



# AGENDA

Tuesday, October 11, 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 – *Council Chambers*

- PLSLWD Fund Investment Approach (Corey Boyer)
- Buck Lake East Wetland Feasibility Study Update (Carl Almer)
- Sutton Lake Management Plan Update (Carl Almer)
- Flood Mitigation Options Next Steps (Joni Giese)
- MAWD Membership Discussion (Joni Giese)
- District Staffing Update (Joni Giese)
- Liaison Updates
  - PLOC Cooperators Quarterly Meeting Summary (September 15, 2022)

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 – 6:10 PM    3.0    **APPROVAL OF AGENDA** (Additions/Corrections/Deletions)

6:10 – 6:30 PM    4.0    **OTHER OLD/NEW BUSINESS**

4.1    Programs & Projects Update (Discussion)

4.2    Ferric Chloride Treatment Approach & Effectiveness (Jeff Anderson)

6:30 – 6:40 PM    5.0    **TREASURER'S REPORT**

5.1    Monthly Financial Reports (Discussion Only)

- Financial Report
- Treasurers Report
- Cash Flow Projections

**5.2 Quarterly Financial Reports**

- Balance Sheet
- Cost Analysis

**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 – September 13, 2022, Board Workshop
- 6.2 Meeting Minutes – September 13, 2022, Board Meeting
- 6.3 Meeting Minutes – July 28, 2022, CAC Meeting
- 6.4 Claims List & Visa Expenditures Summary
- 6.5 EOR Scope of Services Amendment: Sutton Lake Management Plan

**6:45 – 6:50 PM 7.0 UPCOMING MEETING/EVENT SCHEDULE:**

- Board of Managers Workshop, Tuesday, November 15, 2022, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, November 15, 2022, 6:00 pm (Prior Lake City Hall – Council Chambers)
- CAC Meeting, Thursday, October 27, 2022, 6:00 – 8:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)

**6:50 – 6:55 PM 8.0 ADJOURNMENT**

<b>OCTOBER 2022 PROGRAMS AND PROJECTS UPDATE</b>		
<b>PROGRAM OR PROJECT</b>	<b>LAST MONTH'S STAFF ACTIVITIES</b>	<b>NEXT STEPS</b>
<b><i>Sutton Lake Outlet and Lake Management Plan</i></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>Lake Management Plan</b> <ul style="list-style-type: none"> <li>Prepare draft report for manager review at November meeting.</li> <li>Schedule and host second landowner meeting (tentatively mid November).</li> <li>Final report approval by managers in December.</li> </ul>
<b><i>Carp Management</i></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> Finished CPUE surveys. Implanted 7 of 14 new radio tags in Spring and Upper Prior Lakes. Radio tags last around 2 years and our goal is to have between 7 and 10 active tags in each lake. Tracking occurred in each lake.</li> <li><b>Other:</b> Started Water Resources Conference presentation (October 18 presentation). Submitted 2019 Watershed-based Implementation Fund (WBIF) grant final report. Report was accepted.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to track the tagged carp</li> <li>Finish implanting the other 7 new radio-tag transmitters between Spring and Upper Prior Lakes.</li> <li>Remove fish in open water as permit allows.</li> <li>Look into topics for next Metro Carp Management Group (MCMG) meeting.</li> <li>Receive final 10% payment and closure notice for 2019 WBIF grant.</li> </ul>
<b><i>Ferric Chloride System Operations</i></b> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> <li>Completed 2021 reporting calculations</li> </ul>	<ul style="list-style-type: none"> <li>Q3 DMR reporting</li> </ul>
<b><i>Farmer-Led Council</i></b> <i>Project Lead: Joni and Elizabeth</i>	<ul style="list-style-type: none"> <li>No new activity</li> </ul>	<ul style="list-style-type: none"> <li>Plan for next quarterly meeting tentatively scheduled for December 2022.</li> </ul>
<b><i>Cost Share Incentives</i></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>
<b><i>Fish Lake Shoreline &amp; Prairie Restoration Project</i></b> <i>Project Lead: Shauna</i>	<ul style="list-style-type: none"> <li>Project handoff accepted by Spring Lake Township.</li> </ul>	<ul style="list-style-type: none"> <li>Receive written confirmation of project acceptance after Spring Lake Township's November meeting.</li> </ul>

## OCTOBER 2022 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b>Upper Watershed Projects</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 Lake East Wetland Enhancements</b> <ul style="list-style-type: none"> <li>Held meeting with DNR.</li> <li>Provided monitoring data to consultant for scenario analysis.</li> <li>Preparation of project scenarios for consideration.</li> <li>Developed strategy for project completion.</li> </ul> <b>Spring Lake West IESF/Wetland</b> <ul style="list-style-type: none"> <li>No activity.</li> </ul> <b>Sutton Lake IESF</b> <ul style="list-style-type: none"> <li>No activity.</li> </ul> <b>All UW Projects</b> <ul style="list-style-type: none"> <li>Prepared draft real estate services contract for consultant review.</li> </ul>	<b>Buck Lake East Wetland Enhancements</b> <ul style="list-style-type: none"> <li>Schedule second landowner meeting (tentatively early November).</li> <li>Draft study for manager review (tentative: December)</li> <li>Final study approved by managers (tentative: January)</li> </ul> <b>2023 WBIF Studies</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/work plan submittal to BWSR for WBIF funds.</li> </ul>
<b>Website and Media</b> <i>Project Lead: Elizabeth</i>	<ul style="list-style-type: none"> <li><b>Articles posted:</b> article on Spring Lake water quality submitted to SLA newsletter</li> <li><b>Website articles:</b> reposting Hike the Watershed materials</li> <li><b>Social Media</b> – posted on all social channels about: implanting radio tags, Hike the Watershed, and the results of Starry Trek</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 article to Scott County SCENE by October 14th</li> </ul>
<b>Citizen Advisory Committee</b> <i>Project Lead: Elizabeth/Joni</i>	<ul style="list-style-type: none"> <li>Meeting held September 29<sup>th</sup></li> <li>Long subcommittee meeting with short CAC meeting (30 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>Prepare for October 27 CAC meeting. Meeting focus: educational seminar: City of Prior Lake Water Resources Engineer</li> <li>Future CAC educational seminars: Minnesota DNR</li> </ul>
<b>Education Program</b> <i>Project Lead: Elizabeth/Joni</i>	<ul style="list-style-type: none"> <li>Submitted article on 10-year water quality history of Spring Lake for annual SLA newsletter.</li> <li>See Website and Media comments.</li> </ul>	<ul style="list-style-type: none"> <li>Looking into having people do stormwater stenciling on an ongoing basis, rather than a singular event date</li> </ul>
<b>Monitoring Program</b> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> <li>Finished WISKI training. Training included building database and migrating historic datasets. Worked on building shortcuts import tools.</li> <li>No Bi-weekly stream water quality monitoring occurred due to low or no water.</li> <li>Provided engineer and partners datasets for project analysis.</li> <li>CAMP Lake sampling.</li> <li>No Bi-weekly flow monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>Continue WISKI database data migration.</li> <li>Work on solution to connect telemetry loggers, WISKI database, and website.</li> </ul>

