



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

AGENDA

Tuesday, March 14, 2023

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*

For this workshop (not board meeting), there will be an option for attendance via Interactive Technology

[Click here to join the meeting](#)

Two PLSLWD managers will be participating at the workshop only using interactive technology from the following remote locations that are open and accessible to the public:

Village Watch, Building 4, 6th Floor Lobby
792 Stratton Mountain Access Road
Stratton Mountain, VT

Northwest Regional Library
16089 N Bullard Ave
Surprise, AZ

- Service to PLSLWD Acknowledgement – Elizabeth Frödén
- Rules Equivalency MOAs - Status Update (Paul Nelson)
- CAC Board Resolution Request Follow-up (Christian Morkeberg)
- CAC Bylaws Follow-up (Christian Morkeberg)
- Sutton Lake Management Plan – Status Update (Emily Dick)
- Scott SWCD Potential Partnership Projects – Status Update (Emily Dick)
- PLOC Pipe Lining Funding Request (Frank Boyles)
- 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 – 6:10 PM 3.0 **APPROVAL OF AGENDA** (Additions/Corrections/Deletions)

6:10 – 6:40 PM 4.0 **OTHER OLD/NEW BUSINESS**

- 4.1 Programs & Projects Update (Discussion Only)
- 4.2 2022 Aquatic Plant Survey Results Presentation: Steve McComas (Discussion Only)
- 4.3 AIS Boat Inspections and Waterfront Restoration, LLC Contract (Vote)
- 4.4 Resolution 23-367: Authorization to Transfer Funds to the JPA/MOA Fund (Vote)

6:40 – 6:50 PM 5.0 TREASURER’S REPORT**5.1 Monthly Financial Reports (Discussion Only)**

- Financial Report
- Treasurers Report
- Cash Flow Projections

5.2 Draft Year End 2022 Financial Report (Discussion Only)**6:50 – 6:55 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 – February 14, 2023, Board Workshop**6.2 Meeting Minutes – February 14, 2023, Board Meeting****6.3 Claims List & Visa Expenditures Summary****6.4 CLA Master Service Agreement and Statements of Work****6.5 Letter of Support for Scott SWCD Grant Application****6:55 – 7:00 PM 7.0 UPCOMING MEETING/EVENT SCHEDULE:**

- Lake Friendly Farm Certification Award Event, Wednesday, March 15, 2023, 12:00 pm (Ridges at Sand Creek)
- CAC Meeting, Thursday, March 30, 2023, 6:30 pm (Prior Lake City Hall – Wagon Bridge Conference Room)
- Board of Managers Workshop, Tuesday, April 11, 2023, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, April 11, 2023, 6:00 pm (Prior Lake City Hall – Council Chambers)

7:00 PM 8.0 ADJOURNMENT



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

MARCH 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Sutton Lake Outlet and Lake Management Plan <i>Project Lead: Emily</i>	Lake Management Plan <ul style="list-style-type: none"> Received MNDNR comments on draft plan. Continued to follow up with MNDNR to answer their questions, get clarity on drawdown requirements, and applicable aquatic plant management guidelines. Worked with EOR to discuss changes to the plan based on MNDNR comments. 	Lake Management Plan <ul style="list-style-type: none"> Prepare final Lake Management Plan and submit to Board of Managers for approval. Determine proposed future management activities. Initiate documentation of response to drought conditions in spring.
Carp Management <i>Rough Fish Management (Class 611)</i> <i>Carp Management Project (Class 750 & 751)</i> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Tracking & Removals: Tracked radio tagged carp on Spring and Upper Prior Lakes. Radio tracking results showed promising locations on both Spring Lake that led to commercial netters removing ~12,000 pounds of carp. Tracking on Upper Prior Lake show carp aggregations in a non seine friendly part of the lake. District staff and WSB are working to drive fish into nets using speakers and alternative methods. 	<ul style="list-style-type: none"> Continue to track tagged carp Finish implanting the last 2 new radio-tag transmitters on Spring Lake during removal events. Weather was too cold during February removal. Remove fish under-ice as permit allows. Work with commercial netters where opportunities allow. Plan for bluegill stocking in springtime
Ferric Chloride System Operations <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Drafted a RFP for a system update and lifetime assessment. 	<ul style="list-style-type: none"> Continue to work on RFP for system update and lifetime assessment, bring for Board approval (tentative: April). Coordinate with developments on Flood Storage Project Site 1, which proposes a raised elevation of Geis wetland, and therefore would require a FeCl system redesign. Plan for start-up operations on pump, injection point, and safety measures.

MARCH 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<p>Upper Watershed Projects <i>Buck Wetland, Sutton IESF, Swamp IESF, Buck Chemical Treatment, Ditch 13 Chemical Treatment, Spring Lake West IESF</i> <i>Project Lead: Emily</i></p>	<p>Buck Wetland Enhancements</p> <ul style="list-style-type: none"> Submitted draft feasibility study to MnDNR and requested comments by January 26, 2023. MnDNR was unable to meet this deadline. Continued to reach out to MNDNR on their expected timeline. Conducted follow-up work related to landowner meeting. <p>Spring Lake West IESF/Wetland</p> <ul style="list-style-type: none"> Reached out to both landowners of wetland concept. Held a meeting with the developer working with one landowner to discuss concepts. <p>Sutton Lake IESF</p> <ul style="list-style-type: none"> Conducted follow-up work related to landowner meeting. Began preliminary work on alternate sites. Contacted landowners to schedule follow-up/introductory meetings. <p>2023 WBIF Studies</p> <ul style="list-style-type: none"> Executed WBIF and consultant agreements and work orders with Board approval. Planned kick-off coordination meetings with both contractors. <p>Potential Flood Storage Projects</p> <ul style="list-style-type: none"> Submitted grant application to MPCA for funds to support two flood storage feasibility studies (starting with Project 6 and 1). Met with one landowner and continued to try and reach other landowners. 	<p>Buck Wetland Enhancements</p> <ul style="list-style-type: none"> Plan a follow-up meeting with landowner. Adapt feasibility study based on comments from MnDNR. Final study approved by managers (tentative: April). <p>Spring Lake West IESF/Wetland</p> <ul style="list-style-type: none"> Continue landowner outreach and follow-up. Coordinate with Scott County on road right of ways. Assess landowner willingness and cost effectiveness in determining next steps. <p>Sutton Lake IESF</p> <ul style="list-style-type: none"> Continue outreach to landowners and follow-up on existing concerns. Begin preliminary assessment of the alternative sites. Assess landowner willingness and site feasibility in determining next steps. <p>2023 WBIF Studies</p> <ul style="list-style-type: none"> Begin work as soon as field conditions are amenable. <p>Potential Flood Storage Projects</p> <ul style="list-style-type: none"> Continue outreach to landowners of Project 6 and 1. Continue to coordinate Project 1 developments with FeCl system update RFP. Continue to coordinate with SWCD on the potential development of Flood Storage Project 4/5

MARCH 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Farmer-Led Council <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> Planned for Lake Friendly Farm awards and FLC meeting to be held on March 15th 12-3 pm. 	<ul style="list-style-type: none"> Continue to plan for Lake Friendly Farm awards and FLC meeting. Hold discussion with SWCD on Lake Friendly Farm incentives.
Cost Share Incentives <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> No new activity 	<ul style="list-style-type: none"> Review cost share applications with Scott SWCD as needed.
Website and Media <i>Project Lead: Elizabeth/Emily</i>	<ul style="list-style-type: none"> Articles posted: Reshared a Prior Lake American article about the carp seining. Submitted carp article to Spring Lake Association for upcoming spring newsletter Website articles: posted an article about the AIS Prevention Plan & Rapid Response Plan Social Media – posted on all social channels about: carp removal from Spring Lake, and internship postings. 	<ul style="list-style-type: none"> Submit article for the Summer SCENE issue Continue writing posts and updates about projects on the website Continue updating Facebook, and Instagram about projects & news
Citizen Advisory Committee <i>Project Lead: Elizabeth/Emily</i>	<ul style="list-style-type: none"> February meeting was cancelled. CAC brought material to the February Board workshop for consideration. 	<ul style="list-style-type: none"> Prepare for March 30th CAC meeting. Discuss desired role of CAC with CAC members and Board and adjust bylaws and operation to best suit. Recruit CAC members. Elect CAC Chair.
Education Program <i>Project Lead: Elizabeth/Emily</i>	<ul style="list-style-type: none"> Attended SCWEP Partnership meeting See Website and Media section Will present at Spring Lake Township annual meeting on March 14th 	<ul style="list-style-type: none"> Prepare presentation for Spring Lake Association annual meeting (April 23rd)
Monitoring Program <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Completed second of 3 winter dissolved oxygen (DO) and chloride monitoring events. Shallow lakes are experience very low DO levels leading to winterkill conditions and observations. Analyzed 2022 Stream and Lake data. 	<ul style="list-style-type: none"> Continue working on solution to connect telemetry loggers, WISKI database, and website. Complete Lake Report cards for Tier 2 and 3 lakes based on 3-year rotations. Work on 2022 lake and stream reporting. Continue WISKI database data migration.
Aquatic Vegetation Management and Surveys <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Finalize contracts for 2023. Posted Biobase report on website. 	<ul style="list-style-type: none"> Confirm availability with contractors on DNR AIS control grants

MARCH 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
AIS <i>Project Lead: Shauna</i>	<ul style="list-style-type: none"> Set time for I-LIDS contractor to pick up equipment Worked on Waterfront Restoration (boat inspections) contract renewal. Wrote article on County AIS Plans and posted to PLSLWD webpage 	<ul style="list-style-type: none"> Renew 2023 contract with Waterfront Restoration.
Rules Revisions <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Revising draft equivalency agreements based on legal counsel review comments. 	<ul style="list-style-type: none"> Continue to consult with other LGUs regarding process to bring their rules to be equivalent with District rules. Forward draft equivalency agreements to LGUs for review. Manager approval of cost cap and stormwater implementation fund rates.
BMPs & Easements <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Legal consult regarding Spring Lake Estates Association (aka Stemmers Ridge) easement amendment. Consultation with property owner representative regarding required conservation easement. 	<ul style="list-style-type: none"> Finalize in-progress easement amendments. Hold meeting with Scott SWCD to transition easement inspection and establishment tasks to Scott SWCD.
Permitting <i>Project Lead: Jeff/Joni</i>	<ul style="list-style-type: none"> Reviewed materials submitted associated with conditional approval of Spring Lake Regional Park permit. Provided permit review comments to City of Prior Lake for two proposed developments. Received permit application from City of Prior Lake for street reconstruction process. Start application review. Closed out permit #19.01 Held two permit task transition meetings with Scott SWCD. 	<ul style="list-style-type: none"> Issue permit for Spring Lake Regional Park once all conditional approval materials are submitted and reviewed. Complete permit application review for City of Prior Lake street reconstruction project. Continue permit task transition to Scott SWCD.
Planning Activities <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Present findings of Watershed Study and announce creation of Water Committee at SCALE meeting. Continued preparation of PLSLWD 2022 Annual Report. 	<ul style="list-style-type: none"> Initiate SCALE Water Committee convening. Continued participation in Lower MN East 1W1P Advisory Committee. Complete 2022 Annual report and submit for Board approval in April.

