

AGENDA

Tuesday, May 8, 2018

6:00 PM

Prior Lake City Hall

www.plslwd.org

BOARD OF MANAGERS:

Fred Corrigan; Curt Hennes; Charlie Howley; Mike Myser and Woody Spitzmueller

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 4:30 PM – Wagon Bridge Conference Room (Downstairs)

4:30-6:00 PM LMC Open Meeting Law: Edward Cadman, LMC

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)

PUBLIC HEARING – MINOR PLAN AMENDMENT

6:15-7:15 PM 4.0 **OTHER OLD/NEW BUSINESS**

- 4.1 Conservation Easement #579467 Amendment Request (Maggie Karschnia, PLSLWD) (Vote)
- 4.2 Final 2017 Audit Review (Andy Berg, Abdo, Eick & Meyers) (Vote)
- 4.3 FEMA Floodplain Update (Pete Young, City of Prior Lake) (Discussion Only)
- 4.4 Stormwater Credits for Permit #18.03 (Nick Monserud, City of Prior Lake) (Discussion/Vote)
- 4.5 Manager Presentations
- 4.6 Programs & Project Updates
- 4.7 Integrated Pest Management Plan for Common Carp Update (Mary Havranek, WSB) (Vote)
- 4.8 Safety Plan (Diane Lynch, District Administrator) (Vote)
- 4.9 League of Minnesota Cities Liability Coverage (Diane Lynch) (Vote)

7:15-7:20 PM 5.0 **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.

- 5.1 Meeting Minutes – April 10 Board Meeting
- 5.2 CAC Meeting Minutes—April 26

7:20-7:30 PM 6.0 **TREASURER'S REPORT**

- 6.1 Claims List (Vote)

6.2 Cash & Investments (Discussion Only)

6.3 Financial Report (Discussion Only)

7:30 – 7:35 PM

7.0 **UPCOMING MEETING/EVENT SCHEDULE:**

- CAC Meeting: Thursday, May 31 6:30-8:00 P.M. Prior Lake City Hall

PRIOR LAKE - SPRING LAKE

WATERSHED DISTRICT

MEMORANDUM

TO: PLSLWD BOARD OF MANAGERS
FROM: MAGGIE KARSCHNIA, WATER RESOURCES PROJECT MANAGER
SUBJECT: CONSERVATION EASEMENT #A579467 AMENDMENT REQUEST
DATE: MAY 2, 2018

BACKGROUND

The Prior Lake-Spring Lake Watershed District has issued 40 Declaration of Conservation Easements since 2000. A conservation easement is a voluntary legally binding agreement between a landowner and a qualified land trust or government entity that permanently limits uses of the land in order to protect its conservation values. The District Rules require that new developments must establish perpetual easements for ponding, flowage and drainage purposes over hydrologic features such as waterbodies and stormwater basins.

During the 2015 annual inspection for Conservation Easement #A579467, it was discovered that a portion of the easement area is currently being mowed or landscaped which is not in accordance with the restrictions of the conservation easement. Aerial photographs suggest that the boundary may also include portions of several decks and patios on the buildings. Since the time the violation was discovered, District staff has worked on developing a potential easement amendment with Timber Crest Park Community Association representatives that would meet the goals of the easement while also allowing them to have reasonable use of their property.

CONSERVATION EASEMENT #A579467

Signed in 2002, Conservation Easement #A579467 was designed to create a buffer strip around the perimeter of a natural wetland and the adjacent stormwater pond which was constructed in conjunction with the development of the surrounding land as part of Permit #02.04 for the Timber Crest Park Project. Although the easement was signed and recorded, a portion of the signs/monuments that are required by the easement were never installed along the southeast boundary and the areas never restored to native vegetation. A fence line was placed inside the easement boundary area along the top of the slope leading to the wetland.

The area of the conservation easement area that is out of compliance consists almost entirely of sod and is an average width of approximately 12 feet wide along 400 feet of the southeast boundary line. For some landowners, the conservation easement would require that over half of

their already small, usable backyard areas be restored to native vegetation. In addition, the fence line lying inside the easement boundary would need to be removed.

EOR worked with the Community Association to help explore alternatives to the conservation easement as currently delineated. Several options were considered, including moving an equivalent easement area to adjacent locations, installing raingarden(s), and restoring strategic areas to native prairie/grassland. Ultimately, an option was chosen that is believed to meet the same conservation values as the original easement.

EASEMENT AMENDMENT REQUEST: STRATEGIC RESTORATION AREA

The Community Association is proposing to remove 4,554 square feet from the current easement that lies behind the homes up to the current fence line. In replacement, the Association is proposing to include and restore a 9,100 square foot area in the backyard of the residential buildings to the south and east to native prairie/grassland which consists of roughly twice as much area.

The existing 4,554 square foot buffer area would have provided pretreatment of the stormwater runoff from the residential lots before discharging *directly* to the wetland. The proposed 9,100 square foot replacement area, while also providing pretreatment, drains to the stormwater system and is upstream of the of the two-cell pond along Eagle Creek Avenue SE which will provide additional treatment before discharging to the wetland. As the proposed area does not directly discharge to the wetland, nearly twice as much area is being restored to provide equivalent conservation value as the original easement area.

The Association is also requesting that the District allow the fence line to remain in the easement along the boundary of the encumbered area. The fence not only helps to clearly define the easement boundary, it also addresses the safety concerns of the Association.

As per the Easement Amendment Policy approved by the Board in 2016, an amendment request must meet the following requirements:

- The amendment is consistent and compatible with the purposes and intent of the original easement.
- The amendment has a net beneficial or neutral effect on the relevant conservation values protected by the easement.
- The amendment results in conditions that can be monitored and enforced by PLSLWD.

Developed by the District Engineer at EOR, the amendment request appears to be consistent with the purpose of the original conservation easement and has equivalent conservation values. Monitoring the new easement area will be similar to current monitoring and enforcement strategies.

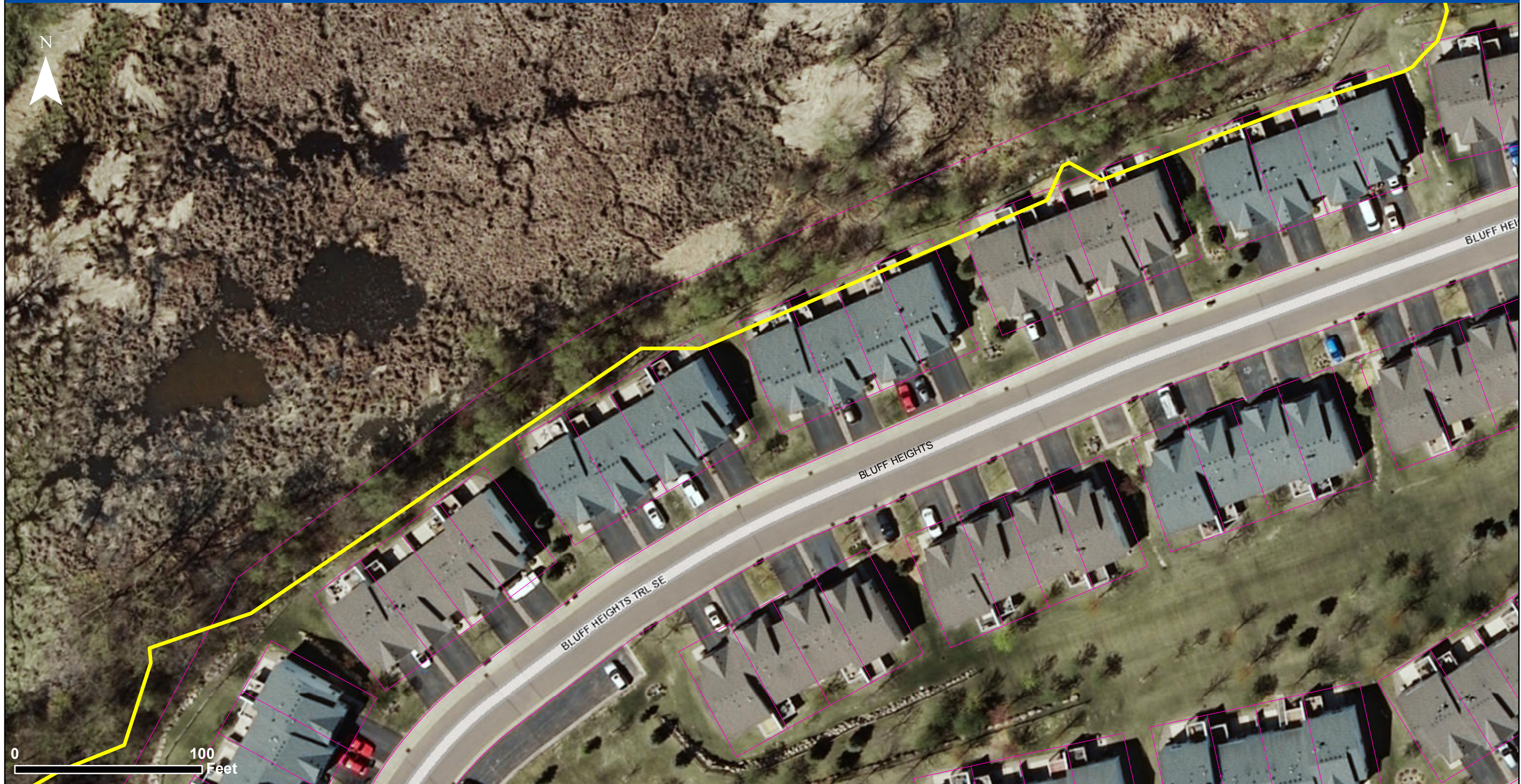
REQUESTED ACTION

The Easement Amendment Request for Conservation Easement #A579467 was determined to be complete on April 26, 2018. In accordance with the District's Easement Amendment Policy, the Board must make a decision by October 26, 2018 to do one of the following:

1. Approve the amendment request subject to the conditions below.
2. Move to delay the decision if more information is required.
3. Deny the amendment request, stating reasons for the denial.

