BOARD OF MANAGERS:
Curt Hennes, President; Marianne Breitbach, Vice President;
Charlie Howley, Secretary; Woody Spitzmueller, Treasurer; Fred Corrigan, Manager

Note: Indicated times are estimates; actual times may vary considerably. 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 – Wagon Bridge Conference Room (Downstairs)

- Budget Planning Session (Chris Schadow will attend)
- Steve McComas’ Vegetation Spot Survey Results for Upper and Lower Prior

6:00 – 6:05 PM 1.0 BOARD MEETING CALL TO ORDER & PLEDGE OF ALLEGIANCE

6:05 – 6:10 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, turn on the microphone and state your name and address. (The Chair may limit your time for commenting.)

6:10 – 6:15 PM 3.0 APPROVAL OF AGENDA (Additions/Corrections/Deletions)

6:25 – 6:30 PM 4.0 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.
4.1 Meeting Minutes: July 12th Board Meeting and Workshop and July 26 Workshop (3 attachments)
4.2 CAC Minutes (1 attachment)
4.3 Cost Share Application – Greg Thomas, Water Pump (1 attachment)

6:30 – 6:40 PM 5.0 TREASURER’S REPORT
5.1 Claims List (Vote) (1 attachment)
5.2 Cash & Investments (Discussion Only) (1 attachment)
5.3 Financial Report (Discussion Only) (2 attachments)

6:40 – 7:45 PM 6.0 OTHER OLD/NEW BUSINESS
6.1 Manager Presentations (Discussion Only)
6.2 Programs & Projects Update (Discussion Only) (1 attachment)
6.3 Arctic Lake Presentation (Scott Walz, SMSC)
6.4 EOR’s In-lake Phosphorus Management Recommendations (Discussion Only)
6.5 MOA for Water Quality Project: Indian Ridge Circle SE and Fairlawn Shores Trail SE (Vote)(1 attachment)

7.0 UPCOMING MEETING/EVENT SCHEDULE
- CAC MEETING FROM 6:30-8:00 P.M. ON THURSDAY, AUGUST 25
WORKSHOP MEETING MINUTES
Tuesday, July 12, 2016
Prior Lake City Hall

Members Present: Curt Hennes, Woody Spitzmueller, Charlie Howley, Fred Corrigan & Marianne Breitbach

Staff Present: Diane Lynch, District Administrator

Others Present: Carl Almer, District Engineer, EOR; Jim Fitzsimmons, Scott SWCD and Glenn Kelley, Spring Lake Township Board

The meeting was called to order by Curt Hennes, Board President, at 4:20 p.m.

District Administrator’s Performance Review
The Board of Managers conducted a closed meeting to finish discussing the District Administrator’s performance review from 4:00-4:20 p.m. At 4:20 p.m., Chairman Hennes announced publicly at the Workshop that the Board supported a raise for Ms. Lynch backdated to her May 12 anniversary date.

Budget Planning Session
Mr. Almer and Ms. Lynch reviewed the District’s CIP and its 2016 approved budget. Ms. Lynch presented a draft 2017 budget, based upon the CIP. Managers discussed a goal for the 2017 levy. Managers reviewed budget formatting options and requested Ms. Lynch revise the budget format so that it can be used for monthly reporting. Managers also indicated an interest to be able to articulate to the public how the money will be used; i.e., volume management, water quality, volume management & water quality and other. Ms. Lynch will bring a revised budget format to the next budget planning workshop on July 26.

Board Officers
Given that the year is half over, the Managers decided not to change the existing officer appointments.

The meeting adjourned at 6:00 p.m.

____________________________
Charlie Howley, Secretary
CALL TO ORDER/PLEDGE OF ALLEGIANCE: Meeting called to order by President Hennes at 6:08 PM.

2.0 PUBLIC COMMENT: Jim Goodchild, resident and member of the CAC, shared his concern with the recent algae blooms in various bays on Prior Lake. He wants to know what can be done and if the District could get involved or could volunteers take some action.

Steve Pany announced the CAC is looking for new members. He also seconded Jim Goodchild’s concerns with the algae blooms.

3.0 APPROVAL OF AGENDA:
Manager Corrigan moved to approve the agenda. Second by Manager Breitbach. All ayes. Motion passed 5-0.

4.0 CONSENT AGENDA:
Manager Breitbach moved to approve the consent agenda. Second by Manager Spitzmueller. All ayes. Motion passed 5-0.
5.1 CLAIMS LIST
Manager Spitzmueller moved to approve the claims list. Second by Manager Corrigan. All ayes. Motion passed 5-0.

5.3 & 5.4 CASH & INVESTMENTS/FINANCIAL REPORT
Manager Spitzmueller gave an update/overview of cash and finances.

OTHER OLD/NEW BUSINESS

6.1 MANAGER PRESENTATIONS
Board of Managers gave brief comments about different liaison meetings they have attended in the last month.

