



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

AGENDA

Tuesday, August 8, 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*

4:00 – 4:05 PM	W.1	Service to PLSLWD Acknowledgement – Shauna Capron
4:05 – 4:20 PM	W.2	PLSLWD Website Redesign (Patty Dronen)
4:20 – 4:50 PM	W.3	Public Linear Cost Cap and Stormwater Impact Fund Rates (Joni Giese & Carl Almer)
4:50 – 5:10 PM	W.4	Draft 2024 Budget (Joni Giese)
5:10 – 5:25 PM	W.5	District Paid Holidays (Joni Giese)
5:25 – 5:40 PM	W.6	Liaison Updates <ul style="list-style-type: none"> • District Partners in Attendance • Managers' Summary of other Meetings Attended
5:40 – 5:50 PM	W.7	Administrator Report (Joni Giese)

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

6:02 – 6:05 PM 2.0 **SWEARING IN OF MANAGER BOYLES**

6:05 – 6:08 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.)

6:08 – 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 2023 Interns Presentation (Discussion Only)
- 4.3 Staff Paid Holidays (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 Quarterly Report of Investment Activities (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 – June 22, 2023, Joint Board of Managers & CAC Meeting
- 6.2 Meeting Minutes – July 11, 2023, Board Workshop
- 6.3 Meeting Minutes – July 11, 2023, Board Meeting
- 6.4 Meeting Minutes – May 30, 2023, CAC Meeting
- 6.5 Claims List, Visa, and US Bank Purchase Card Expenditures Summary
- 6.6 PLSLWD Website Redesign Agreement with HDR, Inc.
- 6.7 Jeffers Lodge Declaration of Conservation Easement
- 6:55 – 7:00 PM 7.0 **UPCOMING MEETING/EVENT SCHEDULE:**
- PLOC Cooperators Quarterly Meeting, Thursday, August 17, 2023, 12:00 pm (Prior Lake City Hall – Parkview Conference Room)
 - Board of Managers Workshop, Tuesday, September 12, 2023, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
 - Board of Managers Meeting, Tuesday, September 12, 2023, 6:00 pm (Prior Lake City Hall – Council Chambers)
 - CAC Meeting, Thursday, September 28, 2023, 6:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)
- 7:00 PM 8.0 **ADJOURNMENT**



AUGUST 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"> No activity last month. 	Lake Management Plan <ul style="list-style-type: none"> Continue to monitor effects of recent drought conditions to inform future drawdown.
Carp Management <i>Rough Fish Management (Class 611)</i> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Tracking & Removals: Began uninstalling PIT stations. Received and began testing hog trap panel equipment. Planning in-lake installation for early August. 	<ul style="list-style-type: none"> Continue to track tagged carp. Set up baited in-lake traps on Spring Lake. Conduct CPUE surveys. 2024 Planning.
Ferric Chloride System Operations <i>Project Lead: Jeff and Emily</i>	<ul style="list-style-type: none"> Continued system assessment to inform recommendation in Draft Budget for minimum system updates. Reinstalled new data logger. Connection with the ultrasonic sensor is not working. Working through tech support and considering options of returning and updating both data logger and sensor. The system is not dosing due to low water levels. Submitted Q2 DMR. 	<ul style="list-style-type: none"> Continue weekly required monitoring when flow resumes. Diagnose sensor/ data logger issues to get automated pumping back online.
Farmer-Led Council <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> Continued coordination with Scott SWCD. Planned FLC meeting. 	<ul style="list-style-type: none"> Facilitate FLC meeting August 15. Continue to support and review FLC projects.
Cost Share Incentives <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> Met with SWCD on upcoming cost share projects. Had cost share batch prioritization meeting with Scott SWCD. Request that SWCD report expected landowner contributions and projects with no District funding if they have benefit to PLSLWD. 	<ul style="list-style-type: none"> Review cost share applications with Scott SWCD as needed. Present non-traditional cost share project types for Board approval as applicable.

AUGUST 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
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>	Buck Wetland Enhancements <ul style="list-style-type: none"> No activity last month. Spring Lake West IESF/Wetland <ul style="list-style-type: none"> No activity last month. Sutton Lake IESF <ul style="list-style-type: none"> Conducted preliminary alternatives assessment. 2023 WBIF Studies <ul style="list-style-type: none"> Conducted analysis on soil sampling and other data to inform FLMPU. Continued field data collection for Swamp Lake. Wetland delineation on Swamp Lake site was approved. Potential Flood Storage Projects <ul style="list-style-type: none"> Continued project coordination on Project 5 with Scott SWCD. Continued to research Project 1 landowner concerns. 	Buck Wetland Enhancements <ul style="list-style-type: none"> Continued to try and reach landowner to schedule a follow-up meeting with landowner and Scott County. Spring Lake West IESF/Wetland <ul style="list-style-type: none"> Reengage conversations with wetland landowners. Continue to prepare IESF landowner outreach and follow-up. Continue to meet with Scott County on road right of way. Sutton Lake IESF <ul style="list-style-type: none"> Complete alternatives assessment. Assess landowner willingness and site feasibility in determining next steps. 2023 WBIF Studies <ul style="list-style-type: none"> Analyze data to inform the draft FLMPU. Review draft plan sections as provided. Review initial design and cost estimates for Swamp Lake project. Continue outreach and coordination on both projects. Potential Flood Storage Projects <ul style="list-style-type: none"> Continue outreach to landowners of Project 6 and follow up on remaining questions for Project 1 and 5 landowners. Coordinate with Scott SWCD on Project 5 development. Assess whether alternative projects should be considered if low landowner interest continues.
Website and Media <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> Social Media – posted on all social channels about: Drought, staying up to date on technology, aquatic invasive species, Job posting, workshops SCENE article on new electro-fishing backpack and carp program. 	<ul style="list-style-type: none"> Continue updating Facebook, and Instagram about projects & news.
Citizen Advisory Committee <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> July 27 CAC meeting discussed CAC projects, budget, recruitment, reviewed recruitment one-pager, and solicited volunteers for Fall Community Fest. 	<ul style="list-style-type: none"> Prepare for Sept. CAC meeting. Begin CAC recruitment outreach. Develop new CAC onboarding materials.

