



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

AGENDA

Tuesday, February 11, 2020

6:00 PM

Prior Lake City Hall

www.plslwd.org

BOARD OF MANAGERS:

Mike Myser, President; Curt Hennes, Vice President; Charlie Howley, Treasurer;

Bruce Loney, Secretary; Fred Corrigan, Manager

Note: Indicated times are estimates; actual times may vary considerably. Individuals with items on the agenda or who wish to speak to the Board are encouraged to be in attendance when the meeting is called to order.

Board Workshop 4:00 PM – Wagon Bridge Conference Room (Downstairs)

4:00-5:15 p.m. Diane's Performance Review

5:15-5:35 p.m. Alum Treatment RFPs and Upper Watershed Storage Plan RFP

5:35-5:45 p.m. Emerging Issues

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)
6:15-7:00 PM	4.0	OTHER OLD/NEW BUSINESS
	4.1	Programs & Projects Update (Discussion Only) <ul style="list-style-type: none"> Water Quality, Water Storage and AIS Inspections
	4.2	District Administrator of the Year Award Presentation: Margaret Johnson, MAWA (Discussion Only)
	4.3	Spring Lake West Subwatershed BMP Feasibility Study Concept Plan and Update: Carl Almer, EOR (Discussion Only)
	4.4	Lower Prior Lake Subwatersheds 6 & 36 Retrofit Feasibility Study Concept Plan and Update: Carl Almer, EOR (Discussion Only)
	4.5	Cost Share Docket: Troy Kuphal, SWCD (Vote)
	4.6	Sutton Lake Wetland Remediation: Carl Almer (Vote)
	4.7	Board Retreat Update: President Myser (Discussion Only)
7:00-7:10 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 – January 14 Board Meeting and Workshop
	5.2	Meeting Minutes—January 30 CAC Meeting
	5.3	Claims List

	5.4	PLOC Transfer Request
7:10-7:25 PM	6.0	TREASURER'S REPORT
	6.1	Cash & Investments (Discussion Only)
	6.2	Financial Report (Discussion Only)
7:25-7:35 PM	7.0	Manager Presentations on Watershed-related Items (Discussion Only)
	7.1	Recognition of Manager Corrigan's Service
7:35 – 7:40 PM	8.0	UPCOMING MEETING/EVENT SCHEDULE:
		<ul style="list-style-type: none"> • CAC MEETING, CITY HALL, THURSDAY, FEBRUARY 27 6:30-8:00 P.M.



FEBRUARY 2020 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Storage & Infiltration Projects <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> Revised the easements Met with landowner 	<ul style="list-style-type: none"> Once the DNR approves the O&M Plan, move forward with the easements and the bid authorization
Carp Management <i>Rough Fish Management (Class 611)</i> <i>Carp Management Project (Class 750 & 751)</i> <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> Continued to track radio-tagged carp across the lakes. WSB staff worked to engage potential commercial fishermen for winter seines on both lakes. Pushed the carp out of the rocky area by Knotty Oar with underwater speakers. Continued to coordinate with WSB engineer and contractors on the Northwood & Fecl carp barrier projects. Updated the website with carp removal status updates. Completed 319 & BWSR grant reporting for 2019 activities. 	<ul style="list-style-type: none"> WSB and PLSLWD staff will continue to track the tagged carp. Install permanent Northwood carp barrier and FeCl barrier redesign. Work with WSB to schedule and coordinate upcoming carp removals as opportunities arise. Install wireless cameras at Arctic Lake outlet and one other location this spring. Finish final designs and order specialized trap nets for installation this spring in Arctic Lake outlet and desilt pond. Implement Carp Training Program again this spring.
Public Infrastructure Partnership Projects <i>Project Lead: Maggie & Diane</i>	<ul style="list-style-type: none"> No new activity. 	<ul style="list-style-type: none"> Present the Red Wing Ave project engineering plan to the Board and Sand Creek Township. Inspect Fairlawn Shores project this spring to ensure sufficient vegetation establishment.
Alum Treatments <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Quotes for sediment coring on Spring 	<ul style="list-style-type: none"> Hire consultant to take cores Bids for Alum Contractors out on April 1
Ferric Chloride System Operations <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> DMR Report Annual Report completed 	<ul style="list-style-type: none"> New walkway/fish barrier Driveway options for ferric delivery tank Replace Ferric Tank DMR Report

FEBRUARY 2020 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Farmer-Led Council <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> Coordinated with Scott SWCD to create outreach materials for Growing Healthy Soils Event on March 19th and developed Eventbrite site for registration, as well as website page. Held Lake-Friendly Farm Event on January 29th with 38 people in attendance, including local officials, farmers, and landowners. 	<ul style="list-style-type: none"> Explore farmer mentorship program with FLC. Coordinate Growing Healthy Soils Event to promote conservation practices to be held on March 19th. Conduct FLC Meeting on February 27th.
Cost Share Incentives <i>Project Lead: Kathryn, Diane</i>	<ul style="list-style-type: none"> No new activity. 	<ul style="list-style-type: none"> Update the Cost Share Docket
Spring Lake Parcel Restoration Project <i>Project Lead: Maggie & Kathryn</i>	<ul style="list-style-type: none"> No new activities. 	<ul style="list-style-type: none"> Monitor restoration and control invasive species during growing season. Install small plant identification signs.
Raymond Park Restoration Project <i>Project Lead: Kathryn</i>	<ul style="list-style-type: none"> Transferred official project maintenance responsibilities to the City of Prior Lake. 	<ul style="list-style-type: none"> Install educational interpretative signs. Host ribbon-cutting event this spring to highlight restoration.
Fish Lake Shoreline & Prairie Restoration Project <i>Project Lead: Kathryn</i>	<ul style="list-style-type: none"> No new activities. 	<ul style="list-style-type: none"> MN Native Landscapes will conduct restoration maintenance/establishment work.
CR 12/17 Wetland Restoration <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> No new activity. 	<ul style="list-style-type: none"> AES will visit site to finish IESF maintenance. Coordinate with the County & City to make sure that the issues have been resolved. Officially hand over vegetation maintenance of project to City of Prior Lake this spring.
Lower Prior Lake Retrofit Projects <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> No new activity. 	<ul style="list-style-type: none"> Continue to work with MNL on site maintenance until the projects are fully established and accepted by the City of Prior Lake. Install interpretive signs for projects.
District Plan Update <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> Met with Board Conservationist Sent Plan Draft out for the 60-day review 	<ul style="list-style-type: none"> Review comments with the Board Respond to comments and set public hearing
Feasibility Reports <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> EOR completed preliminary work for feasibility reports and met with PLSLWD staff to discuss options. 	<ul style="list-style-type: none"> EOR will complete the two feasibility studies as part of the WBF grant.

FEBRUARY 2020 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Website and Media <i>Project Lead: Kathryn</i>	<ul style="list-style-type: none"> • Website articles posted: Local farmers receive Lake-Friendly Farm Certification; Hiring Summer Interns; Carp mgmt updates; Lake Friendly Farm event; Mgmt Plan Comment Period Open; Senator Pratt receives Clean Water award • Prior Lake Am: Lake-Friendly Farm article; District Admin wins award; Clean Water award • Facebook & Twitter- normal posting • Wrote two articles for next SCENE edition: Admin Lynch wins Award; WRMP Draft Comment Period Open 	<ul style="list-style-type: none"> • Continue writing posts and updates about projects • Will tweet and/or update Facebook about projects & news. • Write article for next SCENE edition.
Citizen Advisory Committee <i>Project Lead: Diane & Kathryn</i>	<ul style="list-style-type: none"> • New committee members committed to projects • Next meeting: February 27 	<ul style="list-style-type: none"> • Subcommittees complete Fact Sheets
MS4 Education Program <i>Project Lead: Kathryn</i>	<ul style="list-style-type: none"> • Working on 2020 Education Plan. • Presented to local churches at EcoSummit. 	<ul style="list-style-type: none"> • Implement education activities.
Monitoring Program <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> • Hydro/Discharge Graphs • Continue database maintenance/entry/QAQC • Analyzing trends and grades for Lake Report Cards 	<ul style="list-style-type: none"> • Data management. • Lake Report Cards • Planning for 2020 • Finish Hydro/Discharge graphs
Aquatic Vegetation Management and Surveys <i>(Class 626 and 637)</i> <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Get reports from Blue Water Science • Steve McComas to present 2019 vegetation survey results at March board meeting
BMPs & Easements <i>Project Lead: Maggie & Kathryn</i>	<ul style="list-style-type: none"> • Continued to work with landowners to resolve existing violation issues on their properties. • Posted summer intern positions for hire. 	<ul style="list-style-type: none"> • Review amendment requests as they are received and work with landowners towards closing out approved amendment requests. • Work with landowners to resolve easement violations. • Complete baseline documentation for each conservation easement property. • Send post-inspection letters for completed inspections. • Review applications, interview and hire summer interns.

FEBRUARY 2020 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Permitting <i>Project Lead: Maggie & Jeff</i>	<ul style="list-style-type: none"> EOR reviewed development projects received from the City of Prior during the last month, including providing comments on the Spring Lake Ridge Plat. 	<ul style="list-style-type: none"> Continue to inspect, follow-up on and close remaining open permits.
Rules Revisions <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> Conducted a meeting with partners on February 5 	<ul style="list-style-type: none"> Discuss additional rule revisions with the Board
Outlet Channel O&M <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Weekly channel inspections Cleared obstructions in culverts 	<ul style="list-style-type: none"> Weekly channel inspections. Open low-flow gate in March
Outlet Channel Bank Erosion (FEMA) <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> Soil and Erosion control BMPs started 	<ul style="list-style-type: none"> Complete BMPs Manage invoices File payment requests
Outlet Channel Admin <i>Project Lead: Diane & Jaime</i>	<ul style="list-style-type: none"> PLOC Annual Report 	<ul style="list-style-type: none"> Finish Annual Report - due Feb 20 Meet w/AES and EOR to plan veg maintenance in Feb
Outlet Channel MS4 Permit <i>Project Lead: Diane & Jaime</i>	<ul style="list-style-type: none"> No activity 	<ul style="list-style-type: none"> Annual report due June 30



4.2 District Administrator of the Year Award Presentation

Margaret Johnson, District Administrator, Middle Fork Crow River Watershed District and Mark Doneux, District Administrator, Capitol Region Watershed District and representing the MN Association of Watershed Administrators, will present the 2019 District Administrator of the Year Award to PLSLWD Administrator Diane Lynch.



4.3 Spring Lake West Subwatershed BMP Feasibility Study Scope and Update

The Spring West Subwatershed is drained via a stream (ditch) running east from the Highway Department that enters the west side of Spring Lake. This ditch has been monitored for several years and the results indicate high phosphorus, conductivity, chlorides, E.coli and nitrates. The District received Clean Water Fund (1W1P) funding to conduct a feasibility study to review the potential to design and implement a water quality BMP along this ditch corridor.



4.4 Lower Prior Lake Subwatersheds 6 & 36 Retrofit Feasibility Study Concept Plan and Update

Current monitoring indicates that there are high pollutant discharges from the ditch east of Your Boat Club in Prior Lake. The 2013 Lower Prior Lake Diagnostic Study identified numerous BMP retrofit opportunities within direct discharge subwatersheds to Lower Prior Lake, however limited investigation of these subwatersheds was completed as there are existing stormwater management features within these areas.

The District received Clean Water Fund (1W1P) funding to conduct a feasibility study to investigate the potential for retrofit water quality BMP(s) in these subwatersheds demonstrating high pollutant loads.

201920 CONSERVATION PRACTICE FINANCIAL ASSISTANCE PROGRAM POLICY MANUAL - DRAFT



OVERVIEW

The Scott Soil and Water Conservation District (District) operates a financial assistance program to assist land occupiers – including landowners, renters, businesses, citizen groups, or local units of government – to implement conservation practices that protect and preserve soil, water, and related natural resources in Scott County.

Funding for the Conservation Practice Financial Assistance Program (CPFAP) is provided through partnerships with local water management agencies, including the Scott Watershed Management Organization (SWMO), Prior Lake spring Lake Watershed District (PLSLWD), Vermillion River Watershed Joint Powers Organization (VRWJPO), and Lower Minnesota River Watershed District, depending on location. Funding from these partner agencies is provided for both technical assistance (staff times, primarily) and project implementation. The District also contributes funding through various state grants it receives. The CPFAP is referred to more commonly as our Technical Assistance and Cost Share, or TACS, program.

Requests for financial assistance are made via an application process, and are subject to approval by the approving authority. In most instances, the approving authority is the District Board of Supervisors; however, it can also be the local water management agency board or administrator depending on a variety of different factors including for example a project's total cost and/or environmental benefit. Generally, consideration to approve or deny an application is based on the proposed project's feasibility, cost effectiveness, and overall public value.

This Policy and Procedures Manual, hereafter referred to as the "Docket", describes the policies and procedures associated with the program's application and approval process. It also lists the specific conservation practices eligible for financial assistance, along with maximum funding limits, conditions and criteria associated with each specific practice.

This Docket consists of three sections: Program Provisions, General Conservation Practice Provisions, and Specific Conservation Practice Provisions. The Program and General Conservation Practice Provisions list the requirements that are applicable to all or multiple practices. The Specific Provisions section lists the payment type, rates, amounts, eligibility criteria, and other requirements for each specific conservation practice.

In certain instances, policies and procedures differ between the District and local water management agencies, as well as between local water management agencies themselves. These differences, where they exist, are described in Appendix A. Where policies and procedures conflict, the stricter is always observed.

PROGRAM PROVISIONS

The following provisions are requirements for cost share funding under this program.

