



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

AGENDA

Tuesday, July 13, 2021

6:00 PM

Council Chambers
Prior Lake City Hall

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 – Lakeview Conference Room

- PLSLWD Office Lease Options Evaluation (Vote) (Joni Giese)
- Budget Process Discussion (Joni Giese)
- Watzl's Beach Erosion: Site Visit and City Staff Discussion Findings (Joni Giese)
- Manager Per Diems (Joni Giese)
- Chamber Fest Booth (August 6, 7 – 9 pm, August 7, 2 – 5 pm) (Joni Giese)
- Fall Tour: PLOC (Joni Giese)

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. Go up to the podium, turn on the microphone and state your name and address. (The Chair may limit your time for commenting.)

6:10 – 6:20 PM **PUBLIC HEARING**—Stormwater Pollution Prevention Plan (SWPPP) Annual Public Hearing

- 2020 MS4 Annual Report Summary (Joni Giese)

6:20 - 6:25 PM 3.0 **APPROVAL OF AGENDA** (Additions/Corrections/Deletions)

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

4.1 Programs & Projects Update (Discussion Only)

- AIS Inspection Update

4.2 Approval of New CAC New Member David Hagen (Vote)

4.3 Watershed Management Study: Draft Project Process & Schedule (Discussion Only)

4.4 BWSR Clean Water Fund Competitive Grants Program RFP (Discussion Only)

4.5 Water Resource Management Plan – Minor Plan Amendment (Vote)

4.6 Manager Presentations & Liaison Updates (Discussion Only)

- Manager Loney – Joint CAC/Board of Managers Meeting

- 7:15 - 7:20 PM 5.0 **CONSENT AGENDA**
The consent agenda is considered as one item of business. It consists of routine administrative items or items not requiring discussion. Items can be removed from the consent agenda at the request of the Board member, staff member, or a member of the audience. Please state which item or items you wish to remove for separate discussion.
- 5.1 Meeting Minutes—June 8 Board Workshop
5.2 Meeting Minutes—June 8 Board Meeting
5.3 Meeting Minutes—June 19 Special Meeting
5.4 Meeting Minutes—June 24 CAC Meeting
5.5 Claims List
- 7:20 - 7:50 PM 6.0 **TREASURER’S REPORT**
6.1 Monthly Financial Reports (Discussion Only)
 - Fund Performance Analysis
 - Cash and Investments Summary
 - Cash Flow Projections
6.2 Quarterly Financial Statements (Discussion Only)
 - Balance Sheet
 - Cost Analysis
- 7:50 - 7:55 PM 7.0 **UPCOMING MEETING/EVENT SCHEDULE:**
 - Joint Board and CAC Meeting, Thursday, July 29, 6:00 – 8:00 pm (Parkview Conference Room)

PLSLWD Board Staff Report
July 7, 2021



Subject | Annual SWPPP Public Hearing

Board Meeting Date | July 13, 2021

Item No: Public Hearing

Prepared By | Joni Giese, District Administrator

Attachment | PLSLWD MS4 Report for 2020

Action | No motion required. Discussion only.

Background

PLSLWD has a Municipal Separate Storm Sewer System (MS4) for the Prior Lake Outlet Channel. MS4s are required to develop and implement a Stormwater Pollution Prevention Plan (SWPPP) to reduce the discharge of pollutants from their storm sewer system to the maximum extent practicable. The SWPPP must cover six minimum control measures: Public Education & Outreach, Public Participation/Involvement, Illicit Discharge Detection & Elimination, Construction Site Runoff & Control, Post-Construction Stormwater Management, and Pollution Prevention/Good Housekeeping. The MS4 must identify best management practices (BMPs) and measurable goals associated with each minimum control measure.

Discussion

The Minnesota Pollution Control Agency's (MPCA) Municipal Separate Storm Sewer System (MS4) General Permit requires permittees to prepare a SWPPP annual report and invite members of the public to review and comment on the plan and its implementation. Administrator Giese will provide a brief overview of the District's 2020 MS4 Annual Report. The 2020 Annual report summarizes the District's activities under the 2013 MS4 General Permit.

In May 2021, the District submitted an application for the [**2020 Small Municipal Separate Storm Sewer Systems \(MS4\) General Permit**](#). The Minnesota Pollution Control Agency (MPCA) has reviewed the application and determined that it is complete. The MPCA will provide public notice and opportunity for a hearing on the District's proposed SWPPP Document. The District is awaiting notification regarding the MPCA's public notice period.



520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 Annual Report for 2020

Municipal Separate Storm Sewer Systems (MS4s)

Reporting period January 1, 2020, to December 31, 2020

Due June 30, 2021

Doc Type: Permitting Annual Report

Introduction: This document is a formatted version of the MS4 Annual Report for 2020, which is completed online by each MS4 permittee. This report is a summary of activities completed under the 2013 MS4 Permit (Permit) between January 1, 2020, and December 31, 2020. For more information about the annual report, please visit the Minnesota Pollution Control Agency's (MPCA) MS4 annual report website at https://stormwater.pca.state.mn.us/index.php?title=MS4_Annual_Report.

MS4 general contact information

Full name: Joni Giese Title: District Administrator
Mailing address: 4646 Dakota Street SE
City: Prior Lake State: MN Zip code: 55372
Phone: 952-447-4166 Email: jgiese@plslwd.org

Preparer contact information (if different from the MS4 General contact)

Full name: _____ Title: _____
Organization: _____
Mailing address: _____
City: _____ State: _____ Zip code: _____
Phone: _____ Email: _____

MCM 1: Public education and outreach

The following questions refer to Part III.D.1. of the Permit.

Q2 Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)] Yes

Q3 If "Yes" in Q2, what is your stormwater-related issue(s)?

Q3 Options	Q3 – your answers
Q3:1 TMDL(s)	TMDL(s)
Q3:2 Local businesses	
Q3:3 Residential BMPs	Residential BMPs
Q3:4 Pet waste	
Q3:5 Yard waste	Yard waste
Q3:6 Deicing materials	
Q3:7 Household chemicals	
Q3:8 Construction activities	
Q3:9 Post-construction activities	
Q3:10 Other	

If "Other," describe:

Q4 Have you distributed educational materials or equivalent outreach to the public focused on illicit discharge recognition and reporting? [Part III.D.1.a.(2)] Yes

Q5 Do you have an implementation plan as required by the Permit? [Part III.D.1.b.] Yes

Q6 How did you distribute educational materials or equivalent outreach? [Part III.D.1.a.] [see table below]

Q7 For the items listed in Q6, who is the intended audience? [see table below]

Q8 For the items listed in Q6, enter the total circulation/audience below (if unknown, use best estimate).

[see table below]

Options	Q6 – your answers	Q7	Q7	Q7	Q7	Q7	Q7	Q8
		Residents	Local businesses	Developers	Students	Employees	Other	Total
Brochure	Brochure	Residents						100
Newsletter	Newsletter	Residents						250
Utility bill insert: merge								
Newspaper ad								
Radio ad								
Television ad								
Cable access channel	Cable access channel	Residents						1200
Stormwater-related event	Stormwater-related event	Residents						28
School project or presentation	School presentation or project	Residents			Students			150
Website	Website	Residents	Local Businesses	Developers	Students			21000
Other (1)	Other (1)	Residents						22000
	describe: Social Media							
Other (2)								
	describe:							
Other (3)								
	describe:							

For Q9 and Q10 below, provide a brief description of each activity related to public education and outreach (e.g., rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2020 to December 31, 2020. [Part III.D.1.c.(4)]

Q9 Date of activity	Q10 Description of activity
7/14/2020	Native Prairie Webinar - SCWEP event focused on providing residents with information on how to do their own prairie restoration
6/9/2020	Shoreline Webinar - SCWEP event focused on providing residents with information on how to do their own shoreline restoration project
7/21/2020	Lawns to Legumes Webinar - - SCWEP event focused on providing residents with information on how to do transform their lawns into flowering bee habitat
12/15/2020	Homeowner Strategies to Reduce Salt Pollution webinar - - SCWEP event focused on providing residents with information on how to do reduce salt pollution
10/25/2020	Annual Clean Water Clean-Up - partnership event with City of Prior Lake focused on educating residents about stormwater

Q11 Between January 1, 2020, and December 31, 2020, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]

Yes

If "Yes," describe those modifications:

Due to Covid, PLSLWD's annual Clean Water Clean-Up Events were modified to eliminate contact during the pandemic, allowing groups and residents to participate individually towards the efforts. In addition, the partnership events with Scott SWCD were provided virtually. Participation at many public events were cancelled, such as Lakefront Days.

MCM 2: Public participation/involvement

The following questions refer to Part III.D.2.a. of the Permit.

Q12 You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP). Did you provide this opportunity between January 1, 2020, and December 31, 2020? [Part III.D.2.a.(1)]

Yes

Q13 If 'Yes' in Q12, what was the opportunity that you provided?

Q13 Options	Q13 – your answers
Q13:1 Public meeting	Public meeting
Q13:2 Public event	
Q13:3 Other	

Q14 If 'Public meeting' in Q13, did you hold a stand-alone meeting or combine it with another event?

Combined

Date of the public meeting:

7/14/2020

Number of citizens that attended and were informed about your SWPPP:

4

Q15 If "Public event" in **Q13**, describe:

Date of the public event:

Number of citizens that attended and were informed about your SWPPP:

Q16 If "Other" in **Q13**, describe:

Date of this action:

Number of citizens that attended and were informed about your SWPPP:

Q17 Between January 1, 2020, and December 31, 2020, did you receive any input regarding your SWPPP?

No

If 'Yes,' enter the total number of individuals or organizations that provided comments on your SWPPP:

Q18 If 'Yes' in Q17, did you modify your SWPPP as a result of written input received? [Part III.D.2.b.(2)]

If "Yes," describe those modifications:

Q19 Between January 1, 2020, and December 31, 2020, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]

No

If "Yes," describe those modifications:

MCM 3: Illicit discharge detection and elimination

The following questions refer to Part III.D.3. of the Permit.

Q20 Do you have a regulatory mechanism which prohibits non-stormwater discharges to your MS4?

Yes

Q21 Did you identify any illicit discharges between January 1, 2020, and December 31, 2020? [Part III.D.3.h.(4)]

No

Q22 If 'Yes' in Q21, enter the number of illicit discharges detected:

Q23 If 'Yes' in Q21, how did you discover these illicit discharges:

Q23 Options	Q23 – your answers
Q23:1 Public complaint	
Q23:2 Staff	

Q24 If 'Public complaint' in Q23, enter the number discovered by the public:

Q25 If 'Staff' in Q23, enter the number discovered by staff:

Q26 If 'Yes' in Q21, did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?

Q27 If 'Yes' in Q26, what type of enforcement action(s) was taken and how many of each action were

Q27 Options	Q27 – your answers	
Q27:1 Verbal warning		
Q27:2 Notice of violation		
Q27:3 Fine		
Q27:4 Criminal action		
Q27:5 Civil penalty		
Q27:6 Other		

If "Other," describe:

Q28 If 'Yes' in Q26, did the enforcement action(s) taken sufficiently address the illicit discharge(s)? _____

Q29 If 'No' in Q28, why was the enforcement not sufficient to address the illicit discharge(s):

Q30 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.] Yes _____

Q31 Between January 1, 2020, and December 31, 2020, did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.] No _____

Q32 If 'Yes' in Q31, how did you train your field staff?