Staff requests the Board move to approve the Easement Amendment Request subject to the following conditions:

1. The final easement amendment document and necessary title work will be completed in coordination with District staff by December 31, 2018.
2. The applicants must use an independent, experienced contractor to complete the restoration work for the project.
3. The new restored prairie/grassland area will be substantially complete no later than May 1, 2018 and will be inspected for final approval by the District.
4. Final corners of the new easement boundaries will be marked by a surveyor following restoration so that boundary signs may be accurately installed by the District.



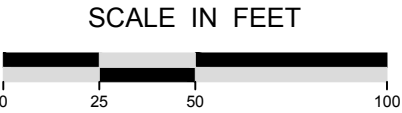
Tax Parcel Boundaries

Conservation Easement Boundary

DISCLAIMER: This information is to be used for reference purposes only. PLSLWD does not guarantee the accuracy of the material contained herein and is not responsible for misuse or misinterpretation. A survey should be completed if an exact boundary location is needed.



CONSERVATION EASEMENT A579467



PRIOR LAKE – SPRING LAKE

W A T E R S H E D D I S T R I C T

4.3 FEMA Floodplain Update

Pete Young, City of Prior Lake, will present an update.

PRIOR LAKE - SPRING LAKE

WATERSHED DISTRICT

MEMORANDUM

TO: PLSLWD BOARD OF MANAGERS

FROM: MAGGIE KARSCHNIA, WATER RESOURCES PROJECT MANAGER

SUBJECT: PERMIT #18.03 WOODSIDE/HURON PROJECT
STORMWATER CREDITS CLARIFICATION REQUEST

EXHIBITS: MAP OF PROPOSED STORMWATER CREDIT PROJECTS
EXCERPT FROM CONSTRUCTION PLANS

DATE: MAY 2, 2018

The following memo is intended to summarize Condition #10 for stormwater credits under Permit #18.03 and to help provide the Board with background on the request for clarification from the City of Prior Lake prior to the Board meeting. Note that some of the information is based on correspondence with City staff. This memo is not intended to provide a District staff recommendation, but rather to help provide the Board with background for the discussion.

BACKGROUND

At its Board Meeting on April 10th, the Board approved the Permit #18.03 request by the City of Prior Lake for its Woodside/Huron Project. The project included the construction of a proposed biofiltration basin located to the south of Woodside Road that would not only meet but exceed the water quality volume requirements for the project by roughly double. The City requested that the PLSLWD allow the City to bank the remainder water quality volume credits for future road reconstruction projects where meeting the water quality requirement is anticipated to pose a challenge. Attached is the list of the three potential projects were proposed for reference.

The Board approved the request to apply the additional water quality credits provided by the Woodside/Huron project to future projects with the following condition:

*The permittee will work with the District to draft and sign an MOU or other legal instrument or binding document by the District to memorialize the City and the District's agreement to **apply excess water quality credits created from this project towards future City projects that do not directly discharge to an impaired waterbody or an actively managed waterbody.***

REQUEST FOR CLARIFICATION

Following the Board meeting, City staff made the following request for clarification on the stormwater credit condition. With assistance from Manager Howley, PLSLWD provided the response in blue.

- **What does an “actively managed waterbody” include?** “Actively managed waterbody” is considered a waterbody that is being managed with a water quality treatment (e.g. Alum treatment, carp management, etc.) even though it isn't currently listed as impaired at the time.

The City would like to provide more information to the Board for consideration of stormwater credits. Information that the City has provided to PLSLWD staff includes:

- **Past Projects: Reactive vs. proactive approach.** The City would like to convey to the Board their desired approach to be *proactive* in their projects to help them meet stormwater requirements vs. *reactive*:

In the past, the PLSLWD Board has responded to requests that allow the City of be *reactive* and accrue deficits for their projects, such as the case of the #15.01 Mushtown Road permit. The stormwater deficit from this permit project was made up in a stormwater basin project completed at Raspberry Ridge Park that was associated with a City road construction project the following year.

Due to the challenges of working in an already developed City, there are limited opportunities in the right-of-way areas to meet the District’s stormwater requirements. The City’s attempt to include additional water quality volume at the 18.03 permit site was trying to monopolize on an opportunity to be *proactive* and provide stormwater credits for future projects that are planned.

- **Water Quality Credits: for existing impervious surface only.** To clarify, the City would like to clarify to the Board that they are not asking to use the water quality credits for newly created impervious surface, only for replacement of existing impervious where there are no other options due to the limitations at the site.

REQUESTED ACTION BY THE CITY OF PRIOR LAKE

City staff would like to receive further clarification on the use of water quality credits created by the Permit #18.03 project. This information is crucial, as the biofiltration basin for the permit project is currently oversized with the purpose of using the credits towards specific future projects where it will be challenging to meet the District’s stormwater requirements on-site. Given the additional language the Board added to Condition #10 placed on the water quality volume credits, the credits received at the Woodside/Huron project would not apply toward the planned future projects or any projects within City limits other than ones that drain to non-impaired or “actively managed” land locked basin. If that remains the case, the City of Prior

Lake will need to move quickly to reduce the size of the planned biofiltration basin on the plans as they will not be able to use the credits as planned.

Note: If the Board decides to move forward with a change to the Permit #18.03 Condition #10, the Board would need to move to amend the approval for Permit #18.03 to replace Condition #10 with new language.

GOVERNING SPECIFICATIONS:

The 2016 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
"STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF
THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING
THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS

ALL UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2013
EDITION OF THE CITY ENGINEER'S ASSOCIATION OF MINNESOTA STANDARD
UTILITIES SPECIFICATIONS.

