



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## AGENDA

Tuesday, April 12, 2022

**6:00 PM**

Council Chambers  
Prior Lake City Hall

### BOARD OF MANAGERS:

**Mike Myser, President; Bruce Loney, Vice President;**

**Christian Morkeberg, Treasurer; Frank Boyles, Secretary; Curt Hennes, 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 – Parkview Conference Room

- Public Finance Advisor Informational Interviews (Joni Giese)
- Carp Management Program (Jeff Anderson & Tony Havranek-WSB)
- CAC Membership Renewal (Joni Giese)
- Goldfish in Cate's Lake (Joni Giese)
- Upper Watershed Projects Update (Bruce Loney)
- Stormwater Inputs to Lakes (Christian Morkeberg)
- Draft Retreat Agenda (Mike Myser)
- 4M and Banking Status Update (Joni Giese)
- Liaison Updates

6:00 – 6:01 PM    1.0    **BOARD MEETING CALL TO ORDER & PLEDGE OF ALLEGIANCE**

6:01 – 6:02 PM    2.0    **SWEARING IN OF MANAGER LONEY**

6:02 – 6:07 PM    3.0    **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.)

6:07 - 6:10 PM    4.0    **APPROVAL OF AGENDA** (Additions/Corrections/Deletions)

6:10 - 7:00 PM    5.0    **OTHER OLD/NEW BUSINESS**

5.1    Programs & Projects Update (Discussion Only)

5.2    Scott SWCD Annual Report Presentation (Troy Kuphal)

7:00 – 7:05 PM    6.0    **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.

- 6.1 Meeting Minutes—March 8, 2022, Board Workshop
- 6.2 Meeting Minutes— March 8, 2022, Board Meeting
- 6.3 Meeting Minutes – February 24, 2021, CAC Meeting
- 6.4 Claims List & Visa Expenditures Summary
- 6.5 Scott SWCD 2022 Professional Services Agreement

7:05 – 7:10 PM    7.0    **TREASURER’S REPORT**

7.1 Monthly Financial Reports (Discussion Only)

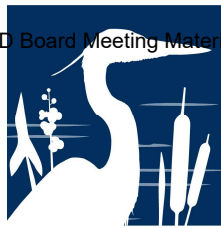
- Financial Report
- Treasurers Report
- Cash Flow Projections

7.2 Quarterly Financial Reports

- Balance Sheet
- Cost Analysis

7:10 - 7:15 PM    8.0    **UPCOMING MEETING/EVENT SCHEDULE:**

- Board of Managers Board Retreat, Saturday, April 16, 2022, 9:00 am (Prior Lake City Hall – Parkview Conference Room)
- CAC Meeting, Thursday, April 28, 2022, 6:30 – 8:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)
- Board of Managers Meeting, Tuesday, May 10, 2022, 6:00 pm (Prior Lake City Hall – Council Chambers)



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## APRIL 2022 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>Sutton Lake Outlet and Lake Management Plan</b> <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> <li>Met w/DNR and EOR to discuss management plan</li> <li>Installed and locked agri-drain boards</li> </ul>	<ul style="list-style-type: none"> <li>Make revisions to Management Plan</li> <li>Review plan concepts with DNR</li> <li>Final vegetation establishment on outlet project in spring</li> </ul>
<b>Carp Management</b> <i>Rough Fish Management (Class 611)</i> <i>Carp Management Project (Class 750 &amp; 751)</i> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> <li><b>Tracking:</b> Sent our Carp Espionage volunteers reminders to keep an eye out and report any carp sightings. Received input of carp movement on Upper Prior Lake in Mud Bay. Began prepping equipment for PIT station installations.</li> <li><b>Other:</b> Finalized 319 report for public availability.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to track the tagged carp</li> <li>Remove fish in open water as permit allows.</li> </ul>
<b>Ferric Chloride System Operations</b> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> <li>Facility is up and running beginning March 21<sup>st</sup>. MPCA required weekly sampling also started.</li> </ul>	<ul style="list-style-type: none"> <li>Solicit proposals for Ferric Treatment system analysis</li> <li>MPCA DMR reporting</li> </ul>
<b>Farmer-Led Council</b> <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> <li>Growing Healthy Soils Event March 16</li> </ul>	<ul style="list-style-type: none"> <li>Summer meeting with FLC members (date not set yet)</li> </ul>
<b>Cost Share Incentives</b> <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> <li>Proceed with Moen Gully Stabilization project</li> <li>Meet w/SWCD to review cost-share applicants and choose projects</li> </ul>	<ul style="list-style-type: none"> <li>SWCD will present summary of 2021 activity at April board meeting</li> </ul>
<b>Fish Lake Shoreline &amp; Prairie Restoration Project</b> <i>Project Lead: Shauna</i>	<ul style="list-style-type: none"> <li>Placed order through MNL for additional forb seeding in Prairie and plant plugs for the shoreline.</li> <li>Finalized rain garden interpretive sign, and placed order for three interpretive signs to meet grant requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Install interpretative signs</li> <li>Forward final MNL invoice to DNR</li> <li>MNL to implement final site enhancements to fully expend grant funds available (approx. end of April).</li> <li>Continue to review progress for potential project handoff to Spring Lake Township.</li> </ul>

## APRIL 2022 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>Upper Watershed Projects</b> <i>Buck East Wetland, Sutton IESF, Swamp IESF, Buck Chemical Treatment, Ditch 13 Chemical Treatment, Spring Lake West IESF</i> <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> <li>Grant reconciliation for 2019 BWSR Metro Fund grant (Spring West)</li> <li>Planning for FY2022 -2023 WBIF convening process</li> <li>Buck Wetland Enhancement landowner meeting</li> </ul>	<ul style="list-style-type: none"> <li>Convene meeting for FY 2022 – 2023 WBIF allocation funds,</li> <li>Fine-tune the grant opportunities summary</li> <li>Determine method for approaching landowners once feasibility studies are complete and project is ready to move forward</li> <li>Complete grant reconciliation</li> <li>Solicit proposals</li> </ul>
<b>Website and Media</b> <i>Project Lead: Elizabeth</i>	<ul style="list-style-type: none"> <li><b>Website articles posted:</b> 2022 Summer Internships article</li> <li><b>Social Media</b> – posted on all social channels about: BWSR Lawns to Legumes program, the Growing Healthy Soils workshop and our new employee (Allison Weyer).</li> </ul>	<ul style="list-style-type: none"> <li>Continue writing posts and updates about projects.</li> <li>Continue updating Facebook, and Instagram about projects &amp; news.</li> <li>SCENE article (aquatic vegetation benefits) will be submitted in April for summer edition.</li> </ul>
<b>Citizen Advisory Committee</b> <i>Project Lead: Allison</i>	<ul style="list-style-type: none"> <li>Staff prepared for and attended the March 31st CAC meeting.</li> <li>Allison introduction</li> <li>Subcommittee breakouts (shoreline restoration and flooding/water storage)</li> <li>Aquatic Management Policy draft comments/questions/concerns.</li> <li>CAC applicant and renewal review.</li> </ul>	<ul style="list-style-type: none"> <li>Plan &amp; coordinate April 28th CAC meeting.</li> </ul>
<b>Education Program</b> <i>Project Lead: Jaime</i>	<ul style="list-style-type: none"> <li>Presentation developed for Spring Lake Association annual meeting on April 24</li> <li>SCWEP 2021 Review and 2022 planning meeting</li> </ul>	<ul style="list-style-type: none"> <li>Present at Spring Lake Association annual meeting</li> </ul>
<b>Monitoring Program</b> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> <li>Data management</li> <li>Share data with partners</li> <li>Finalized update of Tier 2 and 3 lake report cards</li> <li>Finalized lake level graphs and stream hydrographs</li> <li>Updating website with current data</li> <li>Installed stream level loggers</li> <li>Due to low water levels, most lake level logger wells were re-installed to deeper locations or driven deeper. Loggers have not been recalibrated nor staff gages surveyed yet. Website will be updated asap.</li> <li>Began stream and ferric chloride water quality monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Data analysis</li> <li>Continue updating website with 2021 monitoring results</li> <li>Calibrate and survey lake level loggers</li> <li>Make final decisions on WISKI specifics and begin contract</li> </ul>

## APRIL 2022 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b><i>Aquatic Vegetation Management and Surveys</i></b> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> <li>• Worked with Spring Lake Association on new DNR AIS control grant for aquatic invasive plants. SLA was awarded funding for new infestation grant.</li> <li>• PLSLWD submitted a grant application for Lower and Upper Prior Lakes and was awarded a DNR AIS Control Grant for Upper Prior Lake only. The grant award totals \$7500 for a two-year Curlyleaf treatment project.</li> <li>• Worked on Aquatic Plant Management Policy</li> <li>• Held stakeholder meeting on Lake Vegetation Management Plans for Spring and Upper Prior Lakes.</li> <li>• Updated website with 2021 Aquatic Vegetation data</li> </ul>	<ul style="list-style-type: none"> <li>• Review Invasive Plant Management permit application and update for DNR grant.</li> <li>• Prepare contracts for projected spring CLP treatments</li> <li>• Complete Aquatic Plant Management Policy</li> </ul>
<b><i>AIS</i></b> <i>Project Lead: Shauna</i>	<ul style="list-style-type: none"> <li>• Receive scope of services from I-LIDS contractor. Finalize 2022 I-LIDS contract.</li> <li>• Continued editing of AIS Rapid Response Plan alongside Aquatic Plant Management plan</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize Draft AIS Rapid Response Plan to share with CAC and managers.</li> <li>• Schedule pre-season meeting with WaterFront Restoration regarding boat inspections.</li> </ul>
<b><i>Rules Revisions</i></b> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> <li>• Data/information sharing with City of Prior Lake to resolve final issues</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare comments to review comments received</li> <li>• Consider any final edits to rule revisions</li> <li>• Present final proposed revisions to board</li> <li>• Board approval</li> </ul>
<b><i>BMPs &amp; Easements</i></b> <i>Project Lead: Allison</i>	<ul style="list-style-type: none"> <li>• Negotiated resolution with property owner regarding contested Easement A600404 violation.</li> <li>• Worked with property owners on continued preparation of five Conservation Easements.</li> </ul>	<ul style="list-style-type: none"> <li>• Continued work with property owner to work through final details of easement violation resolution.</li> <li>• Continue to work with landowners to resolve identified easement violations issues on their properties.</li> <li>• Prepare requests for conservation easement vegetation establishment escrows.</li> <li>• Finish preparation of five in-progress conservation easements.</li> </ul>

## APRIL 2022 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>Permitting</b> <i>Project Lead: Allison</i>	<ul style="list-style-type: none"> <li>• Attended permit #22.01 Precon meeting for Prior Lake Downtown South Roadway Reconstruction project and issued project permit conditioned upon execution of a stormwater credit deficit MOA within 60 days.</li> <li>• Worked with Scott County to prepare a conservation easement needed to close Permit 19.01.</li> </ul>	<ul style="list-style-type: none"> <li>• #22.01 MOA execution.</li> <li>• Precon meeting for permit #21.02, April 13<sup>th</sup>.</li> <li>• Construction observation for permits #21.02 and #22.01.</li> <li>• Continue to follow up with Permittees to close remaining open permits.</li> </ul>
<b>Outlet Channel Projects and Administration</b> <i>Project Lead: Jaime/Jeff</i>	<ul style="list-style-type: none"> <li>• April 1 Cooperators meeting</li> <li>• Establishing temp easements for channel repair</li> <li>• Sediment removal project substantially complete</li> <li>• Vegetation maintenance contracts in progress</li> <li>• Conduct weekly channel inspections</li> <li>• Working on contract for outlet pipe televising</li> <li>• Working to obtain easement over PLOC for parcel recently acquired by the Metropolitan Council</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct outlet pipe televising</li> <li>• Solicit bids for bank repair project</li> <li>• Obtain rights of entry for three parcels associated with bank stabilization project</li> <li>• Secure new easement from the Metropolitan Council</li> </ul>
<b>General Administration</b> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> <li>• Onboarding new Permit Coordinator</li> <li>• Worked with Abdo on 2021 audit</li> <li>• Watershed Management Study               <ul style="list-style-type: none"> <li>○ Worked with PMT to develop improvement options</li> </ul> </li> <li>• Opened 4M Fund. Worked to open new bank account. Worked to change signatories on existing banking account.</li> </ul>	<ul style="list-style-type: none"> <li>• Watershed Management Study               <ul style="list-style-type: none"> <li>○ Continue work with PMT to prepare improvement options</li> </ul> </li> <li>• Staff reviews</li> <li>• Prepare benefits policy</li> </ul>



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

**Subject |** Scott SWCD Annual Report Presentation

**Board Meeting Date |** April 12, 2022

**Item No |** 5.2

**Prepared By |** Joni Giese, District Administrator

**Attachments |** Summary of SWCD 2021 Accomplishments

**Action |** None – Presentation and Discussion Only

## **BACKGROUND**

The SWCD performs a wide variety of conservation services in the PLSLWD to support implementation of its Water Resources Management Plan. Primary services include cost-share program implementation (landowner engagement, technical assistance, project design and engineering, financial assistance), farmer led council support, education programming, and water quality and flow monitoring.

## **PRESENTATION OVERVIEW**

Troy Kuphal with Scott SWCD will be summarizing the work SWCD did within the PLSLWD in 2021.

## **ACTION REQUESTED**

No action requested. Discussion only.



## SUMMARY OF 2021 ACCOMPLISHMENTS

### NUMBERS AT A GLANCE

Measure	2020	2021
New requests for conservation assistance	57	53
Landowners assisted	65	74
Cost share projects approved	28	20
Cost share projects completed	22	21
Phosphorus reduced (Lbs./year)	369	408
Sediment reduced (Tons/year)	264	298
FLC cover crops seeded (acres)	598	578
FLC lake-friendly farms certified (acres)	425	147
Stream flow measurements	50	19
Water quality samples	65	44
Education webinars	3	4



## Introduction

The SWCD performs a wide variety of conservation services in the PLSLWD to support implementation of its Water Resources Management Plan. Primary services include cost share program implementation (landowner engagement, technical assistance, project design and engineering, financial assistance), farmer led council support, education programming, and water quality and flow monitoring.

Most of SWCD services are supported by the District through an annual service agreement that includes a detailed work plan and budget. Individual line-item costs may vary due to unpredicted needs or circumstances through the course of the year; however, the budget is capped with an overall not-to-exceed amount. For 2021 this was \$124,500, including \$69,500 for services. Pass-through expenses including \$55,000 for cost share and FLC practices and expenses constitute the balance.

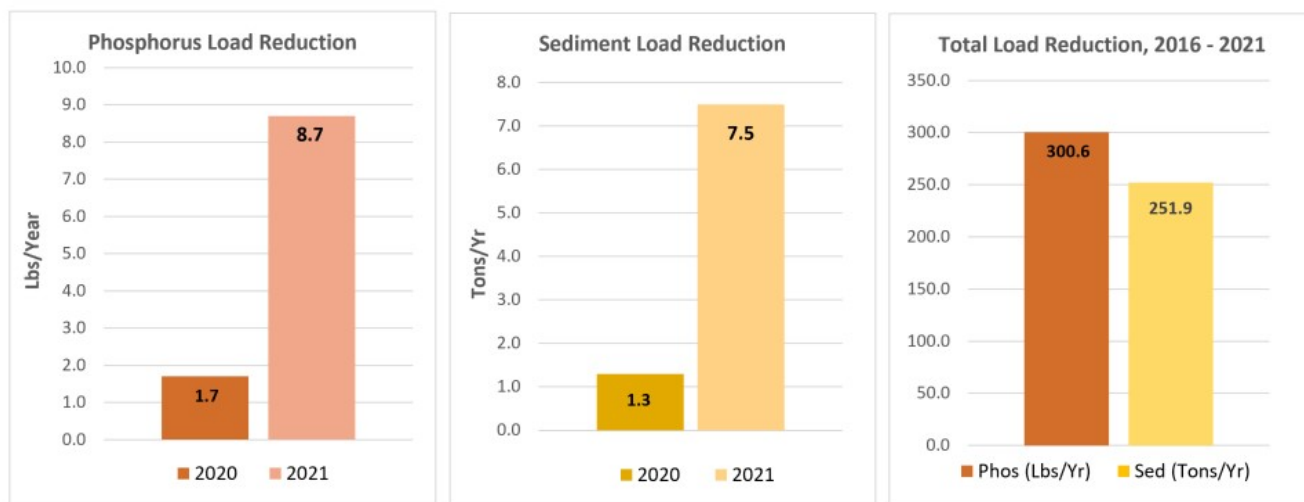
The SWCD provides quarterly reports throughout the year which provide a detailed accounting of the activities and services completed within the previous quarter. This annual report summarizes those accomplishments for priority metrics as identified by the Board of Managers.

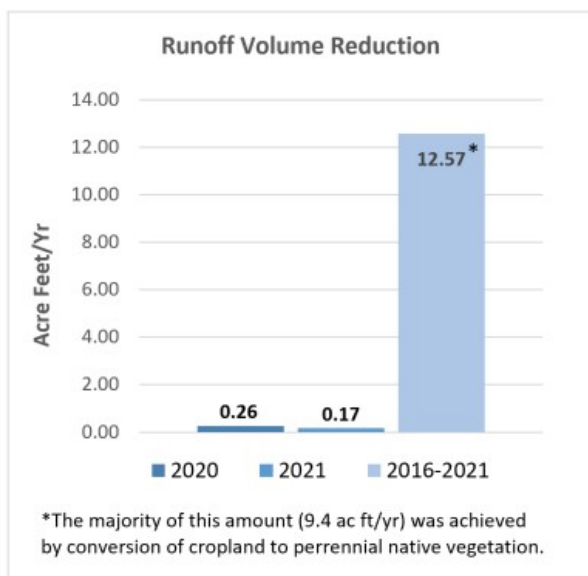
## I. Cost Share Program

The SWCD implements a countywide Technical Assistance and Cost Share (TACS) program designed to increase adoption of conservation practices by removing barriers to conservation, including lack of awareness, knowledge and/or ability, and economic constraints.

In PLSLWD, program efforts are targeted primarily towards reducing phosphorus, sediment, and runoff (i.e. flooding) consistent with the District's watershed management and TMDL implementation plans. We may also work with landowners who seek our assistance based on their own resource issues or concerns, which may not always align with District priorities. A balance of targeted and responsive approaches is needed to ensure we are building positive and trusting relationships within the watershed community. Water quality cannot improve unless private landowners in the watershed change day-to-day practices. Without trusting relationships, our water quality message is less likely to be accepted, and landowners will be more hesitant to invest time or capital into pro-water quality practices and behaviors.

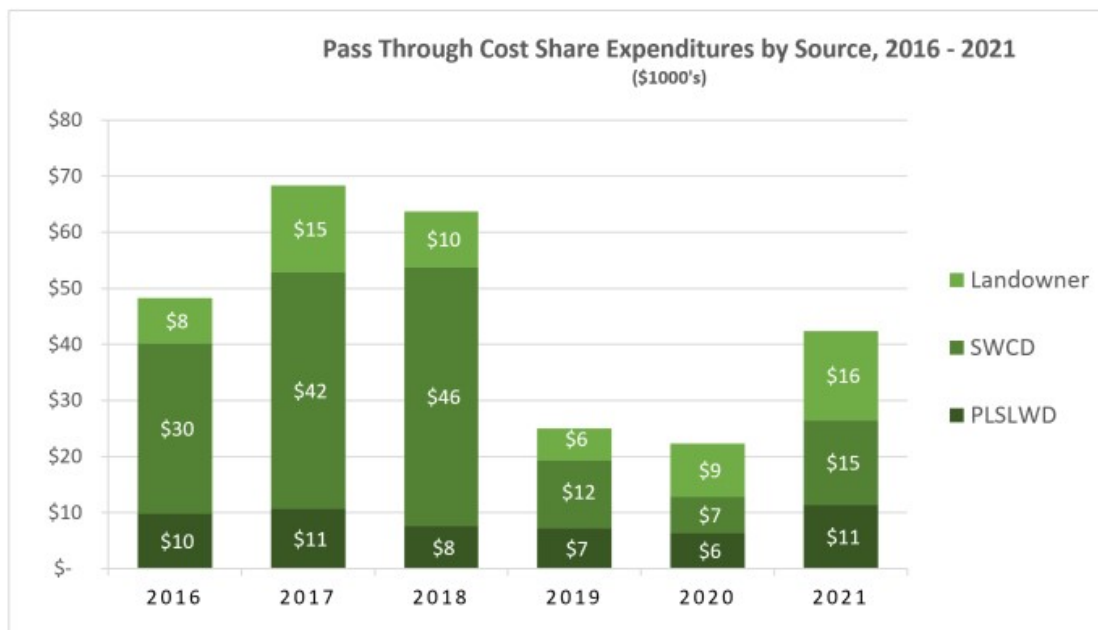
The following graphs show Phosphorus, sediment, and runoff volume reductions in each 2020 and 2021, and total reductions since 2016. Note the values do not include projects funded solely through the Farmer Led Council; those are provided in Section II, below.





### Pass Through Cost Share Expenditures

Total installed project costs in 2021 were \$42,399, of which \$11,481 (27.1%) came for the District. The balance was provided by the SWCD (\$15,025, or 35.4%) and landowners themselves (\$15,893, or 37.5%). Since 2016, the total cost of all installed project was \$270,232, of which 19.8% came from the District, 56.3% came from the SWCD through its various grants, and 23.9% came from landowner contributions.



### Results by practice

The following tables list practices that have been installed in the District through its cost share program over the past 6 years (2016 to 2021). The first table includes practices that do not have a measurable pollution reduction benefit but are still eligible for funding under the approved policy docket. The second table lists eligible practices that have measurable pollution reduction benefits, along with the comparative unit cost benefit of each.