AUGUST 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Education Program <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> • See Website and Media section. • Hosted aquatic vegetation workshop with Spring Lake Association. • Continue coordination with SCWEP including: Fall Community Fest (Sept 18), Community Clean-up Event. 	<ul style="list-style-type: none"> • Continue coordination with SCWEP. • Host a Starry Trek location.
Monitoring Program <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> • Made progress with vendor on creating alternate website to display lake level graphs. Dashboard style webpage will be linked on our website and lake pages. • Uninstalled trial monitoring buoy on Fish Lake. Buoy has sensors to detect changes in algae. Work with EOR on write-up. • Paused Bi-weekly stream/ lake chemistry monitoring. No flow. • Biobase surveys on Tier 1 and 3 lakes. 	<ul style="list-style-type: none"> • Finalize external lake level graphing site. • Conduct bi-weekly stream/ lake chemistry monitoring, as needed. • Complete Biobase surveys on Tier 1 lakes.
Aquatic Vegetation Management and Surveys <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> • Coordinated aquatic vegetation point intercept surveys and lake access. • Answered questions on lake vegetation from the public. 	<ul style="list-style-type: none"> • Summer point intercept surveys. • Submit treatment reimbursement request to Scott County.
AIS <i>Project Lead: Shauna</i>	<ul style="list-style-type: none"> • DNR and Waterfront Restoration continued boat inspections at Spring, UPL, LPL, and Fish Lake boat launches. • Posted County AIS plans on social media. 	<ul style="list-style-type: none"> • Continue coordinating boat inspections with DNR and contracted inspectors. • Continue to prepare for Starry Trek event.
Rules Revisions <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> • Prepared for continued discussion of proposed linear cost cap and stormwater impact fund rates with Managers at August workshop. • Sent City of Prior Lake a summary of previous meeting findings/next steps and inquired about status of draft MOA. • Sent City of Savage proposed interim equivalency approach for review. 	<ul style="list-style-type: none"> • Receive comments from City of Prior Lake on proposed MOA. • Receive comments from City of Savage on proposed interim equivalency approach. • Continue MOA refinement with Scott County.
BMPs & Easements <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> • Interns completed conservation easement inspections. • Prepared post-inspection letter templates. • Updated conservation easement signs and prepared sign replacement cost estimate. • Recorded conservation easement amendment. 	<ul style="list-style-type: none"> • Install missing conservation easement signs. • Establish enforcement procedures for easement violations.

AUGUST 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Permitting <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Notified City of Prior Lake of conditional approval of permit application for Fish Lake Road Phase 3 project (23.02). Performed weekly construction site inspections. Attended Prior Lake development review meetings. Recorded development agreement for Jeffers Lodge development. Prepared declaration of conservation easement for Jeffers Lodge development. 	<ul style="list-style-type: none"> Continue performing weekly construction site inspections and attendance at development review meetings. Continue transition work to Scott SWCD. Focus on MS4 permitting requirements.
Planning Activities <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Participated in first SCALE Water Committee convening. Participated in BWSR Compensation Planning Framework stakeholder meeting. 	<ul style="list-style-type: none"> Participate in quarterly SCALE Water Committee meetings. Participate in 1W1P special meeting.
Outlet Channel Projects and Administration <i>Project Lead: Emily/Jeff</i>	<ul style="list-style-type: none"> Began preparing bid packet materials for late Summer in preparation of bonding tour. Began preparing for potential bonding tour in late Summer. Removed fallen trees and log jams in lower PLOC sections identified in 2022 Report to be inhibiting or altering flow causing bank erosion concerns. Conducted channel inspections. Communicated erosion concerns with Cooperators. 	<ul style="list-style-type: none"> Pipe lining construction expected to occur in winter 2024/2025 if capital funding awarded. Prepare for August cooperators meeting.
General Administration <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Prepare professional services agreement with contractor for District Website Redesign. Updated draft 2024 budget for August board workshop. Posted job opening for Water Resources Technician I position. 	<ul style="list-style-type: none"> Exit interview with Water Resources Technician and off-boarding coordination. Start researching potential approaches for updating personnel manual.



**PRIOR LAKE
SPRING LAKE
WATERSHED DISTRICT**

Subject | 2023 Interns Presentation

Board Meeting Date | August 8, 2023

Item: 4.2

Prepared By | Joni Giese, District Administrator

Attachment | None

Action | No motion required. Discussion only.

Background

Ashley Halverson and Lindsay James are the District's 2023 interns. Annually, the District hires two summer interns. The intern program provides additional staff support during the summer months when staff workloads are high. It also provides the interns experience working on water resource projects. Ashley and Lindsay primarily supported the District's carp management, lake and stream monitoring, CAC, and conservation easement inspection activities.

Discussion

Lindsay and Ashley will make a brief presentation to the Board of Managers highlighting their work and what they learned.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Subject 	District Paid Holidays	
Board Meeting Date 	August 8, 2023	Item No: 4.3
Prepared By 	Joni Giese, District Administrator	
Attachments 	None	
Proposed Action 	Motion to amend the Personnel Policy to add Juneteenth to the District's paid holidays.	

Background

Juneteenth is a designated federal and state holiday commemorating the emancipation of enslaved African Americans. The holiday is celebrated on June 19.

In 2023 legislative session, a bill establishing the holiday was signed into law by governor Walz. Minn. Stat. §645.44, subd. 5 states, "No public business shall be transacted on any holiday, except in cases of necessity." Therefore, public entities are not allowed to conduct business on June 19, except for necessary services.

Discussion

The District Administrator solicited information from eight watershed districts in the metropolitan area to determine if they are providing an additional paid holiday to their staff or keeping the same number of paid holidays and reallocating an existing non-state holiday to Juneteenth. The District Administrator found that the number of paid holidays offered by other watershed districts ranged from 11 to 13.5 days. With the addition of Juneteenth, over half of the watershed districts offered 12 paid holidays per year. The addition of Juneteenth to the district's current observed holidays would result in 12 paid holidays, which would be in alignment with the practices of a majority of local watershed districts. Maintaining a competitive benefits package is important to attract and retain qualified staff.

Recommendation

Staff recommends the Board of Managers amend the Personnel Policy to add Juneteenth to the District's paid holidays.