## OCTOBER 2022 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<b><i>Aquatic Vegetation Management and Surveys</i></b> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> <li>Submitted MPARS surveys for active permits.</li> </ul>	<ul style="list-style-type: none"> <li>Analyze summer mapping and report.</li> </ul>
<b><i>AIS</i></b> <i>Project Lead: Shauna</i>	<ul style="list-style-type: none"> <li>Coordinated boat inspection board meeting presentations.</li> <li>In-person boat inspections completed for 2022.</li> <li>Requested reimbursement from Scott county for 2022 boat inspections.</li> </ul>	<ul style="list-style-type: none"> <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>Schedule I-LIDS take down date.</li> </ul>
<b><i>Rules Revisions</i></b> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> <li>In discussions with potential part-time employee to:               <ul style="list-style-type: none"> <li>Advance preparation of equivalency agreements with implementing partners</li> <li>Address modifications to permit process with implementing partners</li> <li>Refine process for application of linear project cost caps and use of stormwater implementation fund</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Prepare and negotiate equivalency agreements with implementing partners.</li> <li>Modify permit process with implementing partners.</li> <li>Refine process for application of linear project cost caps and use of stormwater implementation fund.</li> <li>Manager approval of cost cap and stormwater implementation fund rates.</li> </ul>
<b><i>BMPs &amp; Easements</i></b> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> <li>Prepared and sent out easement violation letters.</li> <li>Responded to easement violation questions.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to follow-up with property owners on 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>
<b><i>Permitting</i></b> <i>Project Lead: Jeff/Joni</i>	<ul style="list-style-type: none"> <li>Permit #22.01 and #21.02: Continue inspections until site vegetation is re-established.</li> <li>Working on close out of permit #17.01.</li> <li>Received permit #22.02 application for Spring Lake Regional Park on 10/3/2022.</li> </ul>	<ul style="list-style-type: none"> <li>Inspections for #22.01 and #21.02 continue.</li> <li>Review permit #22.02 application.</li> </ul>

## OCTOBER 2022 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<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>On-going coordination with contractor and landowner on final vegetation establishment for bank stabilization project.</li> <li>Held September 15 Cooperators meeting.</li> <li>Solicited proposed amendments from Cooperators to the Prior Lake Outlet Control Structure Management Policy and Operating Procedures (MPOP). Review for amendments required on a three-year cycle.</li> <li>Discussions with DNR regarding MPOP amendment process.</li> <li>Sent copy of recorded easement amendment to Metropolitan Council.</li> </ul>	<ul style="list-style-type: none"> <li>Final plant installation for bank stabilization project.</li> <li>Compile MPOP proposed amendments and prepare revised document for Cooperators' review.</li> </ul>
<b>General Administration</b> <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> <li>Interviewed Project Manager candidates and hired a project manager.</li> <li>Participated in kick-off meeting for advisory committee for Lower Minnesota East 1W1P process.</li> <li>Watershed Management Study               <ul style="list-style-type: none"> <li>Met with PMT to discuss steps needed to wrap up project and discuss approach for increased collaboration.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Transfer remaining District funds to 4M Fund once ADP services and ACH deposits are transferred (estimate in Oct).</li> </ul>



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

**Subject |** Ferric Chloride Treatment Approach & Effectiveness

**Board Meeting Date |** October 11, 2022

**Item No:** 4.2

**Prepared By |** Joni Giese

**Attachments |** None

**Proposed Action |** No action requested. For discussion only.

## **Background**

PLSLWD operates a ferric chloride treatment facility that decreases concentrations of phosphorus from County Ditch 13 water prior to the water reaching Spring Lake. At the September 2022 Board of Managers meeting, managers requested staff to provide information regarding the effectiveness of current ferric chloride treatment system.

## **Discussion**

Staff will be providing background information regarding how the current ferric chloride treatment system operates, a summary of calculated phosphorus reduction rates achieved, and flow conditions that impact system performance.

**PRIOR LAKE SPRING LAKE WATERSHED DISTRICT****Financial Report - Cash Basis****January 1, 2022 Through September 30, 2022**

\*\*Reflects bills paid through September 30, 2022\*\*

Program Element		2022 Budget	2022 Actual Results		
			September 2022	YTD	YTD % of Budget
	<b>General Fund (Administration)</b>				
	<b>Revenues</b>				
	Property Taxes	\$ 246,200	-	128,902	52%
	Grants	-	-	-	#DIV/0!
	Interest	-	(3,042)	1,286	#DIV/0!
	Other	-	-	-	#DIV/0!
	<b>Total Revenues</b>	<b>\$ 246,200</b>	<b>(3,042)</b>	<b>130,188</b>	<b>53%</b>
	<b>Expenditures</b>				
	Administrative Salaries and Benefits	\$ 133,800	19,947	88,404	66%
	703 - Telephone, Internet & IT Support	20,000	1,110	10,787	54%
	702 - Rent	27,400	2,318	20,034	73%
	706 - Office Supplies	10,000	1,029	5,111	51%
	709 - Insurance and Bonds	12,800	-	13,524	106%
	670 - Accounting	27,000	2,975	21,647	80%
	671 - Audit	7,700	-	8,500	110%
	903 - Fees, Dues, and Subscriptions	1,500	40	270	18%
	660 - Legal (not for projects)	6,000	150	1,135	19%
	<b>General Fund (Administration) Expenditures</b>	<b>\$ 246,200</b>	<b>27,569</b>	<b>169,412</b>	<b>69%</b>
	<b>Net Change in General Fund</b>	<b>-</b>	<b>(30,611)</b>	<b>(39,223)</b>	



## PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## 2022 Budget

January 1, 2022 Through September 30, 2022

\*\*Reflects bills paid through September 30, 2022\*\*

			**Reflects bills paid through September 30, 2022**		
Program Element			2022 Actual Results		
		2022 Budget	September 2022	YTD	YTD % of Budget
	Implementation Fund				
	Revenues				
	Property Taxes	\$ 1,602,735	-	839,138	52%
	Grants/Fees	105,000	43,999	66,027	63%
	Interest	-	4,515	4,891	#DIV/0!
	Sales/Other	-	-	500	#DIV/0!
	Budget Reserves	252,700	-	-	0%
	Total Revenues	\$ 1,960,435	48,513	910,556	46%
	Expenditures				
	Program Salaries and Benefits (not JPA/MOA)	\$ 461,700	22,278	304,946	66%
Water Qual	550 Public Infrastructure Partnership Projects	\$ 6,750	-	-	0%
Water Qual	611 Farmer-led Council	61,000	2,163	23,998	39%
Water Qual	611 Cost-Share Incentives	58,000	-	14,443	25%
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	65,000	1,841	5,954	9%
Water Qual	611 Fish Management, Rough Fish Removal	88,000	3,239	47,104	54%
Water Qual	611 Spring Lake Demonstration Project Maintenance	1,050	-	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	3,779	21,410	20%
Water Qual	626 Planning and Program Development	20,000	3,536	10,289	51%
Water Qual	626 Engineering not for programs	15,000	1,535	9,573	64%
Water Qual	626 Debt Issuance Planning	10,000	-	-	0%
Water Qual	648 Permitting and Compliance	27,000	1,942	24,801	92%
Water Qual	648 Update MOAs with cities & county	10,000	-	-	0%
Water Qual	648 BMP and easement inventory & inspections	12,000	-	517	4%
Water Qual	626 Upper Watershed Blueprint	443,035	2,161	39,474	9%
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	20,196	205,031	17%
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	-	3,174	45%
AIS	637 Automated Vegetation Monitoring (BioBase)	5,000	-	131	3%
AIS	637 Aquatic Vegetation Surveys	18,000	-	10,300	57%
AIS	637 Boat inspections on Spring, Upper & Lower Prior	30,000	(12,250)	8,252	28%
	AIS TOTAL	60,000	(12,250)	21,857	36%
Ed & Out	652 Education and Outreach Program	\$ 10,000	8	1,497	15%
	E&O TOTAL	\$ 10,000	\$ 8	\$ 1,497	15%
	PLOC Contribution	\$ 19,500	-	19,148	98%
	Debt Payment Reserve	100,000	-	-	0%
	Total Implementation Fund	\$ 1,960,435	30,232	555,775	28%
	Net Change in Fund Balance Implementation Fund	-	18,282	354,781	
	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 9/30/2022*

Old National Bank (Checking Account)	\$	10,023
Sterling Bank (Checking Account)	\$	37,013
4M Fund (Checking Account)	\$	2,331,940
Total Uncleared Transactions	\$	-
<b>SUBTOTAL</b>	<b>\$</b>	<b>2,378,976</b>

**RESTRICTED/COMMITTED FUNDS**

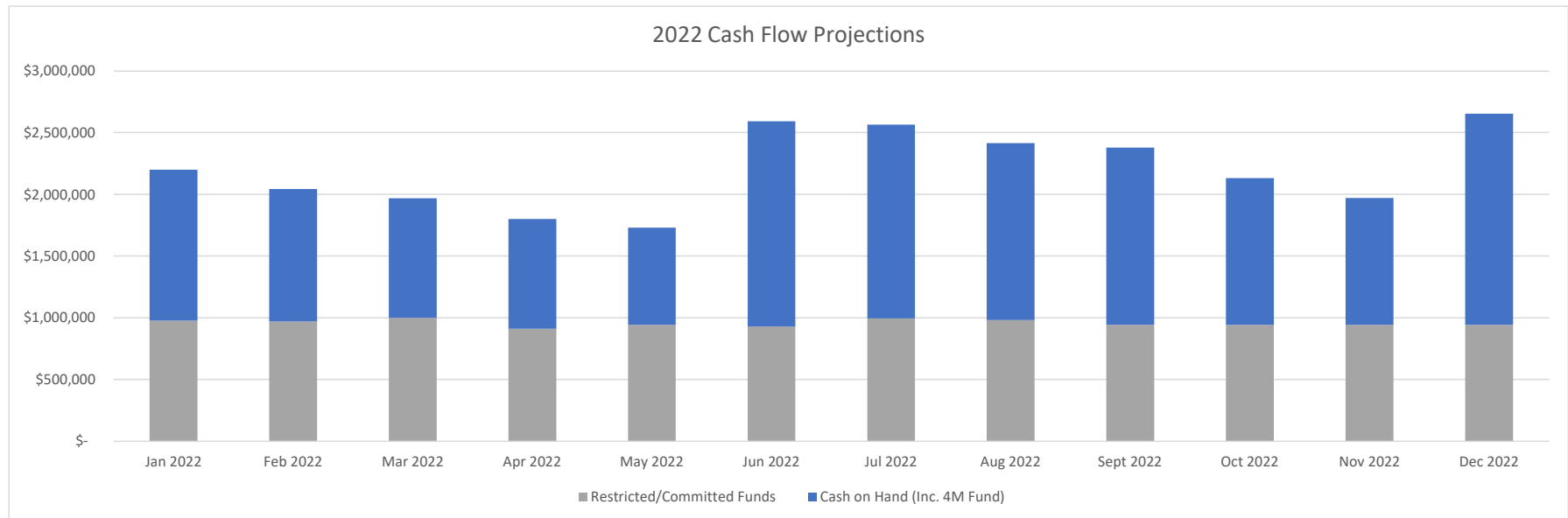
Restricted - Permit Deposits, etc.	\$	127,001
Restricted - PLOC Contingency Reserve (850)	\$	261,022
Restricted - PLOC O&M Funds (830)	\$	165,026
Committed - Alum Internal Loading Reserve	\$	230,000
Committed - Upper Watershed Blueprint Fund Balance	\$	190,000
<b>TOTAL DISTRICT/PLOC RESTRICTED OBLIGATIONS</b>	<b>\$</b>	<b>973,049</b>

<b>Available cash at end of Setpember 2022</b>	<b>\$</b>	<b>1,405,927</b>
--	-----------	------------------

61.1% 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	\$1,436,253	\$1,189,663	\$1,028,322	\$1,709,937
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	\$2,378,976	\$2,132,386	\$1,971,045	\$2,652,660



## 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	\$ 2,378,976	\$ 2,132,386	\$ 1,971,045	

### 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	-	-	-	-	-	-	-	-	43,999	-	-	-	43,999
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	2,931	2,400	2,400	2,400	14,964
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)	\$ 46,930	\$ 27,900	\$ 3,150	\$ 871,399	\$ 2,043,182
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	\$ 2,462,207	\$ 2,406,876	\$ 2,135,536	\$ 2,842,444	

