



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

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AGENDA

Tuesday, December 8, 2020

6:00 PM

Virtual Meeting via [GoToMeeting](#)

www.plslwd.org

BOARD OF MANAGERS:

**Mike Myser, President; Curt Hennes, Vice President; Bruce Loney, Treasurer
Steve Pany, Secretary and Frank Boyles, Manager**

Note: Individuals with items on the agenda or who wish to speak to the Board are encouraged to be in attendance when the meeting is called to order.

Board Workshop 4:00 PM – Virtual Meeting ([GoToMeeting link](#))

- District Administrator Position Update
- Staff Temporary Workload (Maggie Karschnia)
- Accountant Update & Transition
- Administrative Staffing Changes
- 2021 Cost Share Docket (Troy Kuphal, Scott SWCD)
- UWB Draft Report Status (Brian Kallio, Wenck)
- Log Book of Work Duties

Updates: FEMA and Sutton Lake Project

6:00 – 6:10 PM	1.0	BOARD MEETING CALL TO ORDER & PLEDGE OF ALLEGIANCE
6:10 – 6:15 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 your microphone on the GoToMeeting app and state your name and address. (The Chair may limit your time for commenting.)
6:15 – 6:20 PM	3.0	APPROVAL OF AGENDA (Additions/Corrections/Deletions)
*** PUBLIC HEARING 2021 FINAL LEVY *** 2021 Levy—Resolution 20-344		
6:20-7:15 PM	4.0	OTHER OLD/NEW BUSINESS
	4.1	Programs & Projects Update (Discussion Only)
	4.2	Resolution 20-345 to change District Bank to Sterling State Bank and to authorize the 5 Board Managers as signatories and the District Accountant(s), Board Treasurer and Interim/Permanent District Administrator as authorized to view the account online. (Vote)
	4.3	Final Levy Resolution 20-344 (Vote)
	4.4	Permit #20.04 Strauss Driveway Removal project (Vote)
	4.5	MAWD Update (Discussion Only)
7:15-7:30 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—November 5 Special Workshop (Compensation); November 10 Workshop and Board Meeting; November 12 and November 13 Special Workshops

5.2 Claims List

7:30-7:45 PM

6.0 **TREASURER'S REPORT**

6.1 Cash & Investments (Discussion Only)

6.2 Financial Report (Discussion Only)

7:45-7:50 PM

7.0 Manager Presentations on Watershed-related Items (Discussion Only)

7:50-7:55 PM

8.0 **UPCOMING MEETING/EVENT SCHEDULE:**

- PLOC Cooperators Meeting, December 10th, 12:00pm (Virtual Meeting)
- CAC Meeting, Thursday, December 10th, 6:00pm (Virtual Meeting)



DECEMBER 2020 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Storage & Infiltration Projects (Sutton Lake) <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> Acquired final, signed easement documents including mortgage consent. Scheduled closing with the title company. Moved forward with next steps to begin the bidding process for the construction work. 	<ul style="list-style-type: none"> Close on the easements at the title company on December 8th. Complete bidding process: Advertise for bids, arrange pre-bid meeting, bid opening, special Board meeting to engage contractor.
Carp Management <i>Rough Fish Management (Class 611)</i> <i>Carp Management Project (Class 750 & 751)</i> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Tracking: Seven new radio-tags were implanted in carp in Upper Prior Lake. Continued to track radio-tagged across Spring and Prior Lakes and connecting waterbodies. Spring Lake carp are proving more difficult to find and presumed in deep water. There is currently a small aggregation on Upper Prior Lake. Northwood Pond Drawdown. Acquired MNDNR public waters permit with the condition that PLSLWD address any potential impacts to a state-listed threatened species (Blanding's Turtle). Mark and Remove Obstructions. District staff and WSB contractors used sonar and underwater drones to identify locations of obstructions in the seine areas. Two commercial fishermen and a diver were then engaged to remove or move these obstructions. 	<ul style="list-style-type: none"> WSB and PLSLWD staff will continue to track the tagged carp. Work with WSB & commercial fishermen to line up open water and/or under ice seines as conditions are favorable. Coordinate with MnDNR to try and get another Gill Netting Pilot Project permit for this coming season. Pursue habitat survey assessment of the Northwood Pond this spring. Winterize Boat. Reapply for permit to allow the District to work with Jeff Reidemann on seine removals in 2021.
Ferric Chloride System Operations <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Ferric site winterized 	<ul style="list-style-type: none"> Annual report