CITY OF PRIOR LAKE

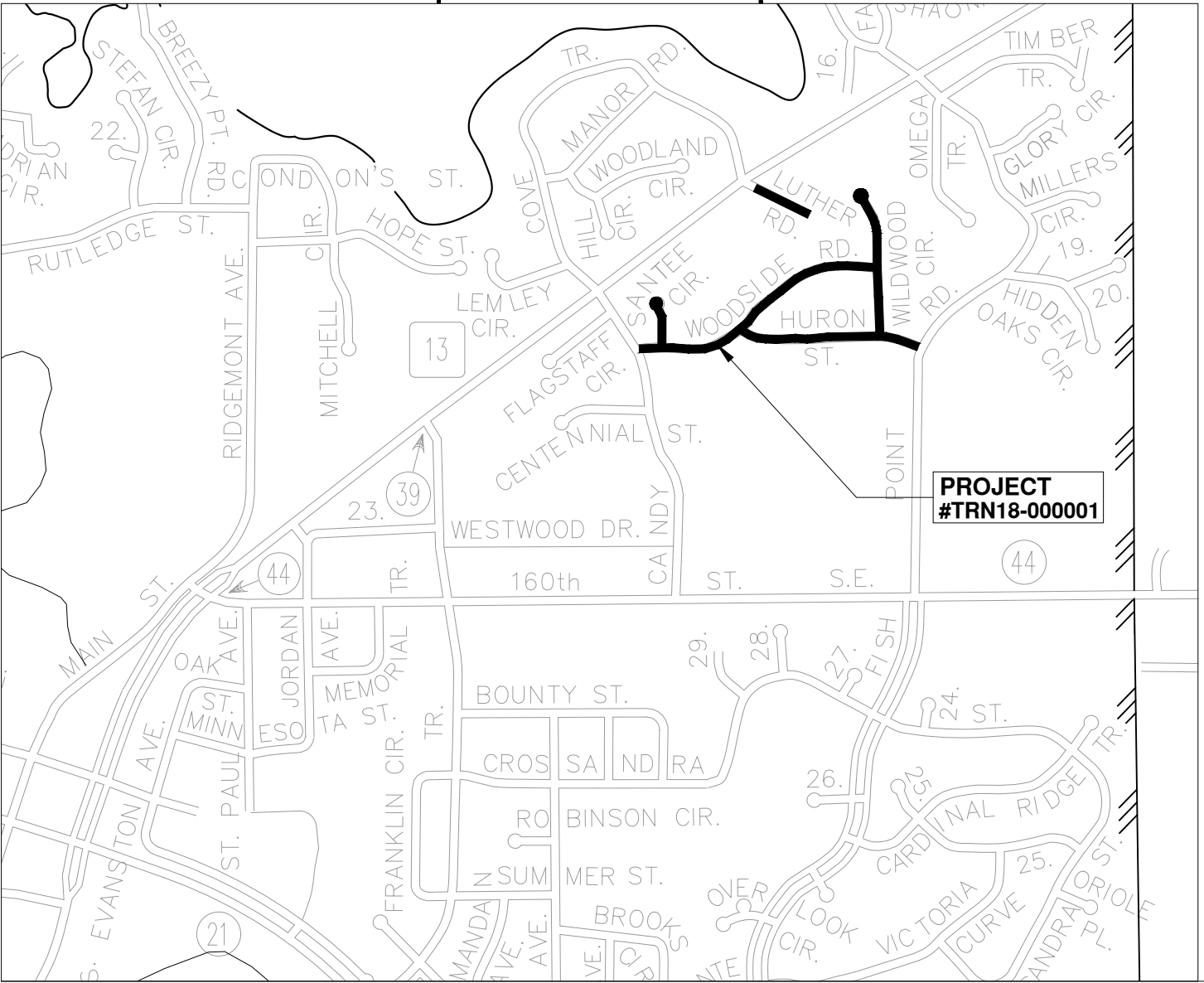
CITY PROJECT #TRN18-000001

HURON ST, LUTHER RD, SANTEE CIR, WILDWOOD CIR, AND WOODSIDE RD

2018 STREET IMPROVEMENTS

CONSTRUCTION PLAN FOR GRADING, AGGREGATE BASE, BITUMINOUS PAVING, CONCRETE CURB & GUTTER, STORM SEWER, WATER MAIN, SANITARY SEWER & APPURTENANT WORK

PROJECT LOCATION MAP



INDEX OF SHEETS

THIS PLAN CONTAINS 57 SHEETS

1	TITLE SHEET AND PROJECT MAP
2	LEGEND
3	STATEMENT OF ESTIMATED QUANTITIES
4	TYPICAL SECTIONS & STORM SEWER SCHEDULE
5-6	CITY OF PRIOR LAKE DETAILS
7-9	SWPPP SHEETS
10-11	HURON ST, SANITARY AND WATER MAIN
12	SANTEE CIR, SANITARY AND WATER MAIN
13-14	WILDWOOD CIR, SANITARY AND WATER MAIN
15-17	WOODSIDE RD, SANITARY AND WATER MAIN
18	WOODSIDE RD EASEMENT, SANITARY AND WATER
19-20	HURON ST, STREET AND STORM SEWER
21	LUTHER RD, STREET
22	SANTEE CIR, STREET AND STORM SEWER
23-24	WILDWOOD CIR, STREET AND STORM SEWER
25-27	WOODSIDE RD, STREET AND STORM SEWER
28-29	WOODSIDE RD, STORM BASIN
30	HURON ST, EROSION CONTROL PLAN
31	LUTHER RD, EROSION CONTROL PLAN
32	SANTEE CIR, EROSION CONTROL PLAN
33	WILDWOOD CIR, EROSION CONTROL PLAN
34-35	WOODSIDE RD, EROSION CONTROL PLAN
36-41	HURON ST, CROSS SECTIONS
42-43	LUTHER RD, CROSS SECTIONS
44-45	SANTEE CIR, CROSS SECTIONS
46-49	WILDWOOD CIR, CROSS SECTIONS
50-57	WOODSIDE RD, CROSS SECTIONS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME
OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

 48684 03/19/2018
NICK MONSERUD REG.NO. DATE

NOTE:

EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN
HAS BEEN PROVIDED BY THE UTILITY OWNER. THE
CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS
PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED
BY LAW. NOTIFY GOPHER STATE ONE CALL,
1-800-252-1166 OR 651-454-0002

THE SUBSURFACE UTILITY INFORMATION ON THIS PLAN
IS QUALITY LEVEL "D". THIS UTILITY QUALITY LEVEL
WAS DETERMINED ACCORDING TO THE GUIDELINES OF
CI/ASCE 38-02, ENTITLED "STANDARDS GUIDELINES
FOR THE COLLECTION AND DEPICTION OF EXISTING
SUBSURFACE UTILITY DATA"

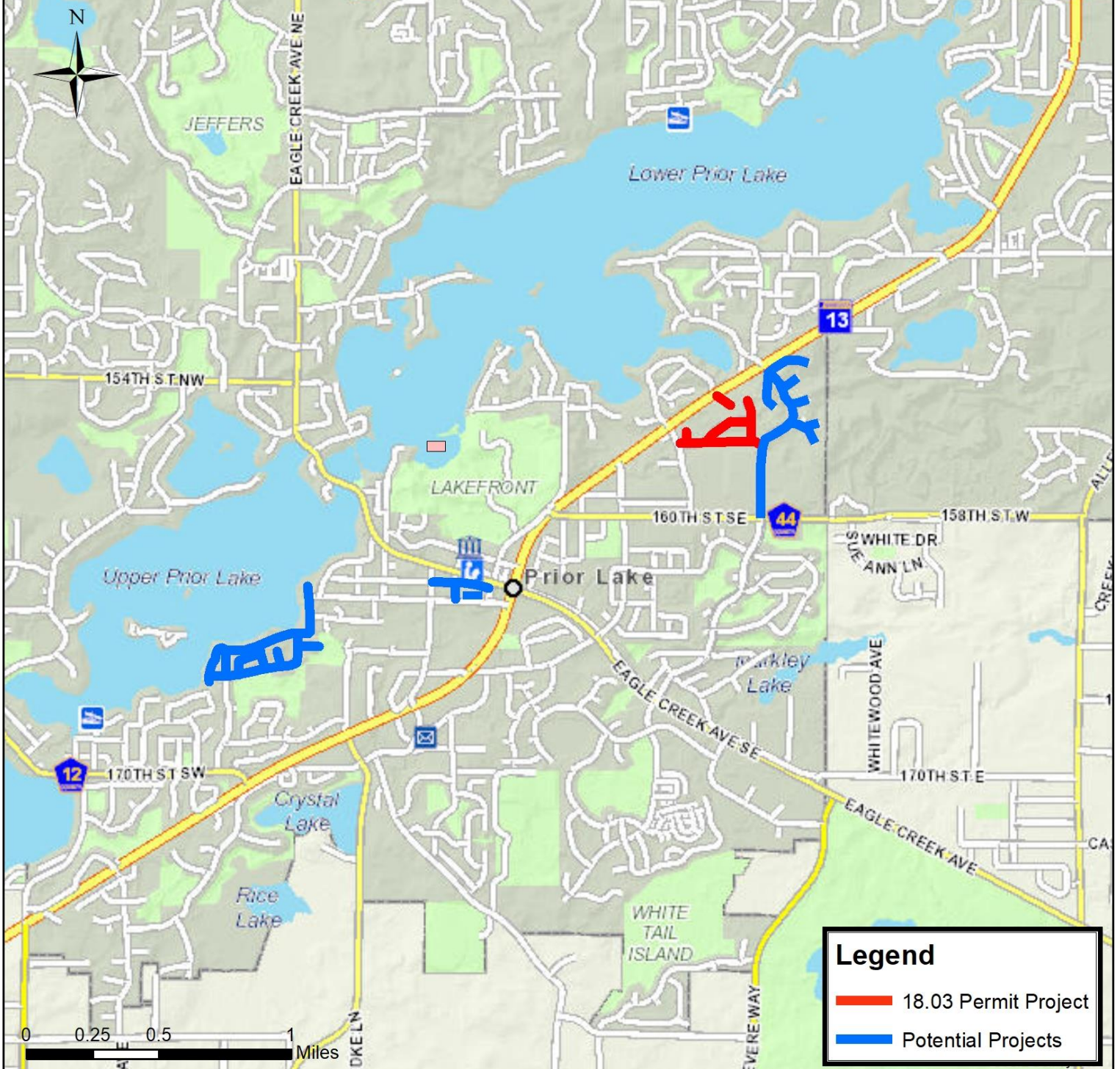
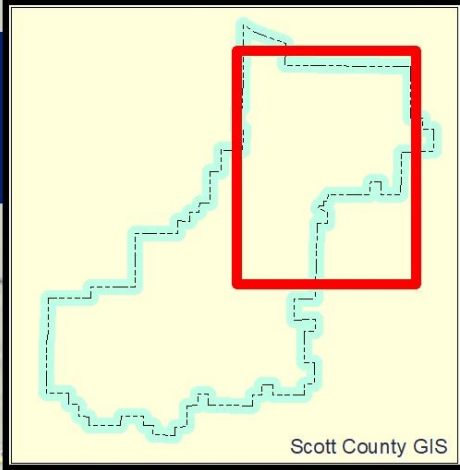


CITY OF PRIOR LAKE

ENGINEERING DEPARTMENT

4646 DAKOTA STREET SE
PRIOR LAKE, MN 55372
PH:952/447-9830 FAX:952/447-4245

POTENTIAL PROJECTS to Receive Stormwater Credits from Permit #18.03



PRIOR LAKE – SPRING LAKE

W A T E R S H E D D I S T R I C T

4.5 Manager Presentations

Managers will highlight activities from meetings they've attended on behalf of the District.

