



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## AGENDA

Tuesday, September 13, 2022

**6:00 PM**

Council Chambers  
Prior Lake City Hall

### BOARD OF MANAGERS:

**Bruce Loney, President; Frank Boyles, Vice President;**

**Christian Morkeberg, Treasurer; Ben Burnett, Secretary; Matt Tofanelli, 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

- MAWD Draft Strategic Plan and Membership Discussion (Tina Carstens)
- Refined 2023 Draft Budget (Joni Giese)
- Manager Appointment Process (Joni Giese)
- Biennial Professional Services Request - Accountant (Joni Giese)
- DNR Boat Ramp Repairs (Joni Giese)
- PLOC Flow Discussion (Joni Giese)
- Real Estate Assistance (Bruce Loney)
- District Staffing Update (Joni Giese)
- HR Audit (Joni Giese)
- Liaison Updates

6:00 – 6:02 PM 1.0 **BOARD MEETING CALL TO ORDER & PLEDGE OF ALLEGIANCE**

6:02 – 6:07 PM 2.0 **PUBLIC COMMENT**

If anyone wishes to address the Board of Managers on an item not on the agenda or on the consent agenda, please come forward at this time. Go up to the podium, turn on the microphone and state your name and address. (The Chair may limit your time for commenting.)

6:07 - 6:17 PM **PUBLIC HEARING – 2022 Preliminary Proposed Budget and Levy**

- 2023 Preliminary Levy Certification—Resolution 22-361 (Vote)

6:17 – 6:20 PM 3.0 **APPROVAL OF AGENDA** (Additions/Corrections/Deletions)

6:20 – 6:30 PM 4.0 **OTHER OLD/NEW BUSINESS**

4.1 Programs & Projects Update (Discussion)

4.2 PLSLWD Employees Benefits Policy—Resolution 22-360 (Vote)

- 6:30 – 6:40 PM    5.0    **TREASURER’S REPORT**
- 5.1    Monthly Financial Reports (Discussion Only)
- Financial Report
  - Treasurers Report
  - Cash Flow Projections
- 6:40 – 6:45 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 – August 18, 2022, Board Workshop
- 6.2    Meeting Minutes – August 18, 2022, Board Meeting
- 6.3    Claims List & Visa Expenditures Summary
- 6.4    Moen Drainage Swale Stabilization Project: Payment Preauthorization
- 6:45 – 6:50 PM    7.0    **UPCOMING MEETING/EVENT SCHEDULE:**
- CAC Meeting, Thursday, September 29, 2022, 6:00 – 8:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)
  - Board of Managers Workshop, Tuesday, October 11, 2022, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
  - Board of Managers Meeting, Tuesday, October 11, 2022, 6:00 pm (Prior Lake City Hall – Council Chambers)
- 6:50 – 6:55 PM    8.0    **ADJOURNMENT**

**PLSLWD Board Staff Report**

September 7, 2022


**PRIOR LAKE  
SPRING LAKE  
WATERSHED DISTRICT**
**Subject |** 2023 Preliminary Levy Certification

**Board Meeting Date |** September 13, 2022

**Item No:** Public Hearing

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

**Attachments |**

- a) Resolution 22-361 Certifying the Preliminary 2023 Administrative and Metropolitan Water Management Tax Levy
- b) 2023 Budget – Financial Statement Format (Draft 9-8-2022)
- c) 2023 Budget Memorandum (Draft 9-8-2022)

**Proposed Action |** Adoption of Resolution 22-361 Certifying the Preliminary 2023 Administrative and Metropolitan Water Management Tax Levy

### **Discussion**

In order to meet the PLSLWD's Water Resources Management Plan goals and maintain current service levels, staff is proposing a preliminary levy of \$1,998,594 and a budget of \$2,484,200 for 2023. This preliminary levy and budget represent:

- An increase of \$149,659 from the 2022 levy of \$1,848,935. This is a 8.1% increase from 2022. Inflation is a significant factor in proposed budget increases for 2023.
- Based on the preliminary levy of \$1,998,594, the 2023 tax rate is 2.947%, which is a 12% decrease from the 2022 tax rate of 3.348%.
- Based on the 2.947% tax rate, median valued residential properties for municipalities within PLSLWD who experience a 15% increase in their property value from the previous year will see an estimated PLSLWD tax increase of approximately \$3 to \$5.
- The budget reflects the District's continued efforts to build reserve funds to cover future anticipated lake alum treatments and future debt repayments.
- Consistent with previous years, approximately 70% of the budget is directed towards projects and programs to either improve water quality or reduce flooding.
- Approximately \$340,000 of budget reserves (funds committed in previous years) will be used to cover estimated costs associated with upper watershed projects.
- Approximately \$110,000 in grant funds will be used to cover project costs. This is a reduction from prior years. Securing higher levels of grant funds in the future is intended as upper watershed projects are advanced.
- The budget associated with aquatic invasive species prevention, monitoring and management is consistent with prior years.
- Administrative expenses represent approximately 10% of the budget.

### **Recommendation**

Staff recommends adoption of Resolution 22-361 Certifying the Preliminary 2023 Administrative and Metropolitan Water Management Tax Levy



## Resolution 22-361

Certifying the Preliminary 2023

Administrative and Metropolitan Water Management Tax Levy

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

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

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

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

**THEREFORE, BE IT RESOLVED** that in accordance with Minnesota Statutes Section 103D.915, the Board hereby approves and certifies to the Scott County Auditor an *ad valorem* levy in the total amount of \$1,998,594 to be levied on all taxable property within the PLSLWD, composed of the following:

- \$ 250,000 for the General Fund under authority of Minnesota Statutes Section 103D.905, subdivision 3;
- \$ 1,748,594 to implement the watershed management plan under Minnesota Statutes Section 103B.241, subdivision 1, for the general projects and programs of the PLSLWD.

The question was on the adoption of the Resolution and there were \_\_\_\_ yeas and \_\_\_\_ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Boyles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burnett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morkeberg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tofanelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the chair declared the resolution adopted.

It is hereby certified that the Board of the Prior Lake-Spring Lake Watershed District adopted this Resolution at a duly convened meeting of the Board held on the 13th day of September 2022, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

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Ben Burnett, Secretary

Dated: September 13, 2022

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT  
2023 Budget (DRAFT 9-8-2022)

Program Element		2023 Source of Funds					
		2023 Levy	Budget Reserve	Grant Funds/Fees	2023 Budget	2022 Budget	2021 Budget
	General Fund (Administration)						
	Revenues						
	Property Taxes	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ 246,200	\$ 166,126
	Grants	-	-	-	-	-	-
	Interest	-	-	3,000	3,000	-	-
	Other	-	-	-	-	-	-
	Total Revenues	\$ 250,000	\$ -	\$ 3,000	\$ 253,000	\$ 246,200	\$ 166,126
	Expenditures						
	Administrative Salaries and Benefits	\$ 134,200	\$ -	\$ 3,000	\$ 137,200	\$ 133,800	\$ 90,186
	703 · Telephone, Internet & IT Support	15,000	-	-	15,000	20,000	10,000
	702 - Rent	28,300	-	-	28,300	27,400	-
	706 · Office Supplies	10,000	-	-	10,000	10,000	8,690
	709 · Insurance and Bonds	14,600	-	-	14,600	12,800	10,000
	670 · Accounting	32,400	-	-	32,400	27,000	30,000
	671 · Audit	9,000	-	-	9,000	7,700	10,250
	903 · Fees, Dues, and Subscriptions	1,500	-	-	1,500	1,500	2,000
	660 · Legal (not for projects)	5,000	-	-	5,000	6,000	5,000
	General Fund (Administration) Expenditures	\$ 250,000	\$ -	\$ 3,000	\$ 253,000	\$ 246,200	\$ 166,126
	Net Change in General Fund	-	-	-	-	-	-

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT  
2023 Budget (DRAFT 9-8-2022)

Program Element		2023 Source of Funds			2023 Budget	2022 Budget	2021 Budget
		2023 Levy	Budget Reserve	Funds/Fees			
	Implementation Fund						
	Revenues						
	Property Taxes	\$ 1,748,594	-	-	\$ 1,748,594	\$ 1,602,735	\$ 1,628,506
	Grants/Fees	-	-	\$ 119,664	119,664	105,000	297,000
	Interest	-	-	19,700	19,700	-	-
	Sales/Other	-	-	-	-	-	-
	Budget Reserves	-	\$ 343,242	-	343,242	252,700	
	Total Revenues	\$ 1,748,594	\$ 343,242	\$ 139,364	\$ 2,231,200	\$ 1,960,435	\$ 1,925,506
	Expenditures						
	Program Salaries and Benefits (not JPA/MOA)	\$ 526,000	\$ -	\$ 19,700	\$ 545,700	\$ 461,700	\$ 440,323
Water Qual	550 Public Infrastructure Partnership Projects	\$ -	\$ -	\$ -	\$ -	\$ 6,750	\$ 20,000
Water Qual	611 Farmer-led Council	54,000	-	-	54,000	61,000	51,000
Water Qual	611 Cost-Share Incentives	55,000	-	-	55,000	58,000	58,000
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	98,000	-	-	98,000	65,000	35,000
Water Qual	611 Fish Management, Rough Fish Removal	94,000	-	-	94,000	88,000	60,000
Water Qual	611 Spring Lake Demonstration Project Maintenance	1,000	-	-	1,000	1,050	1,500
Water Qual	611 Alum Internal Loading Reserve	220,000	-	-	220,000	230,000	230,000
Water Qual	611 Upper Prior Lake Phase II Sediment Monitoring	-			-	20,000	-
Water Qual	637 District Monitoring Program	81,000	-	-	81,000	109,000	128,000
Water Qual	626 Planning and Program Development	22,000	-	-	22,000	20,000	32,000
Water Qual	626 Fish Lake Management Plan Update	24,994		50,006	75,000	-	-
Water Qual	626 LGU Plan Review	4,000	-		4,000	-	3,000
Water Qual	626 Engineering not for programs	15,000	-	-	15,000	15,000	30,000
Water Qual	626 Debt Issuance Planning	10,000	-	-	10,000	10,000	-
Water Qual	648 Permitting and Compliance	25,000	-	5,000	30,000	27,000	17,000
Water Qual	648 Update MOAs with cities & county	10,000	-	-	10,000	10,000	10,000
Water Qual	648 BMP and easement inventory & inspections	9,500	-	500	10,000	12,000	14,000
Water Qual	626 Upper Watershed Blueprint	130,000	343,242	39,758	513,000	443,035	235,543
Water Qual	626 District Plan Update	2,500			2,500	-	2,500
Water Qual	611 Fish Stocking	3,000	-	0	3,000	3,000	6,000
	WQ TOTAL	858,994	343,242	95,264	1,297,500	1,178,835	1,066,543
Water Storage	550 District-wide Hydraulic & Hydrologic model	5,000	-	-	5,000	5,000	7,500
Water Storage	550 S&I Sutton Lake Outlet Structure Project	-	-	-	-	125,400	414,000
	WS TOTAL	5,000	-	-	5,000	130,400	421,500
AIS	611 Aquatic Vegetation Mgmt	5,600	-	9,400	15,000	7,000	-
AIS	637 Automated Vegetation Monitoring (BioBase)	2,000	-	-	2,000	5,000	4,700
AIS	637 Aquatic Vegetation Surveys	5,500	-	-	5,500	18,000	18,000
AIS	637 Boat inspections on Spring, Upper & Lower Prior	20,000	-	15,000	35,000	30,000	38,000
	AIS TOTAL	33,100	-	24,400	57,500	60,000	80,700
Ed & Out	652 Education and Outreach Program	40,000	-	-	40,000	10,000	19,350
	E&O TOTAL	40,000	-	-	40,000	10,000	19,350
	PLOC Contribution	185,500	-	-	185,500	19,500	75,000
	Debt Payment Reserve	100,000	-	-	100,000	100,000	-
	Total Implementation Fund	\$ 1,748,594	\$ 343,242	\$ 139,364	\$ 2,231,200	\$ 1,960,435	\$ 2,103,416
	Net Change in Fund Balance Implementation Fund	-	-	-	-	-	(177,910)

	Grant Funds/Fees Anticipated					2022 Budget
Water Qual	611 Farmer-led Council (BWSR Grant)			\$ -	\$ -	\$ 10,000
	Interest Income (general fund & Implementation fund)			\$ 22,700	\$ 22,700.00	
	648 New Easement Acquisition Fees			5,000	5,000	5,000
Water Qual	648 Easement amendment/violations fees			500	500	500
	626 UWB (BWSR Lower MN River South (WBIF Grant)			3,958	3,958	19,800
	Fish Lake Mgmt Plan & Swamp IESF Feas. ('23 WBIF Grant)			82,806	82,806	
	Spring Lake Twnshp Contribution (Fish Lake Mgmt Plan)			3,000	3,000	
	550 S&I Sutton Lake Outlet (DNR Flood Hazard Grant)			-	-	62,700
	AIS Grant for Upper Prior Lake (DNR Grant)			4,335	4,335	
AIS	611 Aquatic Vegetation Mgmt. (Scott County)			20,065	20,065	7,000
	Total Grant Funds/Fees Anticipated			\$ 142,364	\$ 142,364	\$ 105,000