MARCH 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Outlet Channel Projects and Administration <i>Project Lead: Emily/Jeff</i>	<ul style="list-style-type: none"> • Held quarterly Cooperators Meeting. • Continued MPOP approval procedures. • Prepared proposed revisions to the Prior Lake Outlet Control Structure Management Policy and Operating Procedures (MPOP). • Continued work on outlet structure monitoring equipment telemetry connections. • Discussed upper watershed snowpack and potential rise in springtime water levels with cooperators. • RFP for pipe lining was approved at February Cooperators meeting and proposals were solicited. • Posted annual report and updated annual information on website. 	<ul style="list-style-type: none"> • Continue MPOP approval procedures • Evaluate Proposal submissions for pipe lining. Hold a special Cooperators meeting to discuss proposals. With Cooperator approval, contract with selected candidate.
General Administration <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> • Completed contract negotiations for 2023 District accounting services. • Continued preparing for annual audit (March 16 and 17). • Performed annual staff performance reviews. • Posted intern job notices. 	<ul style="list-style-type: none"> • Continue file archiving process. • Intern candidate interviews. • Revisit aquatic plant management policy. • Prepare proposed budget revisions for April meeting. • Transfer District credit card to new account.



Subject | 2022 Aquatic Plant Survey Results Presentation

Board Meeting Date | March 14, 2023

Item No: 4.2

Prepared By | Jeff Anderson, Water Resources Coordinator

Attachments | No Attachments

Action | No action required. For discussion only.

Background

Aquatic plant survey assessments inform the District's Aquatic Plant Management Program, including when and where to treat for invasive plant species and the effectiveness of any performed treatments. The PLSLWD contracts with a private consultant (currently Blue Water Science) to perform macrophyte (aquatic plant) surveys. All the Tier 1 Lakes have an established Curlyleaf Pondweed (CLP) population and are surveyed every year after ice out to determine the potential need for treatment. If CLP is treated, assessments are done post-treatment to determine effectiveness of treatment. Whole lake point intercept surveys (plant surveys) analyze the distribution, type, and growth density of native plants. Data gathered through these surveys are key indicators for project success and overall lake health. Plant survey frequencies are shown in the following table:

Lake Tier Level	Plant Survey Frequency (every x years)
1	2
2	3
3	5

The District will complete additional surveys, as needed, to support lake diagnostic studies.

Project Overview

Steve McComas, with Blue Water Science, will be presenting the results of the Aquatic Vegetation Surveys he conducted in 2022 for Arctic, Fish, Haas, Rice, Spring, Sutton, and Upper and Lower Prior Lakes.

Fish, Spring, Upper and Lower Prior Lakes were assessed in the springtime for Curlyleaf Pondweed (CLP) abundance and need for treatment. Based on Steve's assessment, PLSLWD hired a company (PLM) to treat CLP in areas that Steve determined CLP would likely get to heavy growth levels. Steve will show where the treatment areas were located and how effective the company was at treating those areas.

Delineation and surveys are also required as part of the DNR AIS Control Grant that will be completed this year.

Arctic, Fish, Haas, Rice, Sutton, and Lower Prior Lakes were assessed in summertime for native plant abundance, species type, and distribution. Steve will discuss the results of these surveys for each lake and how the vegetation has changed over the years.

Steve will provide a more detailed written report for each surveyed lake that will be published to the PLSLWD website in each of the lakes pages under waterbodies upon receipt.

Action Requested

No action requested.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Subject | Boat Inspections for 2023

Board Meeting Date | March 14, 2023

Item No: 4.3

Prepared By | Shauna Capron, Water Resources Technician

Attachments | None

Proposed Action | Vote to authorize the District Administrator to enter a contract with Waterfront Restorations to perform boat inspection services for 2023 at fee of \$32,000.

Background

Boat inspections are an important measure to try to prevent aquatic invasive species from infesting District lakes. The proposed boat inspection contract will include boat inspections on Spring Lake, Fish Lake, and Upper and Lower Prior Lakes in 2023. Boat inspections typically occur between mid-May and early October. Staff is proposing to retain the same boat inspection company that performed the 2021 and 2022 boat inspections (Waterfront Restoration, LLC).

On December 13, 2022, the Board of Managers voted to discontinue the I-LIDS pilot project. At that time, staff suggested redirecting the I-LIDS 2023 budget of \$3,500 to the boat inspection program. Concern with reallocating the I-LIDS budget to the boat inspection program without further evaluation was expressed by one manager during the meeting. Thus, managers approved the discontinuation of the I-LIDS program but did not approve the reallocation of the I-LIDS budget to the boat inspection program. No further discussion occurred regarding the reallocation of the I-LIDS budget. The resale to the vendor for \$2000 was approved at the February 14, 2022, board meeting.

As part of the boat inspection contract authorization process, staff is bringing forward two contract options for consideration and discussion by the Board of Managers. The first option maintains funding consistent with the 2023 budget. The second option reallocates the I-LIDS budget to the boat inspection program.

Discussion

The hourly rate of boat inspections with Waterfront Restoration has increased to \$31.60/hour. At this rate, only 901 inspection hours are possible using the full boat inspection budget of \$28,500. During the 2022 boat inspection season, contracted boat inspection hours were reduced on Spring Lake by over 100 hours due to the presence of the I-LIDS unit. Given that the I-LIDS unit is no longer active at the Spring Lake boat launch, staff suggest that an additional 100 hours of contracted boat inspector hours be purchased to cover the Spring Lake launch.

Option A

Total budget toward contract boat inspections = **\$28,500**

Number of boat inspection hours = **900 hours (contract value allows maximum of 901 hours)**

Option B

Total budget toward contract boat inspection = **\$32,000**

(\$28,500 boat inspection budget + \$3,500 I-LIDS budget)

Number of boat inspection hours = **1,000 hours (contract value allows maximum of 1,012 hours)**

Year	# Contracted inspection hours	Cost/hour	County Reimbursement	Total cost	Total cost after reimbursement	Contractor
2020	900	\$21.50	\$0	\$19,350	\$19,350	WaterGuards
2021	1,000	\$23.30	\$0	\$23,300	\$23,300	Waterfront Restoration
2022	900	\$26.46	\$15,000	\$23,814	\$8,814	Waterfront Restoration
2023 – Option A	900	\$31.60	\$15,000	\$28,440	\$13,440	Waterfront Restoration
2023 – Option B	1,000	\$31.60	\$15,000	\$31,600	\$16,600	Waterfront Restoration

Recommendation

Staff recommends that the Board of Managers vote to authorize the District Administrator to enter a contract with Waterfront Restorations to perform boat inspection services for 2023 at fee of \$32,000.



Subject | Resolution 23-367: Authorization to Transfer Funds to the JPA/MOA Group of Funds

Board Meeting Date | March 14, 2023

Item No: 4.4

Prepared By | Joni Giese, District Administrator

Attachments | Resolution 23-367: Authorization to Transfer Funds to the JPA/MOA Group of Funds

Proposed Action | Approval of Resolution 23-367: Authorization to Transfer Funds to the JPA/MOA Group of Funds

Background

A Memorandum of Agreement for the Use, Operation and Maintenance of the Prior Lake Outlet Channel and Outlet Structure was approved by the “Cooperators” comprised of Prior Lake-Spring Lake Watershed District, the City of Prior Lake, the City of Shakopee, and the Shakopee Mdewakanton Sioux Community in May 2019.

Discussion

This is the District’s commitment to the JPA/MOA agreement for 2023. The District’s portion of the 2023 budgeted costs was \$87,388. However, there were unfunded costs and credits from accrued interest from 2022, which totaled \$98,033. Therefore, the net amount of \$185,421 is transferred to the JPA/MOA group of funds to fulfill the District’s obligation to that agreement.

Recommendation

Staff recommends approval of Resolution 23-367: Authorization to Transfer Funds to the JPA/MOA Group of Funds.



Resolution 23-367

Authorization to Transfer Funds to the JPA/MOA Group of Funds

WHEREAS, A Memorandum of Agreement for the Use, Operation and Maintenance of the Prior Lake Outlet Channel and Outlet Structure was approved by the “Cooperators” comprised of Prior Lake-Spring Lake Watershed District, the City of Prior Lake, the City of Shakopee, and the Shakopee Mdewakanton Sioux Community in May 2019; AND

WHEREAS, The Memorandum of Agreement (MOA) specifies a cost-share allocation approach that allocates annual operations and maintenance costs among the four Cooperators; AND

WHEREAS, The Prior Lake-Spring Lake Watershed District’s portion of the 2023 budgeted costs is \$87,388; AND

WHEREAS, There were unfunded costs and credits from accrued interest from 2022 which totaled \$98,033; AND

THEREFORE, BE IT RESOLVED, the net amount of \$185,421 is authorized to be transferred from the District’s Implementation Fund to the JPA/MOA group of funds to fulfill the District’s obligation to the JPA/MOA.