6.2 PROJECTS & PROGRAMS UPDATE
Staff gave verbal updates on current and future projects.

6.3 BWSR PRAP Presentation
Don Buckhout, BWSR presented the program and alerted the District to the upcoming PRAP assessment happening this fall.

6.4 LOW FLOW GATE UPDATE
Jaime Rockney, Water Resources Specialist, gave a presentation on the low flow gate on the outlet channel structure.

6.5 BIOBASE PRESENTATION
Sarah Mielke, District Monitoring Assistant, gave a presentation on the automated vegetation tracking program, Biobase.

6.6 MN GREENCORP PRESENTATION
Andrea Slotke, MN GreenCorp Member, gave a presentation on her time and activities she had had with the District for the past year.

6.7 PERMIT 15.01 MUSHTOWN-MOA
Manager Corrigan moved to approve the Memorandum of Agreement. Second by Manager Spitzmueller. All ayes. Motion passed 5-0.

7.0 UPCOMING MEETINGS/EVENT SCHEDULE
- CAC MEETING FROM 6:30-8:00 PM, THURSDAY, JULY 28
- LAKEFRONT DAYS, AUGUST 4-6

ADJOURNMENT
Manager Breitbach moved to adjourn meeting. Second by Manager Corrigan. Meeting adjourned at 8:13 PM.

___________________________
Charlie Howley, Secretary
Members Present: Curt Hennes, Woody Spitzmueller, Charlie Howley, Fred Corrigan & Marianne Breitbach

Staff Present: Diane Lynch, District Administrator
Others Present: Carl Almer, District Engineer, EOR and Glenn Kelley, Spring Lake Township Board

The meeting was called to order by Curt Hennes, Board President, at 4:00 p.m.

Budget Planning Session
Ms. Lynch reviewed levies, budgets and actuals from 2008-2016. She indicated that although the levies have increased since 2014, the budgets are still appreciably under the budgets of 2008-2013. Since the District no longer has a surplus to use for its budget, the levy now has to match the budget. She discussed the impact of a $1.5 million budget on property owners, using 2015 numbers. She will provide a 2017 property tax scenario to the managers once the County provides the spreadsheet.

Managers discussed the new budget format and requested that the format be revised to include revenues from grants and fees; staff and administration expenses and a pie chart.

The meeting adjourned at 6:10 p.m.

____________________________
Charlie Howley, Secretary
Prior Lake-Spring Lake Watershed District
Citizen Advisory Committee (CAC)

Thursday, July 12, 2016
Prior Lake City Hall

Our mission is to manage and preserve the water resources of the Prior Lake-Spring Lake Watershed District to the best of our ability using input from our communities, sound engineering practices, and our ability to efficiently fund beneficial projects which transcend political jurisdictions.

The Prior Lake-Spring Lake Watershed District Citizen Advisory Committee (CAC) consists of residents who provide input and recommendations to the Board on projects, reports, prioritization and act as the primary interface for the Board to address the current issues of concern of the local citizens.

CAC Members present: Steve Pany, Kim Silvernagel, Liz Schramm, Jim Goodchild, Adam Fitzpatrick, Larry Rundell, Paul Krueger and Jodi See

Others present: Marianne Breitbach, PLSLWD Manager; Diane Lynch, District Administrator and Pete Young, Prior Lake Water Resources Engineer

I. Meeting called to order at 6:30pm
II. Agenda approved
   a. No additions
III. Watershed District Projects updates/Discussion topics

1. Watzl’s beach buffer project
   • Completed in 2015
   • Katherine’s visit indicates growth coming
   • Pete indicated it has been weeded a couple of times
   • When high enough it will be mowed a couple times a year for maintenance purposes (to 6 inches)
   • Silt fence will eventually be taken down
   • Less evidence of geese
   • This was a nice project to complete for the district
   • Anyone interested in viewing this area, can call Pete to have a ‘guided’ tour

2. Water testing at Sand Point and Watzl’s Beach
   • City materials handed out to attendees
   • Provides insight into water testing policies
   • Reviewed results from this year’s testing to date and are looking good
   • More links on the city’s website
   • If any lakeshore owner wanted to test, they can contact Pete and he can guide them to more information and companies who can test.
• Turn-around from the lab for the city’s testing has been ~1 day

3. Floating algae in Lower and Upper Prior
   • Three bays on Prior have had a lot of floating algae
   • Steve McComas may provide a spot analysis of these areas
   • Consideration to add information on this topic to the city’s website for the public to access

4. Milfoil
   • Steve McComas captures milfoil in his annual report
   • Historically there were grants for treating/harvesting
   • The City contributed to the District’s efforts in the past but funds are no longer available

5. 12/17 Wetland
   • Wetland seems to be functioning well
   • Large sign will be moved

6. Materials for Lakefront Days
   • Reviewed samples Diane brought
   • There are lots of materials that can be used
   • The City will have a game at their booth
   • Steve drafted a handout on “What is a watershed?”