Budget Summary		Budget				Levy Increase	% Increase
Fund Sources/Fund Expenditures		2023 Levy	Reserves	Grants	Budget Total	2022 Levy	
General Fund		\$ 250,000		\$ 3,000	\$ 253,000	246,200	
Implementation Fund		\$ 1,748,594	\$ 343,242	\$ 139,364	\$ 2,231,200	1,602,735	
Total Fund Sources		\$ 1,998,594	\$ 343,242	\$ 142,364	\$ 2,484,200	1,848,935	\$ 149,659 8.1%
Expenditures							
General Fund					253,000		
Implementation Fund					2,231,200		
Total Expenditures					2,484,200		

Fund Balance Commitments/Assingments		2023 (Budget)				2022 (Estimate)			
		12-31-22 Bal	Additions	Reductions	12-31-23 Bal	12-31-21 Bal	Additions	Reductions	12-31-22 Bal
611 Alum Internal Loading Reserve		\$ 460,000	\$ 220,000	\$ -	\$ 680,000	\$ 230,000	\$ 230,000		\$ 460,000
626 Upper Watershed Blueprint		\$ 353,200	\$ 130,000	\$ (473,242)	\$ 9,958	\$ 190,000	\$ 233,235	\$ (70,035)	\$ 353,200
Debt Payment Reserve		\$ 100,000	\$ 100,000	\$ -	\$ 200,000	\$ -	\$ 100,000		\$ 100,000
		\$ 913,200	\$ 450,000	\$ (473,242)	\$ 889,958	\$ 420,000	\$ 563,235	\$ (70,035)	\$ 913,200



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## MEMORANDUM

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**TO:** PLSLWD BOARD OF MANAGERS  
**FROM:** JONI GIESE  
**SUBJECT:** 2023 BUDGET  
**DATE:** 9/8/2022 (DRAFT)

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The following provides background to the 2023 Budget. The activities are broken out between the General Fund and Implementation Fund, with the implementation fund budget line items organized under the Water Resource Management Plan's three priorities: Water Quality, Reduce Flooding, and Aquatic Invasive Species (AIS). Expenses relating to Prior Lake Outlet Channel (PLOC) operations are reflected in a separate 2023 PLOC budget.



WATER QUALITY



AQUATIC INVASIVE SPECIES



REDUCE FLOODING

When a budget item benefits more than one of the priorities, it is listed under the category of projected highest benefit. Budget totals are broken out by recommended revenue sources.

### 405 - General Fund

#### 570 - 573 Administrative Salaries and Benefits

**Description:** This budget item includes staff salaries and associated benefits for administrative activities, which includes holidays and PTO.

**Why it is Important:** Salaries are allocated to show where staff's efforts are occurring.

**2022 Budget:** \$133,800

**2022 Year End Expense:** \$133,800 (estimate)

**2023 Budget:** \$134,200. For 2023, salaries and benefits are projected to increase due to inflation.



Estimated salaries and benefits are based on the following assumptions:

- 7% average salary increase
- 10% increase in healthcare insurance premiums (with a transition of staff starting to contribute more to the premiums)
- 10% increase in dental insurance premiums (with a transition of staff starting to contribute more to the premiums)

Specific salary/benefit estimates covered by this budget item include:

Salaries	\$104,200
Benefits (Health, Dental, Disability, Life Insurance)	25,400
PERA	7,600
<b>TOTAL: \$137,200</b>	

**2023 Revenue Source(s):**

Levy:	\$134,200
Interest Income:	\$3,000

**703 – Telephone, Intranet & IT Support**

**Description:** This budget item includes staff cellular phone reimbursements and District website domain hosting and listing fees. It also includes IT consultant support services. Office telephone and intranet services are included in the Prior Lake City Hall lease.

**Why it is Important:** District staff use their cellular phones to perform District business. District needs to maintain a presence on the internet via a website. District business is primarily performed on computers. A well-maintained computer system protects the District from cyber-attacks, enhances staff productivity, and allows efficient use of/upgrades to software licenses and hardware. The Districts' Microsoft software license is paid through the IT consultant and reflected in the consultant fees listed below.

**2022 Budget:** \$20,000

**2022 Year End Expense:** \$18,000 (estimate)

**2023 Budget:** \$15,000.

Specific activities/projects covered by this budget item include:

Staff cell phone reimbursements	\$3,200
Website hosting and listing fees	900
IT consultant standard support	10,900
<b>TOTAL: \$15,000</b>	

**2023 Revenue Source(s):**

- Levy: \$15,000

702 – Rent

**Description:** The District entered into a lease for office space with the City of Prior Lake, effective July 1, 2021. The new lease has an annual cost escalation of 3 percent per year. The prior lease agreement with the City was for \$1, with District office rent savings put towards City of Prior Lake projects.

**2022 Budget:** \$27,400

**2022 Year End Expense:** \$27,405

**2023 Budget:** \$28,300

Specific activities/projects covered by this budget item include:

City of Prior Lake lease payments	\$28,300
<b>TOTAL: \$28,300</b>	

**2023 Revenue Source(s):**

- Levy: \$28,300

706 – Office Supplies

**Description:** This budget item includes general office supplies, copier rental, copies/printing, postage, new computers/tablets, mileage and meals associated with performing District business.

**Why it is Important:** Office supplies are needed to perform District business.

**2022 Budget:** \$10,000.

**2022 Year End Expense:** \$8,500 (estimate).

**2023 Budget:** \$10,000

Specific activities/projects covered by this budget item include:

Ricoh copier (rent and copies)	\$6,000
Mileage & Gas	600
Postage	1,400
Other office supplies	2,000
<b>TOTAL: \$10,000</b>	

**2023 Revenue Source(s):**

- Levy: \$10,000

709 – Insurance and Bonds

**Description:** This budget item includes annual property, liability (including bonds), auto, and workers compensation insurance coverage premiums.

**Why it is Important:** District should have insurance coverage to protect District's property and cover potential liabilities.

**2022 Budget:** \$12,800

**2022 Year End Expense:** \$13,350.

**2023 Budget:** \$14,600 (Includes estimated premium increases based on estimates provided by District's insurance advisor.)

Specific activities/projects covered by this budget item include:

Property (11.5% estimated increase, minimum. Used 12%)	\$1,700
Liability (5 – 10% estimated increase – Used 7%)	\$8,300
Auto (5 – 10% estimated increase – Used 5%)	400
Workers compensation (10-15% estimated increase – Used 15%)	\$4,200
<b>TOTAL: \$14,600</b>	

**2023 Revenue Source(s):**

- Levy: \$14,600

### 670 – Accounting

**Description:** This budget item covers accounting services provided the District's contracted certified public accountant (CPA) to maintain accounting software and records, help prepare monthly and year-end financial statements, assist with annual audit, process biweekly payroll and year-end forms, and prepare custom reports/analysis as requested. The District CPA also provides accounting services for the PLOC, costs for which are reflected in a separate PLOC budget.

**Why it is Important:** Per the PLSLWD Governance Manual, the District will contract with the certified public accountant to monthly review the District bank accounts, payroll and investment funds, and to assist with monthly bookkeeping to ensure the District's finances are managed in accordance with generally accepted accounting principles and best practices.

**2022 Budget:** \$27,000 (Per executed contract between PLSLWD and CLA, dated January 12, 2021)

**2022 Year End Expense:** \$27,000 (estimate).

**2023 Budget:** \$32,400

Specific activities/projects covered by this budget item include:

Contracted accounting firm, CliftonLarsonAllen LLP (CLA)	\$32,400
<b>TOTAL: \$32,400</b>	

**2023 Revenue Source(s):**

- Levy: \$32,400

### 671 – Audit

**Description:** This budget item covers annual audit costs paid to contracted auditor. Other associated audit costs, such as District accountant's time to prepare for audit, work with auditors, and to submit audit to the state, along with the District attorney's time to respond to

audit questions (e.g., audit opinion) are expensed in 670 – Accounting and 660 – Legal, respectively.

**Why it is Important:** An annual audit is required per State Statute 103D.355.

**2022 Budget:** \$7,700

**2022 Year End Expense:** \$8,500 (\$11,500 audit cost allocated between PLSLWD and PLOC)

**2023 Budget:** \$9,000 (\$12,000 per audit cost per biannual proposal – 25% allocated to PLOC).

Specific activities/projects covered by this budget item include:

Contracted audit firm (Abdo)	\$9,000
<b>TOTAL:</b>	<b>\$9,000</b>

**2023 Revenue Source(s):**

- Levy: \$9,000

### 903 – Fees, Dues and Subscriptions

**Description:** This budget item includes organization memberships, service subscriptions not associated with projects, and fees associated with staff hiring.

**2022 Budget:** \$1,500

**2022 Year End Expense:** \$1,100 (estimate).

**2023 Budget:** \$1,500

Specific activities/projects covered by this budget item include:

Organization memberships	\$150
Miscellaneous fees	1,200
Subscriptions	150
<b>TOTAL:</b>	<b>\$1,500</b>

**2023 Revenue Source(s):**

- Levy: \$1,500

### 660 – Legal (not project related)

**Description:** This budget item covers miscellaneous legal services not associated with a District project.

**Why it is Important:** Legal issues arise as a course of performing District duties. It is in the District's best interest to consult an attorney to ensure issues are addressed in the best interest of the District.

**2022 Budget:** \$6,000

**2022 Year End Expense:** \$3,00 (estimate)

**2023 Budget:** \$5,000

Specific activities/projects covered by this budget item include:

Contracted legal firm, Smith Partners	\$5,000
<b>TOTAL:</b>	<b>\$5,000</b>

**2023 Revenue Source(s):**

- Levy: \$5,000

## 509 – Implementation Fund

### 570 – 573 Program Salaries and Benefits

**Description:** This budget item includes staff salaries and associated benefits for Implementation Fund activities. It also includes all Board of Managers per diems.

**Why it is Important:** Salaries are allocated to show where staff's efforts are occurring.

**2022 Budget:** \$461,700

**2022 Year End Expense:** \$400,000 (estimate)

**2023 Budget:** \$545,700. Implementation Fund salary costs are low in 2022 due to permit coordinator position being vacant for 6 months and the Project Manager position being vacant for at least 5 months. An additional 400 hours of intern hours were added for 2023. Staff costs allocated to the PLOC are estimated at approximately 4% to reflect expected staff activity associated with the PLOC.

Estimated salaries and benefits are based on the following assumptions:

- 7% average salary increase
- 10% increase in healthcare and dental insurance premiums (with a transition of staff starting to contribute more to the premiums)
- 10% increase in disability and life insurance premiums

Specific salary/benefit estimates covered by this budget item include:

Salaries	\$417,500
Benefits (Health, Dental, Disability, Life Insurance)	99,100
PERA	29,100
<b>TOTAL:</b>	<b>\$545,700</b>

**2023 Revenue Source(s):**

- Levy: \$526,000
- Interest Income: \$19,700



## Water Quality Projects

### 550 Public Infrastructure Partnership Projects (PIPP)

**Description:** This program was developed to help reduce runoff to the lakes by working with LGU partners to retrofit streets, highways, public properties and other public infrastructure with volume management, rate controls and phosphorus load reduction BMPs as LGUs complete public site or public infrastructure construction, repair, or maintenance projects.

**Why it is Important:** Phosphorus and other pollutants in stormwater runoff is a significant water quality problem. Water quality BMPs, runoff volume reductions, and rate control reduces waterbody impairments and flooding.

**How Long in Existence:** 2015

**2022 Budget:** \$6,750 (Cates Lake Goldfish population estimate)

**2022 Year End Expense:** \$0. Funds were set aside, but no specific project requests were funded in 2021.

**2023 Budget:** \$0

### 611 – Farmer-led Council

**Description:** The purpose of the Farmer-led Council (FLC) is to: improve public understanding of farming operations; proactively address water quality concerns; help develop win-win programming and provide networking and education opportunities for District farmers. Initiatives and projects within the Farmer-Led Council Program in 2022 include the Cover Crop Initiative, the Lake-Friendly Farm Program, and no-cost inlet protections (alum-treated biologs and water quality inlets). The incentives and cost-shares provided by the FLC program change each year as new information is learned and as new conservation ideas are spearheaded by the FLC members.

**Why It is Important:** There are 50-60 farmers in the District and approximately four manage roughly half of the farmland acreage. There is a lot of opportunity to make a big difference with the key players, most of which are at the table through FLC.

**How Long in Existence:** March 2013

**2022 Budget:** \$61,000

**2022 Year End Expense:** \$64,000 (estimate)

**2023 Budget:** \$54,000

Specific activities/projects covered by this budget item include:

SWCD Staff time (project coordination, assessing farms, etc.)	\$19,000
Program pass through costs, including, but not limited to, cover crops, water quality inlets, preparing conservation plans, and lake friendly farm program certification assessments.	\$32,000
Meetings (food, space rental, materials, etc.)	\$1,500
Guest Speaker fees for FLC meetings	\$1,500
<b>TOTAL: \$54,000</b>	

*\*NOTE: The FLC may change some programming budgets at the beginning of the year based on new information and research. This is intended as a rough draft only, as it is important that FLC funds remain flexible so that the farmers can explore new ideas to find additional innovative win-win opportunities.*

### 2023 Revenue Source(s):

- Levy: \$54,000

### 611 - Cost-share Incentives

**Description:** Cash incentives paid for by the District, the Scott SWCD and other partners encourage residential and agricultural best management practices. The District has cooperated in the creation of a Cost Share Docket with the Scott SWCD, Scott WMO, Lower Minnesota River Watershed District, and the Vermillion River Watershed. Programs and practices included in the cost share docket include, but are not limited to, residue management (no-till & strip till), conservation cover, cover crops, filter strips, streambank and shoreline protection, nutrient management, well decommissioning, and wetland restoration. Some of the District dollars for this program are amplified by grant funding that has been acquired through the SWCD, making projects even more cost-effective.