Q32 Options	Q32 – your answers
Q32:1 Email	
Q32:2 PowerPoint	
Q32:3 Presentation	
Q32:4 Video	
Q32:5 Field training	
Q32:6 Other	

If "Other," describe:

The following questions refer to Part III.C.1. of the Permit.

Q33 Did you update your storm sewer system map between January 1, 2020, and December 31, 2020? [Part III.C.1.] No _____

Q34 Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.] No _____

Q35 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.] No _____

Q36 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.] Yes _____

Q37 Does your storm sewer map include all receiving waters? [Part III.C.1.d.] Yes _____

Q38 In what format is your storm sewer map available? GIS _____
If "Other," describe:

Q39 Between January 1, 2020, and December 31, 2020, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program?

No

If "Yes," describe those modifications:

MCM 4: Construction site stormwater runoff control

The following questions refer to Part III.D.4. of the Permit.

Q40 Do you have a regulatory mechanism that is at least as stringent as the Agency's general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No. MN R100001 (<http://www.pca.state.mn.us/index.php/view-document.html?gid=18984>) for erosion and sediment controls and waste controls? [Part III.D.4.a.]

Yes

Q41 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]

Yes

Q42 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]

Yes

Q43 Enter the number of site plan reviews conducted for sites an acre or greater between January 1, 2020 and December 31, 2020:

11

Q44 What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2020, to December 31, 2020.

Q44 Options	Q44 – your answers	
Q44:1 Verbal warning	Verbal warnings	30
Q44:2 Notice of violation	Notice of violation	20
Q44:3 Administrative order	Administrative orders	0
Q44:4 Stop-work order	Stop-work orders	0
Q44:5 Fine		
Q44:6 Forfeit of security bond money	Forfeit of security of bond money	0
Q44:7 Withholding of certificate of occupancy		
Q44:8 Criminal action		
Q44:9 Civil penalty		
Q44:10 Other		

If "Other," describe:

Q45 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)?

Yes

Q46 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2020, and December 31, 2020:

5

Q47 Do you have written procedures for identifying priority sites for inspections? [Part III.D.4.d.(1)]

Yes

Q48 If 'Yes' in Q47, how are sites prioritized for inspections?

Q48 Options	Q48 – your answers
Q48:1 Site topography	Site topography
Q48:2 Soil characteristics	Soil characteristics
Q48:3 Type of receiving water(s)	Types of receiving water(s)
Q48:4 Stage of construction	Stage of construction
Q48:5 Compliance history	Compliance history
Q48:6 Weather conditions	Weather conditions
Q48:7 Citizen complaints	Citizen complaints
Q48:8 Project size	
Q48:9 Other	

If "Other," describe:

Q49 Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)]

Yes

Q50 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2020, and December 31, 2020:

80

Q51 Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly): [Part III.D.4.d.(2)]:

typically weekly, more often if there was a 1/2 inch rain event or larger.

Q52 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2020, and December 31, 2020:

2

Q53 Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4. List your primary construction stormwater contact first if you have multiple inspectors.

1	Inspector name:	Maggie Karschnia
	Organization:	Prior Lake-Spring Lake Watershed District
	Office phone:	952-447-4166
	Work/Cell phone:	952-447-9808
	Email address:	mkarschnia@plslwd.org
	Preferred contact method:	
2	Inspector name:	Jeff Anderson
	Organization:	Prior Lake-Spring Lake Watershed District
	Office phone:	952-447-4166
	Work/Cell phone:	952-440-0070
	Email address:	janderson@plslwd.org
	Preferred contact method:	
3	Inspector name:	
	Organization:	
	Office phone:	
	Work/Cell phone:	
	Email address:	
	Preferred contact method:	

Q54 What training did inspectors receive?

Q54 Options	Q54 – your answers
Q54:1 University of Minnesota Erosion and Stormwater Management Certification Program	University of Minnesota Erosion and Stormwater Management Certification Program
Q54:2 Qualified Compliance Inspector of Stormwater (QCIS)	
Q54:3 Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor	
Q54:4 Minnesota Utility Contractors Association Erosion Control Training	
Q54:5 Certified Professional in Erosion and Sediment Control (CPESC)	
Q54:6 Certified Professional in Stormwater Quality (CPSWQ)	
Q54:7 Certified Erosion, Sediment and Storm Water Inspector (CESSWI)	
Q54:8 Other	

If "Other," describe:

Q55 Between January 1, 2020, and December 31, 2020, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

No

If "Yes," describe those modifications:

MCM 5: Post construction stormwater management

The following questions refer to Part III.D.5. of the Permit.

Q56 Do you have a regulatory mechanism which meets all requirements as specified in Part III.D.5.a of the Permit? Yes _____

Q57 What approach are you using to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the Permit? [Part III.D.5.a.(2)] Check all that apply. Refer to the MPCA website at <http://www.pca.state.mn.us/index.php/view-document.html?gid=17815> for guidance on stormwater management approaches.

Q57 Options	Q57 – your answers
Q57:1 Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site	Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site
Q57:2 Retain the post-construction runoff volume on site for the 95th percentile storm	
Q57:3 Match the pre-development runoff conditions	Match the pre-development runoff conditions
Q57:4 Adopt the Minimal Impact Design Standards (MIDS)	
Q57:5 An approach has not been selected	
Q57:6 Other method (Must be technically defensible--e.g., based on modeling, research and acceptable engineering practices)	

If "Other," describe:

Q58 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.] Yes _____

Q59 Between January 1, 2020, and December 31, 2020, did you modify your BMPs, measurable goals, or future plans for your post-construction site stormwater management program? [Part IV.B.] No _____

If "Yes," describe those modifications:

MCM 6: Pollution prevention/good housekeeping for municipal operations

The following questions refer to Part III.D.6. of the Permit.

Q60 Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned).

Q60:a Structural stormwater BMPs

0 _____

Q60:b Outfalls

1 _____

Q60:c Ponds

0 _____

Q61 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2020, to December 31, 2020, within your MS4 (exclude privately owned). [Part III.D.6.e.]

Q61:a Structural stormwater BMPs

0 _____

Q61:b Outfalls

1 _____

Q61:c Ponds

0 _____

Q62 Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit? No _____

Q63 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)] No _____

Q64 If 'Yes,' briefly describe the maintenance that was conducted:

- Q65 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)] No _____
- Q66 If 'Yes' in Q65, did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)] _____
- Q67 If 'Yes' in Q66, based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas? _____
- Q68 If 'Yes' in Q67, briefly describe the maintenance that was conducted: _____
- Q69 Between January 1, 2020, and December 31, 2020, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.] No _____
- If 'Yes' in Q69, describe those modifications: _____

Discharges to impaired waters with an USEPA-approved TMDL that includes an applicable WLA

If required, you must complete the TMDL Annual Report Form, available on the MPCA's website at https://stormwater.pca.state.mn.us/index.php?title=Download_page_with_TMDL_forms.

Attach your completed TMDL Annual Report Form as instructed in the online Annual Report. [Part III.E]

- Q71 If a file was successfully uploaded, a reference number will appear: _____

Alum or Ferric Chloride Phosphorus Treatment Systems (not required)

The following questions refer to Part III.F.3.a. of the Permit. Provide the information below as it pertains to your alum or ferric chloride phosphorus treatment system.

- Q72 Date(s) of operation (mm/dd/yyyy - mm/dd/yyyy)

January	_____
February	_____
March	_____
April	_____
May	_____
June	_____
July	_____
August	_____
September	_____
October	_____
November	_____
December	_____

	Q73	Q74	Q75	Q76
Month	Chemical(s) used for treatment	Gallons of alum or ferric chloride treatment	Gallons of water treated	Calculated pounds of phosphorus removed
January				
February				
March				
April				
May				
June				
July				
August				
September				

October				
November				
December				

- Q77 Any performance issues and corrective action(s), including the date(s) when corrective action(s) were taken, between January 1, 2020, and December 31, 2020:

Partnerships

- Q78 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements? Yes

- Q79 If 'Yes' in Q78, describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

PLSLWD has a Memorandum of Agreement (MOA) for Operation & Maintenance of the Prior Lake Outlet Channel (PLOC) with City of Prior Lake, Shakopee Mdewakanton Sioux Community (SMSC) and City of Shakopee. The MOA defines maintenance responsibilities and restricts discharge rates. PLSLWD conducts inspections of the culverts on the PLOC, but defers to Prior Lake, SMSC and Shakopee for investigating, locating and eliminating illicit discharges. PLSLWD has an MOA with the Cities of Prior Lake & Savage and Scott Co. that our Rules are equivalent to their requirements. PLSLWD partners with the City of Prior Lake to complete outreach events, such as the Clean Water Clean Up which occur twice per calendar year and partially focuses on leaf debris illicit discharge to storm sewer systems. The District also engages with Scott SWCD to conduct outreach & educational events.

Additional information

If you would like to provide any additional files to accompany your annual report, use the space below to upload those files. For each space, you may attach one file. You may provide additional explanation and/or information in an email with the subject YourMS4NameHere_2020AR to ms4permitprogram.pca@state.mn.us.

- Q80 If a file was successfully uploaded, a reference number will appear:

- Q81 If a file was successfully uploaded, a reference number will appear:

- Q82 If a file was successfully uploaded, a reference number will appear:

- Q83 Optional, describe the file(s) uploaded:

Owner of operator certification

The person with overall administrative responsibility for SWPPP implementation and Permit compliance must certify this MS4 Annual Report. This person must be duly authorized and should be either a principal executive (i.e., Director of Public Works, City Administrator) or ranking elected official (i.e., Mayor, Township Supervisor).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (Minn. R. 7001.0540)?

Yes

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that information can be used for the purpose of processing my MS4 Annual Report.

Name: Joni Giese

Title: District Administrator

Date: 6/29/2021



JULY 2021 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"> Completed change order with Veit to add in rock and soil to make the area more accessible over the berm. Continued to work with Veit and EOR on vegetation establishment. Followed up with questions from landowners. 	<ul style="list-style-type: none"> Continue to monitor for erosion & sediment control until site is fully established with vegetation.
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: Continued to track radio-tagged carp across Spring and Prior Lakes. Two radio tagged carp were found in Lower Prior Lake. Downloaded PIT tag stations to identify migration routes and check barrier effectiveness. Removals: Installed two baited box traps in Spring Lake. Low water levels and lack of flow did not help the carp spawning traps. No carp were captured in either trap. Uninstalled push trap at outlet of desilt pond. Coordination. Planning remaining 2021 activities and looking for additional funding sources. Reached out to summer volunteers. Other: Finished up bluegill stocking in Desilt Pond and Geis Wetland on Monday, June 7th. Found suitable locations for baited box traps. Began baiting locations with corn. 	<ul style="list-style-type: none"> PLSLWD and WSB staff will continue to track the tagged carp. Work with WSB and fabricator to build Tadpole barrier. PLSLWD and WSB will install barrier. Remove Newman trap. Plan to set traps once carp are feeding on the corn. Begin planning for 2022 carp management program. Implant radio tags in Spring and Upper Prior Lake carp when water temperatures allow.
Ferric Chloride System Operations <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Sampled 1x/week and inspected 3x/week Flow measurements taken 	<ul style="list-style-type: none"> Continue 1x/week sampling, 3x/week inspections, and flow measurements Quarterly discharge monitoring report