PRIOR LAKE – SPRING LAKE

WATERSHED DISTRICT

May 2018

Programs & Projects Update

PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
CR 12/17 Wetland Restoration (Class 741) Project Lead: Maggie	<ul style="list-style-type: none">Assessed minor erosion along east basin after snowmelt and rain events.	<ul style="list-style-type: none">Continue to work with AES on invasive species control.Now that the snow has finally melted, AES will herbicide the area along Sunset Avenue and prep it throughout the growing season so that it is ready to be reseeded with a native seed mix this fall.Move the large sign to a better viewpoint, with City assistance.
Lower Prior Lake Diagnostic Study Implementation LPDS Grant (Class 743) Project Lead: Maggie	<ul style="list-style-type: none">Construction at the Sand Point Beach Park project is beginning to wrap up. The grading work is substantially complete and the iron-enhanced sand will be installed shortly.Had a follow-up meeting on-site with some of the neighbors to the north of the Sand Point Beach Park project to discuss the tree planting plan and to address safety concerns.	<ul style="list-style-type: none">Anticipate that construction at Sand Point Beach Park will be completed by the end of May.Order and install interpretive signs for projects.Neighborhood Open House Meeting tentatively scheduled for June.

PRIOR LAKE – SPRING LAKE

WATERSHED DISTRICT

May 2018

Programs & Projects Update

PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Carp Management <i>In Lake Management (Class 611)</i> Project Lead: Amy & Maggie Carp Management Project (Class 747) Project Lead: Maggie & Kathryn	<ul style="list-style-type: none"> Moved forward with design plans for the Northwood wetland barrier. Met with WSB and the City of Prior Lake to discuss the project and work on an MOA for the barrier. Coordinated a permit and approval from the DNR on altering the outlet to include the barrier. Completed and submitted the work plan and budget to the MPCA for the 319 grant. The PLSLWD will receive \$80K from the spring of 2019 through the end of 2021 under this grant. Drafted updates to the Integrated Pest Management Plan. Installed the drum barrier at the desilt pond site. Installed two PIT tag receivers. Installed boat landing at Geis wetland in anticipation of upcoming carp work. 	<ul style="list-style-type: none"> WSB and PLSLWD staff will continue to track the radio-tagged carp. Survey the Fremont barrier area for a potential clearing and box net trap this spring to catch carp trying to go upstream to spawn. WSB to present an update to the Common Carp IPM Plan to be reviewed at next board meeting. Final design and installation of the Northwood carp barrier. Further refine BWSR grant proposal for carp management to supplement 319 grant. Install temporary carp barrier in Spring Lake outlet. Monitor PIT tag stations and implant PIT tags into additional carp.
Clean Water Fund Grants: Fish Point Park <i>Fish Point Park (Class 745)</i> Project Lead: Maggie		<ul style="list-style-type: none"> Work on water quality monitoring plan for 2018. Continue to work with Minnesota Native Landscapes on vegetation maintenance in the growing season.
Flood Storage Project Lead: Diane	<ul style="list-style-type: none"> Met with Sutton Lake property owners 	<ul style="list-style-type: none"> Will continue to research the feasibility of this project
Spring Lake Parcel Restoration Project Project Lead: Maggie & Kathryn		<ul style="list-style-type: none"> Order and install large sign visible from lake. Monitor restoration and work with GRG on controlling invasive species during growing season. Order and install small plant identification signs.

PRIOR LAKE – SPRING LAKE

WATERSHED DISTRICT

May 2018

Programs & Projects Update

PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Raymond Park Restoration Project <i>Project Lead: Kathryn</i>		<ul style="list-style-type: none"> • Design educational interpretative signs. • Continue coordinating with Great River Greening and the City of Prior Lake. • Great River Greening will continue maintenance at park next year. Follow-up visits will keep buckthorn and other invasives at bay. Additional seeding will be done this year, if needed.
DU Wetland 2 Acquisition Project <i>Project Lead: Maggie</i>		<ul style="list-style-type: none"> • Coordinate sign removal from property this spring. • Meet with neighboring landowners this spring to develop management agreement.
Spring Lake Alum Treatment <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> • Sent information letters to Spring Lake residents 	<ul style="list-style-type: none"> • Demo Day • HAB is preparing to treat in May, or possibly June

PRIOR LAKE – SPRING LAKE

WATERSHED DISTRICT

Operations Update

PROGRAM	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Monitoring <i>Monitoring and Data Acquisition (Class 637)</i> Project Lead: Jaime	<ul style="list-style-type: none"> • Data management. • Database maintenance/entry. • Work on Monitoring Manual. • Installed equipment • Took samples 	<ul style="list-style-type: none"> • Data management. • Finish Monitoring Manual. • Install weather station in spring. • Finish installing equipment
Ferric Chloride System Operations <i>Ferric Chloride System (Class 611)</i> Project Lead: Jaime	<ul style="list-style-type: none"> • Completed monthly DMR report. • Ferric is dosing • Took samples • Installed equipment • Weekly inspections • Flow measurements 	<ul style="list-style-type: none"> • Monthly DMR Report. •
Farmer-Led Council <i>Ag/Farmer Initiatives (Class 611)</i> Project Lead: Maggie	<ul style="list-style-type: none"> • SWCD made contact with farmers in the Tier One and Tier Two areas of the Cover Crop Initiative and began sign-ups for the program. 	<ul style="list-style-type: none"> • Coordinate and promote FLC cover crop program and no-till program. SWCD to install cover crops for the program this fall. • SWCD to get additional fields assessed for Lake Friendly Farm Program to further refine the scoring system before it is released this fall. Design and order Lake Friendly Farm program signs for 2018. • Next Farmer-Led Council meeting in July.
Permitting <i>Regulation (Class 648)</i> Project Lead: Maggie & Kathryn	<ul style="list-style-type: none"> • Issued Permit #18.02 for the CR-42 Project. • Provided clarification to the City of Prior Lake's upcoming project at Woodside/Huron neighborhood. • Began spring permit inspections and followed up with permittees on erosion & sediment control requirements. 	<ul style="list-style-type: none"> • Continue to inspect, follow-up on and close remaining open permits. • Present permit requests to the Board and make recommendations. • Issue Permits once conditional requirements are met.

PRIOR LAKE – SPRING LAKE

WATERSHED DISTRICT

Operations Update

PROGRAM	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
BMP Inspections <i>Regulation (Class 648)</i> Project Lead: Maggie & Kathryn	<ul style="list-style-type: none"> Set up Trimble Catalyst equipment for surveying easement boundaries. Conducted site visit with A678811 landowner, marked boundaries. Responded to three easement inquiries from landowners. Ordered mapping of easement areas in GIS for easements areas missing shapefiles. Coordinated with A579467 landowners on a proposed amendment. Worked on final mortgage consent with Nick Cauley (A722055). 	<ul style="list-style-type: none"> Review amendment requests as they are received. Send out pre-inspection letters to easement violations Create baseline documentation for each conservation easement property. Work with two remaining landowners of A722055 – Parcel B on amending the easement. Work with landowners to resolve violations. Work with SWCD to survey boundaries for two additional boundaries (in spring). Interns start in May
Citizen Advisory Committee <i>Education and Outreach (Class 652)</i> Project Lead: Diane & Kathryn	<ul style="list-style-type: none"> Meeting on April 26 The CAC will now promote itself with a flier with an attached application 	<ul style="list-style-type: none"> Next CAC meeting is on May 31

PRIOR LAKE – SPRING LAKE

WATERSHED DISTRICT

Operations Update

Website and Media

Education and Outreach (Class 652)

Project Lead: Diane & Kathryn

- **As of May 3rd at 10 am:**
- **Website articles posted—**
Successful Clean-Up at Crystal Lk Park; 2017 Annual report; Springtime lake level updates (3); Managemt plan mtg scheduled; Clean-up date change; Spring Lk boat launch update.
- **PLA articles:** Clean-up announcement, date change & results articles;
- **Scott Co. SCENE articles:** three articles submitted: CWCU results; water conservation/lake irrigation; WQ Improvemt Award
- Facebook & Twitter- continuing Trivia Tuesday (post question on Tuesday and separate post w/ answer on Wednesday).
- **Facebook:**
 - **320 page likes; 19 new likes**
 - **38 Posts w/ 100+ views**
 - **Top Posts on FB:**
 - **Clean Water Clean-Up sign-up** (1051 views, 5 likes, 17 post clicks, 2 shares)
 - **Clean-up Results** (1033 views, 22 likes/comments; 112 post clicks)
 - **Clean-Up date change** (967 views, 4 likes, 17 post clicks)
 - **Springtime lake levels- 4/19** (937 views, 249 post clicks)
 - **Lower Prior-ice update aerial photos** (498 views, 89 link clicks)
- **Twitter:** generally same as the FB articles. 12,300 total post impressions. 226 followers. 7 new followers.
- **20 Tweets w/ 100+ views**
- **Top Posts on Twitter**
 - **Trivia-vernal pools** (2703 impressions (views))
- Continue writing posts and updates about projects
- Will tweet and/or update Facebook about projects & news.