**Why it is important:** Watershed resources throughout the watershed benefit through adoption of conservation practices on the land. Since the sources of non-point source pollution are largely unregulated, it is essential that landowners are provided incentives that include technical assistance as well as cost share funds to mitigate pollution. Cost share dollars are based upon a “pay for performance” principle.

**How Long in Existence:** It was in the 2010 Water Resource Master Plan’s CIP and was funded in the 2011-2022 budgets.

**2022 Budget:** \$58,000

**2022 Year End Expense:** \$50,000 (estimate)

**2023 Budget:** \$55,000

Specific activities/projects covered by this budget item include:

Cost Share Technical Services (SWCD staff time)	\$30,000
Cost Share Projects (pass-through)	\$20,000
Cost Share Management (SWCD staff time)	\$5,000
<b>TOTAL: \$55,000</b>	

**2023 Revenue Source(s):**

- Levy: \$55,000
- Grant(s): \$0 *(Note: SWCD grants used for cost share projects are not accounted for in the overall budget as they do not pass through the District)*

**611 - Highway 13 Wetland, FeCl System and Desilt Pond**

**Description:** The Desilt Pond was built in 1978. A ferric chloride system was constructed in 1998 upstream at the outlet of the wetland treatment system. It was designed for water quality treatment but also stores water. It was redesigned in 2013. The facility on average doses around 6,100 gallons of FeCl throughout the year. Treatment typically occurs March through November annually removing approximately 55% of the dissolve phosphorus and 34% of the total phosphorus concentrations in the water.

**Why it is Important:** It treats stormwater coming from County Ditch 13, which is responsible for carrying the majority of pollutants into the system.

**How Long in Existence:** 1998

**2021 Budget:** \$65,000

**2022 Year End Expense:** \$18,000 (estimate). Stream level is low due to drought conditions, resulting in a reduction of ferric chloride being used. Ferric Chloride tank/building/drive assessment study did not occur in 2022.

**2023 Budget:** \$98,000

Specific activities/projects covered by this budget item include:

Ferric Chloride deliveries (~3 fills/year)	\$18,000
Lab Analysis	\$12,000
Utilities, permits, maintenance and equipment	\$2,000
SWCD Flow Monitoring	\$1,000
Ferric Chloride tank/building/drive assessment and remaining life estimate. Study to include replacement concept design and estimated construction costs.	65,000
<b>TOTAL: \$98,000</b>	

**2023 Revenue Source(s):**

- Levy: \$98,000

**611 - Fish Management, Rough Fish Removal**

**Description:** Rough fish management includes funding for carp management efforts identified in the District's Integrated Pest Management Plan.

**Why it is Important:** PLSLWD is planning to maintain or improve existing projects associated with this program. This budget is also intended to meet the grant assurances for the BWSR 2019-2021 grant.

**How Long in Existence:** Since 2010



**2022 Budget:** \$88,000

**2022 Year End Expense:** \$88,000 (estimate). Carp management funds are expected to be fully expended in 2022.

**2023 Budget:** \$94,000

Specific activities/projects covered by this budget item include:

Removals (e.g. electrofishing, instream events, micro seines, baited box nets)	\$35,200
Commercial seining, gill netting, and coordination. Approx. 4 events	\$20,000
Operation and Maintenance of 6 PIT tag stations, CPUE surveys and implanting of 10 radio-tags.	\$10,000
Project coordination work; data management; grant writing	\$10,000
Carp removal disposal site project (cement pad, block, access, composting mix)	\$11,500
Storage shed for seine net, and specialized traps, misc. equipment (boat maintenance, waders, gloves, ice signs, dip net, cellular cameras, etc.)	\$5,000
CD13 bypass weir tine barrier	\$1500
Consultant presentations to Board; CAC assistance	\$800
	<b>\$94,000</b>

**2023 Revenue Source(s):**

- Levy: \$94,000

#### 611 - Alum Internal Loading Reserve

**Description:** This line item was created to fund alum treatments for waterbodies in the District. Upper Prior Lake's 2020 Alum Treatment was approximately \$500,000 and another treatment of the same or higher estimated cost is anticipated for 2024. Spring Lake will also likely need maintenance treatments in the future. Fish and Pike Lake may need treatments in the future as well.

**Why it is Important:** Alum treatments are effective in capturing internal phosphorus loads. Recent treatments in Spring and Upper Prior have resulted in improvements in lake quality indicators.

**How Long in Existence:** Since 2017 (incrementally built up and then spent on treatments)

**2022 Budget:** \$230,000

**2022 Year End Commitment:** \$230,000

**Total Committed Funds:** \$460,000 (after 2022 commitment)

**2023 Budget:** \$220,000

Specific activities/projects covered by this budget item include:

2024 Upper Prior Phase II Alum Treatment Reserve Funding	220,000
<b>TOTAL: \$220,000</b>	

**2023 Revenue Source(s):**

- Levy: \$220,000

### 611 - Upper Prior Lake Phase II Sediment Monitoring

**Description:** Upper Prior Lake's 2020 Alum Treatment was approximately \$500,000 and another treatment of the same estimated cost is anticipated in the near future. Sediment cores will need to be taken before the next treatment, costing approximately \$20,000. When sediment core testing is performed in the future, it will be funded from the Alum Internal Loading Reserve.

**2022 Budget:** \$20,000

**2022 Year End Expense:** \$0 (estimate)

**2023 Budget:** \$0

### 637 - District Monitoring Program

**Description:** This program includes District monitoring activities including planning and coordination of the volunteer and contracted lake sampling, lake level and chemistry monitoring; precipitation monitoring; weather station; stream chemistry, level, flow and synoptic monitoring; GIS data acquisition; equipment purchase and maintenance; TMDL's; data management; and reporting. The District's Long-term Monitoring Plan that is part of the Water Resources Management Plan provides greater details on program activities.

**Why is it Important:** Characterize current conditions; track changes over time; protect human health; target potential water quality problems; design pollution prevention programs; assess program goals and respond to emergencies.

**How Long in Existence:**

Lake Chemistry: Three Rivers Park District, 2004; CAMP, 1997

Stream Monitoring: ≤1991

Lake Level Monitoring: 1906

Precipitation Monitoring: ≤1989

Zoo/Phytoplankton: 2020

Wetland Monitoring: 2021

**2022 Budget:** \$109,000

**2022 Year End Expense:** \$80,000 (estimate). WISKI database was acquired. Streams are dry in 2022 due to drought conditions reducing sampling. While wetland monitoring and stream macroinvertebrate and were approved for the 2022 budget, they were not performed based on staff judgement.

**2023 Budget:** \$81,000

Specific activities/projects covered by this budget item include:

Lake Chemistry Monitoring	\$24,000
Lake Level Monitoring	\$2,000
Stream Monitoring	\$32,000

Precipitation Monitoring	\$600
Effectiveness Monitoring	\$7,000
Zoo/Phytoplankton Monitoring	\$5,000
Equipment and Truck O&M	\$5,000
Data Management	\$5,400

**TOTAL: \$81,000**

For more detailed descriptions of the activities/projects covered by this budget item: See the PLSLWD Long Term Monitoring Plan.

**2023 Revenue Source(s):**

- Levy: \$81,000

**611 - Fish Stocking**

**Description:** Annual stocking of bluegills in the upstream wetlands of Spring Lake and Prior Lake to reduce carp populations.

**Why it is important:** Bluegills are an important predator of carp eggs, but the DNR does not stock bluegills in Spring or Prior Lake watersheds. The District has monitored some connected wetlands and found carp spawning to occur. In order to keep recruitment to the lakes down, the District needs to stock these upstream wetlands with bluegills. Note: The DNR only allows stocking to occur in connected wetlands where carp spawning typically occurs.

Fish stocking generates a lot of community enthusiasm, volunteerism, and goodwill towards the District.

**How Long in Existence:** 2019

**2022 Budget:** \$3,000

**2022 Year End Expense:** \$3,500 (includes expenditure of \$500 donation from Spring Lake Association).

**2023 Budget:** \$3,000

Specific activities/projects covered by this budget item include:

Geis Wetland bluegill stocking	\$1,500
Desilt Pond bluegill stocking	\$1,500

**TOTAL: \$3,000**

**2022 Revenue Source(s):**

- Levy: \$3,000

**626 - Planning and Program Development**

**Description:** This category includes general activities that support the District's planning and program development activities. Costs associated with these activities include professional training courses and webinars, software and other subscriptions, cellular service for equipment, equipment replacement, all Board activity costs, professional organization membership dues,

volunteer and advisory committee appreciation costs, and activities designed to support staff appreciation and moral. Many costs originally in administration are now in this category.

**2022 Budget:** \$20,000

**2022 Year End Expense:** \$16,000 (estimate).

**2023 Budget:** \$22,000

Specific activities/projects covered by this budget item include:

Software/other subscriptions	\$6,000
Computer replacements (3)	4,500
Training	4,000
Professional organization membership dues	3,000
Board activity	2,000
Advisory committee/volunteer appreciation	1,500
Staff Appreciation Activities	1,000
<b>TOTAL:</b>	<b>\$22,000</b>

**2023 Revenue Source(s):**

Levy: \$22,000

#### 626 – Fish Lake Management Plan Update

**Description:** A Fish Lake Management Plan was prepared in 2005 with the stated expectation that the plan would be reviewed and updated every five years. The plan has not received an update since it was created.

**Why it is Important:** The original lake management plan indicated that internal loading may be an issue for the lake. Lake stakeholders have expressed concern about algae in the lake, the timing of which is consistent with internal loading. Updating the plan will provide a current assessment of issues to be addressed and will also include proposed alum treatment feasibility that is required in order for the District to secure future BWSR alum treatment grant funds.

**2022 Budget:** \$0

**2022 Year End Expense:** \$0

**2023 Budget:** \$75,000

Specific activities/projects covered by this budget item include:

Consulting fees to update the lake management plan	\$75,000
<b>TOTAL:</b>	<b>\$75,000</b>

**2023 Revenue Source(s):**

- Levy \$24,994
- Grant ('23 WBIF): \$47,006
- Spring Lake Township \$3,000

(Note: Spring Lake Township has agreed to provide required grant 10% match for up to \$30,000 of project costs)

626 – LGU Plan Review

**Description:** Other agencies within PLSLWD occasionally update their plans and rules. As part of this process they solicit review comments from PLSLWD. This budget item covers District Engineer's time needed to review and provide comments on partner agencies' proposed plans and rules.

**2022 Budget:** \$0

**2022 Year End Expense:** \$0 (related expenses were charged to general engineering)

**2023 Budget:** \$4,000

Specific activities/projects covered by this budget item include:

Consultant review and comments	\$4,000
<b>TOTAL:</b>	<b>\$4,000</b>

**2023 Revenue Source(s):**

Levy: \$4,000

626 - Engineering not for Programs (general engineering)

**Description:** Throughout the year, staff requests the District Engineer assistance with tasks associated with partners or PLSLWD that were unanticipated. This budget item also include time for the District Engineer to attend board and staff meetings.

**Why it is Important:** Staff needs to consult with engineering experts on unanticipated, time-sensitive concerns. Staff also need to coordinate with the District Engineer on on-going basis to coordinate work deliverables and schedules.

**2022 Budget:** \$15,000

**2022 Year End Expense:** \$10,000 (estimate).

**2023 Budget:** \$15,000

Specific activities/projects covered by this budget item include:

Engineer bi-monthly attendance at staff coordination meetings	\$3,000
Engineer attendance at board meetings	\$5,000
Misc. assistance to staff and partners	\$7,000
<b>TOTAL:</b>	<b>\$15,000</b>

**2023 Revenue Source(s):**

- Levy: \$15,000

626 - Upper Watershed Blueprint Projects

**Description:** In March 2021, the District adopted the Upper Watershed Blueprint report that focused on improving water quality and flood reduction. In July 2021, the Board of Managers selected six projects from the report for near term implementation. Work expected to be performed in 2022 includes feasibility studies for Swamp Lake IESF, and County Ditch 13

Chemical Treatment Systems, which is now combined with Spring West Iron Enhanced Sand Filters; Buck Lake East Wetland Enhancements; and Buck Lake and).

**Why it is important:** The plan:

- Recommends and prioritizes programs, projects and policies to reduce phosphorus and runoff volume

**How Long in Existence:** 2020

**2022 Budget:** \$443,035

**2022 Year End Expense:** \$70,035 (estimate). Includes completion of the Sutton Lake IESF feasibility study and the Spring Lake West Subwatershed feasibility study. Assumes completion of the Buck Wetland Enhancement feasibility study, and the Sutton Lake Management Plan. It also assumes retaining a real estate consultant to assist with property owner outreach (\$20,000).