## Practices without measurable pollution reduction

Practice Name	Units	Quantity Installed		
		2020	2021	2016-2021
Nutrient management	Acres	84	34	118
Well Decommission	Each	7	2	24
Turf Conversion*	Sq Ft	0	7960	7960

\*Turf conversion (new in 2021) consists of projects implemented through BWSR's "Lawns to Legumes" grant program, of which PLSLWD was a partner. A total of 10 projects were installed, consisting of pocket plantings, raingardens, natural shoreline buffers, and "bee lawns". Costs for technical assistance and cost share were covered solely by the SWCD.

## Practices with measurable Phosphorus benefits

Practice Name	Units	Qty Installed		Cost Benefit (2016-2021)		
		2021	2016-2021	Lbs P	District \$	\$/Lb P*
Conservation Cover	Acres		19.6	49.5	\$ 2,696	\$ 5.45
Cover Crop**	Acres		43.7	10.5	\$ 129	\$ 9.24
Critical Area Planting†	Acres		1.1	14.3	\$ 7,400	\$ 51.75
Filter Strip	Acres	0.6	5.7	78.8	\$ 5,209	\$ 6.61
Grassed Waterway	Lin Ft		2560	130.7	\$ 6,767	\$ 5.18
Shoreline Protection	Lin Ft	200	875	14.3	\$ 9,529	\$ 66.64
<b>Total Reduction</b>				<b>298.1</b>	<b>\$ 31,730</b>	

\* Cost to District over the effective life of the practice (typically 10 years but ranges from 1 to 10 years), not including staff time.

\*\* Only includes projects funded through cost share (TACS) program. Projects funded by the FLC are captured in the FLC section below.

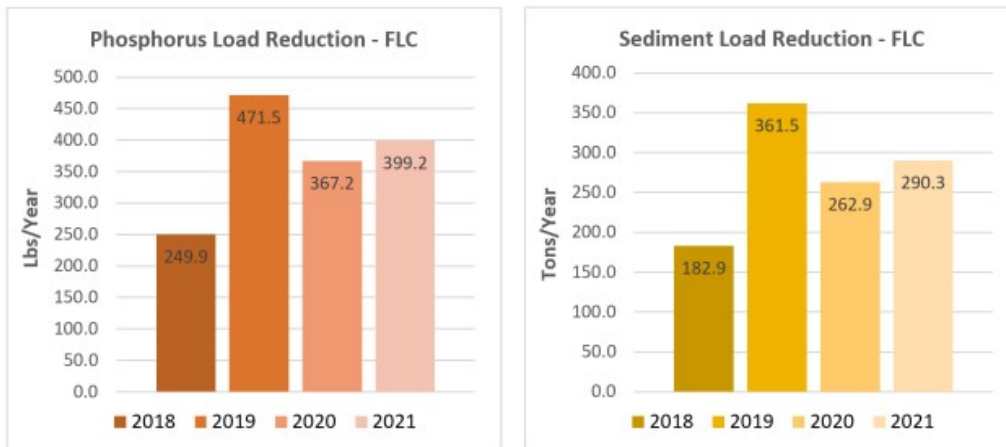
† Critical area planting is a practice used to establish vegetation on highly erosive sites where local and/or upland disturbances have resulted in instability that cannot be resolved without intervention.

## II. Farmer Led Council

The SWCD has provided support and technical assistance to the Farmer Led Council (FLC) since 2013. The FLC continuously explores ways to promote and support its agricultural community's role in protecting and improving water quality in the District. Its two primary incentive programs include Cover Crop Promotion and Lake-Friendly Farm (LFF) Certification.

The goal of the first is to expand the use of regenerative cropping practices on the 5,745 acres of cropland spread throughout the District. This is a top priority because cover crops are one of few conservation practices that provide significant and quantifiable water quality benefits while being compatible with production agriculture. Benefits include preventing loss of nutrients and sediment and improving the soil's ability to absorb and infiltrate precipitation thus reduce runoff volumes and downstream flooding. In 2021, nearly 580 acres of cover crops were seeded resulting in an estimated single-year Phosphorus reduction of approximately 237 pounds. Since 2018, a total of 2,331 acres of cover crops have been planted resulting in estimated total Phosphorus reductions of 1,204 pounds, or an average of 301 pounds/year.

The goal of the LFF Certification program is to demonstrate to the watershed community how farmers are doing their part to protect and improve water quality. Through the certification process, the PLSLWD is able to track and verify the pro-water quality actions farmers have committed to implementing, as well as to document the benefits being achieved. In 2021, 147 acres of were certified resulting in an estimated Phosphorus reduction of 162 pounds/year. Since 2019 a total of 784 acres have been certified "Lake Friendly". This represents 13.6% of all cropland within the District and estimated total Phosphorus reduction of 284 pounds/year. The graphs below illustrate total estimated annual Phosphorus and sediment load reductions from 2018 through 2021 for both Cover Crops and LFF Certification programs.



\*Reductions for cover crops in 2018, 2020, and 2021 are based on an average of 0.41 Lbs/acre for Phosphorus and .30 Tons/ac for Sediment. These averages are derived from a benefits analysis conducted by the SWCD on 2,400 acres enrolled in cover crop programs throughout Scott County from 2016-2021. Actual per acre reductions will vary depending on soil type, slope, cropping practices, and other field-specific characteristics.

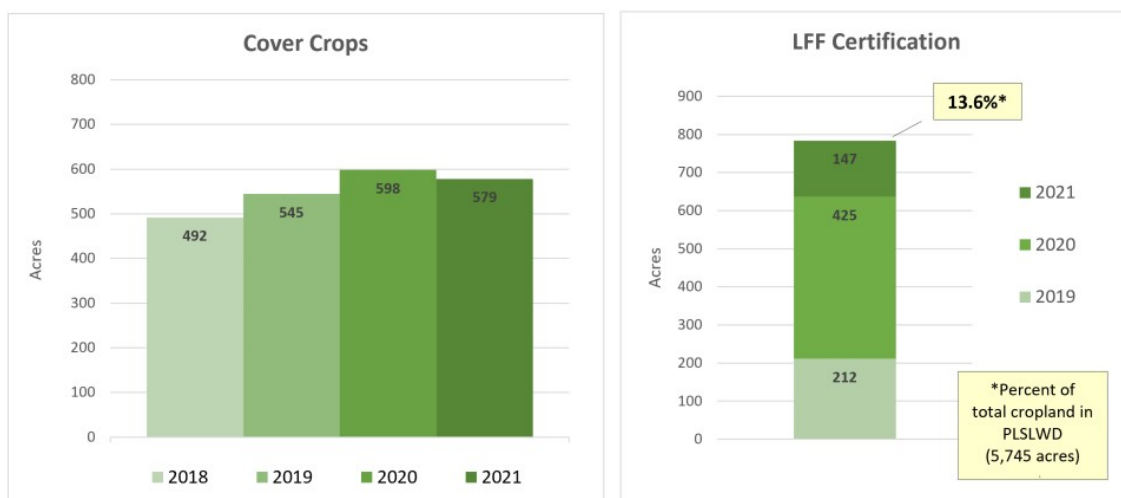
The table below shows the cost benefit for Phosphorus the FLC cover crops and LFF Certification programs.

Practice Name	Units	Installed 2019-2021	Phos Cost Benefit (2019-2021)		
			Total Lbs P	District \$	\$/Lb P
Cover Crop*	Acres	1,721	954	\$ 55,451	\$ 58.12
LFF Certification†	Acres	784	284	\$ 3,657	\$ 1.29
<b>Total Reduction</b>			<b>1238</b>	<b>\$ 59,108</b>	<b>\$ 29.71</b>

\*Phosphorus reductions for cover crops in 2020 and 2021 are based on an average of 0.41 Lbs/acre. This average is derived from a benefits analysis conducted by the SWCD on 2,400 acres enrolled in cover crop programs across Scott County from 2016-2021. Actual per acre reductions may vary depending on soil type, slope, cropping practices, and other field-specific characteristics.

†P reductions are based on changes required by the producer to become certified. Costs reflect the incentives provided through the FLC to complete the planning process and commit to implementing changes. Out-of-pocket costs for practices required for certification are typically covered by the farmer.

The following graphs summarize implementation progress that has been made over the past three years for the Cover Crop and Lake-Friendly Farm programs. As shown, 13.6% of all cropland in the District is verified to be meeting the rigorous standards required to be certified “Lake-Friendly”, including but not limited to buffers, soil erosion, and nutrient management.



### III. Budget Summary

Following is a summary of the budget as provided in the 2021 SWCD Services Agreement, along with SWCD expenses and contributions. As shown the SWCD came in \$15,110 under budget and contributed an additional \$60,274 towards the cost share program. Landowners contributes an additional \$15,893.

Task	Budget	Billed	+/-	Other Contributions	
				SWCD*	Landowners
I - Cost Share Program	\$ 58,000	\$ 42,153	\$ 15,847	\$ 60,274	\$ 15,893
II - Farmer Led Council	\$ 49,000	\$ 57,243	\$ (8,243)	\$ -	\$ -
III - Monitoring	\$ 11,000	\$ 6,125	\$ 4,875	\$ -	\$ -
IV - Misc Tech/Field Services	\$ 3,000	\$ 781	\$ 2,219	\$ -	\$ -
V - Education	\$ 3,500	\$ 3,088	\$ 412	\$ -	\$ -
<b>Total</b>	<b>\$ 124,500</b>	<b>\$ 109,390</b>	<b>\$ 15,110</b>	<b>\$ 60,274</b>	<b>\$ 15,893</b>

\*Includes \$15,024 for project cost share and \$45,250 for technical assistance to District residents.



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## WORKSHOP MEETING MINUTES

*Tuesday March 8, 2022*

*Prior Lake City Hall*

*4:00 PM*

Members Present:

Mike Myser, Curt Hennes, Frank Boyles, Christian Morkeberg  
Bruce Loney (absent)

Staff & Consultants Present:

Joni Giese, District Administrator  
Jaime Rockney, Project Manager  
Allison Weyer, Permit Coordinator  
Patty Dronen, Administrative Assistant

Others Present:

Jim Fitzsimmons, SWCD representative  
Loren Hanson, CAC  
Matt Tofanelli, CAC  
Brett Emmons, EOR  
Wesley Steffan, Spring Lake Association  
Josh Accola, Stantec  
Mike Beard, Scott County

The meeting was called to order at 4:00 PM.

### **Permit Coordinator Introduction**

Allison Weyer, the PLSLWD's new Permit Coordinator, was introduced.

Allison will oversee the rules compliance for the District, coordinate the CAC meetings and supervise the summer Interns.

### **Board Officer Appointments**

The managers discussed the following appointments to stand through June:

Manager Myser, President

Manager Loney, Vice President

Manager Morkeberg, Treasurer

Manager Boyles, Secretary

These roles may change after the June meeting. A vote will be taken on the officer appointments at the board meeting.



**Fish Lake Water Quality**

Fish Lake is considered impaired for nutrients, however, the average water quality results hover very close to the state water quality standards, some years meeting the standard, and some years not. At a previous meeting, the PLSLWD board directed staff to investigate the Fish Lake watershed and see if there was anything that could be done to get the lake off of the impaired waters list sooner.

In 2014 there were complaints about water quality in the Fish Lake subwatershed, and the PLSLWD hired Scott SWCD to investigate potential sources. They speculated that a few areas may be contributing to poor water quality, including a tributary from the north, a feedlot and agricultural land runoff from the west. In performing follow-up research on the status of the areas potentially contributing pollutants to the lake, it was found that all areas were substantially resolving due to other factors (primarily land use transitions away from feedlot use and crop farming).

Fish Lake water quality appears to be getting better over the last four years. In order to meet the state water quality standard, two of the three water quality parameters need to be met for a period of time. Fish Lake has met the nutrient water quality standard three of the last four years, which has never happened in recorded history. District staff stated they believe that a “wait and see” approach is appropriate in this case and that tax money is better spent elsewhere in the watershed. If conditions stay consistent or get better, Fish Lake could potentially be considered for removed from the impaired list in a few years.

Manager Myser questioned two high phosphorous samplings that were done in July 2019. It was agreed that likely the samples were taken after a rain event.

**Rules Revisions**

Administrator Giese and Carl Almer from EOR continue to advance the development of the rule revisions. At one recent, very productive meeting with Scott County in February, comments brought forward on the draft rules were discussed in detail. Proposed resolutions was likely found to address the County’s comments.

The City of Prior Lake brought forward one comment regarding High Value Resource Area. Administrator Giese will meet with Pete Young in two weeks. Assuming a resolution can be made with the City, the rules are ready to be adopted. Once the managers adopt, there are a number of notifications that need to be done and distributions to all of our partners to follow state statutes.

Manager Hennes asked what the cost savings would be to the district. Administrator Giese stated that equivalency agreements with our partners should result in a cost savings for the district. Current equivalency partners include Scott County, the City of Prior Lake, and the City of Savage. The District will approach the City of Shakopee to see if an equivalency approach could be considered.

Equivalency agreements provide a cost savings for residents as they only need to pull one permit rather than two.

Once the rules are adopted, negotiations with our partners would need to take place. If one of our partners chooses not to be a part of the equivalency agreement, then the PLSLWD would need to issue permits for that jurisdiction. Administrator Giese explained that the City of Prior Lake and the PLSLWD have a good working relationship in terms of permitting, but currently when working with the other entities the PLSLWD at times gets brought into the process later than desired.

Manager Myser asked if the board members thought that the rules should be brought before a workshop meeting once more before fully adopting. Manager Boyles thought that would be a good idea. Administrator Giese noted that there is a lot of information in the rules, and numerous changes are proposed. So, bringing forward one more time would be in the District's best interest. Allison Weyer will ultimately be responsible for enforcing the rules that are adopted.

### **Sutton Lake Management Plan**

Staff reported that the Sutton Lake outlet structure was put in last year for flood storage benefits. During the final design of the structure, discussions with lakeshore owners indicated owner interest in enhancing the lake for improved habitat. One option to improve habitat was an option to draw down the lake on occasion to better mimic naturally occurring dry periods. The outlet structure was designed to allow for lake drawdowns. The current lake operations plan does allow the District to use the drawdown feature. A Lake Management Plan must be developed and approved by the DNR in order to operate the drawdown feature.

The biggest concern for the landowners was the amount of cattails on the lake. There are a several lake management scenarios that could potentially improve the lake habitat.

The District hosted a meeting on March 1 regarding the development of the Lake Management Plan. Twelve of the 24 of the landowners directly adjacent the lake attended the meeting. Staff shared survey results from the meeting. One landowner indicated strong opposition to potential lake management. Manager Myser noted that this landowner meeting, PLSLWD board and staff had good engagement with the community.

Staff has a meeting scheduled with DNR on March 17 to received feedback on potential lake management options.

Manager Hennes questioned Brett Emmons with EOR on how to control cattails. By reducing the number of cattails, the area would have more open water. Staff concurred that there is over 300 acres of cattails in that area.

Administrator Giese noted that the lake historically has not had a lot of open water surface. In the past it is believed that the lake supported more diverse vegetation. Currently cattails have outcompeted the original vegetation, resulting in a less diverse plant community. While the lake will likely never have a large expanse of open surface water, one of the initial project goals is to remove a small portion of the cattails and have some of the original vegetation return. An analysis of the current lakebed indicates the presence of source seeds that could support native plant re-establishment.



Manager Morkeberg asked if wild rice could be planted in the area. Brett Emmons agreed that planting wild rice might be a viable option.

### **FY 2022-2023 Watershed-Based Implementation Funding Program – BWSR**

Administrator Giese reported that on a bi-annual basis, BWSR distributes money in a non-competitive manner eliminating the need for entities to write grants. \$6.5 million dollars of funding was allocated between metropolitan watershed planning areas in the latest round of funding. Allocation formulas were based primarily on watershed size. Because the Prior Lake-Spring Lake Watershed planning area is a fairly small watershed within the Metro area, allocation for this area is \$82,000. She noted that the funds are not distributed to PLSLWD but rather to the Prior Lake-Spring Lake Watershed Planning Area.

BWSR requires a convening process to determine what projects will be funded. The Planning Area group consists of the Watershed's partners. For 2023 Joni would like PLSLWD to lead the convening process. Projects selected can only be selected from projects identified in the implementation section of an approved watershed plan covering the PLSLWD planning area.

Administrator Giese and staff met with our BWSR conservationist to discuss whether the near-term priority projects from the Upper Watershed were considered by staff to adequately addressed in the current Water Resource Management Plan. The District received feedback that the existing plan was adequate to meet the grant funding criteria.

Projects selected through the convening process will need to be submitted to BWSR. Once the project gets approved, a work plan must be submitted to BWSR. The earliest we can start the BWSR submittal process is June 2022.

Manager Boyles asked if anyone could submit a project. Administrator Giese said that anyone within our Watershed Planning area could submit but it needs to be agreed upon by the convening partners.

### **Spring Lake West Project – Status Update**

Staff reported this project that was approved at the January board meeting. Eight iron-enhanced sand filter options as well as a wetland restoration were included in the feasibility study.

Landowners need to be contacted. It was discussed who should contact and negotiate the projects. One of the landowners has not responded to PLSLWD discussion inquiries for quite a while. Real Estate appraisers likely need to be involved as the land in question will be developed at some point and this could affect the value of the land. The District should understand if the visual character of an iron enhanced sand filter could potentially impact land values.

Manager Myser suggested using time at the upcoming board retreat to discuss the best approach to negotiate with landowners.

Staff stated the estimated cost per pound of phosphorous removed in the feasibility study is significantly higher than the estimated cost as presented in the Upper Watershed Blueprint study.

Administrator Giese suggested establishing a District protocol for performing due diligence, working well with property owners, and making sure they get the information they need.

**Suggestions for Board Retreat Agenda Items**

The board retreat will take place on Saturday morning in the next few weeks. Agenda suggestions should be sent to Manager Myser.

Manager Myser stated Managers and staff should consider which projects/programs could PLSLWD stop doing to better focus on higher priority projects. Regarding the Water Resource Management Plan (WRMP) outlining District priorities, BWSR will assess how well we are addressing projects listed in the implementation section of the plan, but District will likely not accomplish all projects listed in the plan in the 10 year horizon covered by the plan. Carp management was mentioned as a District priority.

**Liaison Updates**

Steve Pany was the liaison for the Lower Minnesota River Watershed. Manager Morkeberg will now take that over that liaison role.

Meeting adjourned at 5:30pm



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## **REGULAR MEETING MINUTES**

***Tuesday March 8, 2022***

***Prior Lake City Hall***

***6:00 PM***

### Members Present:

Mike Myser, Curt Hennes, Christian Morkeberg, Frank Boyles  
Bruce Loney absent

### Staff & Consultants Present

Joni Giese, District Administrator  
Jeff Anderson, Water Resources Coordinator  
Jaime Rockney, Water Resources Project Manager  
Brett Emmons, EOR, District Engineer  
Allison Weyer, Permit Coordinator

### Others Present:

Zack Braid, City Council Prior Lake  
Adam Greengard, Resident  
Josh Accola, Stantec Corp.  
Jim Fitzsimmons, SWCD  
Wes Steffan, President Spring Lake Association  
Ben Burnett, CAC  
Matt Tofanelli, CAC and PLSLWD Manager appointee  
Mike Beard, Scott County Commissioner  
Steve McComas, Blue Water Science, Inc.

### **1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE:**

Meeting was called to order by President Myser at 6:00P.M.  
All present recited the Pledge of Allegiance

### **2.0 SWEARING IN OF MANAGER MORKEBERG**

President Myser and Christian Morkeberg recited the oath of office.  
The Board of Managers welcomed Manager Morkeberg.

### **3.0 PUBLIC COMMENT**

Adam Greengard, a Savage resident, encouraged the PLSLWD to take aggressive action to rid Cates Lake of goldfish as they create a biological and aesthetic problem for the lake.

#### **4.0 APPROVAL OF AGENDA**

**Motion by Manager Hennes, second by Morkeberg to approve the meeting agenda. Motion carried. Four Ayes.**

#### **5.0 OTHER OLD/NEW BUSINESS**

##### **5.1 Board Officer Appointments for 2022**

The Board made the following appointments for 2022 by acclamation: Myser-President, Loney-Vice President, Morkeberg-Treasurer and Boyles-Secretary.

##### **5.2 Programs and Projects Update**

The March 2022 update was reviewed by various staff members. Topics included Carp seining, Upper Watershed projects, public relations and more. Questions and discussion ensued on several topics.

##### **5.3 2021 Aquatic Vegetation Survey Results Presentation by Steve McComas**

McComas provided his annual report to the Board reviewing the status of various aquatic plants in lakes within the Watershed and steps, if any, to address concerns about certain types of aquatic plants. Board members questioned McComas and thanked him for the comprehensiveness of the report and presentation he prepared.

##### **5.4 Permit 22-01 City of Prior Lake Downtown South Roadway Reconstruction**

Downtown Prior Lake roads south of County Road 21 are to be reconstructed. The City and Watershed staffs have negotiated an agreement incorporated into the permit to address storm water issues. The permit is recommended for approval.

**Motion by Manager Boyles, second by Hennes to approve Permit 22-01. Motion Carried. Four ayes.**

##### **5.5 I-LIDS Pilot Project Renewal for 2022**

The CAC recommended the installation and operation of an I-LIDS unit on Spring Lake last year. The same is recommended this year adding a footing for the I-LIDS device, consultant review of additional recorded boat activity, and the inclusion of a QR code directing people to an informational website, provided Spring Lake Association assists by developing, hosting, and maintaining the informational website.

**Motion by Manager Morkeberg, second by Hennes to approve the I-LIDS Project for 2022 as recommended in the staff report and recited above. Motion Carried. Four Ayes.**

##### **5.6 Sutton Lake Iron Enhanced Sand Filter Feasibility Study**

Staff summarized the written feasibility report. There is an 18-year projected effective life of the filters if they remain dry. Staff required labor to maintain this facility is one half day every two weeks. Suggestions were made to enhance the aesthetics of the site and to work with the property owner to acquire needed property.