DECEMBER 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"> • Scott SWCD completed calculations to determine amount of phosphorous removed by cover crop practices. • Met with SWCD staff to plan alternative to December meeting. 	<ul style="list-style-type: none"> • In lieu of doing a virtual meeting for December, the SWCD, PLSLWD & the FLC will work together to send out a newsletter in January that includes 2020 Lake Friendly Farm certifications, results of cover crops in 2021 and promotes the program, provides success stories of local farmers, and highlights 2021 FLC programming.
Cost Share Incentives <i>Project Lead: Kathryn, Diane</i>	<ul style="list-style-type: none"> • Met with Troy Kuphal to discuss 2021 budget 	<ul style="list-style-type: none"> • Board approves SWCD contract and Cost Share Docket
Spring Lake Parcel Restoration Project <i>Project Lead: Kathryn</i>	<ul style="list-style-type: none"> • No new activity. 	<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"> • Finished designing and ordered interpretative signs for project. • Volunteers removed resprouted buckthorn and buckthorn along the road edge. 	<ul style="list-style-type: none"> • Install educational interpretative signs • Host ribbon-cutting event later this year to highlight restoration • Coordinate with volunteers to do follow-up work on buckthorn
Fish Lake Shoreline & Prairie Restoration Project <i>Project Lead: Kathryn</i>	<ul style="list-style-type: none"> • Designing interpretative signs for project. 	<ul style="list-style-type: none"> • MN Native Landscapes is conducting restoration maintenance/establishment work • Order & install interpretative signs for project.
CR 12/17 Wetland Restoration <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> • AES developed a maintenance plan for the site which will be passed along to the City so they can use it moving forward. 	<ul style="list-style-type: none"> • Meet with the County & City on-site for another effort to trouble-shoot outlet structure issues. • Officially hand over vegetation maintenance of project to City of Prior Lake at the end of the year.
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"> • Copies printed and distributed. 	<ul style="list-style-type: none"> • Complete amendments, as needed

DECEMBER 2020 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Feasibility Reports <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> Continued to negotiate potential project with landowner. 	<ul style="list-style-type: none"> Negotiate final project configuration with Spring Lake West landowner. Coordinate remote meeting with MnDOT and City of Savage to discuss options for Lower Prior Lake subwatershed project.
Website and Media <i>Project Lead: Kathryn</i>	<ul style="list-style-type: none"> Website articles posted: Successful Clean Water Clean-Up; Lake Report Cards; Office Closed to Public; Hiring District Administrator; Diane Lynch Retiring. Prior Lake Am: SCENE: Fall clean-up results Facebook & Twitter- normal posting, carp, clean-up event, DA retirement, Hike the Watershed posts received attention. 	<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"> No November meeting Coordinate subcommittee work 	<ul style="list-style-type: none"> Subcommittees continue research, present findings to Board.
MS4 Education Program <i>Project Lead: Kathryn</i>	<ul style="list-style-type: none"> Coordinating events and activities for District anniversary. Hike the Watershed challenge is ongoing and highlights District projects and area lakes & encourages people to get out and explore the District. 	<ul style="list-style-type: none"> Implement education activities Plan anniversary events and activities
Monitoring Program <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Downloaded level loggers Finished Report Cards Research database options Fixing database issues Reviewing I-lids 	<ul style="list-style-type: none"> Data management Fix database after moving from iceberg server
Aquatic Vegetation Management and Surveys <i>(Class 626 and 637)</i> <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Converting BioBase data to shapefiles that will be usable in GIS 	<ul style="list-style-type: none"> Receive plant survey reports from McComas Continue creating maps in GIS with BioBase data