7. Volunteers needed at the booth
   • Volunteers still needed for this event
   • No District booth at the Scott County Fair based on last year’s participation
   • Diane will check to see if there is any parking for the volunteers
   • Diane offered some t-shirts from year’s past that could be given as prizes
   • Steve had typed up information on what is a Watershed that could be made out
   • Consider going high-tech and interact with kids on their smart phones in the future

8. Flood Study Update
   • Policy makers meeting on 9/26 with a draft of the report and which options they would support
   • Public meeting in October
   • Information on the history of this study can be found on the website
9. Carp Management
   • WSB will do electrofishing surveys in the fall
   • Spring Lake will be seined in the winter
   • More carp barriers are a consideration
   • The CAC will discuss helping at future carp contest

10. Spring Lake Alum Treatment
    • Barr will conduct a sediment core sample and then make a recommendation on alum treatment in the future

11. WQ Improvement Award
    • 2 people who applied were not in the watershed
    • Pete will check with Dave to make sure the link to this program is available on the city’s website
    • Article was in the Prior Lake American earlier in the season, Jodi will see if they can run it again
    • Jodi has taken flyers around the city and had them posted
    • Jodi has sent information to Scott County for the Scene
    • Diane will forward the list of names to Jodi and Liz so contact of former cost-share recipients to see if they would like to apply for the award

IV. Comments, suggestions, questions
    • Larry presented old maps of the lake level back to 1967
    • Jodi spoke about her recent fishing trip in Annandale where a DNR person at the landing asked them very pertinent questions around the boat inspections, about how the boat leaving would be handled regarding zebra mussels and going to other lakes. This person was paid by a DNR grant that they had to staff this person to be at the lake access. Steve thought Sand Point had a person there as well

V. Meeting adjourned 8:02 p.m.
RESIDENTIAL COST SHARE APPLICATION

The Prior Lake-Spring Lake Watershed District will reimburse residents up to $250 for the installation of eligible water quality practices. BEFORE YOU START YOUR PROJECT, please fill out & submit this form to info@plsld.com to determine if you are eligible.

Contact Information

Name: Greg S. Thomas
Address: 5038 Condons St. SE
Phone: 952-894-2716 Email: TSGREET@yahoo.com

Project Information

Please select project:

- ☐ Rain Barrels = $50 Maximum Reimbursement
- ☑ Water Pump = 50% of Cost, up to $150 Maximum Reimbursement
- ☐ Buffer = $250 Maximum Reimbursement

Project Address (if different than above):

Buffer Project Description (if applicable):

Include approximate size, general location on property, proposed number/types of plants, etc. Attach additional maps/information as necessary.

Anticipated Project Completion Date: __________________________

4646 Dakota Street SE, Prior Lake, MN 55372
(952) 440-4166 • info@plsld.com
Next Steps

1. Complete, sign and submit this form to the PLSLWD, via email to info@plslwd.org (scanned with signature), or mail to 4646 Dakota Street SE, Prior Lake, MN 55372.
2. A PLSLWD representative will contact you to set up a visit to your proposed project location.
3. If the project meets the requirements of the PLSLWD (see below) and funds are available, a representative will approve the project by signing this form and then will provide you with a copy.
4. Construct and/or implement your practice.
5. Contact the PLSLWD to schedule a second visit to verify correct installation of your project.
6. If the project is satisfactorily completed, a PLSLWD representative will approve disbursement of funds by signing this document a second time and then will provide you with a copy.
7. The District will issue you a check following the next scheduled Board Meeting.

Terms & Conditions

To be eligible for the Residential Cost-Share available from the District, the following conditions must be met:

1. This form must be completed and signed by a District representative prior to construction.
2. Technical review from an approved source (e.g. Scott SWCD) may be required before the District approves an application.
3. Rain barrels, water pumps, and buffers are the current practices that may be eligible for cost-share.
4. Practices must be within the boundary of the Prior Lake-Spring Lake Watershed District.
5. Residents are eligible for one cost-share reimbursement per practice per household per year.

Applicant Signature:

[Signature]

Print Name: Greg S. Thomas

Date: 7-20-2016

Application Approved By PLSLWD:

[Signature]

Print Name:

Date: 7-27-16

Disbursement Approved By PLSLWD:

[Signature]

Print Name:

Date:

RESIDENTIAL COST-SHARE APPLICATION
Any,

Here is the receipt for my water pump.