**Motion by Manager Hennes, second by Morkeberg to approve the feasibility study and the report recommended steps for implementation. Motion Carried. Four Ayes.**

#### **5.7 Moen Drainage Swale Stabilization Project**

Scott SWCD and staff identified a significant eight-foot-deep eroded drainage gully on a private parcel near Lydia. The proposed stabilization project would smooth the banks and install limestone in the bottom of the swale to combat erosion and reduce the phosphorous loads resulting from the erosion. The cost would be a fifty-five percent SWCD and forty-five percent PLSLWD split. PLSLWD's portion of the cost would be \$13,536. \$4,512 of the cost would be drawn from the cost-share budget, with the remaining balance of \$9,024 being drawn from either cash reserves or the Upper Watershed Blueprint funds.

**Motion by Manager Hennes, second by Boyles to approve the staff recommendation and funding contingent upon SWCD participation as set forth in the report. Motion carried. Four Ayes.**

### **6.0 CONSENT AGENDA**

- 6.1 Meeting Minutes— February 15, 2022, Board Workshop
- 6.2 Meeting Minutes—February 15, 2022, Board Meeting
- 6.3 Meeting Minutes—February 7, 2022, Special Board Meeting
- 6.4 Meeting Minutes—January 27, 2022, CAC Meeting
- 6.5 Claims List & Visa Expenditures Summary
- 6.6 4B Estates Conservation Easement
- 6.7 Waterfront Restoration Contract
- 6.8 Three Rivers Park District Water Quality Monitoring Contract

**Motion by Manager Hennes, second by Morkeberg to adopt the consent agenda as proposed. Motion Carried. Four Ayes**

### **7.0 TREASURER'S REPORT:**

President Myser reviewed the following materials:

#### **7.1 Monthly Financial Reports**

Fund Performance Analysis  
Cash and Investments Summary  
Cash Flow Projections

#### **7.2 Draft Year End 2021 Financial Report**

### **8.0 UPCOMING MEETING/EVENT SCHEDULE:**

Manager Hennes reviewed the following items:

- CAC meeting Thursday, March 31, 2022, in Wagon Bridge Conference Room, Prior Lake City Hall at 6:30 pm.
- Board of Managers Work session and Meeting, Tuesday, April 12, 2022, 4 pm workshop in Parkview and 6 pm Monthly Meeting in Council Chambers, both in Prior Lake City Hall.

#### **ADJOURNMENT**

**Motion by Manager Morkeberg, second by Hennes to adjourn the meeting. Motion Carried, Four Ayes.**

Meeting adjourned at 7:27 PM.

---

**Respectfully Submitted,**

**Frank Boyles, PLSLWD Secretary**

**March 25, 2022**



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## CAC Meeting Minutes

CAC Meeting date: 2/24/2022 6:30-8:00 PM  
CAC Subcommittees 6:00 to 6:30

### Attendees:

#### CAC Members:

7 of 10 members present = 70% (>50%)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Christian Morkeberg (Chair)      | <input checked="" type="checkbox"/> Woody Spitzmueller      |
| <input checked="" type="checkbox"/> Christopher Crowhurst (SubCmChr) | <input type="checkbox"/> <del>Matt Newman</del>             |
| <input checked="" type="checkbox"/> Jim Weninger                     | <input type="checkbox"/> <del>Ben Burnett (Secretary)</del> |
| <input checked="" type="checkbox"/> Matt Tofanelli                   | <input checked="" type="checkbox"/> Loren Hanson            |
| <input type="checkbox"/> <del>Maureen Reeder</del>                   | <input checked="" type="checkbox"/> David Hagen             |

---

Staff: Elizabeth Frödén

Board members: Bruce Loney (CAC rep)

Guests: SLA Rep Lisa Quinn

Video link: [https://priorlakespr-my.sharepoint.com/:v/g/personal/efroden\\_plslwd\\_org/ESw2DdXtt8NKok-PjAFfXmcBO3vH6UJTVvTSoxM2Mw3WuA?e=IEZb5W](https://priorlakespr-my.sharepoint.com/:v/g/personal/efroden_plslwd_org/ESw2DdXtt8NKok-PjAFfXmcBO3vH6UJTVvTSoxM2Mw3WuA?e=IEZb5W)

- I. Pre-meeting Subcommittee Gatherings – Christopher Crowhurst  
CAC Subcommittees met from 6:00 pm to 6:30 pm
- II. Convene meeting – 6:40 pm – Welcome — Chair Christian Morkeberg
- III. Minutes & Agenda
  - o January minutes approved                      Motioned: Loren; Seconded: Jim/Matt; Passed
  - o February Agenda approved                      Motioned: Matt; Seconded: Woody; Passed
- IV. CAC Business
  - o Officer elections (Chair, Vice, Secretary, Subcommittee)
    - Chair            Christopher
    - Vice            Loren                      (Combined with Subcommittee Chair)
    - Secretary Ben
    - Motion: Christian; 2<sup>nd</sup> Woody; Passed
  - o Terms expiring (CM, WS, JW)
    - Christians last meeting
    - Form to apply is online: <https://www.plslwd.org/wp-content/uploads/2022/02/Citizens-Advisory-Committee-Application-Form.pdf>
  - o Finalize New Member Orientation Packet (Ben, Loren)
    - Attached to January minutes (e-mailed)
    - Motion to approve: Loren; 2<sup>nd</sup>: Matt; Passed
  - o Subcommittee Structure – 1 or 2 per member?
    - Leave as-is for now, losing 2 members means we are short and subcommittees will be smaller...
    - Need to recruit some replacements for CAC.
  - o Subcommittee Reports (Subcommittee Leads) – reported pre-meeting
    - Primary:
      - Shoreline restoration
      - Storage/flooding
    - Others:



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

- Lake life and water quality
  - Aquatic invasive species
  - Fish stocking – collect data 2022
- V. Staff Project Updates – Elizabeth
- New full time Permit Coordinator – Allison Weyer
    - Medical research background, working on masters from Uni. Of Denver
  - Recruiting CAC members (4 openings, up to 12) and staff interns (2)
  - Carp Removal event 2/25, doing gill-netting, WSB and staff
  - 2022 Education and Outreach plan presentation – Elizabeth - See Attachment #1a
    - CAC suggested to bring back “hike the watershed” and another PLOC tour, and a hike/tour of the two separate upper watersheds
    - They might do another tour of Sutton Lake projects since they are done now
    - Article about litter left after ice houses, who does cleanup? PLA & SLA
      - SLA sponsored a dumpster and put out flyers on Spring Lake
  - Project Update Presentation – Jamie - See Attachment #1b
    - Sutton Lake management plan
      - Home-owner meeting planned for March 1<sup>st</sup>
      - DNR not signed off yet, plan is still in process
  - Sutton Lake Iron Enhanced Sand Filter review – Jamie - See Attachment #1c
    - \$250/lb. of Phosphorous removed over 18 years
    - What issues need to be solved?
      - Landowner support – likes the idea and plan, but has many questions, a future sale is also planned
      - What can be done (landscaping?) to make it look nicer? (no plants)
      - Will require an easement, and payment for use of land.
  - Reminder: Growing Healthy Soils – Part 2 (3/16/2022) -pre-register
- VI. Board Liaison Updates & Requests to CAC – Bruce
- February board meeting review
    - Trying to give project updates sooner in process
    - Christian and Matt T. moving to the Board
    - Performance reviews; Rules revisions close to done; Table of grants possible throughout the year; Covid plan update, 4M fund authorized
    - I-LIDS – tabled need cost update - Jamie said cost should be close to the \$5K budgeted
- VII. CAC report from Board Meeting(s)
- February CAC reports – Ben (see report, Attachment #2)
  - March 8th Board Meeting CAC Attendee – Loren
- VIII. Other Topics and Announcements for Next Meeting
- Prepare for summer watershed presentation at PLC event to promote results and gain support, and recruit CAC members, after new board members selected)
  - Future topics?
- IX. Adjourned – 7:58 pm
- Motioned: Jim; Seconded; Passed
- X. Upcoming Meetings: (Attachments #3 & #4)
- Board Meeting: Tues, March 8, 2022
  - CAC Meeting: Thurs, March 31, 2022
    - Subcommittee Mtg:

6:00 pm (wkshp 4-6)

7:30 – 8:00 pm

6:00 – 7:30 pm





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

## **Attachment #1a - 2022 Education and Outreach plan presentation**

### Education & Outreach Plan - Purpose



- Improve understanding of local water resources for all District stakeholders
- Fulfill the goals laid out in the 2020 Water Resources Management Plan
- Meet permit and grant requirements
  - Municipal Separate Storm Sewer System (MS4) permit
  - BWSR watershed-based grants



### Education & Outreach - Partners



- |   |  |
|---|--|
| • Prior Lake Association                      | • Spring Lake Township                           |
| • Spring Lake Association                     | • Sand Creek Township                            |
| • City of Prior Lake                          | • Scott Soil and Water Conservation District     |
| • City of Savage                              | • Scott County Watershed Management Organization |
| • City of Shakopee                            | • Prior Lake-Savage School District              |
| • Shakopee Mdewakanton Sioux Community (SMSC) |  |
| • Scott County                                |  |



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## Ongoing Citizen Involvement

- Farmer-Led Council (FLC)
- Citizen Advisory Committee (CAC)
- Volunteer coordination
  - Precipitation
  - Carp work (reporting, tracking, checking traps, seining events)
  - Citizen Assisted Monitoring Program (CAMP)



## Education & Outreach - 2021 Highlights

- Lake Friendly Farm Awards
  - Two farmers awarded in 2021
- Hike the Watershed
- Tours
  - PLOC
  - Sutton Outlet
- Articles and Social Media
  - Ex: Bluegill stocking, carp seining, water quality improvement, etc.





# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## Proposed 2022 Events

[Pin toolbar](#)

- Growing Healthy Soils event (SWCD)
  - Part 1: January 13<sup>th</sup>
  - Part 2: March 16<sup>th</sup>
    - Registration deadline: March 9<sup>th</sup>
- Clean Water Clean-Up
  - Drain stenciling event – late spring or early summer
  - Leaving space open in the fall for a second event



## Proposed 2022 Events

[Pin toolbar](#)

- Dive the Lake Cleanup
  - Partner with the PLA and Free-Daptive Divers to remove lake litter
- Aquatic vegetation identification with the SLA
- Continue to publish articles and create social media posts





# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## Attachment #1b – Project Update Presentation

### Projects Update

## Upper Watershed Projects

---

*Other projects in the Upper Watershed*

---

Projects along the Prior Lake Outlet Channel

## “Upper Watershed Blueprint” Projects

**Spring West Iron-Enhanced Sand Filter**

- Draft Feasibility Report Complete
- Contact Landowner

**Sutton Lake Iron-Enhanced Sand Filter**

- Draft Feasibility Report Complete
- Board Review/Approval at March Board Meeting

**Buck Lake East Wetland Enhancement**

- Conceptual Plans developed
- Will schedule meeting with landowners soon

**Swamp Lake Iron-Enhanced Sand Filter**

- Will be soliciting proposals for feasibility study

**Ditch 13 Chemical Treatment System**

- Will be soliciting proposals for feasibility study

**Buck Lake Chemical Treatment System**

- Will be soliciting proposals for feasibility study

Project	Phosphorous Reduction (lbs/yr)	Treatment Train TP (lbs/yr)	Flood Reduction (feet)	Phosphorous Reduction (\$/lb)	Lifecycle Cost	Scoring Matrix Rank	
<b>Water Quality Projects</b>							
1) Sutton Lake Iron-Enhanced Sand Filter	735	735	0	\$166	\$1,836,000	2	
3) Swamp Lake Iron-Enhanced Sand Filter	223	223	0	\$159	\$530,000	7	
6) Buck Lake East Wetland Enhancement (2)	100	100	0.1	\$119	\$180,000	3	
12) Spring West Iron-Enhanced Sand Filter	249	249	0	\$112	\$419,000	1	
13) Buck Lake Chemical Treatment System	793	729	0	\$204	\$2,431,000	8	
14) County Ditch 13 Chemical Treatment System	1,062	676	0	\$157	\$2,500,000	5	
	2,712			\$	194	\$ 7,896,000	





# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## Status of *other* projects in the Upper Watershed



### Sutton Lake Outlet Modification Project

- Substantially Complete, but need vegetation establishment before project/grant closeout

### Sutton Lake Management Plan

- Draft plan and concepts completed
- Landowner meeting March 1

### Ferric Chloride Treatment Facility

- Will be soliciting proposals for treatment system analysis and upgrade

### Moen Gully Stabilization Project

- Draft Plan completed
- Seeking board discussion and approval



Sutton Lake Outlet Modification Project

## Status of projects in the Prior Lake Outlet Channel



### Channel Repair projects in Segments 1, 4, 5

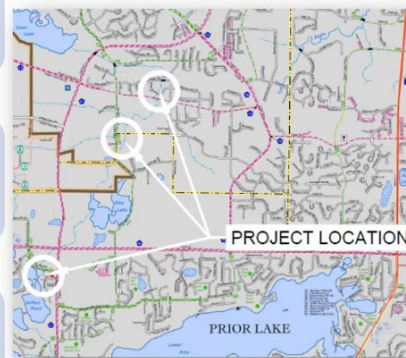
- Finalizing easement issues
- Bidding soon

### Sediment Removal in Segment 5

- Dewatering and construction began end of last week

### Televising Outlet Pipe

- Quote received
- Televising to occur soon



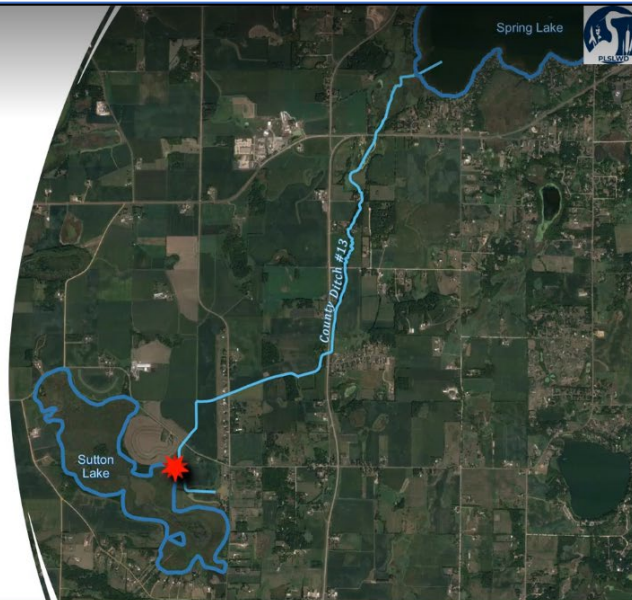
Locations of Channel Repair Project in PLOC



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## Attachment #1c – Sutton Lake IESF Update

### Sutton Lake Iron-Enhanced Sand Filter Feasibility Study



### Sutton Lake Iron-Enhanced Sand Filter Feasibility Study





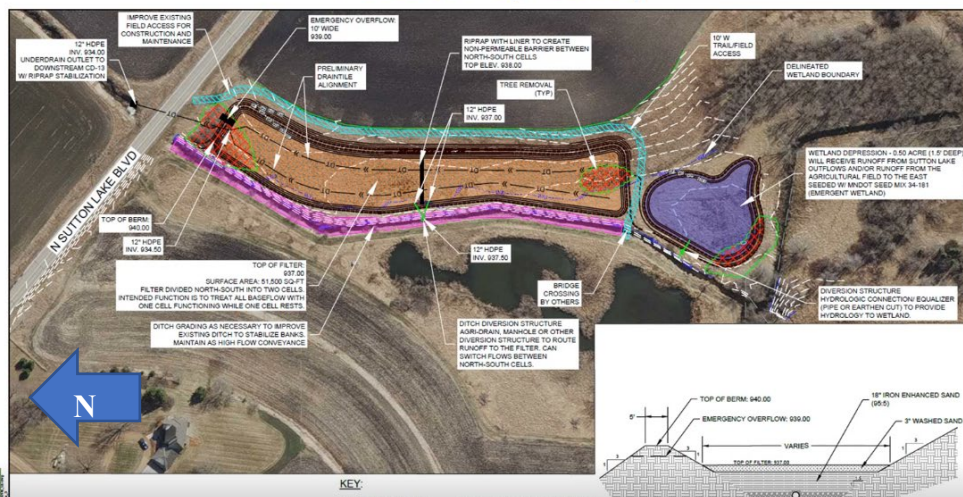


**PRIOR LAKE  
SPRING LAKE  
WATERSHED DISTRICT**

# Sutton Lake Iron-Enhanced Sand Filter Feasibility Study

- Total current Phosphorus *Load* from Sutton: 789 lbs/yr
- Total predicted Phosphorus *removal*: 345 lbs/yr
- Percent of load reduced annually to Spring Lake: 5-10%
- Lifespan: 18 years (10-40 years)
- Total cost over lifespan: \$1,500,000
- Cost per pound of P removed: \$250/lb P removed

# Sutton Lake Iron-Enhanced Sand Filter Feasibility Study





## **Attachment #2 - February PLSLWD Board meeting report – Ben Burnett**

### **OLD/NEW BUSINESS**

- Programs & Projects Update
  - Carp Management Update and Approach for 2022
    - Upper Prior Lake – mostly ready, spring Lake not ready – waiting for fish to school in a set area... working with commercial fishermen
  - Upper Watershed Updates
    - Moving forward, many projects, feasibility studies complete for first round, contacting land owners.
  - Conservation Easements Status Update
    - 184 landowners covering 45 easements, Goal is 90% without violations. 2022 checking stopped due to covid, 2021 checking started again, compliance dropped to 65%, 2022 will work to get the number back up to ~90%
  - Development Agreement and Conservation Easement Approach
    - Developed a good worksheet/checklist
- I-LIDS Pilot Project Renewal for 2022
  - Discussed program and CAC and staff recommendations, had a question about how much money the extra monitoring would cost, did not have an answer.
  - Tabled until March
- 2022 Education and Outreach Plan
  - Presented by staff
  - Voted on and approved
- Resolution 22-354: Authorizing Membership in the 4M Fund
  - Joining a fund to help municipalities pool funds tagged for future projects to help secure the funds and maybe gain from short term investments, helps hit three different financial goals/requirements for public funds and organizations.
  - Voted on and passed
- Resolution 22-355: Adopting Alum Internal Loading Reserve Fund Budget Amendment
  - There was some confusion on what exactly this was fixing, Tabled until March
- COVID-19 Safety Plan Update
  - Discussed and Passed
- Manager Recognition
  - Steve Pany's last meeting
- Consent agenda passed
- Treasurer's report and update





# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## Attachment #3 - 2022 CAC Schedule

Last Thursday of each month (unless noted below)

Subcommittee Gatherings: 6:00 – 6:30 PM

CAC Meeting: 6:30 – 8:00 PM

Wagon Bridge Conference Room (unless noted below), Prior Lake City Hall

	<u>Subcommittees</u>	<u>CAC mtg</u>
January 27, 2022	6:00 – 6:30 pm	6:30 – 8:00 pm
February 24, 2022	6:00 – 6:30 pm	6:30 – 8:00 pm
<b>March 31, 2022**</b>	<b>6:00 – 7:30 pm**</b>	<b>7:30 – 8:00 pm**</b>
April 28, 2022	6:00 – 6:30 pm	6:30 – 8:00 pm
May 26, 2022	6:00 – 6:30 pm	6:30 – 8:00 pm
<b>June 30, 2022**</b>	<b>6:00 – 7:30 pm**</b>	<b>7:30 – 8:00 pm**</b>
July 28, 2022	6:00 – 6:30 pm	6:30 – 8:00 pm
August 25, 2022	6:00 – 6:30 pm	6:30 – 8:00 pm
<b>September 29, 2022**</b>	<b>6:00 – 7:30 pm**</b>	<b>7:30 – 8:00 pm**</b>
October 27, 2022	6:00 – 6:30 pm	6:30 – 8:00 pm
*November –	NO MEETING	NO MEETING
<b>*December 8, 2022**</b>	<b>6:00 – 7:30 pm**</b>	<b>7:30 – 8:00 pm**</b>

*\*The November and December meetings fall on or near holidays, so the normal scheduled meetings are altered to have a single meeting in early December to cover both Nov. and Dec.*

*\*\*In Jan. 2022, CAC decided to once a quarter give the subcommittees more time to meet and work on their project areas prior to a very short CAC general meeting.*

**Covid Recommendation:** Please get vaccinated, if you are not vaccinated, please wear a mask. If you are feeling sick, please stay home. Online/remote meeting options are available.