DECEMBER 2020 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
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. Completed several baseline documents. Worked with several amendment landowners on next steps. Provided easement amendment draft and mortgage consent to A569271 easement landowner. 	<ul style="list-style-type: none"> Review amendment requests as they are received. Work with landowners towards closing out approved amendment requests. Work with landowners to resolve easement violations. Complete baseline documentation for each conservation easement property.
Permitting <i>Project Lead: Maggie & Jeff</i>	<ul style="list-style-type: none"> Completed inspections on permit sites and followed up with permittees. Worked with City of Savage to close out Permit #17.02. EOR provided review on upcoming development projects. Reviewed request for Permit #20.04 and prepared staff recommendation for Board. 	<ul style="list-style-type: none"> Continue to inspect, follow-up on and close remaining open permits. Issue Permit #20.04 if approved by the Board.
Rules Revisions <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> Staff and Carl met with the rules subgroup 	<ul style="list-style-type: none"> Review changes with Board at December meeting Board approves rule revisions at its January meeting
Outlet Channel O&M <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Few channel inspections now that lake is not out-letting Ordered cameras for outlet 	<ul style="list-style-type: none"> Install cameras at structure
Outlet Channel Bank Erosion (FEMA) <i>Project Lead: Diane</i>	<ul style="list-style-type: none"> Contractor finished warranty work 	<ul style="list-style-type: none"> Respond to any FEMA questions
Outlet Channel Admin <i>Project Lead: Diane & Jaime</i>	<ul style="list-style-type: none"> Budget and workplan, reviewing 2020 expenses and planning 2021 	<ul style="list-style-type: none"> December 10 Cooperators meeting



Resolution 20-345

Selecting the District Depository Bank and Authorizations

The Board of Managers selects Sterling State Bank to take the place of Old National Bank as its official District Depository Bank for 2020/21. The Board also approves each of the Managers as signatories on checks and the District Accountants, Board Treasurer and Interim/Permanent District Administrator as authorized to view the account online.

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
MYSER			
BOYLES			
HENNES			
PANY			
LONEY			

Upon vote, the chair declared the resolution adopted.

Steve Pany, Secretary

Dated: _____, 2020



Resolution 20-344

Certifying the Final 2021
Administrative and Metropolitan Water Management Tax Levy

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

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

WHEREAS Minnesota Statute Section 103D.905, subdivision 3, authorizes the PLSLWD to levy an *ad valorem* tax on real property within the PLSLWD for the administrative expenses of the District not to exceed \$250,000.00;

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

THEREFORE, BE IT RESOLVED that in accordance with Minnesota Statutes Section 103D.915, the Board hereby approves and certifies to the Scott County Auditor an *ad valorem* levy in the total amount of \$1,794,632 to be levied on all taxable property within the PLSLWD, composed of the following:

- \$ 166,126 for the General Fund under authority of Minnesota Statutes Section 103D.905, subdivision 3;
- \$ 1,628,506 to implement the watershed management plan under Minnesota Statutes The question was on the adoption of the Resolution and there were ___ yeas and ___ nays as follows:

Yea Nay Absent

MYSER
BOYLES
HENNES
PANY
LONEY

Upon vote, the chair declared the resolution adopted.

Steve Pany, Secretary

Dated: _____, 2020



Subject 	PERMIT #2020.04: Strauss Driveway Removal Project		
Board Meeting Date 	December 8, 2020	Item No	4.4
Prepared By 	Maggie Karschnia, Water Resources Project Manager		
Attachments 	Project plans		
Proposed Motion	A motion authorizing PLSLWD staff to issue Permit #2020.04 to the Shakopee Mdewakanton Sioux Community, subject to the conditions listed below.		