Thanks

On Friday, July 22, 2016 3:12 PM, "beachgroomer@gmail.com" <beachgroomer@gmail.com> wrote:

----------------------------------------
General Information
----------------------------------------
Merchant Account: BeachGroomer System Inc
Date/Time : 07/22/2016 3:12:31 PM CDT

----------------------------------------
Transaction Information
----------------------------------------
Order ID : 3218
Description : 1.5 HP Gould Complete Pump Package 110V, Brass Hose Manifold
Transaction Amount : $980.59
Transaction ID : 3202940173
Authorization Code : 512221
Transaction Type : Card Sale
Response : Approved
AVS Results : Exact match, 5-character numeric ZIP
CSC Results : CVV2/CVC2 Match

----------------------------------------
Customer Billing Information
----------------------------------------
First Name : Greg
Last Name : Thomas
Address : 5038 Condon's St SE
City : Prior Lake
State : MN
Zip Code : 55372
Country : US
Phone : 952-894-2716
Email : tsgregt@yahoo.com

----------------------------------------
Customer Shipping Information
First Name : Greg
Last Name : Thomas
Address : 5038 Conions St SE
City : Prior Lake
State : MN
Zip Code : 55372
Country : US
Email : tsgregt@yahoo.com
Managers will consider approving this claims list - Staff payroll and Manager per diems have already been paid via ADP.

After the managers vote, two Managers will sign checks within three days of the meeting for approve claims.

Staff will request that all vendors provide information on their invoices to fit into the categories below.

### Updated 8/4/2016

#### 1. Watershed District Projects (excluding staff payroll)

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Invoice</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Ecological Services</td>
<td>33631</td>
<td>12 Wetland Restoration</td>
<td>387.00</td>
</tr>
<tr>
<td>Sopher State One Call</td>
<td>6071253</td>
<td>July Statement</td>
<td>2.70</td>
</tr>
<tr>
<td>RMB</td>
<td>294120</td>
<td>Lab Analysis</td>
<td>255.00</td>
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<td>RMB</td>
<td>299722</td>
<td>Lab Analysis</td>
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<tr>
<td>RMB</td>
<td>306030</td>
<td>Lab Analysis</td>
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<td>320621</td>
<td>Lab Analysis</td>
<td>510.00</td>
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<td>RMB</td>
<td>319734</td>
<td>Lab Analysis</td>
<td>355.00</td>
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<tr>
<td>RMB</td>
<td>319318</td>
<td>Lab Analysis</td>
<td>270.00</td>
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<tr>
<td>RMB</td>
<td>319313</td>
<td>Lab Analysis</td>
<td>425.00</td>
</tr>
<tr>
<td>RMB</td>
<td>318317</td>
<td>Lab Analysis</td>
<td>355.00</td>
</tr>
<tr>
<td>Smith Partners</td>
<td>38127</td>
<td>Permitting</td>
<td>861.00</td>
</tr>
<tr>
<td>SpecDee Delivery</td>
<td>23391</td>
<td>Lab Analysis</td>
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<td>WSB</td>
<td>03052-010</td>
<td>Carp Project</td>
<td>5,555.50</td>
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<td>WSB</td>
<td>03052-020</td>
<td>Arctic Lake Carp Removal</td>
<td>508.00</td>
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**8,145.90**

#### 2. Outlet Channel - JPA/MOA (excluding staff payroll)

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<th>Vendor</th>
<th>Invoice</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Messerli &amp; Schadow</td>
<td>72516</td>
<td>July Accounting</td>
<td>747.50</td>
</tr>
<tr>
<td>Smith Partners</td>
<td>38128</td>
<td>PUC</td>
<td>61.50</td>
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**809.00**

#### 3. Payroll, Office and Overhead

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<th>Vendor</th>
<th>Invoice</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>ADP Manager Per Diems</td>
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<td>Already Paid</td>
<td>916.59</td>
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<tr>
<td>ADP Staff Payroll</td>
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<td>Already Paid</td>
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<td>ADP Taxes &amp; Benefits</td>
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<td>Already Paid</td>
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<td>Andrea Slotke</td>
<td>4K3967-MA</td>
<td>Health Insurance</td>
<td>2,311.45</td>
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<tr>
<td>Andrea Slotke</td>
<td>80216</td>
<td>Windows 10 Upgrade</td>
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<td>Bufflehead Web</td>
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<td>HealthPartners</td>
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<td>Dental Insurance</td>
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<tr>
<td>HSA Bank</td>
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<td>Health Savings Account</td>
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<tr>
<td>Iceberg Web Design</td>
<td>15635</td>
<td>Website Hosting</td>
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<td>Messerli &amp; Schadow</td>
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<td>NCERS</td>
<td>9400816</td>
<td>Life Insurance</td>
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<tr>
<td>Smith Partners</td>
<td>38126</td>
<td>General Admin</td>
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<td>VISA</td>
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<td>June Statement</td>
<td>2,130.25</td>
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<td>Wells Fargo</td>
<td>10569434</td>
<td>2nd Quarter Fee</td>
<td>113.50</td>
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<tr>
<td>Wells Fargo</td>
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<td>Health Savings Account</td>
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<td>Xcel Energy</td>
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<td>14.12</td>
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**38,291.43**

