Education and Outreach-Met and discussed potential give aways for awareness.

- o Invasive Plants-Dick Schirber contacted company in Wisconsin that uses plant harvesting. Probably a 2-year research project for CAC.
 - o Lakeshore Impacts-Prioritizing next steps.
- Tour feedback
 - o Good to see year over year changes in Buck Stream restoration and Ferric Chloride station.
 - o Nice to see landowners being environmentally conscientious.
 - o Seeing the visual aids for the pipe lining was a favorite for many.

6:45 pm Other topics of discussion or future topics?

Question: Where are Blue Gills stocked for carp management?

A: At a pond along the channel flowing into Spring Lake. Approximately 2,400 young blue gill were stocked in 2025.

6:48 pm Adjourn

- o Motion: Amy Butani
- o 2nd Anna Alswager
- o Motion carried

Upcoming Meetings:

- | | |
|--------------------------------|-----------------------------------|
| • Board Meeting: June 17, 2025 | 6:00 pm (workshop 4:00 – 6:00 pm) |
| • Board Meeting: July 15, 2025 | 6:00 pm (workshop 4:00 – 6:00 pm) |
| • CAC Meeting: July 31, 2025 | 6:00 – 7:30 pm |

08-19-2025 PLSLWD Board Meeting Materials

8/19/2025

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

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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 (June Invoice)	X		
Capital Projects		Swamp Lake IESF Final Design & CMS	\$ 2,253.20
Operations & Maintenance Projects		Desiltation Pond Outlet & High Flow Bypass FS	\$ 984.00
		Spring Lake Post-Alum Sediment Core Analysis	\$ 416.00
		Upper Prior Lake Sediment Core Analysis	\$ 10,213.08
Planning & Program		General Engineering	\$ 2,016.50
		Capital Project Assistance - Spring Lake West IESF	\$ 1,416.00
Regulation		Permitting	\$ 1,156.25
EOR (July Invoice)	X		
Capital Projects		Swamp Lake IESF Final Design & CMS	\$ 3,655.90
Operations & Maintenance Projects		Desiltation Pond Outlet & High Flow Bypass FS	\$ 6,577.00
Planning & Program		General Engineering	\$ 1,308.00
		Capital Project Assistance- 200 St	\$ 189.00
		Capital Project Assistance- Buck Stream	\$ 545.00
Regulation		Permitting	\$ 760.00
		MOA Update	\$ 327.00
ATS	X	Carp Radio Tags	\$ 1,270.50
CLA		Bill.com Fees	\$ 150.00
Gopher State One Call	X	Ferric Chloride Utility Management	\$ 1.55
Hawkins, Inc.	X	Ferric Chloride	\$ 4,267.10
Hawkins, Inc.	X	Ferric Chloride	\$ 8,514.20
Kimberly Boustead Design LLC	X	2025 Carp Open House and Carnival Cutout	\$ 900.00
Kisters North America	X	WISKI 1 Year Service	\$ 5,400.00
MPCA	X	Annual Water Permit	\$ 1,231.00
Oregon RFID, Inc	X	HDX RFID PIT Tags	\$ 698.67
OTT HydroMet	X	FeCI Telemetry & Website	\$ 843.30
RMB	X	Ferric Monitoring	\$ 2,502.00
	X	Lakes Monitoring	\$ 1,524.00
	X	Watershed Monitoring	\$ 2,487.00
	X	SWAG Monitoring	\$ 160.00
Scott Soil and Water (SWCD)	X		
TASK I - Cost Share		TACS Services	\$ 12,309.50
		TACS Management	\$ 456.00
		Cost Share (Exhibit C)	\$ 7,232.50
TASK II - Farmer-Led Council		FLC Services	\$ 5,526.00
		Cost Share (Exhibit C)	\$ 10,281.50
TASK III - Monitoring		Staff Services - DMP Flows	\$ 453.00
		Staff Services - DMP General	\$ 444.00
		Staff Services - Upper Watershed- Krueger Dairy M	\$ 147.00
		Surcharge	\$ 15.00
TASK IV - Permitting		Administration & Coordination	\$ 2,810.00
		Easement Orig. and Compl	\$ 10,054.00
		Permit Admin & Inspections	\$ 3,589.00
		Easement Sign Install	\$ 1,073.00
TASK V - Education		Education	\$ 714.00
TASK VIII - 200th Street Pond		Technical Assistance	\$ 912.00
Smith Partners	X	Water Resource Plan- Swamp IESF	\$ 289.00
		Water Resource Plan- Spring West IESF	\$ 1,907.40
		Permitting	\$ 1,052.27
Tech Sales Co.	X	Flow Modules	\$ 16,408.00
Vessco Inc.	X	W Marlow, Pressure Switch Kit	\$ 340.00
Vessco Inc.	X	W Marlow Pumphead	\$ 433.75
WSB	X	June 2025 Carp Management Services	\$ 4,227.00
	X	Fountain Hills Wetland Study	\$ 5,948.25
Waterfont Restoration, LLC	X	Boat Inspections	\$ 8,993.01
Xcel Energy	X	Utilities - July	\$ 17.52
		Subtotal	\$ 157,398.95
2. Outlet Channel - JPA/MOA (excluding staff payroll)			
EOR (June Invoice)		2025 PLOC Invasive Plant Management	\$ 809.90
EOR (July Invoice)		2025 PLOC Invasive Plant Management	\$ 1,153.00
Scott Soil and Water (SWCD)		TASK III - Staff Services - PLOC Flows	\$ 225.00
WSB	X	Pipe Lining Construction Services	\$ 261.75
		Subtotal	\$ 2,449.65
3. Payroll, Office and Overhead			
ADP Manager Per Diems			\$ 1,035.00
ADP Staff Payroll			\$ 37,196.08
ADP Taxes & Benefits			\$ 30,255.56
NCBERS	X	September Premiums	\$ 80.00
Reliance Standard	X	August LTD and STD Premiums	\$ 974.35
HealthPartners	X	August Health Insurance Premiums	\$ 6,365.40
City of Prior Lake	X	Rent (September 2025)	\$ 2,532.40
CLA	X	Monthly Accounting and Interest Allocation	\$ 2,650.00
		Monthly Payroll Processing Fees	\$ 400.00
		Technology and Client Support Fee	\$ 150.34
MetroSales Inc	X	Contract Equipment rental rate August -Sept*	\$ 155.00
Rymark	X	August Billing (7 workstations)	\$ 1,506.61
Smith Partners		General Legal and Meetings	\$ 115.60
		General Admin and Legal Services	\$ 1,320.00
		Water Resource Plan- CD13	\$ 173.40
US Bank	X	July 7 - August 6 Billing	\$ 1,774.82
		Subtotal	\$ 86,684.56
TOTAL CLAIMS 8/19/2025			\$ 246,533.16