BACKGROUND

The Shakopee Mdewakanton Sioux Community (SMSC) proposes to remove the culvert under the Strauss driveway and reshape the bottom and side slopes to pass the existing 2, 10, and 100 year storm events. EOR was the engineer for the SMSC on the project and they ensured that the bottom of the channel will match invert elevation of the removed culvert.

Notice to Adjacent Landowners

On November 30, 2020, the District mailed a notice of the permit application and its scheduled consideration by the Board of Managers. This notice was mailed to landowners within 500 feet of the planned improvements. Staff has not received any responses from notified landowners as of the date of this report.

Note to Permit Applicant:

This report is not a permit. If the District Board approves the project, the applicant must then obtain a permit through the District staff.

Proposed Plan and Analysis

The project was reviewed for compliance with the following PLSLWD Rules:

Erosion and Sediment Control (Rule E)

While the size of the project would not normally trigger Rule E as it will disturb an area less than one acre, it is required to accompany Rule H. The SMSC has net-less erosion control blanket and seeding listed in the plans for erosion control, along with downstream silt fence protection, which is sufficient to meet the erosion and sediment control needs at the site.

Bridge and Culvert Crossings (Rule H)

Any activity that constructs, improves, repairs or alters a driveway, road or utility across the Prior Lake outlet channel or a watercourse with a tributary area in excess of 100 acres triggers this Rule. The District requires that culvert crossings retain adequate hydraulic capacity, have no adverse effects on water quality, represent the lowest impact solution, and allow for future erosion, scour, and sedimentation considerations. The conditions of the culvert removal activity under this permit satisfies these requirements.

DISCUSSION**Watershed District Board Decision:**

The application was initially received on November 23, 2020 and determined to be complete. To meet the procedural requirements of Rule B and Minnesota Statutes Section 15.99 regarding time deadlines for Board action, the Board must make a decision to either:

- 1) approve or deny the permit application by January 22, 2021
- or-
- 2) provide written notice to the applicant of an extension of the 60-day period and state the reasons for the extension and its anticipated length, which may not exceed 60 days unless approved by the applicant.

Options for Action:

1. Approve the application subject to the conditions noted herein.
2. Table the item until a future date specified and provide the applicant with direction on the issues that have been discussed.
3. Deny the application, stating the reasons for the denial.
4. Other specific actions as directed by the Board of Managers.