The question was called 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 14th day of March 2023, 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.

Ben Burnett, Secretary

Dated: March 14, 2023

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT
Financial Report - Cash Basis
February 1, 2023 Through February 28, 2023

Reflects bills paid through February 28, 2023

Program Element	2023 Source of Funds				2023 Actual Results		
	2023 Levy	Budget Reserve	Grant Funds/Fees	2023 Budget	February 2023	YTD	YTD % of Budget
	General Fund (Administration)						
	Revenues						
Property Taxes	\$ 249,200	\$ -	\$ -	\$ 249,200	\$ -		0%
Grants	-	-	-	-	-	-	#DIV/0!
Interest	-	-	3,000	3,000	-	-	0%
Other	-	-	-	-	-	-	#DIV/0!
Total Revenues	\$ 249,200	\$ -	\$ 3,000	\$ 252,200	-	-	0%
	Expenditures						
Administrative Salaries and Benefits	\$ 138,000	\$ -	\$ -	\$ 138,000	7,946	10,873	8%
703 - Telephone, Internet & IT Support	13,200	-	3,000	16,200	1,107	1,307	8%
702 - Rent	28,300	-	-	28,300	2,318	6,953	25%
706 - Office Supplies	9,000	-	-	9,000	20	229	3%
709 - Insurance and Bonds	14,200	-	-	14,200	-	6,470	46%
670 - Accounting	31,000	-	-	31,000	2,975	2,975	10%
671 - Audit	9,000	-	-	9,000	-	-	0%
903 - Fees, Dues, and Subscriptions	1,500	-	-	1,500	34	1,450	97%
660 - Legal (not for projects)	5,000	-	-	5,000	-	-	0%
General Fund (Administration) Expenditures	\$ 249,200	\$ -	\$ 3,000	\$ 252,200	14,400	30,256	12%
Net Change in General Fund	-	-	-	-	(14,400)	(30,256)	

2023 Budget

****Reflects bills paid through February 28, 2023****

								Reflects bills paid through February 28, 2023		
Program Element		2023 Source of Funds				2023 Actual Results				
		2023 Levy	Budget Reserve	Funds/Fees	2023 Budget					
Implementation Fund						February 2023	YTD	YTD % of Budget		
Revenues										
	Property Taxes	\$ 1,670,736	\$ -	\$ -	\$ 1,670,736	-		0%		
	Grants/Fees	-	-	120,664	120,664	-	-	0%		
	Interest	-	-	67,200	67,200	5,108	10,739	16%		
	Sales/Other	-	-	-	-	-	346	#DIV/0!		
	Budget Reserves	-	\$ 362,300	-	362,300	-	-	0%		
	Total Revenues	\$ 1,670,736	\$ 362,300	\$ 187,864	\$ 2,220,900	5,108	11,085	0%		
Expenditures										
	Program Salaries and Benefits (not JPA/MOA)	\$ 541,900	\$ -	\$ -	\$ 541,900	30,558	52,345	10%		
Water Qual	550 Public Infrastructure Partnership Projects	\$ -	\$ -	\$ -	\$ -	-	-	#DIV/0!		
Water Qual	611 Farmer-led Council	54,000	-	-	54,000	18	18	0%		
Water Qual	611 Cost-Share Incentives	58,000	-	-	58,000	-	-	0%		
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	30,800	-	67,200	98,000	65	65	0%		
Water Qual	611 Fish Management, Rough Fish Removal	94,000	-	-	94,000	235	235	0%		
Water Qual	611 Spring Lake Demonstration Project Maintenance	1,200	-	-	1,200	-	-	0%		
Water Qual	611 Alum Internal Loading Reserve	220,000	-	-	220,000	-	-	0%		
Water Qual	611 Fish Stocking	3,000	-	-	3,000	-	-	0%		
Water Qual	637 District Monitoring Program	81,000	-	-	81,000	229	229	0%		
Water Qual	626 Planning and Program Development	17,500	-	-	17,500	260	753	4%		
Water Qual	626 Fish Lake Management Update	30,404	-	50,896	81,300	-	-	0%		
Water Qual	626 LGU Plan Review	4,000	-	-	4,000	-	-	0%		
Water Qual	626 Engineering not for programs	15,000	-	-	15,000	3,167	3,167	21%		
Water Qual	626 Debt Issuance Planning	10,000	-	-	10,000	-	-	0%		
Water Qual	648 Permitting and Compliance	25,000	-	5,000	30,000	1,216	1,216	4%		
Water Qual	648 Update MOAs with cities & county	10,000	-	-	10,000	-	-	0%		
Water Qual	648 BMP and easement inventory & inspections	9,500	-	500	10,000	790	790	8%		
Water Qual	626 Upper Watershed Blueprint	122,332	362,300	39,868	524,500	1,291	1,291	0%		
Water Qual	626 District Plan Update	2,500	-	-	2,500	-	-	0%		
	WQ TOTAL	\$ 788,236	\$ 362,300	\$ 163,464	\$ 1,314,000	7,271	7,764	1%		
Water Storage	550 District-wide Hydraulic & Hydrologic model	\$ 5,000	\$ -	\$ -	\$ 5,000	-	-	0%		
	WS TOTAL	\$ 5,000	\$ -	\$ -	\$ 5,000	-	-	0%		
AIS	611 Aquatic Vegetation Mgmt	5,600	-	\$ 9,400	\$ 15,000	-	-	0%		
AIS	637 Automated Vegetation Monitoring (BioBase)	\$ 2,000	-	-	2,000	-	-	0%		
AIS	637 Aquatic Vegetation Surveys	5,500	-	-	5,500	-	-	0%		
AIS	637 Boat inspections on Spring, Upper & Lower Prior	17,000	-	15,000	32,000	-	-	0%		
	AIS TOTAL	30,100	-	24,400	54,500	-	-	0%		
Ed & Out	652 Education and Outreach Program	\$ 40,000	\$ -	\$ -	\$ 40,000	-	-	0%		
	E&O TOTAL	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ -	0%		
	PLOC Contribution	\$ 185,500	\$ -	\$ -	\$ 185,500	-	-	0%		
	Debt Payment Reserve	80,000	-	-	80,000	-	-	0%		
	Total Implementation Fund	\$ 1,670,736	\$ 362,300	\$ 187,864	\$ 2,220,900	37,829	60,109	3%		
	Net Change in Fund Balance Implementation Fund	-	-	-	-	(32,721)	(49,024)			
	Grant Funds/Fees Anticipated									
Water Qual	611 Farmer-led Council (SWCD)			-	-					
Water Qual	611 Farmer-led Council (BWSR Grant)			\$ -	\$ -					
	Interest Income (general fund & Implementation fund)			\$ 70,200	\$ 70,200					
	648 New Easement Acquisition Fees			5,000	5,000					
Water Qual	648 Easement Amendment/violations fees			500	500					
	626 UWB (BWSR Lower MN River South (WBIF-grant)			3,958	3,958					
	Fish Lake Mgmt Plan & Swamp IESF Feas. ('23 WBIF Grant)			82,806	82,806					
	Spring Lake Twnshp Contribution (Fish Lake Mgmt Plan)			4,000	4,000					
	550 S&I Sutton Lake Outlet (DNR Flood Hazard Grant)			-	-					
	AIS Grant for Upper Prior Lake (DNR Grant)			4,335	4,335					
AIS	611 Aquatic Vegetation Mgmt. (Scott County)			20,065	20,065					
	Total Grant Funds/Fees Anticipated			\$ 190,864	\$ 190,864					

PLSLWD Monthly Treasurers Report

Treasurer: Christian Morkeberg

Account balances as of 02/28/2023

4M Fund (Checking Account)	\$	1,445,552
4M Plus Account	\$	1,172,957
Total Uncleared Transactions	\$	-
SUBTOTAL	\$	2,618,509

RESTRICTED/COMMITTED FUNDS

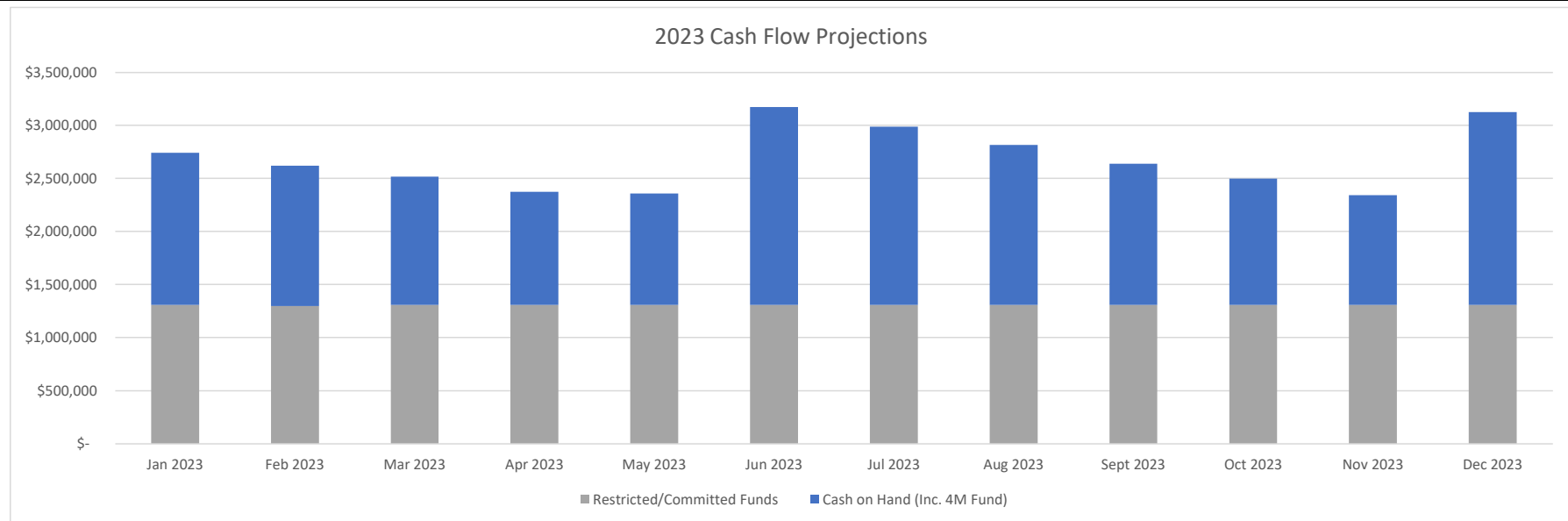
Restricted - Permit Deposits, etc. (350 & 360)	\$	127,001
Restricted - PLOC Contingency Reserve (850)	\$	260,000
Restricted - PLOC O&M Funds (830)	\$	(30,861)
Committed - Alum Internal Loading Reserve	\$	480,000
Committed - Upper Watershed Blueprint Fund Balance	\$	362,300
Committed - Debt Payment	\$	100,000
TOTAL DISTRICT/PLOC RESTRICTED OBLIGATIONS	\$	1,298,440