#### 4. Debt repayment and Interest

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</tr>
</thead>
<tbody>
<tr>
<td>Northland Trust</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**47,246.53**

*EOE won't submit invoices until 8/8, due to Carl's vacation*
## Projects Update

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>LAST MONTH'S STAFF ACTIVITIES</th>
<th>NEXT STEPS</th>
</tr>
</thead>
</table>
| **Ferric Chloride Feed System Redesign**  
Ferric Chloride System (Class 550)  
Project Lead: Jaime | • Researching new manhole options | • Order and install new manhole cover |
| **CR 12/17 Wetland Restoration**  
Upper Watershed Volume Reduction Grant (741)  
Project Lead: EOR/Maggie | • AES mowed areas to control invasive emergent species and sprayed areas of cattail  
• The County repaired the outlet structure on the stormwater pond.  
• Received quotes for the reverse side of the 12/17 wetland sign once it is moved. | • Move the large sign to a better viewpoint from CR 12 & 17.  
• Continue to work with County & City on resolving punchlist items.  
• Monitor and manage vegetation onsite. |
| **Lower Prior Lake Diagnostic Study Implementation**  
LPDS Grant (Class 743)  
Project Lead: EOR/Maggie | • Drafted outreach materials for neighborhood prior to construction.  
• Corresponded with Kevin Casey, EOR, and the City to ensure the next steps are in place to begin construction in the next month.  
• Submitted required August grant update to MPCA. | • Review and approve Kevin Casey’s materials list.  
• Acquire grading permit for construction.  
• Send outreach to neighbors.  
• Continue to explore a potential project at Sand Point Beach Park. |
| **Carp Management**  
In Lake Management (Class 611)  
Project Lead: Amy & Maggie  
Carp Management Project (Class 747)  
Project Lead: Maggie | • Explored different mapping options for carp locations website.  
• Submitted required August grant update to MPCA. | • Coordinate electrofishing events for Upper Prior Lake & Spring Lake this September.  
• WSB will continue to track the radio-tagged carp on Spring & Prior Lakes every few weeks. |
| **Clean Water Fund Grants: Fish Point Park**  
Fish Point Park (Class 745)  
Project Lead: Diane & Maggie | • Met with Didion and the City of Prior Lake to discuss final steps to wrap up the project.  
• Began drafting two interpretive signs that will be located by the iron sand filter and the pond. | • Plant trees/shrubs this fall. *May include a volunteer event.*  
• Order and install educational signs for site. |
<table>
<thead>
<tr>
<th>PROJECT</th>
<th>LAST MONTH’S STAFF ACTIVITIES</th>
<th>NEXT STEPS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site Specific Standard</strong></td>
<td>• None</td>
<td>• EPA is reviewing the SSS and will notify the MPCA, as necessary.</td>
</tr>
<tr>
<td><em>Project Lead: Jaime</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>H&amp;H Study</strong></td>
<td>• Draft due from Barr the week of 8/3</td>
<td>• Finish reviewing drafts</td>
</tr>
<tr>
<td><em>Project Lead: Diane &amp; Maggie</em></td>
<td>• Staff will review and recommend revisions</td>
<td>• Plan for the September 26 meeting</td>
</tr>
</tbody>
</table>
## Operations Update

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>LAST MONTH’S STAFF ACTIVITIES</th>
<th>NEXT STEPS</th>
</tr>
</thead>
</table>
| **Monitoring**                               | • Collected 22 stream samples (11 sites, 2x/mo)  
  • Took 3 flow measurements  
  • Downloaded 15 level loggers  
  • Collect CAMP samples from volunteers  
  • Barr Engineering will complete a core sample and Spring Lake phosphorus report for the 8/23 Budget Workshop                                                                                     | • Collect stream samples  
  • Take flow measurements  
  • Download level loggers                                                                                                                                                                                                |
| Monitoring and Data Acquisition (Class 637)  |                                                                                                                                                                                                                               |                                                                                                                                              |
| **Ferric Chloride System Operations**        | • Collected 8 stream samples (2 sites, 4x/mo)  
  • Inspected station 3x/week  
  • Downloaded Ultrasonic Distance Sensor  
  • Completed monthly DMR report                                                                                                                                           | • Collect stream samples  
  • Take flow measurements  
  • Inspect station 3x/week  
  • Download level loggers                                                                                                                                 |
| Ferric Chloride (Class 611)                  |                                                                                                                                                                                                                               |                                                                                                                                              |
| Project Lead: Jaime                          |                                                                                                                                                                                                                               |                                                                                                                                              |
| **Permitting**                               | • Inspected East Village permit site and provided next steps to SMSC for closing out the 13.05 permit.  
  • Worked with EOR to develop final requirements list to close out 05.15 permit.  
  • Completed permit inspections, including active 16.01 Manitou Road project.                                                                                                  | • Continue to inspect, follow-up on and close remaining open permits.                                                                                                                                           |
| Permitting (Class 648)                       |                                                                                                                                                                                                                               |                                                                                                                                              |
| Project Lead: Maggie                         |                                                                                                                                                                                                                               |                                                                                                                                              |
| **BMP Inspections**                          | • Sent pre-inspection letters out to 35 landowners.  
  • Conducted 13 BMP easement inspections.  
  • Met with six landowners to resolve easement violations and/or answer questions.  
  • Reviewed survey draft for A722055 amendment.  
  • Reviewed amendment request for remaining four landowners of A722055.  
  • Worked with the City of Savage to resolve two encroachment violations from development project adjacent to two of the District’s easements.                                                             | • Review amendment requests as they are received.  
  • Create baseline documentation for each conservation easement property.  
  • Continue to contact and meet with easement landowners to communicate easement restrictions and address any violations.                                                                 |
| BMP Inspections (Class 648)                  |                                                                                                                                                                                                                               |                                                                                                                                              |
| Project Lead: Maggie                         |                                                                                                                                                                                                                               |                                                                                                                                              |
## Operations Update