ELIGIBILITY:

1. Financial assistance may only be authorized for practices listed in this Docket. Other practices required for the effective implementation of a Docket practice shall be considered components to it. Reimbursement for component costs will be included with the Docket practice payment.
2. Financial assistance may only be authorized for conservation practices that:
 - a. Are designed and constructed following the contents of appropriate and most current technical standards, including but not limited to: the NRCS Field Office Technical Guide, MPCA Stormwater Manual, NPDES General Stormwater Permit for Construction Activity, Minnesota Urban Small Sites BMP Manual, or other recognized local, state, or federal standards consistent with this Docket.
 - b. Meet the general and specific conservation practice provisions for each practice included in the Docket.
 - c. Except as otherwise noted, provide documentable environmental benefits, including but not limited to nutrient, sediment, and runoff volume reductions.
 - d. Do not address erosion resulting from the direct impacts of development, unless the development occurred prior to applicable standards, such as NPDES permitting or local municipal or water management agency rules.
 - e. [Unless prohibited by another funding agency's policy, payment for work not performed or constructed according to applicable technical standards may be authorized subject to approval by the approving authority, based on a determination by the Technical Representative or a professional engineer that the practice's effective life and intended environmental benefits will not be compromised.](#)
3. Financial assistance may be authorized for repairs to existing practices if:
 - a. Financial assistance was not previously provided for the project; or
 - b. The project is beyond the contract term and the risk of failure poses significant threat to water quality or infrastructure; or
 - c. The project is within the contract term but the damage was not the result of negligence by the landowner or land occupier or failure to adhere to the Operation and Maintenance Plan.
4. A contract may be amended to cover costs associated with re-grading, re-seeding and re-mulching a project that has experienced erosion prior to final certification, as determined reasonable and necessary by the Technical Representative. The cost share rate shall not exceed the rate set in the approved contract. Such costs may be covered through an amendment to the cost share agreement. [For practices where vegetation establishment is required, partial payment may be made at the discretion of the Technical Representative, and final payment can be made after stabilization of the project is determined to be fully achieved.](#)
5. Cost share may be authorized for expenses associated with installation of more protective erosion control measures, including but not limited to substituting crimped mulch with erosion control blanket, as determined reasonable and cost effective by the Technical Representative.
6. ~~Payment may not be authorized for any practice or portion thereof that has commenced prior to official approval of an application. Applicants who commence construction of a practice before an application for financial assistance is officially approved do so at their own risk and are not guaranteed funding. Work that starts before the applicant signs an official application is ineligible for financial assistance for that practice.~~

~~Work that starts after the application is signed but before it is officially approved is eligible for reimbursement provided: a) an official waiver form is signed by the applicant before any work commences; and b) the contract is officially approved.~~

7. The approving authority may require an applicant to implement additional practices as a condition of financial assistance when deemed necessary for ensuring the integrity and/or effectiveness of the original practice.
8. Financial assistance for practices that have a maximum payment amount, including but not limited to cover crops and nutrient management, shall be limited to a single application per family or common farm operation or enterprise, whether formally or informally organized.
9. Contracts may be amended to increase the approved cost share amount based on any of the following, subject to prior approval the Technical Representative:
 - a. Changes to the final design prior to or during construction result in increased costs;
 - b. Unforeseen or unanticipated circumstances result in higher-than-expected construction costs;
 - c. A minimum of 2 bids were received and the lowest reasonable bid exceeds the original cost estimate; or
 - d. The original cost estimate is determined to be too low based on recent changes in market prices for similar materials or services and/or limited contractor availability.

PAYMENT METHODS:

10. Two forms of financial assistance methods are authorized under. They include flat rate (formerly incentives) and percent based, or cost share.
 - a. ~~Incentives~~FLAT RATE: Flat Rate payments fall into one of two categories, as follows:
 - i. One-time: Payment amount is based on a set dollar amount per unit installed. Payment is made in full upon certification of practice implementation.
 - ii. Annual: Payment amount is based on a set dollar amount per unit installed/maintained over a set number of years, as identified in the PRACTICE section. Payments are made in ~~annual~~ installments over the course of two or more years, subject to certification of installation, establishment, and continued maintenance.

Maintenance is required for the effective life of a practice regardless of payment type except in cases where the purpose of financial assistance is to help land occupiers mitigate risk to install or adopt land management practices that improve or protect water quality. In these instances, one-time and annual payments are referred to as incentives and are noted accordingly in the PRACTICE section.
 - b. ~~Cost Share~~PERCENT BASED: Percent-based financial assistance (i.e. cost share) is a partial reimbursement to a cooperator to help offset the construction and/or establishment costs associated with implementing a practice. The maximum cost share rate is listed for each practice and shall be considered the maximum rate of actual construction costs or the estimated cost, whichever is less, of implementing the practice.
 - i. The maximum cost share rate for municipalities cannot exceed 50%.
 - ii. An individual having appropriate Job Approval Authority (JAA) must be involved in the preparation of designs, cost estimates, and certification, either as preparer or reviewer.

For certain ecological practices, the economic impact associated with restricting otherwise reasonable agricultural use of land to a conservation purpose is an eligible expense. This is referred to as dedicated land value. The value of land dedication is the countywide rental rate, as set by the District Board, multiplied by the contract term. As of Jan 1, 2020, the countywide rental rate is \$200.

11. If a property is sold prior to final payment being issued, any outstanding payments shall by default be issued to the new landowner(s) subject to them signing, and the Board approving, a new cost share contract that extends through the remaining years of the original contract term. If a new contract cannot be secured, then any outstanding amount shall be returned to the funding provider or, if possible, unencumbered and made available for use towards a different project.
12. The percent-based cost share and flat rates listed in this manual are maximums. The approving authority has discretion to reduce the maximum rate depending on public benefit. The total financial assistance paid to an applicant shall not exceed the maximum cost share or flat rate allowed by the funding source's governing policies. The maximum local financial assistance paid to an applicant shall not exceed the maximum cost share or flat rate listed in this Docket. [An applicant may request less than the maximum authorized amount to avoid triggering IRS income reporting.](#) Other program rules regarding maximum payment rates and other limitations shall be observed.
13. Federal, state and other non-local sources of funding shall be used to the maximum extent practicable. Likewise, local funds shall be used to piggy-back other funding sources to the maximum extent practicable. Non-local funds may be deemed not practical upon the District's determination that compliance with this provision would delay project construction resulting in a significant increase in risk to public health, safety or the environment; or administrative overhead to secure such funds, including but not limited to time, paperwork, and other restrictions, would place an unreasonable burden on the applicant and/or District.
14. The amount of cost share provided for a project shall be based on the minimum amount required for the practice to be installed according to design standards and specifications. Costs associated with additional or alternative work or materials shall be the responsibility of the owner. Maximum rates for in-kind labor costs shall be consistent with the most current Iowa Custom Rate Survey. Higher rates may be allowed in special circumstances, as determined necessary and reasonable by the District.
15. Funding for seeding or planting will be limited to those costs associated with implementing the seed or planting plan.

APPROVAL PROCESS:

16. [An individual or entity may request financial assistance for the installation of a conservation practice by submitting a completed application form provided by the District. If the applicant is not the landowner, then the landowner must also sign the application.](#) Completed applications shall be presented to the appropriate approving authority for formal consideration at the earliest reasonable opportunity. Action to approve, approve with modification, or deny shall be documented in the meeting minutes. Approved applications become binding contracts automatically upon execution by the approving authority. [The applicant shall be the party to whom payment will be issued, whether that is the landowner or land occupier, and upon approval of their application is henceforth referred to as Participant.](#)
17. Approvals of applications for financial assistance are subject to the availability of funding.
18. Changes to an executed contract are considered an amendment to the contract and subject to review and approval by the approving authority. Amendments are limited to extensions of completion dates, increases or decreases to estimated project cost, changes to practice type(s), or to identify a different land occupier. Amendments will be considered only when circumstances such as weather, unforeseen cost or soil conditions, or other uncontrollable events occur. The procedure to amend a contract is as follows:

- a. The participant provides information justifying the need for an amendment and completes the amendment form. The form may be completed by or in consultation with the Technical Representative.
- b. The Technical Representative reviews the proposed amendment and certifies on the form that the change is necessary.
- c. The District Board reviews the amendment request and either approves or denies the request.
 - i. If approved, the date of approval is recorded at the top of the original contract and the amendment form is signed and dated by the organization. A copy of the approved amendment is sent to the Participant and landowner, if different.
 - ii. If denied, the Participant should be notified in writing of the reason for denial of the application.
- d. Contract amendments must be filed in advance of and approved prior to final payment request from the Participant.
- e. If an amendment request is received that involves dates outside the executed State grant agreement date, outside the contract practice install date, or grant program policies BWSR staff must be consulted and a grant agreement amendment may be required.

19. The District shall send a letter notifying applicants of action taken by the approving authority on their application or any amendment to an existing contract. The letter shall, at a minimum, include a copy of the signed and dated contract or amendment, as applicable, and explanation of next steps. Letters shall also be sent when action by the appropriate approving authority is taken to cancel a contract.
20. Contracts exceeding \$20,000 in total financial assistance shall be recorded on the property title at the County Recorder's office. Recording of the contract notifies subsequent buyers of the existence of the practice or practices on the property and their obligation to maintain these practice(s) during the effective life. Procedures for recording shall follow guidance developed by the Board of Soil and Water Resources for the recording conservation practices. A variance to this provision may be granted at the discretion of the Board for structural practices in cases where funding from any single agency is less than \$20,000 and the likelihood of the project being removed or not maintained is determined to be minimal.

EARNEST ACCOUNT:

21. Landowners requesting cost share funds for lakeshore stabilization projects shall provide earnest money of \$250.00 per application. Earnest funds shall be collected prior to preparation of any preliminary design or application, and will be returned upon certification of the completed practice. Projects cancelled by the applicant will forfeit the earnest money.

PAYMENT PROCESS:

22. The following documentation shall be required as a condition for payment
- a. Approved Certification Form or equivalent for incentive payments.
 - b. Approved Voucher Form for cost share payments.
 - c. For cost share, copies of receipts and/or paid invoices for all out of pocket and in-kind expenses. Applicants requesting reimbursement for in-kind services shall submit a signed statement indicating the services provides, rate, and quantities.

REPAYMENT OF FUNDS:

23. Should the applicant remove or fail to maintain the practice during its effective life, the applicant is liable to the District or other financial assistance source agency for ~~the full amount~~ one hundred fifty percent (150%) of financial assistance received to install and establish the practice. The applicant is not liable for cost-share assistance received if the failure was caused by reasons beyond the applicant's control.

GRANT PROVISIONS:

24. For projects funded using federal, state or other non-local grant sources, the cost share rates, eligible practices, and other related provisions set forth in the approved grant agreement, if different, shall prevail. Examples of these instances include but are not limited to: 1) if the grant requires use of native species and this policy allows for non-native species, then native species will be required; 2) if the grant requires that a project be paid in full prior to the grant expiring, then the payout schedule shall be modified to ensure payment is made in full prior to grant expiration; and 3) **if the grant program allows funding for projects that fall below the minimum size thresholds specified in this policy (e.g. for native prairie and lakeshore restoration practices), then the minimum project size thresholds of the grant may prevail.**

STAFF CREDENTIALS

25. The District will ensure staff has the necessary skill, training and experience to plan, design and construct projects according to applicable standards and specifications. Building credentials and maintaining or seeking certifications to retain knowledgeable staff is a high priority of the District, and funding for training purposes is incorporated into the District's approved annual budget.

As of January 1, 2020, technical expertise of the District includes:

- 2 certified professionals in erosion and sediment control;
- 1 certified wetland delineator; and
- 8 staff with USDA–NRCS Job Approval Authority for ecological and engineering sciences.

When professional engineering is required by law, or the size or complexity of a specific conservation practice requires expertise above District technical capacity, the District will hire or contract with a professional engineer licensed to practice in the State of Minnesota, or an appropriately-licensed engineer employed with the Minnesota Board of Water and Soil Resources or the USDA-NRCS.

DELEGATION OF AUTHORITY

26. By adoption of this Conservation Practice Financial Assistance Program Policy, the Scott SWCD Board delegates the following authorities to the District Director for projects within the District:
- a. Sign financial assistance applications that have been approved by the Board;
 - b. Approve partial and final payments; and
 - c. [Approve amendments involving date extensions.](#)

Action taken by the District Director pursuant to b. and c. shall be certified by the Board at their next regular meeting.