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT
Financial Report - Cash Basis
June 1, 2023 Through July 31, 2023

Reflects bills paid through July 31, 2023

Program Element	2023 Source of Funds				2023 Actual Results		
	2023 Levy	Budget Reserve	Grant Funds/Fees	2023 Budget	July 2023	YTD	YTD % of Budget
	General Fund (Administration)						
	Revenues						
Property Taxes	\$ 249,200	\$ -	\$ -	\$ 249,200	\$ -	\$ 130,684	52%
Grants	-	-	-	-	-	-	#DIV/0!
Interest	-	-	3,000	3,000	-	6,357	212%
Other	-	-	-	-	-	-	#DIV/0!
Total Revenues	\$ 249,200	\$ -	\$ 3,000	\$ 252,200	-	137,041	54%
	Expenditures						
Administrative Salaries and Benefits	\$ 138,000	\$ -	\$ -	\$ 138,000	14,514	81,692	59%
703 - Telephone, Internet & IT Support	13,200	-	3,000	16,200	1,207	7,992	49%
702 - Rent	28,300	-	-	28,300	2,387	17,957	63%
706 - Office Supplies	9,000	-	-	9,000	721	2,795	31%
709 - Insurance and Bonds	14,200	-	-	14,200	-	18,724	132%
670 - Accounting	31,000	-	-	31,000	2,114	17,166	55%
671 - Audit	9,000	-	-	9,000	-	11,500	128%
903 - Fees, Dues, and Subscriptions	1,500	-	-	1,500	154.80	530	35%
660 - Legal (not for projects)	5,000	-	-	5,000	155	2,485	50%
General Fund (Administration) Expenditures	\$ 249,200	\$ -	\$ 3,000	\$ 252,200	21,254	160,841	64%
Net Change in General Fund	-	-	-	-	(21,254)	(23,799)	

No assurance is provided on these financial statements

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

2023 Budget

June 1, 2023 Through July 31, 2023

Program Element		2023 Source of Funds			
		2023 Levy	Budget Reserve	Funds/Fees	2023 Budget
	Implementation Fund				
	Revenues				
	Property Taxes	\$ 1,670,736	\$ -	\$ -	\$ 1,670,736
	Grants/Fees	-	-	120,664	120,664
	Interest	-	-	67,200	67,200
	Sales/Other	-	-	-	-
	Budget Reserves	-	\$ 371,200	-	371,200
	Total Revenues	\$ 1,670,736	\$ 371,200	\$ 187,864	\$ 2,229,800
	Expenditures				
	Program Salaries and Benefits (not JPA/MOA)	\$ 492,900	\$ -	\$ -	\$ 492,900
Water Qual	550 Public Infrastructure Partnership Projects	\$ -	\$ -	\$ -	\$ -
Water Qual	611 Farmer-led Council	54,000	-	-	54,000
Water Qual	611 Cost-Share Incentives	58,000	-	-	58,000
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	30,800	-	67,200	98,000
Water Qual	611 Fish Management, Rough Fish Removal	94,000	8,900	-	102,900
Water Qual	611 Spring Lake Demonstration Project Maintenance	1,200	-	-	1,200
Water Qual	611 Alum Internal Loading Reserve	220,000	-	-	220,000
Water Qual	611 Fish Stocking	3,000	-	-	3,000
Water Qual	637 District Monitoring Program	81,000	-	-	81,000
Water Qual	626 Planning and Program Development	17,500	-	-	17,500
Water Qual	626 Fish Lake Management Plan Update	30,404	-	50,896	81,300
Water Qual	626 LGU Plan Review	4,000	-	-	4,000
Water Qual	626 Engineering not for programs	15,000	-	-	15,000
Water Qual	626 Debt Issuance Planning	10,000	-	-	10,000
Water Qual	648 Permitting and Compliance	74,000	-	5,000	79,000
Water Qual	648 Update MOAs with cities & county	10,000	-	-	10,000
Water Qual	648 BMP and easement inventory & inspections	9,500	-	500	10,000
Water Qual	626 Upper Watershed Blueprint	122,332	362,300	39,868	524,500
Water Qual	626 District Plan Update	2,500	-	-	2,500
	WQ TOTAL	\$ 837,236	\$ 371,200	\$ 163,464	\$ 1,371,900
Water Storage	550 District-wide Hydraulic & Hydrologic model	\$ 5,000	\$ -	\$ -	\$ 5,000
	WS TOTAL	\$ 5,000	\$ -	\$ -	\$ 5,000
AIS	611 Aquatic Vegetation Mgmt	5,600	-	\$ 9,400	\$ 15,000
AIS	637 Automated Vegetation Monitoring (BioBase)	\$ 2,000	-	-	2,000
AIS	637 Aquatic Vegetation Surveys	5,500	-	-	5,500
AIS	637 Boat inspections on Spring, Upper & Lower Prior	17,000	-	15,000	32,000
	AIS TOTAL	30,100	-	24,400	54,500
Ed & Out	652 Education and Outreach Program	\$ 40,000	\$ -	\$ -	\$ 40,000
	E&O TOTAL	\$ 40,000	\$ -	\$ -	\$ 40,000
	PLOC Contribution	\$ 185,500	\$ -	\$ -	\$ 185,500
	Debt Payment Reserve	80,000	-	-	80,000
	Total Implementation Fund	\$ 1,670,736	\$ 371,200	\$ 187,864	\$ 2,229,800
	Net Change in Fund Balance Implementation Fund	-	-	-	-

Reflects bills paid through July 31, 2023

2023 Actual Results		
July 2023	YTD	YTD % of Budget
-	876,128	52%
-	41,403	34%
8,981	34,748	52%
-	2,254	#DIV/0!
-	-	0%
8,981	954,534	43%
37,886	216,144	44%
-	-	#DIV/0!
-	17,035	32%
-	13,373	23%
6,845	22,156	23%
306	32,423	32%
-	-	0%
-	-	0%
-	3,500	117%
3,065	11,457	14%
705	8,009	46%
-	24,860	31%
-	-	0%
2,292	10,325	69%
-	-	0%
2,376	18,778	24%
-	1,011	10%
686	822	8%
782	9,737	2%
-	-	0%
17,057	173,486	13%
-	-	0%
-	-	0%
-	1,454	10%
431	649	32%
-	-	0%
4,552	4,552	14%
4,983	6,655	12%
350	2,653	7%
\$ 350	\$ 2,653	7%
-	185,421	100%
-	-	0%
60,276	584,359	26%
(51,294)	370,175	

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 Twtnshp 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

No assurance is provided on these financial statements

PLSLWD
Cost Analysis
Year to Date 07/31/2023

	<u>Year to Date 07/31/202</u>	
	<u>Amount</u>	<u>% of total</u>
<u>Program staff costs</u>	<u>216,144</u>	29.0%
<u>Consultants</u>		
EOR	64,353	
WSB & Associates	20,574	
Scott Soil and Water Cons.	37,516	
RMB Environmental Labs	8,443	
Three Rivers Park District	4,552	
Waterfront Resorations	4,552	
	<u>139,989</u>	18.8%
Hard costs, exclusive of prog staff & consultant costs	42,804	
Permitting Revenue	-	
	<u>42,804</u>	5.7%
<u>Overhead and Administration</u>		
Staff costs	81,692	
Audit/Accounting/Legal	31,151	
Other admin overhead	47,998	
	<u>160,841</u>	21.6%
<u>Bonds payments</u>	<u>-</u>	0.0%
<u>PLOC Contribution</u>	<u>185,421</u>	24.9%
Expenses excluding PLOC expenses per manager report	<u><u>745,200</u></u>	100.0%

No assurance is provided on this statement.