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>LAST MONTH’S STAFF ACTIVITIES</th>
<th>NEXT STEPS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Citizen Advisory Committee</strong></td>
<td>• CAC met on July 28&lt;br&gt;• CAC is inviting residential Cost Share recipients to apply for the WQ Improvement Award&lt;br&gt;• CAC will continue to discuss its future involvement with the Carp Tournament</td>
<td>• Next CAC meeting is scheduled for August 25</td>
</tr>
<tr>
<td>Education and Outreach (Class 652)&lt;br&gt;Project Lead: Diane</td>
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<tr>
<td><strong>Website and Media</strong></td>
<td>• Website article posted—Carp Management Update&lt;br&gt;• Facebook: links to website article on carp, invitation to the CAC, a link to the Platypus Mapping tech webpage and a flier for the Water Quality Improvement Awards&lt;br&gt;• Article in SCENE: Farmer-led Council</td>
<td>• Continue writing posts and updates about projects&lt;br&gt;• Will tweet and/or update Facebook about projects &amp; news.&lt;br&gt;• Design educational signs for Spring Lake Parcel location.</td>
</tr>
<tr>
<td>Education and Outreach (Class 652)&lt;br&gt;Project Lead: Diane</td>
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</tr>
<tr>
<td><strong>Cost Share Program</strong></td>
<td>• Second quarter projects with the SWCD include: 3 raingardens; 1 prairie restoration, 1 well decommission, 2 cover crops and 1 nutrient management for a total cost of $5,330.</td>
<td>• Ongoing outreach to urban and rural landowners thru the SWCD</td>
</tr>
<tr>
<td>Land Mgmt (Class 611)&lt;br&gt;Project Lead: Diane</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Aquatic Vegetation Management and Surveys</strong> (Class 626 and 637)&lt;br&gt;Project Lead: Jaime</td>
<td>• Mapped 10 lakes for vegetation density and bathymetry using Platypus boat&lt;br&gt;• Mapping 4 lakes for vegetation density and bathymetry using volunteers, 1 with staff.</td>
<td>• Summer vegetation surveys being completed on 7 lakes. Possibly also a few bays in Prior Lake.</td>
</tr>
<tr>
<td><strong>Planning</strong> (Class 626) and Admin (Class 405)&lt;br&gt;Project Lead: Diane</td>
<td>• Attended buffer mapping meeting with SWCD&lt;br&gt;• Weekly Staff Meetings&lt;br&gt;• Upgraded to Office 10 and integrating additional files into Microsoft 365</td>
<td></td>
</tr>
</tbody>
</table>
### Outlet Structure and Channel