PRIOR LAKE – SPRING LAKE

WATERSHED DISTRICT

Operations Update

PROGRAM	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
	<ul style="list-style-type: none"> ○ Clean-up sign up (1755 impressions, 13 engagements) ○ Spring cleaning-Household hazardous waste (847 impressions, 6 engagements) ○ Street sweeping (611 impressions, 13 engagements) ○ Clean-up results (587 impressions, 17 engagements) 	
Cost Share Program <i>Land Mgmt (Class 611)</i> Project Lead: Diane	<ul style="list-style-type: none"> • Received several applications for lake irrigation and rain barrels. Still waiting for practices to be installed. 	<ul style="list-style-type: none"> • Board will review eligible projects quarterly
Aquatic Vegetation Management and Surveys <i>(Class 626 and 637)</i> Project Lead: Jaime	<ul style="list-style-type: none"> • Creating 2018 workplan • Applied for CLP treatment permit 	<ul style="list-style-type: none"> • Delineate CLP areas
Planning (Class 626) and Admin (Class 405) Project Lead: Diane	<ul style="list-style-type: none"> • Weekly Staff Meetings. • Weekly One2One meetings with each staff member. • Bi-monthly meetings with Chair and Board. • Prior Lake Coordination Monthly Mtg. • Orientation meetings and materials for new manager 	<ul style="list-style-type: none"> • Weekly Staff Meetings. • One2One meetings with each staff member. • Bi-monthly meetings with Chair and Board. • Prior Lake Coordination Monthly Mtg. • Finalize 1W1P strategy with reps.

PRIOR LAKE – SPRING LAKE

WATERSHED DISTRICT

Outlet Structure and Channel

ACTIVITY	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Prior Lake Outlet Channel <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Outlet channel inspections. Opened low-flow gate Completed safety recommendations for outlet structure 	<ul style="list-style-type: none"> Weekly channel inspections. Repair boat launch gravel once erosion is taken care of up the hill. Install safety net at outlet
Channel Bank Erosion (FEMA) <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> Contacted landowners who haven't responded re. a Temporary Construction Easement 	<ul style="list-style-type: none"> Continue to contact landowners to obtain temporary construction easements Waiting for final FEMA okay Bi-monthly construction calls
JPA/MOA & TAC Meetings & Admin <i>Project Lead: Diane & Jaime</i>	<ul style="list-style-type: none"> Cooperator Meeting on 4/12/18 	<ul style="list-style-type: none"> Cooperator Meeting on 7/12/18
Invasive Species Removal <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Completed work plan and budget w/AES for 2018 	
MS4 Permit <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> Met with WSB for an MS4 update 	<ul style="list-style-type: none"> Annual Report due June 30. Annual permit application has been delayed
PLOC Easements <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> Option signed by Muhlenhardt 	<ul style="list-style-type: none"> Do title survey and then record it

PRIOR LAKE - SPRING LAKE

WATERSHED DISTRICT

MEMORANDUM

TO: PLSLWD BOARD OF MANAGERS

FROM: MAGGIE KARSCHNIA, WATER RESOURCES PROJECT MANAGER

SUBJECT: INTEGRATED PEST MANAGEMENT PLAN FOR COMMON CARP UPDATE

EXHIBITS: CURRENT APPROVED IPM PLAN AVAILABLE ONLINE AT: tinyurl.com/ycl2hkvs

DATE: MAY 2, 2018

BACKGROUND

In June 2017, the Board approved an Integrated Pest Management Plan for Common Carp. This plan is intended to be a living document; using adaptive management that may develop new management strategies and plan goals through data collection and analysis. As new data is collected and analyzed, current approaches, data collection efforts, and prioritization may change.

REQUESTED ACTION

In the past year alone, PLSLWD has completed a large, successful seine on Upper Prior Lake, began a PIT tagging program that tracks carp through channels, worked with the University of Minnesota on a bluegill study, and began design work on a new carp barrier. Based on all of the information gathered over the last year, the plan will be updated to include the best information available, adjusting management techniques and prioritization of management tools as needed.

The 2017 plan is available by clicking the link above. An updated plan and approach will be provided at the Board meeting by the District's carp consultants at WSB. Based on feedback and/or questions on the IPM, PLSLWD staff is requesting one of the following two actions:

1. The Board will make a motion to approve the 2018 IPM Plan for Common Carp be as written.
2. The Board direct staff to make changes to the plan which will be updated and brought to the Board for approval at its June meeting.

Prior Lake Spring Lake Watershed District

Employee Safety

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DRAFT

GENERAL GUIDELINES

Within any office space it is important to keep a sense of professionalism and common sense in your awareness always. If something does not feel safe, or if there is a possibility of harm, either reassess the approach to the task at hand or request assistance. Job speed and efficiency are not worth putting your own safety or the safety of others at risk for injury. Educate yourself on the guidelines and regulations for the task at hand before attempting any duty. This manual acts as a reference resource, not an all-encompassing document. References to official regulatory agencies will be provided for further reading. Although being educated in safety regulations reduces the rate of injury, the possibility of being injured is still present.

It is important to know how to report injuries to your employer, and how those claims are processed. Familiarizing yourself with the process and forms *before* you are injured makes the process much smoother in the event of an accident. This is intended to be a working document, and in the case of this document being inadequate in covering guidelines for processes, it is recommended that edits be made to ensure this to remain a resource for not only current employees, but for employees who may be in your position in the future.

In addition, you need to follow the District's Illicit Discharge Detection and Elimination Procedure, which was adopted to meet MS4 requirements. (See Attachments 4 and 4 a.).

CONSTRUCTION SITES

Construction sites, active or otherwise, have safety issues that arise with moving machinery, pits, and construction materials. Proper training for working on construction sites is not required, so it is necessary to always remain aware and alert.

- Safety vests and reflective materials should always be worn during site inspections. If heavy equipment is being operated on-site, a hard hat should also be worn. Close-toed shoes and long pants should always be worn during visits to active construction sites.

- Open or loose soil can be hazardous, especially when wet. It is very easy to sink into the mud enough to not be able to get out. Avoid wet areas of the sites and watch your footing.
- Walkways are not always present, so it is important to follow the safest path possible when moving through the construction site. If a manager is on site, you can request for them to lead you through the site.
- Edges of holes and hills should be kept away from, especially in the presence of mud or loose soil.
- Noise can be at a very high level during active hours. Ear protection should be worn to avoid hearing damage.
- Avoid roads where equipment is or has been moving. If heavy machinery is being operated, stay a minimum of 50 feet away from equipment.
- Move quickly and carefully through the site to be as thorough and brief as possible. Sustained time at a site increases the likelihood of an accident happening.

EASEMENT INSPECTIONS

Inspection of easements has hazards associated with any land that has not been specifically maintained. Most easements are within private property, so it is important to give proper notice of inspection to the landowner. It is important to be respectful with landowner's property, and to maintain a level of professionalism when inspecting easements. If a landowner does not want you on their property, do not antagonize the individual; return to the office and discuss this situation with the District Administrator.

- Safety vests with the District logo should always be worn during site inspections. Long pants, long-sleeved shirts and close-toed shoes are recommended to avoid injury.
- Footing may be unstable, and often covered in growth hiding rip rap, rocks, and holes. It is important to maintain steady footing.
- Poisonous or otherwise hazardous plants such as poison ivy or wild parsnip are often present at easement sites. It is important to remain aware of the plants around you and to treat any contact immediately.
- Watch for wildlife and pets, and ensure landowners are responsible for their animals while you are on-site.

- If an easement has a water feature, regulations for working near water should be followed.
- Do not climb fences or barriers. Look for a gate or go around.
- If you are approached by a hostile landowner or resident, do not try to defend the District. Listen to their concerns, write down their name and contact information, and tell them that you will refer their concerns to the District Administrator. If they continue their attempts to engage you in a hostile conversation or if you feel threatened at any time, immediately leave the site and report the incident to the District Administrator.

FERRIC CHLORIDE PLANT

While exposure to ferric chloride while at sites is limited, there are specific recommendations for dealing with chemicals that can cause damage from many different chemical safety resources.

- Keep direct handling of ferric chloride solutions to an absolute minimum.
- Ensure vents are cleared so gasses don't build up within the shed.
- Check often for leaks in the tank.
- Goggles and gloves are required whenever exposure to ferric chloride may be possible.
- Provide adequate materials for rinsing skin or eyes in the event of exposure and seek medical attention.
- Keep metal out of the shed as much as possible, as ferric chloride is exceptionally corrosive.
- In certain cases, repairing parts of the system may not be safe, especially in the case of corroded materials. This work should be contracted out to those more specialized in work pertaining to chemical safety.