This statement omits required disclosures.

This statement is prepared on the cash basis of accounting.

PLSLWD Monthly Treasurers Report

Treasurer: Christian Morkeberg

Account balances as of 07/31/2023

4M Fund (Checking Account)	\$	2,047,013
4M Fixed Income	\$	1,299,654
Total Uncleared Transactions	\$	-
SUBTOTAL	\$	3,346,667

RESTRICTED/COMMITTED FUNDS

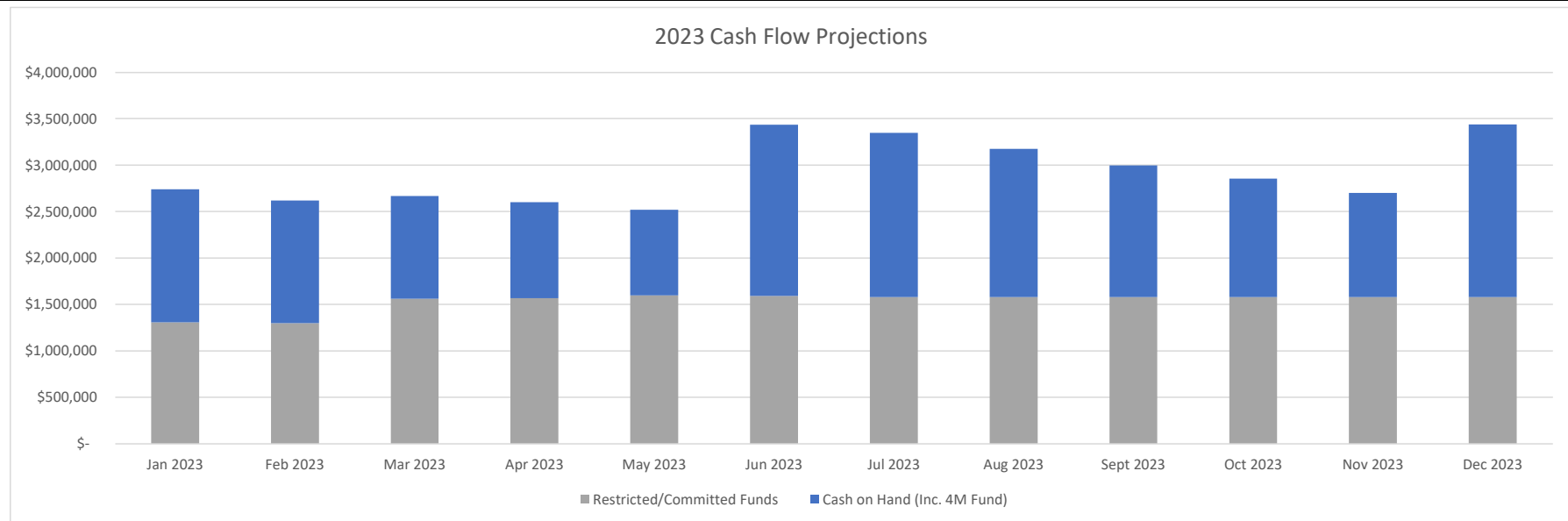
Restricted - Permit Deposits, etc. (350 & 360)	\$	136,893
Restricted - PLOC Contingency Reserve (850)	\$	263,225
Restricted - PLOC O&M Funds (830)	\$	235,751
Committed - Alum Internal Loading Reserve	\$	480,000
Committed - Upper Watershed Fund Balance	\$	362,300
Committed - Debt Payment	\$	100,000
TOTAL DISTRICT/PLOC RESTRICTED OBLIGATIONS	\$	1,578,169

Available cash at end of July 2023	\$	1,768,498
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*71.5% of 2023 Budget***No assurance is provided on these financial statements**

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	\$1,107,290	\$1,031,741	\$ 922,202	\$1,842,295	\$1,768,498	\$1,596,649	\$1,418,761	\$1,277,654	\$1,122,535	\$1,859,216
Restricted/Committed Funds	\$1,308,754	\$1,298,440	\$1,560,558	\$1,568,338	\$ 1,597,340	\$1,592,144	\$1,578,169	\$1,578,169	\$1,578,169	\$1,578,169	\$1,578,169	\$1,578,169
Total Cash on Hand	\$2,740,512	\$2,618,509	\$2,667,848	\$2,600,079	\$ 2,519,542	\$3,434,439	\$3,346,667	\$3,174,818	\$2,996,930	\$2,855,823	\$2,700,704	\$3,437,385



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	\$ 2,667,848	\$ 2,600,079	\$ 2,519,542	\$ 3,434,439	\$ 3,346,667	\$ 3,174,818	\$ 2,996,930	\$ 2,855,823	\$ 2,700,704	

Cash Receipts

Property Tax Levy	\$ 15,415	\$ -	\$ -	\$ -	\$ -	\$ 1,006,813	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 913,123	\$ 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	-	-	287,598	-	33,717	-	-	-	-	-	-	-	321,315
Interest Income	5,631	5,108	5,749	10,806	5,841	7,772	8,981	5,850	5,850	5,850	5,850	5,850	79,138
Other Receipts	-	-	2,000	-	-	-	-	1,000	1,000	1,000	-	4,000	9,000
Total Cash Receipts	\$ 21,046	\$ 5,108	\$ 336,750	\$ 10,806	\$ 39,558	\$ 1,014,585	\$ 8,981	\$ 11,185	\$ 6,850	\$ 39,972	\$ 25,915	\$ 922,973	\$ 2,443,729
Total Cash Available	\$ 2,843,380	\$ 2,745,620	\$ 2,955,259	\$ 2,678,654	\$ 2,639,637	\$ 3,534,127	\$ 3,443,420	\$ 3,357,852	\$ 3,181,668	\$ 3,036,902	\$ 2,881,738	\$ 3,623,677	