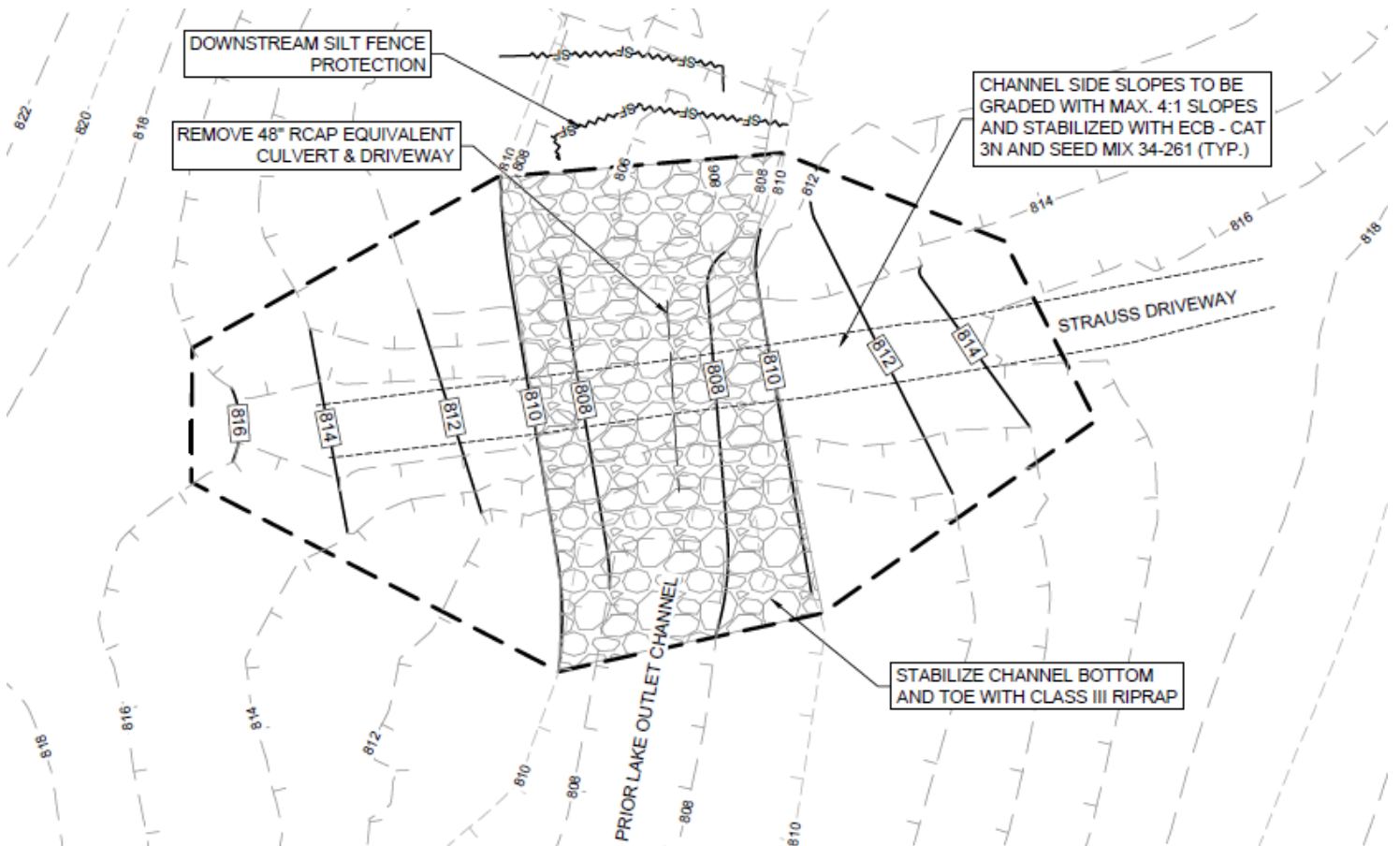
RECOMMENDATION**Staff Recommendation:**

District staff recommends Option 1, that the project be approved subject to the application submitted, and with the conditions noted below.

Action Required:

A motion authorizing PLSLWD staff to issue a permit, subject to the following conditions:

1. The permittee shall obtain all other required permits and approvals.
2. The permittee shall supply the District an as-built survey within 35 days of project completion. The District shall review this survey as a part of the certificate of completion for the project.
3. The District will waive the requirement for a permit fee deposit & permit security.
4. The permittee is responsible for the stabilization and maintenance of the adjacent areas disturbed by the construction.
5. The permittee will provide contact information for the responsible erosion control contractor prior to initiating work.





COMPENSATION
WORKSHOP MEETING MINUTES
Thursday, November 5, 2020
Prior Lake City Hall, Parkview Room

Members Present: Curt Hennes, Steve Pany, Bruce Loney, Frank Boyles & Mike Myser

Staff Present: Diane Lynch, District Administrator

Others Present: Megan Olson and Mike Verdoom, Gallagher Benefit Services

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

Compensation Discussion

Remotely, Gallagher Benefit Services reviewed their proposal with the Board for compensation study based off the one done in 2018 by several watershed districts. The Board invited Gallagher to provide a comprehensive compensation study proposal that would be based upon the earlier study and add Scott SWCD and total benefits to the package.