## **Attachment #4 - 2022 PLSLWD/CAC signup**

### **2022 Board Meeting CAC Attending Member Assignments**

*Held the second Tuesday of the month (unless noted)*

**Board meetings:** 6 pm in Prior Lake Council Chambers

**Board workshops (optional):** 4:00 pm\* in Parkview Conference Room

(\*Start time can vary, check meeting agenda beforehand)

- **January 11, 2022:** None
- **February 15, 2022 (3<sup>rd</sup> Tues.):** Ben Burnett
- **March 8, 2022:** Loren Hanson
- **April 12, 2022:**
- **May 10, 2022:** Loren Hanson
- **June 14, 2022:**
- **July 12, 2022:**
- **August 9, 2022:**
- **September 13, 2022:**
- **October 11, 2022:**
- **November 8, 2022:** Maureen Reader
- **December 13, 2022:** Maureen Reader

4/12/2022

**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
<b>1. Watershed District Projects (excluding staff payroll)</b>			
Smith Partners	43034	Open Meeting Info	49.80
Ridges at Sand Creek	31622	Growing Healthy Soils Event	1,135.26
BWSR	694381	MN Wetland Delineation Training Course	950.00
SCAT (Scott County Abstract & EOR	69571	Vergus Estates	150.00
	00758-0114 - 41	Sutton Lake Outlet	1,084.86
	00758-0152 - 3	General Engineering	325.50
	00758-0146 - 6	Buck Wetland Enhancement	2,565.75
	00758-0148 - 6	Sutton Lake Mgmt Plan	3,606.25
	00758-0152 - 3	Permitting	1,483.00
	00758-0152 - 3	Rules	1,680.25
SCAT (Scott County Abstract & EOR	69572	Vergus Estates	150.00
	69558	Springview Meadows	350.00
	69583	Eagleview	200.00
WSB	R-019773-000-2	Carp Monitoring	7,337.50
Metropolitan Council	1088550, 1133947, r	CAMP monitoring	2,424.25
Brandt Family Farm		Growing Healthy Soils speaker, accommodations, per diem	1,893.74
Gopher State One Call	2001332	2022 Annual Facility Operator Fee	50.00
Xcel Energy			21.62
		Subtotal	\$ 25,457.78
<b>2. Outlet Channel - JPA/MOA (excluding staff payroll)</b>			
Minger Construction Co., Inc.	Pay Request #1	PLOC Pike Lake Road Sediment Removal Project	79,036.00
CLA	3201231		1,500.00
EOR	00758-0153 - 3	Segment 4 Engineering	558.00
	00758-0153 - 3	Segment 7 Engineering	279.00
	00758-0153 - 3	Nonspecific Engineering	558.00
	00758-0147 - 10	Bank Repair - Seg 1	104.62
	00758-0147 - 10	Bank Repair - Seg 4	693.16
	00758-0147 - 10	Bank Repair - Seg 5	510.06
	00758-0149 - 7	Sediment Removal	1,013.84
	00758-0157 - 2	Veg Inspections	446.25
Smith Partners	43036	Segment 4 construction contract	74.70
	43036	Segment 5 access easements	821.70
		Subtotal	\$ 85,595.33
<b>3. Payroll, Office and Overhead</b>			
ADP Manager Per Diems			1,803.03
ADP Staff Payroll			31,230.27
ADP Taxes & Benefits			21,522.20
HSA Bank			323.07
Fidelity			223.07
NCPERS		Life Insurance Premiums - April	80.00
OPTUM	0001288158	Monthly Maintenance Fee January	3.75
OPTUM	0001293549	Monthly Maintenance Fee - February	3.75
Reliance Standard		April LTD and STD Premiums	812.74
HealthPartners		Health Insurance Premiums	5,656.51
City of Prior Lake		Rent (April 2022)	2,250.00
City of Prior Lake		Rent (May 2022)	2,250.00
CLA	3201231	Monthly bookkeeping	1,000.00
		Payroll Services	290.00
		Technology and Client Support fee	239.50
		Audit Prep	2,000.00
Smith Partners	43035	Permit security	448.20
Rymark		Monthly charge - March	852.50
Innovative Office Solutions	IN3706841	Name plates	134.91
VISA			3,555.48
		Subtotal	\$ 74,678.98
<b>TOTAL</b>			<b>\$ 185,732.09</b>

X \_\_\_\_\_ X \_\_\_\_\_

Prior Lake-Spring Lake Watershed District  
VISA Transactions 02/19/22 - 3/24/22

Trans Date	Merchant Name	Amount	Receipt?	Staff Approval	Class	Customer	Expense	Description	DA Approval
2/20/2022	CVS/PHARMACY #06649	(\$34.04)	x	Patty Dronen				Credit for charge from last month	Joni Giese
2/23/2022	Amazon Prime*1I97L1NI0	\$119.00	x	Patty Dronen	405 General Fund		903 Dues/Fees/Subscriptions	Annual Fee - Amazon Prime	Joni Giese
2/23/2022	PAYPAL *ICEBERG WEB	\$780.00	x	Joni Giese	405 General Fund		703 Telephone, Internet & IT supp	Yearly website Hosting Fee	Joni Giese
2/23/2022	INSTAGANTT	\$7.00	x	Jaime Rockney	626 Planning	Planning and Program Develop	903 Dues/Fees/Subscriptions	Software	Joni Giese
2/26/2022	HARVEST	\$1,080.00		Joni Giese	626 Planning	Planning and Program Develop	903 Dues/Fees/Subscriptions	Timecard software	Joni Giese
2/27/2022	IRONCLAD STORAGE	\$199.00	x	Jeff Anderson	611 Operations & Mainte	Fish Mgmt - Equipment, Storage	876 Field Equipment & Maintenance	Equipment Storage Facility	Joni Giese
2/27/2022	LATE FEE	\$5.00		Patty Dronen	405 General Fund		903 Dues/Fees/Subscriptions	Late Fee	Joni Giese
2/28/2022	OFFICEMAX/DEPOT 6767	\$37.03	x	Elizabeth Froden	626 Planning	UWB - Sutton Lake Manageme	706 Office Supplies	Nametags	Joni Giese
2/28/2022	TARGET 00018333	\$5.98	x	Elizabeth Froden	626 Planning	UWB - Sutton Lake Manageme	902 Meals and Lodging	water	Joni Giese
3/1/2022	EDELWEISS BAKERY	\$22.92	x	Joni Giese	405 General Fund		902 Meals and Lodging	Allison first day lunch	Joni Giese
3/1/2022	Subway 13006	\$279.94	x	Jaime Rockney	626 Planning	UWB - Sutton Lake Manageme	902 Meals and Lodging	Dinner for attendees	Joni Giese
3/3/2022	VZWRLSS*APOCC VISB	\$13.04	x	Jeff Anderson	648 Regulation	LGU Permit & Inspections	876 Field Equipment & Maintenance	cell service	Joni Giese
		\$32.66	x	Jeff Anderson	PLOC 839	PLOC Equipment & Maintenance	876 Field Equipment & Maintenance	cell service	Joni Giese
		\$27.62	x	Jeff Anderson	611 Operations & Mainte	Fish Mgmt - Equipment, Storage	876 Field Equipment & Maintenance	cell service	Joni Giese
3/4/2022	CKO*Dashlane	\$420.00	x	Patty Dronen	626 Planning	Planning and Program Develop	903 Dues/Fees/Subscriptions	Annual subscription	Joni Giese
3/4/2022	SHELL OIL 57444700207	\$78.95	x	Jeff Anderson	637 Monitoring & Research	Equipment Storage & Maintenance	801 Gas, Mileage	Gas	Joni Giese
3/7/2022	Amazon.com*1W5G4U90	\$11.97	x	Patty Dronen	405 General Fund		706 Office Supplies	Office Supplies	Joni Giese
3/8/2022	JIMMY JOHNS - 1206 - ECOM	\$82.09	x	Patty Dronen	626 Planning	Planning and Program Develop	902 Meals and Lodging	Board Manager dinner	Joni Giese
3/8/2022	Amazon.com*120AQ03B1	\$13.47	x	Patty Dronen	405 General Fund		706 Office Supplies	Office Supplies	Joni Giese
3/10/2022	ADOBE CREATIVE CLOUD	\$56.90	x	Patty Dronen	626 Planning	Planning and Program Develop	903 Dues/Fees/Subscriptions	Software	Joni Giese
3/11/2022	GO CANVAS	\$51.00	x	Shauna Capron	648 Regulation	LGU Permit & Inspections	903 Dues/Fees/Subscriptions	Software	Joni Giese
3/18/2022	NAVICO INC.	\$99.00	x	Jeff Anderson	637 Monitoring & Research	Automated Vegetation Monit	903 Dues/Fees/Subscriptions	Biobasemaps.com subscription	Joni Giese
3/18/2022	U OF M CONTLEARNING	\$130.00	x	Allison Weyer	626 Planning	Training	904 Staff & Board Training	Continuing Education	Joni Giese
3/20/2022	Microsoft#G009163596	\$4.50	x	Patty Dronen	405 General Fund		710 Office Expense Other	Fraud Charge	Joni Giese
3/22/2022	AMAZON	\$25.45		Patty Dronen	405 General Fund		706 Office Supplies	Batteries and Storage bags	Joni Giese
3/23/2022	Instagantt	\$7.00	x	Jaime Rockney	626 Planning	Planning and Program Develop	903 Dues/Fees/Subscriptions	Software	Joni Giese
TOTAL DUE		\$3,555.48							



**Subject |** Scott SWCD 2022 Professional Services Agreement

**Board Meeting Date |** April 12, 2022

**Item No |** 6.5

**Prepared By |** Joni Giese, District Administrator

**Attachments |** Scott SWCD 2022 Contract

**Action |** Approval of Scott SWCD 2022 Professional Services Agreement

## **BACKGROUND**

The SWCD performs a wide variety of conservation services in the PLSLWD to support implementation of its Water Resources Management Plan. Primary services include cost-share program implementation (landowner engagement, technical assistance, project design and engineering, financial assistance), farmer led council support, education programming, and water quality and flow monitoring.

## **OVERVIEW**

The 2022 Scott SWCD contracted services and contract value has not changed since last year. A breakdown of services and associated estimated fees are summarized below. Please refer to the attached contract for a detailed scope of services and the 2022 Conservation Practice Financial Assistance Program Policy Manual that outlines cost share rates and policies.

Task	PLSLWD Budget Category	Description	Amount	
I	611 - Cost Share	TACS services	\$32,000	\$58,000
		TACS cost share (pass-through)	\$24,000	
		TACS management	\$2,000	
II	611 - Farmer-Led Council	FLC Services	\$18,000	\$49,000
		FLC cost share (pass-through)	\$31,000	
III	637 - Monitoring Program	Monitoring Services: DMP	\$6,000	\$11,000
	839 - PLOC Flow Monitoring	Monitoring Services: PLOC	\$2,000	
	611 - Ferric System	Monitoring Services: Ferric	\$3,000	
IV	648 - BMP Easements	Regulation: Surveys/GIS	\$2,000	\$3,000
	648 - Permitting	Regulation: ESC Inspections/Invest.	\$1,000	
V	652 - Education & Outreach	Education services	\$3,500	\$3,500
<b>Total</b>				<b>\$124,500</b>

## **ACTION REQUESTED**

Board approval of Scott SWCD 2022 Professional Services Agreement.

**AGREEMENT BETWEEN THE PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT  
AND THE SCOTT SOIL AND WATER CONSERVATION DISTRICT FOR THE  
PROVISION OF PROFESSIONAL CONSERVATION SERVICES**

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_ 2022, by the **PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT**, a governmental subdivision of the State of Minnesota (the "DISTRICT") and the **SCOTT SOIL AND WATER CONSERVATION DISTRICT**, governmental subdivision of the State of Minnesota (the SWCD) for the period January 1, 2022 through December 31, 2022.

**1. SCOPE OF SERVICE AND AUTHORIZATION.** The DISTRICT retains the SWCD to provide services related to conservation promotion, landowner technical assistance, monitoring, education, and other miscellaneous technical and field services (Services), as set forth in the Scope of Work and Budget, attached hereto as Exhibit A; and as set forth in the 2022 Conservation Practice Financial Assistance Program Policy Manual, as adopted by the Scott SWCD Board of Supervisors on November 16, 2021, attached hereto as Exhibit B.

**2. FEES AND PAYMENT.** DISTRICT will compensate for the Services in Exhibit A on an hourly basis and reimburse for direct costs in accordance with Exhibit A. The SWCD will invoice the DISTRICT on a quarterly basis for time and materials associated with delivery of Services for the proceeding quarter. Payment for undisputed work will be due within 30 days of receipt of the invoice. Direct costs not specified in Exhibit A will not be reimbursed except with prior written approval of the DISTRICT Administrator. Subcontractor fees and subcontractor direct costs, as incurred by SWCD, will be reimbursed by DISTRICT at the rate specified in DISTRICT's written approval of the subcontract. The SWCD will not invoice for mileage reimbursement.

The total payment for an individual task may exceed the amount specified for that task in Exhibit A, but the total payment for Services will not exceed \$124,500. Total payment in each respect means all sums to be paid whatsoever, including but not limited to fees and reimbursement of direct costs and subcontractor costs, whether specific in this agreement or subsequently authorized by the administrator.

SWCD will maintain all records pertaining to fees or costs incurred in connection with the Services for six years from the date of completion of the Services. SWCD agrees that any authorized DISTRICT representative or the state auditor may have access to and the right to examine, audit and copy any such records during normal business hours.

**3. PROFESSIONAL RESPONSIBILITY.** The SWCD shall perform the Services consistent with that level of care and skill ordinarily exercised by members of its profession practicing under similar conditions at the time the Services are performed.

**4. DISTRICT'S RESPONSIBILITY.** At the SWCD's reasonable request, the DISTRICT shall provide to the SWCD all reports, data, studies, plans, specifications, documents, and other information in its possession that are relevant to the Services. The SWCD shall be responsible only for the accuracy of the data, interpretations, and recommendations it generates or makes. The SWCD will not be responsible for any interpretations or recommendations generated or made by others, which are based, in whole or in part, on the SWCD's data, interpretations or recommendations.

**5. INDEMNIFICATION.**

(a) The SWCD shall indemnify and hold harmless the DISTRICT and its managers, officers, employees, agents, and successors from and against any and all losses, damages, claims, liabilities, costs, and expenses, including legal fees and costs of investigation, resulting from or arising out of (i) a material breach by the SWCD of any term or provision of this Agreement, or (ii) any negligent act or omission or intentional misconduct of the SWCD in the performance of this Agreement or the Services.

(b) The DISTRICT agrees to indemnify and hold harmless the SWCD and its officers, employees, agents, and successors, from and against any and all losses, damages, claims, liabilities, costs, and expenses, including legal fees and costs of investigation, resulting from or arising out of any negligent or wrongful act or omission of the DISTRICT, its officers, directors, or employees.

**6. INSURANCE.** At all times during the term of this agreement, the SWCD will have and keep in force the following insurance coverages:

(a) General: \$1.5 million, each occurrence and aggregate, covering SWCD's ongoing and completed operations on an occurrence basis and including contractual liability.

(b) Professional liability: \$1.5 million each claim and aggregate. Any deductible will be SWCD's sole responsibility and may not exceed \$50,000. Coverage may be on a claims-made basis, in which case CONSULTANT must maintain the policy for, or obtain extended reporting period coverage extending, at least three (3) years from completion of the Services.

(c) Automobile liability: \$1.5 million combined single limit each occurrence coverage for bodily injury and property damage covering all vehicles on an occurrence basis.

(d) Workers' compensation: in accordance with legal requirements applicable to SWCD.

The DISTRICT will be named as an additional insured with primary coverage under the general liability policy. The SWCD will provide certificates of insurance and other insurance documentation on reasonable request. The certificate will name the DISTRICT as a holder and will state that the DISTRICT will receive written notice before cancellation, nonrenewal or a material change in any described policy under the same terms as the SWCD.

## **7. OWNERSHIP AND MAINTENANCE OF DOCUMENTS.**

All materials obtained or generated by the SWCD in performing the Services, including documents in hard and electronic copy, software, and all other forms in which the materials are contained, documented or memorialized, are the DISTRICT's property. As to those materials, the SWCD hereby assigns and transfers to the PLSLWD all right, title and interest in: (a) its copyright, if any, in the materials; any registrations and copyright applications relating to the materials; and any copyright renewals and extensions; (b) all works based on, derived from or incorporating the materials; and (c) all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and all causes of action in law or equity for past, present or future infringement based on the copyrights. The SWCD will execute all papers and perform such other proper acts as the DISTRICT may deem necessary to secure for the DISTRICT or its assignee the rights herein assigned.

The DISTRICT may immediately inspect, copy or take possession of any materials on written request to the SWCD. The SWCD may maintain a copy of any materials except for those designated by the DISTRICT as confidential or non-public under applicable law, a copy of which may be maintained by the SWCD only pursuant to written agreement with the DISTRICT specifying terms.

If the SWCD receives a request under the Data Practices Act, Minnesota Statutes chapter 13 (DPA), that may encompass data (as that term is defined in the DPA) the SWCD possesses or has created as a result of this agreement, it will inform the DISTRICT immediately and transmit a copy of the request. If the request is addressed to the DISTRICT, the SWCD will not provide any information or documents, but will direct the inquiry to the DISTRICT. If the request is addressed to the SWCD, the SWCD will be responsible to determine and meet its legal obligations but will notify and consult with the DISTRICT before replying.

Nothing in the preceding sentence supersedes the SWCD's obligations under this Agreement with respect to protection of DISTRICT data, property rights in data or confidentiality.

**8. RELATIONSHIP OF PARTIES.** The SWCD shall be an independent contractor in performing the Services and shall not act as an agent or an employee of the DISTRICT. The SWCD shall be solely responsible for its employees, subcontractors, and agents and for their compensation, benefits, contributions, insurance and taxes, if any. The SWCD shall not have any right or authority to make any representation or to assume or create any obligation, expressed or implied, on behalf of the DISTRICT.

The SWCD will comply with the laws and requirements of all federal, state, local and other governmental units in connection with performing the Services and will procure all licenses, permits and other rights necessary to perform the Services. In performing the Services, the SWCD will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

**9. ASSIGNMENT.** Neither party shall assign, or otherwise transfer, its rights or obligations hereunder without the written consent of the other party.

**10. AUDIT.** All documents and records relating to this Agreement shall be available for inspection by the DISTRICT and the state auditor for six years. The DISTRICT may audit all records of the SWCD relating to the costs, expenses and Services performed. If the audit shows that the payment by the DISTRICT to the SWCD exceeds the amount due the SWCD, the excess amount shall be returned to the DISTRICT and the SWCD shall bear the expense of the audit.

**11. DISPUTES.** All disputes between the SWCD and the DISTRICT shall be subject to non-binding mediation before either party may commence suit. Either party may demand mediation by serving a written notice stating the essential nature of the dispute, the amount of time or money claimed, and requiring that the matter be mediated within 60 days of service of notice. The parties shall agree on a mediator.

**12. TERMINATION.** This agreement is effective when fully executed by the parties and will remain in force until December 31, 2022, unless earlier terminated as set forth herein.

This Agreement shall be terminable at will by either party effective immediately upon written notice to the other party via certified mail. Termination of this Agreement does not relieve either party of its obligations with regard to services provided prior to the time of termination. Insurance obligations; duty of care; obligations to defend, indemnify and hold harmless; and document-retention requirements will survive the completion of the Services and the term of this agreement.

**13. NO WAIVER.** The failure of either party to insist on the strict performance by the other party of any provision or obligation under this agreement, or to exercise any option, remedy or right herein, will not waive or relinquish such party's rights in the future to insist on strict performance of any provision, condition or obligation, all of which will remain in full force and affect. The waiver of either party on one or more occasion of any provision or obligation of this agreement will not be construed as a waiver of any subsequent breach of the same provision or obligation, and the consent or approval by either party to or of any act by the other requiring consent or approval will not render unnecessary such party's consent or approval to any subsequent similar act by the other.



Notwithstanding any other term of this agreement, DISTRICT waives no immunity in tort. This agreement creates no right in and waives no immunity, defense or liability limit with respect to any third party.

**14. GOVERNING LAW.** This Agreement is governed by and shall be construed according to the laws of Minnesota. Venue for any action will lie in Scott County.

**15. NOTICES.** All notices and communications to the SWCD under this Agreement shall be to Director, 7151 W. 190<sup>th</sup> Street, Suite 125, Jordan, MN, 55352. All notices and communications to the DISTRICT under this Agreement shall be to Administrator, 4646 Dakota Street SE, Prior Lake, MN 55372.

**16. ENTIRE AGREEMENT.** This Agreement including any attachments incorporated constitutes the entire understanding between the DISTRICT and the SWCD. Any modifications to this Agreement shall be in writing and signed by authorized representatives of the parties.

**For the PRIOR LAKE-SPRING LAKE WATERSHED  
DISTRICT**

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**For the SCOTT SOIL and WATER CONSERVATION  
DISTRICT**

Signed: \_\_\_\_\_  
Title: Rob Casey, Chair  
Date: \_\_\_\_\_

## EXHIBIT A

### 2022 SCOPE OF WORK AND BUDGET

The Scott Soil and Water Conservation District (SWCD) will provide the Prior Lake Spring Lake Watershed District (DISTRICT) with a variety of conservation services, in support of the goals and objectives in its Water Resources Management Plan, Spring Lake-Upper Prior Lake TMDL Implementation Plan, and Upper Watershed Blueprint.

Services will be delivered on a time and materials basis. Individual line items may vary as the year progresses due to unpredicted needs and circumstances; however, this Scope is capped with an overall not-to-exceed amount of **\$124,500**. The SWCD may be requested to provide services outside of and in addition to this Scope. These services will be provided on an as-requested basis via separate work order or memoranda, the costs of which will not apply to the not-to-exceed amount.

#### **Task I. Technical Assistance and Cost Share (TACS)**

##### **Description**

The SWCD will provide information, technical, and cost share assistance to landowners within the DISTRICT in support of implementation of conservation behaviors, actions, and best management practices that reduce soil erosion, decrease runoff volume, and improve water quality.

##### **A. Conservation Marketing and Promotion**

The SWCD will continue marketing initiatives to promote adoption of conservation practices aimed at phosphorus and sediment reductions. Focus in 2022 will be practices targeted in the SWCD's 2020 CWF grant, prioritizing the Spring Lake and Fish Lake watersheds. SWCD staff will also assist with outreach for the Upper Watershed Blueprint as requested. Activities generally include:

- Identifying targeted parcels and landowners and gathering contact information
- Preparing letters, mail lists, and informational materials
- Making personal calls and in-person visits
- Tracking and reporting progress

##### **B. Livestock/Commodity Producer Assistance**

The SWCD will provide technical support to livestock and commodity producers on conservation measures providing water quality benefits.

- Provide Equipment Rental Program services for cover crops, no-till and other conservation seeding
- Assist with livestock facility, animal waste, and pasture management planning
- Provide information and assistance related to state feedlot regulations, including planning, permitting, inspections, complaint response and pollution discharge

##### **C. Cost Share**

The SWCD will administer cost share in accordance with approved policies. These services will be provided to landowners who: a) respond with interest to marketing efforts under Task IA and b) contact the SWCD with their own conservation issues or concerns.