JULY 2021 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"> Met with SWCD to plan for August Farmer-Led Council Meeting and Growing Healthy Soils Event. Outreach to farmers to get additional farmers enrolled in cover crop program. 	<ul style="list-style-type: none"> Hold Farmer-Led Council Meeting the first week of August. Promote & advertise the Cover Crop Initiative for this fall round. Explore expansion of FLC initiatives County-wide with local partners.
Cost Share Incentives <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> No new activity. 	<ul style="list-style-type: none"> Review second round of potential cost share projects in July.
Spring Lake Parcel Restoration Project <i>Project Lead: Shauna</i>	<ul style="list-style-type: none"> Will meet with AES when they come on Friday, 7/9 to treat invasive species. 	<ul style="list-style-type: none"> Monitor restoration and control invasive species during growing season. Install plant identification signs.
Fish Lake Shoreline & Prairie Restoration Project <i>Project Lead: Shauna</i>	<ul style="list-style-type: none"> Advance design of interpretative sign panels for project. 	<ul style="list-style-type: none"> MN Native Landscapes is conducting restoration maintenance & establishment work- additional visits in July & Sept. Finish interpretive panel design, order & install interpretative signs for project.
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"> Finalize maintenance acceptance materials with the City of Prior Lake. Install interpretive signs for projects.
Feasibility Reports <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> Engaged EOR for feasibility work with final Scope of Services (Sutton Lake IESF and Buck Lake East). Conducted field work for Sutton Lake Iron Sand Filter study. Continued to explore relocating the iron sand filter to the west of CR-17 for the Spring Lake West project. 	<ul style="list-style-type: none"> Coordinate remote meeting with MnDOT and City of Savage to discuss options for Lower Prior Lake subwatershed project. Update Spring Lake West Feasibility Study with new project location. Initiate field survey work for Buck Lake feasibility study.
Website and Media <i>Project Lead: Shauna</i>	<ul style="list-style-type: none"> Website articles posted: City of Prior Lake-lake pump irrigation flyer, blue-green algae vs filamentous algae, bluegill stocking, Prior Lake Am and SCENE: none LinkedIn: Started presence while recruiting for new Outreach Specialist Facebook & Twitter – blue-green algae vs filamentous algae, wild parsnip removal, wetland monitoring, I-LIDS station, Hike the Watershed, Bluegill stocking 	<ul style="list-style-type: none"> Continue writing posts and updates about projects. Continue tweeting and updating Facebook and LinkedIn about projects & news.

JULY 2021 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Citizen Advisory Committee <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Coordinate and provide support to committee. David Hagen approved by CAC as new member. 	<ul style="list-style-type: none"> Plan & coordinate joint CAC-Board of Managers meeting on July 29. Work with CAC subcommittee as needed to support development of new CAC member orientation packet. Refined protocols to improve communication between CAC and Board.
MS4 Education Program <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Hike the Watershed challenge at Jeffers 	<ul style="list-style-type: none"> 2nd Hike the Watershed at Lakefront Park (July 14) Final Hike the Watershed at Spring Lake Regional Park/Arctic Lake
Monitoring Program <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Data management Stream sampling continues Lake sampling continues Wetland sampling Flow measurements Lake monitoring with CAMP volunteers on Buck and Cates Lake Fix issues with lake level graphs on website Water quality database update/maintenance 	<ul style="list-style-type: none"> Data management Continue lake and stream chemistry sampling Flow measurements
Aquatic Vegetation Management and Surveys <i>(Class 626 and 637)</i> <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> CLP assessment 	<ul style="list-style-type: none"> Summer vegetation surveys Create vegetation management policy
AIS <i>Project Lead: Shauna and Jaime</i>	<ul style="list-style-type: none"> Deliver drain plug wrenches and garbage bags to boat inspectors Meet CAC members at Spring Lake boat launch to review I-LIDS station Audio turned on at I-LIDS station 	<ul style="list-style-type: none"> Continue boat inspections Maintain I-LIDS system
Rules Revisions <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Learning more about issues associated with final outstanding revisions 	<ul style="list-style-type: none"> Resolve outstanding issues working with Manager Loney, EOR, and equivalency partners Board review and approval of rule revisions this summer

JULY 2021 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
BMPs & Easements <i>Project Lead: Maggie</i>	<ul style="list-style-type: none"> Continued to work with landowners to resolve existing violation issues on their properties, including Pat Dougherty and Peter Golter. Worked with several amendment landowners on next steps. Sent pre-inspection post-cards to easement landowners. Met with landowners to discuss easement violations. 	<ul style="list-style-type: none"> Review amendment requests as they are received and work towards closing out approved requests. Work with landowners to resolve easement violations. Create updated easement map to include Tyler Chambers' amended easement area. Sign final documents for the Timbercrest easement later this summer and restore new easement area this fall.
Permitting <i>Project Lead: Maggie & Shauna</i>	<ul style="list-style-type: none"> Completed inspections on permit sites and followed up with permittees. Reviewed upcoming development projects: Springview Meadows, Villas at Crest Woods, Lil Explorers Childcare Center, etc.) Completed MS4 Annual Report. Worked with developers on upcoming new conservation easements. 	<ul style="list-style-type: none"> Continue to inspect, follow-up on and close remaining open permits. Review upcoming development projects as received. Work with developers of the Kubes property, Mesenbrink property & Villas at Crest Woods property on Development Agreements and Conservation Easements.
Outlet Channel O&M <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Routine channel/culvert inspections Removed wild parsnip Weedwhip outlet structure and remove vegetation piles 	<ul style="list-style-type: none"> Culvert inspections Vegetation management all summer
Outlet Channel Bank Erosion (FEMA) <i>Project Lead: Jeff/Joni</i>	<ul style="list-style-type: none"> Met with Barr Engineering to discuss outstanding issues needing resolution to close project Received record drawings 	<ul style="list-style-type: none"> Waiting on final project close-out documentation from Barr/Contractor
Outlet Channel Admin <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> Cooperator meeting Start workplan and 2022 budget 	<ul style="list-style-type: none"> Finalize workplan and budget for 2022 (master plan bank erosion repair plan)
General Administration <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> June 19 Board Retreat Office space research and assessment Watershed Management Study Steering Committee, Technical Committee and PMT meetings Work with CLA to develop financial statements Meet with BWSR representative about Clean Water Program grant program BWSR Alum Grant reconciliation 	<ul style="list-style-type: none"> Update Upper Watershed Blueprint analysis for August Board Meeting Modify job description and post job opening for Outreach Specialist Watershed Management Study <ul style="list-style-type: none"> Prepare public engagement plan PMT coordination Prepare existing conditions materials

PLSLWD Board Staff Report
July 7, 2021



Subject | CAC Member Application for David Hagen

Board Meeting Date | July 13, 2021

Item No 4.2

Prepared By | Joni Giese

Attachment | David Hagen CAC Application

Proposed Motion | Approve CAC membership application for David Hagen

Background

The District's Citizen Advisory Committee (CAC) is composed of residents of the watershed district and advises the Board of Managers on topics relevant to the District. The CAC reviews applications for new members and provides a recommendation for membership to the Board.

Discussion

Upon review of the application for David Hagen, the CAC feels that Mr. Hagen would be a valuable addition to the CAC (see attached application).

Recommendation

The CAC and staff recommend that the Board move to approve the application of David Hagen for membership to the CAC.



Citizen Advisory Committee (CAC) Application

Name:	David Hagen		
Address:	address: 40920 County 8 Blvd Zumbrota, Minnesota 55992 4235 Grainwood Circle NE Prior Lake, Minnesota		
Phone:	507	Dave 507-291-1097	Sue's Phone 507-291-1095
E-mail:	davidmhagen@mac.com		
Occupation:	Retired Farmer		
Employer:	Self		
Employer's Address:			
How long have you lived in the District?	68 Since 68 years since 1954		
Please state briefly why you are interested in serving on the Citizen Advisory Committee:			
<p>I would be very honored to be part of the Citizen Advisory Committee. I have great passion in the stewardship of Prior lake.</p> <p>My family has enjoyed Prior Lake since 1954. I have wonderful family memories, with many social gatherings on the Prior Lake shoreline. Fishing on Prior Lake in the 1950's and 1960's was excellent. Walleye's and northerns were caught in abundance. Prior Lake was once a pristine lake and I would like to help bring back Prior Lake to that original condition, at an earlier time. I believe that good, "Stewardship" with conservation practices on Prior Lake will make a big difference. I truly believe that Prior Lake can become one of Minnesota's best lakes!</p>			
What focus area would you like to volunteer to assist the CAC with?			
<ul style="list-style-type: none"> • Shoreline Restoration (Water Quality) <u>X</u> • Fish Stocking (Water Quality & AIS) _____ • Storage Assessment, Plans & Wetland Banking (Reduce Flooding) <u>X</u> • Aquatic Invasive Species (AIS & Water Quality) _____ • Other ideas you would like the CAC to consider: 			

Conflict of interest is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it be direct or indirect. In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which could be construed as a conflict of interest?

Yes ____ No X If yes, please provide details:

Are you related to any Watershed District Board Member or to any member on the Citizens Advisory Committee? If so, give name and relationship.

No

Other qualifications, experience, information or comments you would like to submit.

47 years of Land Stewardship Experience working with Conservation Practices on our farm and our Prior Lake Shoreline.
ridge till farmer and an early pioneer to deep placement of fertilizer for conservation practice.
University of Minnesota research at our farm, 3 year soil fertility study of residual Potassium in Ridge Til farming, University of Minnesota, Contact Person Dr George Rehm
Worked extensively with Goodhue County Soil and Water, contact Person Tom Steger.
Worked with DNR on Prior Lake Shoreline Restoration contact person Jennie Skancke
Our family has planted 38,000 trees on our farm.
Shared the love of planting trees with 4th graders in Northfield planting 500 trees on city property with the help of the 4th graders

PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

RETURN THIS COMPLETED APPLICATION FORM TO:

Prior Lake-Spring Lake Watershed District
4646 Dakota Street SE
Prior Lake, MN 55372
info@plslwd.org
(952) 447-4166

This application will be kept on file for 12 months.

PLSLWD Board Staff Report
July 7, 2021



Subject | Watershed Management Study: Draft Project Charter

Board Meeting Date | July 13, 2021

Item No: 4.3

Prepared By | Joni Giese, District Administrator

Attachment | Watershed Management Study: Project Process Diagram, Schedule & Charter

Action | No motion required. Discussion only.