Available cash at end of February 2023	\$	1,320,069
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53.4% of 2023 Budget

Cash Flow Chart

Month (End of Month)	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023
Cash on Hand (Inc. 4M Fund)	\$1,431,758	\$1,320,069	\$1,208,903	\$1,065,005	\$ 1,047,961	\$1,863,026	\$1,678,899	\$1,507,049	\$1,329,162	\$1,188,055	\$1,032,935	\$1,816,462
Restricted/Committed Funds	\$1,308,754	\$1,298,440	\$1,308,754	\$1,308,754	\$ 1,308,754	\$1,308,754	\$1,308,754	\$1,308,754	\$1,308,754	\$1,308,754	\$1,308,754	\$1,308,754
Total Cash on Hand	\$2,740,512	\$2,618,509	\$2,517,657	\$2,373,759	\$ 2,356,715	\$3,171,780	\$2,987,653	\$2,815,803	\$2,637,916	\$2,496,809	\$2,341,689	\$3,125,216



PLSL Watershed District

Starting cash on hand

Cash Minimum Balance Alert \$ 150,000

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Total
Cash on hand (beginning of month)	\$ 2,822,334	\$ 2,740,512	\$ 2,618,509	\$ 2,517,657	\$ 2,373,759	\$ 2,356,715	\$ 3,171,780	\$ 2,987,653	\$ 2,815,803	\$ 2,637,916	\$ 2,496,809	\$ 2,341,689	

Cash Receipts

Property Tax Levy	\$ 15,415	\$ -	\$ -	\$ -	\$ -	\$ 959,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 959,968	\$ 1,935,351
BWSR WBIF	-	-	41,403	-	-	-	-	-	-	33,122	-	-	74,525
BWSR BWF - Lower MN River South	-	-	-	-	-	-	-	-	-	-	-	-	-
DNR Flood Hazard Mitigation Grant	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants - Other	-	-	-	-	-	-	-	4,335	-	-	20,065	-	24,400
PLOC Contributions	-	-	-	-	321,316	-	-	-	-	-	-	-	321,316
Interest Income	5,631	5,108	5,850	5,850	5,850	5,850	5,850	5,850	5,850	5,850	5,850	5,850	69,239
Other Receipts	-	-	-	-	500	1,000	1,000	1,000	1,000	1,000	-	4,000	9,500
Total Cash Receipts	\$ 21,046	\$ 5,108	\$ 47,253	\$ 5,850	\$ 327,666	\$ 966,818	\$ 6,850	\$ 11,185	\$ 6,850	\$ 39,972	\$ 25,915	\$ 969,818	\$ 2,434,331
Total Cash Available	\$ 2,843,380	\$ 2,745,620	\$ 2,665,762	\$ 2,523,507	\$ 2,701,425	\$ 3,323,533	\$ 3,178,630	\$ 2,998,838	\$ 2,822,653	\$ 2,677,888	\$ 2,522,724	\$ 3,311,507	

Cash Paid Out

Salaries and Per Diems	\$ 28,453	\$ 38,504	\$ 56,658	\$ 56,658	\$ 56,658	\$ 56,658	\$ 56,658	\$ 56,658	\$ 56,658	\$ 56,658	\$ 56,658	\$ 56,658	\$ 633,540
Office Expense, Audit, Accounting	7,787	3,932	8,095	9,738	19,199	11,743	15,967	8,024	9,727	6,069	6,024	11,274	117,579
PLSLWSD Program Costs	66,307	74,361	70,100	70,100	70,100	70,100	105,100	105,100	105,100	105,100	105,100	105,100	1,051,668
PLOC Contribution	-	-	-	-	185,500	-	-	-	-	-	-	-	185,500
PLOC Operations	321	10,314	13,252	13,252	13,252	13,252	13,252	13,252	13,252	13,252	13,252	13,259	143,162
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$ 102,868	\$ 127,111	\$ 148,105	\$ 149,748	\$ 344,709	\$ 151,753	\$ 190,977	\$ 183,034	\$ 184,737	\$ 181,079	\$ 181,034	\$ 186,291	\$ 2,131,449
Cash on Hand (end of month)	\$ 2,740,512	\$ 2,618,509	\$ 2,517,657	\$ 2,373,759	\$ 2,356,715	\$ 3,171,780	\$ 2,987,653	\$ 2,815,803	\$ 2,637,916	\$ 2,496,809	\$ 2,341,689	\$ 3,125,216	

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

Reflects bills paid through February 28, 2023

Program Element		2022 Budget	2022 Actual Results		
			December 2022	YTD	YTD % of Budget
	General Fund (Administration)				
	Revenues				
	Property Taxes	\$ 246,200	116,637	246,199	100%
	Interest	-	(1,414)	5,854	#DIV/0!
	Total Revenues	\$ 246,200	115,224	252,053	102%
	Expenditures				
	Administrative Salaries and Benefits	\$ 133,800	17,922	127,349	95%
	703 · Telephone, Internet & IT Support	20,000	2,785	15,812	79%
	702 - Rent	27,400	(829)	23,840	87%
	706 · Office Supplies	10,000	1,380	7,624	76%
	709 · Insurance and Bonds	12,800	(7,011)	6,513	51%
	670 · Accounting	27,000	3,571	28,739	106%
	671 · Audit	7,700	-	8,500	110%
	903 · Fees, Dues, and Subscriptions	1,500	(1,139)	(794)	-53%
	660 · Legal (not for projects)	6,000	573	1,886	31%
	General Fund (Administration) Expenditures	\$ 246,200	17,251	219,469	89%
	Net Change in General Fund	-	97,973	32,584	

DRAFT - Amounts subject to change during preparation of the Audit

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

2022 Budget

January 1, 2022 Through December 31, 2022

Reflects bills paid through February 28, 2023

			Reflects bills paid through February 28, 2023		
Program Element			2022 Actual Results		
		2022 Budget	December 2022	YTD	YTD % of Budget
	Implementation Fund				
	Revenues				
	Property Taxes	\$ 1,602,735	759,019	1,598,157	100%
	Grants/Fees	105,000	-	105,388	100%
	Interest	-	7,684	12,575	#DIV/0!
	Sales/Other	-	-	500	#DIV/0!
	Budget Reserves	252,700	-	-	0%
	Total Revenues	\$ 1,960,435	766,703	1,716,620	88%
	Expenditures				
	Program Salaries and Benefits (not JPA/MOA)	\$ 461,700	40,813	401,155	87%
Water Qual	550 Public Infrastructure Partnership Projects	\$ 6,750	-	-	0%
Water Qual	611 Farmer-led Council	61,000	42,937	70,701	116%
Water Qual	611 Cost-Share Incentives	58,000	20,747	60,532	104%
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	65,000	2,575	8,842	14%
Water Qual	611 Fish Management, Rough Fish Removal	88,000	1,737	72,862	83%
Water Qual	611 Spring Lake Demonstration Project Maintenance	1,050	550	1,054	100%
Water Qual	611 Alum Internal Loading Reserve	230,000	-	-	0%
Water Qual	611 Upper Prior Lake Phase II Sediment Monitoring	20,000	-	-	0%
Water Qual	637 District Monitoring Program	109,000	25,963	69,746	64%
Water Qual	626 Planning and Program Development	20,000	8,471	21,382	107%
Water Qual	626 Engineering not for programs	15,000	3,483	16,749	112%
Water Qual	626 Debt Issuance Planning	10,000	-	-	0%
Water Qual	648 Permitting and Compliance	27,000	2,345	32,189	119%
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	21,637	81,049	18%
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	130,444	442,586	38%
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	10,700	22,400	124%
AIS	637 Boat inspections on Spring, Upper & Lower Prior	30,000	6,378	31,037	103%
	AIS TOTAL	60,000	17,078	56,743	95%
Ed & Out	652 Education and Outreach Program	\$ 10,000	926	3,402	34%
	E&O TOTAL	\$ 10,000	\$ 926	\$ 3,402	34%
	PLOC Contribution	\$ 19,500	-	19,148	98%
	Debt Payment Reserve	100,000	-	-	0%
	Total Implementation Fund	\$ 1,960,435	189,261	926,329	47%
	Net Change in Fund Balance Implementation Fund	-	577,443	790,291	

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

DRAFT - Amounts subject to change during preparation of the Audit



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

WORKSHOP MEETING MINUTES

Tuesday, February 14, 2023

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
Emily Dick, Water Resources Project Manager
Elizabeth Froden, Water Resources Specialist
Carl Almer, District Engineer, EOR

Others Present:

Josh Accola, Stantec Consulting Inc.
Jody Brennan, Scott County Commissioner
Christopher Crowhurst, PLSLWD Citizen Advisory Committee Chair
Jim Fitzsimmons, SWCD
Wesley Steffens, Spring Lake Association

The meeting was called to order at 4:02 PM.