- Follow up
  - Calls and meetings with landowners
  - Provide information on potential solutions and available assistance
  - Document landowner interest and project opportunities
- Project scoping
  - Conduct preliminary research and project feasibility
  - Meet with DISTRICT staff regarding potential projects that have unique circumstances or fall outside normal TACS program policies
- Project Development
  - Complete technical and environmental assessments
  - Prepare concept plans and cost estimates
  - Meet with landowner to finalize decisions and secure commitments
  - Review and score new cost share applications with DISTRICT staff, as applicable

- Cost share activities
  - Prepare and process contract applications and fact sheets
  - Prepare and send letters of decision
  - Prepare and issue cost share payments
  - Review and prepare recommendations regarding current and future cost share policies
- Design activities
  - Conduct surveys
  - Prepare project designs, specifications, final cost estimates, and construction drawings
  - Apply for/secure applicable permits
  - Prepare Conservation Plans and Operation and Maintenance agreements
  - Submit design packet to the DISTRICT for review prior to construction when needed/requested
- Construction activities
  - Coordinate and lead pre-construction meetings
  - Stake projects; inspect/supervise construction
  - Prepare as-built drawings; provide construction certification

#### D. Status Reviews

Projects installed using DISTRICT funds will be inspected to ensure they are complying with their Operations and Maintenance (O&M) plans, in accordance with cost share contract requirements. Inspections are completed the 1<sup>st</sup>, 5<sup>th</sup>, and 9<sup>th</sup> year following certification.

- Conduct site visit and inspection of project site
- Prepare inspection report
- Conduct follow up inspection and landowner technical assistance, if necessary

#### E. Management/Other

- Prepare, review and present cost share policy updates
- Prepare quarterly and annual accomplishment reports (not limited to TACS)
- Miscellaneous services on an as-requested basis

#### Budget<sup>1</sup>

TACS services	\$32,000
TACS cost share (pass through):	\$24,000
TACS Management	\$2,000
	<u>\$58,000</u>

## Task II. Farmer Led Council

#### Description

The SWCD will provide administrative and technical support to the Farmer Led Council (FLC) including but not limited to:

- Meeting with DISTRICT staff for program planning, coordination, and reporting
- Providing input and support on policy and program implementation
- Participating in FLC meetings
- Conduct follow up with current and prospective participants to promote FLC goals and programs
- Assist cooperators with FLC program participation, including but not limited to delivering and placing water quality inlets; coordinating and implementing the cover crop initiative; conducting lake-friendly farm certification assessments; preparing conservation plans

<sup>1</sup> Budget amounts in these categories may vary depending on number and types of projects, as well as the availability of other sources of funding for cost share and incentives. For example, additional funds may be dedicated for TA in order to leverage grant funds that can be used for project cost share and incentives.

- Assist DISTRICT staff with certification recognition and other special initiatives and events

**Budget**

Staff services	\$18,000
Expenses (pass through)	<u>\$31,000</u>
Total	<b>\$49,000</b>

**Task III. Monitoring and Data Collection**

**Description**

The SWCD will assist the DISTRICT with planning and implementing its 2022 water monitoring plan, including flow measurement and survey measurements for stream level logger benchmarking. Other monitoring services may be provided on an as-requested basis, subject to availability and budget.

**Budget**

Monitoring Services: DMP	\$6,000
Monitoring Services: PLOC	\$2,000
Monitoring Services: Ferric	<u>\$3,000</u>
Total	<b>\$11,000</b>

**Task IV. Miscellaneous Regulatory Services**

**Description**

The SWCD will provide various technical services on an as-requested basis, including surveying and GIS analysis, erosion and sediment control inspections, and other services on an as-requested basis.

**Budget**

Surveys/GIS	\$2,000
ESC Inspections/Investigation	<u>\$1,000</u>
Total	<b>\$3,000</b>

**Task V. EDUCATION PROGRAMMING**

**Description**

The SWCD will provide various educational services in support of the DISTRICT's 2022 Education & Outreach Plan. Activities will include but are not necessarily limited to:

- Planning and hosting "how-to" workshops
- Developing promotional and informational materials and resources
- Plan and implement media marketing/promotion to include promoting DISTRICT and SWCD cost share and other program opportunities
- Coordinate and manage registrations and venue set-up and take-down
- Conducting post-event review and follow up with landowners

**Budget**

Services:	<b>\$3,500</b>
Supplies:	Per request

**TASK & BUDGET SUMMARY**

Task	PLSLWD Budget Category	Description	Amount	
I	611 - Cost Share	TACS services	\$32,000	\$58,000
		TACS cost share (pass-through)	\$24,000	
		TACS management	\$2,000	
II	611 - Farmer-Led Council	FLC Services	\$18,000	\$49,000
		FLC cost share (pass-through)	\$31,000	
III	637 - Monitoring Program	Monitoring Services: DMP	\$6,000	\$11,000
	839 - PLOC Flow Monitoring	Monitoring Services: PLOC	\$2,000	
	611 - Ferric System	Monitoring Services: Ferric	\$3,000	
IV	648 - BMP Easements	Regulation: Surveys/GIS	\$2,000	\$3,000
	648 - Permitting	Regulation: ESC Inspections/Invest.	\$1,000	
V	652 - Education & Outreach	Education services	\$3,500	\$3,500
<b>Total</b>				<b>\$124,500</b>

## BILLING RATES

All services will be billed on a time and materials basis, according to the following hourly rates:

Position Title	Rate
District Director	\$85
Resource Conservationist II, Finance and Accounting Specialist	\$77
Resource Conservationist I, Natural Resources Specialist	\$72
Water Resource Specialist, Agricultural Programs Specialist, Outreach and Education Specialist, Ditch and Soil Erosion Specialist	\$67
Resource Conservation Technician	\$62
Administrative Assistant	\$57
Conservation/Seasonal Intern	\$47

# 2022 CONSERVATION PRACTICE FINANCIAL ASSISTANCE PROGRAM POLICY MANUAL



## OVERVIEW

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

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

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

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

This Docket consists of three sections: Program Provisions, General Conservation Practice Provisions, and Specific Conservation Practice Provisions. The Program and General Conservation Practice Provisions list the requirements that are applicable to all or multiple practices. The Specific Provisions list the payment method, rates and limits, practice Contract Term, and specific provisions for each conservation practice.

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

## PROGRAM PROVISIONS

The following provisions are requirements for financial assistance under this program.

### ELIGIBILITY

1. Only practices listed in this Docket are eligible for financial assistance. Other practices required for the effective implementation of a primary Docket practice may be eligible for financial assistance as component practices. Reimbursement for component costs will be included with the primary practice payment.
2. Financial assistance may only be authorized for conservation practices that:
  - a. Are designed and constructed in accordance with current, industry-recognized technical standards. By default, this includes the USDA NRCS Field Office Technical Guide. It may, however, also include but not be limited to the MPCA Stormwater Manual, the NPDES General Stormwater Permit for Construction Activity, the Minnesota Urban Small Sites BMP Manual, or other recognized local, state, or federal standards consistent with this Docket.
  - b. Meet the general and specific conservation practice provisions for each practice included in the Docket.
  - c. Except as otherwise noted, provide documentable environmental benefits, including but not limited to nutrient, sediment, and runoff volume reductions.
  - d. Do not address erosion resulting from the direct impacts of development, unless the development occurred prior to applicable standards, such as NPDES permitting or local municipal or water management agency rules.
  - e. Unless prohibited by another funding agency's policy, payment for work not performed or constructed according to applicable technical standards may be authorized subject to approval by the approving authority, based on a determination by the Technical Representative or a professional engineer that the effective life and intended environmental benefits of the project will not be compromised.
  - f. Financial and technical assistance costs for projects benefitting a water resource that lies outside the jurisdictional watershed within which it is physically located shall be split equally between both organizations unless one or the other has available funding (e.g. a grant) and agrees to cover a greater share or the entire amount themselves.
3. Financial assistance may be authorized for repairs to existing practices if:
  - a. The project is beyond the contract term and the risk of failure poses significant threat to water quality or infrastructure; or
  - b. The project is within the contract term, but the damage was not the result of negligence by the landowner or land occupier or failure to adhere to the Operation and Maintenance Plan.



Notwithstanding the above, approval from the Board of Water and Soil Resources (BWSR) is required prior to use of any state grant funds for projects involving the maintenance or repair of any practice if/when it is unclear whether such use of state funds is allowed after researching applicable grant policies.

Cost share for projects deemed eligible pursuant to item c., above, may be provided at the same rate as the original contract if the repair is completed within three (3) years of the original certification date; otherwise, the current rate shall apply.

4. A contract may be amended to cover costs associated with re-grading, re-seeding, and re-mulching a project that has experienced erosion prior to final certification, as determined reasonable and necessary by the Technical Representative. The percent-based rate shall not exceed the rate set in the approved contract. Such costs may be covered through an amendment to the financial assistance agreement. For practices where vegetation establishment is required, partial payment may be made at the discretion of the Technical Representative, and final payment can be made after stabilization of the project is determined to be fully achieved.
5. Financial assistance may be authorized for expenses associated with installation of more protective erosion control measures, including but not limited to using erosion control blankets, as determined reasonable and cost effective by the Technical Representative. When feasible temporary erosion control blankets made with natural and biodegradable netting shall be preferred over ones made with nylon or other non-biodegradable material. Temporary products that require UV-light to biodegrade (i.e., photodegradable) are not acceptable as they do not effectively biodegrade in shaded conditions. Product availability and/or effectiveness may be considered when determining feasibility.
6. Payment may not be authorized for any practice or portion thereof that has commenced prior to official approval of an application.
7. The approving authority may require an applicant to implement additional practices as a condition of financial assistance when deemed necessary to ensure the integrity of the original practice.
8. Financial assistance for practices that have a maximum payment amount, including but not limited to cover crops and nutrient management, shall be limited to a single application per family or common farm operation or enterprise, whether formally or informally organized.
9. Contracts may be amended to increase the approved financial assistance amount based on any of the following reasons, subject to prior approval the Technical Representative:
  - a. Changes to the final design prior to or during construction result in increased costs;
  - b. Unforeseen or unanticipated circumstances result in higher-than-expected construction costs;
  - c. The original cost estimate is determined to be too low based on recent changes in market prices for similar materials or services and/or limited contractor availability; or
  - d. A minimum of 2 bids were received and the lowest reasonable bid exceeds the original cost estimate.

10. Filter strip and conservation cover projects are eligible for one-time re-enrollment. A Participant may apply for a one-time funding for up to 10 additional years upon expiration of their original contract. Application for renewals shall be made within one (1) year of the original contract expiration date. The approving authority may, at its discretion, approve, approve with modification, or deny any such application, based on its determination of public benefit and/or available funding. Public benefit considerations shall include cost relative to potential water quality impacts should the land return to agricultural use (in whole or part); b) whether a different practice or fewer number of acres would achieve comparable water quality benefits at a lower cost; and c) the level of impairment of the receiving water resource. The approving authority may place a cap on the maximum rate per acre that is less than the rate indicated under the Specific Conservation Practice Provisions section, below.

### **TYPES OF FINANCIAL ASSISTANT**

11. Two forms of financial assistance are authorized, including Flat Rate and Percent Based<sup>1</sup>, as follows:

- a. **FLAT RATE:** Flat Rate payments are payments based on a specified dollar amount per unit installed (e.g., \$/acre). There are two types of Flat Rate payments:
  - i. **One-time:** Total payment is calculated by multiplying the unit rate by the number of units installed. A single payment is issued in full upon certification of practice installation.
  - ii. **Annual:** Total payment is calculated by multiplying the unit rate times the number of units installed times a set number of years (e.g., the contract term). Payments are made in installments over the course of two or more years, the first being subject to certification of installation and subsequent being subject to continued maintenance.

Unit rates are identified in the Specific Practice Provisions section, below. Flat rate payments designed to help land occupiers mitigate risk or losses associated with installing or adopting land management practices that improve or protect soil and water resources are referred to as “incentives” and are noted accordingly.

- b. **PERCENT BASE:** Percent-based financial assistance is a partial reimbursement to the Participant to help offset the construction and/or establishment costs associated with implementing a practice. The maximum percent-based rate is listed for each practice in the Specific Practice Provisions section and shall be considered the maximum rate of actual construction costs or the estimated cost, whichever is less, of implementing the practice.

For certain practices where the primary objective is establishment of perennial vegetation, including but not limited to Conservation Cover, Tree/Shrub Establishment, and Wetland Restoration, cost associated with dedicating land necessary for implementation of the conservation practice and therefore loss of its otherwise reasonable use for agricultural or other purposes for the term of the contract is an eligible expense. The cost of land dedication is determined by multiplying the countywide rental rate by the contract term less any years for which incentives were provided. By

---

<sup>1</sup> The term “cost share” is often used when referring to Flat Rate and/or Percent Based financial assistance.

adoption of this policy on November 16, 2021, the Board established the countywide rental rate for 2022 at \$200/acre. Payment for land dedication follows the same method and schedule as are used for making Flat Rate payments.

### **APPROVAL PROCESS**

12. An individual or entity may request financial assistance for the installation of a conservation practice by submitting a completed application form provided by the District. If the applicant is not the landowner, then the landowner must also sign the application unless the proposed project is limited to a single-year incentive payment. Completed applications shall be presented to the appropriate approving authority for formal consideration at the earliest reasonable opportunity. Action to approve, approve with modification, or deny shall be documented in the meeting minutes. Approved applications become binding contracts automatically upon execution by the approving authority. The applicant shall be the party to whom payment will be issued, whether that is the landowner or land occupier, and upon approval of their application is henceforth referred to as Participant.
13. Approvals of applications for financial assistance are subject to funding availability.
14. Changes to an executed contract are considered an amendment to the contract and subject to review and approval by the approving authority. Amendments are limited to extensions of completion dates, increases or decreases to estimated project cost, changes to practice type(s), or to identify a different land occupier. Amendments will be considered only when circumstances such as weather, unforeseen cost or soil conditions, or other uncontrollable events occur. The procedure to amend a contract is as follows:
  - a. The Participant provides information justifying the need for an amendment and completes the amendment form. Assistance may be provided by the Technical Representative.
  - b. The Technical Representative reviews the proposed amendment and certifies the change(s) are reasonable and necessary.
  - c. The District Board reviews the amendment request and either approves or denies the request.
    - i. If approved, the date of approval is recorded at the top of the original contract and the amendment form is signed and dated by the organization. A copy of the approved amendment is sent to the Participant and landowner, if different.
    - ii. If denied, the Participant should be notified in writing of the reason for denial of the application.
  - d. Contract amendments must be filed in advance of and approved prior to final payment request from the Participant.
15. The District shall send a letter notifying the applicant(s) of action taken by the approving authority on their application or any amendment to an existing contract. The letter shall also, at a minimum, explain next steps and be accompanied by a copy of the signed and dated contract or amendment, as applicable. Letters shall also be sent when action by the appropriate approving authority is taken to cancel a contract.

Letters and copies of approved and executed contracts and amendments may be sent in hard copy or electronic form, at the Participant's option.

### **CONTRACT TERMS AND MAXIMUM AMOUNTS**

16. The term of an approved contract must extend through the designed effective life of the practice, or the minimum term required by the funding source policy, whichever is greater. This applies to projects involving construction of a new practice and repairs to an existing practice. For projects involving repairs to a practice that was installed under a previous contract, the new contract must extend through the full effective life of the practice.
17. The flat and percent-based rates listed in this manual are maximums. The approving authority has discretion to approve lower rates depending on public benefit. The total financial assistance paid to an applicant shall not exceed the maximum flat and percent-based rates allowed by the funding source's governing policies. The maximum local financial assistance paid to an applicant shall not exceed the maximum flat or percent-based rates listed in this Docket. An applicant may request less than the maximum authorized amount to avoid IRS income reporting requirements. Other program rules regarding maximum payment rates and other limitations shall be observed.
18. Federal, state, and other non-local sources of funding shall be used to the maximum extent practicable. Likewise, local funds shall be used to piggy-back other funding sources to the maximum extent practicable. Non-local funds may be deemed not practical upon the District's determination that compliance with this provision would delay project construction resulting in a significant increase in risk to public health, safety, or the environment; or administrative overhead to secure such funds, including but not limited to time, paperwork, and other restrictions, would place an unreasonable burden on the applicant and/or District.
19. The amount of financial assistance provided for a project shall be based on the minimum amount required for the practice to be installed according to applicable design standards and specifications. Costs associated with additional or alternative work or materials shall be the responsibility of the owner. Maximum rates for in-kind labor costs shall be consistent with the most current Iowa Custom Rate Survey. Higher rates may be allowed in special circumstances, as determined reasonable by the District.
20. Financial assistance for seeding or planting is limited to those costs associated with implementing the seed or planting plan as approved by the Technical Representative.
21. Contracts exceeding \$20,000 in total financial assistance shall be recorded on the property title at the County Recorder's office. Recording of the contract notifies subsequent buyers of the existence of the practice or practices on the property and their obligation to maintain these practice(s) during the effective life. Procedures for recording shall follow guidance developed by the Board of Soil and Water Resources for the recording conservation practices. A variance to this provision may be granted at the discretion of the Board for structural practices in cases where funding from any single agency is less than \$20,000 and the likelihood of the project being removed or not maintained is determined to be minimal.
22. Notwithstanding the amounts listed in the Specific Practice Provisions section, the maximum cost share amount for municipalities shall be 50%.

**PAYMENT PROCESS**

23. An individual with appropriate Job Approval Authority (JAA) or a licensed professional engineer must prepare and/or certify project cost estimates and design plans and must certify installation was installed in accordance with applicable standards and specification. The following documentation shall be required as a condition for payment:
- a. Certification the project was installed in accordance with applicable standards and specification, such as for example record plans signed by an individual with appropriate JAA or a licensed PE;
  - b. A completed, signed, and approved Voucher Form; and
  - c. For percent-based payments, copies of receipts and/or paid invoices for all out-of-pocket and in-kind expenses. Applicants requesting reimbursement for in-kind services shall submit a signed statement indicating the services provided, dates provided, rate, and quantity.
24. If a property is sold prior to final payment being issued, any outstanding payments shall by default be issued to the new landowner(s) subject to them signing, and the Board approving, a new financial assistance contract that extends through the remaining years of the original contract term. If a new contract cannot be secured, then any outstanding amount shall be forfeited and, if possible, made available for use towards another approved project.
25. Should the applicant remove or fail to maintain the practice during its effective life, the applicant is liable to the District or other financial assistance source agency for one hundred fifty percent (150%) of the financial assistance received to install and establish the practice. The applicant is not liable for cost-share assistance received if the failure was caused by reasons beyond the applicant's control. Sale of the property may not alone be cause for determining if failure was beyond the applicant's control.
26. Temporary erosion and sediment control measures (e.g., silt fence and synthetic bio-logs), if used, shall be removed and properly disposed of prior to issuance of any payment.

**GRANT PROVISIONS**

27. For projects utilizing funds from a federal, state, or other non-local grant source, the flat and percent-based rates, eligible practices, and other related provisions set forth in the approved grant agreement, if different, shall prevail. Examples of these instances include but are not limited to 1) if a practice is required to use native species as a requirement of the grant and this policy allows for non-native species, the grant requirement will prevail and, in this example, native species will be required; 2) if the grant requires that a project is paid in full before the grant expires then the grant requirement will prevail.
28. If an amendment request involves dates outside the executed state grant agreement date, outside the contract practice install date, or grant program policies, BWSR staff must be consulted, and a grant agreement amendment may be required.
29. BWSR approval will be obtained prior to using any state grant funds for projects involving the maintenance or repair of any practice for which state grant funds are proposed to be used, if/when there

is a question or doubt whether such maintenance/repair is allowed after researching applicable or State Cost Share or CWF grant program policies.

30. Practices funded with Clean Water or other BWSR-issued grant funds shall have a minimum effective life of 10 years, except for certain nonstructural management practice such as cover crops and nutrient management which may have a minimum effective life of 3 years.
31. Native seed mixes consistent with BWSR's Native Vegetation Establishment and Enhancement Guidelines, as updated, shall be specified for any project using state grant funds and has a vegetation restoration component. Non-native vegetation may be used for temporary cover/cover crops for soil health and soil stabilization, grass waterways, and projects to meet MN Buffer Law that will be hayed, grazed, and/or exposed to pesticides. Subject to prior approval from BWSR, non-native species may also be used on any other structural projects/practices including but not limited to terraces, diversions, waterways, water and sediment control basins, and grade stabilization structures if either of the following conditions applies: a) the post-project land use involves agricultural production as required by the land owner or occupier; or b) use of non-native species is necessary for initial stabilization and long term function of the practice as deemed necessary by the project engineer or District technical representative with appropriate JAA.
32. State grant funds may not be used towards land dedication costs. Land dedication costs made within the grant period may, however, be counted as match.

### **STAFF CREDENTIALS**

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

As of January 1, 2022, technical expertise of the District includes:

3 certified professionals in erosion and sediment control;

1 certified wetland delineator and 1 certified wetland delineator in-training; and

6 staff with USDA–NRCS Job Approval Authority for ecological and engineering sciences

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

### **DELEGATION OF AUTHORITY**

34. By adoption of this Conservation Practice Financial Assistance Program Policy, the Scott SWCD Board delegates the following authorities to the District Director for projects within the District:

- a. Sign financial assistance applications and amendments approved by the Board;
- b. Approve partial and final payments; and
- c. Approve amendments involving date extensions.

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

### **SUPPLY COSTS**

35. The District may provide project-related supplies to the applicant at cost for projects that are approved for financial assistance (original Board motion 5.f, April 2019.)

### **COMPLIANCE**

36. The District shall seek to resolve any known contract violation in accordance with the flow chart provided in Appendix B.

### **GENERAL PRACTICE PROVISIONS**

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

37. Effective Life: All projects must be designed to achieve the practice's minimum effective life as per the applicable practice design standard or grant policy, whichever is longer.
38. Soil Testing: A soil test shall be performed for any practice requiring seeding of cool season, non-native grasses if the cooperator or contractor applies fertilizer in excess of the following rate per acre: Nitrogen (N) 80 lbs., Phosphoric Acid (P2O5) 80 lbs. and Potash (K2O) 80 lbs. All soil tests shall be from a soil testing laboratory shown on the Minnesota Department of Agriculture's list of approved Soil Testing Laboratories. Application rates of lime, commercial fertilizer, and manure shall be based on University of Minnesota recommendations. Soil testing requirements may be waived if acceptable soil tests from the site were taken within the previous three years.
39. Upland Treatment: Where specified under the Specific Practice Provisions section, Participants shall comply with applicable upland treatment requirements as detailed in a conservation plan prepared by the District. The plan shall adequately address potential adverse impacts to the conservation practice for which they are receiving cost share assistance. Adverse impacts to conservation practices include, but are not limited to, increased siltation by water and/or wind-borne soils, excessive runoff, degradation of vegetation practice components by pesticides transported in runoff and sediment, and degradation of wildlife habitat. Upland treatment shall, at a minimum, include controlling sheet and rill erosion to "T" and controlling all ephemeral gully erosion within the drainage area of the practice. For community and non-residential raingardens, a device that captures larger sand particles and trash shall be used as pre-treatment in lieu of upland treatment.



