

## AGENDA

Tuesday, August 14,  
2018

**6:00 PM**

Prior Lake City Hall

[www.plslwd.org](http://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 4:00 PM – Wagon Bridge Conference Room (Downstairs)

4:00-5:30 PM 2019 Budget Discussion

5:30-5:50 PM Emerging Issues

### Closed Meeting

8:00-9:30 PM Board Internal Communications

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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)

**6:15-7:25 PM 4.0 OTHER OLD/NEW BUSINESS**

6:15-6:30 PM 4.1 Manager Presentations

6:30-6:45 PM 4.2 Interns' Presentations

6:45-6:50 PM 4.3 Programs & Project Updates

6:50-6:55 PM 4.4 District Administrator Performance Appraisal Summary (Brief Report)

6:55-7:25 PM 4.5 City Stormwater Credit MOA Draft (Maggie) (Discussion)

7:25-7:35 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 – July 10 Board Workshop and Board Meeting

5.2 Claims List

7:35-7:45 PM 6.0 **TREASURER'S REPORT**

6.1 Cash & Investments (Discussion Only)

6.2 Financial Report (Discussion Only)

7:45 – 7:50 PM 7.0 **UPCOMING MEETING/EVENT SCHEDULE:**

- CAC meeting on August 30

# PRIOR LAKE – SPRING LAKE

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

### 4.1 Manager Presentations

Managers will provide information on recent events they're attended on behalf of the District.

# PRIOR LAKE – SPRING LAKE WATERSHED DISTRICT

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## 4.2 Interns' Presentations

Conservation interns Katherine Sickmann and Kara Van Lerberghe are completing their internships and will provide an overview of their work experience.

# PRIOR LAKE – SPRING LAKE

## WATERSHED DISTRICT

### AUGUST 2018 PROGRAMS & PROJECTS UPDATE

#### Capital Projects

PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>CR 12/17 Wetland Restoration</b> <i>(Class 741)</i> <b>Project Lead: Maggie</b>	<ul style="list-style-type: none"> <li>County's contractor was out at the project site to fix the trail segment that was damaged after the outlet repairs last month.</li> <li>AES completed some spot spraying and mowing of invasive species.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to work with AES on invasive species control.</li> <li>AES will continue efforts to prep the Sunset Avenue area throughout the growing season so that it is ready to be reseeded with a native seed mix this fall.</li> <li>Move the large sign to a better viewpoint, with City assistance.</li> </ul>
<b>Lower Prior Lake Diagnostic Study Implementation</b> <i>LPDS Grant (Class 743)</i> <b>Project Lead: Maggie</b>	<ul style="list-style-type: none"> <li>Completed final grant report for project and submitted final payment request.</li> <li>Sand Point Beach Park: <ul style="list-style-type: none"> <li>Contractor has completed multiple punchlist items.</li> <li>City has engaged AES to assist with prairie restoration work</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Additional trees/shrubs will be installed throughout the site in the fall. City will be applying for grant to help cover costs.</li> <li>Install interpretive signs for projects.</li> <li>Grand Opening Event will be rescheduled for September. Open house to follow.</li> </ul>
<b>Carp Management</b> <i>In Lake Management (Class 611)</i> <b>Project Lead: Amy &amp; Maggie</b> <b>Carp Management Project (Class 747)</b> <b>Project Lead: Maggie &amp; Kathryn</b>	<ul style="list-style-type: none"> <li>Completed final grant report for project and submitted final payment request.</li> <li>Continued communication with commercial fisherman on removing obstructions in Mud Bay in anticipation of future carp removals.</li> <li>Monitored and maintained PIT tag receivers at three locations.</li> <li>Continued to track radio-tagged carp throughout the lakes.</li> </ul>	<ul style="list-style-type: none"> <li>WSB and PLSLWD staff will continue to track the radio-tagged and PIT tagged carp.</li> <li>Remove obstructions from Crystal (Mud) Bay bottom near Arctic barrier in preparation for removals at this site, timing dependent on funding.</li> <li>Final design and installation of the Northwood carp barrier once next BWSR grant begins this fall.</li> </ul>