<table>
<thead>
<tr>
<th>Activity</th>
<th>Last Month's Staff Activities</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prior Lake Outlet Channel</strong></td>
<td>• Maintained and downloaded auto level logger</td>
<td>• Smooth manhole benches and fix exposed rebar</td>
</tr>
<tr>
<td><em>Project Lead: Jaime</em></td>
<td>• Conducted channel Inspections</td>
<td>• Channel Inspections</td>
</tr>
<tr>
<td></td>
<td>• Planning for outlet pipe maintenance</td>
<td>• Maintain and download auto level logger</td>
</tr>
<tr>
<td></td>
<td>• Took flow measurement with low flow gate open</td>
<td>• Fill sand at outlet structure in pine trees</td>
</tr>
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<td></td>
<td>• Quote received on manhole smoothing</td>
<td></td>
</tr>
<tr>
<td><strong>Gonyea Culvert, Kes Field Crossing</strong></td>
<td>• Met with HSEM to discuss project and appeal process.</td>
<td>• Finalize bid documents.</td>
</tr>
<tr>
<td><em>and Pike Lake Park (FEMA)</em></td>
<td>• Began drafting bid documents for project.</td>
<td>• Send out request for bids.</td>
</tr>
<tr>
<td><em>Project Lead: Maggie</em></td>
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</tr>
<tr>
<td><strong>Channel Bank Erosion (FEMA)</strong></td>
<td>• Met with HSEM to discuss project and how to modify hazard mitigation components.</td>
<td>• Draft bid documents for engineering services.</td>
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<td></td>
<td>• EOR updated the conditions model that conservatively estimates the future condition</td>
<td>• Anticipate bidding out construction work this fall/winter.</td>
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<td>flows in the PLOC to appropriately plan for upcoming bank erosion work and presented</td>
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<td>information to TAC.</td>
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<tr>
<td><strong>Downed Trees &amp; Sediment Delta (FEMA)</strong></td>
<td>• Inspected completion of final punchlist items for downed trees project by WHR.</td>
<td>• Meet with City of Shakopee to discuss sediment delta project.</td>
</tr>
<tr>
<td><em>Project Lead: Maggie</em></td>
<td>• Received feedback from affected landowners along the PLOC.</td>
<td>• Anticipate re-bidding sediment delta project in September/October.</td>
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<td>Project to be completed this winter to avoid damage to trails.</td>
</tr>
<tr>
<td><strong>JPA/MOA &amp; TAC Meetings &amp; Admin</strong></td>
<td>• TAC Meeting</td>
<td>• Cooperator meeting to review and approve budget in late August.</td>
</tr>
<tr>
<td><em>Project Lead: Diane &amp; Jaime</em></td>
<td>• Finalized budget – TAC approved.</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Last Month’s Staff Activities</td>
<td>Next Steps</td>
</tr>
<tr>
<td>------------------------------</td>
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</tr>
<tr>
<td><em>Invasive Species Removal</em></td>
<td>• AES treated locust, silver poplar as determined by EOR survey</td>
<td></td>
</tr>
<tr>
<td>Project Lead: Jaime</td>
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<tr>
<td><em>MS4 Permit</em></td>
<td>•</td>
<td>• MS4 procedures will be finalized with assistance from WSB</td>
</tr>
<tr>
<td>Project Lead: Diane</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>PLOC Easements</em></td>
<td>• An appraiser has been engaged for the Becker property and work has commenced.</td>
<td>• Beckler appraisal to be completed by August 12.</td>
</tr>
<tr>
<td>Project Lead: Maggie &amp; Diane</td>
<td>• Gathered information to order Muhlenhardt survey.</td>
<td>• Bid out Muhlenhardt survey.</td>
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<tr>
<td></td>
<td></td>
<td>• Continue negotiations with other landowners in Segements 4 and 7B.</td>
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<tr>
<td></td>
<td></td>
<td>• Continue to identify necessary easement amendments with other PLOC landowners.</td>
</tr>
</tbody>
</table>
MAKING A MEMORANDUM

TO: PLSWD BOARD OF MANAGERS
FROM: MAGGIE KARSCHNIA, WATER RESOURCES PROJECT MANAGER
SUBJECT: INDIAN RIDGE PARK & FAIRLAWN SHORES BIOFILTRATION BASINS
RE: DRAFT AGREEMENT WITH THE CITY OF PRIOR LAKE
DATE: AUGUST 4, 2016

BACKGROUND

The Prior Lake-Spring Lake Watershed District and the City of Prior Lake have partnered together on numerous projects over the years. For one of the District’s biggest projects, the 12/17 wetland, the City and the District entered into a cooperative agreement together to clearly lay out access rights, vegetation maintenance obligations, and final acceptance of the project by the City, the fee owner of the property. Smaller, subsequent projects such as Fish Point Park, have not had such an agreement in place.

FUTURE PROJECT AGREEMENTS

Desiring an agreement template for future projects that will better identify roles and responsibilities for each party, as well as the opportunity to define access rights, the City of Prior Lake has drafted a template agreement. This template has been used to draft an agreement for the upcoming Indian Ridge Park and Fairlawn Shores Biofiltration Basins Project under the MPCA Lower Prior Lake Implementation Project grant. This draft agreement is currently being reviewed by both the District’s and the City’s attorneys.