### Cash Paid Out

Salaries and Per Diems	\$ 41,794	\$ 37,100	\$ 55,501	\$ 42,212	\$ 51,016	\$ 39,133	\$ 38,518	\$ 58,271	\$ 42,225	\$ 49,625	\$ 49,625	\$ 49,625	\$ 554,645
Office Expense, Audit, Accounting	3,423	5,751	8,095	9,738	19,199	11,743	15,967	8,024	9,727	9,367	9,367	9,367	119,767
PLSLWSD Program Costs	40,586	107,548	16,022	27,111	13,770	40,997	20,957	50,440	26,212	94,103	94,103	94,103	625,952
PLOC Contribution	-	-	-	-	19,148	-	-	-	-	-	-	-	19,148
PLOC Operations	1,894	6,712	12,009	88,296	38,502	17,839	8,425	10,828	5,067	121,396	11,396	36,690	359,054
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$ 87,697	\$ 157,111	\$ 91,627	\$ 167,357	\$ 141,635	\$ 109,712	\$ 83,867	\$ 127,563	\$ 83,231	\$ 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	\$ 2,378,976	\$ 2,132,386	\$ 1,971,045	\$ 2,652,660	

## Prior Lake-Spring Lake Watershed District Balance Sheet

	9/30/2022 Balance
Cash/Investments	
Sterling Bank	\$ 37,013
Old National Bank	10,023
4M Fund/US Bank	2,331,940
	<u>\$ 2,378,976</u>
Receivables	
PLOC - Contributions	-
Other Receivables	15,217
	<u>15,217</u>
Total Assets	<u><u>\$ 2,394,193</u></u>
Liabilities	
Permit Security	\$ 66,566
Permit Deposits	60,435
	<u>127,001</u>
Fund Balance	
Restricted	426,048
Committed	420,000
Unassigned	1,421,144
	<u>2,267,192</u>
Total Liabilities and Fund Balance	<u><u>\$ 2,394,193</u></u>

PLSLWD  
Cost Analysis  
Year to Date 9-30-2022

	Year to Date 9-30-2022	
	Amount	% of total
<u>Program staff costs</u>	<u><b>304,946</b></u>	<b>42.1%</b>
<u>Consultants</u>		
EOR	76,966	
Blue Water Science	10,300	
WSB & Associates	41,009	
Scott Soil and Water Cons.	36,747	
RMB Environmental Labs	9,903	
	<u><b>174,924</b></u>	<b>24.1%</b>
<u>Projects - (without staff cost or consultants)</u>		
Hard costs, exclusive of prog staff & consultant costs	56,757	
Permitting Revenue	-	
	<u><b>56,757</b></u>	<b>7.8%</b>
<u>Overhead and Administration</u>		
Staff costs	88,404	
Audit/Accounting/Legal	31,282	
Other admin overhead	49,726	
	<u><b>169,412</b></u>	<b>23.4%</b>
<u>Bonds payments</u>	<u>-</u>	<b>0.0%</b>
<u>PLOC Contribution</u>	<u>19,148</u>	<b>2.6%</b>
<b>Expenses excluding PLOC expenses per manager report</b>	<u><b>725,187</b></u>	<b>100.0%</b>

No assurance is provided on this statement.

This statement omits required disclosures.

This statement is prepared on the cash basis of accounting.



# PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

## WORKSHOP MEETING MINUTES

*Tuesday, September 13, 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  
Carl Almer, District Engineer, EOR

Others Present: Tina Carstens, Ramsey-Washington Metro Watershed District, representing MAWD  
Lisa Quinn, Spring Lake Township  
Jim Fitzsimmons, SWCD  
Maureen Reeder, CAC

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

### **MAWD Draft Strategic Plan and Membership Discussion**

Tina Carstens, Administrator with the Ramsey-Washington Metro Watershed District and MAWD representative, attended the workshop to discuss the Strategic Plan MAWD is undertaking to create a contributor versus consumer member base and re-imagine what MAWD can be.

PLSLWD opted out of MAWD membership in 2021. There was board consensus the District was not getting enough value for MAWD membership dues. Concurrently several other Watershed Districts chose not to renew membership. Based on drop in membership MAWD felt the need to modernize the organization's vision in order to build a community that supports one another. The current draft of the strategic plan is member-driven vision.

Currently MAWD has a staff of two. One of the organization's top priorities is to complete the update of the MAWD Handbook.

The goals and objectives of MAWD include:

- Fortify the infrastructure of Minnesota Watersheds (proposed new organization name) to ensure reliable delivery of services
- Build a watershed community that supports one another

- Serve as a liaison to collaborate with statewide agencies and associations
- Ensure strong legislative policies are in place for watershed management
- Enhance the skills of watershed officials

Tina suggested that PLSLWD board members participate in Metro MAWD meetings which are virtual and hosted by Capitol Region Watershed District quarterly.

There is statewide meeting scheduled for December 1-3, 2022, in Alexandria. The agenda for that meeting should be out soon.

Manager Tofanelli stressed that a priority for him is that he'd like to know what other watersheds are doing that are truly innovative and new approaches being used.

### **Refined 2023 Budget**

The proposed final budget will be presented at this evening's board meeting. After the last workshop, \$100,000 was added to the budget to cover CAC-proposed flood reduction studies and 400 hours of intern time next summer.

Other changes include modifications to staff salaries and staff contributions to health plans.

The PLSLWD levy was not raised for three years (2019 – 2021) but then raised last year. A maximum levy will be set at tonight's board meeting. This number can be reduced before final budget adoption in December, but it cannot be increased.

Administration costs are set at \$250,000 which is as high as it can be per state statute.

Manager Tofanelli stated that he would prefer to do a bond rather than fund \$100,000 to a debt payment reserve.

Manager Morkeberg questioned the budget for the Farmer Led Council. The 2022 budget was \$61,000 and 2023 is \$54,000. Administrator Giese noted the 2022 budget included a \$10,000 grant to be used exclusively for the Growing Healthy Soils education sessions, which was a one-time expenditure. Therefore, the 2023 budget reflects a \$3,000 increase from 2022 for typical FLC activities.