Flood Storage Goals

Project Manager, Emily Dick, gave a quick overview of the historical context of goal setting for flood storage. At previous Board Workshops, Managers had requested that we refine the progress we have made towards our goals, and how much further progress is needed. In the 2016 Flood Study, based on overwhelming community feedback, goals were set to improve emergency vehicle access. Emergency vehicles can travel in water 1.5-foot depth or less, and eight areas were identified to be inaccessible at flood elevations. Based on the rationale to improve emergency vehicle access, the first-tier flood goal was set to reduce the 25-yr, 30-day event elevation to 905.5 on Prior Lake. This elevation would allow for access of emergency vehicles at six of the eight identified areas.

Utilizing the model developed in the 2016 study, the creation of the Sutton Lake Outlet has accomplished the first-tier flood goal (905.5 Prior Lake elevation in 25-yr 30-day event). Staff will be working with City of Prior Lake and other partners to share this success in coordination.

Staff proposed an interim goal of reducing the Prior Lake elevation to 905.0 in 25-yr 30-day events, which would allow access at seven of the eight areas identified. Accomplishing this goal will require roughly five projects of the same scale as Sutton Lake Outlet, and the anticipated goal horizon is over 20 years. Board managers approved the interim goal for internal use.

Further discussion was had between managers about continuing to evaluate the cost effectiveness of this work and other options such as home buy-outs, which were deemed unfavorable uses of public dollars, and cost prohibitive in past studies.

The 2016 Flood Study also called for annual meetings of the Technical Advisory Committee (TAC). Staff will coordinate an annual meeting, and move forward with the TAC as appropriate to set a process for a more formal and collective goal. Preliminary discussion with TAC partners have indicated the value of these meetings to update the areas of concern with recent road raises and development in mind.

CAC Board Resolution Request

Water Resources Specialist, Elizabeth Froden introduced Christopher Crowhurst Citizen Advisory Committee (CAC) Chair to bring forward a request for resolution brought by the CAC. Christopher presented information accompanying the request for resolution including a recent University of Minnesota study on the impact of wave action from high ballast boats. The CAC request asks the Board of Managers to support regulation which protects against the ecological impacts of large wakes. Christopher outlined the ecological impacts which overlap PLSLWD mission to be broadly classified in three areas: turbidity/erosion, plant and fish life, and aquatic invasive species.

The CAC requests Board support to advocate that current proposed regulations in legislature are not protective enough. The current proposed restriction for consideration in legislature is a 200' setback from shoreline. The CAC recommends that the Board support a setback of 300' and a 16' minimum depth based on current studies (that recommend as much as 425'-1000') and Lake Minnetonka's existing regulation at 300'.

Minnesota Association of Watershed Districts did pass Resolution 2022-06 to support the limitation of lakes and areas of lakes which wake boats can operate on but did not specify a setback distance. University of Minnesota is conducting continued research, due to be completed this fall, on wake boat impacts.

Board Managers discussed the topic and were interested in looking at it further as a potential tool to protect the District's water resources. Some managers shared opinions that both lakeshore owner and watercraft user share responsibility to protect the lakeshore, and likely, programs that support the responsible use from both sides is the answer. At the time, the Board of Manager's generally felt that more information was needed and coordination with the City and Sheriff was needed before taking action.

Citizen Advisory Committee (CAC) Bylaws Amendments

Water Resources Specialist, Elizabeth Froden introduced the topic of CAC Bylaw amendments for Board discussion. The CAC reviews its bylaws annually and voted to approve the submitted amendments on the January 26th meeting.

Since the amendments were submitted, some procedural clarifications have arisen, and staff recommends that additional clarifying language be workshopped with the CAC and added to the bylaws before Board approval.

One clarification recommended by staff is outlining the procedure for bringing CAC items to the Board. Staff supplied a copy of a process document that had been workshopped by Board, CAC, and Staff in the past. The process document was not formalized and is a potential starting point for clarifying language.

Board agreed to form a committee with members of Board, CAC and Staff to discuss changes to bylaws and bring a suggested format back to the CAC for approval. Once CAC-approved the bylaws, they shall be brought back to the Board for a vote of approval, ideally by June. Frank Boyles made a motion to the effect, and Christian Morkeberg seconded. All ayes.

Proposed Amendment to the Scott County 2040 Comprehensive Plan

District Administrator Giese stated the District received an adjacent and affected governmental units notification from Scott County regarding a proposed amendment to the Scott County 2040 Comprehensive Plan. The proposed amendment requests a change in zoning from Urban Business Reserve to Industrial. Comments must be submitted to Scott County by March 1, 2023.

Administrator Giese presented a draft letter to Scott County expressing opposition to the proposed amendment due to conflict with District interests to enhance the restoration of wetland function on this site, and concern for risk of contamination with soil conditions and proposed septic systems. The current zoning would require waiting for City utilities which supports the protection of water resources in the District.

If Scott County approves the amendment request, development would still be subject to District rules, including Rule J to establish buffer strips for any wetland.

The Board approved the letter and requested that staff send a copy to other Local Governing Units as well. Motion made by Frank Boyles, seconded by Ben Burnett. All ayes.

Sutton Lake Iron-Enhance Sand Filter Investigations

Project Manager Emily Dick reviewed the intended follow up on Sutton Lake area iron-enhanced sand filters (IESF). In 2021, a feasibility study was completed for a potential location. Since that time, landowner concerns have prohibited development of the project. Staff intends to evaluate whether landowner concerns can be addressed, as well as investigate two alternative sites for an IESF in the area. Staff will be working with Scott SWCD to conduct the outreach, and follow up on recommended actions in future Board meetings. A work order to support these preliminary investigations is included in the consent agenda of the Board meeting.

Liaison Updates

CAC Updates

The CAC discussed bylaw amendments and had very engaged discussion.

SCALE Updates

Administrator Giese presented the Watershed management Study at the last SCALE meeting. SCALE formed a water committee that will meet on a quarterly basis. PLSLWD will be represented on the SCALE Executive Committee.

Spring Lake Township Updates

Buck, Fish and Swamp lake projects were presented and attendees were interested in them. The township has a new treasurer and board member. There is a bottled water plant proposed near Elko, which would pull from the aquifer underneath PLSLWD.

Scott SWCD Updates

Board meeting this Thursday.

Lower Minnesota Watershed District Updates

Sponsoring Salt Symposium August 1-2.

PLOC Cooperator Updates

Discussed pipe lining RFP and a possible budget amendment to accomplish the work this year.

HR Update

District Administrator review will occur as a closed portion of the next Board Workshop. Logowear for staff was not included in 2023 budget, but \$1000 is requested for 2023 for field use and representation in public, with more allocated towards field staff. Motion to approve by Christian Morkeberg, seconded by Ben Burnett. All ayes.

Respectfully Submitted,
Emily Dick
2/27/2023



REGULAR MEETING MINUTES

Tuesday, February 14, 2023

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
Emily Dick, Water Resources Project Manager
Elizabeth Frödén, Water Resources Specialist
Carl Almer, EOR, District Engineer

Others Present: Wes Steffen (SLA)
Troy Kuphal (SWCD)
Jim Fitzsimmons (SWCD)
Josh Accola (Stantec)

- **1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE:**
 - Meeting was called to order by President Loney at 6:01 pm. Everyone present recited the Pledge of Allegiance.
- **2.0 PUBLIC COMMENT**
 - None
- **3.0 APPROVAL OF AGENDA**
 - Motion to approve agenda by Manager Boyles. Second by Manager Burnett. Motion passed 5-0.
- **4.0 OTHER OLD/NEW BUSINESS**
 - 4.1 Programs & Projects Update**
 - Jeff Anderson provided a report of staff activities the preceding month.
 - Emily Dick provided project updates including, SWCD cost-share projects and Upper Watershed projects.

4.2 Scott SWCD Annual Report Presentation: Troy Kuphal

- Good presentation and discussion. Troy answered several manager questions.

4.3 Scott SWCD 2023 Professional Services Agreement

- Administrator Joni Giese presented the professional services agreement.
- Motion to accept the Scott SWCD 2023 Professional Services Agreement) by Manager Morkeberg. Second by Manager Boyles.
Motion passed 5-0.

4.4 PLSLWD 2023 Education and Outreach Plan

- Elizabeth Frödén presented the Education and Outreach Plan.
- Motion to accept the PLSLWD 2023 Education and Outreach Plan by Manager Boyles. Second by Manager Morkeberg.
Motion passed 5-0.

4.5 Spring Lake Association Request to Treat Curly-leaf Pondweed within 150 feet of Shore

- Administrator Joni Giese presented the staff recommendation to adhere to the District's current aquatic plant management policy, which would not cover expenses for treatment within 150 feet of shore.
- Wes Steffen (SLA) presented an additional request based on previous cost-share effort.
- Discussion followed.
- Motion to adhere to the District's current aquatic plant management policy by Manager Boyles. Second by Manager Morkeberg. Motion passed 3-2. (Manager Boyles, Manager Loney and Manager Morkeberg voted yes, Manager Tofanelli and Manager Burnett voted no)
- Motion by Manager Tofanelli to have staff review the policy to determine if it can be revised such that lakeshore owners can coordinate with the District and the District's CLP treatment contractor in order to get treatments within 150 feet of shore performed concurrently with District's treatments at bulk treatment costs secured by the District, in a manner that is not time burdensome for District staff. Second by Manager Burnett.
Motion passed 5-0.

• 5.0 TREASURER'S REPORT

- Treasurer Morkeberg summarized the financial information contained in the packet including:
 - **5.1 Monthly Financial Reports (Discussion Only)**
 - Financial Report
 - Treasurers Report
 - Cash Flow Projections

- **6.0 CONSENT AGENDA**

- 6.1 Special Meeting Minutes – January 7, 2023
- 6.2 Meeting Minutes – January 10, 2023, Board Workshop
- 6.3 Meeting Minutes – January 10, 2023, Board Meeting
- 6.4 Meeting Minutes – December 8, 2022, CAC Meeting
- 6.5 Claims List & Visa Expenditures Summary
- 6.6 2023 Watershed Based Implementation Funding Grant Agreement
- 6.7 Swamp Lake Phosphorus and Peak Flow Reduction Feasibility Study Contract
- 6.8 Fish Lake Management Plan Update Work Order
- 6.9 I-LIDS Repurchase Agreement
- 6.10 Sutton IESF Follow-Up Work Order
- 6.11 Flood Storage Engagement Work Order
- 6.12 District Engineer Master Services Agreement: 2023 Rate Schedule
- 6.13 Carp Management Equipment Funding Request
 - Motion to approve consent agenda by Manager Burnett. Second by Manager Tofanelli.
Motion passed 5-0.