INDIAN RIDGE PARK & FAIRLAWN SHORES AGREEMENT

As staff anticipates that construction on the Indian Ridge Park and Fairlawn Shores Biofiltration Basins Project could commence as early as the end of August, a draft agreement is being included in the Board packet for August. Both the District’s and City’s attorneys will likely have changes prior to the Board meeting in Tuesday, but staff wanted to provide the latest draft agreement so that the Board could have time to review a similar agreement prior to approval of another version at its next meeting.
Agreement for Water Quality Project

This Agreement ("Agreement") is made on the _____ day of __________, 2016, between the City of Prior Lake, a Minnesota municipal corporation (hereinafter "City"), and the Prior Lake Spring Lake Watershed District, a Minnesota watershed district under the laws of the State of Minnesota (hereinafter "PLSLWD"), with the City and PLSLWD collectively hereinafter referred to as the "Parties".

WHEREAS, the City owns property located to the northeast of the corner of Indian Ridge Circle SE and Fairlawn Shores Trail SE in the City of Prior Lake, Minnesota, commonly referred to as Indian Ridge Park and property located to the northeast of the corner of 150th Street SE and Fairlawn Shores Trail SE, commonly referred to as Fairlawn Shores (collectively, the "Property");

WHEREAS, PLSLWD has received a grant from the Minnesota Pollution Control Agency ("MPCA") to complete a water quality project ("Project") on the Property;

WHEREAS, PLSLWD has entered into that certain Grant Agreement #82788 with MPCA dated October 7, 2014 ("Grant Agreement") setting forth the terms of the grant;

WHEREAS, the Parties desire to enter into this Agreement to grant PLSLWD the right to enter upon the Property to complete the Project and to set forth the terms and obligations of the Parties in regards to the Project.

NOW THEREFORE, in consideration of the promises and obligations set forth in this Agreement and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Right of Entry.** The City hereby grants PLSLWD the right to enter upon the Property to complete and maintain the Project ("Work") pursuant to the terms and conditions of this Agreement. The City may, but is not obligated to, inspect the Project.

2. **Scope of Work.** PLSLWD shall complete the Project according to the plans as reviewed and approved by the City. PLSLWD shall have full control over the Work. PLSLWD shall comply with all applicable federal, state and local laws, rules and regulations in performing the Work. PLSLWD shall be responsible for all costs and expenses related to the Work.

3. **Independent Relationship; Indemnification.** This Agreement is not a joint powers agreement under Minnesota Statutes section 471.59. PLSLWD acts independently and selects the means, method and manner of constructing the Project. No employee, representative, contractor or consultant of any party to this Agreement has acted or may act in any respect as the agent or representative of the other party. PLSLWD is not the agent, representative, employee or contractor of the City. PLSLWD will hold the City, its officers, council members, employees and agents harmless, and will defend and indemnify the City, with respect to all actions, costs, damages and liabilities of any nature arising from: (a) PLSLWD's negligent or otherwise wrongful act or omission, or breach of a specific contractual duty; or (b) a subcontractor's
negligent or otherwise wrongful act or omission, or breach of a specific contractual duty owed by PLSLWD to City. No action or inaction of the City or PLSLWD under this Agreement creates a duty of care on the part of the City or PLSLWD for the benefit of any third party.

4. **Maintenance.** PLSLWD shall be responsible for maintenance of the Project and all costs and expenses of such maintenance for two years from the date of completion of the Project. Upon expiration of the two-year period the PLSLWD shall submit the Project to the City for acceptance. If the City accepts the Project in writing, the City shall assume maintenance obligations for the Project. If the City does not accept the Project, the City shall provide notice in writing to the PLSLWD setting forth the reasons the Project was not accepted. PLSLWD may resubmit the Project for acceptance to the City at any time. The City shall not be responsible for maintenance of the Project until the City has accepted the Project in writing.

5. **Remedies; Immunities.** Notwithstanding any other term of this Agreement, the City and PLSLWD waive no immunities in tort. This Agreement creates no right in and waives no immunity, defense or liability limitation with respect to any third party.

6. **Effective Date.** This Agreement is effective when fully executed by both Parties and expires upon completion of the Work by PLSLWD and acceptance of the Project in writing by the City.

7. **Termination.** The City retains the right to terminate this Agreement if construction of the Project is not certified as substantially complete by December 31, 2016; if the grant is revoked or not received for any reason; or if PLSLWD fails to comply with the terms of this Agreement or the Grant Agreement. The City may grant a request to extend the construction-completion period based on satisfactory explanation and documentation of the need for an extension. Upon termination of this Agreement for any reason PLSLWD shall restore the Property to its condition prior to commencement of the Work.

8. **Waiver.** City's failure to insist on the performance of any obligation under this Agreement does not waive its right in the future to insist on strict performance of that or any other obligation.

9. **Venue and Jurisdiction.** The Agreement will be construed under and governed by the laws of the State of Minnesota. The appropriate venue and jurisdiction for any legal action hereunder will be Scott County, Minnesota.

10. **Grant Agreement.** PLSLWD shall comply with all terms of the Grant Agreement in relation to the Project and Work.

Executed as of the day and year first written above.

*(signatures on following pages)*