# PRIOR LAKE – SPRING LAKE

## WATERSHED DISTRICT

### Capital Projects

PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>Clean Water Fund Grants: Fish Point Park</b> <i>Fish Point Park (Class 745)</i> <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> <li>Minnesota Native Landscapes visited site for spring invasive species treatment and spot mowing.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to work with Minnesota Native Landscapes on vegetation maintenance in the growing season.</li> </ul>
<b>Flood Storage</b> <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> <li>Carl revised his Scope.</li> </ul>	<ul style="list-style-type: none"> <li>Contact the immediate landowners and conduct soil borings.</li> </ul>
<b>Spring Lake Parcel Restoration Project</b> <i>Project Lead: Maggie &amp; Kathryn</i>	<ul style="list-style-type: none"> <li>Monitored native plant establishment at the site.</li> <li>Kara designed and ordered plant identification signs for site.</li> </ul>	<ul style="list-style-type: none"> <li>Order and install large sign visible from lake.</li> <li>Monitor restoration and work with GRG on controlling invasive species during growing season.</li> <li>Install small plant identification signs.</li> </ul>
<b>Raymond Park Restoration Project</b> <i>Project Lead: Kathryn</i>	<ul style="list-style-type: none"> <li>Kara designed a temporary interpretative sign explaining the project. Sign installed at park.</li> <li>Note: The medallion for Lakefront Days was hidden at Raymond Park this year.</li> </ul>	<ul style="list-style-type: none"> <li>Design permanent educational interpretative signs.</li> <li>Continue coordinating with GRG and the City of Prior Lake.</li> <li>GRG 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.</li> </ul>
<b>DU Wetland 2 Acquisition Project</b> <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> <li>Contacted landowners at site to coordinate sign removal.</li> </ul>	<ul style="list-style-type: none"> <li>Sign will be removed in the next couple of weeks.</li> <li>Meet with neighboring landowners next spring to develop management plan.</li> </ul>

# PRIOR LAKE – SPRING LAKE

## WATERSHED DISTRICT

### Operations & Maintenance

PROGRAM	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>Monitoring</b> <i>Monitoring and Data Acquisition (Class 637)</i> <b>Project Lead: Jaime</b>	<ul style="list-style-type: none"> <li>• Data management.</li> <li>• Database maintenance/entry.</li> <li>• Took samples.</li> <li>• Download levelloggers.</li> </ul>	<ul style="list-style-type: none"> <li>• Data management.</li> <li>• Samples</li> <li>• Flows</li> <li>• Site Maintenance</li> </ul>
<b>Ferric Chloride System Operations</b> <i>Ferric Chloride System (Class 611)</i> <b>Project Lead: Jaime</b>	<ul style="list-style-type: none"> <li>• Completed monthly DMR report.</li> <li>• Took samples.</li> <li>• Weekly inspections.</li> <li>• Flow measurements.</li> <li>• Ferric delivered, spilled, and cleaned up</li> <li>• Hwy Dept mowed driveway and area around ferric shed</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly DMR Report.</li> <li>• Sample biweekly</li> <li>• Inspect 3x/wk</li> </ul>
<b>Farmer-Led Council</b> <i>Ag/Farmer Initiatives (Class 611)</i> <b>Project Lead: Maggie</b>	<ul style="list-style-type: none"> <li>• SWCD continued to coordinate and promote cover crop initiative and other FLC programs.</li> <li>• Coordination with SWCD on upcoming FLC Meeting.</li> <li>• Additional fields were assessed for Lake Friendly Farm Program and the scoring system has been further refined.</li> <li>• Worked on design options for Lake Friendly Farm Program and Farmer-Led Council materials and signs.</li> </ul>	<ul style="list-style-type: none"> <li>• SWCD to install cover crops for the program this fall.</li> <li>• Lake Friendly Farm Program will be released this fall with the goal of having two fields certified by January for a large publicity event/release.</li> <li>• Order Lake Friendly Farm program signs for 2018.</li> <li>• Coordinate farmer input event and/or mailing for the WRMP with help from the FLC.</li> </ul>
<b>Permitting</b> <i>Regulation (Class 648)</i> <b>Project Lead: Maggie &amp; Jeff</b>	<ul style="list-style-type: none"> <li>• Completed permit site inspections and followed up with permittees on erosion &amp; sediment control requirements.</li> <li>• Met with MnDOT to discuss future 2019 project along TH-13, troubleshooting early to ensure a smooth permit approval process.</li> <li>• Drafted Stormwater Credits MOA.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to inspect, follow-up on and close remaining open permits.</li> <li>• Issue Permit #18.04 once conditional requirements are met.</li> <li>• Bring Stormwater Credits MOA for Permit #18.03 to Board review.</li> </ul>