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

- CAC Meeting, Thursday, February 23, 2023, 6:30 pm (Prior Lake City Hall – Wagon Bridge Conference Room)
- PLOC Cooperators Meeting, Thursday, February 16, 2023, 12:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Workshop, Tuesday, March 14, 2023, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, March 14, 2023, 6:00 pm (Prior Lake City Hall – Council Chambers)
- Lake Friendly Farm Certification Award Event, Wednesday, March 15, 2023, 12:00 pm (Ridges at Sand Creek)

- **8.0 ADJOURNMENT**

- Motion to adjourn by Manager Morkeberg. Second by Manager Tofanelli.
Motion passed 5-0.
Meeting adjourned at 7:41 PM

Respectfully Submitted,
Ben Burnett, PLSLWD Secretary, 3/3/2023

**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
1. Watershed District Projects (excluding staff payroll)			
Xcel Energy	X	Utilities - 18051 Langford Blvd	\$ 15.14
Onset Computer Corporation	X	HOBO Water level U20L Series	\$ 743.82
WSB	X	Carp Project Management	\$ 2,525.00
WSB	X	Carp Project Management	\$ 8,683.00
AllStarEngraving	X	FLC Lake Friendly Award Engraving	\$ 48.32
RMB Environmental Laboratories	X	Stream Chemistry from 2022	\$ 1,285.00
EOR	X	General Engineering	\$ 693.00
		Sutton Lake IESF Follow-up Assessment	\$ 99.00
		Flood Mitigation Engagement Assistance	\$ 148.50
		District Monitoring Program	\$ 129.75
		Permitting	\$ 742.50
		Subtotal	\$ 15,113.03
2. Outlet Channel - JPA/MOA (excluding staff payroll)			
EOR		PLOC Engineering Assistance	\$ 346.50
		MPOP update	\$ 49.50
		Pipe Lining RFP	\$ 445.50
		PLOC XP-SWMMM Updates	\$ 517.50
CLA		PLOC Accounting	\$ 1,400.00
		Subtotal	\$ 2,759.00
3. Payroll, Office and Overhead			
ADP Manager Per Diems			\$ -
ADP Staff Payroll			\$ 20,462.50
ADP Taxes & Benefits			\$ 13,489.81
Fidelity Investments	X		\$ 107.69
NCPERS	X	Life Insurance Premiums - March	\$ 96.00
Reliance Standard	X	March LTD and STD Premiums	\$ 773.03
HealthPartners	X	Health Insurance Premiums	\$ 5,122.83
City of Prior Lake	X	Rent (April 2023)	\$ 2,317.50
Smith Partners	X	Contracts - January billing invoice #43819	\$ 958.30
		Contracts - February billing invoice #43892	\$ 336.70
		Permitting - February billing invoice #43893	\$ 673.85
CLA	X	Monthly Payroll processing	\$ 328.00
		Technology and Client Support Fee	\$ 211.40
		Monthly Accounting 15.25 hours	\$ 1,500.00
		Audit Prep 4 hours	\$ 800.00
		Lease Review 1 hour	\$ 200.00
Rymark	X	March Billing (10 workstations)	\$ 973.75
Metro Sales	X	Contract base rate 2/8-3/7/2023	\$ 155.00
VISA	X	January-February Billing	\$ 2,103.13
		Subtotal	\$ 50,609.49
		TOTAL	\$ 68,481.52

Prior Lake-Spring Lake Watershed District
VISA Transactions 1/24/2023-2/23/2023

Trans Date	Merchant Name	Amount	Receipt Link	Staff Approval	Class	Customer	Expense	Description
1/23/2023	AMAZON	\$12.62	x	Jeff Anderson	637 Monitoring & Research	Stream Monitoring	876 Field Equipment & Maintenance	Battery for 2160 ISCO
1/24/2023	ADOBE	\$110.54	x	Patty Dronen	405 General Fund		903 Dues/Fees/Subscriptions	Software
1/25/2023	PRIOR LAKE CHAMBER	\$120.00	x	Patty Dronen	405 General Fund		903 Dues/Fees/Subscriptions	Chamber of Commerce Dues
1/27/2023	IRONCLAD STORAGE	\$220.00	x	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Equipment Storage Unit
1/27/2023	HOLIDAY	\$56.80	x	Elizabeth Froden	637 Monitoring & Research	Equipment Storage & Maintenance	801 Gas, Mileage	Gas
1/29/2023	HSEM TIER 2 REPORTING	\$25.54	x	Jeff Anderson	611 Operations & Maintenance	Hwy 13 Wetland, FeCl System & Desilt Pond	903 Dues/Fees/Subscriptions	2022 Teir II Annual Report
2/1/2023	ACE HARDWARE	\$21.45	x	Jeff Anderson	637 Monitoring & Research	Equipment Storage & Maintenance	876 Field Equipment & Maintenance	Cord holders
2/2/2023	INTUIT (Quickbooks)	\$915.00	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	Quickbooks software
2/5/2023	CARIBOU COFFEE	\$7.39	x	Emily Dick	652 Education & Outreach	CAC	902 Meals and Lodging	David Hagen Coffee
2/5/2023	VERIZON	\$28.08	x	Jeff Anderson	648 Regulation	LGU Permit & Inspections	876 Field Equipment & Maintenance	Cell data
		\$30.16		Jeff Anderson	PLOC 839	PLOC Equipment & Maintenance	876 Field Equipment & Maintenance	Cell data
		\$15.08		Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Cell data
2/12/2023	MICROSOFT	\$4.99	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	Software
2/10/2023	AMAZON	\$43.17	x	Patty Dronen	405 General Fund		706 Office Supplies	Envelopes and 2 computer mouse
2/13/2023	PRIOR LAKE HARDWARE	\$28.73	x	Shauna Capron	PLOC 839	PLOC Monitoring	876 Field Equipment & Maintenance	Snow Core equipment
2/13/2023	EB 2023 MAWD LE	\$38.77	x	Joni Giese	626 Planning	Planning and Program Development	902 Meals and Lodging	MAWA Meeting Lunch
2/14/2023	JIMMY JOHNS	\$101.07	x	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Board manager meal
2/15/2023	SHELL	\$78.03	x	Elizabeth Froden	637 Monitoring & Research	Equipment Storage & Maintenance	801 Gas, Mileage	Gas
2/15/2023	HOME DEPOT	\$83.50	x	Elizabeth Froden	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Supplies for thin ice signs
2/15/2023	AMAZON	\$54.39	x	Emily Dick	626 Planning	Planning and Program Development	876 Field Equipment & Maintenance	Boots
2/15/2023	TOADFISH	\$78.91	x	Emily Dick	611 Operations & Maintenance	Farmer-led Council	706 Office Supplies	Thermos' for Lake Friendly Farm Awards
	Finance charge	\$28.91		Patty Dronen	405 General Fund		903 Dues/Fees/Subscriptions	Finance Charge
	TOTAL	\$2,103.13						



Subject 	CLA Master Service Agreement and Statements of Work	
Board Meeting Date 	March 14, 2023	Item No: 6.4
Prepared By 	Joni Giese, District Administrator	
Attachments 	a.) CLA Master Service Agreement b.) CLA Outsourcing Preparation Statement of Work c.) CLA Outsourcing Payroll Statement of Work	
Proposed Action 	Approval of CLA Master Service Agreement, CLA Outsourcing Preparation Statement of Work and CLA Outsourcing Payroll Statement of Work.	

Background

Minnesota Statute §103B.227, Subdivision 5 states, “A watershed management organization shall at least every two years 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.

Discussion

On November 15, 2022, the Board of Managers authorized staff to enter into contract negotiations with CKA for 2023 accounting services. The attached Master Service Agreement, Outsourcing Preparation Statement of Work, and Outsourcing Payroll Statement of Work reflect the end product of the negotiations.

Recommendation

Approval of CLA Master Service Agreement, CLA Outsourcing Preparation Statement of Work and CLA Outsourcing Payroll Statement of Work.



CliftonLarsonAllen LLP
<https://www.claconnect.com>

Master Services Agreement

Prior Lake - Spring Lake Watershed District
4646 Dakota Street SE
Prior Lake, MN 55372
MSA Date: January 1, 2023

This master service agreement ("MSA") documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Prior Lake - Spring Lake Watershed District ("you," or "your"). The terms of this MSA will apply to the initial and each subsequent statement of work ("SOW"), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. Scope of Professional Services

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA's performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

CLA's proposal dated October 21, 2022 is incorporated into this MSA. In the event of conflict between the proposal and any term of the MSA or any SOA, the MSA and SOW's will take precedence.

2. Management responsibilities

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. Fees and terms

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed even if we have not completed the services. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. Other Fees

You agree to compensate us for reasonable time and expenses, including time and expenses of outside legal counsel, we may incur in responding to a subpoena, a formal third-party request for records or information, or participating in a deposition or any other legal, regulatory, or other proceeding relating to services we provide pursuant to a SOW.

5. Finance charges and collection expenses

You agree that if any statement is not paid within 60 days from its billing date without due cause, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

6. Dispute Resolution

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

7. Limitation of remedies

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you.

In no event shall any CLA party be liable to you for any indirect, special, incidental, unforeseeable consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or

attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder.

8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice of law principles. This includes dispute resolution and limitation of remedies.

9. Time limitations

Any claim under the MSA is subject to time limitations on actions set forth in state statute.

10. Confidentiality

Except as permitted by the "Consent" within section 12 of this MSA, CLA will not disclose any of your confidential, proprietary, privileged information, or employee private information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW. CLA will use due care in the handling of your data and will protect not public data in accordance with the Minnesota Data Practices Act.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

12. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your consent is valid until further notice.