**2022 Grants Revenue Received:** \$15,830

**UWB Remaining Budget (12/31/2022):** \$353,200 - estimate

**2022 Year End Commitment:** \$353,200

**2023 Budget:** \$513,000

Specific activities/projects covered by this budget item include:

Swamp Lake IESF: Feasibility Study	\$28,000
Sutton Lake IESF: Final Design & Permitting, Grant Application Preparation	\$215,000
Up to three Flood Reduction Studies. Potential projects may include a.) County Ditch 13 Flood Storage Feasibility Study, b.) Comprehensive Wetland Plan Update in collaboration with SWCD, c.) Lake Controlled Storage Outlet Study	\$100,000
Spring Lake West IESF: Final Design & Permitting, Grant Application Preparation	\$105,000
Spring Lake West Wetland Bank: Final Design & Permitting, Grant Application Preparation	\$45,000
Real Estate Assistance	\$20,000
<b>TOTAL: \$513,000</b>	

**2023 Revenue Source(s):**

- Levy: \$130,000
- Grants: \$3,958 (BWSR Lower MN River South WBIF)  
\$35,800 (BWSR '23 WBIF)
- Previously Committed Funds: \$343,242 (\$9,958 of remaining committed funds available for 2024)

### 626 – Debt Issuance Planning

**Description:** In July 2021, the Board of Managers selected six projects from the Upper Watershed Blueprint for near term implementation. Initial analysis indicates that debt issuance may be a feasible approach to finance these planned capital improvements. In 2022, the managers interviewed public finance advisory firms and selected a preferred firm to work with.

**Why it is Important:** The approach and timing of debt issuance is best performed with guidance provided by public finance advisors. This budget will be used for “Proof of Concept” planning that will result in a multi-year plan that identifies funding needs, gaps, and approaches that best address the District’s needs.

**2023 Budget:** \$10,000

**2022 Year End Expense:** \$0 (estimate)

Specific activities/projects covered by this budget item include:

Proof of Concept Plan development	\$10,000
<b>TOTAL:</b>	<b>\$10,000</b>

**2023 Revenue Source(s):**

- Levy: \$10,000

### 626 - District Plan Update

**Description:** The District just completed its 2020-2030 Water Resources Management Plan Update. The update is required by state statute and Rule 8410.

**Why it is Important:** As the District refines implementation projects for District initiatives, such as the Upper Watershed Blueprint, it is beneficial to incorporate the refined projects in the Water Resource Management Plan in order to affirm CIP funding and to bolster the District’s changes of obtaining grant funds. In addition, the Board of Managers may decide to revise the Water Resources Management Plan to include a project not identified in the original plan. In both of these cases, a minor plan amendment will have to be completed.

**2022 Budget:** \$0

**2022 Year End Expense:** \$0 (estimate).

**2023 Budget:** \$2,500.

**2023 Revenue Source(s):**

- Levy: \$2,500

### 648 - Permitting and Compliance

**Description:** The District has established rules and standards for land disturbing activities. This budget item includes engineering review of potential public and private projects that trigger District Rules.

**Why it is Important:** These rules address water quality, rate control, and volume control requirements for new and redevelopment projects, and are implemented through a permitting program. The permitting program also helps fulfill the District's obligations under its MS4 Permit.

**How Long in Existence:** The District's Board of Managers first adopted Rules regarding the protection and management of land and water resources in 1975.

**2022 Budget:** \$27,000

**2022 Year End Expense:** \$40,000 (estimate). Additional consultant assistance has been required in 2022 to assist with permitting activity prior to filling Permit Coordinator position, along with orientation support to Permit Coordinator.

**2023 Budget:** \$27,000. Development activity within the watershed continues to grow with increased permit activity anticipated into the future.

Specific activities/projects covered by this budget item include:

EOR Engineering Assistance	\$20,000
New easements (title work, recording fees, etc.)	\$5,000
Regulatory services provided by SWCD (surveys, GIS, and erosion and sediment control inspections)	\$3,000
Materials & equipment (vests, field tablet, etc.)	\$2,000

**TOTAL: \$30,000**

**2023 Revenue Source(s):**

- Levy: \$25,000
- New Easement Acquisition Fees\*: \$ 5,000

*\*Fees are reimbursements received from developers associated with title work and development agreement/easement recording costs.*

**648 - Update MOAs with Cities and County**

**Description:** The District has MOAs for permitting with Savage, Prior Lake and Scott County that allow the LGUs to enforce the District Rules on behalf of PLSLWD and simplify the permit process for residents.

**Why it is important:** These MOAs are contingent upon the entities having equivalencies with our rules and enforcing them. All of the MOA's have expired and need to be renewed to reflect the District's new rules adopted in 2022.

**How Long in Existence:** Varies; All have expired.

**2022 Budget:** \$10,000

**2022 Year End Expense:** \$2,000 (estimate). Rates for linear project cost caps and stormwater impact fund are currently being negotiated. MOA negotiations will start once rates are agreed upon with LGU partners and adopted by Board of Managers. MOA negotiations may start in late fall 2022, but will extend into 2023.



**2023 Budget: \$10,000**

Specific activities/projects covered by this budget item include:

Legal and engineering services associated with negotiating and preparing MOA's with Prior Lake, Savage and Scott County (also reach out to Shakopee to see if a MOA can be established)	\$10,000
<b>TOTAL: \$10,000</b>	

**2023 Revenue Source(s):**

- Levy: \$10,000

**648 - BMP and Easement Inventory & Inspections**

**Description:** The District's conservation easements primarily provide buffers surrounding its wetlands and ponds. The majority of the easements were acquired during the development process of properties, but some were acquired during water quality improvement projects with private landowners. This budget item includes engineering time to review potential easement violations and amendment requests, surveys of easement boundaries as needed, and equipment and materials to mark boundaries and complete inspections.

**Why it is Important:** Vegetative buffers reduce the impact of surrounding development and land use on watercourse and wetland functions by stabilizing soil to prevent erosion, filtering sediment from runoff, and moderating water level fluctuations during storms. Buffers also provide essential habitat for wildlife. Requiring buffers recognizes that watercourse and wetland quality and function are related to the surrounding upland. The easement program monitors and enforces existing conservation easements. Easements are monitored yearly to ensure compliance and to establish good relationships between landowners and the PLSLWD. The main objective is to achieve voluntary compliance, but to follow through with clear and consistent enforcement procedures when necessary.

**How Long in Existence:** Mainly since the 2003 Rule revisions, but several were acquired earlier.

**2022 Budget:** \$12,000

**2022 Year End Expense:** \$4,000 (estimate).

**2023 Budget:** \$10,000

Specific activities/projects covered by this budget item include:

Contract work: surveys, engineering and legal assistance, etc.	\$8,000
Materials & equipment: signs, posts, seed mixes, etc.	\$2,000
<b>TOTAL: \$10,000</b>	

**2023 Revenue Source(s):**

- Levy: \$9,500
- Easement Amendment/Violation Fees (estimated): \$500

*\*Fees are reimbursements received from property owners associated with title work, easement amendment recording costs and associated staff time to facilitate easement amendment.*

### 611 - Spring Lake Demonstration Parcel Maintenance

**Description:** Partially funded by a CPL grant and Great River Greening, beach, oak savanna and shoreline restoration and low-maintenance grass as completed in 2017. On-going annual buckthorn treatment and an invasive herbaceous species treatment are expected for 2023.

**How Long in Existence:** Since 2017.

**2022 Budget:** \$1,050

**2022 Year End Expense:** \$1,046 (estimate).

**2023 Budget:** \$1,000

Specific activities/projects covered by this budget item include:

AES buckthorn treatment	\$500
AES herbaceous treatment	\$500
<b>TOTAL: \$1,000</b>	

**2023 Revenue Source(s):**

- Levy: \$1,000

### 652 - Education and Outreach

**Description:** The District's Education & Outreach program involves programs and project which educate the public and various stakeholders regarding water resources as well as encourage public involvement. Several primary mechanisms for education and outreach are conducted by the District including:

- Required MS4 education components, such as Storm drain stenciling with the City of Prior Lake and lake associations; outreach booth at Chamber Fest and/or farmers market; and participation and collaboration with SCWEP.
- Direct outreach efforts include:
  - Website updates
  - Social media (Facebook and Twitter)
  - Writing news articles and press releases
  - Responding to direct citizen inquiries
- Prior Lake-Savage Schools Partnership
- Citizen Advisory Committee (CAC)

**Why it is important:** A watershed district is required to have an education and outreach program, which is required through the MS4 permit and the District's Water Resource Management plan. The District's education and outreach program provides a crucial means for the District to gain support for projects, improve the public's general understanding of water resources, water quality benefits provided by the District, how each citizen impacts water resources; and to inspire citizens to change their behaviors and habitats to better support water resource health.

A primary cost for 2023 includes updating the District's website. The current website is dated in appearance and function. It will not be supported by website technical support much longer. The District is experiencing issues with posting current lake level data and it is believed that the website is contributing to the problem and causing staff to perform timely manual operations to keep this information relatively current.

**How Long in Existence:** Since the District was created in 1970.

**2022 Budget:** \$10,000

**2022 Year End Expense:** \$5,000 (estimate).

**2023 Budget:** \$40,000

MS4 Education	\$2,000
SCWEP (SWCD)	4,500
Website update	30,000
CAC	3,500
<b>TOTAL: \$40,000</b>	

**2023 Revenue Source(s):**

- Levy: \$40,000



## Reduce Flooding Projects

### 550 - District-wide Hydraulic & Hydrologic Model

**Description:** The H&H model was updated as part of the Flood Study in 2016.

**Why it is important:** In order to develop feasible and realistic implementation projects. Hydraulic and hydrologic conditions must reflect existing conditions to the extent possible.

**2022 Budget:** \$5,000

**2022 Year End Expense:** \$5,000 (estimate). 2022 funds will be used to start refining the Fish/Buck flowage area

**2023 Budget:** \$5,000

Specific activities/projects covered by this budget item include:

Modeling update as needed to update to current hydraulic and hydrologic conditions associated with the upper Watershed Blueprint projects.	\$5,000
<b>TOTAL: \$5,000</b>	

**2023 Revenue Source(s):****Levy: \$5,000**Upper Watershed Flood Reduction

See flood reduction studies included in Upper Watershed Blueprint budget item.

**Aquatic Invasive Species (AIS)****611 - Aquatic Vegetation Management**

**Description:** Aquatic vegetation surveys during the early spring will indicate whether treatment of Curlyleaf Pondweed (CLP) is necessary in tier one lakes. The Aquatic Vegetation Management program includes the initial pre-treatment delineation and post-treatment assessment surveys. The District was awarded a two-year, \$7,000 AIS control grant for Upper Prior Lake effective 2022 through 2023. The District will request grants funds from Scott County, which has a state AIS grant to cover the remaining costs. Up to \$12,000 of Scott County grant funds are available annually.

**Why it is important:** Curlyleaf Pondweed has negative effects on water quality, and pushes out native vegetation, which is vital to fish and other wildlife.

**2022 Budget:** \$7000

**2022 Year End Expense:** \$5,344 (estimate). \$2,665 was expended in 2022 through the Upper Prior Lake specific DNR AIS control grant. \$2,679 will be reimbursed through a grant from Scott County.

**2023 Budget:** \$14,000. For 2023 delineation and assessment tasks have been reclassified from 637 Aquatic vegetation surveys to 611 Aquatic vegetation management to consolidate all CLP tasks under one budget item.

Specific activities/projects covered by this budget item include:

CLP treatments (reimbursed through grant funds)	\$8,000
CLP delineations and assessments (reimbursed through levy and grants)	\$7,000
<b>TOTAL:</b>	<b>\$15,000</b>

**2022 Revenue Source(s):**

- Grant(s): \$4,335 (remainder of DNR AIS control grant specific to Upper Prior Lake.)  
\$5,065 (Scott County)
- Levy: \$5,600

**637 - Automated Vegetation Monitoring (BioBase)**

**Description:** This program maps vegetation density, bathymetry, and bottom hardness in lakes using a Doppler sonar depth finder. This program creates a “heat map” of the location and density (% of water column) of the vegetation. This creates a very accurate and repeatable survey map that allows for consistent year to year comparisons. Data is recorded and collected on an SD card while on the water and is uploaded to an online account where it is processed by servers automatically.

**Why is it Important:** Characterize current vegetation locations; track changes over time; assess program goals and assess how water quality supports aquatic vegetation growth and aquatic vegetation treatment.

**How Long in Existence:** 2013

**2022 Budget:** \$5,000

**2022 Year End Expense:** \$ 4,000 (estimate).

**2023 Budget:** \$2,000

Efforts in 2022 resulted in reduced data storage and subscription needs. Subscription costs have significantly decreased for 2023. Specific activities/projects covered by this budget item include:

BioBase Subscription	\$100
YBC Rental	\$1,300
Equipment	\$600
<b>TOTAL: \$2,000</b>	

**2023 Revenue Source(s):**

- Levy: \$2,000

**637 - Aquatic Vegetation Surveys**

**Description:** Plant surveys will assess the distribution, type, and growth density of all plants. PLSLWD contracts with a consultant (currently Blue Water Science) to perform macrophyte surveys. Summer point intercept surveys will be completed on tier 1 lakes every other year, tier 2 lakes every three years, and tier 3 lakes every five years. Surveys conducted for the purpose of AIS management (CLP delineations) are accounted for in the 611 Aquatic Vegetation Management budget.