Cash Paid Out

Salaries and Per Diems	\$ 28,453	\$ 38,504	\$ 60,801	\$ 39,421	\$ 39,424	\$ 41,689	\$ 52,400	\$ 56,658	\$ 56,658	\$ 56,658	\$ 56,658	\$ 56,658	\$ 583,984
Office Expense, Audit, Accounting	7,787	3,932	7,957	18,361	10,749	3,602	9,120	8,024	9,727	6,069	6,024	11,274	102,626
PLSLWSD Program Costs	66,307	74,361	24,771	17,173	65,207	44,230	21,258	105,100	105,100	105,100	105,100	105,100	838,807
PLOC Contribution	-	-	185,421	-	-	-	-	-	-	-	-	-	185,421
PLOC Operations	321	10,314	8,461	3,620	4,715	10,167	13,975	13,252	13,252	13,252	13,252	13,259	117,840
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$ 102,868	\$ 127,111	\$ 287,411	\$ 78,575	\$ 120,095	\$ 99,688	\$ 96,753	\$ 183,034	\$ 184,737	\$ 181,079	\$ 181,034	\$ 186,291	\$ 1,828,678
Cash on Hand (end of month)	\$ 2,740,512	\$ 2,618,509	\$ 2,667,848	\$ 2,600,079	\$ 2,519,542	\$ 3,434,439	\$ 3,346,667	\$ 3,174,818	\$ 2,996,930	\$ 2,855,823	\$ 2,700,704	\$ 3,437,385	



Subject	Quarterly Report of Investment Activities	
Board Meeting Date	August 8, 2023	Item No: 5.2
Prepared By	Joni Giese, District Administrator	
Attachments	None.	
Proposed Action	No action requested. For discussion only.	

Background

The Prior Lake-Spring Lake Watershed District (PLSLWD) Investment Policy and Procedure Manual – Investment of Watershed District Funds states at least quarterly, the District Administrator shall submit a written report of investment activities to the Board of Managers. The intent of this memorandum is to meet this District governance requirement.

Discussion

As of July 31, 2023, \$2,047,013 (61.2%) of PLSLWD funds are maintained in two money market accounts earning interest at 5.041% and 5.138%. The Administrator plans to transfer additional funds to the higher yield money market while maintaining adequate funds in the lower yield account, which is used to cover District expenses. \$951,350 (28.4%) of District funds are invested in four certificates of deposit earning interest ranging from 4.341% - 5.253%. The remaining District funds of \$348,304 (10.4%) are invested in securities earning interest at 4.41%. The time and dollar weighted average portfolio yield on fixed rate investments is 5.055%.

The CD's and securities are structured to mature using a ladder approach with a portion of the funds maturing every three months. The most recent maturity and reinvest period occurred in June. The next maturity period will occur in October. The weighted average portfolio maturity of fixed rate investments is 215 days. Using a ladder approach reduces interest rate market risk and provides availability of funds for current obligations. The Administrator is planning to create one more "step" in the ladder, investing a portion of funds currently in the money market fund into either fixed rate securities or CDs.

All investments are managed through the 4M Fund, which ensures investment activity is in compliance with State Statutes and District policies.

Per the July 31, 2023, Treasurers Report, \$1,578,169 (47.2%) of the District's funds are classified as either restricted or committed funds. The District currently plans to commit an additional \$460,000 (13.7%) of funds towards priority projects at the end of the calendar year. It is estimated that a substantial portion of the committed funds may be expended for their intended purpose in the next couple of years.



PLSLWD Board/CAC Meeting Minutes

Thursday June 22, 2023
5:00-7:00 PM

Attendees:

Board Members:

☒ Bruce Loney
☒ Ben Burnett
☒ Matt Tofanelli

☒ Frank Boyles
☒ Christian Morkeberg

CAC Members:

☒ Maureen Reeder
☒ Ron Hoffmeyer
☐ Curtis Witt

☒ Woody Spitzmueller
☒ Loren Hanson

Staff: Emily Dick, Danielle Studer, Joni Giese

Prior Lake City Hall: Wagonbridge Conference Room

5:00 p.m. Dinner and Socializing

5:20 p.m. Welcome and Approval of Agenda (by Board of Managers) – Manager Loney

Motion-Ben. 2nd-Matt T. Motion carries 5-0.

5:25 p.m. Recap of CAC Role as Described by Guiding Documents – Emily Dick

Discussion around direction of CAC:

Does direction come from Watershed District to the CAC?
Or does the CAC give suggestions to Watershed District?

Emily summarized existing documents. Essentially the documents say direction goes both ways at any given time. General agreement among attendees.

Discussion around how to get input from CAC input to the board early and often. Emily laid out a possible cadence/process that could enhance communication. Improvement in this area should avoid frustration and enhance efficiency between the two organizations.

Staff should be simply the delivery mechanism between CAC and Board.

5:55 p.m. 2023/2024 Initiatives

5:55 p.m. • Recruitment/Onboarding – Emily Dick

Recruitment:

How do we better recruit for CAC? Fairly loose, but word of mouth.

Should we start a committee to own recruiting?

Can we get more diversity that better reflects community? I.E.-Farmer representation, more women, etc.

Can the web site reach out for membership in a more proactive method?

Onboarding:

Better explanations of relationship of CAC/Watershed

Examples of projects from the past; current projects in play.

Perhaps provide the executive summary of the 10 year plan.

Possibly team up a new member with a mentor currently on the board.

6:05 p.m. • CAC Focus topic – Loren Hanson

Do we need a better way to educate public on erosion of the lake and affecting lake depth.

Sewer grates at the street; educating on “water runs to the Lake.”

Request intern help, if possible, for some community outreach.

Resolution continuing education on power/wake boats on lake bottom.

6:15 p.m. • Board Priorities from Board Retreat – Manager Loney

There is some money in reserve for small projects.

PLOC may be able to achieve some monies from bonding bill in 2024.

To achieve some larger projects, a bonding effort may be needed.

Working to get politicians to our sites on the Bonding tour.

6:25 p.m. Priorities to be Reflected in 2024 Budget – Joni Giese

Handout of 2023 Budget Work Areas.

Discussion around a donation to help city purchase a new street sweeper.

Seems to be a lot of grant monies for projects that deal with ground water projects.

Need to update some portions of the watershed plan.