13. Subcontractors

CLA may, at times, use subcontractors or other service providers to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this MSA. CLA is responsible to you for its subcontractors' and service providers' conformance to the MSA and

its performance of services to the same extent as its own performance.

14. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

15. Termination of MSA

This MSA shall continue until December 31, 2023. Either party may terminate this MSA at any time by giving 60 days written notice to the other party. On termination, CLA at your request, will provide services that you request to assist in your transition to another service provider. You and CLA will consult to define transition services and you will compensate CLA for such services at rates set forth in the Outsourcing Preparation Statement of Work.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

16. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

CliftonLarsonAllen LLP

Christopher G. Knopik

Principal

16123973266

christopher.knopik@claconnect.com

Response:

This MSA correctly sets forth the understanding of Prior Lake - Spring Lake Watershed District

CLA

CliftonLarsonAllen LLP

Client

Prior Lake - Spring Lake Watershed District

SIGN: _____

Christopher G. Knopik, Principal

SIGN: _____

Joni Giese, Administrator

DATE: _____

DATE: _____



CliftonLarsonAllen LLP
<https://www.claconnect.com>

Outsourcing Preparation Statement of Work

Date: January 1, 2023

This agreement constitutes a Statement of Work ("SOW") to the Master Service Agreement ("MSA") made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Prior Lake - Spring Lake Watershed District ("you" and "your") dated January 1, 2023 or any superseding MSA. The purpose of this SOW is to outline certain services you wish us to perform in connection with that agreement.

Scope of professional services

Christopher G. Knopik is responsible for the performance of the preparation engagement and other services identified in this agreement. They may be assisted by one or more of our authorized signers in the performance of the preparation engagement.

Ongoing normal accounting services associated with the Prior Lake-Spring Lake Watershed District and the Prior Lake Outlet Channel (PLOC) Memorandum of Agreement (MOA) Cooperators:

- Outsourced accounting functions - Principal
 - Provide engagement oversight and review
 - Provide industry expertise
 - Review monthly and quarterly reports
 - Assist with questions from the District, as needed
 - Perform other accounting services, as requested
 - Gather information necessary to facilitate the entity's annual tax audit
- Outsourced accounting functions - Accountant
 - Month-end and quarter end close process, including adjusting entries
 - Reconcile certain accounts monthly/quarterly and prepare journal entries
 - Prepare financial statements – additional information is provided below

- Assist with coding of receipts and disbursements
- Assist with questions from the district, as needed
- Additional services as requested by management
- Gather information necessary to facilitate the entity's annual tax audit
- We will prepare federal Form 1099 and Form 1096 from information provided by you and transmit federal Form 1099 to federal and state taxing authorities on your behalf
- Our 1099 preparation services could include electronically transmitting 1099 forms to federal and state taxing authorities on your behalf

Preparation services - financial statements and supplementary reports

You have requested that we prepare the monthly financial statements and supplementary reports of Prior Lake - Spring Lake Watershed District and quarterly financial statements of the PLOC MOA Cooperators, which comprise the financial statements identified below in accordance with GAAP (financial reporting framework).

PLSLWD monthly financial statements and supplementary reports:

Statement of Activities (aka "Managers Report" or "Financial Report")
 Treasurers Report
 Cash Flow Projection

PLSLWD quarterly financial statements and supplementary reports:

Statement of Financial Position (aka "Balance Sheet")
 Cost Analysis

PLOC MOA Cooperators quarterly financial statements and supplementary reports:

Statement of Activities
 Contracted Services Summary

PLOC MOA Cooperators annual report

Cost share allocation for PLOC Cooperators

The financial statements will not include the statement of cash flows and the related notes to the financial statements.

Management has requested the financial statements be prepared without substantially all disclosures, which is a departure from the financial reporting framework. The financial statements will identify these

departures.

The supplementary information accompanying the financial statements, if requested, will be prepared and presented for purposes of additional analysis and is not a required part of the basic financial statements.

Engagement objectives and our responsibilities

The objective of our engagement is to prepare financial statements in accordance with the financial reporting framework based on information provided by you and information generated through our outsourced accounting services.

We will conduct our preparation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

Engagement limitations

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements and the supplementary information.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You agree that we shall not be responsible for any misstatements in the entity's financial statements that we may not identify as a result of misrepresentations made to us by you.

CLA's relationship with you shall be solely that of an independent contractor and nothing in the MSA or a SOW shall be construed to create or imply any relationship of employment, agency, partnership, or any relationship other than an independent contractor.

No assurance statement

The financial statements will not be accompanied by a report. However, management agrees that each page of the financial statements will include a statement clearly indicating that no assurance is provided on them.

Our firm cannot be associated with any financial statements you file with the U.S. Securities and Exchange Commission (SEC) and accordingly, the name of our firm cannot be included in any of Prior Lake - Spring Lake Watershed District's public filings.

Management responsibilities

The engagement to be performed is conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that our role is to prepare financial statements in accordance with the financial reporting framework.

We are required by professional standards to identify management's responsibilities in this agreement. Those standards require that you acknowledge and understand that management, and those charged with governance, as appropriate, have the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a) The selection of the financial reporting framework to be applied in the preparation of the financial statements and determining that the financial reporting framework is acceptable in the circumstances.
- b) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- c) The prevention and detection of fraud.
- d) To ensure that the entity complies with the laws and regulations applicable to its activities.
- e) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
- f) To provide us with the following:
 - a) Access to all information relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that may be requested for the purpose of the engagement.
 - c) Unrestricted access to persons within the entity with whom we determine it necessary to communicate.

We understand that you are engaging us to make recommendations and perform services to help you meet your responsibilities relevant to the preparation and fair presentation of the financial statements (items a and b).

For all accounting services we may provide to you, including the preparation of your financial statements, management agrees to assume all management responsibilities; oversee the services evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

Fees, time estimates, and terms

Fees for services under the Outsourcing Preparation Statement of Work will be paid on an hourly basis and all fees and other compensation under this Statement of Work will not exceed \$35,520 (\$27,420 for Prior Lake-Spring Lake Watershed District and \$8,100 for PLOC MOA Cooperators) for services through

December 31, 2023.

Billing rates guaranteed through December 31, 2023:

Services performed by	Rate per hour
Accountant	\$90
Principal / Quality Assurance	\$250

Subsequent to the billing rate guarantee date, the rates may be adjusted as agreed between you and CLA through a new SOW.

Time estimates:

Ongoing normal accounting services:

Services performed by	Time estimate
Accountant	15 hours per month
Principal / Quality Assurance	3 hours per month

Our professional fees will be billed based on the degree of responsibility and contribution of the professionals working on the engagement. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed.

Bill.com fees will be based upon:

- A monthly base fee of \$20.30/month
- E-payments of \$0.49/payment
- Physical checks of \$1.49/payment
- \$5.00 per user/month

The time estimate is based on anticipated cooperation from your personnel and their assistance with preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fees will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate.

Use of financial statements

The financial statements we prepare are for management's use. If you intend to reproduce and publish the financial statements, they must be reproduced in their entirety.

Agreement

We appreciate the opportunity to provide the services described in this SOW. This SOW is an attachment to and is incorporated into the MSA between CLA and the Prior Lake-Spring Lake Watershed District effective January 1, 2023. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below and return a signed copy to us to indicate your acknowledgment and understanding of, and agreement with, this SOW.

CliftonLarsonAllen LLP

Christopher G. Knopik

Principal

16123973266

christopher.knopik@claconnect.com

Response

This SOW correctly sets forth the understanding of Prior Lake - Spring Lake Watershed District and is accepted by:

CLA
CliftonLarsonAllen LLP

SIGN: _____

Christopher G. Knopik, Principal

DATE: _____

Client
Prior Lake - Spring Lake Watershed District

SIGN: _____

Joni Giese, Administrator

DATE: _____



CliftonLarsonAllen LLP
<https://www.claconnect.com>

Outsourcing Payroll Statement of Work

Date: January 12, 2023

This agreement constitutes a Statement of Work (“SOW”) to the Master Service Agreement (“MSA”) made by and between CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) and Prior Lake - Spring Lake Watershed District (“you” and “your”) dated January 1, 2023, and retroactive to payroll services starting on October 10, 2022, or any superseding MSA. The purpose of this SOW is to outline certain services you wish us to perform in connection with that agreement.

Scope of payroll services We will provide the following payroll preparation services from information you provide:

- For each pay period:
 - Perform payroll calculations
 - Prepare payroll checks or pay-stubs in the case of direct deposit of employee net pay
 - Initiate electronic transfer of funds for employee net pay and payroll tax deposit liabilities
- Prepare the following government reporting forms for each calendar quarter-end, if applicable (may be filed electronically):
 - Form 941 – Employers Quarterly Tax Return
 - State Employers Quarterly Withholding Return
 - State Employers Quarterly Unemployment Tax Return (SUTA)
 - Initiate electronic funds transfer for quarterly Federal Unemployment Tax (FUTA) liability
 - Initiate electronic funds transfer for quarterly State Unemployment Tax (SUTA) liability
- Prepare the following government forms annually for each calendar year-end, if applicable (may be filed electronically):
 - All copies of required forms W-2 and W-3

- Form 940 – Employers Annual Federal Unemployment Tax Return
- All necessary state forms

Our responsibility to you and limitations of the payroll services:

We will prepare the entity's federal and state (if applicable) payroll forms and tax returns in accordance with the applicable payroll tax laws. We will use our judgment in resolving questions where the law is unclear, and where there is reasonable authority, we will resolve questions in your favor whenever possible.

We will not audit or otherwise verify the accuracy or completeness of the information we receive from you for the preparation of the payroll and related returns, and our engagement cannot be relied upon to uncover errors or irregularities in the underlying information. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our payroll preparation services that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our payroll preparation services regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You agree that we shall not be responsible for any misstatements in the entity's payroll that we may not identify as a result of misrepresentations made to us by you.

If applicable, our payroll preparation services will include electronically transmitting information to taxing authorities and your financial institution to facilitate the electronic transfer of funds.

If applicable, our payroll preparation services will include transmitting federal Form W-2, federal Form 1099, and payroll data forms to federal and state taxing authorities on your behalf.