SUPPLY COSTS

27. [The District may provide supplies to the applicant at cost for approved cost share projects \(Board motion 5.f, April, 2019.\)](#)

COMPLIANCE

28. [The District shall seek to resolve any known contract violation in accordance with the flow chart provided in Appendix B.](#)

GENERAL CONSERVATION PRACTICE PROVISIONS

The following provisions apply to the design and construction of conservation practices:

29. Soil Testing: A soil test shall be performed for any practice requiring seeding of cool season, non-native grasses if the cooperator or contractor applies fertilizer in excess of the following rate per acre: Nitrogen (N) 80 lbs, Phosphoric Acid (P₂O₅) 80 lbs and Potash (K₂O) 80 lbs. All soil tests shall be from a soil testing laboratory shown on the Minnesota Department of Agriculture's list of approved Soil Testing Laboratories. Application rates of lime, commercial fertilizer, and manure shall be based on University of Minnesota recommendations, or from North Dakota's or South Dakota's Land Grant University. Soil testing requirements may be waived if acceptable soil tests from the site were taken within the previous three years.
30. Upland Treatment: As a requirement of eligibility, participants are required to perform upland treatment actions, through a conservation plan which shall adequately address potential adverse impacts to conservation practices. Adverse impacts to conservation practices include, but are not limited to, increased siltation by water and/or wind borne soils, excessive runoff, degradation of vegetation practice components by pesticides transported in runoff and sediment, and degradation of wildlife habitat. Upland treatment shall, at a minimum, include controlling sheet and rill erosion to "T" and controlling all ephemeral gully erosion within the drainage area of the practice. For community and non-residential raingardens, a device that captures larger sand particles and trash shall be used as pre-treatment in lieu of upland treatment.
31. Materials: New materials must be utilized in the construction of practices, unless approved by a Technical Representative with appropriate Job Approval Authority or licensed Engineer prior to installation.
32. Land Rights: Participants proposing to construct a practice that will impact land they do not own are responsible for obtaining easements, permits, right-of-way, water rights or other permission necessary to perform and maintain the practices. Expenses incurred due to these items are not eligible for cost share. The permission from the authority must be in writing and a copy must be provided to the Scott SWCD office prior to installation being made on the practice. Participants proposing to construct a practice on land they do not own shall have the landowner sign the contract.
33. Permits: The participant is responsible for obtaining all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the project. [Expenses incurred for permits are not an eligible expense for cost-share.](#)
34. Operation and Maintenance: The applicant is responsible for the operation and maintenance of the conservation practice for the minimum contract term listed in the specific provisions of this document.
35. Compliance with state regulations, local ordinances, and [existing contracts](#): Cost share may not be provided to a landowner or occupier that is determined to be in violation of any of the following:
 - a. MN Rule 7020 (governing feedlots);
 - b. MN Rule 8420 (governing wetlands);
 - c. MN Statute 103F.48 (governing buffers);
 - d. Scott County Ordinance Chapter 70-8-11 (governing Shoreland zone);
 - e. Scott County Ordinance No. 4 Chapter 1(governing septic systems, as evidenced based on visual observation of surface discharge or formal notification by the county);
 - f. MN Rule 8400 (governing Excessive soil Loss Control); or
 - g. **An existing financial assistance contract**

Regulatory compliance shall only apply to the following:

- a. The parcel of land on which the practice is being implemented; and
- b. Any parcel owned (or co-owned) by the applicant that is contiguous to the parcel on which the practice is being implemented (parcels separated only by road right-of-way or water feature, or which touch at a property corner, shall be deemed contiguous); and
- c. The applicant's primary residence and/or farmstead, if applicable.

Compliance with the buffer requirements under MN Statute 103F.48 shall be required as a condition of cost-share, regardless of applicability dates provided in the law. Compliance with the Excessive Soil Loss Control rule shall apply only if there is an outstanding formal complaint received by the County or District.

Notwithstanding the above, an applicant may be eligible for cost-share regardless of non-compliance, provided they sign and agree to implement a conservation plan that details specific actions and timelines for coming into compliance, and/or their cost share application is for a project intended to resolve the non-compliance issue.

An applicant may apply for a waiver from this section using a form provided by the District. The District Board may approve a waiver request upon determination that allowing the non-compliant situation to continue serves the greater public good than not installing the conservation practice for which cost share is being requested. Approved waiver requests shall be reported to the WPC.

- 36. Seed Plans: When preparing a seed plan the following standards will be used based on the funding source(s) involved:
 - a. Vegetation Requirements for BWSR Funded Projects (BWSR 2019, as amended)
 - b. Practice Standard 327 Conservation Cover (USDA – NRCS eFOTG, as amended)
 - c. Agronomy Tech Note #31 (USDA – NRCS 2018, as amended)

SPECIFIC CONSERVATION PRACTICE PROVISIONS

COST SHARE TIERS

The following tiers are referenced in the Cost Share column in the table under each practice:

Tier 1

- Max Rate: 80~~5~~% of actual construction costs, not to exceed 80~~5~~% of cost estimate
- Minimum Requirements:
 - If upland treatment is required, the Participant must sign and follow a conservation plan agreement that achieves upland treatment on any cropland that a) drains to the practice and b) they either own or occupy (i.e. rent).
 - Achieve a minimum of 30% residue cover, after planting, on any field that intersects the contributing drainage area for the proposed project. The minimum residue cover shall be achieved over the entire crop rotation. Residue cover may be from last-year's crop, cover crops, and/or permanent vegetation; and
 - Complete a Conservation Assessment on all cropland on the parcel where the project will be installed plus any contiguous parcels owned by the Participant.

Tier 2

- Max Rate: 70~~6~~% of actual construction costs, not to exceed 70% of cost estimate
- Minimum Requirements:
 - If upland treatment is required, the Participant must sign and follow a conservation plan agreement that achieves upland treatment on any cropland that a) drains to the practice and b) they either own or occupy (i.e. rent).
 - Complete a Conservation Assessment on all cropland on the parcel on which the project will be installed plus any contiguous parcels owned by the Participant.

Tier 3

- Max Rate: 50% of actual construction costs, not to exceed 50% of cost estimate
- Minimum Requirements:
 - If upland treatment is required, the Participant must sign and follow a conservation plan agreement that achieves upland treatment on any cropland that a) drains to the practice and b) they either own or occupy.

The maximum cost share rates shown shall be inclusive of all sources.

Notwithstanding the above, the maximum cost share rate shall be seventy percent (70%) for the following:

- Non-agricultural practices, except wetland restoration; and
- Practices that are otherwise treating erosion for which the primary cause is not agricultural land use immediately above the site; and
- As pertaining to Tier 1, above, the field in which the project is located, or is immediately downstream of, is not in a cash crop or grain/forage rotation, or the cause of the resource concern is not directly attributable to agricultural land use.

Farms and parcels separated only by a road, driveway, easement, or water feature, or which share a common corner, shall be deemed contiguous.

Conservation Assessments shall, at a minimum, address the following resource concerns: sheet, rill, inter-rill and gully erosion; buffers; manure management practices; open tile intakes; feedlot runoff, and sedimentation on neighboring property due to excessive soil loss.

Upland treatment shall include preventing ephemeral or classic gully erosion and controlling soil sheet and rill erosion to tolerable soil loss rate.

PRACTICES

Practices eligible for financial assistance are listed below along with notes detailing specific conditions that apply to each.

BIORETENTION BASINS

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount	Maximum Rate	
Bioretention Basins (Redevelopment/Community)	570			50%	10 years
Residential Raingardens identified in a local water plan				50%	10 years
Residential Raingardens	N/A	One-time	\$250 - \$750		10 years

1. Pre-treatment is required for cost shared projects. See General Conservation Practice Provision #30.
2. Materials eligible for cost share include plants, biologs, erosion control blankets, site preparation materials, edging, mulch, stakes and other items critical to the proper function of the rain garden. Materials not eligible for cost share include those items that do not benefit practice function, such as ornamental rock or other decorative items.
3. To qualify for flat rate funding, a residential raingarden project must be constructed and certified in accordance with SWCD guidelines. To qualify for cost share funding, a residential rain garden must be identified as a project in an approved local water plan.
4. Flat rates funding shall be limited to the following maximum amounts: \$250 for raingardens between 150 and 299 sq. ft.; \$500 for raingardens between 300 and 449 sq. ft.; and \$750 for raingardens greater than 450 sq. ft.

CONSERVATION COVER

	NRCS Code	Flat Rates		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Conversion of eligible ag land to native prairie – ≥2.0 acres and ≤5.0 acres.	327			50% for establishment and 100% for land dedication	10 years
Conversion of eligible ag land to native prairie – ≥5.0 acres and <20.0 acres.	327			50% for establishment and 75% for land dedication	10 years
Conversion of eligible crop, pasture, or hay ag land to native prairie – ≥20 acres.	327	Annual	\$175 to \$275 100 to 200/ac	50% for actual seed and establishment and land dedication, not to exceed 50% of cost estimate	10 years
Conversion of other lands to Any native prairie restoration project ≥0.5 acres and <2.0 and any native prairie project ≥0.5 acres on non-ag land.	327	One-time	\$500/acre	N/A	10 years
Conversion of eligible agricultural land to introduced perennial grasses and legumes	327	Annual	\$100/acre	N/A	10 years

Pre-Construction Cover	TN 31	One-time	\$200/acre, Not to exceed \$1,000	N/A	
Post-establishment maintenance		One-time	<u>\$85/acre</u>	<u>50%</u>	

1. Eligible agricultural land includes any areas where annually seeded crops (e.g.: corn, soybeans, small grains, vegetables, etc.) have been grown and harvested in each of the last 3 years, and in at least 8 of the last 10 years. Cropland in a forage rotation (e.g. hay/alfalfa) is eligible provided forage has not constituted more than 50% of the rotation in the previous 10 years. Eligible pasture land includes any land that has been actively pastured by livestock for the last 3 years, and for at least 8 of the last 10 years. Eligible hay land must consist of at least 25% alfalfa plants and have been harvested at least once in each of the last 3 years, and in at least 8 of the last 10 years.
2. Notwithstanding the above, maximum percent- based rates ~~for conversion of eligible crop, hay, or pasture lands to native prairie~~ shall be 50% for establishment and land dedication for any project on a parcel that: a) is less than 10 acres in size; or b) was platted after 1/1/2015 and has a non-agricultural zoning classification determined as follows: ~~\$275/acre for soils with D or greater slopes and for areas within 300' of a protected water course, drainage ditch, Type III or greater wetland, intermittent stream as depicted on USGS quadrangle maps, or top of a bluff or ravine; \$225/acre for soils with C slopes; \$200/acre for soils with B slopes, and \$175/acre for soils with A slopes. Total incentive amount may be rounded to the nearest \$100.~~
3. Funding assistance shall be limited to a maximum amount such that the overall total cost benefit for volume reduction does not exceed \$2000 per acre foot of runoff.
4. Payments shall be made according to the following table:

Total Approved Incentive Amount	1 st and 2 nd Year Payment Amount	Remaining payments
\$0-\$5,000	50%	N/A
>\$5,000 to \$10,000	30%	Annual installments equal to the total incentive amount divided by the contract term, until total incentive amount is paid out.
>\$10,000 to \$25,000	20%	
>\$25,000	15%	

Examples:

Total Approved Incentive	Year									
	1	2	3	4	5	6	7	8	9	10
\$4,500	\$2,250 (50%)	\$2,250 (50%)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$8,700	\$2,610 (30%)	\$2,610 (30%)	\$870 (10%)	\$870 (10%)	\$870 (10%)	\$870 (10%)	\$0	\$0	\$0	\$0
\$22,500	\$4,500 (20%)	\$4,500 (20%)	\$2,250 (10%)	\$2,250 (10%)	\$2,250 (10%)	\$2,250 (10%)	\$2,250 (10%)	\$2,250 (10%)	\$0	\$0
\$36,900	\$5,535 (15%)	\$5,535 (15%)	\$3,690 (10%)	\$3,690 (10%)	\$3,690 (10%)	\$3,690 (10%)	\$3,690 (10%)	\$3,690 (10%)	\$3,690 (10%)	\$0

5. First year payments shall be subject to the District certifying the seeding was completed in accordance with the approved seed plan. Second year payments shall be subject to the District certifying the seeding is well established (typically after one full growing season) and is being adequately maintained through timely mowing. Subsequent payments shall be subject to the District certifying the seeding is being maintained in accordance with the signed O & M Plan, and noxious weeds are under control. A single payment may be authorized for a project if the site is already well established, meets minimum stand density and diversity requirements, and noxious weeds are under control.
6. Eligible establishment costs include site prep, seed, seeding, and maintenance clipping in the first year of seeding (i.e. establishment period).
7. Upland treatment is required

8. The minimum project size for any funding assistance is one half acre.
9. All payment amounts shall be pro-rated based on actual project size.
10. Projects involving the conversion of eligible agricultural land to introduced perennial grasses/legumes shall be maintained by regular harvesting and/or grazing in accordance with a plan approved by the District. If grazing is proposed, the District shall evaluate proposed stocking densities, paddock layout, grass species, and other relevant factors to determine whether or not grazing is a suitable maintenance option. Applications will not be accepted where proposed grazing is determined not suitable to ensure proper maintenance. Funding is not eligible for conservation of pasture or hay land to introduced perennial grasses.
11. Land where the maintenance of permanent natural vegetation is required under Chapter 70-8-11, Scott County Zoning Ordinance and/or MN Statute 103F.48, may only be eligible for the One-time payment of \$500/acre.
12. Application through CRP or related program is prerequisite for projects over 420 acres, if the site meets CRP program eligibility requirements and the CRP program is actively-currently accepting applications or USDA has announced it will be begin accepting applications in the current calendar year.
13. By default, Practice Standard 327 will be used. Practice Standards 643 and 645 may be used if preferred by the applicant, required by a grant, and deemed technically feasible by the Technical Representative; maximum costs shall, however, be based on meeting 327. Planting of trees within the conservation cover may be allowed if approved by the SWCD and included the Conservation Plan. Areas planted to trees may not be eligible for cost share under this practice; however, they are eligible for cost share under the Tree/Shrub Establishment practice (Practice Standard 612) subject to meeting applicable requirements therein.
14. An applicant may apply for Advance Construction Cover (ACC) payment for land seeded to temporary grasses or small grains for the purpose of accommodating construction of conservation practices when cash grain crops would otherwise be growing. The intent of this payment is to offset lost revenues in order to encourage mid- to late-summer construction when successful stabilization and contractor availability can be maximized. Species selection and seeding rates and methods must be consistent with Technical Note 31, as revised, and must be completed in the fall or spring prior to planned construction. Payments shall be subject to construction of the proposed project being completed between July 1st and September 10th. ACC shall be included as an eligible component of the primary practice, not as a separate, stand-alone practice.
15. Maintenance under this practice may include mowing, disking or other method approved by the District. Applications for maintenance must be made separate from applications for initial establishment and flat rate or cost share payments. The intent is to provide funding assistance for maintenance in years 4 or 5 after establishment. Cost share for maintenance may not be provided more than One-time per applicant, per ten years. Cost share for prescribed burn shall follow requirements under that practice standard (below).
16. Grazing is a permitted maintenance option. It must, however, be performed in accordance with an approved grazing plan and is not eligible for cost share, except for commercial goat grazing services.
17. A Participant may apply for funding for up to 10 additional years upon expiration of their original contract. The approving authority may, at its discretion, approve, approve with modification, or deny any such application, based on its determination of public benefit. Consideration of benefit shall be based on cost compared to any or all of the following: potential threat to water quality should the land return to agricultural use (in whole or part), minimum acreage necessary to maintain comparable the water quality benefits as achieved with the original project, level of impairment of the receiving water body, and available funds.
18. Areas having the greatest environmental benefit within a field(s) targeted for this practice shall be prioritized for financial assistance.