# PRIOR LAKE – SPRING LAKE

## WATERSHED DISTRICT

### Operations & Maintenance

PROGRAM	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>BMP Inspections</b> <i>Regulation (Class 648)</i> <b>Project Lead: Maggie &amp; Kathryn</b>	<ul style="list-style-type: none"> <li>Conducted site visits and/or corresponded with several landowners about the violations on their property and/or how to amend the easement.</li> <li>Working with several landowners on options for requesting an easement amendment.</li> <li>Finalized and recorded amendments for remaining landowners of A722055.</li> <li>Finished up monitoring of all easements for 2018.</li> <li>Sent cease and desist letter to landowner of A730169 who was in the process of removing trees from the easement area. Currently working with these landowners to resolve the violation in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>Review amendment requests as they are received.</li> <li>Work with landowners to resolve easement violations.</li> <li>Create baseline documentation for each conservation easement property.</li> <li>Complete follow-up letters to all landowners now that inspections are complete.</li> <li>Prepare Annual Easement Summary.</li> </ul>
<b>Citizen Advisory Committee</b> <i>Education and Outreach (Class 652)</i> <b>Project Lead: Diane &amp; Kathryn</b>	<ul style="list-style-type: none"> <li>No meeting in July.</li> </ul>	<ul style="list-style-type: none"> <li>Next CAC meeting is on August 30. The CAC will engage in the WRMP update.</li> </ul>
<b>Cost Share Program</b> <i>Land Mgmt (Class 611)</i> <b>Project Lead: Kathryn, Diane</b>	<ul style="list-style-type: none"> <li>Received several applications for lake irrigation pumps and rain barrels. Nearly 30 applications received this year.</li> <li>Verified installation of 10 lake irrigation pumps and one rain barrel.</li> </ul>	<ul style="list-style-type: none"> <li>Process applications as they are received.</li> <li>Verify installation of completed projects.</li> </ul>
<b>Aquatic Vegetation Management and Surveys</b> <i>(Class 626 and 637)</i> <b>Project Lead: Jaime</b>	<ul style="list-style-type: none"> <li>BioBase mapping</li> <li>Purchased kayak for BioBase on small lakes</li> <li>McComas doing summer surveys</li> </ul>	<ul style="list-style-type: none"> <li>BioBase rest of lakes</li> <li>McComas to finish surveys</li> </ul>
<b>Planning (Class 626) and Admin (Class 405)</b> <b>Project Lead: Diane</b>	<ul style="list-style-type: none"> <li>Weekly Staff Meetings.</li> <li>Weekly One2One meetings with each staff member.</li> <li>Monthly meetings with Chair and Board.</li> <li>Prior Lake Coordination Monthly Mtg.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly Staff Meetings.</li> <li>One2One meetings with each staff member.</li> <li>Monthly meetings with Chair and Board.</li> <li>Prior Lake Coordination Monthly Mtg.</li> <li>Prepare a 1W1P workplan for BWSR, when requested.</li> </ul>