Our services will include signing payroll checks using your signature template or electronically transmitting funds to employee accounts and taxing authorities. We will classify transaction documents in accordance with your chart of accounts. Under the AICPA Code of Professional Conduct, such services impair our independence, and accordingly, we are prohibited from providing attest services for any period during which we provide these services, and for the subsequent year. Any compilation reports we issue, subject to a separate SOW, will state that we are not independent.

CLA's relationship with you shall be solely that of an independent contractor and nothing in the MSA or a SOW shall be construed to create or imply any relationship of employment, agency, partnership, or any relationship other than an independent contractor.

Your responsibilities

It is your responsibility to provide us with all of the information needed to prepare complete and accurate payrolls and returns. We will have no obligations with regard to a particular payroll or withholding taxes and filing returns in a particular state or local tax jurisdiction until you have provided such information to us.

For all nonattest services we may provide to you, including these payroll services, management agrees to

assume all management responsibilities; oversee the services; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

Specifically, your responsibilities include:

- Accuracy of information used in the preparation of the payrolls.
- Careful review of paychecks or pay-stubs, and payroll journals for each periodic payroll.
- Accuracy of information used in the preparation and filing of all government forms.
- Review and subsequent approval of each electronic funds transfer initiated on your behalf for employee net pay amounts, payroll tax and withholding liabilities, and related benefit amounts.

You are responsible to carefully review the paper returns that we prepare on your behalf before signing and submitting them to tax authorities. You are responsible to review the paper copies of payroll forms and tax returns that were filed electronically on your behalf. We will advise you with regard to tax positions taken in the preparation of the payroll forms and tax returns, but the responsibility for the payroll forms and tax returns remains with you.

You are also responsible for the payment of payroll tax and withholding liabilities. Therefore, the Internal Revenue Service recommends that you enroll in the U.S. Department of the Treasury Electronic Federal Tax Payment System (EFTPS) to monitor your account and ensure that timely tax payments are being made for you. You may enroll in the EFTPS online at www.eftps.gov, or call 800-555-4477 for an enrollment form. Individual states have similar programs that allow you to monitor your account. A list of links by state is provided online at <http://www.americanpayroll.org/weblink/statelocal-wider/>.

Fees and terms

The professional fees (guaranteed through December 31, 2023) for these services are as follows:

Item	Fee
Initial fee for setup	\$650
Payroll processing services based on 13 employees	\$328 per month
Quarterly and annual returns listed above	Included in fixed fee
SALT State Registration (only if implemented)	\$550-750 per state registration
Time Keeping services based on # of employees (only if implemented)	Fee to be determined upon request for services

We will also bill for expenses (including postage, delivery, and internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. This agreement is in effect through December 31, 2023.

Other than annual adjustment reflecting inflation, our professional fees will not fluctuate unless there is a significant change in the number of employees, taxing jurisdictions, or in the services you wish for us to provide. If such changes should occur, we will discuss any fee adjustments with you prior to making any changes to your billing. Lastly, any additional forms that you would like us to complete will be charged at an hourly fee after consultation between the parties.

We do not anticipate encountering the need to perform additional services beyond those described in this letter. Below are examples of services considered to be outside the scope of our engagement. Any such additional services and the hourly fee for those services will be determined mutually. We will bill you for any such services after the additional service has been performed.

- Reprocessing for corrected information provided to us subsequent to original payroll
- Preparation of non-standard reports
- Calculation of fringe benefit additions
- Processing retirement plan contribution payments
- Preparation of retirement plan and other census information
- Responding to workers compensation insurance audits
- Responding to employment verification requests
- Preparation of additional state tax registrations
- Preparation of amended payroll tax returns
- Responding to tax notices

Tax examinations

All government forms and returns are subject to potential examination by the IRS and state taxing authorities. In the event of an examination, we will be available, at your request, to assist or represent you. Services in connection with tax examinations are not included in our fee for preparation of your payroll returns. Our fee for such services will be billed to you separately, along with any direct costs, as has been mutually determined.

Tax consulting services

This SOW also covers tax consulting services that may arise for which the entity seeks our consultation and advice, both written and oral, that are not the subject of a separate SOW. These additional services are not included in our fees for the preparation of the payroll and related federal and state forms and tax returns.

Our fee for such services will be billed to you separately, along with any direct costs, as has been mutually determined. We will base our tax analysis and conclusions on the facts you provide to us, and will not independently verify those facts. We will review the applicable tax law, tax regulations, and other tax authorities, all of which are subject to change. At your request, we will provide a memorandum of our conclusions. Written advice provided by us is for the entity's information and use only and is not to be provided to any third party without our express written consent.

Unless we are separately engaged to do so, we will not continuously monitor and update our advice for subsequent changes or modifications to the tax law and regulations, or to the related judicial and administrative interpretations.

Legal compliance

CLA will perform the services consistent with AICPA Standards and otherwise with professional due care. CLA services and work products will conform to all applicable federal and state laws, rules and regulations, subject to your responsibility to provide CLA with accurate and complete information as set forth elsewhere in this Statement of Work. In all other respects, you agree to assume sole responsibility for full compliance with all applicable federal and state laws, rules and regulations, and reporting obligations that apply to you or your business with respect to those matters not within the scope of CLA's services. You also agree to be solely responsible for providing legally sufficient substantiation, evidence, or support for any reports or information you supply to any governmental or regulatory body, or for any insurance reimbursement in the event that you are requested to do so by any lawful authority. CLA, its successors, affiliates, officers, and employees do not assume or undertake any duty to perform or to be responsible in any way for any such duties, requirements, or obligations.

Non-Solicitation

You agree that during the term and for a period of one year after the expiration or termination date of the MSA, you will not solicit, hire, contract with, or engage the services of any person providing services to you on behalf of CLA without the prior written consent of CLA. If you breach this non-solicitation provision, you shall pay \$100,000 CLA as liquidated damages within two weeks of the date on which the former CLA employee or consultant begins his or her new employment with you.

Agreement

We appreciate the opportunity to provide the services described in this SOW. This SOW is an attachment to and is incorporated into the MSA between CLA and the Prior Lake-Spring Lake Watershed District effective January 1, 2023. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below and return a signed copy to us to indicate your acknowledgment and understanding of, and agreement with, this SOW.

CliftonLarsonAllen LLP

Hickman, Dave
Managing Principal, Talent Solutions
317-569-6120

dave.hickman@claconnect.com

Response

This SOW correctly sets forth the understanding of Prior Lake - Spring Lake Watershed District and is accepted by:

CLA
CLA

Dave Hickman

Hickman, Dave, Managing Principal, Talent
Solutions

SIGNED 1/13/2023, 10:39:15 AM CST

Client

Prior Lake - Spring Lake Watershed District

SIGN:

Joni Giese

DATE:



Subject | Letter of Support for Scott SWCD Grant Application

Board Meeting Date | March 14, 2023

Item No: 6.5

Prepared By | Emily Dick, Project Manager

Attachments | Letter of Support for Scott SCWD Soil Health Grant Application

Action | Staff recommends board approval of the Letter of Support for Scott SWCD's Soil Health Grant Application

Background

Scott SWCD has been a valued partner in accomplishing PLSLWD goals through programs such as: cost share, Farmer-Led Council, cover-crop initiative, no-till/strip-till program, grid sampling, Lake-Friendly Farm certification, and implementing projects such as waterway buffers, and inlet protection. These programs implemented in partnership with Scott SWCD have contributed significant benefits to the water quality of the Prior Lake – Spring Lake watershed. In the last three years, programming with Scott SWCD has reduced phosphorus inputs to our watershed by 999 pounds and sediment inputs by 721 tons.

Overview

The cover crop initiative performs at one of the lowest cost per pound of Phosphorus removed and has played an important role in improving water resources in the PLSLWD. The program has been successful in large part due to the efforts of Scott SWCD, the relationships they maintain in the agriculture community, and their capacity to provide equipment rentals and technical assistance.

Scott SWCD is currently applying to MN Department of Agriculture's Soil Health Grant program to purchase a roller crimper. A roller crimper would help in terminating cover-crops at the end of their useful life to allow commodity crops to flourish. Currently, ability to adequately terminate cover-crops is a barrier to adoption of this sustainable practice. Funding to support the purchase of this equipment would support PLSLWD's goals to improve water resources through the adoption of cover cropping practices.

Action Requested

Staff recommends board approval of the Letter of Support for Scott SWCD's Soil Health Grant Application.



March 9, 2023

Soil Health Grant Manager
Minnesota Department of Agriculture
625 Robert Street North
St. Paul, MN 55155

RE: Support for Scott Soil and Water Conservation District's Soil Health Grant Application

Dear Grant Manager,

I am writing on behalf of the Prior Lake-Spring Lake Watershed District (PLSLWD) in support of the Scott Soil and Water Conservation District's (SWCD) proposal to the Minnesota Department of Agriculture Grant Program titled "Soil Health Financial Assistance Pilot Program Grant" to address barriers to cover-crop adoption and steward agricultural vitality as well as the natural resources of the area.

The PLSLWD has a close and long-standing partnership of over 20 years with Scott SWCD to promote and support sustainable agriculture in an effort to improve water quality. Scott SWCD has proven to be an excellent partner in programs such as the Farmer-Led Council, cover-crop initiative, no-till/strip-till program, grid soil sampling, Lake-Friendly Farm certification, and implementing projects such as waterway buffers, and inlet protection. The efforts of Scott SWCD, the relationships they maintain in the agriculture community, and their capacity to provide equipment rentals and technical assistance have been crucial to the success of these programs.

The programs implemented above in partnership with Scott SWCD have contributed significant benefits to the water quality of the Prior Lake – Spring Lake watershed. In the last three years, programming with Scott SWCD has reduced phosphorus inputs to our watershed by 999 pounds and sediment inputs by 721 tons.

The PLSLWD strongly supports Scott SWCD's grant application to support the purchase of a roller crimper to further these efforts and address barriers to cover-crop adoption.

Thank you for your consideration,

Joni Giese
District Administrator