CONTOUR BUFFER STRIPS

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Contour Buffer Strips	332	Annual	\$275/acre	50%	10 years

1. CRP funding shall be used when available.
2. Buffer strips must be harvested at least every other year, unless harvesting is prohibited by one or more funding sources (e.g. CRP).
3. Eligible costs include site prep, seed, and seeding.

CONTOUR FARMING

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Contour Farming	330	1-time	\$200/acre	N/A	10 years

1. Eligibility for funding is limited to projects where contouring is implemented in conjunction with buffer strips or terraces, and dominant slopes in the field are 6% or greater.
2. This incentive is only available where current cropping practices would not meet the 340 practice standard.

COVER CROPS

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Cover Crops – Multi-year	340	Annual	\$40/acre*	N/A	3 Year
Cover Crops – Annual	340	1-time	\$230/acre*	N/A	1 Year

*These are incentives.

1. Maximum payment for the annual incentive is \$12,000 per applicant (100 acres x \$40/acre x 3yrs).
2. Maximum payment under the One-time incentive is \$2,000.
3. To qualify for the multi-year incentive, cover crops must be planted on the same number of acres and on the same fields for a minimum of 3 consecutive years.
3. Payment shall be issued each year after the Technical Representative has certified seeding.
4. An applicant may, after an initial contract for multi-year incentives has been completed in accordance with applicable terms and conditions, be eligible to apply for additional multi-year incentives, up to a maximum of \$12,000, provided the applicant continues to plant cover crops all acreage covered under previous contract(s), and all land covered under the new contract is additional to any previous contract.
5. Seeding rates and dates may vary from NRCS practices standard guidelines subject to prior approval of a District Technical Representative with applicable knowledge and expertise. Payment for projects for which seeding rates, mixes, and/or dates deviate from NRCS guidelines shall be delayed until such time that successful establishment – based on density and health of the cover crop - can be evaluated and verified at the appropriate time based on species.
6. [For multi-year contracts: If an applicant loses control of land for which they have already received payment, they may request to transfer equal acreage to another field\(s\) via a contract amendment, provided the new acreage falls within the same watershed jurisdiction. If approved, the applicant shall be eligible to receive payment for remaining funds according to existing terms and conditions of their contract. If transferring acreage violates the terms of any grant agreement, the applicant may not amend their contract and shall only be ineligible for payment on land they continue to control.](#)

CRITICAL AREA PLANTING

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Critical Area Planting	342			Tier 1, 2 or 3	10 years

1. Upland treatment is required. See General Conservation Practice Provision #30.
2. Critical Area Planting (342) must be completed following an approved establishment and management plan.

DIVERSION

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Diversion	362			Tier 1, 2 or 3	10 years

1. Upland treatment is required. See General Conservation Practice Provision #30.

- The use of tile or other underground pipe to drain hillside seeps, low or wet spots in fields is not an eligible single component of this practice.
- Diversion (362) is allowed as a stand-alone practice for feedlots when used as a clean water diversion.
- If a Diversion (362) is a component of Wastewater and Feedlot Runoff Control (784), cost sharing is **NOT** authorized for the Diversion (362) as a stand-alone practice. The cost will be included in the cost of Wastewater and Feedlot Runoff Control (784).

FILTER STRIP

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Eligible Cost Share Rate	
Filter Strip - New	393	Annual	\$300/ac for the NRCS minimum; \$150/ac for the area beyond the minimum, up to a maximum of 75'	50% of establishment costs	10-15 years
Filter Strip - Re-enroll of expired harvestable	393	Annual	\$200/ac for the NRCS minimum; \$100/ac for the area beyond the minimum, up to a maximum of 75'		10-15 years
Sensitive Field Border (Harvestable)	393	Annual	\$150/ac		10 years

- Eligible establishment costs include site prep, seed, and seeding when using native species only.
- The rates listed are maximums amounts from all public sources combined.
- Sensitive field borders include the edges of fields that are not included in Standard 393, such as road ditches, drainage ditches without seasonal perennial stream characteristics, or other areas deemed sensitive. Minimum width is 33'.
- Filter Strips located in areas where the maintenance of permanent natural vegetation is used to meet the requirements under Chapter 70-8-11, Scott County Zoning Ordinance and/or the Buffer Law under MN Statute 103F.48, are eligible for a one-time payment of \$200/acre for establishment of cool season grasses and \$500/per acre for establishment of native grasses or prairie. Land enrolled in CRP or other program that pays for establishment costs is not eligible for this payment.
- Filter strips must be harvested at least every other year, unless harvesting is prohibited by one or more funding sources (e.g. CRP).
- Eligibility for re-enrollment of expired filter strips shall be determined on a case by case basis. The approving authority may, at its discretion, approve, approve with modification, or deny any such application, based on factors including but not limited to: potential threat to water quality should the land return to agricultural use (in whole or part), minimum acreage necessary to maintain comparable the water quality benefits as achieved with the original project, level of impairment of the receiving water body, and available funds. Re-enrolled filter strips are eligible for funding up to the minimum width as set forth in the 393 standard, or 50', whichever is greater.
- New filter strips must have crop history 4 of the past 6 years unless there are extenuating circumstances approved by the Watershed Planning Commission or County Board.
- Filter strip payments shall be split over two to four years. The first year payment shall be subject to the District certifying that seeding was completed in accordance with the approved filter strip design. Subsequent payments shall be subject to the District certifying that the filter strip has become well established (typically after one full growing season) and is being adequately maintained through timely mowing and weed control. Incentives for renewal filter strips where vegetation is already established and consistent with applicable standards and specifications are eligible for full payment in the first year.
- Sites where upland runoff does not flow through the filter strip due to the presence of a levee (e.g. spoil piles) or negative slope shall not be eligible under this practice. They may, however, be eligible under the Riparian Buffer Practice.
- The NRCS minimum shall be based on removal of sediment and sediment associated material removal, as set forth in Table 1 of Filter Strip Standard 393, except in cases where the local water plan identified soluble material and

pathogen removal as a priority, in which case the minimum may be as specified under the soluble materials and pathogens section of Table 1 of the Standard.

11. Livestock grazing may be used for maintenance, provided it is performed in accordance with an approved grazing plan.

GRADE STABILIZATION STRUCTURE

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Grade Stabilization	410			Tier 1, 2 or 3	10 years

1. Upland treatment is required. See General Conservation Practice Provision #30.
2. Eligible costs include materials, earthwork and any seed and seeding expenses.

GRASSED AND LINED WATERWAY

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Grassed Waterway	412 or 468			Tier 1, 2 or 3	10 years

1. Upland treatment is required. See General Conservation Practice Provision #30.
2. Cost is for earthwork, materials, and any seed and seeding expenses.

NUTRIENT MANAGEMENT

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Manure Testing	NA			100% of Actual Cost	1 year
Variable Rate Application (VRA)	NA	1-time	\$105/ac*		1 year

*This is an incentive.

1. Manure testing kits are available through Scott SWCD.
2. Eligibility for VRA is limited to a maximum of \$2,000 per applicant, in either a single contract or contracts over multiple years. Payment may not be made more than One-time on any given acre or field.
3. Funds for VRA shall be prioritized for producers that do not already use VRA as the primary means of fertilizer application for their operation.
4. Sheet and rill erosion shall be controlled to tolerable soil loss rates, and ephemeral gully erosion shall be controlled on all cropland covered under the VRA application, as determined by a conservation assessment. If current practices do not meet T or control ephemeral erosion, then the applicant may become eligible for VRA incentives by agreeing to follow a Conservation Plan.
5. Manure shall be credited and all fertilizer application rates shall be consistent with U of M recommendations.
6. Copies of paid invoices from the applicator (if not the applicant) and maps showing grid sampling results, organic matter, and prescription rates shall be submitted as a condition of payment. The applicator shall attest that application was completed in accordance with the prescription map, by signing a form prepared by the District.
7. The Technical Representative has discretion to withhold payment for acreage where sampling results and or application rates do not appear reasonable or accurate.

OTHER PRACTICES

	Flat Rate		Cost Share	Contract Term
	Type	Amount \$	Maximum Rate	
Innovative Practices (Redevelopment/Community)			50%	10 years

Innovative Practices (New Development)			50%	10 years
Non-Conventional Stormwater Runoff and Pollution Control			50% - 70% as determined by approving authority	10 years
Conservation Drainage			70%	10 years
Chloride Reduction Practices			50% - 70% as determined by approving authority	1 - 10 years

- Interest in financial assistance for projects under this category shall be discussed with appropriate funding authority staff prior to the District accepting an application.
- Projects having tentative support of the funding authority shall be taken by the District and forwarded to the appropriate funding authority for consideration.
- Innovative practices include cutting edge techniques and technologies that will, as determined by the funding authority, have a high likelihood of success but which have either never been used before or have not been used or applied other than experimentally.
- Approved applications are assigned to Scott SWCD for technical assistance.
- Eligible non-conventional stormwater runoff and pollution control practices may include regenerative dustless street sweepers, porous pavers, porous pavement, green roofs, sediment basins, and other practices determined on a case by case basis.
- Conservation drainage practices include, but are not limited to: denitrifying bioreactors, water quality surface inlet protection and vegetative subsurface drain outlets.
- Chloride reduction practices including but not limited to equipment
- [For Non-Conventional Stormwater Projects: The maximum financial assistance for a private residential project is \\$5000, and the applicant shall allow for public education as a component of the project.](#)

STREAMBANK AND SHORELINE PROTECTION

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Natural Shoreline Restoration	N/A			50%	10 years
Shoreline Stabilization	580			70%	10 years
Streambank Stabilization	580			70%	10 years

- Natural Shoreline Restoration project designs shall meet the intent of restoring the shoreline to predominantly natural conditions, including but not limited to the use of natural and native vegetative buffers, limiting turf grass, and using bioengineering methods. Minimum specifications include a 10 feet wide seeded native vegetation buffer along no less than [50 linear feet or 50%, whichever is less, of](#) the total width of the lot, less the footage or shoreline having existing natural and desirable vegetation. Where agriculture is the adjoining land use an area of unmaintained vegetation or conservation plan must be in place in accordance with County Shoreland Rules.
- Funding for hard armor practices (e.g. rock riprap) are not eligible for funding unless bio-engineering methods are determined to be an insufficient means of needed stabilization.
- Upland treatment is required. See General Conservation Practice Provision #30.
- [To be eligible for funding for shoreline restoration or stabilization, the projects must be on or adjacent to a DNR-protected water body. Shoreline projects on or adjacent to stormwater infrastructure or a private water body are not eligible for funding.](#)

PRESCRIBED BURNING

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	

Prescribed Burning	338			50%	N/A
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1. A detailed burn plan describing the practice objective, species to control and species to be benefited, timing, weather conditions and management guidelines will be developed.
2. Technical assistance will be provided by a technically qualified and adequately insured individual.
3. All laws and regulations pertaining to burning will be followed.
4. **The conservation plan must document that the Participant has been notified in writing that they are subject to all liability due to damages caused by fire.**
5. It is the Participant's responsibility to obtain all permits and to notify surrounding landowners that may be affected.
6. Cost share is eligible once every 5 years for projects that were established without cost share assistance, or are not within the term of a cost share contract.
7. Costs associated with notifying neighbors and for obtaining any required approvals from the local unit of government and/or the fire marshal are the Participant's responsibility.
8. Cost share may not be provided more than once for projects that are within the term of a cost share contract.

RIPARIAN BUFFER

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Forested Stream Buffer Improvement >1 ac parcel	391			100% up to \$1,000/acre for plants, seeds, labor and materials	15 years
Herbaceous or Forested Buffer Establishment (Native Vegetation)	390 or 391	Annual	\$150/ac up to 50' width	70% of actual seed, stock and establishment costs, not to exceed 70% of cost estimate	10-15 years
Herbaceous or Forested Buffer Establishment	390 or 391	Annual	\$150/ac up to 50' width		10-15 years

1. Eligible establishment costs include site prep, seed, planting stock, and seeding and planting.
2. Projects can be either new establishment or renovation.
3. Plan required from the District.
4. Minnesota Conservation Corps may be used for labor counting as part of the cost share

TERRACE

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Terrace	600			Tier 1, 2 or 3	10 years

1. Upland treatment is required. See General Conservation Practice Provision #30.
2. Eligible costs include materials, earthwork and any seed and seeding expenses
3. The use of Subsurface Drain (606) or Underground Outlet (620) to drain hillside seeps, low or wet spots in fields is not an eligible single component of this practice. The land occupier shall identify, in writing the purpose of the larger tile and indicate the area that it will serve. The difference in the cost of installing tile larger than that specified by the technician will be borne by the producer.
4. Cost sharing for Underground Outlet (620) is limited to the diameter and length needed to convey water from surface intakes to a safe outlet as determined by the designer.
5. Cost sharing for Subsurface Drain (606) is limited to drains needed in the impounded area of the terrace as determined by the designer.