Background

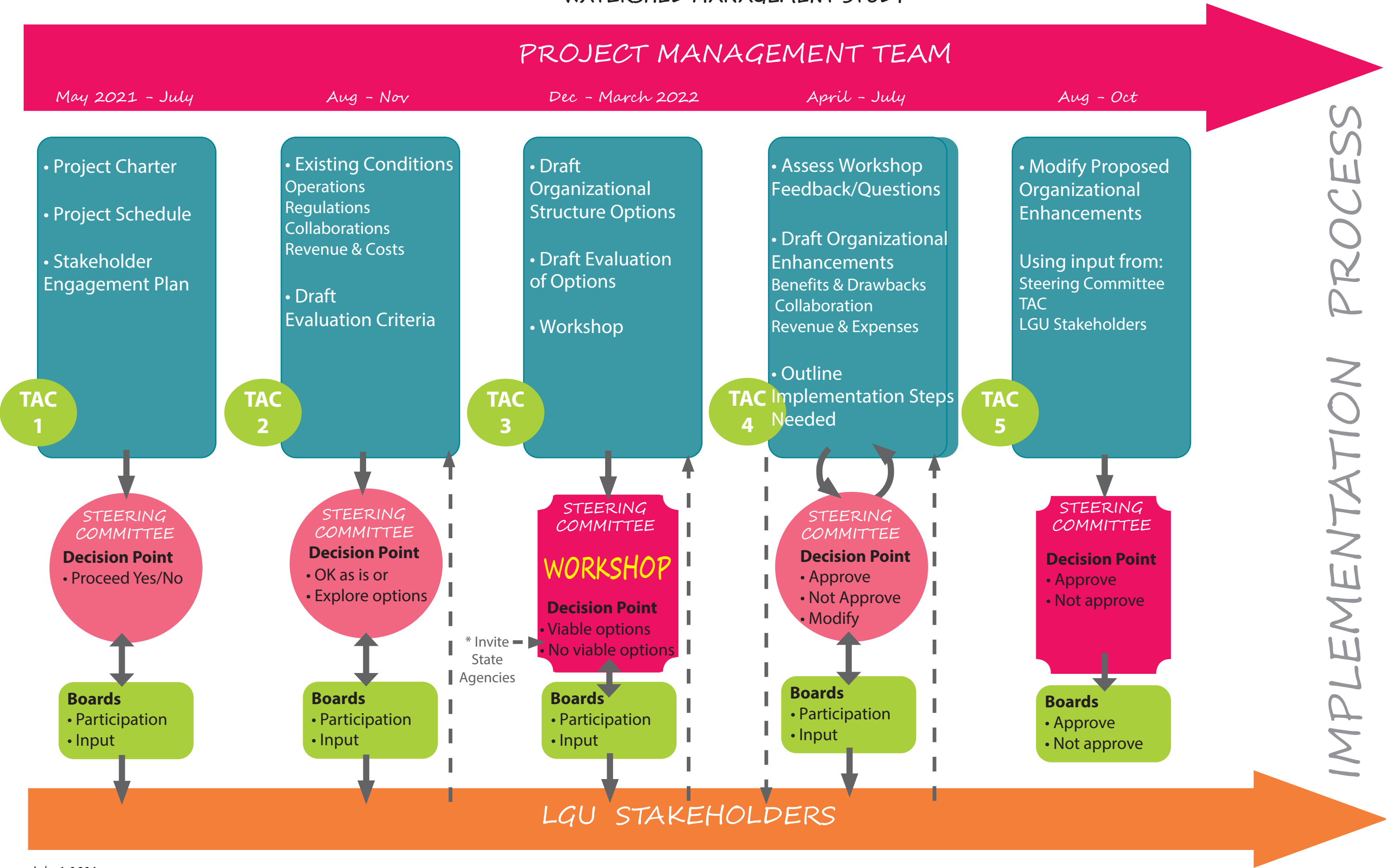
The Watershed Management Study is being initiated to explore the best governance structure to deliver water resource solutions more efficiently, most cost effectively, and more collaboratively for the residents of Scott County.

Discussion

The Watershed Management Study has commenced with the approval of the project charter by the Steering Committee. Managers Loney and Boyles represent PLSLWD on the Steering Committee. The first Technical Committee meeting was held on June 10 and a Steering Committee meeting was held on June 24. A diagram of the project process, along with a project schedule and the approved charter are being provided to keep the Board of Managers abreast of the project and to receive comments.

PROCESS DIAGRAM

WATERSHED MANAGEMENT STUDY



Project Schedule

Watershed Management Study

July 1, 2021

Tasks	May-21	June	July	August	Sept	October	Nov	Dec	Jan-22	February	March	April	May	June	July	August	Sept	October
1: Prepare Work Program																		
2: Existing Conditions																		
3: Water Management Options & Evaluations																		
4: Draft Water Management Enhancements																		
5: Recommended Water Management																		
6: Recommendation Approvals																		
Meetings																		
TAC																		
Steering Committee																		
Study Partner Boards																		
PLSLWD - 2nd Tues of Month																		
Scott SWCD & Scott WMO - 3rd Tues of Month																		
Scott WPC - 4th Monday of Month																		
LGU Partners																		

X Workshop (BWSR, MPCA, & DNR invited to participate)



Project Charter

Overview

Title: Watershed Management Study

Executive Sponsor: Lezlie Vermillion, County Administrator

Approved Date: June 15, 2021

Last Revision Date: _____

Executive Summary

Project Goal: Explore the best governance structure to deliver water resource solutions more efficiently, most cost effectively, and more collaboratively for the residents of Scott County

Project Charter: Watershed Management Study

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Project Charter: Watershed Management Study

Purpose

Goal

Explore the best governance structure to deliver water resource solutions more efficiently, most cost effectively, and more collaboratively for the residents of Scott County

Definition

For the purposes of this charter, references to “watershed management” include Watershed Districts (WDs) and Watershed Management Organizations (WMOs).

Objectives (What are we trying to accomplish)

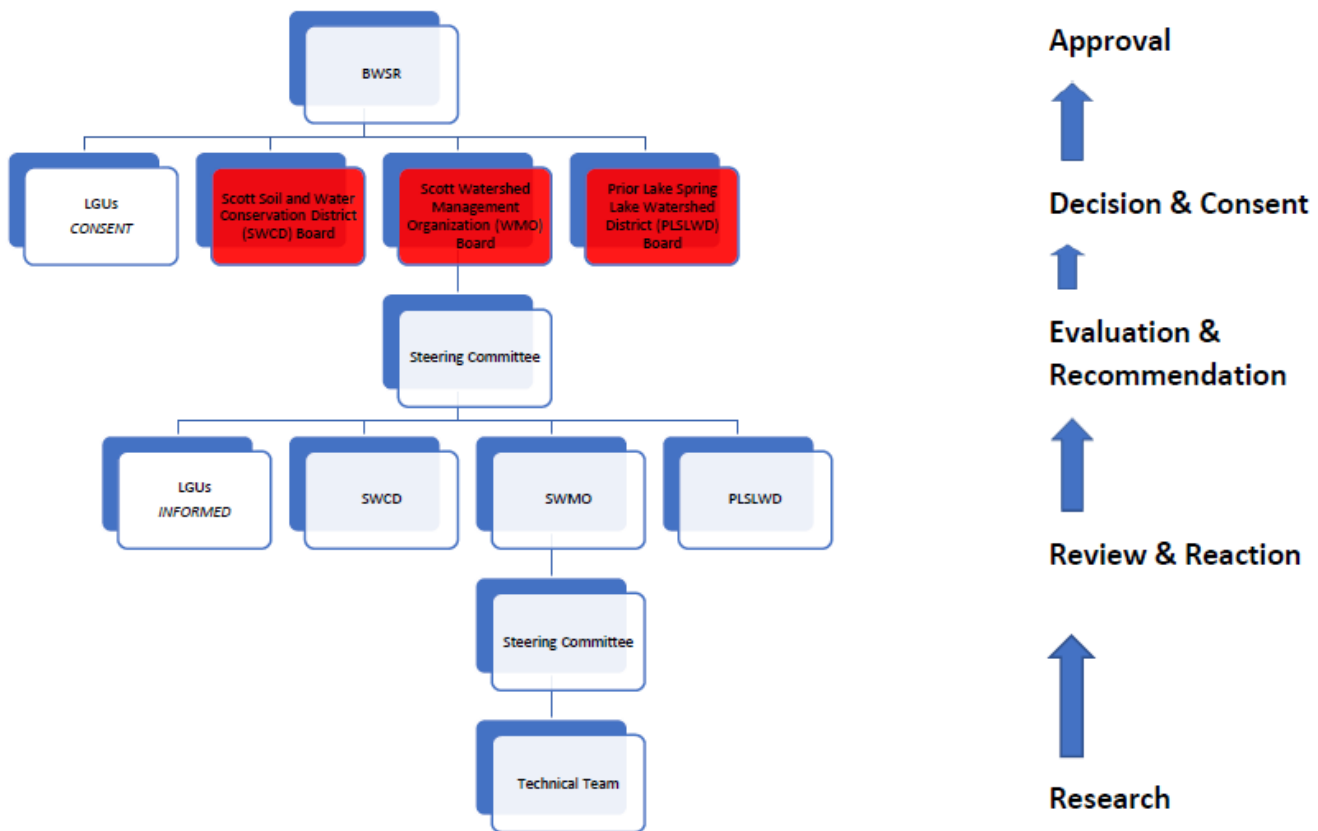
1. Reduce or contain administrative/overhead costs in watershed management in order to direct dollars to more projects and practices “on the ground” to maximize water quality outcomes currently being provided by the three highly-functioning implementing agencies
2. Streamline watershed permitting towards a “one-stop” entity
3. Understand advantages and disadvantages of the current and alternative governance models, including any that considers combining agencies, resources, infrastructure, skill sets and/or knowledge of SWMO and PLSLWD and SWCD
4. Recommend changes, if needed, to watershed management governance structure

Assumptions

1. The purpose of this study is not to create an additional taxing authority or regulatory agency
2. The SWMO, PLSLWD and SWCD will provide appropriate staff time, data and resources to work on this project
3. The SWMO, PLSLWD and SWCD will have a seat at the table and voice on the outcomes; participating on steering committee, technical work group, project management team, and receive regular updates on project timelines, discovery and decisions.
4. There is no preconceived or predetermined outcome for this project; good data and analysis, stakeholder input, and communication will lead this project to an outcome
5. If the outcome results in proposed WMO or WD boundary adjustments, local consent will be sought by jurisdictions impacted by such change, and approval will be needed from BWSR
6. There will be a logical, transparent decision-making and recommendation process. If the outcome is a governance change, the three governing boards (Scott WMO, PLSLWD Board, and SWCD Board) will make the ultimate decision on any recommendations from the steering committee (see Figure 1).

Project Charter: Watershed Management Study

Figure 1. Project Decision-Making Process for Any Governance Change



In Scope

1. Develop project timeline, milestones and public engagement process
2. Refine this project charter with more detailed scope of work
3. Develop a Community Engagement Plan to ensure stakeholder input and transparency throughout project duration
4. Form a Technical Team to research the following topics or questions:
 - a. What is happening around us in watershed management governance and collaboration?
 - i. Regional context (coordination, planning)
 - ii. What are the stated benefits or challenges from other collaboration efforts?
 - b. What are we doing now in watershed management?
 - i. What are we required to do?