Further reading:

OSHA standards 1910.94(a)(1)(vi), 1910.133(a)(1), 1910.151(c)

Material Safety Data Sheet for Ferric Chloride

HANTAVIRUS

Hantavirus is a serious infection that occurs when encountering infected mice remains, urine, saliva or droppings. If left untreated, it can lead to permanent disability and death.

- To avoid infection, careful consideration should be taken around exposure to mice and their droppings.
- Any contact with mice or their droppings should be thoroughly washed and sterilized.
- If bitten, seek medical help immediately.
- Mouse remains and droppings should be cleared out from sheds and other locations periodically to avoid buildup.

OFFICE

Office spaces may not seem hazardous, but there are many risks involved working in spaces where interaction with others is at high levels. Shared usage of equipment can spread diseases, and accidents and medical emergencies may happen. It is important to know locations and supply of medical equipment and emergency services.

- Locate the first aid kit in your office and ensure it is fully stocked in the case of minor injuries not requiring medical attention, such as cuts and scrapes.
- Locate the AED in your office and make sure it is fully accessible in the case of sudden cardiac arrest.
- Identify people in the office who are trained in CPR and first aid.
- Know the response time of emergency personnel to arrive on the scene.
- Keep yourself healthy, and wash your hands frequently and effectively.
- In the event of sickness, keep your exposure time to other people at a minimum to limit the spread of sickness throughout the office.
- Know when to take time off for recovery.

The City of Prior Lake has an Employee Preparedness Plan. The following was taken from that Manual:

General Evacuation Procedures

During an evacuation of any city building, all City of Prior Lake and tenant's employees must assist members of the public, visitors, and contractors from the premises. Upon notification that an evacuation is in progress, all employees and visitors will immediately use the nearest available exit and proceed to their designated evacuation area. Supervisors and/or Department Heads are responsible to take a roll call. The names of any persons that may still be in the building should be reported to the Public Safety (Police or Fire) personnel. Visitors will remain with the staff member(s) they are seeing and their names will be reported to the Public Safety personnel.

➤ Evacuation Assembly Areas

- **City Hall:** go to the Police Department Parking Lot
- **Public Works Building:** go to the Employee Parking Lot

Fire Emergencies

In the event of a fire, all employees and visitors will immediately use the nearest available exit and proceed to their designated evacuation assembly area. Supervisors and/or Department Heads are responsible to take a roll call. The names of any persons that may still be in the building should be reported to the Fire Chief or designee. Visitors will remain with the staff member(s) they are seeing and their names will be reported to the Fire Chief or designee.

Unless employees are specifically trained on fire extinguisher use, they must evacuate the building immediately.

If you discover smoke or fire:

- Alert employees and visitors in the building that they must evacuate immediately to the designated assembly area.
- Activate the fire alarm system, if the building is so equipped.
- If possible, use the paging system to announce, "May I have your attention. Please exit the building in a safe and calm manner. This is not a drill." Repeat message two times.
- Call 911.
- Evacuate to your designated assembly area.

Severe Weather Procedure

In the event of severe weather, including a tornado, all employees and visitors must move to a safe area.

- If inside a building, move to an interior room, preferably on the lowest level of the building.
- If driving in a vehicle during a tornado, get out of your vehicle immediately and seek a safe structure or lie down in a low area with your hands covering the back of your head and neck.

As soon as possible following severe weather, employees must check in with their supervisor when it is safe to do so.

- Locations for protection:
 - **City Hall.** Go to the Lower Level, Interior Hallway
 - **Public Works Building.** Go to the Locker Rooms

Bomb Threat

If you have received a call from an individual making a bomb threat, it is important to get as much information as possible. If possible, notify another employee that a bomb threat is being made and direct them to call 911 immediately.

- Be calm and courteous. Listen to the caller and do not interrupt them.
- Keep the caller talking by asking questions, such as:
 - What kind of bomb or device is it?
 - What does it look like?
 - What will cause it to explode?
 - Did you place the bomb? Why?
 - How many did you place?
 - When will the bomb(s) go off?
 - How much time remains until the bomb(s) goes off?
 - Where is the bomb(s) located?
 - What is your name?

Quick action is required after a bomb threat is made. Take the following steps immediately after hanging up with the caller:

- Alert the nearest supervisor.

- The supervisor should alert employees and visitors in the building that they must evacuate immediately to the designated assembly area.
- Complete the Bomb Threat Checklist and forward to the first police officer on the scene. (See Attachment 1)

Letters or packages containing a bomb may include the following characteristics:

- Foreign mail, airmail, and/or special delivery.
- Restrictive markings, such as “confidential,” “personal,” etc.
- Excessive postage.
- Hand written or poorly typed address.
- Incorrect titles.
- Titles but no names.
- Misspellings of common words.
- Oily stains or discoloration.
- No return address.
- Excessive weight.
- Rigid envelope.
- Lopsided or uneven envelope.
- Protruding wires or tinfoil.
- Excessive securing material, such as masking tape, string, etc.
- Visual distractions.

If you receive a suspicious letter or package, take the following steps:

- Do not handle the letter or package.
- Evacuate the area.
- Call 911.

Physical or Assaultive Behavior. Although similar in nature to other threats, physical confrontation can be an immediate danger to the employee or others. If you are involved in a potentially assaultive confrontation, follow these procedures:

- Remain calm. Your reaction to the situation can provoke the perpetrator.
- Listen to all demands. Don’t disagree or attempt to reason with them.

- Do as requested. If you have access to something the perpetrator demands, move slowly and keep your hands visible to them at all times.

If you witness a hostile confrontation:

- Do not get involved unless you can do so safely.
- Call 911 or activate the silent alarm system if available in the area where the incident occurred.
- Fill out Work Place Violence Report and submit it to the Police Officer on scene. (See Attachment 2)

Emergency Medical Procedures

The following procedures should be followed in the event of a serious injury that requires emergency treatment.

- Dispatch someone to call 911 for emergency services.
- Provide First Aid if trained.
- Do not move the individual unless appropriate and/or necessary.
- Cover the individual to keep warm and make as comfortable as possible.
- Comfort individual by assuring that help is on the way.
- Notify the employee's supervisor. The supervisor must complete the First Report of Injury (Attachment). The completed reports must be forwarded to their supervisor within 24 hours. The supervisor is responsible for submitting the forms to the appropriate individuals.

Non-emergency Injuries

The following procedures should be followed in the event of an injury that requires medical treatment:

- The injured employee should notify his or her supervisor immediately.
- The supervisor should complete a First Report of Injury for the injured employee or the employee should complete the Report, if able to do so.

Employees Working in the Field

In the event of a medical emergency, employees that are working in the field should call 911 immediately and then provide First Aid if trained.

First Aid Kits

Employees are responsible for knowing the location of first aid kits and Automated External Defibrillators (AEDs). First aid kits and AEDs shall be kept complete and will be maintained by each department or division. First aid kits should be checked and restocked at least monthly. AEDs should be checked monthly

- Locations for First Aid Kits
 - In the District's Truck
 - At Amy's Desk
- Locations for the AED:
 - **City Hall:** First floor hallway
 - **Public Works Building:** Hall by the locker rooms

PRIOR LAKE OUTLET STRUCTURE

The Prior Lake Outlet Structure has an important role to play in managing Prior Lake; however, there are significant potential hazards that should be addressed, such as measuring flows; maintaining the equipment; removing vegetation and/or fish from the grates and opening/closing the low-flow gate.

When measuring flows, refer to the next topic. Maintaining structural parts should be done by the City of Prior Lake or a contractor hired on behalf of the Prior Lake Outlet Cooperators. When removing vegetation and other debris when the water is chest high and moving quickly, make sure there are at least two staff involved. When opening/closing the low-flow gate, make sure there are at least two people assisting.

The outlet structure has 3 hatches which open from the top that are used to access the inner workings including the low flow gate, overflow weir, and main gate. The primary safety concern arises due to the potential of falling through the access hatches after they have been opened. The fall height is approximately 10 feet as well as the potential for engulfment.

During an inspection where further investigation is required, Staff may open the access hatches to visually inspect the structure for debris or blockages. Staff has not needed to enter the structure during inspections. However, if an inspection prompted an action for maintenance, which requires entry, new hazards arise, as the structure would likely be deemed a 'Confined Space' under OSHA regulations.

A safety net should be installed on the main gate in order to provide adequate protection against falls while being cost effective and discrete. A safety net system would provide fall protection during the opening of the access hatches and maintain protection during inspection and maintenance from atop the structure. The net can easily be removed if needed.

WATER SAMPLING or MEASURING FLOWS

There are many risks associated with taking samples, especially because each location is varied to the point where a guide for sampling at each point is impossible. Therefore, the following regulations should be kept in mind when sampling at *all* points, and special considerations should be taken at individual sampling points to ensure awareness and safety always.