The PLOC contribution went up from \$19,500 in 2022 to \$185,000 in 2023. Administrator Giese stated given the current funding formula used to determine PLOC Cooperators' contributions, cost savings can take a full year before they are reflected in the Cooperator's assigned contribution values. For example, 2022 construction bids came in lower than budget but will not be reflected until the 2024 contribution calculation. In addition, the current formula credits back special projects that did not get completed during the budgeted year. All budgeted special projects were completed in 2022, resulting in no credits to contribution values for 2023. The PLOC Cooperators will discuss whether they would like to revise the current funding formula at their meeting on September 15, 2022.

### **Watershed District Manager Appointment Process**



Administrator Giese stated this summer, the Minnesota Supreme Court decided *City of Circle Pines v. Anoka County* that provides a new interpretation of Minnesota Statutes §103.D.311, subdivision 3 concerning the appointment of watershed district managers in the metropolitan area. Giese conversed with District's legal counsel to gain additional insight on the topic and shared with the managers what she learned. Administrator Giese stated her desire to meet with Scott County to discuss whether the case may influence the County's approach for appointing managers moving forward.

### **Biennial Professional Services Request**

Administrator Giese stated that state statutes require watershed management organization at least every two years to solicit interest proposals for legal, professional, or technical consultant services before retaining the services of an attorney or consultant or extending an annual services agreement. The District typically solicits interest proposals for legal, accounting, audit and District engineer services during odd numbered years. Solicitations for legal, audit and District engineer were issued in fall 2021 for 2022 – 2023. The sequence for accounting services was shifted when a new accountant, CLA, was retained in December 2020 for services to be provided in 2021 – 2022.

A solicitation for accounting services will be performed this fall. Staff wants to get accounting services back into the same solicitation sequence as other professional services. Therefore, staff recommended performing a solicitation that will only cover services to be provided in 2023. This approach was agreed upon by all managers.

### **DNR Boat Ramp Repairs**

Two of the boat ramps on Spring Lake and Prior Lake needed repair due to power loading of boats. The Spring Lake Association and Prior Lake Association submitted permit applications to the DNR to repair the boat ramps. As of this meeting, the repairs have been made.

### **PLOC Flow Discussion**

A PLOC Technical Advisory Committee (TAC) meeting was held two weeks ago to discuss the feasibility of a study to increase flows in the PLOC to help reduce flooding on Prior Lake. The TAC expressed concern that an increased flow could contribute to downstream erosion. It was clarified that increased flows would only be considered during off peak periods. The TAC inquired who would fund this study. Administrator Giese explained that the study cost would likely be funded by the Watershed District and possibly the City of Prior Lake, as per the PLOC Cooperators Memorandum of Agreement, these are the two primary entities that fund activities located in Segment 1 of the PLOC, where most construction activities to increase flows would likely occur.

Managers stated while flood reduction is not an issue this year, it does need to be addressed if the need arises in the future. It was agreed to pursue additional discussions on this topic with the Cooperators.

### **Real Estate Assistance**

The District is working to retain Paul Kruger, a licensed realtor and a member of the Farmer Led Council, to help facilitate discussions between the PLSLWD and landowners, as needed, regarding potential implementation of water quality or flood reduction projects on their parcels.

### **District Staffing Updates**

Applications were received for the Project Manager position and interviews will now be set up with the strongest candidates.

Administrator Giese was approached by an experienced, semi-retired water resources professional who expressed interest in working for the district on a part-time basis. This person's experience could assist the District in advancing project management and/or rules administration special projects. There also may be opportunities for SWCD to assist the District with select permitting and regulatory tasks. Administrator Giese will pursue both opportunities further.

### **HR Audit**

North Risk Partners, the District's insurance broker has provided a proposal to perform a District HR audit (approximately 8 hours of work). Administrator Giese recommended moving forward with the HR audit and all managers agreed.

### **Liaison Updates**

Manager Boyles – attended the SCALE meeting. Much of the discussion there was commercial/ industrial issues.

Manager Tofanelli – did not attend the CAC meeting as it was cancelled last month. This month's meeting will focus on the budget proposals.

Manager Burnett – attended Lower MN, Sand Creek (for Manager Morkeberg), and Scott County meetings virtually. Nothing to report from any of those meetings.

Manager Morkeberg – attended the Spring Lake Association meeting. A portion of the meeting dealt with the WBIF feasibility study.

Manager Loney – attended Scott WMO online. Discussion was about budget was held at the meeting with a 5.5% levy increase being proposed. The preliminary findings from the current phase of the Scott Watershed Study was also discussed. The preliminary findings will be brought to the PLSLWD October meeting. Manager Loney also attended City of Shakopee meeting – nothing to report. The City is proposing a 5% levy increase.

Jim Fitzsimmons, who represents the SWCD, reported that they will be participating in an Outdoor Education program September 26-29. Kids from the high school will rotate through a number of educational stations.

SWCD has approximately \$138,000 of funds remaining on a Clean Water Fund grant received from BWSR. SWCD received a one-year extension on the grant and wanted to inquire with PLSLWD regarding any potential projects that could make use of the funds. Administrator Giese will discuss potential projects with Troy Kuphal. Currently there are 37 active service requests and 24 of those are conservation projects.

Meeting adjourned at 5:50pm

Respectfully submitted

Patty Dronen



## REGULAR MEETING MINUTES

*Tuesday, September 13, 2022*

*Prior Lake City Hall*

*6:00 PM*

Members Present: Bruce Loney, Christian Morkeberg, Matt Tofanelli, Ben Burnett

Member(s) Absent: Frank Boyles

Staff & Consultants Present: Joni Giese, District Administrator  
Jeff Anderson, Water Resources Coordinator  
Carl Almer, EOR, District Engineer

Others Present: Maureen Reeder, CAC

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

Meeting was called to order by President Loney at 6:01 pm. Four of the five managers were present. All present recited the Pledge of Allegiance.

### • 2.0 PUBLIC COMMENT

- 2023 Preliminary Levy Certification—Resolution 22-361

**Manager Morkeberg moved to open the public discussion on Resolution 22-361, seconded by Manager Burnett, Motion carried 4-0, all ayes.**

**Manager Tofanelli moved to close the public comment on the resolution, seconded by Manager Morkeberg, Motion carried 4-0, all ayes.**

**Manager Burnett moved to pass Resolution 22-361, seconded by Manager Morkeberg, Motion passed 4-0, all ayes**

### • 3.0 APPROVAL OF AGENDA

**Manager Tofanelli moved to approve the agenda, seconded by Manager Morkeberg, Motion carried 4-0, all 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 PLSLWD Employees Benefits Policy—Resolution 22-360**

**Manager Morkeberg moved to pass Resolution 22-360, seconded by Manager Burnett, Motion Passed 4-0, all ayes.**

**• 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
- In addition, Manager Morkeberg reported we are very close to closing our old accounts after getting everything moved to the 4M Fund.