TREE/SHRUB ESTABLISHMENT

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	

Crop land Conversion of eligible land – ≥2.0 acres and <5.0 acres.	612	Annual	\$10075 to \$27500/ac	750% of actual for establishment and 100% for land dedication costs, not to exceed 750% of cost estimate	10 years
Conversion of eligible land – ≥5.0 acres and <10.0 acres.	612			50% for establishment and 75% for land dedication	10 years
Conversion of eligible land – ≥10.0 acres.	612			50% for establishment and land dedication	10 years

- Eligible land includes any cropland where grain, vegetable, and/or forage crops have been grown and harvested in each of the last 3 years, and in at least 8 of the last 10 years.
- [The maximum cost share rate shall be 50% for both establishment and dedicated land for any project on a parcel that: a\) is less than 10 acres in size; or b\) was platted after 1/1/2015 and is not zoned agricultural.](#) ~~Maximum annual incentive rates shall be determined as follows: \$275/acre for soils with D or greater slopes and for areas within 300' of a protected water course, drainage ditch, Type III or greater wetland, intermittent stream as depicted on USGS quadrangle maps, or top of a bluff or ravine; \$225/acre for soils with C slopes; \$200/acre for soils with B slopes, and \$175/acre for soils with A slopes. Total incentive amount shall be rounded to the nearest \$100.~~
- Notwithstanding 2., above, payment shall be limited to a maximum amount such that the overall total cost benefit for volume reduction does not exceed \$2000 per acre foot of runoff.
- Payment shall be made following the same schedule as specified for Conservation Cover.
- Eligible establishment costs may include: site preparation, seeding (to establish cover between rows or groupings), tree/shrub stock, mats, shelters, installation (by hand or mechanical depending on planting size), and first-year maintenance (mowing and/or chemical treatment). The maximum cost for tree/shrub stock shall be based on the lowest reasonable market value of bare root seedlings up to 18". [Only those species listed in Appendix C are eligible for cost share.](#) ~~The maximum cost for tree shelters shall be based on mesh-style tubes unless solid tubes are deemed necessary by the SWCD.~~
- Upland treatment is required
- The minimum project size shall be [12](#) acres.
- Land where the maintenance of permanent natural vegetation is required under Chapter 70-8-11, Scott County Zoning Ordinance and/or MN Statute 103F.48, may only be eligible for the One-time payment of \$500/acre.
- Establishment of trees/shrubs within a Conservation Cover project may be eligible for funding provided: a) it is approved by the SWCD and included a signed Conservation Plan; and b) installation of both practices complies with their respective practice standards (327 and 612).
- Non-native species may be used subject to approval by the District and not exceeding [1025](#)% of the planting; [non-native species are ineligible for cost share.](#)
- Species diversity shall be considered a priority objective of the tree planting plan.
- The tree planting plan shall not consist of more than [125](#)% conifers.
- Existing stands, regardless of whether or not financial assistance was previously provided, shall not be eligible for funding.
- [Areas having the greatest environmental benefit within a field\(s\) targeted for this practice shall be prioritized for financial assistance.](#)

UNDERGROUND OUTLET

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Underground Outlet	620			Tier 1, 2 or 3	10 years

- Cost share eligibility is limited to replacing existing surface tile inlets.

VEGETATED TREATMENT AREA

	NRCS	Flat Rate	Cost Share	
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	Code	Type	Amount \$	Maximum Rate	Contract Term
Level 2 to 4 Vegetated Treatment Area – lot size of 1 acre or less	313			Tier 1, 2 or 3	10 years
Level 2 to 4 Vegetated Treatment Area – lot size of 1.1 acre to 2 acres	313			Tier 1, 2 or 3	10 years
Level 2 to 4 Vegetated Treatment Area – lot size 2.1 to 5 acres	313			Tier 1, 2 or 3	10 years
Level 2 to 4 Vegetated Treatment Area – lot size greater than 5 acres	313			Tier 1, 2 or 3	10 years
Level 5 Control – vegetated buffer	313			Tier 1, 2 or 3	10 years

1. Payment is limited to where the implementation of this practice will correct an existing pollution problem. As outlined by the EQIP manual, any EQIP contract that includes an animal waste storage or treatment facility will provide for the development of a CNMP prior to implementation of the storage or treatment. MPCA's definition is used to define a pollution problem.
2. Consult EQIP General Provision 12 for Comprehensive Nutrient Management Plan (CNMP) requirements.
3. Consult EQIP General Provision 13 for requirements related to manure application land base and/or manure applications on land not owned or controlled by the EQIP contract holder.
4. Payment for Vegetated Treatment Area on operations with pollution problems less than 5 years old is not authorized.
 - a. Examples:
 - i. Producer A has had a dairy farm operation for 20 years. Producer B purchases the dairy and continues milking cows. This pollution problem is greater than 5 years old and producer B meets this eligibility requirement for Payment assistance.
 - ii. A producer has a dairy operation on farm A. He purchases farm B and moves the dairy operation to farm B where there was no previous pollution problem. Farm B would be considered a new facility and would not be eligible for Payment assistance.
5. Payment is not authorized for Vegetated Treatment Area on operations where the system establishment is required as a result of judicial or court action. MPCA Stipulation Agreement and Schedule of Compliance (SOC) are not considered a judicial or court action, and practice implementation is still considered voluntary for EQIP eligibility purposes, even if fines have been levied by the MPCA.
6. Application through the USDA-NRCS EQIP program during a scoring and ranking period is prerequisite.

WASTE STORAGE FACILITY

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Concrete or Metal Tank	313			Tier 1, 2 or 3	10 years
Stacking Slab	313			Tier 1, 2 or 3	10 years
Pond – composite liner	313			Tier 1, 2 or 3	10 years
Pond – membrane liner	313			Tier 1, 2 or 3	10 years
Pond – no liner	313			Tier 1, 2 or 3	10 years
Pond – soil liner	313			Tier 1, 2 or 3	10 years
Concrete slab	313			Tier 1, 2 or 3	10 years
Non liquid tight deep pack – concrete wall	313			Tier 1, 2 or 3	10 years
Certification				70% up to a maximum of \$1000	

1. The eligible volume of storage is the total storage volume, including the design storage volume plus freeboard as required in the standard. As outlined in Waste Storage Facility (313), the maximum design storage period is 14 months.
2. The maximum allowable storage volume is based on the current capacity of the existing facility plus up to 25% expansion.
3. Payment is limited to where the implementation of this practice will correct an existing pollution problem. As outlined by the EQIP manual, any EQIP contract that includes an animal waste storage or treatment facility will provide for the development of a CNMP prior to the implementation of the 313. MPCA's definition is used to define a pollution problem.
4. Consult EQIP General Provision 13 for Comprehensive Nutrient Management Plan (CNMP) requirements.
5. Consult EQIP General Provision 14 for requirements related to manure application land base and/or manure applications on land not owned or controlled by the EQIP contract holder.
6. For purposes of this practice, "waste" refers to raw manure and urine; runoff water contaminated through contact with manure and urine; milking center wastewater; and silage leachate as appropriate.
7. Silage storage facilities are not eligible components. Payment for components addressing silage leachate concerns under Waste Storage Facility start at the edge of the silage storage facility.
8. For livestock operations that are not or will not be permitted under the NPDES system, silage leachate systems can be funded as stand-alone practices if these systems are the only livestock related practices being requested. The development of a CNMP IS required with a silage leachate system but the CNMP does NOT have to be implemented.
9. Payment is authorized for tanks that serve as foundations for buildings, however eligible costs are those associated with the storage function only. Payment is not authorized for production oriented building components.
10. Payment for Concrete Slab is authorized for concrete agitation and pump out pads, pond lining, ramps and chutes within the pond.
11. Payment is authorized for feedlot relocation, with the following provisions:
 - a. The payment for relocation shall be based on the most practical and feasible waste management facility at the existing site.
 - b. Payment at the new site is only authorized for components applicable to the transfer, storage, or treatment of wastes.
 - c. Existing location is to be abandoned in an environmentally safe manner as outlined in MPCA guidelines.
 - d. Operator must agree to permanently remove all livestock from the existing location along with any other designated pollution sources. The following statement shall be included in the EQIP contract: "As a condition of EQIP Payment on feedlot relocation, the producer agrees to permanently eliminate all animals and designated pollution sources at this facility. Failure to comply with this provision may result in a recovery of federal Payment funds."
 - e. In the event of a change in ownership, the abandoned lots will permanently not be eligible for future USDA Payment on waste management practices.
12. Payment for Waste Storage Facility (313) on operations with pollution problems less than 5 years old is not authorized.
 - a. Examples:
 - i. Producer A has had a dairy farm operation for 20 years. Producer B purchases the dairy and continues milking cows. This pollution problem is greater than 5 years old and producer B meets this eligibility requirement for payment assistance.
 - ii. A producer has a dairy operation on farm A. He purchases farm B and moves the dairy operation to farm B where there was no previous pollution problem. Farm B would be considered a new facility and would not be eligible for payment assistance.
13. Payment is not authorized for Waste Storage Facility (313) on operations where the system establishment is required as a result of judicial or court action. MPCA Stipulation Agreement and Schedule of Compliance (SOC) are not considered a judicial or court action, and practice implementation is still considered voluntary for EQIP eligibility purposes, even if fines have been levied by the MPCA.
14. State NRCS Conservationist approval is required for systems involving agricultural waste generated off-site.
15. Payment for Waste Storage Facility is capped at \$250,000. This cap applies to the total facility being installed under 313. Other components such as manure transfer, safety fence, etc. are allowed in the contract in addition to the capped \$250,000 for the 313 practice.

16. Non Liquid Tight Deep Pack – Concrete Wall is authorized only for stacking slabs where enough bedding or organic matter is added to the manure to eliminate liquid runoff or leaching and therefore a concrete floor is not required. The manure and organic pack resulting from the operation of a “Compost Barn” as defined by the University of Minnesota meets this definition.
17. Certification must be by an appropriately licensed professional engineer.
18. Application through the USDA-NRCS EQIP program during a scoring and ranking period is prerequisite.

WASTEWATER TREATMENT

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Flocculation Treatment	629			Tier 1, 2 or 3	10 years
Vegetated Dosing Area	629			Tier 1, 2 or 3	10 years
Bark Bed	629			Tier 1, 2 or 3	10 years
Aerobic Treatment	629			Tier 1, 2 or 3	10 years

1. Payment is limited to where the implementation of this practice will correct an existing pollution problem. As outlined by the EQIP manual, any EQIP contract that includes an animal waste storage or treatment facility will provide for the development of a CNMP prior to implementation of the storage or treatment. MPCA’s definition is used to define a pollution problem.
2. Consult EQIP General Provision 13 for Comprehensive Nutrient Management Plan (CNMP) requirements.
3. Consult EQIP General Provision 14 for requirements related to manure application land base and/or manure applications on land not owned or controlled by the EQIP contract holder.
4. Payment for Wastewater Treatment on operations with pollution problems less than 5 years old is not authorized.
 - a. Examples:
 - i. Producer A has had a dairy farm operation for 20 years. Producer B purchases the dairy and continues milking cows. This pollution problem is greater than 5 years old and producer B meets this eligibility requirement for payment assistance.
 - ii. A producer has a dairy operation on farm A. He purchases farm B and moves the dairy operation to farm B where there was no previous pollution problem. Farm B would be considered a new facility and would not be eligible for payment assistance.
5. Payment is not authorized for Wastewater Treatment on operations where the system establishment is required as a result of judicial or court action. MPCA Stipulation Agreement and Schedule of Compliance (SOC) are not considered a judicial or court action, and practice implementation is still considered voluntary for EQIP eligibility purposes, even if fines have been levied by the MPCA.
6. Payment rate includes components needed for the actual waste treatment. Components needed for temporary storage and transfer of wastes are covered under separate practices.
7. Application through the USDA-NRCS EQIP program during a scoring and ranking period is prerequisite.

WATER AND SEDIMENT CONTROL BASIN

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Water & Sediment Control Basin	638			Tier 1, 2 or 3	10 years

1. The use of Subsurface Drain (606) or Underground Outlet (620) to drain hillside seeps, low or wet spots in fields is not an eligible single component of this practice. The landuser shall identify, in writing the purpose of the larger tile and indicate the area that it will serve. The difference in cost of installing tile larger than that specified by the technician will be borne by the producer.
2. Upland treatment is required. See General Conservation Practice Provision #30.
3. Eligible costs include materials, earthwork and any seed and seeding expenses
4. Cost sharing for Subsurface Drain (606) is limited to drains needed in the impounded area of the basin as determined by the designer.
5. Farmable WASCOD is eligible only if it is the most practical alternative, as determined by the District. If a farmable WASCOD is not determined to be the most practical alternative by the District then the applicant shall be responsible for the difference in cost between a narrow based/grassed backed WASCOD and a farmable WASCOD. In addition, a

farmable WASCOB berm must be constructed at least 1' higher than the required design. May be used and designed for purposes of detention, and sediment, volume and peak flow reduction.

WELL DECOMMISSIONING (Unused Well Sealing)

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Well Decommissioning	351			70%	10 years

- Maximum cost share amount from all sources shall be \$1,000, except for wells that are being abandoned as part of a public water supply expansion project, in which case the maximum cost share amount shall be \$400.
- Maximum cost share for state cost share funds is 50%.

WETLAND RESTORATION

	NRCS Code	Flat Rate		Cost Share	Contract Term
		Type	Amount \$	Maximum Rate	
Wetland Restoration	657	One-time	\$4,000/Ac.	Up to 90% of actual for construction costs and 135% for land dedication; not to exceed 90% of cost estimate	15 years
		One-time	Approved Bid	Up to 90% of actual construction costs; not to exceed 90% of cost estimate	Perpetual

- Financial assistance shall be limited to projects that fully restore wetlands that have been partially or completely impacted by a subsurface tile and/or drainage ditch system, or by sedimentation. Projects that partially restore wetlands may be eligible for lower incentive and cost share rates, subject to review and approval by the funding authority.
- Eligible costs include materials, earthwork and any seed and seeding expenses.
- The applicant is responsible for obtaining easements, right of ways, local, state and federal permits and other permission necessary to perform and maintain the practice. Expenses incurred due these items are not cost shared. Incentive payments will not be made until proof of necessary permits has been provided.
- The restored area shall not be used for irrigation or livestock watering purposes, to produce agricultural commodities, or for grazing livestock.
- Upland Treatment is required.
- Wetlands restored as part of a required mitigation plan or for wetland banking are not eligible for funding under this section.
- A 30 foot minimum native buffer is required. Upland buffer can be completed as a filter strip or native grass planting practice using respective cost and incentive rates.
- An approved application through the Conservation Reserve Enhancement Program (CREP) or Reinvest In Minnesota (RIM) for the proposed perpetual restoration is required in order to be eligible for funding under this section.
- Bids shall be submitted to the District office using a form provided by District, or local water management agency, if applicable.
- The District shall, with concurrence of the local water management agency when applicable, set a time period during which bids must be submitted.
- The approving authority reserves the right to refuse any and all bids.
- The owner(s) of a neighboring property that may be affected by a proposed wetland restoration (e.g. increased flooding and/or saturation of soil near the surface) are eligible for the incentive, provided they sign a separate cost share contract and agrees maintain the affected area in permanent vegetative cover and avoid tillage and applying chemical and fertilizers.