If flow velocity and depth measurements are taken by wading across the gauging section, the following safety practices must be followed:

- Stage-discharge measurements must be made by a team of at least two personnel except during low flows when velocities are less than 2 fps and water depth is 1.5 feet or less. During the measurement procedure, only one team member is in the water at any time, with the other assisting by recording data and otherwise assisting and ensuring the safety of the person wading in the stream.
- If flow is high, make an estimate of maximum flow depth and flow velocity before wading into the water. Floating debris can be used to estimate velocity. The staff gauge reading can be used to determine depth. As a general rule, if the product of velocity (in feet per second) and depth in feet is 7 or greater (for example, velocity of 3 fps and depth of 2.5 feet gives a product of 7.5), then wading into the flow is not likely to be safe and should not be attempted.

- When wading across the section, use a rod to check the stream bed conditions when advancing across the section. Check for scour holes, obstructions, or any other conditions that could make for unsafe footing.
- While personnel are wading in the watercourse, all team members should be attentive to flow conditions. In particular, watch for floating debris or other hazards that could damage equipment or cause problems for the in-water personnel.

If flow velocity and depth measurements are taken from a bridge crossing, the following safety practices must be followed:

- Stage-discharge measurements must be made by at least two personnel except where vehicle traffic is low and there is a sidewalk or shoulder area providing a separation distance from traffic.
- Field personnel should use appropriate clothing, including orange reflective vests, while engaged in velocity measurements from a bridge crossing.
- If necessary, traffic cones should be placed curbside to warn approaching traffic.

VEHICLE SAFETY

When using either a work vehicle or a personal vehicle for official matters, it is important to understand the difference in normal driving regulations and things such as stopping at construction sites, on the side of the road, and other things you would not normally be doing in a personal vehicle.

- Make sure the PLSLWD signs are readable and clearly displayed on the outside of your vehicle to affirm you are there on official business.
- Every month, check to make sure the emergency kit is fully stocked, especially in different seasons where items such as emergency blankets, heat packs, and others may be especially useful.
- Always use flashers when parked anywhere that is not an allowed or typical parking area (such as the side of a highway or a no parking zone) Try to avoid using areas not legally allowed for parking, or use them to the shortest duration possible.
- Do not try to cross flooded areas, because the pooled water may be deeper than you think. Wait until the area has dried out. If possible and if it can be

done safely, walk through the area to determine the depth. If the water is moving, do not enter the area on foot or with a vehicle.

WATER SAFETY

When using watercraft and equipment, it is necessary to have the proper training. Drowning is a serious concern whenever around bodies of water. Keep the following in mind when working near or on water.

- Your Boat Club provides a service that is invaluable to PLSLWD. Regulations set by their organization must be followed for your safety and the safety of others. Failure to follow these regulations reflects badly on the part of PLSLWD, and our continued use of the facilities rests on the following of these regulations.
- Frequent use of outside watercraft not owned by PLSLWD comes with certain responsibilities. Respectful use of equipment is an absolute as a representative of PLSLWD. Use of citizen watercraft needs significant prior notice and permission.
- Do not go out onto the water alone. In case of an emergency, it is important to have a person who can assist.
- Exposure to the elements is magnified when out on water, and it is important to have proper sun, wind, and cold protection at hand.

ADDITIONAL RESOURCES

The follow resources are from the League of Minnesota Cities. This is the organization through which employees are covered through insurance and other legal matters. It is important to for employees to be comfortable with the materials in these documents in order to ensure full protection for legal matters.

LMCIT Workers' Compensation Coverage Guide

<http://www.lmc.org/media/document/1/workerscompcoverageguide.pdf?inline=true>

League of Minnesota Cities Insurance Trust 2016-17 Coverage Changes

<http://www.lmc.org/media/document/1/201617coveragechanges.pdf?inline=true>

Liability Claim Procedures

<http://www.lmc.org/media/document/1/liabilityclaimprocedures.pdf?inline=true>

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CONNECTING & INNOVATING
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LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____ Position _____

PRIOR LAKE – SPRING LAKE

WATERSHED DISTRICT

REGULAR MEETING MINUTES

Tuesday, April 10, 2018

Prior Lake City Hall

6:00 PM

Members Present: Curt Hennes, Charlie Howley, Mike Myser, Woody Spitzmueller & Fred Corrigan

Staff & Consultants Present: Diane Lynch, District Administrator
Maggie Karschnia, Water Resources Project Manager
Carl Almer, EOR, District Engineer

Others Present: Steve Pany, CAC
Kevin Waggoner, Resident
Jalal Soltani, Resident
Sarah Shehato, Resident
Cassey & Matt Lake, Resident
Jim & Danell Lund, Resident
Brad Nelson, Resident
Jeff Lund, Resident
Kenneth Johnson, Resident
Tom Moore, Resident
Curt Kobilareshik, Scott County
Megan Tasca, Scott County
Leroy Horn, Resident
Janeau Johnston, Resident

- **CALL TO ORDER/PLEDGE OF ALLEGIANCE:** Meeting called to order by President Corrigan at 6:10 PM.
- **2.0 PUBLIC COMMENT:** None
- **3.0 APPROVAL OF AGENDA:**
Manager Spitzmueller moved to approve the agenda after it was amended to move items 4.7 and 4.8 to the beginning. Second by Manager Myser. All ayes. Motion passed 5-0.

OTHER OLD/NEW BUSINESS

- **4.7 PERMIT 18.03 CITY OF PRIOR LAKE PERMIT WOODSIDE/HURON NEIGHBORHOOD**

After amending Condition #10, Manager Howley moved to approve Permit 18.03. Second by Manager Myser. All ayes. Motion passed 5-0.

- **4.8 PERMIT 18.02 CSAH 42 PERMIT APPLICATION – SCOTT COUNTY**

Manager Howley moved to approve Permit 18.02. Second by Manager Spitzmueller. All ayes. Motion passed 5-0.

- **4.1 MANAGER PRESENTATIONS**

Managers presented on liaison meetings they have attended and/or other events in the District they have participated in.

- **4.2 ELECTION OF OFFICERS**

Manager Myser nominated Fred Corrigan for President. Second by Spitzmueller. All ayes. Motion passed 5-0

Manager Corrigan nominated Mike Myser for Vice President. Second by Manager Howley. All ayes. Motion passed 5-0.

Manager Spitzmueller nominated Charlie Howley for Secretary. Second by Manager Myser. All ayes. Motion passed 5-0.

Manager Howley nominated Woody Spitzmueller for Treasurer. Second by Manager Myser. All ayes. Motion passed 5-0.

- **4.3 LIAISON ASSIGNMENTS**

Manager Hennes moved to approve the Liaison Assignments. Second by Manager Myser. All ayes. Motion passed 5-0.

- **4.4 TOP THREE MAWD REQUESTS**

Discussion item only. Board discussed direction and goals they would like to see MAWD move towards.

- **4.5 PROGRAMS AND PROJECTS UPDATE**

Staff gave updates on ongoing District projects and activities.

- **4.6 ALUM BID ACCEPTANCE AND CONTRACT FOR HAB FOR SPRING LAKE ALUM TREATMENT**

Manager Spitzmueller moved to approve the contract as currently written. Second by Manager Hennes. One aye (Spitzmueller). Four nays (Corrigan, Hennes, Myser & Howley) Motion failed 4-1.

Motion was amended to write the contract to match the bid price. Motion moved by Manager Howley. Second by Manager Myser. All ayes. Motion passed 5-0.

- **4.9 MINOR PLAN AMENDMENT LANGUAGE AND PROCESS SCHEDULE**

Manager Howley moved to amend the Public Hearing start time to 6:00 PM. Second by Manager Hennes. All ayes. Motion passed 4-0.

- **5.0 APPROVAL OF CONSENT AGENDA**

Manager Hennes voted to approve the consent agenda. Second by Manager Howley. All ayes. Motion passed 5-0.

- **6.1 CLAIMS LIST**

Manager Spitzmueller moved to approve the claims list. Second by Manager Hennes. All ayes. Motion passed 5-0.

- **7.0 UPCOMING MEETINGS/EVENTS**

- CAC Meeting, Thursday, April 26 from 6:30-8:00 PM, Prior Lake City Hall
- CWCU: Sunday, April 22 from 12:30 – 2:20 PM. Rain Event April 29th.
- Spring Lake Association Meeting, Sunday, April 22nd from 6-8:00 PM

ADJOURNMENT

Manager Hennes moved to adjourn meeting. Second by Manager Spitzmueller. All ayes. Motion passed 5-0. Meeting adjourned.

Charlie Howley, Secretary

Citizen Advisory Committee
Thursday April 26, 2018
6:30-8:00 p.m.
Prior Lake City Hall
4646 Dakota Street SE Prior Lake, MN 55372

Attendees:

CAC Members present: Steve P., Kim S., Jodi S., Marianne B., Elizabeth S., Joe S., Jim W.