**• 6.0 CONSENT AGENDA**

- 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

**Motion to approve amended agenda made by Manager Tofanelli, second by Manager Burnett. Motion carried, all ayes.**

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

- PLOC Cooperators 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)
- 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)

**• 8.0 ADJOURNMENT**

- **Motion to adjourn by Manager Tofanelli, second by Manager Burnett. Motion Passed, 4 Ayes). Meeting adjourned at 6:45 pm**

Respectfully Submitted,  
Ben Burnett, PLSLWD Secretary, 9/26/22

Prior Lake Spring Lake Watershed District

## CAC Meeting Minutes

Thursday July 28, 2022

CAC Members Present / Absent Christopher Crowhurst (Chair) present / Loren Hanson (Vice Chair) absent / Woody Spitzmueller present / Ron Hoffmeyer present / Matt Newman present / Maureen Reeder present / Curtis Witt present / Ron Hoffmeyer present / David Hagen Secretary present / Jim Weninger absent

Staff Present Allison Weyer (permit Coordinator) present

Guest Speaker Troy Kuphal SWCD

### 6:00pm Troy Kuphal w/Scott County SWCD

An Educational Seminar took place. Troy Kuphal W/ Scott SWCD was introduced by Christopher. Troy made a presentation giving the history and roll of the SWCD. The SWCD is a special purpose unit, that exists to promote and support conservation in Scott County. After Troy's presentation, the CAC Committee had many good questions that Troy answered.

### 7:17 pm CAC Business

Minutes of June 30, Joint Board of Managers and CAC Meeting Minutes were read: Woody approved, Matt second, minutes approved

Motion to have David Hagen become Secretary for the coming year, was made by Woody, and second by Matt, secretary approved

Allison Weyer gave report on Farmer's Market update, and materials. The Dates of the Farmer's market are 8/27/22 and 9/3/22 Ron, Matt, and Christopher will cover the dates of the Farmer's Market

### Subcommittee Reports:

#### Water Storage / Flooding

Maureen Reeder provided the committee with research and information for Water Storage Feasibility Studies

Christopher, stated the following proposal to the CAC as follows:

CAC Proposal to fund PLSLWSD 2023 Water Storage Feasibility Studies.

in 2021-2022 several feasibility studies were funded to examine projects with potential to reduce phosphorus entering Spring Lake. None of these proposals are estimated to have substantial improvements on water storage, and subsequently would not sufficiently mitigate the potential risk for further flooding of properties adjacent to Prior lake and Spring Lake in the event of substantial rainfall.

The CAC proposes that the PLSLWD should conduct 3 feasibility studies in 2023 to allow substantial water storage projects to commence in 2024. To this end the CAC proposes the inclusion of \$100,000 in the 2023 budget to be allocated to conduct feasibility studies of the top three projects outlined in the previous two analysis's (2016 and 2021) of water storage

projects. This proposal is to be sent to Joni, and she will forward it to the Board of Managers meeting in August. A motion was made by Matt, 2nd by Woody, and pass unanimously.

#### Shoreline Restoration:

Ron and David reported about the committee had taken a boat ride provided in Ron's boat along most of Lower Prior Lake. The committee's assignment was to look at The City of Prior Lake storm sewer outlets. It was noted that overall the outlets that were spotted looked like the erosion taking place was minimal. Also, Sandy Point was observed where much soil erosion has taken place.

#### Lake Life and Water Quality:

Matt briefly reported on plant harvesting to reduce phosphorus load.

Maureen made a motion that the CAC requests \$10,000 be added to the general budget to fund an intern and related expenses in the summer of 2023 to further research and implement a water storage/flooding mitigation through forest and wetlands preservation plan of the CAC Storage and Flood sub-committee. A motion was made second and passed by committee.

The August 25, 2022 will be skipped because a quorum of committee members could not be met.

Secretary,  
David Hagen

**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>			
Blue Water Science	<a href="#">X</a>	Aquatic Plant Surveys for Upper Prior Lake	\$ 1,400.00
WSB	<a href="#">X</a>	Common Carp Management - July	\$ 241.50
WSB	<a href="#">X</a>	Common Carp Management - June	\$ 9,679.00
WSB	<a href="#">X</a>	Common Carp Management - August	\$ 7,681.50
Smith Partners		Easement Amendment consultation	\$ 74.70
Gopher Sign Company	<a href="#">X</a>	Conservation Easement Signs	\$ 316.06
Kisters North America	<a href="#">X</a>	WISKI Workstation, Meetings, Data Import, Training	\$ 19,500.00
Kisters North America	<a href="#">X</a>	BR Rental - WTR Cloud Contracts	\$ 2,400.00
Scott County Abstract & Title	<a href="#">X</a>	O&E report with easements	\$ 225.00
Scott County Abstract & Title	<a href="#">X</a>	O&E report with easements	\$ 200.00
Xcel Energy	<a href="#">X</a>	August - September Power usage	\$ 17.48
EOR	<a href="#">X</a>	General Engineering	\$ 2,604.00
		Buck Lake East Wetland Enhancement Feasibility	\$ 1,967.50
		District Monitoring Program	\$ 93.00
		Permitting	\$ 465.00
		Rule Revisions	\$ 1,767.00
		<b>Subtotal</b>	<b>\$ 48,631.74</b>
<b>2. Outlet Channel - JPA/MOA (excluding staff payroll)</b>			
CLA	<a href="#">X</a>	PLOC Budget	\$ 1,320.00
Smith Partners		Easement Amendment consultation	\$ 24.90
EOR		Invoice 00758-0147 Remaining Balance-Seg 1	\$ 212.60
		Invoice 00758-0147 Remaining Balance-Seg 4	\$ 1,408.48
		Invoice 00758-0147 Remaining Balance-Seg 5	\$ 1,036.43
EOR		Segment 4 - whispering Waters Review	\$ 465.00
		Non Specific	\$ 1,130.75
		PLOC Segment 1, 4, 5A Bank Repair - seg 1	\$ 1,060.39
		PLOC Segment 1, 4, 5A Bank Repair - seg 4	\$ 7,025.10
		PLOC Segment 1, 4, 5A Bank Repair - seg 5	\$ 5,169.41
		<b>Subtotal</b>	<b>\$ 18,853.06</b>
<b>3. Payroll, Office and Overhead</b>			
ADP Manager Per Diems			\$ 880.31
ADP Staff Payroll			\$ 16,907.73
ADP Taxes & Benefits			\$ 11,118.36
Fidelity Investments	<a href="#">X</a>	HSA Contribution	\$ 165.38
NCPERS	<a href="#">X</a>	Life Insurance Premiums - September	\$ 80.00
Reliance Standard	<a href="#">X</a>	September 1-30 LTD and STD Premiums	\$ 522.55
HealthPartners	<a href="#">X</a>	Health Insurance Premiums	\$ 3,971.51
City of Prior Lake	<a href="#">X</a>	Rent (November 2022)	\$ 2,317.50
CLA	<a href="#">X</a>	Monthly bookkeeping	\$ 1,410.00
		Payroll Services	\$ 460.00
		Technology and Client Support fee	\$ 159.50
Smith Partners		Administrative Issues consultation	\$ 178.70
Rymark	<a href="#">X</a>	October Billing	\$ 950.00
VISA	<a href="#">X</a>	August - September Billing	\$ 2,691.73
		<b>Subtotal</b>	<b>\$ 41,813.27</b>
		<b>TOTAL</b>	<b>\$ 109,298.07</b>