6:40 p.m. Project Development Timeline with CAC Input Points – Emily Dick

Discussion on general project development outline and what decision points would trigger CAC input.

6:50 p.m. Feedback on Education and Outreach – Danielle Studer

Discussion on ideas on what events that Watershed should be represented.

7:00 p.m. Adjourn

Motion: Loren 2nd: Ben Motion carried 5-0.

Upcoming Meetings:

- Board of Managers Workshop: Tuesday, July 11, 2023, 4:00 p.m.
- Board of Managers Meeting: Tuesday, July 11, 2023, 6:00 p.m.
- CAC Meeting: Thursday, July 27, 2023, 6:00 p.m.

Respectfully submitted,
Ron Hoffmeyer



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

WORKSHOP MEETING MINUTES

Tuesday, July 11, 2023

Prior Lake City Hall

4:00 PM

Members Present:

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

Staff & Consultants Present:

Joni Giese, District Administrator
Emily Dick, Water Resources Project Manager
Jeff Anderson, Water Resources Coordinator
Ashley Halverson, District Intern
Carl Almer, District Engineer, EOR

Others Present:

Jody Brennan, Scott County
Loren Hanson, Citizen Advisory Committee
Jim Fitzsimmons, Scott SWCD
Troy Kuphal, Scott SWCD
Wes Steffens, Spring Lake Association
Lisa Quinn, Spring Lake Township

The meeting was called to order at 4:03 PM.

Conservation Easement Inspection Approach and Findings

Troy Kuphal, Manager of Scott SWCD, presented an overview of the monitoring and compliance of the District's conservation easements. Currently the District holds 48 easements and 7 maintenance agreements. The earliest easement record found was from 2002. Easements in the District average about 1.2 acres in size. Inspections have been conducted annually since 2010. Easement inspections are conducted by District interns and SWCD staff and any violations are noted. Landowners receive notice of noted violations. Common violations are the construction of sheds, woodpiles, missing signs, altered/mowed vegetation. SWCD estimates there are roughly 170 missing signs. It is unknown whether these signs ever existed or if landowners removed them. One proposal would be that the District covers the cost of replacing all of these missing signs once, with notice to the landowners that further sign replacements would be at their cost. A rough estimate of replacing of all signs would be roughly \$10,000.

The following potential approach to address identified violations was brought forward for discussion. In the case of minor violations, the District would request that the landowner fix the violation and the District would check compliance in the next year's inspection. A potential major violation would be field verified by another staff member, and if found accurate, a meeting with the landowner would be held to discuss the violation. After the meeting, a follow-up letter would be sent summarizing the meeting. If a violation is not addressed by the agreed upon deadline, a second letter is sent with an extended deadline, with noncompliance enforcement outlined. If the District pursues enforcement, it is recommended that the District is prepared to follow the process out to completion and accept the financial liability of any incurred court fees, etc.

Discussion was centered around what constitutes a major or minor violation. It might be hard to quantify the negative impact of some violations on water quality. In the interim, prior to the establishment of an enforcement policy, the District will notice all violations the same and request voluntary compliance. Should landowners decide not to bring their easements into compliance with District rules, staff will discuss with the Board before pursuing further enforcement. There is Board support for the one-time sign replacement to get all easement boundaries marked. A formal decision with associated signage costs will be presented to the Board at a future meeting for a vote.

Draft 2024 Budget

District Administrator Giese presented the first version of the draft budget. The first version includes estimates for all the initiatives that the Board, staff and CAC have proposed and is likely to be refined and reduced from this level. This version represents an increase from the 2023 levy. Minnesota Watersheds lobbying resulted in a state rule revision increasing the general fund limit to \$500,000. Staff costs in the 2024 budget is decreased because staffing related to permitting was moved to a contract with SWCD. There are several items that were levied in 2023 and not expended. Those funds and tasks can be carried forward to 2024 without levying again for those tasks. The alum reserve will be contributed to again. While the 2024 budget would result in \$920,000 committed to the alum reserve fund at the end of 2024, that fund could quickly be expended with expected alum treatments needed in Spring and Upper Prior in the near future. Discussion was held on how conservative to be with assumptions about receiving grant funding. The request was made to identify how much the District has in reserves to fund projects that may be ready in 2024. The ferric chloride budget item is a placeholder until a better estimate is provided by EOR in the August and September draft budgets. The comprehensive wetland plan update is a suggested addition to take advantage of the new LiDAR to be released. PLOC contributions will be further refined by the District accountant in mid August. BMP and Easement Inventory & Inspections line items would cover easement inspection and compliance actions discussed in the previous agenda item.

Spring Lake: Eurasian Watermilfoil Update

Wes Steffens, Spring Lake Association (SLA) President gave a presentation on the treatment of Eurasian Watermilfoil (EWM) on Spring Lake. EWM was found on Spring Lake in 2021. Eight acres of EWM was hand pulled and chemically treated in 2021. In 2022, SLA applied for a grant through DNR for EWM management and was granted \$50,000 to use over 2022 and 2023. Treatments of EWM in 2022 was funded by the DNR grant. Three surveys were completed in early 2023 with DNR grant funds. No EWM was found in any of the 2023 surveys performed to date. The DNR funds

expired on July 1, 2023, and roughly \$20,000 was returned unspent. Another vegetation survey in Spring Lake will be completed in August using District funds.

Legislative Funding for Boat Access Improvements

Wes Steffens, Spring Lake Association (SLA) President gave a presentation on the legislative funding made available for boat access improvements. In the third year of drought in the watershed, boat access at ramps have become a significant problem. Senator Pratt and Representative Bakeberg included roughly \$500,000 in the 2023 bonding bill to cover public water access improvements in Scott County. This funding is part of larger DNR funding to improve public access across the state. The fiscal agent and pathways of how to allocate and use the money are being sorted out. One ramp in the County has been contracted to be improved.

Liaison Updates

District Partner Reports

- *Scott County*- Commissioners formally approved Frank Boyles for a second three-year term on the District's Board of Managers.
- *CAC*- None today.
- *City of Prior Lake*- None today.
- *Scott SWCD*- Senator Pratt came out for a tour with Scott SWCD with a visit to Manager Morkeberg's pollinator garden and rain garden, and neighborhood shoreline stabilization projects.
- *Spring Lake Association*- Multiple upcoming events: July 22: concert, July 26: Aquatic Vegetation workshop, August 1: Neighborhood Nite Out.
- *Spring Lake Township*- None today.