**Why is it Important:** Vegetation surveys provide data and insights into how the lake is responding to BMPs, alum treatments, carp removals, and other water quality improvement projects. Lake vegetation is a response indicator to nutrients and sunlight availability within the

lake. It is important to track these changes over time to be able to assess program goals of increases native plant distribution, diversity, and frequency of occurrence.

**How Long in Existence:** ≤1996 Blue Water Science Surveys

**2022 Budget:** \$18,000

**2022 Year End Expense:** \$16,600 (estimate).

**2023 Budget:** \$5,500. For 2023 CLP delineation and assessment tasks have been reclassified from 637 Aquatic vegetation surveys to 611 Aquatic vegetation management to consolidate all CLP tasks under one budget item.

Specific activities/projects covered by this budget item include:

Aquatic point intercept vegetation surveys: Spring, Upper Prior, and Little Prior	\$5,500
<b>TOTAL: \$5,500</b>	

**2023 Revenue Source(s):**

- Levy: \$5,500

#### 637 - Boat Inspections on Spring, Upper and Lower Prior

**Description:** This budget program funds AIS inspections. Boat inspections include a contractor to provide in-person boat inspections at boat launches at Tier 1 and potentially other lakes within the District during high boat activity periods during the year. I-LIDS is an automated video inspection that records boats launching and exiting a lake. The videos are monitored by Lake Sentry and if a violation is recorded, they will report the findings to PLSLWD ASAP.

**Why is it Important:** At this time, Spring Lake does not have zebra mussels. Boat inspections are an important preventative measure that provide in person and up-close inspections of boats entering and exiting the lakes. In 2021, an I-LIDS device (audio messages and video recordings) and signage was installed at the Spring Lake boat launch to educate the public on AIS and study the value this device provides for boater self-inspection compliance.

**How Long in Existence:** 2019 boat inspections; 2020 I-LIDS

**2022 Budget:** \$30,000

**2022 Year End Expense:** \$30,500 (estimate). Boat inspection contract slightly less than budgeted. I-LIDS costs slightly higher than budget due to I-LIDS concrete footing installation.

**2023 Budget:** \$35,000

Specific activities/projects covered by this budget item include:

Boat Inspections on Spring, Fish, Upper Prior, and Lower Prior	\$28,000
I-LIDS unit at Spring Lake	\$5,000
<b>TOTAL: \$35,000</b>	

**2023 Revenue Source(s):**

- Levy: \$20,000
- Grant: \$15,000

PLOC Restoration, Maintenance & Monitoring

**Description:** The District is a partner in the management of the Prior Lake Structure and Outlet Channel and shares in the maintenance expenses.

**How long in existence:** 2006

**2022 Budget:** \$19,500

**2022 Year End Expense:** \$19,148

**2023 Budget:** \$185,500

Specific activities/projects covered by this budget item include:

PLSLWD estimated proportional share of PLOC expenses for 2022/2023	\$185,500
<b>TOTAL: \$185,500</b>	

**2023 Revenue Source(s):**

- Levy: \$185,500

Debt Payment Reserve

**Description:** In July 2021, the Board of Managers selected six projects from the Upper Watershed Blueprint for near term implementation. Initial analysis indicates that debt issuance may be a feasible approach to finance these planned capital improvements. To avoid a significant spike in the watershed levy in future years, a reserve is being established to gradually build up the levy dollar value needed to pay down the new projected debt. Funds placed in the reserve will ultimately be used to pay down the debt issuance.

**2022 Budget:** \$100,000

**2022 Year End Commitment:** \$100,000

**Total Committed Funds:** \$100,000 (after 2022 commitment)

**2023 Budget:** \$100,000

Specific activities/projects covered by this budget item include:

Establish Debt Payment Reserve	\$100,000
<b>TOTAL: \$100,000</b>	

**2023 Revenue Source(s):**

- Levy: \$100,000



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## SEPTEMBER 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: Joni</i>	<b>Lake Management Plan</b> <ul style="list-style-type: none"> <li>Developed strategy for project completion.</li> </ul> <b>Sutton Lake Outlet</b> <ul style="list-style-type: none"> <li>Submitted grant closeout paperwork to DNR.</li> </ul>	<b>Lake Management Plan</b> <ul style="list-style-type: none"> <li>Prepare draft feasibility study incorporating DNR feedback.</li> <li>Hold second stakeholder meeting.</li> </ul> <b>Sutton Lake Outlet</b> <ul style="list-style-type: none"> <li>None. Project complete.</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> Tracked radio tagged carp in Spring and Upper Prior Lakes. Improved PIT station at Spring Lake for in-lake bait consumption tracking.</li> <li><b>Removals:</b> Seine netted desilt pond again removing around 500 lbs. Conducted 2 of 3 CPUE surveys to strengthen population estimate annually. Captured carp during surveys removed from lakes around 500 lbs. Worked with WSB to set two baited hoop net traps in Spring Lake and one in desilt pond. Nets have been ineffective in capturing carp during the week and a half set.</li> <li><b>Other:</b> Submitted application for Clean Water Fund grant. Grant proposal focuses on innovative management to meet biomass thresholds in UPL and reduce internal phosphorus loading in both SL and UPL.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to track the tagged carp</li> <li>Finish annual CPUE surveys. Implant seven new radio-tag transmitters in each Spring and Upper Prior Lakes.</li> <li>Remove fish in open water as permit allows.</li> <li>Hoop net in Spring or Upper Prior Lakes. Consider setting box trap for a short period if hoop nets continue to be ineffective.</li> <li>Look into topics for next Metro Carp Management Group (MCMG) meeting.</li> </ul>
<b>Ferric Chloride System Operations</b> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> <li>Conducted grounds maintenance at facility</li> </ul>	<ul style="list-style-type: none"> <li>Complete 2021 FeCl load and efficiency calculations.</li> </ul>
<b>Farmer-Led Council</b> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> <li>Worked with Scott SWCD to allocate additional funding to cover crop cost share</li> </ul>	<ul style="list-style-type: none"> <li>Plan for next quarterly meeting tentatively scheduled for December 2022.</li> </ul>
<b>Cost Share Incentives</b> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> <li>No new activity</li> </ul>	<ul style="list-style-type: none"> <li>Review cost share applications with Scott SWCD as needed.</li> </ul>



## SEPTEMBER 2022 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b><i>Fish Lake Shoreline &amp; Prairie Restoration Project</i></b> <i>Project Lead: Shauna</i>	<ul style="list-style-type: none"> <li>Reached out to MNL regarding post-project maintenance and satisfaction.</li> <li>Sent project handoff request to Spring Lake Township.</li> </ul>	<ul style="list-style-type: none"> <li>Work with Spring Lake Township and potentially MNL to ensure project satisfaction.</li> </ul>
<b><i>Upper Watershed Projects</i></b> <i>Buck Wetland, Sutton IESF, Swamp IESF, Buck Chemical Treatment, Ditch 13 Chemical Treatment, Spring Lake West IESF</i> <i>Project Lead: Joni</i>	<b>Buck Wetland</b> <ul style="list-style-type: none"> <li>Buck wetland soil samples analyzed.</li> </ul> <b>Spring Lake West IESF/Wetland</b> <ul style="list-style-type: none"> <li>Completed BWSR grant reconciliation.</li> </ul> <b>Sutton Lake IESF</b> <ul style="list-style-type: none"> <li>Completed semi annual BWSR reporting</li> </ul> <b>All UW Projects</b> <ul style="list-style-type: none"> <li>Held conversations with potential real estate service consultant.</li> </ul>	<b>Buck Wetland</b> <ul style="list-style-type: none"> <li>Meeting with DNR to better understand permitting requirements.</li> <li>Work with EOR to develop treatment and/or storage options based on soil sample results.</li> <li>Schedule second landowner meeting.</li> </ul> <b>All UW Projects</b> Negotiate contract with real estate consultant. <b>County Ditch 13/Swamp IESF</b> <ul style="list-style-type: none"> <li>Request approval from FY2022 – 2023 WBIF grant conveners to switch project from Ditch 13 Chemical Treatment to Swamp Lake IESF.</li> <li>Start work on budget request submittal to BWSR for WBIF funds.</li> </ul>
<b><i>Website and Media</i></b> <i>Project Lead: Elizabeth</i>	<ul style="list-style-type: none"> <li><b>Articles posted:</b> None</li> <li><b>Website articles:</b> Hiring for project manager, fall drain stenciling event</li> <li><b>Social Media</b> – posted on all social channels about: drain stenciling event, project manager position, Starry Trek, carp removal in Desilt Pond</li> </ul>	<ul style="list-style-type: none"> <li>Continue writing posts and updates about projects on the website</li> <li>Continue updating Facebook, and Instagram about projects &amp; news</li> <li>Submit lake level article to Prior Lake American (by end of September)</li> </ul>
<b><i>Citizen Advisory Committee</i></b> <i>Project Lead: Elizabeth/Joni</i>	<ul style="list-style-type: none"> <li>No CAC meeting held in August – unable to assemble quorum.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare for September 29 CAC meeting. Meeting focus: Subcommittee work sessions.</li> <li>Future CAC educational seminars: City of Prior Lake Water Resources Engineer in October. Due to August meeting cancellation, Mn DNR will be postponed to a later date.</li> </ul>
<b><i>Education Program</i></b> <i>Project Lead: Elizabeth/Joni</i>	<ul style="list-style-type: none"> <li>Hosted Starry Trek at Sand Point Beach Park to search 9 lakes for starry stonewort and other invasive species.</li> <li>Prior Lake Farmer's Market held on September 8.</li> <li>See Website and Media comments.</li> </ul>	<ul style="list-style-type: none"> <li>Stormwater Stenciling event rescheduled to Saturday, September 17, 2022. Notice posted on website and online registration is open.</li> </ul>

## SEPTEMBER 2022 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>Monitoring Program</b> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> <li>Continued WISKI training. Training includes building database and migrating historic datasets.</li> <li>No Bi-weekly stream water quality monitoring occurred due to low or no water.</li> <li>CAMP Lake sampling.</li> <li>No Bi-weekly flow monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>Continue WISKI database training and historic data migration.</li> <li>Work on solution to connect telemetry loggers, WISKI database, and website.</li> </ul>
<b>Aquatic Vegetation Management and Surveys</b> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> <li>Submitted for CLP treatment reimbursement through Scott County for Spring and Lower Prior Lakes.</li> <li>Coordinating summer point intercept surveys.</li> <li>Provided partners with historic survey data.</li> <li>Continue BioBase and bathymetry mapping on Lower Prior and Upper Prior Lakes.</li> </ul>	<ul style="list-style-type: none"> <li>Map BioBase and bathymetry lakes as identified in the Long-Term Monitoring Plan including finishing Upper Prior Lake.</li> <li>Work with Scott County on AIS treatment reimbursements.</li> </ul>
<b>AIS</b> <i>Project Lead: Shauna</i>	<ul style="list-style-type: none"> <li>Discussed I-LIDS with Spring Lake boat inspectors.</li> </ul>	<ul style="list-style-type: none"> <li>Request reimbursement from Scott County for 2022 boat inspections.</li> <li>Work with Scott County this fall to update AIS Prevention Plan and complete AIS Rapid Response Plan to share with CAC and managers.</li> <li>Continue monitoring boat inspectors and I-LIDS unit.</li> </ul>
<b>Rules Revisions</b> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> <li>Held a meeting with LGU partners on September 8 to discuss proposed linear project cost cap and stormwater impact fund contribution rates.</li> </ul>	<ul style="list-style-type: none"> <li>Manager approval of agreed upon rates.</li> <li>Renegotiate equivalency agreements with implementing partners. Address modifications to permit process as part of negotiations.</li> </ul>
<b>BMPs &amp; Easements</b> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> <li>Recorded Amazed Acres conservation easement with Scott County.</li> <li>Started preparation of easement violation letters.</li> </ul>	<ul style="list-style-type: none"> <li>Send of easement violation letters.</li> <li>Continue to follow-up with property owners on establishing outstanding Development Agreements and Conservation Easements.</li> <li>Continue to work with landowners to resolve identified easement violation issues on their properties.</li> <li>Amendments for three easements are currently in process.</li> </ul>

## SEPTEMBER 2022 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>Permitting</b> <i>Project Lead: Jeff/Joni</i>	<ul style="list-style-type: none"> <li>Permit #22.01 construction continues and is nearing completion. Stabilization complete.</li> <li>Permit #21.02; Continue inspections until site vegetation is re-established.</li> <li>Pre-permit correspondence continues with Scott County Parks regarding Spring Lake Regional Park.</li> </ul>	<ul style="list-style-type: none"> <li>Inspections for #22.01 and #21.02 continue.</li> <li>Continue to follow up with Permittees to close remaining open permits that are in adherence.</li> </ul>
<b>Outlet Channel Projects and Administration</b> <i>Project Lead: Joni/Jeff</i>	<ul style="list-style-type: none"> <li>Conducted weekly channel inspections</li> <li>Performed bank stabilization construction inspections. Prepared correspondence regarding construction status and shared with project stakeholders.</li> <li>Correspondence with Cooperators regarding draft 2023 contributions.</li> <li>Held TAC meeting on September 1 regarding feasibility of increasing flow in PLOC.</li> <li>Addressed vegetation management issues brought up by contractors.</li> <li>Prepared for September 15 Cooperator meeting.</li> <li>Recorded Metropolititan Council easement amendment.</li> </ul>	<ul style="list-style-type: none"> <li>Continue construction inspections.</li> <li>Send copy of recorded easement amendment to Metropolitan Council.</li> </ul>
<b>General Administration</b> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> <li>Re-posted Project Manager position announcement.</li> <li>Watershed Management Study               <ul style="list-style-type: none"> <li>Held Steering Committee meeting on September 7.</li> </ul> </li> <li>Refined benefits policy.</li> <li>Refined preliminary 2023 levy &amp; budget.</li> </ul>	<ul style="list-style-type: none"> <li>Review PM applications and schedule interviews.</li> <li>Watershed Management Study               <ul style="list-style-type: none"> <li>Meet with PMT to wrap up project and discuss next steps for increased collaboration.</li> </ul> </li> <li>Transfer remaining District funds to 4M Fund once ADP services are transferred (estimate in Sept).</li> </ul>



**Subject |** PLSLWD Employee Benefits Policy

**Board Meeting Date |** September 13, 2022

**Item No: 4.2**

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

**Attachments |** Resolutions 22-360: PLSLWD Employee Benefits Policy

**Proposed Action |** A motion to approve Resolution 22-360: PLSLWD Employee Benefits Policy

### **Background**

PLSLWD retained Gallagher Consulting to perform a total compensation study in 2020 – 2021, which assessed and made recommendations regarding the District’s salary structure for job descriptions in place at the time, based on a sample of local watershed management organizations and national standards. The Gallagher study also provided a summary of benefits provided by local watershed management organizations. The consultant did not provide a recommendation regarding benefits given the highly variable nature of benefits provided by surveyed entities.