Prior Lake-Spring Lake Watershed District  
VISA Transactions 8/25/2022-9/24/2022

Trans Date	Merchant Name	Amount	Receipt Link	Staff Approval	Class	Customer	Expense	Description
8/25/2022	ADOBE CREATIVE CLOUD	\$110.54	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	Software
8/28/2022	IRONCLAD STORAGE	\$199.00	x	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Equipment Storage
8/28/2022	AMZN MKTP US*356RM83F3 AM	\$33.94	x	Patty Dronen	405 General Fund		706 Office Supplies	Toner Cartridge
8/30/2022	LATE FEE	\$5.00		Patty Dronen	405 General Fund		710 Office Expense Other	Late Fee & Finance Charge
8/31/2022	MICROSOFT#G013272222	\$4.99	x	Joni Giese	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	Software-July charges
8/31/2022	MICROSOFT#G012140705	\$4.83	x	Joni Giese	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	Software-June charges
9/1/2022	TRACTOR SUPPLY #1156	\$57.94	x	Shauna Capron	611 Operations & Maintenance	Fish Mgmt - Carp Removals-Baited Box Traps	876 Field Equipment & Maintenance	Corn
9/4/2022	VZWRLSS*APOCC VISB	\$28.08	x	Jeff Anderson	648 Regulation	LGU Permit & Inspections	876 Field Equipment & Maintenance	Cell phone
		\$30.16		Jeff Anderson	PLOC 839	PLOC Equipment & Maintenance	876 Field Equipment & Maintenance	Cell phone
		\$15.08		Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Cell phone
9/7/2022	AMZN Mktp US*1V9GM8W30	\$49.90	x	Patty Dronen	405 General Fund		706 Office Supplies	Notebooks and Badge Holders
9/9/2022	HOLIDAY STATIONS 0198	\$87.41	x	Elizabeth Froden	637 Monitoring & Research	Stream Monitoring	801 Gas, Mileage	Gas
9/11/2022	AMZN Mktp US*1F8GP35N0	\$93.98	x	Shauna Capron	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Waders
9/20/2022	NALMS REGISTRATION - Jeff	\$595.00	x	Jeff Anderson	626 Planning	Training	904 Staff & Board Training	NALMS
9/20/2022	NALMS REGISTRATION - Shauna	\$595.00	x	Shauna Capron	626 Planning	Training	904 Staff & Board Training	NALMS
9/20/2022	NALMS REGISTRATION - Elizabeth	\$595.00	x	Elizabeth Froden	626 Planning	Training	904 Staff & Board Training	NALMS
9/23/2022	INF*GOODHIRE.COM	\$54.99	x	Patty Dronen	405 General Fund		903 Dues/Fees/Subscriptions	Background check
9/23/2022	AMZN Mktp US*1U3S21LK0	\$99.98	x	Patty Dronen	405 General Fund		710 Office Expense Other	Candy for City Hall Trick or Treat
9/23/2022	INTEREST CHARGE-PURCHASE	\$30.91		Patty Dronen	405 General Fund		710 Office Expense Other	late Finance charge
	<b>TOTAL</b>	<b>\$2,691.73</b>						





<b>Subject  </b>	EOR Scope of Services Amendment: Sutton Lake Management Plan		
<b>Board Meeting Date  </b>	October 11, 2022	<b>Item No:</b>	6.5
<b>Prepared By  </b>	Joni Giese		
<b>Attachments  </b>	EOR Scope of Services Amendment: Sutton Lake Management Plan		
<b>Proposed Action  </b>	Motion and approval of EOR Scope of Services Amendment for the Sutton Lake Management Plan		

### **Background**

The PLSLWD Board of Managers approved an EOR Scope of Services to prepare the Sutton Lake Management Plan on October 12, 2021.

### **Discussion**

As described in the attached Scope of Service Amendment request, the assumptions regarding end deliverables and project process that the original scope of services were based upon evolved over the course of the project, due to revised guidance received from the Minnesota DNR, which has resulted in additional services being performed by the consultant.

### **Recommendation**

Staff recommends manager approval of the EOR Scope of Services Amendment for the Sutton Lake Management Plan.



## SCOPE OF SERVICES AMENDMENT

### SUTTON LAKE MANAGEMENT PLAN

PLSLWD
CLASS:
PROJECT: Sutton Lake Management Plant

EOR
JOB: 00758-0148
PHASE: N/A      TASK: N/A

START DATE: 10/15/2021

END DATE: 2/31/2022 12/31/2022

TOTAL PROJECT BUDGET: \$25,500 \$30,000

**OVERVIEW OF PROJECT SCOPE:** Proposed scope of work includes ecological services and regulatory coordination for preparation of a Lake Management Plan (LMP) for Sutton Lake. Previous work conducted on Sutton Lake by the District included completing a Natural Resources Inventory, developing a lake outlet Operating Plan, and constructing the outlet structure. The structure was designed to facilitate a lake drawdown if desired. To this point there has not been a need to or MNDNR authorization for drawdown the lake, however, should the interest/need arise in the future a LMP must be prepared and approved by MNDNR. The tasks included in this Scope of Services will prepare the LMP and facilitate the regulatory approvals needed to afford temporary drawdown of the lake.