Manager Liaison Reports

- *CAC*- Nothing additional to report on joint Board/CAC meeting. Next meeting is July 27.
- *Scott SWCD*- None.
- *Lower Minnesota Watershed District*- Discussed One Watershed One Plan. While they are participating in the 1W1P process, their legal counsel advised that they will not adopt as they already have a plan.
- *Sand Creek Township*- Discussed Swamp Lake agency and landowner meeting.
- *Spring Lake Township*- None.
- *Scott WMO*- Discussion on One Watershed One Plan. How to work with counties outside of metro. Nothing determined, just discussion.
- *Shakopee*- None.
- *SCALE*- No meeting.
- *Scott County* – None.
- *PLOC Cooperators*- None.

Administrator Report

- Shauna Capron submitted her resignation to attend graduate school. Her last day at the District will be August 16. A posting of the position is expected within the week.

- In the last legislative session, rules were passed that will affect District benefits. Family Medical Leave Act and Sick and Safe Time were both passed. Research is needed to understand and accommodate these new laws in the personnel policy.
- District staff requests that Board Managers submit per diems monthly. If submitting electronically, email to CLA and copy Patty. If submitting via paper, drop off at the District office or hand to Joni after the Board meeting.
- Legal review advises that all Board of Managers obtain an email with PLSLWD domain.
- Outstanding items to bring back to future meetings will be paid holidays and Rule D rule rates.

Respectfully Submitted,
Emily Dick
7/13/2023



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

REGULAR MEETING MINUTES

Tuesday, 7/11/2023

Prior Lake City Hall

6:00 PM

Members Present:

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

Staff & Consultants Present:

Joni Giese, District Administrator
Jeff Anderson, Water Resources Coordinator
Emily Dick, Water Resources Project Manager
Carl Almer, EOR, District Engineer

Others Present:

Jody Brennan, Scott County Commissioner
Lisa Quinn, Spring Lake Township
Wesley Steffen, Spring Lake Association

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE:

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

2.0 PUBLIC COMMENT

None

3.0 APPROVAL OF AGENDA

Motion to approve agenda by Manager Morkeberg; 2nd by Manager Burnett; passed 5-0.

4.0 OTHER OLD/NEW BUSINESS

4.1 Programs & Projects Update

- Staff provided a report of its many activities the preceding month, and some upcoming events
 - “Moderate Drought” is approaching “Severe Drought”
 - Trying a new carp “Hog Trap”
 - Update on all projects

4.2 Spring Lake: Boating Information Brochure

- Motion to approve with information about PLSLWD by Manager Burnett, 2nd by Manager Tofanelli; passed 5-0.
- Motion to request some edits within five days by Manager Boyles; 2nd by Manager Burnett, amended to 1 week/seven days during discussion; passed 4-1.

4.3 Permit Application 23.02 Fish Point Road Phase 3, City of Prior Lake

- Motion to approve Option 1 by Manager Boyles; 2nd by Manager Burnett; Passed 5-0.

4.4 Rescind COVID-19 Safety Plan

- Motion to rescind by Manager Boyles; 2nd by Manager Tofanelli; Passed 5-0.

5.0 TREASURER'S REPORT

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

5.1 Monthly Financial Reports

- Financial Report
- Treasurers Report
- Cash Flow Projections

5.2 Quarterly Financial Reports

- Balance Sheet
- Cost Analysis

6.0 CONSENT AGENDA

- 6.1 Meeting Minutes – June 11, 2023, Board Workshop
- 6.2 Meeting Minutes – June 11, 2023, Board Meeting
- 6.3 Claims List & Visa and US Bank Expenditures Summaries
- 6.4 Conservation Easement Amendment
- 6.5 Jeffers Lodge Development Agreement

Motion to approve consent agenda by Manager Tofanelli; 2nd by Manager Morkeberg; Passed 5-0.

7.0 UPCOMING MEETING/EVENT SCHEDULE:

- CAC Meeting, Thursday, July 27, 2023, 6:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)
- Board of Managers Workshop, Tuesday, August 8, 2023, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, August 8, 2023, 6:00 pm (Prior Lake City Hall – Council Chambers)

8.0 ADJOURNMENT

- Motion to adjourn by Manager Morkeberg; 2nd by Manager Tofanelli; passed 5-0.
- Meeting adjourned at 7:25 pm.

Respectfully Submitted,
Ben Burnett, PLSLWD Secretary, 8/2/23



CAC Meeting Minutes

Tuesday May 30, 2023
3:30-5:00 PM

Attendees:

CAC Members: 4 of 7 members present = 57% ($\geq 50\%$)
☒ Maureen Reeder ☒ Woody Spitzmueller
☒ Ron Hoffmeyer ☒ Loren Hanson (Vice Chair)
☒ Curtis Witt

Staff: Emily Dick
 Board members: Matt Tofanelli

CAC Business 3:30 (Meeting called to order at 3:30)

- Approval of the agenda: Motion: Woody / Second: Curtis / Passed. 5-0 all ayes.
- Approval of April Minutes Motion: Maureen / Second: Woody / Passed 5-0 all ayes.
- Review of Board Meetings: Matt Tofanelli and Loren Hanson
 - Positive feedback on presentation by soil and water from last meeting.
 - Brad R.-WSB discussed expense for PLOC pipe lining \$930,000 for fall 2023 and finish by next spring.
 - Ferric chloride education June 22, 3-5:00.
 - Danielle Studer is a new addition for the district on June 12. She is moving from Ohio. Recently out of school from Allegheny, Pennsylvania.
 - 2024 budget is in beginning stages.
- Schedule Joint Board/CAC Meeting
 - Agreed to have a meeting immediately after the June 22, Ferric Chloride tour from 5 to 7 PM.
- Review 2024 Budgeting Process and CAC Input Points
 - Read through the 2024 budget process document.
- Evaluation of progress on Water Resources Management Plan
 - Emily walked through the background of the plan. A new plan is developed every 10 years. 3 primary goals. Improve water quality; Control Invasive Species; Work on Flood Mitigation. 23 sub-goals were covered, and grades shared.
- Transition from subcommittees- Discussion on how to refocus as one group
 - Loren requested feedback from Matt Tofanelli on whether there are projects that the PLSLWD would like the CAC to look at more closely. No consensus on whether there should be sub-committees or not. Discussion around how linked should projects be to the PLSLWD goals and priorities vs. bring any and all ideas to the PLSLWD.
 - Maureen brought up should the wake boat committee continue since they made their recommendation to the board and feel that they completed their task. Decided

to table for time being as more information is coming in and new studies are coming out.