# PRIOR LAKE – SPRING LAKE

## WATERSHED DISTRICT

### Operations & Maintenance

PROGRAM	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>Website and Media</b> <i>Education and Outreach (Class 652)</i> <b>Project Lead: Diane &amp; Kathryn</b>	<ul style="list-style-type: none"> <li>• <b>As of Aug 9:</b></li> <li>• <b>Website articles posted</b>—No new articles</li> <li>• <b>Scott Co. SCENE articles.</b></li> <li>• Facebook &amp; Twitter- continuing Trivia Tuesday (question posted on Tues, answer posted on Wed).</li> <li>• <b>Facebook:</b> <ul style="list-style-type: none"> <li>• <b>356 page likes</b></li> <li>• <b>22 Posts w/ 100+ views</b></li> <li>• <b><u>Top Posts on FB:</u></b> <ul style="list-style-type: none"> <li>○ <b>Women Pacific research expedition-ocean plastics</b> (223 views, 4 reactions/likes)</li> <li>○ <b>Starbucks, Seattle &amp; plastic straws</b> (204 views, 4 likes/comments)</li> <li>○ <b>Trivia-Great Lakes plastic</b> (195 views, 3 comments/likes)</li> <li>○ <b>Trivia-algae cause</b> (188 views, 7 likes, 21 post clicks)</li> <li>○ <b>Trivia – District WQ monitoring</b> (182 views, 16 post clicks)</li> </ul> </li> </ul> </li> <li>• <b>Twitter:</b> generally same as the FB articles. 8,100 total post impressions. 242 followers. 2 new followers.</li> <li>• <b>20 Tweets w/ 100+ views</b></li> <li>• <b><u>Top Posts on Twitter</u></b> <ul style="list-style-type: none"> <li>○ <b>Trivia-native plants</b> (655 impressions (views), 13 engagements)</li> <li>○ <b>Raymond Park sign</b> (459 impressions, 18 engagements)</li> <li>○ <b>Women Pacific plastic research expedition</b> (320 impressions, 11 engagements)</li> <li>○ <b>Why install a rain barrel?</b> (207 impressions, 5 engagements)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Continue writing posts and updates about projects</li> <li>• Will tweet and/or update Facebook about projects &amp; news.</li> </ul>

# PRIOR LAKE – SPRING LAKE

## WATERSHED DISTRICT

### Prior Lake Outlet Structure & Channel

ACTIVITY	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>Prior Lake Outlet Channel</b> <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> <li>• Outlet channel inspections.</li> <li>• Took flow measurements.</li> <li>• Removed veg from outlet structure.</li> <li>• Installed safety net</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly channel inspections.</li> <li>• Repair boat launch. gravel once erosion is taken care of up the hill.</li> </ul>
<b>Channel Bank Erosion (FEMA)</b> <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> <li>• Bi-monthly construction calls.</li> <li>• Quarterly report to HSEM.</li> </ul>	<ul style="list-style-type: none"> <li>• Bi-monthly construction calls.</li> <li>• Waiting for FEMA approval to go ahead.</li> </ul>
<b>JPA/MOA &amp; TAC Meetings &amp; Admin</b> <i>Project Lead: Diane &amp; Jaime</i>	<ul style="list-style-type: none"> <li>• Meeting w/Shakopee about desilt pond area by pike lake rd</li> <li>• TAC Meeting Aug 9</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperator Meeting to approve budget.</li> </ul>
<b>Invasive Species Removal</b> <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> <li>• Picked purple loosestrife beetles and released in Segment 7</li> <li>• Spot herbicide treatments in Segments 1, 4a, 4b, 5a, and 6</li> </ul>	<ul style="list-style-type: none"> <li>• Woody invasive removals</li> </ul>
<b>MS4 Permit</b> <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> <li>• Annual Report was submitted prior to the deadline.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual permit application has been delayed</li> </ul>
<b>PLOC Easements</b> <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> <li>• Muhlenhardt easement closed on July 17</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

# PRIOR LAKE – SPRING LAKE WATERSHED DISTRICT

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## 4.4 District Administrator Performance Appraisal

The Board Chair will announce that the District Administrator's performance was reviewed on July 10 and the Administrator met or exceeded expectations.

# PRIOR LAKE - SPRING LAKE

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## WATERSHED DISTRICT

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### MEMORANDUM

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**TO:** PLSLWD BOARD OF MANAGERS  
**FROM:** MAGGIE KARSCHNIA, WATER RESOURCES PROJECT MANAGER  
**SUBJECT:** PERMIT #18.03 - WOODSIDE/HURON PROJECT  
**STORMWATER CREDITS MOA DRAFT**  
**DATE:** AUGUST 9, 2018

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#### 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. The Board approved this request which would be memorialized in a future Memorandum of Agreement (MOA) with the City, subject to certain conditions that were further clarified at the Board Meeting on May 8<sup>th</sup>.