Others present: District Administrator, Diane Lynch; District Manager, Curt Hennes

- I. Call meeting to order 6:33pm – Chair Steve Pany
- II. Recognize the CAC for the push to have the Watershed revise the low flow gate for the Watershed to have more control. Operation plan revised to give more control to the Watershed.
- III. Agenda-additions-Approval of Agenda & March meeting minutes. Approved minutes. Approved agenda.
- IV. Watershed District Projects update / Discussion topics:
 1. Carp seining results, open water seining? Upper Prior Lake. Carp trap in bay or channel?
 - a. Mr. Geyer was not able to schedule a second seining
 - b. Other factors that prevented as well
 - c. What about an open water seining? What about a channel to cage the carp from the DNR that could then remove the carp – this presents a concern as it captures sport fish as well.
 - d. Fremont barrier is closed and needs to be open for other sport fish to spawn.
 - e. May- do an open water seining near Mud Bay – however, there is a lot of debris that needs to be removed.
 - f. Considering using new technology of ‘bubbles’ to move the carp to an area that they can be seined.
 2. Alum application Spring Lake update.
 - a. In the process of sending out 400+ letters to residents to notify of the treatment. Targeting May treatment.
 - b. The boat launch is being renovated and may not be open at this time. Roads are currently under load restrictions. This is being watched closely.
 - c. Public meeting will be held.
 3. CAC information brochure.
 - a. Looks very nice
 - b. Missed including them in the 400+ alum letters – would have been a nice addition.
 - c. Any feedback – or approval of the draft?
 - d. Join a meeting section – reduce to 1.5 hours.
 - e. How to join – change to ‘fill out the application and submit’
 - f. Typo called out.
 - g. Put the application on the back of the brochure.
 - h. Have them present at the Board meetings
 - i. 2nd bullet added ‘to protect environment’
 - j. MAWD CAC guidelines were reviewed to see if any would apply to our CAC brochures.
 - k. Bullet #3 – Add to ...for the Board ‘of Managers’....
 - l. At the bottom, add to ...Volunteer Opportunities on...
 4. Watershed projects are listed at the end of the agenda – please let Steve know if any are missing.

5. Outreach to public 2018.
 - a. Crystal Lake Park is location for Clean Water Clean-Up – Hats will be given out
 - b. Ice Out party for PL Association – had a good turn out
 - c. Spring Lake Association meeting – had a good turn out
6. Water levels / outlet channel. 903.1 on Prior currently- 911.85 on Spring currently. High water actions:
 - a. What City does? – Diane provided guidelines
 - b. What WD does? – Diane explained from the modeling, will not be asking to put a dam on Spring. Instead will coordinate with the city to get the word out. Still working on the long-term items.
 - c. Anything below 903.0 nothing is needed to be done.
 - d. Diane has reached out to Pete to see if anything is being kicked off now that at 903.1
 - e. Not concerned about the amount of snow, rather the amount of rains that are yet to come. Article in a recent PL American was discussed.
 - f. The river is also high, flooding and peaking later this week or maybe next
 - g. Marianne has asked to post the city's responsibilities to the water levels have a link posted to both the Watershed and City websites.
7. Sand Point Beach Park improvement project with City of PL update.
 - a. Looks different now, but more good things to come.
 - b. Timetable is Birchwood diversion with pond expansions, sand filters
 - c. Targeting completion in May. With a ribbon cutting later in the season
 - d. Is the city working on a brochure to let others know what was done? Not known.
 - e. Grant for the park and its upkeep has tie in to the Watershed for the grant money they contributed.
8. Cost share with Prior and Spring Lake Associations. Contributions?
 - a. Is there a tracking of the watersheds capture of contributions from the associations to the watershed for projects?
 - b. Both typically contribute equal amounts. Steve would like to see the Watershed capture and maintain yearly donations and maybe create a competition for their donations. And to recognize their contributions as well.
 - c. Watershed should not hesitate to ask for contributions as well.
9. Bullhead (rough fish) population? Using Catfish to reduce bullheads.
 - a. Anyone seeing bullheads in Spring Lake?
 - b. Bluegills did a great job on eating the carp eggs
 - c. Should ask the DNR to stock more – or maybe the lake associations to contribute?
 - d. Or ask that the sunfish be released so they can continue to eat Carp eggs
10. Strategies to get Commercial fisherman to sein carp. Required part of TMDL?
 - a. Joint TMDL for Spring, Upper and Lower starting to reap benefits. Lower's water quality parameters are in acceptable range.
 - b. 2019 session looking to see if/what support to change can be done. Would like to see if it can be changed to 'open' to all commercial fisherman just for carp seining.
 - c. What about a right of first refusal?
11. Watershed has a grant from the 319 program to continue on the carp management program.
 - a. total around (\$150k) that will be used for carp management.
 - b. Would like CAC support in this area.
 - c. All CAC members present approved to support.
10. Water Quality Improvement Award 2018
 - a. Bring applications to Sunday's clean-up effort

- b. There was a recent workshop that we can capture names and send information to.
 - c. Raymond park is looking good. Still some buckthorn to remove? Great River Greening will be doing some maintenance this year.
- 11. Clean Water Cleanup date April 29 with alternate date May 6.
 - a. promoted on the video board
 - b. Hats will be handed out, some old event t-shirts are available
 - c. Crystal Lake park will be cleaned up
 - d. 55 people are signed up in advance
 - e. From 12:30 – 2pm
 - f. For the future, consider giving kids a stamp, sticker or some acknowledgement of a passport for our future activities.
- 12. Spring Lake Association feedback from Jim W is that people heard Diane's presentation and were impressed with all that has been done.
- 13. Next CAC meeting May 31.
- V. Comments, suggestions, questions.
 - a. County Ditch 13 – riparian strips discussion
 - i. Buffer law – by public ditches. County ditch 13 is owned by both private and public.
 - b. Steve – from manager's meeting – someone was upset by the sand collecting at the Spring Lake outlet.
 - i. Engineer, Board looked at it as a natural occurrence and not an issue with the weir.
 - c. Nice bulletin to Lake Associations to not add sand to your beach as it impacts other areas.
 - d. Ice ridges happening– not yet.
 - e. Slide presentation that was done to the managers – Diane will bring it to the CAC
 - f. Bog guidelines –have a link to the policy on the city and the watershed websites.
 - g. On May 14 – 9-11am there will be a water management plan kickoff at the city.
- VI. Adjourn 7:58pm

5/8/2018
Prior Lake Spring Lake Watershed District
Claims list for Invoice Payments due for the prior month

Managers will consider approving this claims list - Staff payroll and 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.

Then, staff will US mail checks (written on the Klein Bank) to the claims list parties.

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

UPDATED 5/3/2018

Vendor	Invoice	Description	Amount
<u>1. Watershed District Projects (excluding staff payroll)</u>			
EOR	00758-0017	General Engineering	1,515.00
EOR	00758-0015	Permitting	369.00
EOR	00758-0017	Storage & Infiltration	2,843.31
EOR	00758-0018	District Plan Update	4,182.42
EOR	00758-0018	Rule Revision	1,353.00
EOR	00758-0018	Minor Plan Amendment	2,633.00
EOR	00758-0018	BMP Easements	449.00
Lord of the Gears		Rain Barrel Cost Share	250.00
PAC USA	7057	Hats	931.00
RMB	387646	Water Monitoring	280.00
RMB	387646	Water Monitoring	280.00
RMB	388035	Water Monitoring	850.00
RMB	388032	Water Monitoring	365.00
RMB	389393	Water Monitoring	850.00
Scott SWCD	2018-002	First Quarter 2018	15,617.25
Verizon	9805631767	April	155.16
Xcel Energy	589849634	April	14.60
			32,937.74
<u>2. Outlet Channel - JPA/MOA (excluding staff payroll)</u>			
EOR	00758-0119	2018 PLOC XP-SWMM Updates	27.25
EOR	00758-0113	MOA Alternatives Assessment	1,669.75
EOR	00758-0102	FEMA Segment 5 Sediment Removal	60.50
EOR	00758-0122	PLOC Master Plan	3,982.75
EOR	00758-0038	PLOC Engineering Assistance	1,701.34
EOR	00758-0115	PLOC MOA Revisions	2,007.75
Messerli & Schadow		April	1,652.50
Visu-Sewer	29340	Outlet Pipe Maintenance	45,011.50
			56,113.34
<u>3. Payroll, Office and Overhead</u>			
ADP Manager Per Diems		Already Paid	974.12
ADP Staff Payroll		Already Paid	18,328.95
ADP Taxes & Benefits		Already Paid	12,260.46
Abdo, Eick & Meyers	46789	2017 Financial Audit - Final Payment	1,950.00
Connexus Credit Union		Health Savings Account	115.38
H SA Bank		Health Savings Account	115.38
Iceberg Web Design		Website Hosting	29.99
Messerli & Schadow		April	1,446.25
Metro Sales	1065793	Contract Invoice	110.60
Optum Bank	95-9964113	Health Savings Account	67.50
			35,398.63
<u>4. Debt repayment and Interest</u>			
Northland Trust Services		Principal	
Northland Trust Services		Interest	6,737.50
			6,737.50

TOTAL

131,187.21

X _____

X _____