In November 2021, as part of the health insurance renewal process, several managers recommended that employees contribute a higher percentage of the employee health and dental premiums given continued increases in premiums. Given the topic had arisen in previous board discussions, the managers directed the administrator to prepare a benefits policy effective program year 2023, as the managers believed a policy would provide for a consistent approach that would benefit both staff and managers.

### **Discussion**

Drafts of a benefits policy were presented for manager review and comment at the July 12 and August 18, 2022, board workshops. At the August board workshop, managers directed the administrator to refine the policy such that employees hired prior to a specific date (to be set by the administrator) would not contribute to employee health/dental insurance premiums and maintain current contribution levels for family health (25%) / dental (50%) insurance premiums, to prevent a reduction in staff compensation. Employees hired after specified date will contribute 15% towards employee health/dental insurance coverage and 30%/50% towards family health/dental coverage, respectively.

### **Recommendation**

District staff requests that the Board of Managers approve Resolution 22-360: PLSLWD Staff Contributions to Health Insurance Premiums Policy.



## Resolution 22-360

### Resolution Adopting the PLSLWD Benefits Policy

**WHEREAS** the mission of the Prior Lake-Spring Lake Watershed District (PLSLWD) is to manage and preserve the water resources of the Prior Lake-Spring Lake Watershed District to the best of our ability using input from our communities, sound engineering practices, and our ability to efficiently fund beneficial projects which transcend political jurisdictions.

**WHEREAS** to achieve its mission, the District recognizes that it is important to attract and retain creative and highly productive staff to implement the District's Water Resources Management Plan and its associated programs and projects.

**WHEREAS** staff attraction and retention rates are influenced by numerous factors, such as job satisfaction, a belief system that aligns with the District's mission, pleasant and supportive co-workers and Board of Managers, training opportunities, work-life balance, and job performance recognition and feedback, the primary factors in staff attraction and retention are competitive salaries and benefits.

**WHEREAS** the District Administrator oversees the administration of the benefits plan; the Board of Managers maintains overarching authority over the benefits plan via adoption of the Personnel Policy Manual and adoption of the annual budget.

**WHEREAS** PLSLWD provides a comprehensive benefits package to assist employees in meeting their needs in the following broad categories:

- Providing for the healthcare and well-being of staff and their families
- Building savings to address retirement needs
- Supplying income sources to cover unforeseen life or health events

**WHEREAS** health insurance costs continue to increase at a pace that exceeds inflation.

**WHEREAS** the Board of Managers desire not to reduce compensation for existing employees.

**THEREFORE, BE IT RESOLVED** to better share the cost burden of health and dental insurance premium costs, yet not reduce compensation for existing District employees, the Board of Managers will establish a two-tiered system for employee contributions to health and dental insurance premiums for eligible employees (as defined in the Personnel Policy Manual):

- **District employees hired before January 1, 2023**  
Employees will not contribute to employee health and dental premiums. Employees will contribute 25% of family health insurance premiums and 50% of family dental insurance premiums.
- **District employees hired on or after January 1, 2023**  
Employees will contribute 15% of employee health and dental insurance premiums. Employees will contribute 30% of family health insurance premiums and 50% of family dental insurance premiums.

The question was on the adoption of the Resolution and there were \_\_\_\_ yeas and \_\_\_\_ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Boyles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burnett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morkeberg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tofanelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the chair declared the resolution adopted.

It is hereby certified that the Board of the Prior Lake-Spring Lake Watershed District adopted this Resolution at a duly convened meeting of the Board held on the 13th day of September 2022, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

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Ben Burnett, Secretary

Dated: September 13, 2022

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

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

Program Element		2022 Budget	2022 Actual Results		
			August 2022	YTD	YTD % of Budget
	<b>General Fund (Administration)</b>				
	<b>Revenues</b>				
	Property Taxes	\$ 246,200	-	128,902	52%
	Grants	-	-	-	#DIV/0!
	Interest	-	2,466	4,329	#DIV/0!
	Other	-	-	-	#DIV/0!
	<b>Total Revenues</b>	<b>\$ 246,200</b>	<b>2,466</b>	<b>133,231</b>	<b>54%</b>
	<b>Expenditures</b>				
	Administrative Salaries and Benefits	\$ 133,800	8,702	68,457	51%
	703 - Telephone, Internet & IT Support	20,000	1,285	9,677	48%
	702 - Rent	27,400	2,318	17,717	65%
	706 - Office Supplies	10,000	130	4,081	41%
	709 - Insurance and Bonds	12,800	176	13,524	106%
	670 - Accounting	27,000	3,780	18,672	69%
	671 - Audit	7,700	-	8,500	110%
	903 - Fees, Dues, and Subscriptions	1,500	-	230	15%
	660 - Legal (not for projects)	6,000	-	985	16%
	<b>General Fund (Administration) Expenditures</b>	<b>\$ 246,200</b>	<b>16,391</b>	<b>141,843</b>	<b>58%</b>
	<b>Net Change in General Fund</b>	<b>-</b>	<b>(13,925)</b>	<b>(8,612)</b>	

## PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

2022 Budget

January 1, 2022 Through August 31, 2022

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

			**Reflects bills paid through August 31, 2022**		
Program Element			2022 Actual Results		
		2022 Budget	August 2022	YTD	YTD % of Budget
	Implementation Fund				
	Revenues				
	Property Taxes	\$ 1,602,735	-	839,138	52%
	Grants/Fees	105,000	-	22,028	21%
	Interest	-	-	377	#DIV/0!
	Sales/Other	-	-	500	#DIV/0!
	Budget Reserves	252,700	-	-	0%
	Total Revenues	\$ 1,960,435	-	862,043	44%
	Expenditures				
	Program Salaries and Benefits (not JPA/MOA)	\$ 461,700	49,568	282,669	61%
Water Qual	550 Public Infrastructure Partnership Projects	\$ 6,750	-	-	0%
Water Qual	611 Farmer-led Council	61,000	4,418	21,835	36%
Water Qual	611 Cost-Share Incentives	58,000	9,847	14,443	25%
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	65,000	48	4,113	6%
Water Qual	611 Fish Management, Rough Fish Removal	88,000	10,097	43,865	50%
Water Qual	611 Spring Lake Demonstration Project Maintenance	1,050	496	504	48%
Water Qual	611 Alum Internal Loading Reserve	230,000	-	-	0%
Water Qual	611 Alum Internal Loading Project 2022 Costs	20,000	-	-	0%
Water Qual	637 District Monitoring Program	109,000	6,257	17,631	16%
Water Qual	626 Planning and Program Development	20,000	748	6,753	34%
Water Qual	626 Engineering not for programs	15,000	2,837	8,039	54%
Water Qual	626 Debt Issuance Planning	10,000	-	-	0%
Water Qual	648 Permitting and Compliance	27,000	2,884	22,860	85%
Water Qual	648 Update MOAs with cities & county	10,000	-	-	0%
Water Qual	648 BMP and easement inventory & inspections	12,000	23	517	4%
Water Qual	626 Upper Watershed Blueprint	443,035	2,831	37,313	8%
Water Qual	752 Fish Lake Shoreline Restoration Project Maintenance	-	-	3,458	#DIV/0!
Water Qual	611 Fish Stocking	3,000	-	3,505	117%
	WQ TOTAL	\$ 1,178,835	40,484	184,834	16%
Water Storage	550 District-wide Hydraulic & Hydrologic model	\$ 5,000	-	-	0%
Water Storage	550 S&I Sutton Lake Outlet Structure Project	125,400	-	3,296	3%
	WS TOTAL	\$ 130,400	-	3,296	3%
AIS	611 Aquatic Vegetation Mgmt	\$ 7,000	6	3,174	45%
AIS	637 Automated Vegetation Monitoring (BioBase)	5,000	32	131	3%
AIS	637 Aquatic Vegetation Surveys	18,000	-	10,300	57%
AIS	637 Boat inspections on Spring, Upper & Lower Prior	30,000	6,289	20,502	68%
	AIS TOTAL	60,000	6,327	34,107	57%
Ed & Out	652 Education and Outreach Program	\$ 10,000	1,242	1,490	15%
	E&O TOTAL	\$ 10,000	\$ 1,242	\$ 1,490	15%
	PLOC Contribution	\$ 19,500	-	19,148	98%
	Debt Payment Reserve	100,000	-	-	0%
	Total Implementation Fund	\$ 1,960,435	97,620	525,544	27%
	Net Change in Fund Balance Implementation Fund	-	(97,620)	336,499	
	Grant Funds/Fees Anticipated				
Water Qual	611 Farmer-led Council (BWSR Grant)	\$ 10,000			
	648 New Easement Acquisition Fees	5,000			
Water Qual	648 BMP and easement violations fees	500			
	626 Upper Watershed Blueprint (BWSR WBIF Grant)	19,800			
	550 S&I Sutton Lake Outlet (DNR Flood Hazard Grant)	62,700			
AIS	611 Aquatic Vegetation Mgmt. (Scott County)	7,000			
	Total Grant Funds/Fees Anticipated	\$ 105,000			



**PLSLWD Monthly Treasurers Report**

Treasurer: Christian Morkeberg

*Account balances as of 8/31/2022*

Old National Bank (Checking Account)	\$	896,024
Sterling Bank (Checking Account)	\$	76,625
4M Fund (Checking Account)	\$	1,442,629
Total Uncleared Transactions	\$	-
<b>SUBTOTAL</b>	<b>\$</b>	<b>2,415,277</b>

**RESTRICTED/COMMITTED FUNDS**

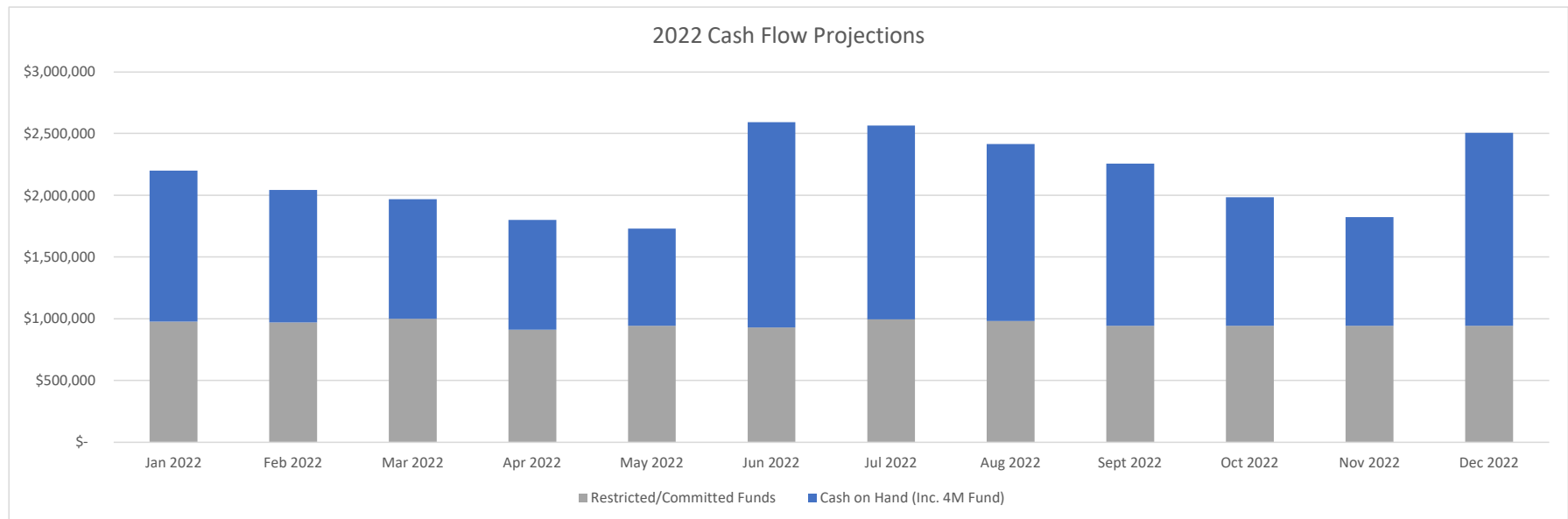
Restricted - Permit Deposits, etc.	\$	132,501
Restricted - PLOC Contingency Reserve (850)	\$	260,076
Restricted - PLOC O&M Funds (830)	\$	169,581
Committed - Alum Internal Loading Reserve	\$	230,000
Committed - Upper Watershed Blueprint Fund Balance	\$	190,000
<b>TOTAL DISTRICT/PLOC RESTRICTED OBLIGATIONS</b>	<b>\$</b>	<b>982,158</b>