Diane Lynch provided comparison information for Scott County LGUs re. health care premiums, comparable jobs, holidays and vacation benefits and employee salary structure. Given that apples to apples comparisons were unlikely, the Board decided to hire Gallagher Benefit Services.

The meeting adjourned at 6:00 p.m.



WORKSHOP MEETING MINUTES

Tuesday, November 10, 2020

Prior Lake City Hall, Parkview Room

Members Present: Curt Hennes, Steve Pany, Bruce Loney, Frank Boyles & Mike Myser

Staff Present: Diane Lynch, District Administrator; Maggie Karschnia, WR Project Manager; and Jaime Rockney, WR Specialist

Others Present: Jim Fitzsimmons, SWCD; Annette Thompson, City of Prior Lake; Christian Morkeberg, CAC and Jim Weninger, CAC and Dave Beer, Scott County

The meeting was called to order by President Mike Myser at 4:03 p.m.

District Administrator Job Opening

The Board discussed options for recruitment: DDA Human Resources (Mark Casey); Bakertilly (Sharon Klumpp) or Scott County. Diane Lynch indicated that DDA Human Resources provided a quote for \$14,000 and Bakertilly will have a proposal on Wednesday. Scott County (Lori Huss) stated that the county would assist the District with recruitment and review of application for no charge, “as part of our role in assisting community partners where and when we can.” The managers chose Scott County.

Office Lease

Manager Hennes moved and Manager Loney seconded a motion to appoint Manager Myser as the Board’s representative to discuss lease issues with the City of Prior Lake.

Remaining Budget Topics

- Cost Share: Diane Lynch and Maggie Karschnia met with Troy Kuphal and indicated that it is expected the full budget for 2021 will be leveraged with county resources.
- Truck: The truck options were reviewed with the Board. Manager Boyles moved and Manager Loney seconded a motion to purchase a truck for \$30,000 or less, finding the best possible available to meet the District’s needs. The motion passed. The District’s old truck’s trade-in value could be in addition to the \$30,000 budgeted.

Upper Watershed Blueprint

Todd Hubmer at Wenck provided an update on the Study. Manager Loney described an option to improve the PLOC’s capacity through pipe bursting. Generally, the pipe would be burst and a liner would be put in. The cost would be \$900k plus culvert improvements.

Board Updates

Sutton Lake: securing owners' signatures. FEMA: waiting for payment.

The meeting was adjourned at 5:50 p.m.



REGULAR MEETING MINUTES

Tuesday, November 10, 2020

Prior Lake City Hall

6:00 PM

Members Present: Mike Myser, Curt Hennes, Steve Pany, Frank Boyles & Bruce Loney

Staff & Consultants Present: Diane Lynch, District Administrator
Maggie Karschnia, Project Manager
Jaime Rockney, Water Resource Specialist
Shauna Capron, Intern/Temporary Staff
Carl Almer, EOR, District Engineer

Others Present: Christian Morkeberg, CAC
Jim Weninger, 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 Hennes moved to approve the Agenda. Second by Manager Loney. All ayes. Motion passed 5-0.

PUBLIC HEARING – DRAWDOWN OF NORTHWOODS POND

Manager Loney moved to open Public Hearing. Second by Manager Hennes. All ayes. Motion passed 5-0.

Jim Weninger, CAC member and resident provided some history about Northwoods Pond. No other comments from the public. No vote taken.

Manager Loney moved to close the Public Hearing. Second by Manager Boyles. All ayes. Motion passed 5-0.

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 MAWD ANNUAL MEETING - DISTRICT DELEGATES AND RESOLUTIONS**

Motion made to nominate Manager Hennes and Manager Loney as Delegates and Manager Boyles as an Alternate. Manager Hennes moved to approve. Second by Manager Pany. All ayes. Motion passed 5-0.

Manager Boyles made a motion to support MAWD Resolutions 1, 6, 7 & 8. Second by Manager Hennes. All ayes. Motion passed 5-0.