**REQUESTED AMENDMENT:** EOR is requesting a fee amendment associated with the Sutton Lake Management Plan. There are no recommended changes to the original task descriptions, however the timeline and level of effort required to accomplish each task has been adjusted from the original scope of work dated September of 2021. Following are points we offer for consideration of this amendment request:

1. Less streamlined LMP process than defined by previous DNR Hydrologist staff
2. New DNR staff were not briefed on the project, background, direction
3. Additional coordination and meetings with DNR staff were required
4. Input from new DNR staff recommended cattail management strategies as focus of the LMP vs Shallow Lake drawdown and management discussed previously
5. Development of a cattail management decision matrix
6. Additional Board Workshops were necessary to discuss DNR input and approach

#### PROJECT TEAM

PLSLWD
PROJECT LEAD: Joni Giese, District Administrator
OTHER STAFF: Jaime Rockney, District Water Resources Project Manager

EOR	
<b>PROJECT LEAD:</b>	Jason Naber (P4)
<b>OTHER STAFF:</b>	Carl Almer (P4), Joe Pallardy (P3), Jimmy Marty (P2)

## SUMMARY OF TASKS

TASK 1: General Lake Information & Background	
<b>SUMMARY:</b>	Compilation of existing information and background data to be included in the first section of the LMP. This section includes water level data, water quality data, a discussion on wildlife habitat and wildlife use, and vegetation communities present. Coordination with District staff.
<b>DELIVERABLES:</b>	1) Existing Data and Report Compilation 2) Coordination Meeting with Staff 3) Updated and Finalized Plan content (pdf)
<b>TIMELINE:</b>	October 2021 – November 2021
<b>EOR STAFF (HRS):</b>	Almer (3), Naber (7), Pallardy (1), Marty (19)
<b>ESTIMATED COSTS:</b>	\$4,344
TASK 2: Management Goals & Objectives	
<b>SUMMARY:</b>	Develop and prepare management goals, objectives and management actions proposed to meet objectives. These will first be developed as drafts, shared with District staff, and then shared with agency staff. Input received from this review will be used to prepare LMP content.
<b>DELIVERABLES:</b>	1) Draft Goals, Objectives & Management Actions (pdf) 2) Coordination Meeting with Staff 3) Coordination Meeting with Agencies 4) Updated and Finalized Plan content (pdf)
<b>TIMELINE:</b>	November 2021 – <del>December 2021</del> August 2022
<b>EOR STAFF (HRS):</b>	Almer ( <del>6</del> 12), Naber ( <del>14</del> 19), Pallardy (2), Marty ( <del>30</del> 41)
<b>ESTIMATED COSTS:</b>	<del>\$7,690</del> \$11,023
TASK 3: Lake Management Plan Draft for Review	
<b>SUMMARY:</b>	This task will compile all documentation and input received to date and include a proposed monitoring protocol and prescribed management plan revision process. This will be a complete compiled document including plan sections and figures suitable for review by District staff, District board and agencies.
<b>DELIVERABLES:</b>	1) Prepare Review Draft of Lake Management Plan (pdf) 2) Coordinate review and acceptance by District staff and Board 3) Revise & Update LMP as needed 3) Submit Draft LMP document to agencies for review and approval (pdf)
<b>TIMELINE:</b>	<del>January 2022</del> September-October 2022
<b>EOR STAFF (HRS):</b>	Almer (6), Naber ( <del>10</del> 13), Pallardy (2), Marty ( <del>22</del> 27)
<b>ESTIMATED COSTS:</b>	<del>\$5,928</del> \$7,095

<b>TASK 4: Lake Management Plan Final</b>	
<b>SUMMARY:</b>	Incorporation of any requested edits into final Lake Management Plan. Request formal approvals by District Board.
<b>DELIVERABLES:</b>	1) Final Lake Management Plan with signature approvals (pdf)
<b>TIMELINE:</b>	<del>February-November</del> 2022
<b>EOR STAFF (HRS):</b>	Almer (2), Naber (2), Pallardy (1), Marty (5)
<b>ESTIMATED COSTS:</b>	\$1,494
<b>TASK 5: Outreach and Approvals</b>	
<b>SUMMARY:</b>	Complete required outreach and agency approvals to meet Section 404/401 of the Clean Water Act as well as State Rules and Statutes, <del>including required public hearing.</del>
<b>DELIVERABLES:</b>	1) Landowner outreach & coordination, meetings (2), and approvals 2) Clean Water Act Section 404/401 approvals 3) Compliance with State Rule and Statutes (MN DNR Waters – Rule <a href="#">6115.0271</a> , Statute <a href="#">103G.408</a> & the Wetland Conservation Act)
<b>TIMELINE:</b>	December 2021 - <del>February-December</del> 2022
<b>EOR STAFF (HRS):</b>	Almer (6), Naber (10), Pallardy (4), Marty (20)
<b>ESTIMATED COSTS:</b>	\$6,044

**ESTIMATED COST SUMMARY**

DESCRIPTION	HOURS/ QUANTITY	ESTIMATED COST
<b>TASK 1:</b> General Lake Information & Background	30	\$ 4,344
<b>TASK 2:</b> Management Goals & Objectives	52	<del>\$ 7,690</del> <a href="#">11,023</a>
<b>TASK 3:</b> LMP Draft for Review	40	<del>\$ 5,928</del> <a href="#">7,095</a>
<b>TASK 4:</b> LMP Final	10	\$ 1,494
<b>TASK 5:</b> Outreach and Approvals	40	\$ 6,044
<b>EXPENSES:</b> Mileage Equipment rental Other	***Included in the above estimated costs***	
<b>TOTAL</b>		<del>\$25,500</del> <a href="#">30,000</a>

*NOTE: Actual costs per task may differ from the estimated costs listed above, but the TOTAL amount must not exceed ~~\$25,500~~[\\$30,000](#). This revised fee will not cover all EOR expenses required to deliver the LMP; EOR has withheld \$2,600 to date and anticipates withholding approximately \$4,000 in total fees.*

**ASSUMPTIONS:** The estimated cost summary for the execution of the tasks in this Scope of Services is based upon the following assumptions:

- 1) District will pay all necessary permitting and application fees required for this project.
- 2) District will coordinate landowner meetings and public hearing.

**SIGNATURES:** The services described in this Scope of Services are being provided in accordance with the Master Services Consulting Agreement between PLSLWD and EOR dated December 13, 2019. Any changes to the project team, tasks, deliverables, timeline, or total cost will require a signed amendment/update to this Scope of Services.

Prior Lake-Spring Lake Watershed District

Emmons & Olivier Resources, Inc.

Signature: \_\_\_\_\_

Name: Joni Giese

Title: District Administrator

Date: \_\_\_\_\_

Signature:  \_\_\_\_\_

Name: Carl K. Almer

Title: Water Resources Lead

Date: September 22, 2021  
October 4, 2022