PRACTICE STANDARD – WHOLE FARM PLANNING

	NRCS	Flat Rate	Cost Sharing	
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	Code	Type	Amount \$	Maximum Eligible Cost Share Rate	Contract Term
Whole Farm Planning		One-time	\$5/acre		10 years

1. Maximum financial assistance amount shall be \$1,000 per farm plan.
2. For promotion of the MN Agricultural Water Quality Certification Program (MAWQCP) and other local certification programs. For MAWQCP, the Participant must submit a completed application and complete an assessment following MAWQCP protocol. For a local certification program, the Participant must meet certification requirements and sign a completed conservation plan prepared by the District.

APPENDIX A

I. SCOTT WATERSHED MANAGEMENT ORGANIZATION (WMO) SPECIAL PROVISIONS

The following provisions shall apply for projects utilizing Scott WMO funding, and shall supersede any conflicting policies and procedures of the Countywide Conservation Financial Assistance Program, above:

- A. The approval authority for financial assistance applications proposing to use WMO funds shall be determined in accordance with Figure 1, WMO Application Approval Decision Flow Chart, copied below.
- B. The District Board shall review and provide an action recommendation to the WMO on applications for which they are determined to be the approval authority under A, above.
- C. Applications for funding are considered by the WMO when completed applications are received. The review and approval process, however, may vary according to the type of practice and the benefits and/or cost effectiveness of the proposed project. In general, those practices and applications which are less cost effective, or for which pollutant removal cannot be readily calculated, may require a higher level of review and/or approval. Pursuant to existing policy of Scott County, approval can be given administratively or by the Scott County Board acting as the Scott WMO. Administrative approval are authorized for applications requesting \$50,000 or less, and that conform to all the specifications in this Policy Manual. Requests exceeding \$50,000 or that include deviations from this Policy Manual require Scott WMO Board approval.
- D. Amendments to financial assistance contracts may be approved by the District Board unless it causes the project to exceed \$100 of WMO funds per ton of sediment, or \$50,000 in total WMO funds, in which case the amendment must be approved by the WMO.
- E. The WMO may, at its discretion set a cap on the total financial assistance available for a given practice and/or for individual application amounts. It may also establish sign-up periods during which applications are received, reviewed and ranked based on factors including but not limited to application request amount, environmental benefit, and cost effectiveness. Highest ranking application will be advanced through appropriate channels for approval. Rejected application may be submitted in a subsequent sign up period.
- F. Applications for streambank and shoreline stabilization projects shall be approved by reviewed by the Screening Committee and approved by the WMO, with the cost share amount being discretionary depending on project benefits.
- G. Applicants who have failed to comply with corrective actions on an expired contract may, at the WMO's discretion, be deemed ineligible for financial assistance.

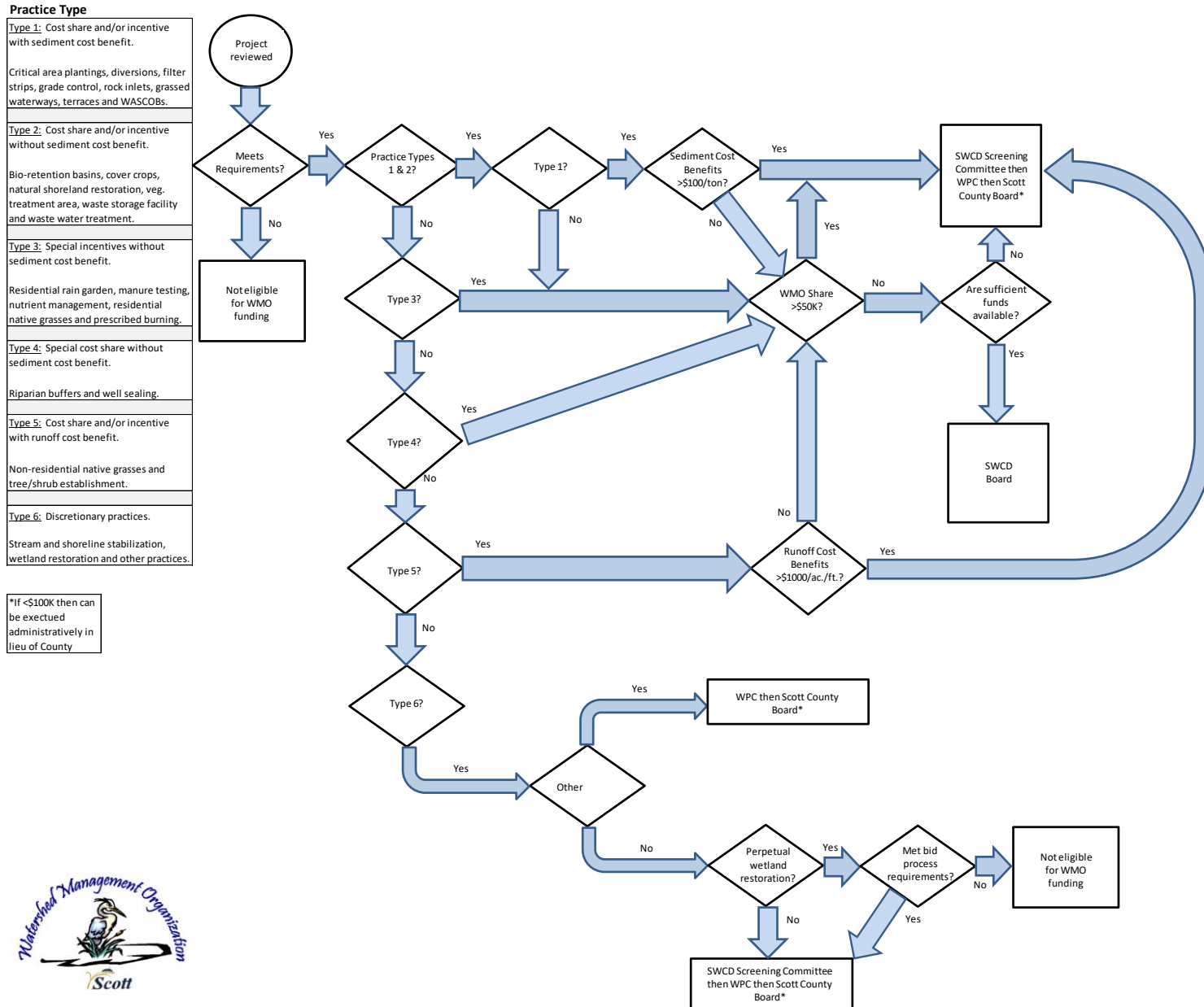
II. PRIOR LAKE SPRING LAKE WATERSHED DISTRICT (PLSLWD) SPECIAL PROVISIONS

The following provisions shall apply for projects utilizing PLSLWD funding, and shall supersede any conflicting policies and procedures of the Countywide Conservation Financial Assistance Program, above:

- A. The approval authority for financial assistance applications proposing to use PLSLWD funds shall be determined in accordance with Figure 2, PLSLWD Application Approval Decision Flow Chart, copied below.
- B. The District Board shall review and provide an action recommendation to the PLSLWD on applications for which it is determined they are the approval authority under A, above.
- C. Amendments of greater than 10% of the original cost share amount shall be approved by the PLSLWD if the amendment causes the project to exceed \$100 of PLSLWD funds per pound of Phosphorus and/or to exceed \$7,500 in total PLSLWD cost share. Amendments of 10% or less than the original cost share amount may be approved by the District.
- ~~D. The PLSLWD provides financial assistance for rain barrels and lake water irrigation systems. These programs are administered separately by PLSLWD staff.~~
- ~~E.D.~~ Innovative/Other practices shall be approved by the PLSLWD Board.

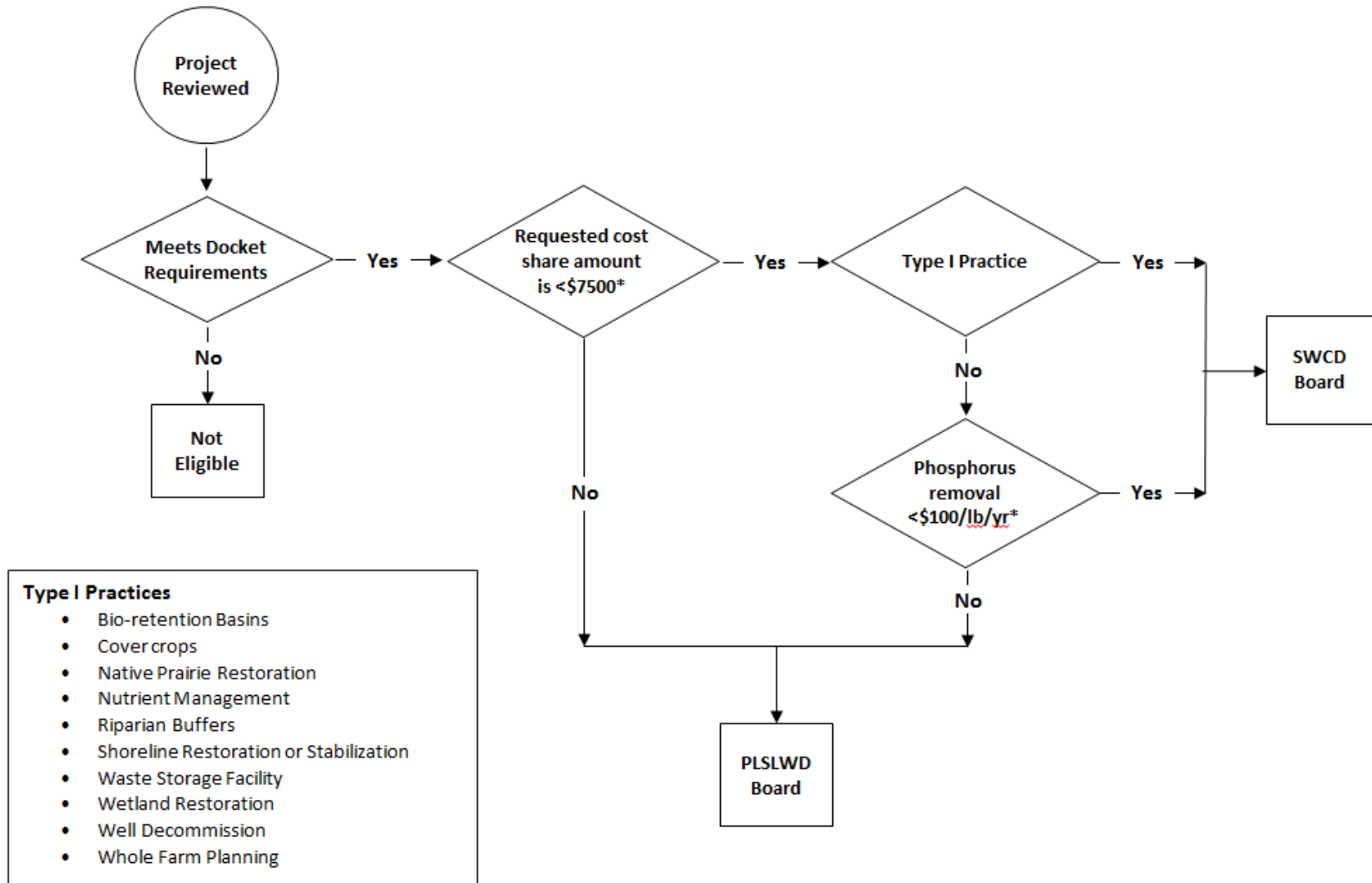
APPENDIX A (cont.)