Manager Loney moved to approve Maggie Karschnia to the Interim District Administrator position. Second by Manager Hennes. All ayes. Motion passed 5-0.

- **5.0 APPROVAL OF CONSENT AGENDA**

Manager Hennes moved to approve the Consent Agenda after removing the Claims List for further discussion. Second by Manager Loney. All ayes. Motion passed 5-0.

Manager Loney moved to approve the Claims List. Second by Manager Hennes. All ayes. Motion passed 5-0.

- **6.0 TREASURER REPORT/FINANCIAL REPORT**

Manager Loney summarized the Treasurer's Report and gave updates on District finances.

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

Discussion only. No vote taken.

- **8.0 UPCOMING MEETINGS/EVENTS**

- NONE

ADJOURNMENT

Manager Pany moved to adjourn meeting. Second by Manager Hennes. All ayes. Motion passed 5-0. Meeting adjourned at 6:52 PM.

Steve Pany, District Secretary



**NEW BANK
WORKSHOP MEETING MINUTES
Thursday, November 12, 2020
Prior Lake City Hall, Parkview Room**

Members Present: Curt Hennes, Steve Pany, Bruce Loney, Frank Boyles & Mike Myser

Staff Present: Diane Lynch, District Administrator

Others Present: Jeremy Stangler, AVP Branch Operations and Robert Facente, EVP, Sterling State Bank; Karen Bogel-Ramola, Asst. VP and Paula Ruths, Universal Banker, New Market Bank

The meeting was called to order by President Mike Myser at 4:00 p.m. The Board of Manager referred to a list of questions provided to the candidates.

Sterling Bank

Justin McNeilus bought the bank in 1992 and has branches in Savage, Lakeville and Rochester. The bank has a \$4.2-4.3 million lending limit. The interest rate is about .01% for checking and for a 6-month CD , it is .25%. The bank will not allow sharing of passwords. Bankers would secure signatures from managers. Statements are available online or mailed, but not both. Transferring banks would take a few months. Checks are purchased through Deluxe. The District could retain its current credit card. The bank is not open Saturday or Sunday.

New Market Bank

The bank was founded in 1913. Former state representative is the current owner. It is located in Elko/New Market, Lakeville and Prior Lake. They offer a tiered interest rate. For checking, the interest rate for \$10,000 or above is .08%. They have worked with 2-3 cities. The bank partners with United Bankers Bank. Bankers would secure signatures from managers.

Manager Hennes moved and Manager Loney seconded a motion to select Sterling State Bank as the District's new bank. The motion passed 5-0.

The meeting adjourned at 6:00 p.m.



ACCOUNTANT
WORKSHOP MEETING MINUTES
Friday, November 13, 2020
Prior Lake City Hall, Parkview Room

Members Present: Curt Hennes, Steve Pany, Bruce Loney, Frank Boyles & Mike Myser

Staff Present: Diane Lynch, District Administrator

Others Present: Christopher Knopik and Laura Larson, CliftonLarsonAllen LLP; Steven Mangan, CPA

The meeting was called to order by President Mike Myser at 4:00 p.m. The Board of Manager referred to a list of questions provided to the candidates.

Christopher Knopik and Laura Larson, CLA

The interviewees answered the questions prepared by the District. Christopher is a principal and has been with CLA for 18 years. Christopher has extensive experience working with LGUs providing full accounting services. Laura Larson is a Senior Accounts Payable. Christopher would provide Board reports and Laura would provide general accounts services. They have approximately 11000 employees.

Steven Mangan

Steven Mangan is a one-person office and adds staff during busier seasons. He can provide administrative and accounting services.

The meeting adjourned at 6:00 p.m.