Project Charter: Watershed Management Study

- ii. What do we do electively (above and beyond)?
 - iii. How are we collaborating already?
 - iv. What are our revenue sources?
 - v. What are the costs associated with what we are doing now?
 - vi. What do our residents and stakeholders think of local watershed management based on existing survey data or other feedback?
- c. What are some options for further collaboration or governance structure changes?
 - i. What previous options have been evaluated?
 - ii. What are the advantages/disadvantages (revenue, cost, regulation, quality of service, relationships) of options
- 5. Maintain a “parking lot” of ideas generated from project research, discussion and reaction that may not tie directly to project objectives.
- 6. Evaluate how any changes to watershed management governance impact the jointly managed Prior Lake Outlet Channel (PLOC) under an MOA between City of Prior Lake, City of Shakopee, the Shakopee Mdewakanton Sioux Community and PLSLWD.
- 7. Develop a consistent methodology to collect and report financial information across the three agencies
- 8. Consider a joint workshop with the three agencies (SWMO, PLSLWD, and SWCD) in the early stages of the process to educate and inform. Consider including representation from BWSR, DNR and MPCA at this joint workshop to answer questions or provide information
- 9. Share findings from Technical Team research with consistent message and dissemination to three agencies (SWMO, PLSLWD, and SWCD)
- 10. Share the three agency’s comments/reaction to Technical Team research to Steering Committee
- 11. Formulate recommendations to deliver water resource solutions more efficiently, most cost effectively, and more collaboratively for the residents of Scott County

Out of Scope

- 1. This project will not explore governance and boundary changes impacting Lower Minnesota Watershed District, Black Dog JPO, Vermillion River JPO, and external agencies
- 2. This project does not include a full financial audit of participating agencies
- 3. This project does not include any resident or stakeholder surveys

Project Charter: Watershed Management Study

Stakeholders

Primary

1. SWMO, PLSLWD, SWCD
2. Cities and Townships
3. Scott County
4. BWSR
5. Lake Associations
6. Lake Improvement Districts

Secondary

1. Lower Minnesota Watershed District
2. Vermillion Watershed JPO
3. Black Dog Watershed
4. Metropolitan Council
5. Minnesota Pollution Control Agency
6. Minnesota Department of Natural Resources
7. Minnesota Department of Agriculture

Outcomes

Deliverables

1. Project Charter
2. Community Engagement Plan
3. Technical Team Findings (in the form of memos or “white papers”)
4. Steering Committee Recommendations on watershed management governance changes, or improvements to watershed management collaboration

Measurable Outcomes

1. Percent of agency operational budget spent on administration versus projects
2. Total dollars invested in projects and programs
3. Number and value of grants awarded to agencies to implement watershed management projects
4. Improvement to water quality

Project Charter: Watershed Management Study

Summary Upcoming Milestone Schedule

Project Milestones	Target Date
Charter Approval	May/June 2021
Develop Community Engagement Plan	May/June 2021
Convene Technical Team	June 2021
Document Existing/Baseline Conditions	July - Oct. 2021
Workshop with all Partner Agencies	November 2021
Water Management Options & Evaluations	February 2022
Proposed Water Management Enhancements	May 2022
Steering Committee Final Recommendation	Sept./Oct. 2022

Resources & Responsibilities

Project Role	Resource	Responsibilities
Project Sponsor	Lezlie Vermillion, County Administrator	<ul style="list-style-type: none"> ● Champion the project ● Address problems escalated by steering committee
Steering Committee	Brad Davis, Planning & Resource Management Barb Weckman, County/WMO Commissioner Dave Beer, County/WMO Commissioner Mike Myser, PLSLWD Manager (former member) Frank Bolyes, PLSLWD Manager Bruce Loney, PLSLWD Manager Doug Schoenecker, SWCD Board Member Linda Brown, SWCD Board Member	<ul style="list-style-type: none"> ● Review, provide input and approve Project Charter ● Review, provide input and approve Community Engagement Plan ● Review, provide input and approve any major Scope of Work changes that may arise. ● Actively participate in Steering Committee meetings. ● Steer the Project to successful conclusion through thoughtful deliberation and decision making. ● Provide leadership to promote member collaboration, cooperation and communication. ● Formulate study recommendations

Project Charter: Watershed Management Study

Project Management Team	<p>Vanessa Strong, Scott WMO Administrator</p> <p>Joni Giese, PLSLWD District Administrator</p> <p>Brad Davis, Planning & Resource Management</p> <p>Troy Kuphal, SWCD Manager</p>	<ul style="list-style-type: none"> ● Draft Project Charter ● Draft Project timeline, milestones and scope ● Draft Community Engagement Plan ● Participate in project start-up phase which will determine the ultimate approach and scope of the project ● Determine technical team membership, meeting format, frequency, agendas and timelines ● Participate in meetings ● Complete project tasks as assigned ● Liaison with Lower Minnesota Watershed District to inform project updates, process and outcomes
Technical Team	<p>Vanessa Strong, Scott WMO Administrator</p> <p>Joni Giese, PLSLWD District Administrator</p> <p>Troy Kuphal, SWCD Manager</p> <p>Jesse Carlson, Water Resources Eng, City of Savage</p> <p>Renee Christiansen, Community Dev. Director, City of Elko New Market</p> <p>Chad Sandey, Sand Creek Township Chair</p> <p>Jim Schwingler, Rural Landowner</p>	<ul style="list-style-type: none"> ● Conduct and document research findings ● Provide professional or technical expertise ● Develop new research questions that may arise ● Participate in technical team meetings ● Complete project tasks

Project Charter: Watershed Management Study

Charter Version History

Version #	Changed By	Revision Date	Comments
1.1		4/22/21	<i>Steering Committee first review of draft charter</i>
1.2		5/6/21	<i>Steering Committee second review of charter</i>

Project Charter Approvals

Charter Approval

The undersigned acknowledge they have participated in the creating and reviewing of the project charter. This signifies that the steering committee is committed to the project's success. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representative.

Note: Approvals will be routed via an Outlook voting message. Include the screen shot of each approval as an attachment to the charter. The date of each steering committee member approval will be recorded in the Date Approved column below.

Name	Date Approved
Barb Weckman	6/1/2021
Dave Beer	6/10/2021
Mike Myser	6/8/2021
Bruce Loney	6/8/2021
Doug Schoenecker	5/24/2021
Linda Brown	6/15/2021
Lezlie Vermillion	5/6/2021
Brad Davis	5/6/2021

PLSLWD Board Staff Report
July 7, 2021



Subject | BWSR Clean Water Fund Competitive Grants Program RFP

Board Meeting Date | July 13, 2021

Item No: 4.4

Prepared By | Joni Giese, District Administrator

Attachment | None

Action | No motion required. Discussion only.

Background

The Minnesota Board of Water and Soil Resources (BWSR) released its Fiscal Year 2022 Clean Water Fund Competitive Grants Program RFP on June 30, 2021. The Clean Water Fund was established in Minnesota Statute 114D.50 to implement part of Article XI, Section 15, of the Minnesota Constitution, with the purpose of protecting, enhancing, and restoring water quality in lakes, rivers, and streams in addition to protecting ground water and drinking water sources from degradation (excerpt from Fiscal Year 2022 Clean Water Fund Competitive Grants Program RFP).

Discussion

The Clean Water Fund Competitive Grant Program is comprised of four different funds. PLSLWD projects will fall under the BWSR Projects and Practices Fund, which has up to \$12 million available. The grants require a 25 percent match. Funded work must be complete by December 31, 2024. The Clean Water program also includes the Minnesota Pollution Control Agency (MPCA) Clean Water Partnership Loans Fund, which has up to \$2.5 million available. Administrator Giese will share which PLSLWD projects staff are considering submitting applications for. Applications are due on August 17, 2021.

PLSLWD Board Staff Report
July 7, 2021



Subject | Water Resource Management Plan – Minor Plan Amendment

Board Meeting Date | July 13, 2021

Item No: 4.5

Prepared By | Joni Giese, District Administrator

Attachment | None

Action | Vote to move forward on preparing a Water Resource Management Plan minor plan amendment.

Background

When the District's Water Resource Master Plan (WRMP) was developed, it included the Upper Watershed Blueprint project as a planning initiative. Subsequent to the adoption of the WRMP, the District has completed the Upper Watershed Blueprint Plan and has selected six projects identified in the plan for additional feasibility study and implementation. Per discussions with the District's BWSR representative, grant applications are typically scored higher if the grant application project is specifically identified in a WRMP. Should PLSLWD submit funding applications associated with the Upper Watershed Blueprint projects to the BWSR Clean Water Fund Competitive Grants Program, or other future grant programs, the District should consider amending the WRMP to specifically identify the Upper Watershed Projects selected for implementation.

Discussion

Per discussions with the District's BWSR representative, including the Upper Watershed Projects in the WRMP would likely be considered a minor plan amendment, which is a quicker review process than the traditional amendment review process in Minnesota Statutes, section 103B.231, subdivision 11. The minor plan amendment process would be performed by PLSLWD staff. Amendment revisions will likely include creating capital project program descriptions for each project and incorporating the projects into the WRMP implementation table in Chapter 4; and incorporating the projects into the Measure and Outcome table in Chapter 5. Staff will need to distribute the draft amendment to plan review authorities, respond to any comments received, notice and host a public meeting, distribute the final amendment to the plan distribution list, and post the amended plan to the District's website. The 2021 budget includes a budget item of \$2500 for a district plan update, which should be sufficient to cover staff's time for the plan amendment work tasks.



WORKSHOP MEETING MINUTES

Tuesday, June 8, 2021

Prior Lake City Hall, Parkview Conference Room

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

Staff Present: Joni Giese, District Administrator; Camille Will and Jenae Carlson, 2021 Summer Interns

Others Present: Lisa Quinn, Spring Lake Township; Jason Wedel, City of Prior Lake; Zach Braid, City of Prior Lake; Maureen Reeder, PLSLWD CAC

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

2021 Intern Introductions

The 2021 Summer interns, Janae Carlson and Camille Will, briefly introduced themselves to the Board of Managers.

PLSLWD Total Compensation Study

Mike Verdoon and Megan Olson with Gallagher Benefit Services presented the total compensation study. In response to Manager questions, Gallagher staff clarified that due to the specifics of job descriptions, they were not able to provide comparable matches within the custom market for all PLSLWD positions. They also clarified that PTO is not specific benefit within the total compensation calculation as it is already accounted for within the base salary rates.

Education & Outreach Follow-up

This agenda item was in response to Managers' request for information regarding tasks performed by the District's Education and Outreach Specialist and information on what portion of the District's education and outreach plan was needed to meet regulatory, program and contractual requirements. Staff presented the District's Education and Outreach Specialist's workload plan for 2021. Planned 2021 Education and Outreach activities were categorized to show whether they were intended to meet MS4 requirements, Water Resource Management Plan implementation items, or grant requirements. Managers stated they found the information helpful. Manager Boyles stated that it is important to promote the Watershed District and inform constituents of District activities that benefit them.

Geis Wetland & Trash

Manager Hennes stated subsequent to putting this topic on the agenda, his concerns about maintenance adjacent to the Geis wetland had been resolved.

Watzl's Beach Erosion

Manager Pany stated that he had noticed beach erosion occurring at Watzl's beach and wondered if addressing the erosion could be a potential public infrastructure partnership project. Manager Loney made a motion directing District staff to invite city staff for a joint site visit to review the extent of erosion and to assess whether the site could be considered for the public infrastructure partnership project. Second by Manager Pany. 5 Ayes. Passed 5-0.

Board Retreat Agenda

Managers were comfortable with the draft agenda with the addition of "Other Discussion Items" that would allow flexibility to address additional items at the retreat if needed.

Watershed District Space Needs

Staff shared that another meeting was held with the City of Prior Lake. PLSLWD shared findings from research performed on current market prices on rental space and how that informed the District's proposed lease rent. While both parties modified their positions regarding lease rents from the previous meeting, the two parties were still not in agreement. Jason Wedel was invited to make some comments on behalf of the City of Prior Lake, where he stated the District and the City have been without a lease for almost one year. Manager Myser stated that the District would be open to providing some compensation to the City to cover the previous year, yet is also investigating other office locations. Manager Pany stated being located in City Hall provides more visibility for the District than the previous District office location.

IT Consulting Services for the District

Staff shared that IT support is needed. The Managers directed staff to investigate options for needed IT services.

The meeting was adjourned at 5:45 p.m.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

REGULAR MEETING MINUTES

Tuesday June 8, 2021

Prior Lake City Hall

6:00 PM

BOARD OF MANAGERS:

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

Members Present:

Mike Myser, Curt Hennes, Bruce Loney, Steve Pany, Frank Boyles

Staff & Consultants Present:

Joni Giese, District Administrator
Maggie Karschnia, Water Resources Project Manager
Jaime Rockney, Water Resources Specialist
Carl Almer, EOR, District Engineer

Others Present:

Andy Berg, Abdo, Eick & Meyers
Lisa Quinn, Spring Lake Township
Maureen Reeder, Citizens Advisory Committee
Jim Weninger, Citizens Advisory Committee

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE:

Meeting called to order by President Myser at 6:00 P.M.