#### MOA DRAFT

With assistance from the District Attorney and in consultation with City staff, the attached Memorandum of Agreement document was drafted. The intention was to memorialize the conditional use of the stormwater credits created from the Permit #18.03 project, keeping it as simple as possible.

#### DISCUSSION

District staff would like feedback from the board on the MOA draft to ensure that it's hitting the mark on the intention to provide the City conditional use of the stormwater credits.

#### NEXT STEPS

After feedback is provided from the Board, the final draft will also be reviewed by the City attorney. It will then go before the PLSLWD Board and the City Council for acceptance in September, likely as consent agenda items.

## MEMORANDUM OF AGREEMENT

### **Between the Prior Lake-Spring Lake Watershed District and the City of Prior Lake for the Woodside/Huron Neighborhood Road Reconstruction Project**

This Memorandum of Agreement (“MOA”) is entered into between the City of Prior Lake, a Minnesota municipal corporation ("City") and the Prior Lake-Spring Lake Watershed District, a Minnesota watershed district under the laws of the State of Minnesota ("PLSLWD"), with the City and PLSLWD collectively hereinafter referred to as the "Parties".

**1. WOODSIDE/HURON PROJECT.** Prior Lake obtained PLSLWD Permit 18.03 (“Permit”) in conjunction with the Woodside/Huron Neighborhood Road Reconstruction Project #TRN18-000001 (“Woodside/Huron Project”). Given the 0.33 acre net decrease in impervious surface, the PLSLWD volume control criteria (Rule D.3(c)) is not applicable but water quality treatment was required for the project. The City was able to provide stormwater management storage in excess of PLSLWD water quality treatment requirements under PLSLWD Rule D.3(f). The City has requested that the PLSLWD allow the City to receive stormwater credits for this excess in water quality storage.

**2. STORMWATER CREDITS.** The PLSLWD will allow the City to apply excess water quality treatment credits (“Stormwater Credits”) created from the Woodside/Huron Project under PLSLWD Rule D.3(f) towards future City projects that do not directly discharge to an impaired waterbody or an actively managed waterbody. Stormwater Credits may be used in a watershed that drains to an impaired waterbody or an actively managed waterbody as long as stormwater first goes through a best management practice prior to discharging to the waterbody.

The official amount of Stormwater Credits created for the Woodside/Huron project will be determined and finalized once the project has been completed, as-built survey has been submitted, and will be verified by PLSLWD’s Engineer. If the proposed PLSLWD Rule revisions currently under development are adopted within 1-year of this agreement, any remaining Stormwater Credits will be converted to Volume Control Credits at a ratio of 1:0.65 (Stormwater Credits: Volume Control Credits).

### **3. DEFINITIONS.**

- a. **Direct discharge:** stormwater that is discharged to a waterbody or to a stormwater conveyance that does not pass through a best management practice prior to reaching the waterbody
- b. **Impaired waterbody:** a waterbody listed on Minnesota’s 303(d) List of Impaired Waters

- c. **Actively managed waterbody:** a waterbody that is being managed with a water quality treatment (e.g. Alum treatment, carp management, etc.) even though it is not currently an impaired waterbody
- d. **Best management practice:** as defined by PLSLWD Rules, including wetlands and stormwater ponds
- e. Other definitions and further interpretations will be defined by PLSLWD

**4. APPROVALS.** Requests and approvals to use Stormwater Credits towards a future project(s) will be part of the PLSLWD permitting process for said future project(s). The use of Stormwater Credits will be documented in the official PLSLWD permit for future project(s) until all credits have been allocated. Stormwater Credits may only be used for City projects where to the extent required by PLSLWD Rules in effect: (a) there are no feasible options on-site; or (b) if the credits are not within the same subwatershed as the proposed work, that there are no feasible options within the same subwatershed.

**IN WITNESS THEREOF**, the Parties, intending to be legally bound, have caused this Agreement to be executed by their duly authorized officials.