Prior Lake-Spring Lake Watershed District
US Bank Transactions through 8/6/2025

Trans Date	Merchant Name	Amount	Receipt Link	Staff Approval	Class	Customer	Expense	Description
7/9/2025	Lunds & Byerlys	\$ 30.58	x	Jeff Anderson	611 Operations & Maintenance	Hwy 13 Wetland, FeCl System & Desilt Pond	876 Field Equipment & Maintenance	Distilled Water
7/9/2025	Amazon	\$ 9.99	x	Zach Nagel	637 Monitoring & Research	Stream Monitoring	876 Field Equipment & Maintenance	Bug Spray
7/9/2025	Shell Oil	\$ 72.49	x	Zach Nagel	637 Monitoring & Research	Equipment Storage & Maintenance	801 Gas, Mileage	Truck Gas
7/9/2025	Microsoft	\$ 4.83	x	Joni Giese	626 Planning	Planning and Program Development	903 Dues, Fees, Subscriptions	Software subscription
7/9/2025	Amazon	\$ 17.19	x	Teresa Gostonczik	405 General Fund		706 Office Supplies	11x17 Paper
7/10/2025	Amazon	\$ 14.32	x	Teresa Gostonczik	405 General Fund		706 Office Supplies	Highlighters and markers
7/10/2025	Amazon	\$ 16.49	x	Teresa Gostonczik	652 Education & Outreach	Events/Tours	706 Office Supplies	Carp Carnival Fish Bean Bags
7/11/2025	Canva	\$ 250.00	x	Danielle Studer	652 Education & Outreach	Events/Tours	706 Office Supplies	Carp Carnival Event Signage
7/13/2025	Amazon	\$ 19.51	x	Teresa Gostonczik	405 General Fund		706 Office Supplies	Heavy Duty Stapler
7/15/2025	Jimmy John's	\$ 107.98	x	Teresa Gostonczik	626 Planning	Planning and Program Development	902 Meals and Lodging	Board Workshop/Meeting Meal
7/16/2025	USPS	\$ 36.60	x	Teresa Gostonczik	652 Education & Outreach	Farmer-Led Council	701 Postage	Postcard Stamps
7/16/2025	Amazon	\$ 11.55	x	Teresa Gostonczik	405 General Fund		706 Office Supplies	Pens
7/17/2025	Walmart	\$ 41.38	x	Danielle Studer	652 Education & Outreach	Events/Tours	706 Office Supplies	Carp Carnival Supplies
7/23/2025	Adobe Inc.	\$ 92.06	x	Teresa Gostonczik	626 Planning	Planning and Program Development	903 Dues, Fees, Subscriptions	Software Subscription
7/22/2025	Minnehaha Café	\$ 125.12	x	Joni Giese	626 Planning	Staff Appreciation	902 Meals and Lodging	Staff Appreciation
7/24/2025	Shell Oil	\$ 63.15	x	Zach Nagel	637 Monitoring & Research	Equipment Storage & Maintenance	801 Gas, Mileage	Truck Gas
7/26/2025	Panera	\$ 145.20	x	Danielle Studer	652 Education & Outreach	Events/Tours	902 Meals and Lodging	Carp Carnival Meal
7/29/2025	Brinno Store	\$ 429.00	x	Emily Dick	550 Capital Projects	Swamp Lake IESF	876 Field Equipment & Maintenance	Timelapse Camera
7/30/2025	Prior Lake Ace Hardware	\$ 27.69	x	Zach Nagel	637 Monitoring & Research	Lake Chemistry Monitoring	876 Field Equipment & Maintenance	Boat pins & PVC caps
7/31/2025	Amazon	\$ 22.64	x	Teresa Gostonczik	652 Education & Outreach	Farmer-Led Council	706 Office Supplies	Avery Postcard Stock
7/31/2025	Amazon	\$ 3.17	x	Teresa Gostonczik	405 General Fund		706 Office Supplies	Post it Flags
8/1/2025	USPS	\$ 48.80	x	Teresa Gostonczik	652 Education & Outreach	Farmer-Led Council	701 Postage	Postcard Stamps
8/1/2025	Dakota Meadows Mini Storage	\$ 90.00	x	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	903 Dues, Fees, Subscriptions	Storage Unit
8/3/2025	Verizon	\$ 30.08	x	Jeff Anderson	637 Monitoring & Research	Equipment Storage & Maintenance	903 Dues, Fees, Subscriptions	Cell Data
8/4/2025	Prior Lake-Savage Area Schools	\$ 65.00	x	Danielle Studer	652 Education & Outreach	Events/Tours	903 Dues, Fees, Subscriptions	Fall Community Fest
	TOTAL	\$ 1,774.82						