2.0 PUBLIC COMMENT:

None

3.0 APPROVAL OF AGENDA:

Manager Loney moved to approve the agenda. Second by Manager Hennes. All Ayes. Passed 5-0.

4.0 OTHER OLD/NEW BUSINESS:

4.1 Programs & Projects Update:

Jamie Rockney reported that the outlet structure water level is at 902.35. Boat inspections are being done at Spring, Lower and Upper Prior Lakes funded by the PLSLWD. Inspections to prevent AIS started in May. 1,256 inspections have been done. The I-LIDS inspection system is in operation at Spring Lake. 279 launch videos were reviewed in May. Manager Hennes asked about the position of the I-LIDS camera. Is it in the best position? Jaime said it is being evaluated at this time. Manager Pany asked if inspections are being done at Fish Lake? Jaime replied yes there will be some inspections at Fish Lake this summer on a few weekends.

Jamie Rockney shared information on the difference between filamentous algae and blue-green algae. Maggie Karschnia reported that the biocontrol method of Blue Gill stocking was done in three locations. Carp espionage is working well with volunteers. Carp management strategies of track, block, and reduce are being used to try to reduce the carp population. Push and Newman Spawning Traps are being used to remove carp. Electro fishing is being done with good results on Spring Lake. 6,000 pounds of carp were removed in May from Crystal Bay at Upper Prior Lake using electro fishing. An Education and Outreach Presentation titled, "How Healthy is My Wetland?" was done with Twin Oaks Middle School 7th graders and was well received. Sutton Lake Project will be receiving some rocks that will provide better access for landowners. The Spring Lake West Project is being investigated and researched.

4.2 Approval 2020 Annual Financial Audit Acceptance: Andy Berg, Abdo, Eick & Meyers

No significant concerns were expressed in this year's audit. Manager Boyles moved to approve the 2020 Annual Financial Audit. Second by Manager Hennes. All Ayes. Passed 5-0.

4.3 2020 Water Quality Report Cards: Spring Lake and Upper Prior Lake

Jaime Rockney reported on the updated the Water Quality Monitoring Report Cards for Spring and Upper Prior Lakes. Water quality is improving, there are more aquatic plants. Native aquatic plants are very good for lakes. They consume phosphorous and improve water quality.

4.4 Watershed Management Study: Draft Project Charter

Administrator Giese stated the study is moving forward. More meetings are coming up soon.

4.5 Draft CAC Project Definition & Process Template:

Administrator Giese stated that the template is being developed in order to better align communication between the CAC and Board of Managers to ensure CAC activities are in alignment with Manager's priorities. CAC volunteer time and skills should be used wisely.

4.6 Lake Vegetation Policy:

Administrator Giese recommended developing a lake vegetation policy. Managers directed staff to develop a draft of the policy for Board review.

4.7 Manager Presentations & Liaison Updates:

None.

5.0 CONSENT AGENDA:

Manager Pany requested Item 5.2, May 11 meeting minutes be removed from the consent agenda. Manager Myser motioned to remove 5.2 from the Consent Agenda, seconded by Steve Pany. All Ayes. Passed 5-0. Manager Loney moved to approve the amended Consent Agenda. Second by Manager Hennes. All Ayes. Passed 5-0.

Manager Pany recommended editing Section 4.2 of the May 11 meeting minutes to state that Manager Loney moved to approve Maureen Reeder to the CAC. Manager Pany moved to approve the amended 5.2 section of the Consent Agenda. Second by Manager Loney. All Ayes. Passed 5-0.

- 5.1 Meeting Minutes— May 11 Board Workshop
- 5.2 Meeting Minutes—May 11 Board Meeting
- 5.3 Meeting Minutes—May 27 CAC Meeting
- 5.4 Claims list

6.0 TREASURER'S REPORT:**6.1 Financial Reports Update:**

New and better reports are being developed with CLA. Manager Loney, Myser and Administrator Giese met with CLA to develop an approach for improving the financial reports. Revised reports will provide better information regarding, such as cash flow, cash status, revenue sources, and investments. Select reports will be prepared on either a monthly, quarterly, or annual basis.

6.2 Financial Report:**6.3 Treasurers Report:**

Treasurer / Manager Loney reported that the Watershed District finances are in good order at this time.

7.0 UPCOMING MEETING/EVENT SCHEDULE:

All open to the public:

CAC Meeting, Thursday, June 24 at City Hall at 6:30 p.m.

Board of Managers retreat Saturday, June 19 at City Hall Parkview 9:00 a.m.

Board of Managers and CAC joint meeting Thursday July 29th at Parkview 6:00 p.m.

ADJOURNMENT

Manager Hennes moved to adjourn meeting. Second by Manager Pany. All Ayes. Motion Passed 5-0. Meeting adjourned at 7:34 PM.

Steve Pany, District Secretary

June 8, 2021

**SPECIAL MEETING MINUTES*****Saturday, June 19, 2021******Prior Lake City Hall, Parkview Conference Room*****BOARD OF MANAGERS:**

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

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

Staff Present: Joni Giese, District Administrator

Others Present: Jason Wedel, City of Prior Lake; Kirt Briggs, Resident of Prior Lake; Christian Morkeberg, PLSLWD CAC

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE:

The meeting was called to order by President Mike Myser at 9:00 a.m.

2.0 PUBLIC COMMENT:

Kirt Briggs, resident of Prior Lake, spoke about his wish that PLSLWD and the City of Prior Lake come to a resolution regarding PLSLWD's use of City Hall for office and meeting space as the current lease expired almost a year ago.

3.0 APPROVAL OF AGENDA:

Manager Hennes moved to approve the agenda. Second by Manager Pany. All Ayes. Passed 5-0.

4.0 OTHER OLD/NEW BUSINESS**4.1 Upper Watershed Blueprint Plan**

Administrator Giese presented an analysis of various groupings of the projects included in the Upper Watershed Blueprint Plan and shared her recommendation of which projects should move forward to implementation. Managers and staff discussed that operations and maintenance (O&M) costs, in particular associated with staff's O&M efforts, may not be accurately reflected in the analysis. Some Managers also believed staff costs associated with project implementation may be low. Manager Boyles made motion to support analysis "Option 2, Blueprint with Lesser Cost Substitutes for FeCl 2", and to make updates to Option 2 as discussed by the August Board of Managers meeting. Second by Manager Loney. In Favor: all Ayes. Passed 5-0.

4.2 Role of Manager Role versus District Administrator Role

Managers stated the District needed to better codify the Managers' role and the District Administrator's role. Manager Boyles stated the District should also consider clarifying process information, such as how and when to adopt a resolution. Manager Loney made a motion that the role of the Managers and the role of the District Administrator be defined in a document that can be incorporated into the District's bylaws. Second by Manager Boyles. In Favor – all Ayes. Passed 5-0.

4.3 District Administrator Thoughts and Priorities

Administrator Giese reiterated the Managers stated priorities that came out of the January Board of Managers Special Meeting. Administrator Giese also shared her impressions of what the District is doing well and opportunities for improvement. Much of Administrator Giese's time to take on special projects for the remainder of the calendar year has already been committed. From the list of opportunities for improvement that have not been addressed yet, the Managers stated the following were their highest priority (no priority hierarchy implied by list order):

- Item C: HR
- Item D: Develop salary structure
- Item E: Budget process – develop line-item documentation/support
- Item K: Update accounting coding to align with budget
- Item L: Align Harvest (time reporting software) charge coding to better align with budget
- Item M: Determine which budget items should be developed and tracked with loaded staff hours
- Item N: IT support

Manager Boyles noted the identified list exceeds the Administrator Giese's hours available to take on special projects.

4.4 Other Discussion Items

- Staff efforts should be focused on the important 20% of tasks that lead to 80% of the District's outcomes (Pareto Principle).
- Try to improve project management, establish project budgets for staff time, and efficiently resolve outstanding project issues to close projects as quickly as possible.
- Share out examples of proposed monthly/quarterly/annual financial reports to entire Board of Managers.
- Send out draft agenda to full Board of Managers for review to assist with the development of the final board agenda.
- Budget impacts should be mentioned in agenda memorandums.

ADJOURNMENT

Manager Loney moved to adjourn meeting. Second by Manager Boyles. In Favor: All Ayes. Motion Passed 5-0. Meeting adjourned at 12:20 PM.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

CAC Meeting Minutes

Date: June 24th, 2021
6:30-8:00 PM

Attendees:

CAC Members:

8 of 9 members present = 89%

- ☒ Christian Morkeberg (Chair)
- ☒ Woody Spitzmueller
- ☒ Christopher Crowhurst
- ☒ Matt Newman
- ☒ Jim Weninger
- ☒ Ben Burnett
- ☐ ~~Matt Tofanelli~~ _____
- ☒ Loren Hanson and
- ☒ Maureen Reeder

Staff: Joni Giese

District Administrator

Board members:

Bruce Loney
Curt Hennes

Guests:

Lisa Quinn – Liaison for Spring Lake Township

Minutes:

- I. Convene meeting – 6:30 pm – Welcome — Chair Christian Morkeberg
- II. Minutes & Agenda
 - a. May Minutes
 1. Correction: Spring Lake West IESF project, change “mostly done” to “in progress.”
 2. Approved: Motion: Jim; Second: Maureen; passed (with correction)
 - b. June Agenda
 1. Addition: CAC Business – Add paperwork help. who: Christian suggested.
 2. Approved: Motion: Chris; Second: Loren; passed
- III. CAC Business
 - Kathryn Keller-Miller Departure (Joni)
 - New job at Stantec Consulting
 - Joni exploring options for replacement/new staff
 - CAC Project Definition Template – Start use? (Joni)
 - Matt requested two processes: 1. New ideas; and 2. Existing focus of review & comment
 - Joni and Christian Presented/outlined the document “CAC Project Definition & Process Template” – the suggested process for “New ideas” from the CAC
 - Long discussion, several suggestions, *See attached original document & the “suggested updates” document* for results from discussion. Other suggestions and questions included:
 - What if our ideas disagree with the board?
 - The presented document is very rigid and only fits certain types of ideas
 - This document/process was presented as a way to save CAC time, so they don’t waste it on projects not deemed “ready”

- Is the staff then a gate-keeper to project ideas to the board? Is this the right way?
 - The CAC has the role of functioning as the interface between the board/Staff and the public, a more defined “back-and-forth” is needed and should be encouraged.
 - Discussion tabled until next meeting (joint with PLSLWD Board)
 - New CAC member application – David Hagen
 - Matt motioned to approve/recommend David’s appointment to the CAC, second by Chris; Passed
 - New member orientation packet update (Loren)
 - Loren is working on this (some help from Ben)
 - Needs Bios
 - Working on list of acronyms (has several initial lists)
 - Joni/Christian will provide most recent version of bylaws
 - Subcommittee structure discussion
 - Discussed benefits/drawbacks of alternate subcommittee structure
 - Should Subcommittees follow PLSLWD Board three focus areas? Most thought so.
 - What about new areas? How should they be addressed?
 - Are “fixed committees” better? What about variable or working groups per idea?
 - How much structure is realistic? Will it cause fracturing of time and resources from CAC members?
 - Are task forces ever used? (Task force: temporary project/idea specific group/subcommittee)
 - Project focused vs Focus areas
 - Consensus: the Staff and Board need to bring in the CAC BEFORE contractors and studies are done/contracted. CAC, should be part of staff and board review. In the past CAC has not been in a good advisor/review position, this is changing and needs to be helped/fostered
 - Example: the Upper Watershed Blueprint Report stated that one of the primary goals was to address spring lake flooding; but this was not mentioned anywhere else in the report, and the report was accepted by the staff and board. CAC was not asked for feedback until too late in the process to help catch this gap.
 - Motioned to table until next meeting by Matt, second by Ben, passed
 - Joni requested that some of the CAC volunteer to help staff the booth at 2021 Prior Lake Chamber Fest. Slots needed:
 - Friday, August 6 (7:00 – 9:00 pm) – Wine/Beer Tasting
 - Saturday, August 7 (2:00 – 5:00 pm) – Golf on Main and Vendor Village
 - Reminder: CAC member photo (for website) – July meeting
 - Joint CAC and Board of Managers meeting – July 29 (special agenda)
- IV. Staff Project Updates
- Bluegill stocking and surveys
 - 3400 bluegills added to 3-4 different locations in wetlands around/before Spring and Upper Prior Lakes.
 - Changed providers, staff found a better company (lower costs, more fish)
 - Walleyes will be added in the fall
 - I-LIDS implementation update
 - Installed at Spring Lake public access