#### **PRIOR LAKE SPRING LAKE WATERSHED DISTRICT**

\_\_\_\_\_  
Fred Corrigan, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diane Lynch, District Administrator

\_\_\_\_\_  
Date

#### **CITY OF PRIOR LAKE**

\_\_\_\_\_  
Kenneth L. Hedberg, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Frank Boyles, City Manager

\_\_\_\_\_  
Date

# PRIOR LAKE – SPRING LAKE

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## WATERSHED DISTRICT

### **WORKSHOP MEETING MINUTES**

*Tuesday, July 10, 2018*

*Prior Lake City Hall*

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

Staff Present: Diane Lynch, District Administrator

The meeting was called to order by Vice President Mike Myser at 4:10 p.m.

#### **Manager Myser's Request for Data from District Accountant**

The Board discussed two report formats and approved moving ahead with Report #1 for 2017. Diane will contact Chris Schadow and ask him to prepare the report.

#### **District Administrator Performance Review**

This was a closed portion of the meeting.

#### **2019 Budget**

The managers were unable to discuss this item.

#### **Emerging Issues**

None were discussed.

# PRIOR LAKE – SPRING LAKE WATERSHED DISTRICT

## REGULAR MEETING MINUTES

*Tuesday, July 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  
Jaime Rockney, Water Resources Specialist  
Amy Tucci, Administrative Assistant  
Carl Almer, EOR, District Engineer

Others Present: Pete Young, City of Prior Lake

- **CALL TO ORDER/PLEDGE OF ALLEGIANCE:** Meeting called to order by President Corrigan at 6:02 PM.
- **2.0 PUBLIC COMMENT:** None
- **3.0 APPROVAL OF AGENDA:**  
Manager Myser moved to approve the agenda. Second by Manager Hennes. All ayes. Motion passed 5-0.

### OTHER OLD/NEW BUSINESS

- **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 PROGRAMS & PROJECT UPDATES**  
Staff gave updates on ongoing District projects and activities.
- **4.3 ACQUISITION OF NEW CONSERVATION EASEMENTS**  
Maggie Karschnia gave an update and next steps on how staff is moving forward with potential acquisitions of new conservation easements. Discussion only. No vote taken.

- **4.4 DISTRICT ADMINISTRATOR PERFORMANCE APPRAISAL SUMMARY**

Postponed.

- **4.5 EASEMENT AMENDMENT REQUEST #A569271 – PARCEL B**

Maggie Karschnia gave brief background on this amendment and requested the Board to approve the Easement Amendment request subject to list of conditions. Manager Myser moved to approve the Amendment Request. Second by Manager Spitzmueller. All ayes. Motion passed 5-0.

- **5.0 APPROVAL OF CONSENT AGENDA**

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

- **6.1 CLAIMS LIST**

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

- **7.0 UPCOMING MEETINGS/EVENTS**

- No CAC Meeting in July
- Sand Point Beach Park Ribbon Cutting Ceremony: 4:30 PM on Tuesday, July 17th