<b>Available cash at end of August 2022</b>	<b>\$</b>	<b>1,433,119</b>
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62.3% of 2022 Budget

## 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. 4M Fund)	\$1,223,157	\$1,072,763	\$ 966,996	\$ 887,945	\$ 786,363	\$1,661,896	\$1,569,025	\$1,433,119	\$1,313,962	\$1,041,871	\$ 880,531	\$1,562,145
Restricted/Committed Funds	\$ 977,195	\$ 970,484	\$1,000,461	\$ 912,165	\$ 942,723	\$ 929,501	\$ 995,586	\$ 982,158	\$ 942,723	\$ 942,723	\$ 942,723	\$ 942,723
Total Cash on Hand	\$2,200,352	\$2,043,247	\$1,967,457	\$1,800,110	\$ 1,729,086	\$2,591,397	\$2,564,611	\$2,415,277	\$2,256,685	\$1,984,594	\$1,823,254	\$2,504,868



## 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 (beginning of month)	\$ 2,288,043	\$ 2,200,352	\$ 2,043,247	\$ 1,967,457	\$ 1,800,110	\$ 1,729,086	\$ 2,591,397	\$ 2,564,611	\$ 2,415,277	\$ 2,256,685	\$ 1,984,594	\$ 1,823,254	

### Cash Receipts

Property Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 968,039	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 868,999	\$ 1,837,788
BWSR WBIIF - Lower MN River	-	-	15,830	-	-	-	-	-	-	-	-	-	15,830
BWSR BWF Metro Grant	-	-	-	-	-	-	-	-	18,500	-	-	-	18,500
DNR Flood Hazard Mitigation Grant	-	-	-	-	-	-	-	-	87,998	-	-	-	87,998
Grants - Other	-	-	-	-	-	-	2,664	-	7,000	-	-	-	9,664
PLOC Contributions	-	-	-	-	69,993	-	28,410	-	-	-	-	-	98,403
Interest Income	6	6	7	10	118	450	1,770	2,466	2,400	2,400	2,400	2,400	14,433
Other Receipts	-	-	-	-	500	3,534	24,237	(24,237)	-	-	-	-	4,034
Total Cash Receipts	\$ 6	\$ 6	\$ 15,837	\$ 10	\$ 70,611	\$ 972,023	\$ 57,081	\$ (21,771)	\$ 115,898	\$ 2,400	\$ 3,150	\$ 871,399	\$ 2,086,650
Total Cash Available	\$ 2,288,049	\$ 2,200,358	\$ 2,059,084	\$ 1,967,467	\$ 1,870,721	\$ 2,701,109	\$ 2,648,478	\$ 2,542,840	\$ 2,531,175	\$ 2,259,085	\$ 1,987,744	\$ 2,694,653	

### Cash Paid Out

Salaries and Per Diems	\$ 41,794	\$ 37,100	\$ 55,501	\$ 42,212	\$ 51,016	\$ 39,133	\$ 38,518	\$ 58,271	\$ 49,625	\$ 49,625	\$ 49,625	\$ 49,625	\$ 562,045
Office Expense, Audit, Accounting	3,423	5,751	8,095	9,738	19,199	11,743	15,967	8,024	9,367	9,367	9,367	9,367	119,407
PLSLWSD Program Costs	40,586	107,548	16,022	27,111	13,770	40,997	20,957	50,440	94,103	94,103	94,103	94,103	693,843
PLOC Contribution	-	-	-	-	19,148	-	-	-	-	-	-	-	19,148
PLOC Operations	1,894	6,712	12,009	88,296	38,502	17,839	8,425	10,828	121,396	121,396	11,396	36,690	475,382
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$ 87,697	\$ 157,111	\$ 91,627	\$ 167,357	\$ 141,635	\$ 109,712	\$ 83,867	\$ 127,563	\$ 274,490	\$ 274,490	\$ 164,490	\$ 189,784	
Cash on Hand (end of month)	\$ 2,200,352	\$ 2,043,247	\$ 1,967,457	\$ 1,800,110	\$ 1,729,086	\$ 2,591,397	\$ 2,564,611	\$ 2,415,277	\$ 2,256,685	\$ 1,984,594	\$ 1,823,254	\$ 2,504,868	



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## WORKSHOP MEETING MINUTES

*Thursday, August 18, 2022*

*Prior Lake City Hall*

**4:00 PM**

Members Present:

Bruce Loney, Frank Boyles, Christian Morkeberg, Matt Tofanelli, Ben Burnett

Staff & Consultants Present:

Joni Giese, District Administrator  
Patty Dronen, Administrative Assistant  
Elizabeth Froden, Water Resource Coordinator  
Chris Knopik, CLA  
Carl Almer, EOR

Others Present:

Christopher Crowhurst, CAC  
Josh Accola, Stantec

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

### **CAC 2023 Budget Request**

Christopher Crowhurst, CAC Chair, presented two requests for funding to be included in the 2023 budget proposal:

- Request for funding of not to exceed \$100,000 for feasibility study for the inclusion of up to three water storage feasibility studies in 2023 for projects in 2024
- Request for \$10,000 for an intern next summer to research and prepare a communication campaign. Estimate two months of work

Administrator Giese stated the current draft budget includes four projects that include a water storage component to them, totaling approximately \$75,000:

- District wide Hydraulic & Hydrologic model update
- Comprehensive Wetland Plan update
- County Ditch 13 Flood Storage Feasibility study
- Swamp Lake IESF and Storage Feasibility study

Administrator Giese explained that the PLOC Cooperators may study the feasibility of increasing the flow of the PLOC. A TAC meeting with the cooperators has been scheduled to discuss scoping of such a feasibility study.

Manager Morkeberg presented information from his meeting with SWCD, who would be willing to perform a study concentrating on smaller wetland projects that could have an impact on storage. These would be new projects in the upper watershed that the Watershed is not addressing currently. Manager Morkeberg noted that the Sand Creek Township may provide suggestions of other projects that could address storage.

Administrator Giese suggested that our 2023 summer interns could help work on the CAC communication projects. Staff would like to bring the interns in earlier in the summer (May), and traditional work tasks associated with easement inspections has been reduced due to new software being used. With these factors, there may be capacity for the interns to take on the CAC proposed project.

Manager Boyles asked how these projects might affect District staff time if more projects are added to their workload. The managers discussed how much more current staff could take on.

### **Refined 2023 Draft Budget**

Primary revisions relate to the Upper Watershed Blueprint (UWB) budget item. Within this line item, feasibility studies have been completed for the following projects: Sutton Lake Iron Enhanced Sand Filter, Spring Lake West Iron Enhanced Sand Filter and Wetland Bank. Whether these projects move forward to final design is contingent on receiving approval from landowners.

There is \$30,000 in next year's budget for a real estate consultant. Manager Loney mentioned there may be an opportunity to bring on a local real estate expert who has established relationships with the farming community to function as a liaison between the PLSLWD and property owners. Traditional consulting firms may not be interested in these types of projects. This individual suggested a real estate approach that may be of interest to one of the property owners covered by the Spring West feasibility study. Manager Loney will continue to make inquiries regarding this potential opportunity.

Upper Watershed Blueprint projects as listed total \$460,000, which are proposed to be covered by a \$100,000 levy, \$39,000 in grant funds and \$300,000 taken from the UWB reserve. This would leave approximately \$30,000 remaining in the UWB reserve fund.

Estimated PLOC contribution is \$185,000, which is a significant increase over the last draft budget.

In the previous draft budget, the assessment of the FeCl Building and site was included in the County Ditch 13 chemical treatment feasibility study. EOR suggested tackling projects located upper-most in the upper watershed before performing feasibility studies for the chemical treatment sites, because these projects would impact the approach for the chemical treatment facilities. Therefore, the FeCl assessment study is back in the budget as a standalone study in the Operations and Maintenance budget item.

Manager Loney inquired what percent increase in the levy does the board feel comfortable proposing. Administrator Giese noted that last year's levy tax rate was 3.38%. If the levy amount remained the same for 2023, the tax rate would be 2.7%. In putting the budget together Giese opted to split the difference with the currently proposed levy coming in at a tax rate of 2.9%. The current draft budget is approximately \$150,000 higher than 2022, resulting in a 8.1% levy increase from 2022. There was a discussion acknowledging with the current draft levy, the effective tax rate is lower than previous year, but individual property values have increased significantly over the previous year and increased levy amounts still need to be covered by district residents.

Direction provided by the managers for budget revisions to be included in the September preliminary budget and levy consisted of: include CAC's proposals, and additional funds should be allocated to staff salary increases. The next draft budget should not exceed a 9% levy increase for 2023.

### **Employee Benefit Policy**

Currently the PLSLWD plays 100% employee health care coverage premiums and 75% of the family premiums. It was decided that the benefits policy would not require existing employees to increase their healthcare contributions. New employees would be would require employees to contribute 15% towards employee premiums and 30% for family coverage premiums (effective date to be proposed by Administrator). A revised policy will be included in next month's meeting.

### **Farmer-Led Council**

Staff member Elizabeth Froden reported on the August 2<sup>nd</sup> Farmer-Led Council meeting. In recent history the council has worked on phosphorous reduction through cover crops resulting in an average phosphorus reduction of 372 lbs./year (2018- 2021). During this same period, there were an average of 553 acres in coverage per year. There is a total of 784 acres now certified through the District's Lake Friend Farm certification program. This represents 13.8 percent of all farmland in the District.

Two Growing Healthy Soils (GHS) events took place in 2022. At the most recent event the speaker attendee surveys indicated a strong positive response to the presentations, in particular, speaker Dave Brandt.

At the last FLC meeting the cover crop budget was discussed. There is \$31,000 budgeted for 2022 for cover crop incentives, which exceeds the farmer demand of \$40,000. Administrator Giese stated that with shifting funds within the Scott SWCD contract and allocating grant funds to cover more of Scott SWCD's GHS costs, all but \$600 of the demand could be covered.

FLC agreed to invite Mark Gutierrez with the Soil Health Coalition to be a speaker at the December FLC meeting. Long term water quality trends will be shared at the December meeting. The lake friendly farm certification program will likely occur in early 2023. There was some discussion about updating the FLC's mission and goals in the future.

### **Grant Opportunities**

Administrator Giese presented a list of grant funding sources that are typically used by the District. She indicated potential sources of funding for upper watershed projects include:

- Watershed Based Implementation Fund (BWSR)
- Clean Water Fund (BWSR)
  - An application is being submitted in 2022 concentrating on carp reduction
  - The District will concentrate on phosphorous reduction grant applications once landowner approvals have been received
- Flood Hazard Mitigation Grant (MN DNR)
- Clean Water Act 319 (MPCA)
  - This is a loan program that could reduce future bonding needs
  - Could get up to \$750,000 at an interest rate of 1.5%

### **Watershed Management Study**

Administrator Giese stated the study is currently in the third phase, where structural organization options are being developed and evaluated, along with improved collaboration opportunities.

Draft findings have been shared with the TAC. Preliminary TAC feedback indicates little interest in organizational change, but interest in some improved collaboration opportunities, such as expanding the FLC, performing shared training for elected/appointed officials, and increased sharing of GIS files. Formal TAC comments are currently being solicited.

The project Steering Committee is scheduled to meet on September 7. President Loney and vice President Boyles represent PLSLWD on the Steering Committee.

### **District Staffing Update**

The District is down two staff members. Hiring replacements is Administrator Giese's top priority. She will work on revamping the job postings.

In the interim, EOR will be retained to manage some projects and a consultant could be used for the permit position.

### **1W1P (One Watershed One Plan)**

Manager Loney reported on the meeting that he and Manager Morkeberg attended. Administrator Giese stated she will participate on the project Advisory Committee to monitor and contribute to the plan development as it relates District interests.

### **Liaison Updates**

- The July CAC meeting has been cancelled due to lack of quorum.
- SCALE – There was a lot of discussion about THC.
- City of Prior Lake – Strategic Plan Update. This is in the very early stages.
- Sand Creek Township – Chairman Sandey inquired with Manager Morkeberg regarding the latest FLC. Administrator Giese will provide information.
- Spring Lake Township – Buck Wetland Study – there was an audience member who owns land adjacent the wetland being studied who inquired about project status with Manager Morkeberg. Administrator Giese will provide information to the resident.