- Ran a few weeks without audio as “baseline”
 - Turned on audio for a week (as of meeting day) – working well
 - Still experimenting with configuration “tweaks”
 - Looking in to ability to send out citations based on video recording evidence, neither Scott County Sheriff nor DNR are currently willing to send citations, looking into getting addresses from boat license to be able to send out letters (good or bad).
 - Hike the Watershed – guided hikes (9:30 – 11:00 AM)
 - June 16 (Jeffers Pond) – went well, had several people show up.
 - Future dates: July 14 (Lakefront Park), Aug 18 (Spring Lake Regional/Arctic Lake)
 - Plant Native Prairie workshop – July 14 at 6:30 pm (see Scott SWCD for webinar registration)
- V. June Board Meeting – attendee: Maureen
- a. Next July Board Meeting – CAC attendee: Loren
- VI. Board Liaison Updates & Requests to CAC – Bruce
- Board retreat updates and Upper Watershed Blueprint preferred implementation approach
 - Bruce and Joni presented Blueprint options (6) and the recommended option (Option 2, ranked “A”)
 - Will now start looking at available grants, funding options, and levy requirements
 - Discussion
 - Why did Board Focus more on Quality vs Flooding?
 - Asked to get background and reasoning....
 - Future development will add storage, but it is many years out...
 - Study included flood ideas/projects, why not selected? Were there any public flooding discussions or forums?
 - Storage fixes need more retention/landscaping and are therefore more expensive
 - Recommendation/Request: PLSLWD needs to better define and present the flood approach whether it is “do nothing now” or “we will do X in Y years...”, and then be prepared for fallout if a flood occurs and nothing was done.
 - More discussion about a better process for staff and CAC to review new ideas AND review existing plans, budgets, etc. much sooner...
 - Repeated example: the Upper Watershed Blueprint Report stated that one of the primary goals was to address Spring Lake flooding; but this was not mentioned anywhere else in the report, and the report was accepted by the staff and board. CAC was not asked for feedback until too late in the process to help catch this gap.
- VII. CAC Subcommittee Reports – working on goals for 2021 & now re-alignment
- a. Tabled, ran out of time
- VIII. Goals & Topics for Next Meeting – **July Joint Meeting Format**
- a. Plan a longer meeting
 - b. Also meant to be a social gathering and discussion
 - c. Pictures planned
 - d. Idea: Board gets our minutes, since CAC is supposed to be a public review group, can we get their minutes, so we can review and ask questions? Our meetings are staggered for this purpose, should CAC members at the board meeting have formal agenda time to ask CAC questions of a public review nature?
- IX. Staff & Other Announcements
- a. Prior Lake Chamber Fest – need table volunteers (see above)
 - b. Hike the Watershed and workshops (see above)
- X. Adjourn

- a. Motion: Chris; Second: Loren; passed
- XI. Upcoming Meetings:
 - a. Board Meeting: Tues, July 13, 6:00 pm
 - b. CAC Meeting: Thurs, July 29, 6:00 pm - joint with PLSLWD Board & Picture Night

DRAFT

CAC Project Definition & New Process Template

Draft: June 24, 2021

1. Problem Statement or Project Opportunity

What is being studied? Define what problem is intended to be addressed or what project opportunity the subcommittee would like to explore. If this is focused on a particular lake or resource, state the focus resource.

2. Relationship to District Goals

How does this topic or project relate to established District goals? (i.e., addresses invasive species, water quality improvement, shoreline restoration, reduce flooding, etc.)

3. Project Deliverables

What are the intended project deliverables/timeline for this project or subcommittee?

- Example questions/details to answer:
 - Define resources needed: Staff time, how many staff, cost
 - Length/duration of project
 - How does it fit into current or next budget?
 - Background and support
 - TO BE DEFINED: What types of scientific research is needed/acceptable
- Deliverable examples:
 - Producing a product (ex. factsheet)
 - Researching a project proposal
 - Developing a project research/ implementation proposal for Board consideration
 - Planning an event or outreach activities

4. Present to District Staff (Bulk of idea development loop/process)

- Receive/apply feedback from District staff on (1, 2, 3, intended project direction, etc.).
- Based on staff feedback, develop/refine work tasks, project schedule (when would start? Which budget year? etc.) and deliverable(s), decide when to share with board.
- Refine idea and restart task 4, until ready for 5 (or decide to drop idea).
- Once project is clearly defined and work program is approved by the staff and board liaison, proceed to 5.

5. Present to Board

Present to Board for final review and approval.

- Board may request changes, or alterations

If approved, Board will add to PLSLWD plan and budget

CAC Project Definition & Process Template

Draft: June 2, 2021

Problem Statement or Project Opportunity:

What is being studied? Define what problem is intended to be addressed or what project opportunity the subcommittee would like to explore. If this is focused on a particular lake or resource, state the focus resource.

Relationship to District Goals:

How does this topic or project relate to established District goals? (I.e. addresses invasive species, water quality improvement, shoreline restoration, reduce flooding, etc.)

Project Deliverables:

What are the intended project deliverables for this subcommittee? Examples: Producing a product (ex. factsheet), researching a project proposal, develop a project research/implementation proposal for Board consideration, planning an event or outreach activities, etc.

Next Steps:

- Receive feedback from Board and District staff on intended project direction.
- Based on Board and staff feedback, develop work tasks, project schedule and deliverable and share with Board and District staff for final review and approval.
- Once project is clearly defined and work program is approved by the Board liaison, members can begin work on the project.

Patty Dronen - Administrative Assistant	CLA is accountant	Bruce Loney, Treasurer	
7/13/2021			
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 Sterling State Bank) to the claims list parties.			
Staff will request that all vendors provide information on their invoices to fit into the categories below			
Vendor	Invoice	Description	Amount
1. Watershed District Projects (excluding staff payroll)			
EOR	00758-0114	Sutton Lake Outlet Modification Plan	3,152.28
EOR	00758-0139	General Engineering	739.50
EOR	00758-0124	Spring Lake West Subshed BMP Feasibi	269.00
EOR	00758-0136	Upper Watershed Blueprint Review	696.00
EOR	00758-0145	Sutton Lake IESF Feasibility	3,226.11
EOR	00758-0146	Buck Lake East Wetland Enhancement	552.75
EOR	00758-0139	Permitting	1,977.25
Metropolitan Council	1126535	Lab Analysis	235.00
Goeden Fisheries LLC	2147	Blue Gill Stocking	3,600.00
Scott County Abstract & Title Co	I-31263-01	Title Policy for Sutton Lake Easements	300.00
Smith Partners	42358	Easement Conservation	95.60
Waterfront Restoration LLC	1486	On-site	4,715.22
RMB Environmental Laboratorie	B002186	Ferric Monitoring	288.00
RMB Environmental Laboratorie	B001915	Ferric Monitoring	310.00
RMB Environmental Laboratorie	B002317	Ferric Monitoring	310.00
RMB Environmental Laboratorie	B002270	Ferric Monitoring	407.00
RMB Environmental Laboratorie	B002376	Ferric Monitoring	407.00
RMB Environmental Laboratorie	B001727	Ferric Monitoring	310.00
RMB Environmental Laboratorie	B002524	Ferric Monitoring	310.00
RMB Environmental Laboratorie	B002589	Ferric Monitoring	407.00
RMB Environmental Laboratorie	B002269	Watershed Monitoring	776.00
RMB Environmental Laboratorie	B001863	Watershed Monitoring	776.00
RMB Environmental Laboratorie	B002375	Watershed Monitoring	582.00
RMB Environmental Laboratorie	B002588	Watershed Monitoring	388.00
WSB	R-017421-000-9	Common Carp Management	2,830.46
WSB	R-017421-000-8	Phase 1 District Carp Management	15,433.75
Waterfront Restoration	1499	Watercraft Inspector - Onsite	6,186.85
Xcel Energy	737656898	18051 Langford Blvd	18.97
		Subtotal	49,299.74
2. Outlet Channel - JPA/MOA (excluding staff payroll)			
EOR	00758-0140	PLOC Segment 2	174.00
EOR	00758-0140	PLOC Segment 4	43.50
EOR	00758-0140	PLOC Segment 5	1,929.83
EOR	00758-0140	PLOC Non-Specific	1,781.25
EOR	00758-0086	PLOC Vegetation Maintenance	846.37
EOR	00758-0147	PLOC Seg. 1, 4 and 5A Bank Repair	939.75
Scott SWCD	2021-106	Partial Payment	117.25
CLA	2929585	PLOC Accounting	1,050.00
		Subtotal	6,881.95
3. Payroll, Office and Overhead			
ADP Manager Per Diems		Per Diems	534.77
ADP Staff Payroll		Payroll Services	27,079.68
ADP Taxes & Benefits		Taxes and Benefits	22,790.58
Fidelity		Fidelity	150.00
HSA Bank		HSA Bank	150.00
NCPERS		Life Insurance	224.00
Optum	95-10083683	Past Due Bill	33.75
Reliance Standard		July Premiums (LTD, STD)	466.50
HealthPartners		June	5,839.48
League of Minnesota Cities	6647	Insurance Claim	713.13
City of Prior Lake		July Rent	2,250.00
Abdo Eick and Meyers		Audit	8,000.00
Smith Partners	42423	Audit Opinion	276.00
Smith Partners	42495	General Admin & Legal Services	693.10
Metro Sales	1805197	5/28/21-6/27/21 Usage	110.60
Metro Sales	1841981	6/28/21-7/27/21 Usage	110.60
LogMeIn	1208440653	GoToMeeting Yearly Subscription	192.00
Gallagher	202128340	Consulting Fees	885.00
CLA	2929585	Monthly Bookkeeping	1,500.00
		Payroll Services	900.00
		Audit Reporting to State	95.00
		Project - Billing rates for grant reportin	700.00
		Technology and Client Support Fee	154.50
VISA		June Billing	1,990.82
		Subtotal	75,839.51
4. Debt repayment and Interest			
Northland Trust Services		Principal	
Northland Trust Services		Interest	
		Subtotal	0.00
TOTAL			126,189.25
X		X	