## **ADJOURNMENT**

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

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Charlie Howley, Secretary

**7/10/2018**  
**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 8/9/2018

Vendor	Invoice	Description	Amount
<b>1. Watershed District Projects (excluding staff payroll)</b>			
Applied Ecological Services	49667	Hwy 12 Wetland	380.00
Advanced Construction Services	2216	Safety Net Install	625.00
Amy Onson	Cost Share	Water Pump & Rain Barrel	140.00
Bill Gartmann	Cost Share	Water Pump	94.57
Donald Dennehey	Cost Share	Water Pump	150.00
EOR	00758-0018 3.1	General Engineering	369.42
EOR	00758-0015 5.1	Permitting	724.25
EOR	00758-0018 1.1	Storage & Infiltration	82.00
EOR	00758-0018	District Plan Update	10,668.25
EOR	00758-0018	LGU Plan Review	41.00
EOR	00758-0018 5.2	BMP Easements	263.50
EOR	00758-0018	Public Infrastructure	388.50
Eugene Wenner	Cost Share	Water Pump	150.00
Gopher State One Call	8051287	Tickets	1.35
Jeff Horder	Cost Share	Water Pump	81.55
Jim Bickett	Cost Share	Water Pump	100.00
Jodi See	Cost Share	Water Pump	114.50
Paul Sonnenburg	Cost Share	Water Pump	150.00
RMB	404356	Water Sampling Analysis	355.00
RMB	413057	Water Sampling Analysis	355.00
RMB	413854	Water Sampling Analysis	595.00
RMB	413861	Water Sampling Analysis	355.00
RMB	406914	Water Sampling Analysis	850.00
RMB	406068	Water Sampling Analysis	270.00
RMB	402946	Water Sampling Analysis	270.00
RMB	408506	Water Sampling Analysis	270.00
Rondal Martin	Cost Share	Water Pump	150.00
Steve Kopetzki	Cost Share	Water Pump	81.55
Xcel Energy	39887	July	15.29
<b>Subtotal</b>			<b>18,090.73</b>
<b>2. Outlet Channel - JPA/MOA (excluding staff payroll)</b>			
EOR	00758-0086	PLOC Vegetation Maintenance	1,982.05
Applied Ecological Services	49870	Set 1 & CR16 Management	974.00
EOR	00758-0102	FEMA Segment 5 Sediment Removal	540.36
EOR	00758-0122	PLOC Master Plan	12,322.25
EOR	00758-0038	PLOC Engineering Assistance	1,524.17
EOR	00758-0115	PLOC MOA Revisions	82.00
Messerli & Schadow		July	662.50
Nadeau Companies	00758-0109	PLOC Culvert Repair	618.50
Smith Partners	39887	PLOC	327.18
Sunram Construction		PLOC Segment 4'	759.56
<b>Subtotal</b>			<b>19,792.57</b>
<b>3. Payroll, Office and Overhead</b>			
ADP Manager Per Diems		Already Paid	237.64
ADP Staff Payroll		Already Paid	21,717.17
ADP Taxes & Benefits		Already Paid	12,766.44
Paradigm Consulting	10273	DataBase	2,000.00
Connexus Credit Union		Health Savings Account	115.38
H SA Bank		Health Savings Account	115.38
Iceberg Web Design	24814	Website Hosting	29.99
Messerli & Schadow		July	1,982.50
Metro Sales	1131185	Copy Machine Contract	110.60
NCPERS		Life Insurance	184.00
Smith Partners	39885	General Admin & Legal Services	261.60
VISA		July	4,761.47
<b>Subtotal</b>			<b>44,282.17</b>
<b>4. Debt repayment and Interest</b>			
Northland Trust Services		Principal	
Northland Trust Services		Interest	
<b>Subtotal</b>			<b>0.00</b>