Subject | Resolution 25-401: Amending the 2025 Budget to Establish the 405-General Fund, 710-Office Expense Other Budget Line Item

Board Meeting Date | August 19, 2025

Item No: 6.5

Prepared By | Joni Giese, District Administrator

Attachments | Resolution 25-401: Amending the 2025 Budget to Establish the 405-General Fund, 710-Office Expense Other Budget Line Item

Proposed Action | Motion to approve Resolution 25-401: Amending the 2025 Budget to Establish the 405-General Fund, 710-Office Expense Other Budget Line Item and authorizing the District Administrator to enter into an agreement with a consultant for the personnel policy update at a cost not to exceed the 710-Office Expense Other budget value.

Background

The Prior Lake-Spring Lake Watershed District (District) maintains a personnel policy to set expectations of District employees and to outline the policies, programs, and benefits available to eligible employees. The last substantial update to the personnel policy occurred in 2015 with only one minor update in 2023.

Discussion

Administrator Giese recommends retaining a consultant with experience and knowledge of HR practices for a small public agency to assist with updating the personnel policy to ensure the updates conform to best practices and state and federal laws. The primary need is to update the policy to incorporate Minnesota Paid Leave into the District's personnel policy by December 31, 2025. Given the length of time since the last update, staff recommend concurrently performing a general update.

The 2025 budget does not have funds identified for this purpose. Staff recommend amending the 2025 budget to include a new budget line item (710-Office Expense Other) in the general fund in the amount of \$30,000 to cover the cost of retaining a consultant to update the personnel policy.

Recommendation

Staff recommend the Board of Managers approve Resolution 25-401: Amending the 2025 Budget to Establish the 405-General Fund, 710-Office Expense Other Budget Line Item and authorizing the District Administrator to enter into an agreement with a consultant for the personnel policy update at a cost not to exceed the 710-Office Expense Other budget value.

Budget Impact

Funding for the budget amendment will be taken from the District budget reserves.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Resolution 25-401

Amending the 2025 Budget to Establish the 405-General Fund, 710-Office Expense
Other Budget Line Item

Motion By: _____ **Second By:** _____

WHEREAS, the District desires to retain the services of a consultant to assist with an update to the District personnel policy in 2025; AND

WHEREAS, a portion of the personnel policy regarding Minnesota Paid Leave must be updated and adopted by the Board of Managers no later than December 31, 2025; AND

WHEREAS, the adopted 2025 District budget does not include funds to cover an update to the personnel policy; AND

WHEREAS, District staff estimate the cost to perform the personnel policy update will not exceed \$30,000;

THEREFORE, BE IT RESOLVED that the 2025 budget be amended to add a new budget line item, 710-Office Expense Other in the amount of \$30,000 in the 405 General Fund.

The question was called on the adoption of the Resolution and there were ___ yeas and ___ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Boyles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burnett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morkeberg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tofanelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the chair declared the resolution adopted.

It is hereby certified that the Board of the Prior Lake-Spring Lake Watershed District adopted this Resolution at a duly convened meeting of the Board held on the 19th day of August 2025, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

Ben "Beverly" Burnett, Secretary

Dated: August 19, 2025