Figure 1 - Scott WMO Application Approval Decision Flow Chart



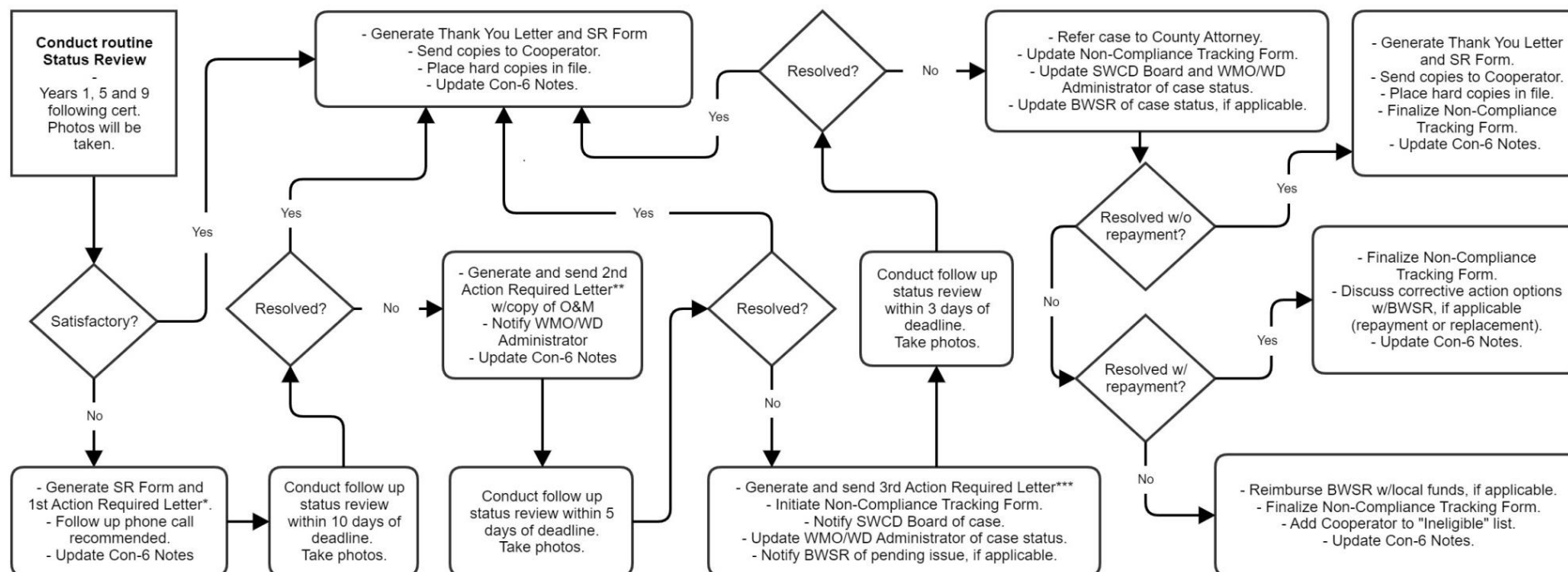
APPENDIX A (cont.)

Figure 2 - PLSLWD Application Approval Decision Flow Chart



APPENDIX B

Compliance Procedures Flow Chart



* 1st Action Required Letter to include a deadline for action to be taken. Also include a request they call when completed.

** 2nd Action Required Letter to include a revised deadline and references to applicable terms and conditions in contract. Also include a request they call when completed.

*** 3rd Action Required Letter will include new deadline, options for compliance, and potential consequences for inaction. This letter is signed by the Board Chair and sent via certified mail. Options include correcting non-compliant items or voluntary repayment of funds. Consequences are referral to County Attorney for prosecution and enforcement of up to 150% of funds received.

Note: Notification of the WMO or WD Administrator is required if they provided funding towards the project; otherwise it is optional.

APPENDIX C

The following species are eligible for reimbursement for Tree/Shrub Establishment Projects:

Large Trees

<u>Common</u>	<u>Scientific</u>
<u>American basswood</u>	<u>Tilia americana</u>
<u>Big-toothed aspen</u>	<u>Populus grandidentata</u>
<u>Bitternut hickory</u>	<u>Carya cordiformis</u>
<u>Black cherry</u>	<u>Prunus serotina</u>
<u>Black walnut</u>	<u>Juglans nigra</u>
<u>Bur oak</u>	<u>Quercus macrocarpa</u>
<u>Cottonwood</u>	<u>Populus deltoides</u>
<u>Hackberry</u>	<u>Celtis occidentalis</u>
<u>Kentucky coffeetree</u>	<u>Gymnocladus dioica</u>
<u>Northern pin oak</u>	<u>Quercus ellipsoidalis</u>
<u>Northern red oak</u>	<u>Quercus rubra</u>
<u>Paper birch</u>	<u>Betula papyrifera</u>
<u>Pin cherry</u>	<u>Prunus pensylvanica</u>
<u>Quaking aspen</u>	<u>Populus tremuloides</u>
<u>Red maple</u>	<u>Acer rubrum</u>
<u>Silver maple</u>	<u>Acer saccharinum</u>
<u>Sugar maple</u>	<u>Acer saccharinum</u>
<u>Swamp white oak</u>	<u>Quercus bicolor</u>
<u>White oak</u>	<u>Quercus alba</u>
<u>Willows-native</u>	<u>Salix spp</u>

Shrubs

<u>Common</u>	<u>Scientific</u>
<u>American Hazelnut</u>	<u>Corylus americana</u>
<u>Arrowwood</u>	<u>Viburnum dentatum</u>
<u>Black Chokeberry</u>	<u>Aronia melanocarpa</u>
<u>Buttonbush</u>	<u>Cephalanthus occidentalis</u>
<u>Common Elderberry</u>	<u>Sambucus canadensis</u>
<u>Common Ninebark</u>	<u>Physocarpus opulifolius</u>
<u>False indigo</u>	<u>Amorpha fruticosa</u>
<u>Hawthorn</u>	<u>Crataegus species</u>
<u>Highbush Cranberry</u>	<u>Viburnum trilobum</u>
<u>Highbush Cranberry</u>	<u>Viburnum trilobum</u>
<u>Nannyberry</u>	<u>Viburnum lentago</u>
<u>Ninebark</u>	<u>Physocarpus opulifolius</u>
<u>Pagoda Dogwood</u>	<u>Cornus alternifolia</u>
<u>Red Osier Dogwood</u>	<u>Cornus stolonifera</u>
<u>Red-berried Elder</u>	<u>Sambuca canadensis</u>
<u>Silky Dogwood</u>	<u>Cornus amomum</u>
<u>Smooth Sumac</u>	<u>Rhus glabra</u>
<u>Staghorn Sumac</u>	<u>Rhus typhina</u>
<u>Witchhazel</u>	<u>Hamamelis virginiana</u>

Small Trees

<u>Common</u>	<u>Scientific</u>
<u>American Plum</u>	<u>Prunus americana</u>
<u>Chokecherry</u>	<u>Prunus virginiana</u>
<u>Mountain Ash</u>	<u>Sorbus americana</u>
<u>Red mulberry</u>	<u>Morus rubra</u>
<u>Serviceberry</u>	<u>Amelanchier alnifolia</u>

Conifers

<u>Common</u>	<u>Scientific</u>
<u>Eastern red cedar</u>	<u>Juniperus virginiana</u>
<u>Eastern white pine</u>	<u>Pinus strobus</u>
<u>Red pine</u>	<u>Pinus resinosa</u>
<u>White spruce</u>	<u>Picea glauca</u>
<u>Black Hills Spruce</u>	<u>Picea glauca var. densata</u>
<u>Northern White Cedar</u>	<u>Thuja occidentalis</u>

technical memo



Project Name	Sutton Lake Outlet Design	Date	January 29, 2020
To	PLSLWD Board of Managers		
Cc	Diane Lynch, PLSLWD Administrator		
From	Carl Almer, Project Manager Kyle Crawford, P.E.		
Regarding	Sandey Wetland Outlet Retrofit		

Background

In 2004, the Watershed District completed a wetland restoration project the Sandey property immediately north of the proposed Sutton Lake Outlet Project. Mr. Sandey previously raised concern regarding the function of the wetland and ongoing access road maintenance needs resulting from beaver activity. On January 22, 2020, during a Sutton Lake project review meeting with EOR, Mr. Sandey again expressed concern regarding degradation of the access road along the Sutton Lake outlet channel. Mr. Sandey stated that beavers have repeatedly cut a channel through the access road from the Sutton Lake outlet channel to the wetland restoration and that the primary outlet on the north end is too high.

Two options for retrofitting the wetland outlet were discussed with Mr. Sandey as detailed below. Each option also includes backfilling and stabilizing the degraded section of the access road and stabilization of the access route from current construction limits to the location of the proposed wetland outlet.

Option 1

Option 1 consists of installing an outlet structure and pipe outlet similar to the structures proposed on the Sutton Lake outlet with removable stoplogs to set the preferred outlet elevation. The water would enter the structure, overtop the adjustable stoplog weir at the desired elevation and enter the Sutton Lake outlet channel via an 18" arch equivalent storm pipe under the access road. Riprap would also be included to stabilize both the upstream and downstream banks.

Benefits:

- Ability to adjust water surface elevation (lower water level to perform maintenance, e.g.)
- Uniform outlet elevation
- Smooth access road surface

Disadvantages:

- Higher cost
- Occasional maintenance required
- Minimal pipe cover

Costs:

- Estimated cost range is \$14,000 - \$16,000

Option 2

Option 2 consists of grading an access road overflow stabilized with riprap. This would include larger diameter riprap on both the upstream and downstream ends to stabilize the banks and smaller riprap on the access road to allow vehicular traffic to safely traverse. The wetland would flow through the rock at the specified elevation while still allowing landowner safe access. The outlet elevation would be dictated by the grading accuracy and may vary slightly over time due to settlement and/or minor erosion.

Benefits:

- Higher flow capacity
- Minimal to no maintenance required
- Lower cost

Disadvantages:

- Fixed outlet elevation; slight chance for variation in design elevation

Costs:

- Estimated cost range is \$9,000 - \$11,000

Recommendation

We recommend the District consider implementation of one of the options detailed above and summarized below with the Sutton Lake Outlet Project.

Sandey Wetland Outlet Restoration Options

Description	Option 1 Outlet Structure	Option 2 Rock Overflow
Water Surface Elevation Management	High	Low
Outlet Elevation Stability	High	Medium
Outlet Capacity	Medium	High
Maintenance Needs	Medium	Low
Access Road Surface Quality	High	Medium
Potential Design/Construction Concerns	Medium	Low
Additional Construction Cost Estimate	\$14,000 - \$16,000	\$9,000 - \$11,000



4.7 Board Retreat Update

Board President Myser will give updates.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

WORKSHOP MEETING MINUTES

Tuesday, January 14, 2020

Prior Lake City Hall

Members Present: Curt Hennes, Charlie Howley, Fred Corrigan, Bruce Loney & Mike Myser

Staff Present: Diane Lynch, District Administrator and Maggie Karschnia, Project Manager

Others Present: Annette Thompson, City of Prior Lake; Dave Beer and Tom Wolf, Scott County; Jim Fitzsimmons, SWCD and Carl Almer, EOR (District Engineer)

The meeting was called to order by President Mike Myser at 4:00 p.m.

WRMP Review

Carl Almer reviewed new sections of the WRMP. Managers recommended several changes to be integrated into the plan after the 60-day comment period ends.

Sutton Lake Update

Carl reviewed active management alternatives and the cost of staff versus hiring contractors to put those items in place.

Spring Lake Ridge Comments

Carl reviewed his comments provided to City staff on the draft PUD. City staff indicated that they were not supportive of the existing PUD and the developer will have to make substantial revisions.

Board Liaison Appointments

Managers reviewed the liaison list and it was updated for 2020.

Emerging Issues

The managers asked Diane to solicit new CAC members from the Spring Lake and Prior Lake Associations and to thank members who did not reapply. They also requested that invoices be included in the packet on larger expenses. Managers would like a copy of Jaime's report on brown algae.

The meeting adjourned at 5:45 p.m.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

REGULAR MEETING MINUTES

Tuesday, January 14, 2020

Prior Lake City Hall

6:00 PM

Members Present: Fred Corrigan, Curt Hennes, Mike Myser & Bruce Loney

Members Absent: Charlie Howley

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

Others Present: John Holz, HAB
Melissa King, BWSR
Brian Kallio, Wenck
Christian Morkeberg, CAC

- **CALL TO ORDER/PLEDGE OF ALLEGIANCE:** Meeting called to order by President Myser at 6:00 PM.
- **2.0 PUBLIC COMMENT:** None
- **3.0 APPROVAL OF AGENDA:**
Manager Corrigan moved to approve the agenda with items 6.1 and 6.2 being combined. Second by Manager Hennes. All ayes. Motion passed 4-0.

OTHER OLD/NEW BUSINESS

- **4.1 PROGRAMS & PROJECT UPDATES**
Staff gave updates on current and ongoing District projects and activities, focusing on Water Quality, Upper Subwatershed Storage and AIS.
- **4.2 HAB UPDATE**
John Holz, HAB, gave an Alum Treatment Update. Discussion only. No votes taken.
- **4.3 WATER RESOURCES MANAGEMENT PLAN 60-DAY REVIEW APPROVAL**
Manager Loney moved to approve forwarding the Draft of the Water Resources Management Plan for 60-day review. Second by Manager Corrigan. All ayes. Motion passed 4-0.

- **4.4 BOARD OFFICER AND LIAISON APPOINTMENTS**

Manager Hennes moved to approve the following Board Officer assignments for 2020 as follows:

Mike Myser, President
Curt Hennes, Vice President
Bruce Loney, Secretary
Charlie Howley, Treasurer
Fred Corrigan, Manager

Vote also to approve the 2020 Liaison Appointments as listed with the following changes:

Lower MN River Watershed District, Charlie Howley
Scott WMO Planning Commission, Bruce Loney
Road Construction Advisory Committee and Inter-Government Work Group to be removed as liaison appointments.

Second by Manager Corrigan. All ayes. Motion passed 4-0.

- **5.0 APPROVAL OF CONSENT AGENDA**

Manager Corrigan moved to approve the consent agenda after removing items 5.1 and 5.2 for changes. Second by Manager Hennes. All ayes. Motion passed 4-0.

- 5.1 December 10 Board Workshop Meeting Minutes should be corrected to reflect Manager Loney was in attendance for the December 10 Board Workshop.
- 5.2 Claims List- The WSB billing amount of \$33,272.45 should be corrected to \$8,694.25.

Manager Loney moved to approve above changes. Second by Manager Hennes. All ayes. Motion passed 4-0.

- **6.0 TREASURER REPORT/FINANCIAL REPORT**

Manager Howley gave updates on current financial reporting.

President Myser gave a brief report noting the paying off of the remaining bond debt by the Board's adoption of Resolution Number 2019-338. This action saved over \$9,000.00 of interest.

- **7.0 MANAGER PRESENTATIONS ON WATERSHED RELATED ITEMS**

- President Myser made mention of the PLSLWD Clean Water Impact Award and that this past year's recipient was State Senator, Eric Pratt. The award was presented to Senator Pratt at the January 10, 2020 SCALE meeting.
- Myser also mentioned that Board will be having its annual retreat on January 18, 2020.