40. Materials: New materials must be utilized in the construction of practices, unless used material are approved by a Technical Representative with appropriate Job Approval Authority or licensed Engineer prior to installation.
41. Land Rights: Participants proposing to construct a practice that will impact land they do not own are responsible for obtaining easements, permits, right-of-way, water rights or other permission necessary to perform and maintain the practices. Expenses incurred due to these items are not eligible for financial assistance. The permission from the authority must be in writing and a copy must be provided to the Scott SWCD office prior to installation being made on the practice. Participants proposing to construct a practice on land they do not own shall have the landowner sign the contract.
42. Permits: The Participant is responsible for obtaining all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the project. Expenses incurred for permits are not an eligible expense for cost-share.
43. Operation and Maintenance: The applicant is responsible for the operation and maintenance of the conservation practice for the minimum contract term listed in the Specific Practice Provisions section.
44. Compliance with state rules, current local ordinances, and existing contracts: Financial assistance may not be provided to a landowner or occupier that is determined to be in violation of any of the following:
  - a. Minnesota state rules, including
    - i. MN Rule 7020 (governing feedlots);
    - ii. MN Rule 8420 (governing wetlands);
    - iii. MN Statute 103F.48 (governing buffers);
    - iv. MN Rule 8400 (governing Excessive soil Loss Control); and
    - v. MN Rule 1573 (governing nitrogen application restrictions in high susceptibility areas)
  - b. Current Scott County Ordinances, including:
    - i. Ordinance No. 3, Chapter 70-8-11 (governing Shoreland zone);
    - ii. Ordinance No. 4 (governing septic systems, as evidenced based on visual observation of surface discharge or formal notification by the county); and
    - iii. Ordinance No. 3, Chapter 6. Article F (governing bluff setbacks and protection)
  - c. An existing financial assistance contract

Regulatory compliance shall only apply to the following:

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

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

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

An applicant may apply for a waiver from this section using a form provided by the District. The local funding authority may approve a waiver request upon determination of the following:

- a) Allowing the non-compliant situation to continue serves the greater public good than not installing the conservation practice for which financial assistance is being requested; or
- b) Gaining compliance is impractical due to engineering or physical limitations that cannot be reasonably overcome or resolved without creating economic hardship.

45. Seed Plans: When preparing a seed plan the following standards will be used based on the funding source(s) involved: Vegetation Requirements for BWSR Funded Projects (BWSR 2019, as amended); Practice Standard 327 Conservation Cover (USDA – NRCS eFOTG, as amended); and/or Agronomy Tech Note #31 (USDA – NRCS 2021, as amended)

## SPECIFIC PRACTICE PROVISIONS

### PERCENT BASED TIERS

#### Tier 1

- Applicants that own or operate cropland may be eligible for up to 90% of actual construction costs, not to exceed 90% of cost estimate for certain structural practices where the percent-based rate is normally 70%, to include the following: critical area planting, diversion, grassed or lined waterway, water and sediment control basin, grade stabilization structure, terrace, and underground outlet.
- Minimum Requirements:
  - If upland treatment is required, the Participant must sign and follow a Conservation Plan that achieves upland treatment on any cropland that a) drains to the practice and b) they either own or occupy (i.e., rent).
  - Achieve a minimum of 30% residue cover, after planting, during the term of their contract, as prescribed in a Conservation Plan. Residue cover may be from the current and previous year's crop, cover crops, and/or permanent vegetation.

The number of acres where residue management is required is based on incentivizing residue management at a rate of \$10/acre over ten years. The following formula is used to determine the number of acres that must be applied:

Total Project Cost Estimate x .002

The number of acres to be applied shall be adjusted based on actual project costs; however, if the final cost is within 10% of the cost estimate then no adjustment is necessary. When identifying where residue management will be applied, priority shall be given to a) fields within the drainage area of the practice, and b) fields where slope exceed 2% and/or that pose greater risk to water quality.

- Complete a Conservation Assessment on all cropland on the parcel where the project will be installed plus any contiguous parcels owned by the Participant.

#### Tier 2

- Max Rate: As specified in the Specific Practice Provisions section.
- Minimum Requirements:
  - If upland treatment is required, the Participant must sign and follow a conservation plan agreement that achieves upland treatment on any cropland that a) drains to the practice and b) they either own or occupy (i.e., rent).
  - Complete a Conservation Assessment on all cropland on the parcel on which the project will be installed plus any contiguous parcels owned by the Participant.

## CONSERVATION ASSESSMENTS

Where required, Conservation Assessments shall, at a minimum, address the following resource concerns on all parcels contiguous to the parcel on which the practice will be applied: sheet, rill, inter-rill, and gully erosion; buffers; manure management practices; open tile intakes; feedlot runoff, and sedimentation on neighboring property due to excessive soil loss.

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

## UPLAND TREATMENT

Where required, upland treatment shall include preventing ephemeral or classic gully erosion and controlling soil sheet and rill erosion to tolerable soil loss rate and must be applied to any cropland that a) drains to the practice and b) the Participant either owns or occupies (i.e., rents).

.

## PRACTICES

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

## BIORETENTION BASINS

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount	Maximum Rate	
Bioretention Basins (Redevelopment/Community)	570			50%	10 years
Residential Raingardens identified in a local water plan				50%	10 years

1. Pre-treatment is required. See General Conservation Practice Provision #30.
2. Materials eligible for financial assistance include plants, bio-logs, erosion control blankets, site preparation materials, edging, mulch, stakes, and other items critical to the proper function of the rain garden. Materials not eligible for financial assistance include those items that do not benefit practice function, such as ornamental rock or other decorative items.
3. To qualify for percent-based funding, a residential rain garden must be identified as a project in an approved local water plan.

## CONSERVATION COVER

	NRCS Code	Flat Rates		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Conversion of agricultural land to Native Prairie (see 2. below for exceptions):					
All projects	327	Annual	\$200 /ac Incentive	N/A	10 years
Portion of a project that is ≥2 acres and <5 acres	327			50% for establishment and 90% for land dedication	10 years

Portion of a project that is ≥5 acres and <20 acres.	327			50% for establishment and 70% for land dedication	10 years
Portion of a project that is ≥20 acres.	327			50% for establishment and 50% for land dedication	10 years
<b>Conversion of agricultural land to non-native species:</b>					
Conversion to introduced perennial grasses and legumes	327	Annual	\$100/acre	N/A	10 years
Establishment of oats, rye, or other small grains for pre-construction cover	TN 31	One-time	\$150/ac, not to exceed 10 acres	N/A	
<b>Conversion of agricultural land to Native Prairie – WETLAND RESTORATION</b>					
Component of a wetland restoration project	327	Annual	\$270 /ac Incentive	135% for land dedication	10-15 years

1. Eligible agricultural land includes any areas where annually seeded crops (e.g.: corn, soybeans, small grains, vegetables, etc.) have been grown and harvested 4 of the past 6 years. Cropland in a forage rotation (e.g., hay/alfalfa) is eligible provided forage has not constituted more than 50% of the rotation in the previous 10 years. A variance to the cropping history requirements may be authorized by the appropriate approving authority based on extenuating circumstances.
2. .
3. Incentives may only be provided for the initial three (3) years of the contract. Payment for land dedication may only be provided for the remaining term of the contract.
4. To qualify for the wetland restoration rate, the land must be contiguous to and part of a wetland restoration project completed in cooperation with and certified by the District, and the rate only applies to the area that will be actual wetland. In lieu of a formal delineation, wetland area may be assumed to be the area below the permanent pool elevation plus one and a half (1.5) feet. Any area above this, including any buffer, may be eligible for the non-wetland rate. Vegetation restoration standards under Practice Standard 657 may be followed, as applicable.
5. Areas that cannot be seeded following BWSR's Native Vegetation Establishment and Enhancement Guidelines, as updated, may not be eligible for state grant funds.
6. Funding assistance shall be limited to a maximum amount such that the overall total cost benefit for volume reduction does not exceed \$2000 per acre foot of runoff.
7. Unless otherwise required for grant purposes, payments shall be made in two (2) equal lump sum installments; however, the Participant may request up to four (4) annual installments over a maximum of 4 years. The first payment shall be subject to the District certifying the seeding was completed in accordance with the approved seed plan. First year payments for spring and summer plantings are also subject to adequate and timely maintenance (e.g., mowing). The second payment shall be subject to the District certifying the seeding has established according to the approved plans (typically after one full growing season) and is being maintained in an adequate and timely manner. Any subsequent payments shall be subject to the District certifying the seeding is being maintained in accordance with the signed O & M Plan, and noxious weeds are under control. A single payment may be authorized for a project if the site is already well established, meets minimum stand density and diversity requirements, and noxious weeds are under control.
8. Eligible establishment costs include site prep, seed, and seeding. Site prep may include but is not limited to one-time temporary seeding to mitigate for potential herbicide carry-over issues.
9. Upland treatment is required.
10. The minimum project size for any funding assistance is 2 acres. See Natural Landscaping for projects less than 2 acres.
11. All payment amounts shall be pro-rated based on actual acres established.

12. Projects involving the conversion of eligible agricultural land to introduced perennial grasses/legumes shall be maintained by regular harvesting and/or grazing in accordance with a plan approved by the District. If grazing is proposed, the District shall evaluate proposed stocking densities, paddock layout, grass species, and other relevant factors to determine whether or not grazing is a suitable maintenance option. Applications will not be accepted where proposed grazing is determined not suitable to ensure proper maintenance.
13. Land where the maintenance of permanent natural vegetation is required under Chapter 70-8-11, Scott County Zoning Ordinance or other state or local regulation is not eligible for funding.
14. Application through CRP or related program is prerequisite for projects over 20 acres, if the site meets CRP program eligibility requirements and the CRP program is currently accepting applications or USDA has announced it will be begin accepting applications in the current calendar year.
15. By default, Practice Standard 327 will be used. Practice Standards 643 and 645 may be used if preferred by the applicant, required by a grant, and deemed technically feasible by the Technical Representative; maximum costs shall, however, shall be based on meeting 327. Planting of trees within the conservation cover may be allowed if approved by the SWCD and included the Conservation Plan. Areas planted to trees may not be eligible for financial assistance under this practice; however, they may be eligible for financial assistance under the Tree/Shrub Establishment practice (Practice Standard 612) subject to meeting applicable requirements therein.
16. An applicant may apply for Pre-Construction Cover payment for land seeded to temporary grasses or small grains for the purpose of accommodating construction of conservation practices when cash grain crops would otherwise be growing. The intent of this payment is to offset lost revenues in order to encourage mid- to late-summer construction when successful stabilization and contractor availability can be maximized. Species selection and seeding rates and methods must be consistent with Technical Note #31, as revised, and must be completed in the fall or spring prior to planned construction. Payments shall be subject to construction of the proposed project being completed between July 1st and September 10th. Pre-construction cover shall be included as an eligible component of the primary practice, not as a separate, stand-alone practice.
17. .
18. A Participant may apply for a one-time re-enrollment pursuant to Par. 10, under the Eligibility section above.

## CONTOUR BUFFER STRIPS

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

1. CRP funding shall be used when available for projects exceeding 10 acres.
2. Buffer strips must be harvested at least every other year, unless harvesting is prohibited by one or more funding sources (e.g., CRP).
3. Eligible costs include site prep, seed, and seeding.

## CONTOUR FARMING

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

1. Eligibility for funding is limited to projects where contouring is implemented in conjunction with buffer strips or terraces, and dominant slopes in the field are 6% or greater.
2. This Flat Rate is only available where current cropping practices would not meet the 330 practice standard.

## COVER CROPS

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Cover Crops – Multi-year	340	Annual	\$60/acre Incentive	N/A	3 Year
Cover Crops – Annual	340	1-time	\$40/acre Incentive	N/A	1 Year

- Maximum payment for the annual incentive is \$18,000 per applicant (100 acres x \$60/acre x 3yrs).
- Maximum payment under the one-time incentive is \$4,000.
- To qualify for the multi-year incentive, cover crops must be planted on the same number of acres and on the same fields for a minimum of 3 consecutive years, or 3 out of 5 consecutive years, with the first application occurring in the first year of the contract. The years in which cover crops will be applied must be documented in the signed Conservation Plan.
- Payment shall be issued each year after the Technical Representative has certified seeding.
- An applicant may, after an initial contract for multi-year incentives has been completed in accordance with applicable terms and conditions, be eligible to apply for additional multi-year incentives, up to a maximum of \$18,000, provided the applicant continues to plant cover crops on all acreage covered under previous contract(s) totaling at least 100 acres, and all land covered under the new contract is additional to any previous contract. Continued cover crop application required under this provision shall be documented in a signed Conservation Plan Agreement. Preference for cost share shall be given to first-time applicants.
- Seeding rates and dates may vary from NRCS practices standard guidelines subject to prior approval of a District Technical Representative with applicable knowledge and expertise. Payment for projects for which seeding rates, mixes, and/or dates deviate from NRCS guidelines shall be delayed until such time that successful establishment – based on density and health of the cover crop - can be evaluated and verified at the appropriate time based on species. Cover crops established through volunteer growth of residual seed from a previous cover or small grain crop may be eligible for incentive payment under this variance provided the technical representative is able to verify that the volunteer crop achieves the practice standard's same purpose and objectives in terms of adequate species type and cover. Cover is to be determined by the density of live, germinated plants per unit area.
- For multi-year contracts: If an applicant loses control of land for which they have already received payment, they may request to transfer equal acreage to other field(s) via a contract amendment. If approved, the applicant shall be eligible to receive payment for remaining funds according to existing terms and conditions of their contract. If transferring acreage violates the terms of any grant agreement, the applicant may not amend their contract and shall only be eligible for payment on land they continue to control.
- Cover crop incentives may be provided for a maximum of 3 years on any given field, whether through annual or multi-year contracts. A multi-year contract may be required if the funding source(s) requires a minimum number of years.

### CRITICAL AREA PLANTING

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Critical Area Planting	342			70%	10 years

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

### DIVERSION



	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Diversion	362			70%	10 years

1. Upland treatment and conservation assessment are required. See General Conservation Practice Provision #30.
2. The use of tile or other underground pipe to drain hillside seeps, low or wet spots in fields may be eligible as a stand-alone practice or component of this practice.
3. Diversion (362) is allowed as a stand-alone practice for feedlots when used as a clean water diversion.
4. If a Diversion (362) is a component of Wastewater and Feedlot Runoff Control (784), cost sharing is not authorized for the Diversion (362) as a stand-alone practice. The cost will be included in the cost of Wastewater and Feedlot Runoff Control (784).

## FILTER STRIP

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

1. Eligible establishment costs include site prep, seed, and seeding when using native species only. Site prep may include but is not limited to one-time temporary seeding to mitigate for potential herbicide carry-over issues.
2. The rates listed are maximums amounts from all public sources combined.
3. Sensitive field borders include the edges of fields that are not included in Standard 393, such as road ditches, drainage ditches without seasonal perennial stream characteristics, or other areas deemed sensitive. Minimum width is 33'.
4. Filter strips must be harvested at least every other year, unless harvesting is prohibited by one or more funding sources (e.g., CRP).
5. Upland treatment required.
6. New filter strips must have crop history 4 of the past 6 years unless there are extenuating circumstances approved by the Watershed Planning Commission or County Board.
7. Filter strip payments shall be split over two to four years. The first-year payment shall be subject to the District certifying that seeding was completed in accordance with the approved filter strip design. Subsequent payments shall be subject to the District certifying that the filter strip has become well established (typically after one full growing season) and is being adequately maintained through timely mowing and weed control. Flat rates for renewal filter strips where vegetation is already established and consistent with applicable standards and specifications are eligible for full payment in the first year.
8. Sites where upland runoff does not flow through the filter strip due to the presence of a levee (e.g., spoil piles) or negative slope shall not be eligible under this practice. They may, however, be eligible under the Riparian Buffer Practice.
9. The NRCS minimum shall be based on removal of sediment and sediment associated material removal, as set forth in Table 1 of Practice Standard 393, except in cases where the local water plan identified soluble material and pathogen removal as a priority, in which case the minimum may be as specified under the soluble materials and pathogens section of Table 1 of the Standard.
10. Livestock grazing may be used for maintenance, provided it is performed in accordance with an approved grazing plan.

11. A Participant may apply for a one-time re-enrollment pursuant to Par. 10, under the Eligibility section above.

### GRADE STABILIZATION STRUCTURE

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Grade Stabilization	410			70%	10 years

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

### GRASSED AND LINED WATERWAY

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Grassed Waterway	412 or 468			70%	10 years

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

### MAINTENANCE FOR NATIVE PRAIRIE AND TREE/SHRUB ESTABLISHMENT PROJECTS

	Practice Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Tree Stand Improvement Supplemental Planting and/or Chemical Release	666	One-Time	\$100/acre		N/A
Prescribed Burning	338			50% up to \$100/ac max.	N/A
Mowing		One-Time	\$85/acre		
Prescribed grazing				50% up to \$100/ac max.	N/A

1. Cost share under this practice may only be provided for maintenance conducted in year 4 or 5 from the date of establishment and only for native conversation cover and tree/shrub establishment projects that were completed in cooperation with the District and/or otherwise implemented consistent with this Policy manual.
2. For tree/shrub project maintenance, cost share is authorized for bringing stocking level up to 300 stems/acre. Chemical release would entail a pre-emergent herbicide in the fall when plants are dormant.
3. A District-approved grazing plan is required for maintenance projects that involve grazing by cattle, goats, or other livestock.
4. The following provision shall apply for Prescribed Burn projects:
  - a. Cost share may only be provided for reimbursement of work completed by a private vendor with demonstrated experience and qualifications related to prescribed burning. Evidence of adequate insurance coverage must be provided prior to any commencing the burn.
  - b. A detailed burn plan is required and shall at a minimum describe the objective, species to be controlled and species to be benefited, timing, suitable weather conditions, and relevant management guidelines. The plan **must also clearly state the Participant is solely liable for any and all damages that may be caused by fire.**
  - c. All laws and regulations pertaining to burning must be followed.

- d. It is the Participant's responsibility to obtain all permits from the local unit of government and/or the fire marshal and to notify surrounding landowners that may be affected. Costs associated obtaining permits and notifying neighbors are the Participant's responsibility.

## NATURAL LANDSCAPING

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount	Maximum Rate	
Conversion of cropland <2 acres or existing or former pastureland (no acreage cap)	327	One-Time	\$500/acre up to \$2000 max.		10 years
Residential landscape projects	Tech Note #31			75%	5 years

1. Cost share may only be provided for projects that will result in the conversion of turf or other non-native landscape areas to 100% native species.
2. Residential projects include pollinator plantings, natural shoreline buffers, and raingardens.
3. Pollinator planting projects shall follow guidance provided by the District.
4. Projects intended to serve as raingardens should be designed and constructed in accordance with guidelines provided by the SWCD. To be eligible for reimbursement the project must at a minimum be constructed consistent with the size, depth, and planting specifications identified in a District-approved plan.
5. Natural Shoreline Buffer projects must be at least 10 feet wide and span no less than 50 linear feet or 50% of the total width of the lot, whichever is less, less the footage of shoreline having existing natural and desirable vegetation. To be eligible for funding for shoreline buffer, the projects must be on or adjacent to a DNR-protected water body. Shoreline projects on or adjacent to stormwater infrastructure or a private water body are not eligible for funding.
6. Items eligible for reimbursement include seed, live plants, erosion control blankets, site preparation (e.g. herbicides, tillage and landscaping equipment use or rental), mulch, and other materials critical to success of the project, as determined by the District Technical Representative. Materials that do not contribute to or benefit practice function, such as ornamental rock or other decorative items, are not eligible for reimbursement. Labor is also not eligible for reimbursement.

## NUTRIENT MANAGEMENT

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Manure Testing	NA			100% of Actual Cost	1 year
Variable Rate Application (VRA) – Multi-year	NA	Annual	\$15/ac*		3 years
Variable Rate Application (VRA)	NA	1-time	\$15/ac Incentive		1 year

1. Manure testing kits are available through Scott SWCD.
2. Eligibility for VRA is limited to a maximum of \$4,500 per applicant, through either single- or multiple-year contract. A multi-year contract may be required if the funding source(s) requires a minimum number of years.
3. To qualify for the multi-year incentives, VRA must be implemented on the same number of acres and on the same fields for a minimum of 3 consecutive years, or 3 out of 5 consecutive years, with the first application occurring in the first year of the contract. The years in which VRA will be applied must be documented in the signed Conservation Plan.

4. Funds for VRA shall be prioritized for producers that do not already use VRA as the primary means of fertilizer application for their operation.
5. Sheet and rill erosion shall be controlled to tolerable soil loss rates, and ephemeral gully erosion shall be controlled on all cropland covered under the VRA application, as determined by a conservation assessment. If current practices do not meet T or control ephemeral erosion, then the applicant may become eligible for VRA incentives by agreeing to follow a Conservation Plan.
6. Manure shall be credited, and all fertilizer application rates shall be consistent with U of M recommendations.
7. Copies of paid invoices from the applicator (if not the applicant) and maps showing grid sampling results, organic matter, and prescription rates shall be submitted as a condition of payment. The applicator shall attest that application was completed in accordance with the prescription map, by signing a form prepared by the District. If the applicant is the applicator, they shall submit an itemized invoice for their work and maps showing grid sampling results, organic matter, and prescription rates shall be submitted as a condition of payment
8. The Technical Representative has discretion to withhold payment for acreage where sampling results and or application rates do not appear reasonable or accurate.
9. VRA incentives may be provided for a maximum of 3 years on any given field, whether through annual or multi-year contracts.