Reflects bills paid through June 30, 2021

Program Element		2021 Source of Funds			2021 Budget	Actual Results		
		2021 Levy	Budget Reserve	Grant Funds/Fees		Monthly Activity	YTD Actual Results	YTD percents
General Fund (Administration)								
Revenues								
	Property Taxes	166,126			166,126	87,904	87,904	53%
	Grants	-			-			0%
	Interest	-			-	6	(67)	-100%
	Total Revenues	166,126	-	-	166,126	87,910	87,837	53%
Expenditures								
	Administrative Salaries and Benefits	90,186			90,186	24,733	89,085	98.78%
	703 - Telephone & Internet	10,000			10,000	97	3,517	35.17%
	706 - Office Supplies	8,690			8,690	3,663	7,081	81.49%
	709 - Insurance and Bonds	10,000			10,000	8,941	11,823	118.23%
	670 - Accounting	30,000			30,000	2,643	20,611	68.70%
	671 - Audit	10,250			10,250	2,500	2,500	24.39%
	903 - Fees	2,000			2,000	32	8,805	440.26%
	660 - Legal (not for projects)	5,000			5,000	-	4,450	89.01%
	General Fund (Administratio) Expenditures	166,126			166,126	42,609	147,873	89.01%
	Net Change in General Fund	-	-	-	-	45,301	(60,036)	

Reflects bills paid through June 30, 2021

Program Element		2021 Source of Funds				Actual Results			
		2021 Levy	Budget Reserve	Grant Funds/Fees		2021 Budget	Monthly Activity	YTD Actual Results	YTD percents
	Implementation Fund								
	Revenues								
	Property Taxes	1,628,506			1,628,506	861,385	861,385	53%	
	Grants	-		297,000	297,000	-	93,788	32%	
	Interest	-			-	26	50	100%	
	Total Revenues	1,628,506	-	297,000	1,925,506	861,411	955,223	50%	
	Expenditures								
	Program Salaries and Benefits (not JPA/MOA)	440,323			440,323	41,229	174,580	39.65%	
Water Qual	550 Public Infrastructure Partnership Projects	20,000			20,000	-	-	0.00%	
Water Qual	611 Farmer-led Council	51,000			51,000	300	10,697	20.97%	
Water Qual	611 Cost-Share Incentives	58,000			58,000	-	3,415	5.89%	
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	35,000			35,000	1,296	10,336	29.53%	
Water Qual	611 Fish Management, Rough Fish Removal	60,000			60,000	9,865	11,245	18.74%	
Water Qual	611 Spring Lake Demonstration Project Maintenance	1,500			1,500	-	-	0.00%	
Water Qual	611 Alum Internal Loading Reserve	230,000			230,000	-	-	0.00%	
Water Qual	611 County Rd 12/17 Maintenance	1,000			1,000	-	-	0.00%	
Water Qual	611 Fish Lake TMDL Implementation		3,000		3,000	-	-	0.00%	
Water Qual	611 Pike Lake TMDL Implementation		3,000		3,000	-	-	0.00%	
Water Qual	637 District Monitoring Program	128,000			128,000	2,509	14,527	11.35%	
Water Qual	GRANT Carp Management/Removal	30,000		90,000	120,000	6,616	51,692	43.08%	
Water Qual	626 Planning and Program Development	32,000			32,000	576	1,941	6.06%	
Water Qual	626 LGU Plan Review		3,000		3,000	-	44	1.45%	
Water Qual	626 Engineering not for programs	30,000			30,000	479	4,978	16.59%	
Water Qual	648 Permitting and Compliance	17,000			17,000	4,787	10,616	62.45%	
Water Qual	648 Update MOAs with cities & county	5,000	5,000		10,000	-	-	0.00%	
Water Qual	648 BMP and easement inventory & inspections	14,000			14,000	5,284	6,042	43.15%	
Water Qual	626 Upper Watershed Blueprint	235,543			235,543	-	8,301	3.52%	
Water Qual	626 District Plan Update	2,500			2,500	-	-	0.00%	
Water Qual	752 Fish Lake Shoreline Restoration Project Maintenance	1,000			1,000	-	-	0.00%	
Water Qual	626 Spring Lake West Subwatershed Project	30,000			30,000	1,000	1,000	3.33%	
Water Qual	648 Non-project Reg. Reporting, Rules & Stand. Rev.	5,000			5,000	-	740	14.79%	
Water Qual	611 Fish Stocking	6,000			6,000	-	-	0.00%	
	WQ TOTAL	992,543	14,000	90,000	1,096,543	32,712	135,572	12.36%	
Water Storage	550 District-wide Hydraulic & Hydrologic model	7,500			7,500	-	-	0.00%	
	550 S&I Sutton Lake Outlet Structure Project	25,000	182,000	207,000	414,000	1,152	236,737	57.18%	
	WS TOTAL	32,500	182,000	207,000	421,500	1,152	236,737	56.17%	
AIS	611 Aquatic Vegetation Mgmt	-			-	6,506	6,506	#DIV/0!	
AIS	637 Automated Vegetation Monitoring	4,700			4,700	-	2,799	59.55%	
AIS	637 Aquatic Vegetation Surveys	18,000			18,000	9,372	9,372	52.07%	
AIS	637 Boat inspections on Spring, Upper & Lower Prior	38,000			38,000	-	-	0.00%	
AIS	637 AIS Management Plans	20,000			20,000	-	-	0.00%	
	AIS TOTAL	80,700	-	-	80,700	15,878	18,677	23.14%	
Ed & Out	652 Education and Outreach Program	7,440	11,910		19,350	9	595	3.07%	
Ed & Out	652 Prior Lake-Savage Schools partnerships	-			-	35	35	#DIV/0!	
	E&O TOTAL	7,440	11,910	-	19,350	43	629	3.25%	
	PLOC expenses	75000			75,000	-	27,624	36.83%	
	Total Implementation Fund	1,628,506	207,910	297,000	2,133,416	91,015	593,820	27.83%	
	Net Change in Fund Balance Implementation Fund				(207,910)	770,396	361,403		

	Grant Funds/Fees Anticipated				
Water Qual	648 Permitting and Compliance		1,000	1,000	
Water Qual	648 BMP and easement inventory & inspections		1,000	1,000	
AIS	611 Aquatic Vegetation Mgmt. (Scott County)		6,000	6,000	
	Total Grant Funds/Fees Anticipated		8,000	8,000	

No assurance is provided on this statement.

This statement omits required disclosures.

This statement is prepared on the cash basis of accounting.

PLSLWD monthly Treasurers Report

Treasurer: Bruce Loney

Account balances as of 6/30/2021

Old National Bank (Checking Account) *	\$	610,208
Sterling Bank (Checking Account)	\$	1,101,121
Total Uncleared Transactions	\$	(300)
Northland Securities (Investments) (Cash)	\$	380,798
SUBTOTAL	\$	2,091,827

RESTRICTED FUNDS

Permit Deposits, etc.	\$	94,435
PLOC Contingency Reserve (850)*	\$	260,558
PLOC O&M Funds (830)*	\$	351,116
Alum Internal Loading Reserve	\$	230,000
TOTAL DISTRICT/PLOC RESTRICTED OBLIGATIONS	\$	936,109

Available cash at end of June 2021	\$	1,155,718
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50.3% of 2021 Budget

Cash Minimum Balance Alert \$ 150,000

Cash Receipts

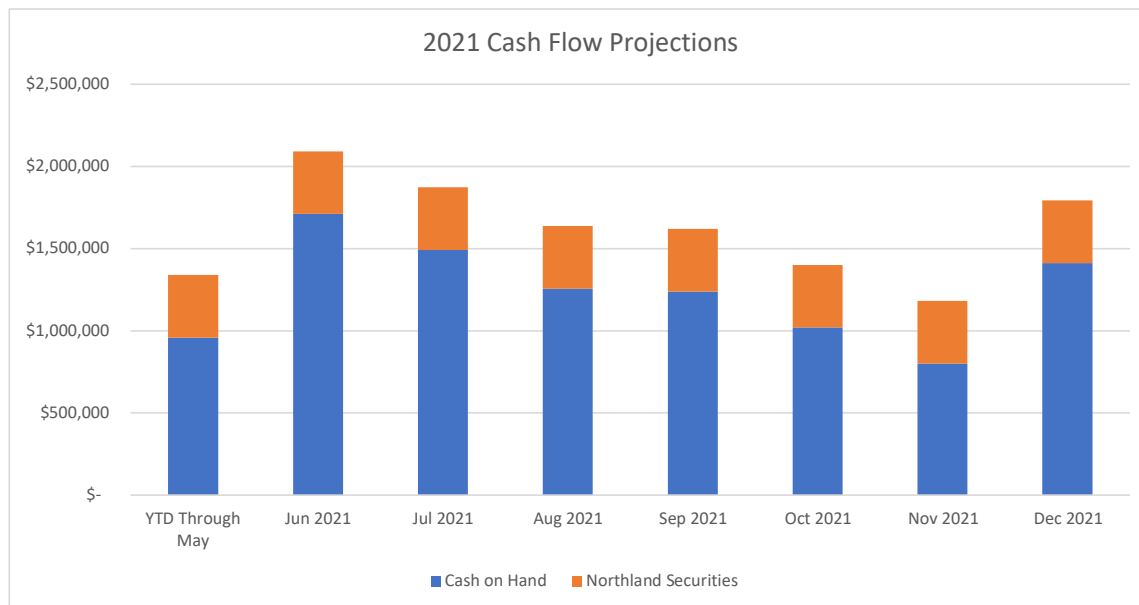
Cash Paid Out

* Note: Cash on Hand includes Northland Securities Investments

[illegible]

Cash Flow Chart

Month	YTD Through May	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021
Cash on Hand	\$ 958,443	\$ 1,711,029	\$ 1,491,623	\$ 1,256,041	\$ 1,239,336	\$ 1,019,657	\$ 800,251	\$ 1,412,579
Northland Securities	\$ 380,798	\$ 380,798	\$ 380,798	\$ 380,798	\$ 380,798	\$ 380,798	\$ 380,798	\$ 380,798



Prior Lake-Spring Lake Watershed District Balance Sheet

	6/30/2021 Balance
Cash/Investments	
Sterling Bank	\$ 1,100,821
Old National Bank	610,208
Northland Securities	380,798
	<u>\$ 2,091,827</u>
Receivables	
PLOC - Contributions	43,437
Other - State of MN	2,344
	<u>45,781</u>
Total Assets	<u>\$ 2,137,608</u>
 Liabilities	
Permit Security	78,104
Permit Deposits	16,331
	<u>94,435</u>
 Fund Balance	
Restricted	885,111
Unassigned	1,158,062
	<u>2,043,173</u>
Total Liabilities and Fund Balance	<u>\$ 2,137,608</u>

PLSLWD
Cost Analysis
6-30-2021

	6-30-2021	
	Amount	% of total
<u>Program staff costs</u>	<u>174,580</u>	<u>24.4%</u>
<u>Consultants</u>		
EOR	37,599	
WSB & Associates	53,759	
Scott Soil and Water Cons.	59,582	
RMB Environmental Labs	6,016	
Wenck Associates Inc	8,214	
Grant Revenue	-	
	<u>165,171</u>	<u>23.1%</u>
<u>Projects - (without staff cost or consultants \$12,000 annual threshold)</u>		
Hard costs, exclusive of prog staff & consultant costs	226,445	
Permitting Revenue	-	
	<u>226,445</u>	<u>31.7%</u>
<u>Overhead and Administration</u>		
Staff costs	89,085	
Audit/Accounting/Legal	27,562	
Other admin overhead	31,226	
	<u>147,873</u>	<u>20.7%</u>
<u>Bonds payments</u>	<u>-</u>	<u>0.0%</u>
Expenses excluding PLOC expenses per manager report	<u><u>714,069</u></u>	<u>100.0%</u>

No assurance is provided on this statement.

This statement omits required disclosures.

This statement is prepared on the cash basis of accounting.