- **8.0 UPCOMING MEETINGS/EVENTS**

- FLC'S Lake Friendly Farmer Recognition, January 29, 2020, Prior Lake VFW
- CAC Meeting, Thursday, January 30, 2020, 6:30 – 8:00 PM, City Hall
- FLC's Growing Health Soils, February 26, 2020. 9:00 AM – 3:00 PM, Ridges at Sand Creek

ADJOURNMENT

Manager Hennes moved to adjourn meeting. Second by Manager Corrigan. All ayes. Motion passed 4-0. Meeting adjourned at 7:37 PM.

Bruce Loney, District Secretary



Citizen Advisory Committee

Thursday January 30, 2020

6:30-8:00 p.m.

Prior Lake City Hall

Attendees:

- **CAC Members present:** Christian M., Marianne B., Jim W., Kim S., Jerry M., Woody S.
- **Others present:** Board Members: Bruce; Curt H. District Staff: Kathryn K-M

- I. Call meeting to order 6:30 pm – Chair Christian Morkeberg
- II. Agenda-Additions-Approval of Agenda & December 2019 meeting minutes.
 - a. Approved December minutes.
 - b. Motion to amend the agenda. Amended agenda approved.
 - i. Additions to the agenda – District Project updates
- III. Board meeting update – Christian
 - a. Review of the alum treatment on Spring Lake:
 - i. Good results are being seen, though results of second treatment not as effective as first.
 - ii. This is cost effective way to move phosphorous from the water column.
 - iii. Once treated, the bond produced is typically bonded for a long time, unless disturbed.
 - iv. Recommend the third treatment go into shallow areas and maybe apply more during the 3rd and final treatment.
 - v. If we wrap treatment of Upper Prior Lake with the 3rd treatment, there may be a cost savings to bundle the two treatments.
 - vi. The watershed received a grant for the Upper Prior Lake treatment. The grant agreement needs to be finalized before the treatment can begin, so timing of treatment is TBD.
 - vii. Core samples needed before treatment – timing of sampling is TBD.
 - viii. The 3rd treatment seems unnecessarily accelerated – this may be a place for CAC to investigate and recommend.
 - ix. Will follow carp plan to keep carp population low long-term.
 - b. CAC members signed up to attend 2020 Board Meetings for first half of year.
- IV. Board Retreat update – Bruce
 - a. Other cities (Chanhassen, Bloomington) are testing a new method on ponds- spreading iron filings on top of the ice so as the ice melts in spring, the iron filings drop down through the water to bind and sequester the phosphorous.
 - b. If this proves effective, maybe the Geis wetland and other ponds would be a good target.
- V. District project updates:
 - a. Carp seining on Upper Prior Lake: carp are being monitored for schooling and fishermen are being organized. The ice deck is good for a seine. Would do Spring first, then Upper if using the same seining net due to Prior's infestation of zebra mussels.
- VI. Confirmation of Volunteers for Subcommittees
 - a. Subcommittee assignments listed below

- VII. **Shoreline Restoration** (Water Quality)
 - a. **Subcommittee members:** Jodi, Jerry
 - b. Definition is needed – What are the current rules around this area so education can be provided to those who are going to take on shoreline restoration?
 - c. Simple guidelines or fact sheet.
 - d. Are they adequate or do they need to be updated?
- VIII. **Fish Stocking** (Water Quality & AIS)
 - a. **Subcommittee members:** Christian, Jerry
 - b. Need the fish stocking earlier rather than later.
 - c. DNR grants or provide the fish stock?
 - d. What kind of fish and what is the process?
 - e. Other watershed districts are having the same issues- subcommittee can investigate more
 - f. Christian shared the information that he has found to date.
- IX. **AIS/AIS Signage:**
 - a. **Subcommittee members:** Jodi and Jerry
 - b. Jody has information on audio signage.
- X. **Storage Assessment, Plans and Wetland Banking** (Storage)
 - a. **Subcommittee members:** Jim and Woody
- XI. **Grants/Fundraising:**
 - a. Decided to hold off on this subcommittee for now. Will be handled by the Board and staff, unless District is looking for specific requests.
 - b. Jerry mentioned the DNR just released a grant program for AIS that he will check into.
- XII. **50th Anniversary:**
 - a. **Subcommittee members:** Kim and Marianne
 - b. Updated list from last year was passed around.
 - c. Items and activities to be pursued:
 - i. Brochure + possible poster/display for City Hall
 - ii. Articles in the local paper
 - iii. Hiking Passport/Geocaching - showcase lesser known District lakes and water resources
 - iv. Story Corps
 - v. Trivia night at brewery
- XIII. **Goals for February Meeting**
 - a. For future agendas, add a short section (5-10 min) with updates on District projects from staff.
 - b. Bruce wants to invite Troy or Pete from Scott SWCD to talk about wetland banking at Feb CAC mtg.
 - c. CAC Board Meeting attendee (Kim) reports back with an update.
 - d. Status of spring thaw/flooding- any concerns/preparation updates?
- XIV. **Staff announcements:**
 - a. Presentation 2/26 at Club Prior at noon. RSVP to Leslie at Club Prior. Lunch provided.
 - b. Lutheran churches in metro hosting an Eco-Faith Summit on 2/8 in Bloomington – invited the watershed to speak.
 - c. Lake-Friendly Farm event held 1/29. Four farmers recognized & received awards.
 - d. Reviewed Lawns to Legumes program
 - i. Funds available to residents to add native flowering species to your yard. Scott SWCD also received a neighborhood grant for our area for this.
- XV. **Other Topics**
 - a. Water flowing out of the Prior Lake outlet? Jeffers Pond appears to have water flowing over the rock waterfall. Prior Lake level was around 902.56.
- XVI. **Adjourn – 8:05pm**

2/11/2020

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

Managers will consider approving this claims list - Staff payroll and 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 2/6/2020

Vendor	Invoice	Description	Amount
1. Watershed District Projects (excluding staff payroll)			
EOR	00758-0019	Sutton Lake Outlet Modification	6,046.50
EOR	00758-0123	Lower Prior Subshed 6 & 36 Retrofit Feasibility	7,102.28
EOR	00758-0124	Spring Lake West Subshed BMP Feasibility	11,253.55
EOR	00758-0018	General Engineering	430.00
EOR	00758-0019	LGU Plan Review	86.00
EOR	00758-0019	2019 District Monitoring Program	670.50
EOR	00758-0019	Permitting	1,248.25
EOR	00758-0019	PIPP Redwing Ave Ditch	473.70
EOR	00758-0018	District Plan Update	6,007.75
EOR	00758-0019	Rule Revisions	4,621.90
EOR	00758-0019	2019 FeCl Site & Desilt Pond Monitoring	372.50
Gopher State One Call	MN01518	Annual Payment	25.00
Navico	145023	Biobase Renewal	2,700.00
Smith Partners	41245	WRMP	277.20
Xcel Energy	670907397	January Statement	12.87
WSB	003032-010-51	Carp Project	38,641.95
Subtotal			79,969.95
2. Outlet Channel - JPA/MOA (excluding staff payroll)			
Barr Engineering	23701065.00 12	PLOC Stabilization	592.50
EOR	00758-0039	PLOC Engineering Assistance	2,034.00
EOR	00758-0126	2019 PLOC Monitoring Assistance	484.25
HG & K		January Accounting	556.25
Subtotal			3,667.00
3. Payroll, Office and Overhead			
ADP Manager Per Diems		Already Paid	2,028.53
ADP Staff Payroll		Already Paid	19,847.20
ADP Taxes & Benefits		Already Paid	13,033.31
Connexus Credit Union		Health Savings Account	205.38
H SA Bank		Health Savings Account	115.38
HG & K		January Accounting	3,073.75
Metro Sales	1523682	Copy Machine Contract	110.60
NCPERS		Life Insurance	80.00
Scott County Treasurer	25424	Annual Audit Reporting	190.00
Scott County Treasurer	25433	SCALE Meeting Refreshments	141.00
SW Newsmedia	100426	Legal Notice	130.48
VISA		January Charges	3,843.56
Northland Securities	6051	Annual Continuing Disclosure Report	435.00
MAWD		Annual Dues	7,500.00
Subtotal			50,734.19
4. Debt repayment and Interest			
Northland Trust Services		Principal	
Northland Trust Services		Interest	
Northland Trust Services		Agent Fee	
Subtotal			0.00
TOTAL			<u>134,371.14</u>

X _____

X _____



February 11, 2020

Prior Lake Spring Lake Watershed District
Board of Managers
Prior Lake, MN

Board of Managers:

I am writing at the request of District Administrator Diane Lynch to request certain actions by the board of managers. These actions support the current financial and programmatic activities of the District. The actions are documented below as well as a brief explanation of why the request is being made.

BOARD RESOLUTION:

Action

The board approves a total transfer of \$90,220 from the Capital Projects fund to the JPA/MOA group of funds as explained below:

This is the District's commitment to the JPA/MOA agreement for 2020. The District's portion of the 2020 budgeted costs was \$209,013. However, there were unexpended funds from 2019 and a credit for historical interest income per the revised PLOC agreement, which totaled \$118,793. Therefore, the net amount of \$90,220 is transferred to the JPA/MOA group of funds to fulfill the District's obligation to that agreement.

Respectfully Submitted,

Chris Schadow
District Accountant

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Financial Report - Cash Basis

January 1, 2020 Through January 31, 2020

Page 50

Administrative Salaries and Benefits

703 · Telephone & Internet

706 · Office Supplies

709 · Insurance and Bonds

670 · Accounting

671 · Audit

903 · Fees

660 · Legal (not for projects)

Administration

Program Salaries and Benefits (not JPA/MOA)

Public Infrastructure Partnership Projects

District-wide Hydraulic & Hydrologic model

Storage & Infiltration Projects--Sutton Lake

550 Capital Projects

Farmer-led Council

Identify and Mitigate Channel Erosion

Cost-Share Incentives

Highway 13 Wetland, FeCl system & Desilt, O&M

Fish Point Park Retrofits

Aquatic Vegetation Mgmt

Fish Management, Rough Fish Removal

Spring Lake Demonstration Project Maintenance

Raymond Park Maintenance

Alum Internal Loading Reserve

Alum Internal Loading CWF Application

County Rd 12/17 Maintenance

FeCl carp barrier tine replacement project

Fish Lake TMDL Implementation

Pike Lake TMDL Implementation

Indian Ridge Maintenance

Fairlawn Shores Maintenance

611 Operations & Maintenance

Engineering not for programs

Planning and Program Development

Comprehensive Wetland Plan Update

Boundary Change Exploration

Develop an Upper WS Storage Projects Plan

LGU Plan Review

District Plan Update

626 Planning

District Monitoring Program

Automated Vegetation Monitoring

Aquatic Vegetation Surveys

Boat inspections on Spring, Upper & Lower Prior

637 Monitoring & Research

Permitting and Compliance

Permitting and Compliance income

Update MOAs with cities & county

BMP and easement inventory & inspections

BMP and easement amendment fees income

648 Regulation

MS4 Education program

Prior Lake-Savage Schools partnerships

CAC Training & Supplies

50th Anniversary projects

Educational signs

652 Education & Outreach

Carp Management/Removal

Capital Projects--Grants

PLOC Restoration, Maintenance & Monitoring

Bond Payments

Total excluding JPA/MOA expenses

JPA/MOA Expenses

Total organization budget

405 General	509 Projects	Debt Service	Held for Future Use		2020 Expenditure Budget
150,799	-	-	-		150,799
15,400	-	-	-		15,400
8,690	-	-	-		8,690
8,500	-	-	-		8,500
25,900	-	-	-		25,900
10,250	-	-	-		10,250
1,200	-	-	-		1,200
5,000	-	-	-		5,000
225,739	-	-	-		225,739
-	340,202	-	-		340,202
-	100,000	-	-		100,000
-	32,000	-	-		32,000
-	311,641	-	-		311,641
-	443,641	-	-		443,641
-	61,000	-	-		61,000
-	5,000	-	-		5,000
-	58,000	-	-		58,000
-	57,800	-	-		57,800
-	2,000	-	-		2,000
-	6,000	-	-		6,000
-	58,805	-	-		58,805
-	1,500	-	-		1,500
-	2,000	-	-		2,000
-	-	-	-		-
-	385,000	-	-		385,000
-	5,000	-	-		5,000
-	38,000	-	-		38,000
-	3,000	-	-		3,000
-	3,000	-	-		3,000
-	1,500	-	-		1,500
-	1,500	-	-		1,500
-	689,105	-	-		689,105
-	30,000	-	-		30,000
-	32,000	-	-		32,000
-	17,500	-	-		17,500
-	2,000	-	-		2,000
-	10,000	-	-		10,000
-	3,000	-	-		3,000
-	50,000	-	-		50,000
-	144,500	-	-		144,500
-	87,100	-	-		87,100
-	4,700	-	-		4,700
-	20,000	-	-		20,000
-	28,000	-	-		28,000
-	139,800	-	-		139,800
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-	2,000	-	-		2,000
-	19,750	-	-		19,750
-	240,000	-	-		240,000
-	240,000	-	-		240,000
-	90,220	-	-		90,220
-	-	177,175	-		177,175
225,739	2,136,218	177,175	-		2,539,132
					380,750
					2,919,882

Budget Adj	Monthly Paid Expenses	YTD Paid Expenses	Percent Spent
	3,286	3,286	
	1,020	1,020	
	75	75	
	(442)	(442)	
	522	522	
	-	-	
	500	500	
	-	-	
	4,961	4,961	2.20%
	24,393	24,393	7.17%
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	29,182	29,182	
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-	29,182	29,182	4.23%
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	158	158	
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-	158	158	0.11%
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7.1 Recognition of Manager Fred Corrigan

Fred Corrigan is resigning his position as Board Manager and will be recognized for his years of service.