Meeting adjourned at 5:58pm

Respectfully submitted

Patty Dronen



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## REGULAR MEETING MINUTES

*Thursday, August 18, 2022*

*Prior Lake City Hall*

*6:00 PM*

Members Present:

Bruce Loney, Christian Morkeberg, Frank Boyles, Matt Tofanelli, Ben Burnett

Staff & Consultants Present:

Joni Giese, District Administrator  
Jeff Anderson, Water Resources Coordinator  
Shauna Capron, Water Resources Specialist  
Carl Almer, EOR, District Engineer  
Kendra Held, WD Intern

Others Present:

Christopher Crowhurst, CAC  
Josh Accola, Stantec  
Lisa Quinn, Spring Lake Township

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

Meeting was called to order by President Loney at 6:00 pm. Everyone present recited the Pledge of Allegiance.

• **2.0 PUBLIC COMMENT**

- None

• **3.0 APPROVAL OF AGENDA**

Agenda changes:

- Removed 4.3 – Employee Benefits Policy

**Motion to approve amended agenda by Manager Burnett, second by Manager Boyles. Motion carried. Five ayes.**

• **4.0 OTHER OLD/NEW BUSINESS**

**4.1 Programs & Projects Update**

- Staff provided a report of its many activities the preceding month, and some upcoming events.
- Lake levels continue to drop this summer.



#### **4.2 Intern presentation by Kendra Held**

Kendra Held, one of the District's two summer interns, presented activities that she and other intern, Sydney Jones, worked on during their time with the District.

- Conservation easement inspections
- Invasive species management
- Biobasing aquatic vegetation on numerous district lakes and associated data analysis
- Water quality sampling
- Preparation of education and outreach articles

#### **• 5.0 TREASURER'S REPORT**

Treasurer Morkeberg summarized the financial information contained in the packet including:

##### **5.1 Monthly Financial Reports**

- Financial Report
- Treasurers Report
- Cash Flow Projections

#### **• 6.0 CONSENT AGENDA**

- 6.1 Meeting Minutes – June 30, 2022, Joint Board of Managers and CAC Meeting
- 6.2 Meeting Minutes – July 12, 2022, Board Workshop
- 6.3 Meeting Minutes – July 12, 2022, Board Meeting
- 6.4 Meeting Minutes – July 18, 2022, Special Board Workshop
- 6.5 Claims List & Visa Expenditures Summary
- 6.6 Metropolitan Council Amended & Restated Drainage and Flowage PLOC Easement
- 6.7 Amazed Acres Conservation Easement
- 6.8 Keyland Development LLC Conservation Easement

**Motion by Manager Boyles second by Manager Morkeberg to approve the consent agenda as presented. Motion Carried. Five Ayes.**

#### **• 7.0 UPCOMING MEETING/EVENT SCHEDULE:**

- Board of Managers Workshop, Tuesday, September 13, 2022, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, September 13, 2022, 6:00 pm (Prior Lake City Hall – Council Chambers)
- PLOC Cooperators Quarterly Meeting, Thursday, September 15, 2022, 12:00 – 1:30 pm (Prior Lake City Hall – Parkview Conference Room)
- CAC Meeting, Thursday, September 29, 2022, 6:00 – 8:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)

#### **• 8.0 ADJOURNMENT**

**Motion by Manager Morkeberg second by Manager Tofanelli to adjourn. Motion Carried. Five Ayes. Meeting adjourned at 6:31pm.**

Respectfully Submitted,  
Ben Burnett, PLSLWD Secretary, September 5, 2022

9/13/2022

**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 Link	Description	Amount
<b>1. Watershed District Projects (excluding staff payroll)</b>			
ATS Advanced Telemetry Systems	<a href="#">X</a>	Implant transmitter	\$ 2,775.00
Environmental Sentry Protection	<a href="#">X</a>	ILIDS Service	\$ 2,749.60
Farm Green LLC	<a href="#">X</a>	Growing Healthy Soils presenter	\$ 2,004.60
RMB	<a href="#">X</a>	FeCl Monitoring	\$ 1,819.72
	<a href="#">X</a>	Watershed Monitoring	\$ 3,442.33
SCAT	<a href="#">X</a>	Spring Lake Estates Title Search	\$ 200.00
Xcel Energy	<a href="#">X</a>	July-August Billing	\$ 18.88
League of Minnesota Cities	<a href="#">X</a>	Membership Dues (2022-2023)	\$ 2,119.00
Pulte Group	<a href="#">X</a>	Easement Security Release	\$ 5,500.00
Smith Partners	<a href="#">X</a>	Easement Security and enforcement issues	\$ 498.00
Gopher State One Call	<a href="#">X</a>	Locator Services	\$ 2.70
EOR	<a href="#">X</a>	General Engineering	\$ 1,534.50
		Buck Lake East Wetland Enhancement Feasibility	\$ 2,161.00
		District Monitoring Program	\$ 162.00
		Permitting	\$ 658.25
		Rule Revisions	\$ 511.50
		<b>Subtotal</b>	<b>\$ 26,157.08</b>
<b>2. Outlet Channel - JPA/MOA (excluding staff payroll)</b>			
CLA		PLOC 2023 Budget Meeting	\$ 700.00
EOR	<a href="#">X</a>	2022 PLOC Vegetation Maintenance	\$ 87.00
		2022 PLOC Vegetation/Stability Inspections	\$ 1,668.75
		<b>Subtotal</b>	<b>\$ 2,455.75</b>
<b>3. Payroll, Office and Overhead</b>			
ADP Manager Per Diems			\$ 314.13
ADP Staff Payroll			\$ 34,467.77
ADP Taxes & Benefits			\$ 20,369.49
Fidelity Investments	<a href="#">X</a>	HSA Contribution	\$ 223.07
NCPERS	<a href="#">X</a>	Life Insurance Premiums - August	\$ 80.00
Reliance Standard	<a href="#">X</a>	August 1-31 LTD and STD Premiums	\$ 758.73
HealthPartners	<a href="#">X</a>	Health Insurance Premiums	\$ 5,071.23
OPTUM	<a href="#">X</a>	HSA Maintenance Fee April-June	\$ 18.75
City of Prior Lake	<a href="#">X</a>	Rent (September 2022)	\$ 2,317.50
Smith Partners		General Legal Services	\$ 149.67
CLA	<a href="#">X</a>	Monthly bookkeeping	\$ 1,460.00
		Payroll Services	\$ 740.00
		Technology and Client Support fee	\$ 175.00
		2023 Budget Meetings	\$ 600.00
		Service Fees related to Bill.com	\$ 40.30
Metro Sales	<a href="#">X</a>	August -September Monthly Lease	\$ 103.00
	<a href="#">X</a>	Contract Usage - May-August	\$ 887.20
Rymark	<a href="#">X</a>	September Billing	\$ 950.00
VISA	<a href="#">X</a>	July-August Billing	\$ 2,208.43
		<b>Subtotal</b>	<b>\$ 70,934.27</b>
		<b>TOTAL</b>	<b>\$ 99,547.10</b>

Prior Lake-Spring Lake Watershed District  
VISA Transactions 7/25/2022-8/24/2022

Trans Date	Merchant Name	Amount	Receipt Link	Staff Approval	Class	Customer	Expense	Description
7/24/2022	ADOBE CREATIVE CLOUD	\$ 110.54	<a href="#">x</a>	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	software
7/26/2022	IRONCLAD STORAGE	\$ 199.00	<a href="#">x</a>	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Equipment storage
8/2/2022	JIMMY JOHNS - 1206 - ECOM	\$ 150.58	<a href="#">x</a>	Elizabeth Froden	611 Operations & Maintenance	Farmer-led Council	902 Meals and Lodging	Food for summer meeting
8/2/2022	TARGET 00018333	\$ 7.98	<a href="#">x</a>	Elizabeth Froden	611 Operations & Maintenance	Farmer-led Council	902 Meals and Lodging	Water for summer meeting
8/3/2022	VZWRLSS*APOCC VISB	\$ 28.08	<a href="#">x</a>	Jeff Anderson	648 Regulation	LGU Permit & Inspections	876 Field Equipment & Maintenance	Cell service
		\$ 40.16		Jeff Anderson	PLOC 839	PLOC Equipment & Maintenance	876 Field Equipment & Maintenance	Cell service
		\$ 15.08		Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Cell service
8/7/2022	AMZN MKTP US*088DB6IG3 AM	\$ 11.99	<a href="#">x</a>	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Pit Stations O&M	876 Field Equipment & Maintenance	Data cable
8/7/2022	AMAZON.COM*455CE2BM3 AMZ	\$ 17.96	<a href="#">x</a>	Patty Dronen	405 General Fund		706 Office Supplies	Address labels
8/8/2022	HOLIDAY STATIONS 0198	\$ 86.36	<a href="#">x</a>	Elizabeth Froden	637 Monitoring & Research	Stream Monitoring	801 Gas, Mileage	Gas
8/8/2022	GROUPGREETING	\$ 5.36	<a href="#">x</a>	Patty Dronen	626 Planning	Planning and Program Development	710 Office Expense Other	Staff Card
8/10/2022	TST* Charlies On Prior	\$ 186.39	<a href="#">x</a>	Joni Giese	626 Planning	Planning and Program Development	902 Meals and Lodging	Staff lunch
8/10/2022	TRACTOR SUPPLY #1156	\$ 57.94	<a href="#">x</a>	Shauna Capron	611 Operations & Maintenance	Fish Mgmt - Carp Removals-Baited Box Traps	876 Field Equipment & Maintenance	Corn
8/15/2022	LUNDS&BYERLYS PR LA	\$ 13.12	<a href="#">x</a>	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Staff meeting donuts
8/15/2022	TRACTOR SUPPLY #1156	\$ 57.94	<a href="#">x</a>	Shauna Capron	611 Operations & Maintenance	Fish Mgmt - Carp Removals-Baited Box Traps	876 Field Equipment & Maintenance	Corn
8/18/2022	JIMMY JOHNS - 1206 - ECOM	\$ 62.24	<a href="#">x</a>	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Board manager meal
8/18/2022	JIMMY JOHNS - 1206	\$ 12.30	<a href="#">x</a>	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Board manager meal
8/19/2022	HOLIDAY STATIONS 0198	\$ 7.96	<a href="#">x</a>	Shauna Capron	652 Education & Outreach	Events/Tours	806 Program Costs-Miscellaneous	Water for decontaminating equipment for S
8/19/2022	HOLIDAY STATIONS 0198	\$ 74.29	<a href="#">x</a>	Elizabeth Froden	637 Monitoring & Research	Stream Monitoring	801 Gas, Mileage	Gas for truck
8/19/2022	HOLIDAY STATIONS 0198	\$ 64.00	<a href="#">x</a>	Elizabeth Froden	611 Operations & Maintenance	Fish Mgmt - Radio Tracking	801 Gas, Mileage	Gas for boat (primarily for tracking)
8/19/2022	TRACTOR SUPPLY #1156	\$ 57.94	<a href="#">x</a>	Shauna Capron	611 Operations & Maintenance	Fish Mgmt - Carp Removals-Baited Box Traps	876 Field Equipment & Maintenance	Corn
8/20/2022	DNH*GODADDY.COM	\$ 21.17	<a href="#">x</a>	Patty Dronen	626 Planning	Planning and Program Development	703 Telephone, Internet & IT support	Domain renewal
8/22/2022	U OF M CONTELEARNING	\$ 600.00	<a href="#">x</a>	Shauna Capron	626 Planning	Training	904 Staff & Board Training	Water Resources Conference Shauna and E
8/22/2022	U OF M CONTELEARNING	\$ 300.00	<a href="#">x</a>	Jeff Anderson	626 Planning	Training	904 Staff & Board Training	Water Resources Conference Jeff
	Late Fee	\$ 20.05		Patty Dronen	626 Planning	Planning and Program Development	710 Office Expense Other	Late Fee
	<b>TOTAL</b>	<b>\$2,208.43</b>						



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

<b>Subject  </b>	Moen Drainage Swale Stabilization Project: Payment Preauthorization	
<b>Board Meeting Date  </b>	September 13, 2022	<b>Item No: 6.4</b>
<b>Prepared By  </b>	Joni Giese, District Administrator	
<b>Attachments  </b>	None	
<b>Proposed Action  </b>	Board authorization for District Administrator to issue a check for up to \$9,024 upon receiving payment notice from the Scott SWCD.	

## **Background**

At their March Regular Meeting, the Board authorized \$9,024 from either cash reserves or the Upper Watershed Blueprint fund to support the Moen Drainage Swale Stabilization Project, located just off CD 13 in Lydia. This amount represents 30% of the total estimated project cost of \$30,080. The remaining portion is being covered by an SWCD grant and the Districts regular cost share program.

## **Discussion**

To conform to grant and cost share policy guidelines, the \$9,024 contribution must serve as reimbursement of the landowner's share of the project. This means the Moen's are responsible to paying the contractor once the project is certified complete and they receive an approved invoice.

Since the Moen's are not in a position to cover this large expense, the SWCD will host a "closing" meeting as it has often done in similar situations. At closing, the Moen's will pay the contractor the total amount due, then immediately receive checks from both the SWCD and the District which together equal the amount they paid. Since closing meetings of this sort are typically scheduled within a couple weeks of receiving an invoice, the District needs to have a check for their amount ready in relatively short order.

## **Recommendation**

To prevent an undue delay in the contractor being paid and the Moen's being reimbursed, staff requests the Board authorize the District Administrator to issue a check for up to \$9,024 (or 30% of the final project cost, whichever is less) upon receiving notice from the Scott SWCD that the project has been certified and all costs incurred are reasonable and eligible for payment.