## OTHER PRACTICES

	Flat Rate		Percent Based	Contract Term
	Type	Amount \$	Maximum Rate	
Innovative Practices (Redevelopment/Community)			50%	10 years
Innovative Practices (New Development)			50%	10 years
Non-Conventional Stormwater Runoff, Sedimentation or Pollution Control			50% - 70% as determined by approving authority	10 years
Conservation Drainage			70%	10 years
Chloride Reduction Practices			50% - 70% as determined by approving authority	1 - 10 years

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

## STREAMBANK AND SHORELINE PROTECTION

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
All projects	580			70%	10 years

1. Funding for hard armor practices (e.g., rock riprap) are not eligible for funding unless bio-engineering methods are determined to be an insufficient means of needed stabilization.
2. Upland treatment is required and shall include at a minimum a 10 ft wide buffer of native vegetation for the entire length of the stabilization project. Costs associated with establishing the buffer are eligible for cost share as a component practice
3. To be eligible for funding for shoreline stabilization, the projects must be on or adjacent to a DNR-protected water body. Shoreline projects on or adjacent to stormwater infrastructure or a private water body are not eligible for funding.
4. Projects for which labor is provided free-of-charge (e.g., through CCM) shall not be eligible for cost share.

#### RESIDUE MANAGEMENT - NO-TILL & STRIP TILL

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
No-Till/Strip Till	329	Annual	\$30/ac	N/A	5 years

1. Funding is not eligible for areas where this practice is required as a condition of cost share funding received for another practice, a state or local certification program, and/or federal farm program eligibility.
2. One of the five years must be planted to corn.
3. Applicants are only eligible for this practice one-time.
4. The maximum amount of acreage that can be enrolled is 50 acres.
5. Funds for this practice shall be prioritized for producers not already using it as part of their tillage methods.

#### RIPARIAN BUFFER

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Herbaceous or Forested Buffer Establishment	390 or 391	Annual	\$150/ac up to 50' width	70% of actual seed, stock, and establishment costs, not to exceed 70% of cost estimate	10-15 years

1. Eligible establishment costs include site prep, seed, planting stock, and seeding and planting.
2. Projects can be either new establishment or renovation.
3. Plan required from the District.
4. Costs associated with Minnesota Conservation Corps labor may be counted towards total project cost.

#### TERRACE

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Terrace	600			70%	10 years

1. Upland treatment and conservation assessment required.
2. Eligible costs include materials, earthwork and any seed and seeding expenses

3. The use of Subsurface Drain (606) or Underground Outlet (620) to drain hillside seeps, low or wet spots in fields is not an eligible single component of this practice. The land occupier shall identify, in writing the purpose of the larger tile and indicate the area that it will serve. The difference in the cost of installing tile larger than that specified by the technician will be borne by the producer.
4. Cost sharing for Underground Outlet (620) is limited to the diameter and length needed to convey water from surface intakes to a safe outlet as determined by the designer.
5. Cost sharing for Subsurface Drain (606) is limited to drains needed in the impounded area of the terrace as determined by the designer.

### TREE/SHRUB ESTABLISHMENT

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Conversion of Eligible Agricultural Land to Trees and Shrubs:					
All projects	612	Annual	\$200 Incentive	N/A	10 years
Portion of a project that is ≥2 acres and <5 acres	612			50% for establishment and 90% for land dedication	10 years
Portion of a project that is ≥5 acres and <20 acres.	612			50% for establishment and 70% for land dedication	10 years
Portion of a project that is ≥20 acres.	612			50% for establishment and 50% for land dedication	10 years

1. Eligible agricultural land includes any areas where annually seeded crops (e.g.: corn, soybeans, small grains, vegetables, etc.) have been grown and harvested 4 of the past 6 years. Cropland in a forage rotation (e.g., hay/alfalfa) is eligible provided forage has not constituted more than 50% of the rotation in the previous 10 years. A variance to the cropping history requirements may be authorized by the appropriate approving authority based on extenuating circumstances.
2. .
3. Notwithstanding 2., above, payment shall be limited to a maximum amount such that the overall total cost benefit for volume reduction does not exceed \$2000 per acre foot of runoff.
4. Incentives may only be provided for the first three (3) years of the contract, and land dedication may only be provided for the balance of the contract.
5. Payments shall be made following the same schedule as specified for Conservation Cover.
6. Eligible establishment costs may include site preparation, seeding (to establish cover between rows or groupings), tree/shrub stock, mats, shelters, and installation (by hand or mechanical depending on planting size). The maximum cost for tree/shrub stock shall be based on the lowest reasonable market value of bare root seedlings up to 18". Only those species listed in Appendix C are eligible for financial assistance. The maximum cost for tree shelters shall be based on mesh-style tubes unless solid tubes are deemed necessary by the SWCD.
7. Upland treatment is required
8. The minimum project size shall be 2 acres.
9. Land where the maintenance of permanent natural vegetation is required under Chapter 70-8-11, Scott County Zoning Ordinance and/or other state or local regulation, is not eligible for cost share.
10. Establishment of trees/shrubs within a Conservation Cover project may be eligible for funding provided: a) it is approved by the SWCD and included a signed Conservation Plan; and b) installation of both practices complies with their respective practice standards (327 and 612).
11. Non-native species may be used subject to approval by the District and not exceeding 10% of the planting; non-native species are ineligible for financial assistance.

12. Species diversity shall be considered a priority objective of the tree planting plan.
13. The tree planting plan shall not consist of more than 15% conifers.
14. Existing stands, regardless of whether or not financial assistance was previously provided, shall not be eligible.

### UNDERGROUND OUTLET

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Underground Outlet	620			70%	10 years

1. Financial assistance eligibility may include replacing existing surface tile inlets with water quality, rock tile, or other closed surface inlets.
2. May be used as a stand-alone practice if intercepting surface base flows is determined to be the most practical and cost-effective solution and a second practice (e.g. grassed waterway or critical area planting) would not be required.
3. Upland treatment required on a case-by-case basis, as determined by the technical representative.

### VEGETATED TREATMENT AREA

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Level 2 to 4 Vegetated Treatment Area	635			70%	10 years

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

### WASTE STORAGE FACILITY

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Concrete or Metal Tank	313			70%	10 years
Stacking Slab	313			70%	10 years
Pond – composite liner	313			70%	10 years
Pond – membrane liner	313			70%	10 years

Pond – no liner	313			70%	10 years
Pond – soil liner	313			70%	10 years
Concrete slab	313			70%	10 years
Non liquid tight deep pack – concrete wall	313			70%	10 years
Certification				70% up to a maximum of \$1000	

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



13. Payment is not authorized for Waste Storage Facility (313) on operations where the system establishment is required as a result of judicial or court action. MPCA Stipulation Agreement and Schedule of Compliance (SOC) are not considered a judicial or court action, and practice implementation is still considered voluntary for EQIP eligibility purposes, even if fines have been levied by the MPCA.
14. State NRCS Conservationist approval is required for systems involving agricultural waste generated off-site.
15. Payment for Waste Storage Facility is capped at \$250,000. This cap applies to the total facility being installed under 313. Other components such as manure transfer, safety fence, etc. are allowed in the contract in addition to the capped \$250,000 for the 313 practice standard.
16. Non-Liquid Tight Deep Pack – Concrete Wall is authorized only for stacking slabs where enough bedding or organic matter is added to the manure to eliminate liquid runoff or leaching and therefore a concrete floor is not required. The manure and organic pack resulting from the operation of a “Compost Barn” as defined by the University of Minnesota meets this definition.
17. Certification must be by an appropriately licensed professional engineer.
18. Application through the USDA-NRCS EQIP program during a scoring and ranking period is prerequisite.

## WASTEWATER TREATMENT

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Flocculation Treatment	629			70%	10 years
Vegetated Dosing Area	629			70%	10 years
Bark Bed	629			70%	10 years
Aerobic Treatment	629			70%	10 years

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

## WATER AND SEDIMENT CONTROL BASIN

	NRCS	Flat Rate	Percent Based	
--	------	-----------	---------------	--

	Code	Type	Amount \$	Maximum Rate	Contract Term
Water & Sediment Control Basin	638			70%	10 years

1. The use of Subsurface Drain (606) or Underground Outlet (620) to drain hillside seeps, low or wet spots in fields is not an eligible single component of this practice. The land user shall identify, in writing the purpose of the larger tile and indicate the area that it will serve. The difference in cost of installing tile larger than that specified by the technician will be borne by the producer.
2. Upland treatment and conservation assessment required. See General Conservation Practice Provision #30.
3. Eligible costs include materials, earthwork and any seed and seeding expenses
4. Cost sharing for Subsurface Drain (606) is limited to drains needed in the impounded area of the basin as determined by the designer.
5. Financial assistance for a farmable WASCOD may only be provided at the full applicable Tier rate if it is the most practical alternative, as determined by the Technical Representative. If a farmable WASCOD is not determined to be the most practical alternative, then the applicant shall be responsible for the difference in cost between a narrow based/grassed backed WASCOD and a farmable WASCOD. In addition, a farmable WASCOD berm must be constructed at least 1' higher than the required design.
6. This practice may be used and designed for purposes of detention, and sediment, volume, and peak flow reduction.

### WELL DECOMMISSIONING (Unused Well Sealing)

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

1. Maximum financial assistance amount from all sources shall be \$1,000, except for wells that are being abandoned as part of a public water supply expansion project. The maximum financial assistance amount for these shall be \$400.
2. Maximum financial assistance from state cost share is 50%.
- 3.

### WETLAND RESTORATION

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Wetland Restoration	657			90% for construction costs and 135% for land dedication	10-15 years

1. Financial assistance shall be limited to projects that fully restore wetlands that have been partially or completely impacted by a subsurface tile and/or drainage ditch system, or by sedimentation. Projects that partially restore wetlands may be eligible for financial assistance but at a reduced rate, as approved by the funding authority.
2. Land dedication payments under this practice may only be provided for the area that: a) is wetland; and b) does not qualify for payment under Conservation Cover. In lieu of a formal delineation, wetland area may be assumed to be the area below the permanent pool elevation plus one and a half (1.5) feet. Payment for the land dedication portion shall be made along with payment for construction.
3. Eligible costs include materials, earthwork and any seed and seeding expenses.
4. The applicant is responsible for obtaining easements, right of ways, local, state, and federal permits, and other permission necessary to perform and maintain the practice. Expenses incurred due these items are not cost shared. Financial assistance payment will not be made until proof of necessary permits has been provided.

5. The restored area shall not be used for irrigation or livestock watering purposes, to produce agricultural commodities, or for grazing livestock.
6. Upland Treatment is required.
7. Wetlands restored as part of a required mitigation plan or for wetland banking are not eligible for funding.
8. A 30-foot minimum native buffer on all sides of the wetland is required and shall be planted to a suitable mix of native grasses and forbs if the existing land use is agricultural. If the existing land is a perennial vegetation and is deemed a suitable buffer, then conversion to native cover is not required. Percent-based and flat-rate cost share may be provided for required buffer areas in accordance with the Conservation Cover practice, except there is no minimum acreage.
9. An approved application through the Conservation Reserve Enhancement Program (CREP) or Reinvest in Minnesota (RIM) for the proposed perpetual restoration is required in order to be eligible for funding under this section.
10. Bids shall be submitted to the District using a form provided by District, or local water management agency.
11. The District shall, with concurrence of the local water management agency when applicable, set a time period during which bids must be submitted.
12. The approving authority reserves the right to refuse any and all bids.
13. The owner(s) of a neighboring property that may be affected by a proposed wetland restoration (e.g., increased flooding and/or saturation of soil near the surface) are eligible for the flat rate cost share, provided they sign a separate financial assistance contract and agrees maintain the affected area in permanent vegetative cover and avoid tillage and applying chemical and fertilizers.

#### **PRACTICE STANDARD – WHOLE FARM PLANNING**

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Whole Farm Planning		One-time	\$5/acre		10 years

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

## APPENDIX A

### I. SCOTT WATERSHED MANAGEMENT ORGANIZATION (WMO) SPECIAL PROVISIONS

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

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

Criteria for ranking and batching applications shall be as follows and ranked in order:

- #1 Prior Obligation: Funding has already been approved or otherwise promised.
- #2 Timing Critical: Expiration of the grant/funding source makes timing critical.
- #3 Need for Match: WMO funds are necessary to provide match for a state grant.
- #4a Priority Practice (Grant): Practice is identified as a priority for the proposed funding source (applies to grants only)
- #4b Priority Practice (Local): Cover Crop or Wetland Restoration with good cost benefit (<\$750/ac ft runoff reduction/<\$75/T Sed)
- #5a Primary purpose is Runoff Volume reduction.
- #5b Primary purpose is Sediment reduction.
- #5c Primary purpose is NOT Runoff Volume or Sediment reduction.

## APPENDIX A

- F. Applications for streambank and shoreline stabilization projects shall be approved by reviewed by the Screening Committee and approved by the WMO, with the financial assistance amount being discretionary depending on project benefits.
- G. Applicants who have failed to comply with corrective actions on an expired contract may, at the WMO's discretion, be deemed ineligible for financial assistance.
- H. Re-enrollment applications for filter strips and conservation cover practices will be considered on a case-by-case basis in accordance with the following procedural guidance:
  - 1. General
    - a. Approval of a re-enrollment application shall be based on a determination by the SWMO that the project will provide substantial public benefit and other funding source are not available and/or practical to use.
    - b. The standard re-enroll rate is \$100/acre/year over the term of the contract.
    - c. For filter strips, the maximum eligible amount for any area beyond the minimum width specified in the practice standard is \$500/acre (one-time payment).
  - 2. Project details needed for application review
    - a. A map showing the following: current aerial photography, soils, contours, watershed boundaries, exiting project boundaries, other information as may be helpful
    - b. A project description including resource being protected, path and distance to receiving water, and environmental benefit calculations. The calculations shall be based on field conditions the existed at the time of initial enrollment (e.g. row crops, pasture, hayfield, etc.), except when it is reasonable to assume that future use of the upland area is likely to be non-agricultural, in which case benefit calculations shall be based on the non-agricultural use.
    - c. Analysis of cost-effectiveness, including but not limited to whether the project meets the scope and objectives of current practice standards and whether acceptable pollution reduction can be achieved by a smaller or reduced project size.
    - d. Consideration of the minimum acreage the applicant is willing to re-enroll. This may be determined via a discussion with the landowner after staff and/or screening committee has reviewed and weighed in the proposed project.
  - 3. Review Process
    - a. A re-enrollment application will be reviewed during ranking and batching meetings throughout the year. Above information needs to be available for each of those meetings.
    - b. Staff are encouraged to attend the ranking and batching meeting and participate in the discussion about whether/how the project should be considered for approval. If staff is unable to attend, a brief write up covering the above items should be submitted prior to the meeting.
    - c. Staff review the application and determine a final recommendation for the Screening Committee.
    - d. Application processing will follow the normal Screening Committee route from this point until final approval or denial of the application is achieved.
- I. The maximum cost share amounts listed in this Docket may be exceeded on a case-by-case basis, up to and including 100%, based on unique circumstances or for projects identified as a Capital Improvement Project in an approved grant or other work plan. Projects where this provision applies shall be approved by the WMO Board.

## APPENDIX A

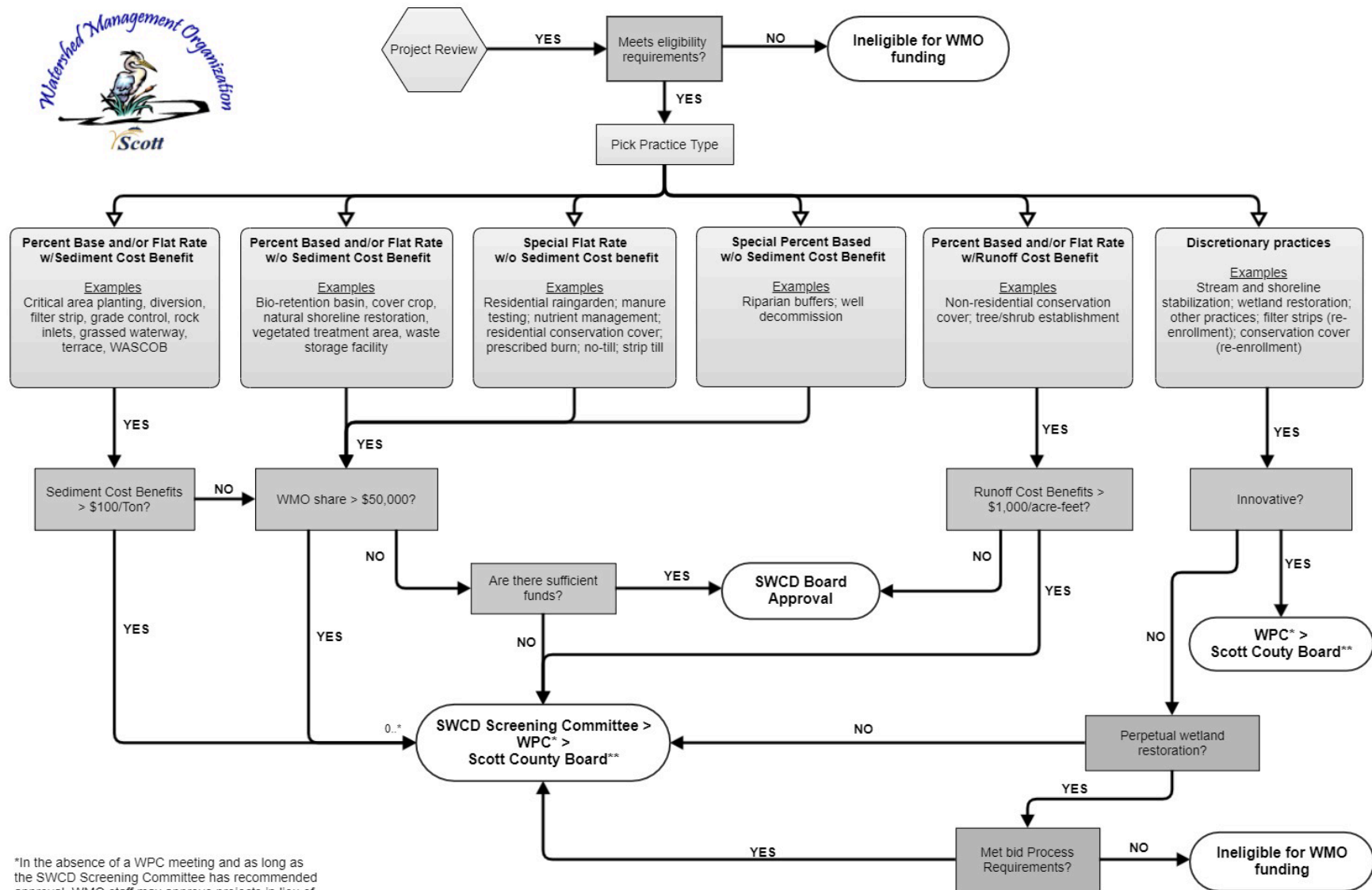
### II. PRIOR LAKE SPRING LAKE WATERSHED DISTRICT (PLSLWD) SPECIAL PROVISIONS

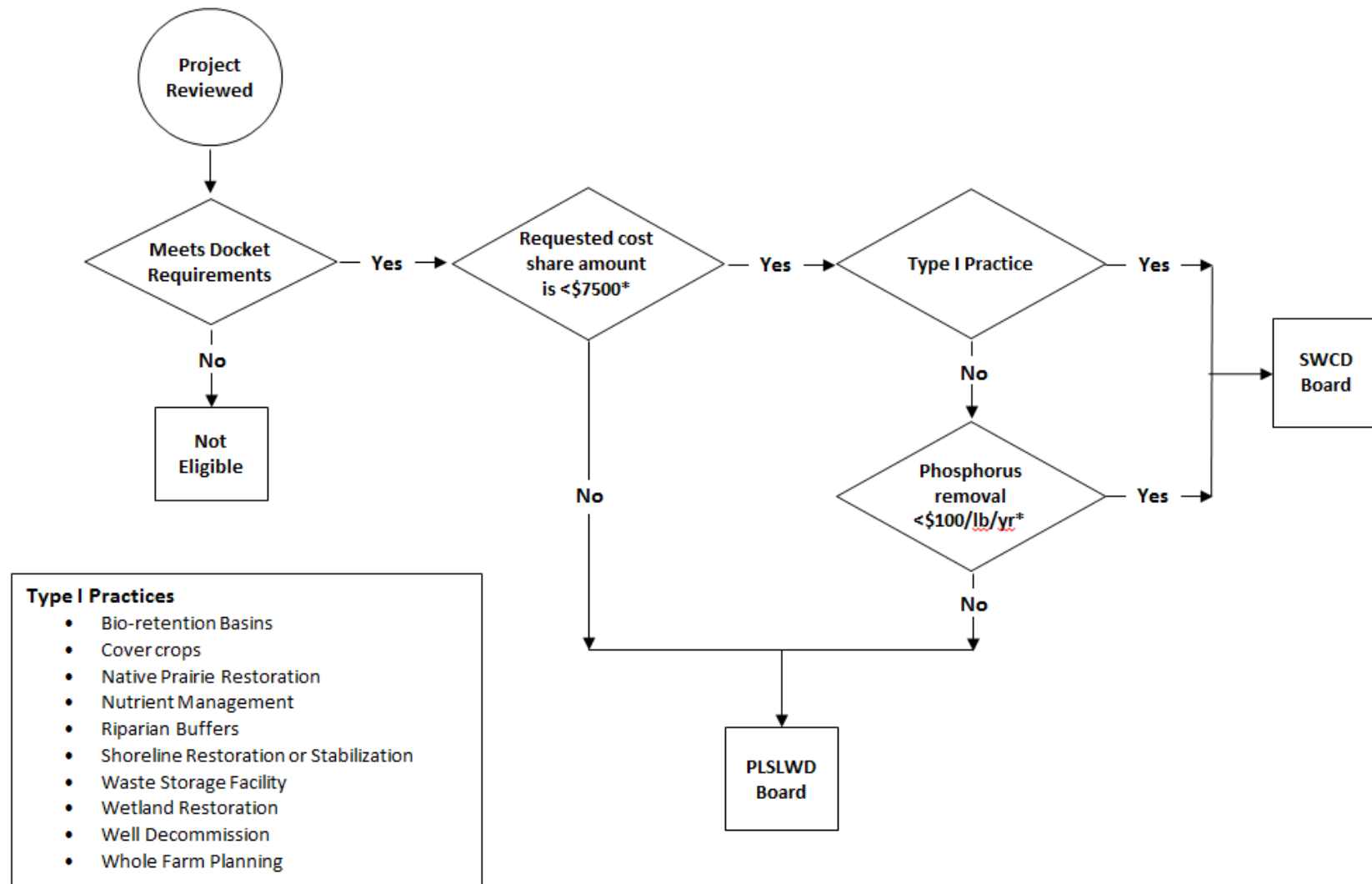
The following provisions shall apply for projects utilizing PLSLWD funding, and shall supersede any conflicting policies and procedures of the Countywide Conservation Financial Assistance Program, above:

- A. The approval authority for financial assistance applications proposing to use PLSLWD funds shall be determined in accordance with Figure 2, PLSLWD Application Approval Decision Flow Chart, copied below. Innovative/Other practices shall automatically require PLSLWD Board approval.
- B. The District Board shall review and provide an action recommendation to the PLSLWD on applications for which it is determined they are the approval authority under A, above.
- C. Amendments of greater than 10% of the original financial assistance amount shall be approved by the PLSLWD if the amendment causes the project to exceed \$100 of PLSLWD funds per pound of Phosphorus and/or to exceed \$7,500 in total PLSLWD financial assistance. Amendments of 10% or less than the original financial assistance amount may be approved by the District.
- D. Raingardens are not eligible for PLSLWD funding.
- E. Prioritizing and ranking: The District will meet with Scott SWCD at least twice per calendar year to assess potential projects and prioritize project selection based on project funding, feasibility, and cost-benefit. The following questions will be used to help prioritize and rank potential projects:
  - WATER QUALITY BENEFITS: How much phosphorus does the project prevent from entering Tier 1 or Tier 2 lakes or wetlands?
  - FLOOD REDUCTION BENEFITS: How much flood reduction benefit does the project provide?
  - COST-EFFECTIVENESS: What is the cost per pound of phosphorus or acre-foot of water volume reduction, and how does it compare to other, similar projects the PLSLWD has funded?
  - COLLABORATION: What is the level of commitment on the part of the landowner, or applicable partner organization to the project (monetary commitment and/or staff time)?
  - LONG-TERM MANAGEMENT: Is there a firm plan for maintaining the project after construction and who is responsible (if applicable)?