**ACCOUNTANT
WORKSHOP MEETING MINUTES
Friday, November 13, 2020
Prior Lake City Hall, Parkview Room**

Members Present: Curt Hennes, Steve Pany, Bruce Loney, Frank Boyles & Mike Myser

Staff Present: Diane Lynch, District Administrator

Others Present: Mark Gibbs and Nancy Martinson, Redpath and Company

The meeting was called to order by President Mike Myser at 4:00 p.m. The Board of Manager referred to a list of questions provided to the candidates.

Mark Gibbs and Nancy Martinson

The interviewees answered the questions prepared by the District. All bookkeeping and accounting work would be done by Nancy Martinson. Currently, they provide monthly accounting services to six watershed districts. They do not use Quickbooks.

CLA Services

The Board recognized that PLSLWD has an existing agreement with Chris Schadow and discussed the fact that typically accountants, if they know you would like to change, professionally accept the request. The Board also discussed the need to inform CLA that the District need to have a conversation with Chris prior to engaging in a new contract. Bruce and Mike were appointed by the Board to speak with Chris (along with Administrator Lynch) to seek a transition plan.

Manager Boyles moved and Manager Hennes seconded a motion to approve CliftonAllenLarson (CLA) as the District's Accountant. The motion passed.

District Administrator Position

Diane Lynch recommended that the Board appoint a couple of managers to act as a Personnel Committee to work with Scott County on the position posting and to appoint a staff member to assist. Manager Hennes moved and Manager Pany seconded a motion to appoint Managers Boyles and Loney. Kathryn Keller-Miller will be the staff liaison.

The meeting adjourned at 6:00 p.m.

12/8/2020

**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 Old National Bank) to the claims list parties.

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

UPDATED 12/3/2020

Vendor	Invoice	Description	Amount
1. Watershed District Projects (excluding staff payroll)			
Applied Ecological Services	4578	Spring Lake Parcel Maintenance	994.00
EOR	00758-0018	General Engineering	1,005.25
EOR	00758-0019	Permitting	271.25
EOR	00758-0130	Rule Revisions	1,077.50
EOR	00758-0114	Sutton Lake Outlet Modification	1,505.75
EOR	00758-0136	Upper Watershed Blueprint	38.75
EOR	00758-0130	District Plan Update	1,399.06
EOR	00758-0130	Water Quality Database	1,140.00
RMB	B001036	Lab Analysis	414.00
RMB	B1037	Lab Analysis	500.00
RMB	B001079	Lab Analysis	314.00
Three Rivers Park District	2000000182	2020 Lake Sampling	18,573.00
WSB	R-015516-000 14	Carp Management	1,456.00
WSB	R-015516-000 22	Carp Management	6,622.00
WSB	R-015516-000 21	Carp Management	4,282.25
Xcel Energy	710042558	November	14.36
Subtotal			39,607.17
2. Outlet Channel - JPA/MOA (excluding staff payroll)			
EOR	00758-0134	2020 PLOC XP-SWMM Updates	628.75
EOR	00758-0131	PLOC Engineering Assistance	815.50
HG & K	58823	November PLOC	4,187.50
Subtotal			5,631.75
3. Payroll, Office and Overhead			
ADP Manager Per Diems		Already Paid	4,551.74
ADP Staff Payroll		Already Paid	19,534.58
ADP Taxes & Benefits		Already Paid	14,264.87
Connexus Credit Union		Health Savings Account	205.38
H SA Bank		Health Savings Account	415.38
HG & K		November	1,061.25
Iceberg Web Design	36590	Annual Website Hosting	719.88
Iceberg Web Design	36290	Website Updates	131.25
LogMeIn	1208219900	Annual Subscription (2)	412.32
Metro Sales		Copy Machine Contract	110.60
Metro Sales	1704952	Usage Overage (quarterly)	591.01
NCPERS		Life Insurance	96.00
North American Safety	54080	Apparel	410.36
North American Safety	54232	Apparel	88.32
VISA		November	3,008.22
Subtotal			45,601.16

TOTAL**90,840.08**

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