**TOTAL**

**82,165.47**

**PRIOR LAKE SPRING LAKE WATERSHED DISTRICT**

**Financial Report - Cash Basis**

**January 1, 2018 Through July 30, 2018**

	405 General	509 Projects	Debt Service	Held for Future Use	Annual 2018 Budget	Budget Adj	Monthly Paid Expenses	YTD Paid Expenses	Percent Spent
Administrative Salaries and Benefits	120,000				120,000		14,410	37,819	
703 · Telephone & Internet	14,000				14,000		383	4,962	
706 · Office Supplies	7,900				7,900		2,298	1,848	
709 · Insurance and Bonds	7,000				7,000		-	6,356	
670 · Accounting	23,000				23,000		1,146	12,216	
671 · Audit	7,875				7,875		-	7,653	
903 · Fees	700				700		-	458	
660 · Legal (not for projects)	2,000				2,000		-	1,188	
<b>Administration</b>	<b>182,475</b>				<b>182,475</b>	-	<b>18,238</b>	<b>72,499</b>	39.73%
<b>Program Salaries and Benefits (not JPA/MOA)</b>		<b>278,336</b>			<b>278,336</b>		30,144	202,292	72.68%
Public Infrastructure Partnership Projects		55,000			55,000		-	10,168	
Storage & Infiltration Projects		125,000			125,000		807	7,914	
<b>550 Capital Projects</b>	-	<b>180,000</b>	-	-	<b>180,000</b>	-	807	18,081	10.05%
Farmer-led Council		50,000			50,000		-	8,239	
Identify and Mitigate Channel Erosion		5,000			5,000		-	-	
Cost-Share Incentives		58,000			58,000		300	7,836	
Highway 13 Wetland, FeCl system & Desilt, O&M		57,800			57,800		355	5,027	
Fish Point Park Retrofits		3,500			3,500		205	205	
FeCl Backwater Retrofit		-			0		-	1,249	
Aquatic Vegetation Mgmt		13,000			13,000		-	75	
Fish Management, Rough Fish Removal		27,000			27,000		6,140	7,733	
Spring Lake Parcel		2,000			2,000		-	-	
Raymond Park		3,500			3,500		-	-	
Alum Internal Loading Reserve		291,000		150,000	441,000		269,371	430,487	
County Rd 12/17 wetland restoration		10,125			10,125		548	1,023	
<b>611 Operations &amp; Maintenance</b>	-	<b>520,925</b>	-	<b>150,000</b>	<b>670,925</b>	-	276,919	461,874	68.84%
Engineering not for programs		10,000			10,000		246	3,747	
Planning and Program Development		20,000			20,000		503	11,692	
Spring/Upper Prior Lake TMDL Implementation Plan		1,000			1,000		-	-	
LGU Plan Review		9,000			9,000		-	2,771	
District Plan Update		105,700			105,700		369	12,812	
<b>626 Planning</b>	-	<b>145,700</b>	-	-	<b>145,700</b>	-	1,118	31,022	21.29%
District Monitoring Program		87,100			87,100		1,374	7,229	
Automated Vegetation Monitoring		3,500			3,500		-	5,038	
Aquatic Vegetation Surveys		18,000			18,000		-	-	
District-wide Hydraulic & Hydrologic model		9,500			9,500		-	285	
Wetland Restoration and Wetland Bank		9,675			9,675		-	-	
<b>637 Monitoring &amp; Research</b>	-	<b>127,775</b>	-	-	<b>127,775</b>	-	1,374	12,552	9.82%
Permitting and Compliance		10,250			10,250		2,165	7,615	
Permitting and Compliance income		(1,000)			(1,000)		-	-	
Non-project Reg. Reporting, Rules & Stand. Rev.		3,000			3,000		1,189	5,605	
BMP and easement inventory & inspections		15,550			15,550		303	5,209	
BMP and easement amendment fees income		(1,000)			(1,000)		-	-	
<b>648 Regulation</b>	-	<b>26,800</b>	-	-	<b>26,800</b>	-	3,657	18,429	68.76%
MS4 Education program		12,000			12,000		-	1,319	
Prior Lake-Savage Schools partnerships		250			250		-	-	
CAC		3,600			3,600		-	-	
Signs for projects, software for location & contacts		9,500			9,500		-	-	
<b>652 Education &amp; Outreach</b>	-	<b>25,350</b>	-	-	<b>25,350</b>	-	-	1,319	5.20%
Lower Prior Retrofit BMP Study/Proj (\$83,000 is grant)		135,000			135,000		-	138,947	
Carp Management/Removal		42,000			42,000		6,615	25,015	
<b>Capital Projects--Grants</b>	-	<b>177,000</b>	-	-	<b>177,000</b>	-	6,615	163,963	92.63%
<b>PLOC Restoration, Maintenance &amp; Monitoring</b>		<b>46,796</b>			<b>46,796</b>		-	46,796	100.00%
<b>Bond Payments</b>			<b>168,475</b>		<b>168,475</b>		-	6,738	4.00%
<b>Subtotal</b>	<b>182,475</b>	<b>1,528,682</b>	<b>168,475</b>	<b>150,000</b>	<b>2,029,632</b>	-	<b>338,872</b>	<b>1,035,564</b>	51.02%
<b>Contingency</b>		<b>75,000</b>			<b>75,000</b>		-	-	0.00%
<b>Budget excluding JPA/MOA expenses</b>	<b>182,475</b>	<b>1,603,682</b>	<b>168,475</b>	<b>150,000</b>	<b>2,104,632</b>	-	<b>338,872</b>	<b>1,035,564</b>	49.20%
JPA/MOA Expenses					<b>1,052,750</b>		121,282	387,288	36.79%
Less budgeted FEMA grant					<b>(690,000)</b>				
<b>Total organization budget</b>					<b>2,467,382</b>	-	<b>460,154</b>	<b>1,422,852</b>	57.67%

No assurance is provided on this statement.

PLSLWD Board Meeting 8/14/18

This statement omits required disclosures.  
This statement is prepared on the cash basis of accounting.