## APPENDIX A (cont.)

Figure 1 - Scott WMO Application Approval Decision Flow Chart

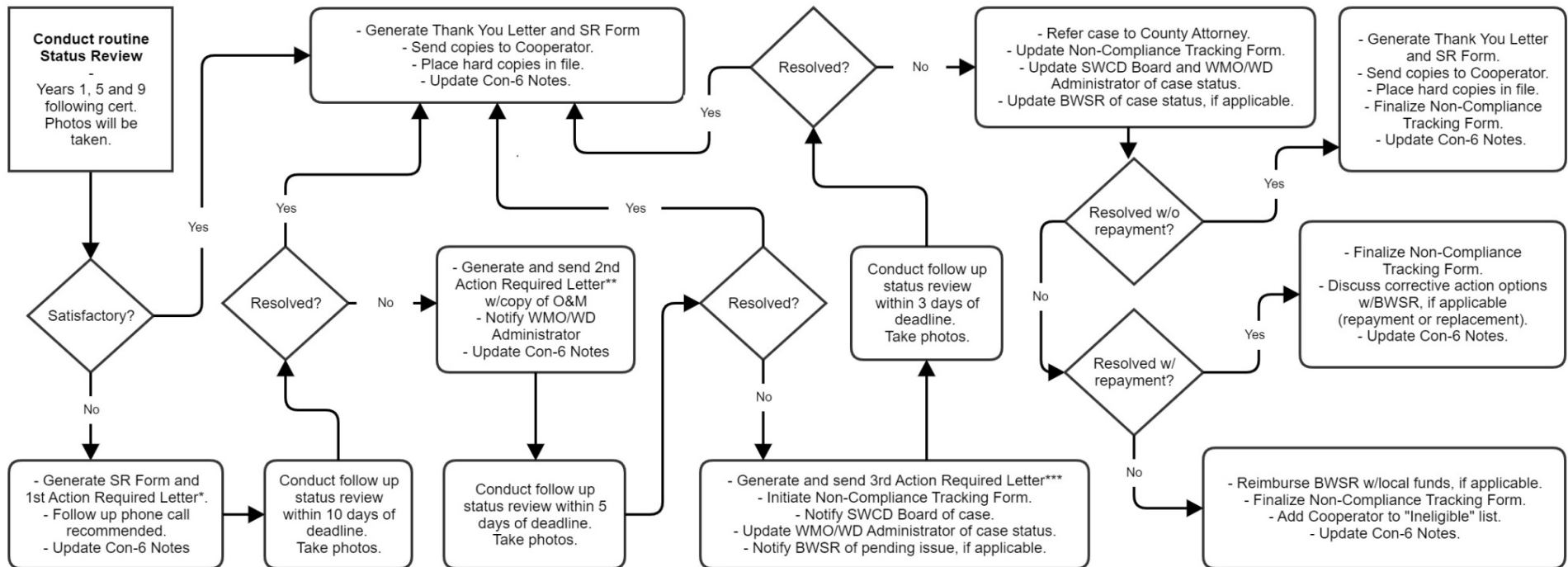


**APPENDIX A (cont.)****Figure 2 - PLSLWD Application Approval Decision Flow Chart**



## APPENDIX B

### Compliance Procedures Flow Chart



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

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

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

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

## APPENDIX C

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

### Large Trees

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

### Shrubs

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

### Small Trees

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

### Conifers

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

**PRIOR LAKE SPRING LAKE WATERSHED DISTRICT****Financial Report - Cash Basis****January 1, 2022 Through March 31, 2022**

\*\*Reflects bills paid through March 31, 2022\*\*

Program Element		2022 Budget	2022 Actual Results		
			March 2022	YTD	YTD % of Budget
	<b>General Fund (Administration)</b>				
	<b>Revenues</b>				
	Property Taxes	\$ 246,200	-	-	0%
	Grants	-	-	-	#DIV/0!
	Interest	-	(8)	3	#DIV/0!
	Other	-	-	-	#DIV/0!
	<b>Total Revenues</b>	<b>\$ 246,200</b>	<b>(8)</b>	<b>3</b>	<b>0%</b>
	<b>Expenditures</b>				
	Administrative Salaries and Benefits	\$ 133,800	9,852	24,877	19%
	703 - Telephone, Internet & IT Support	20,000	1,193	3,216	16%
	702 - Rent	27,400	2,250	6,750	25%
	706 - Office Supplies	10,000	1,137	1,781	18%
	709 - Insurance and Bonds	12,800	-	-	0%
	670 - Accounting	27,000	2,646	4,452	16%
	671 - Audit	7,700	-	-	0%
	903 - Fees, Dues, and Subscriptions	1,500	940	1,027	68%
	660 - Legal (not for projects)	6,000	-	575	10%
	<b>General Fund (Administration) Expenditures</b>	<b>\$ 246,200</b>	<b>18,018</b>	<b>42,678</b>	<b>17%</b>
	<b>Net Change in General Fund</b>	<b>-</b>	<b>(18,026)</b>	<b>(42,675)</b>	

## PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## Financial Report - Cash Basis

January 1, 2022 Through March 31, 2022

\*\*Reflects bills paid through March 31, 2022\*\*

Program Element		2022 Budget	2022 Results		
			March 2022	YTD Actual Results	YTD percents
	<b>Implementation Fund</b>				
	<b>Revenues</b>				
	Property Taxes	\$ 1,602,735	-	-	0%
	Grants/Fees	105,000	15,830	15,830	15%
	Interest	-	12	12	#DIV/0!
	Sales/Other	-	-	-	#DIV/0!
	Budget Reserves	252,700	-	-	0%
	<b>Total Revenues</b>	<b>\$ 1,960,435</b>	<b>15,842</b>	<b>15,842</b>	<b>1%</b>
	<b>Expenditures</b>				
	Program Salaries and Benefits (not JPA/MOA)	\$ 461,700	<b>45,648</b>	<b>93,814</b>	20%
Water Qual	550 Public Infrastructure Partnership Projects	\$ 6,750	\$ -	\$ -	0%
Water Qual	611 Farmer-led Council	61,000	185	1,894	3%
Water Qual	611 Cost-Share Incentives	58,000	-	-	0%
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	65,000	16	57	0%
Water Qual	611 Fish Management, Rough Fish Removal	88,000	1,765	2,288	3%
Water Qual	611 Spring Lake Demonstration Project Maintenance	1,050	-	-	0%
Water Qual	611 Alum Internal Loading Reserve	250,000	-	-	0%
Water Qual	637 District Monitoring Program	109,000	-	25	0%
Water Qual	626 Planning and Program Development	20,000	428	609	3%
Water Qual	626 Engineering not for programs	15,000	1,163	2,000	13%
Water Qual	626 Debt Issuance Planning	10,000	-	-	0%
Water Qual	648 Permitting and Compliance	27,000	2,430	4,969	18%
Water Qual	648 Update MOAs with cities & county	10,000	-	-	0%
Water Qual	648 BMP and easement inventory & inspections	12,000	-	-	0%
Water Qual	626 Upper Watershed Blueprint	443,035	14,002	21,440	5%
Water Qual	752 Fish Lake Shoreline Restoration Project Maintenance	-	(600)	(600)	#DIV/0!
Water Qual	611 Fish Stocking	3,000	-	-	0%
	<b>WQ TOTAL</b>	<b>\$ 1,178,835</b>	<b>19,389</b>	<b>32,682</b>	<b>3%</b>
Water Storage	550 District-wide Hydraulic & Hydrologic model	\$ 5,000	-	-	0%
Water Storage	550 S&I Sutton Lake Outlet Structure Project	125,400	567	1,134	1%
	<b>WS TOTAL</b>	<b>\$ 130,400</b>	<b>567</b>	<b>1,134</b>	<b>1%</b>
AIS	611 Aquatic Vegetation Mgmt	\$ 7,000	-	-	0%
AIS	637 Automated Vegetation Monitoring (BioBase)	5,000	-	-	0%
AIS	637 Aquatic Vegetation Surveys	18,000	-	-	0%
AIS	637 Boat inspections on Spring, Upper & Lower Prior	30,000	-	-	0%
	<b>AIS TOTAL</b>	<b>60,000</b>	-	-	0%
Ed & Out	652 Education and Outreach Program	\$ 10,000	-	-	0%
	<b>E&amp;O TOTAL</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	<b>PLOC Expenses</b>	<b>\$ 19,500</b>	-	-	0%
	<b>Debt Payment Reserve</b>	<b>100,000</b>	-	-	0%
	<b>Total Implementation Fund</b>	<b>\$ 1,960,435</b>	<b>65,604</b>	<b>127,629</b>	<b>7%</b>
	<b>Net Change in Fund Balance Implementation Fund</b>	<b>-</b>	<b>(49,762)</b>	<b>(111,787)</b>	

	<b>Grant Funds/Fees Anticipated</b>	
Water Qual	<b>611 Farmer-led Council (BWSR Grant)</b>	\$ 10,000
	<b>648 New Easement Acquisition Fees</b>	5,000
Water Qual	<b>648 BMP and easement violations fees</b>	500
	<b>626 Upper Watershed Blueprint (BWSR WBIF Grant)</b>	19,800
	<b>550 S&amp;I Sutton Lake Outlet (DNR Flood Hazard Grant)</b>	62,700
AIS	<b>611 Aquatic Vegetation Mgmt. (Scott County)</b>	7,000
	<b>Total Grant Funds/Fees Anticipated</b>	<b>\$ 105,000</b>

**PLSLWD monthly Treasurers Report**

Treasurer: Christian Morkeberg

*Account balances as of 3/31/2022*

Old National Bank (Checking Account) *	\$	1,411,793
Sterling Bank (Checking Account)	\$	174,011
Total Uncleared Transactions	\$	(80)
Northland Securities (Investments) (Cash)	\$	380,799
<b>SUBTOTAL</b>	<b>\$</b>	<b>1,966,524</b>

**RESTRICTED/ASSIGNED FUNDS**

Restricted - Permit Deposits, etc.	\$	84,501
Restricted - PLOC Contingency Reserve (850)*	\$	260,000
Restricted - PLOC O&M Funds (830)*	\$	235,960
Assigned - Alum Internal Loading Reserve	\$	230,000
Assigned - Upper Watershed Blueprint Fund Balance	\$	190,000
<b>TOTAL DISTRICT/PLOC RESTRICTED OBLIGATIONS</b>	<b>\$</b>	<b>1,000,461</b>

<b>Available cash at end of March 2022</b>	<b>\$</b>	<b>966,063</b>
--	-----------	----------------

*42.0% of 2022 Budget*

# PLSL Watershed District

Starting cash on hand

Cash Minimum Balance Alert \$ 150,000

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Total
Cash on hand + Northland Securities(beginning of month)	\$ 2,288,043	\$ 2,200,352	\$ 2,043,247	\$ 1,966,524	\$ 1,692,044	\$ 1,503,063	\$ 2,327,911	\$ 2,300,184	\$ 2,135,703	\$ 1,861,223	\$ 1,586,743	\$ 1,423,012	

## Cash Receipts

Property Tax Levy	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	980,686	\$	-	\$	-	\$	-	\$	-	\$	750	\$	868,999	\$	1,850,435
BWSR WBIF - Lower MN River		-		-		15,830		-		-		-		-		-		-		-		-		-		-		4,000		19,830
BWSR BWF Metro Grant																18,500														18,500
DNR Flood Hazard Mitigation Grant		-		-		-		-		-		-		-		-		31,350		-		-		-		-		31,350		62,700
Grants - Other		-		-		-		-		-		-		-		-		7,000		-		-		-		-		-		7,000
PLOC Contributions		-		-		-		-		-		-		-		-		98,403		-		-		-		-		-		98,403
Interest Income		6		6		7		10		10		10		10		10		10		10		10		10		10		10		109
Other Receipts		-		-		-		-		-		-		-		-		-		-		-		-		-		-		-
Total Cash Receipts	\$	6	\$	6	\$	15,837	\$	10	\$	10	\$	999,196	\$	136,763	\$	10	\$	10	\$	10	\$	10	\$	760	\$	904,359	\$	2,056,977		
Total Cash Available	\$	2,288,049	\$	2,200,358	\$	2,059,084	\$	1,966,534	\$	1,692,054	\$	2,502,259	\$	2,464,674	\$	2,300,194	\$	2,135,713	\$	1,861,233	\$	1,587,503	\$	2,327,371						

Cash Paid Out

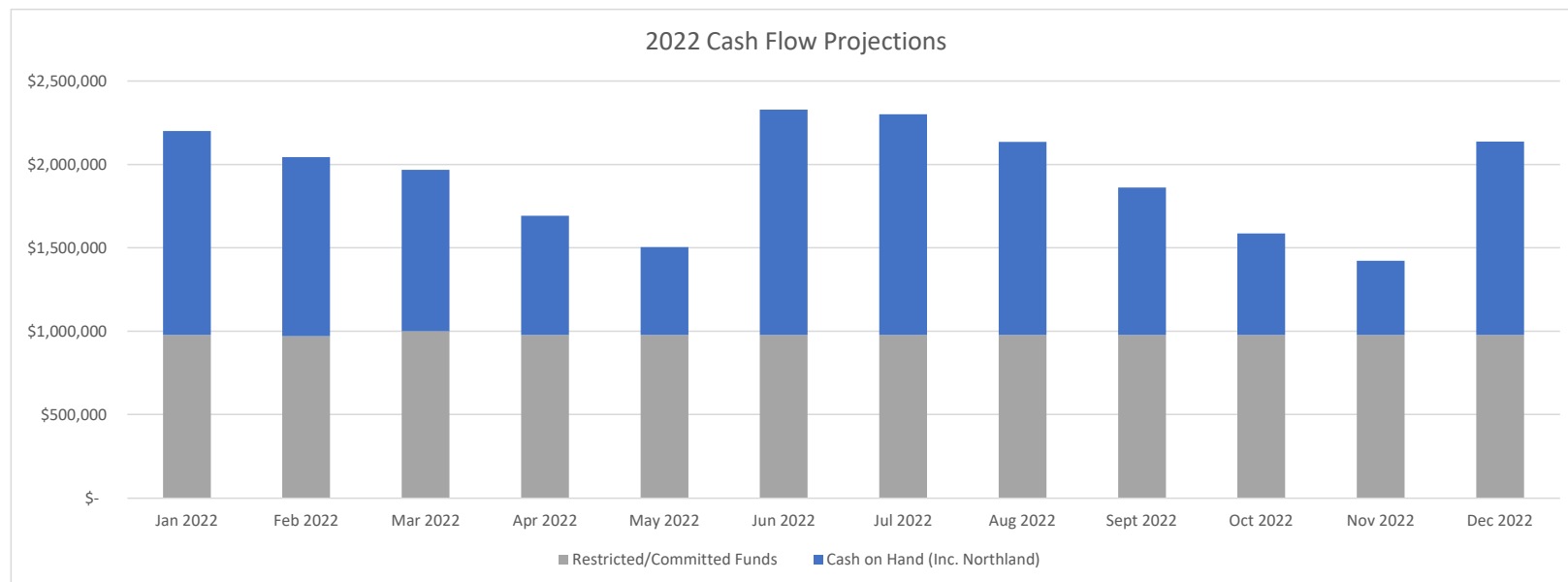
Salaries and Per Diems	\$ 41,794	\$ 37,100	\$ 55,501	\$ 49,625	\$ 49,625	\$ 49,625	\$ 49,625	\$ 49,625	\$ 49,625	\$ 49,625	\$ 49,625	\$ 49,625	\$ 49,625	\$ 581,020
Office Expense, Audit, Accounting	3,423	5,751	8,095	9,367	9,367	9,367	9,367	9,367	9,367	9,367	9,367	9,367	9,367	101,569
PLSLWSD Program Costs	40,586	107,548	17,888	94,103	94,103	94,103	94,103	94,103	94,103	94,103	94,103	94,103	94,103	1,012,948
PLOC Contribution					19,500	-								19,500
PLOC Operations	1,894	6,712	11,076	121,396	16,396	21,253	11,396	11,396	121,396	121,396	121,396	11,396	36,690	492,396
Debt Service														
Subtotal	\$ 87,697	\$ 157,111	\$ 92,560	\$ 274,490	\$ 188,990	\$ 174,347	\$ 164,490	\$ 164,490	\$ 274,490	\$ 274,490	\$ 164,490	\$ 189,784		
Cash on Hand + Northland Securities (end of month)	\$ 2,200,352	\$ 2,043,247	\$ 1,966,524	\$ 1,692,044	\$ 1,503,063	\$ 2,327,911	\$ 2,300,184	\$ 2,135,703	\$ 1,861,223	\$ 1,586,743	\$ 1,423,012	\$ 2,137,587		

## Investments - Northland Securities

[illegible]

## Cash Flow Chart

Month (End of Month)	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022
Cash on Hand (Inc. Northland)	\$1,223,157	\$1,072,763	\$ 966,063	\$ 714,849	\$ 525,868	\$1,350,716	\$1,322,989	\$1,158,508	\$ 884,028	\$ 609,548	\$ 445,817	\$1,160,392
Restricted/Committed Funds	\$ 977,195	\$ 970,484	\$1,000,461	\$ 977,195	\$ 977,195	\$ 977,195	\$ 977,195	\$ 977,195	\$ 977,195	\$ 977,195	\$ 977,195	\$ 977,195
Total Cash on Hand & Northland Securities	\$2,200,352	\$2,043,247	\$1,966,524	\$1,692,044	\$ 1,503,063	\$2,327,911	\$2,300,184	\$2,135,703	\$1,861,223	\$1,586,743	\$1,423,012	\$2,137,587





## Prior Lake-Spring Lake Watershed District Balance Sheet

	3/31/2022 Balance
Cash/Investments	
Sterling Bank	\$ 173,931
Old National Bank	1,411,793
Northland Securities	380,799
	<u>\$ 1,966,523</u>
Receivables	
PLOC - Contributions	98,403
Other - State of MN	-
	<u>98,403</u>
Total Assets	<u><u>\$ 2,064,926</u></u>
Liabilities	
Permit Security	\$ 74,666
Permit Deposits	9,835
	<u>84,501</u>
Fund Balance	
Restricted	495,960
Committed	420,000
Unassigned	1,064,465
	<u>1,980,425</u>
Total Liabilities and Fund Balance	<u><u>\$ 2,064,926</u></u>

PLSLWD  
Cost Analysis  
Year to Date 3-31-2022

	Year to Date 3-31-2022	
	Amount	% of total
<u>Program staff costs</u>	<u>93,814</u>	<u>55.1%</u>
<u>Consultants</u>		
EOR	28,871	
WSB & Associates	1,269	
Scott Soil and Water Cons.	-	
RMB Environmental Labs	-	
Wenck Associates Inc	-	
	<u>30,140</u>	<u>17.7%</u>
<u>Projects - (without staff cost or consultants)</u>		
Three Rivers Park District	-	
Hard costs, exclusive of prog staff & consultant costs	3,675	
Permitting Revenue	-	
	<u>3,675</u>	<u>2.2%</u>
<u>Overhead and Administration</u>		
Staff costs	24,877	
Audit/Accounting/Legal	5,027	
Other admin overhead	12,774	
	<u>42,678</u>	<u>25.1%</u>
<u>Bonds payments</u>	<u>-</u>	<u>0.0%</u>
<b>Expenses excluding PLOC expenses per manager report</b>	<b><u>170,307</u></b>	<b><u>100.0%</u></b>

No assurance is provided on this statement.

This statement omits required disclosures.

This statement is prepared on the cash basis of accounting.