- Vote on Vice Chair
 - Motion made for Maureen as Vice Chair: Ron / Second: Woody / Passed. 5-0 all ayes.
- Recruitment
 - Emily is going to have new addition develop some recruitment materials.
- Staff Project Updates
 - PLOC Pipe Lining update
 - Project on pause in hopes of receiving legislative funding for construction in 2024.
 - FeCl System Update
 - District is assessing the lifetime of the tank, if and when any replacements and upgrades are recommended.
 - Consultant selected, work to begin in June
- Actions to discuss next meeting:
 - CAC rep to go to PLSLWD on June 13, 2023. Maureen Reeder volunteered.

Motion to adjourn at 5:30pm – Motion Maureen / Second Woody / Passed 5-0 all ayes.

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 benefits, Manager per diems, and Health insurance premiums have already been paid via ACH transfers. After the managers vote, two Managers will approve individual payments via BILL within three days of the meeting for approved claims. Then, staff will release payment via BILL to the claims list parties.

Vendor	Invoice Link	Description	Amount
1. Watershed District Projects (excluding staff payroll)			
EOR	X	General Engineering	\$ 1,421.25
		Fish Lake Management Plan Update	\$ 2,844.00
		Permitting	\$ 2,674.13
		Rule Revisions	\$ 148.50
		Sutton Lake IESF Follow-up Assessment	\$ 2,859.75
		Ferric Chloride System Assessment	\$ 19,858.50
		District Monitoring Program	\$ 58.50
Stantec	X	Swamp Lake IESF/Phosphorous Reduction Feasibility Study	\$ 14,559.25
For The One Transportation	X	FeCl Tour with CAC & PLSLWD Board	\$ 225.00
WSB	X	April Carp Management	\$ 8,079.25
WSB	X	May Carp Management	\$ 16,974.75
Waterfront Restorations	X	Watercraft Inspections - June 1-30	\$ 7,681.64
		Subtotal	\$ 77,384.52
2. Outlet Channel - JPA/MOA (excluding staff payroll)			
WSB	X	May PLOC Channel Pipe Lining	5,401.50
EOR		PLOC Engineering Assistance	\$ 185.25
		2023 PLOC Vegetation Maintenance	\$ 1,348.59
		Subtotal	\$ 6,935.34
3. Payroll, Office and Overhead			
ADP Manager Per Diems			\$ 3,061.98
ADP Staff Payroll			\$ 25,091.51
ADP Taxes & Benefits			\$ 17,021.93
NCPERS	X	August Life Insurance Premiums	\$ 96.00
Reliance Standard	X	August LTD and STD Premiums	\$ 765.70
HealthPartners	X	Health Insurance Premiums - August 2023	\$ 7,814.00
City of Prior Lake	X	Rent (September 2023)	\$ 2,387.03
CLA	X	Monthly Accounting - 26.5 hours	\$ 1,685.00
		Technology and Client Support Fee	\$ 100.65
		Bill.com fees for June 2023	\$ 53.18
		Monthly Payroll processing	\$ 328.00
Rymark	X	July Billing (11 workstations)	\$ 1,067.35
	X	Computer repair	\$ 93.65
Metro Sales	X	Contract base rate 6/8-7/7/2023	\$ 155.00
Paradigm Consulting	X	Database management - Danielle	\$ 95.00
VISA		June-July Billing	\$ 115.37
US Bank		July Billing	\$ 847.26
		Subtotal	\$ 60,778.61
		TOTAL	\$ 145,098.47

Prior Lake-Spring Lake Watershed District
VISA Transactions 6/26/2023-7/11/2023

Trans Date	Merchant Name	Amount	Receipt Link	Staff Approval	Class	Customer	Expense	Description
6/25/2023	ADOBE	\$110.54	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	software
7/11/2023	MICROSOFT	\$4.83	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	software
	TOTAL \$ 115.37							

Prior Lake-Spring Lake Watershed District
US Bank Transactions through 7/25/2023

Trans Date	Merchant Name	Amount	Receipt Link	Staff Approval	Class	Customer	Expense	Description	Approval Signature	DA Approval
6/27/2023	Ironclad Storage	\$ 220.00	x	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Equipment Storage		Joni Giese
6/30/2023	Prior Lake Shell	\$ 12.23	x	Jeff Anderson	637 Monitoring & Research	Automated Vegetation Monitoring	876 Field Equipment & Maintenance	Bug Spray		Joni Giese
7/3/2023	GroupGreeting	\$ 5.36	x	Patty Dronen	405 General Fund		710 Office Expense Other	Birthday Card - Jeff		Joni Giese
7/5/2023	Verizon	\$ 28.08	x	Jeff Anderson	648 Regulation	Easement Inspections & violations	876 Field Equipment & Maintenance	Cell Data		Joni Giese
		\$ 30.16		Jeff Anderson	PLOC 839	PLOC Equipment & Maintenance	876 Field Equipment & Maintenance	Cell Data		Joni Giese
		\$ 15.08		Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Cell Data		Joni Giese
7/7/2023	Amazon	\$ 149.97	x	Patty Dronen	405 General Fund		706 Office Supplies	Copy paper		Joni Giese
7/7/2023	Amazon	\$ 26.38	x	Patty Dronen	405 General Fund		706 Office Supplies	Tape, Post-its		Joni Giese
7/12/203	Jimmy Johns	\$ 86.64	x	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Board Manager meal		Joni Giese
7/13/2023	BCS - Community Fall Fest Registration	\$ 35.00	x	Danielle Studer	652 Education & Outreach	Events/Tours	903 Dues/Fees/Subscriptions	Fall Fest Registration Fee		Joni Giese
7/11/2023	Prior Lake Shell	\$ 84.64	x	Jeff Anderson	637 Monitoring & Research	Equipment Storage & Maintenance	801 Gas, Mileage	Gas		Joni Giese
7/11/2023	Prior Lake Hardware	\$ 34.34	x	Jeff Anderson	637 Monitoring & Research	Stream Monitoring	876 Field Equipment & Maintenance	6v batteries		Joni Giese
7/24/2023	Holiday Stations	\$ 67.63	x	Shauna Capron	637 Monitoring & Research	Automated Vegetation Monitoring	801 Gas, Mileage	Truck gas		Joni Giese
7/24/2023	Holiday Stations	\$ 51.75	x	Shauna Capron	637 Monitoring & Research	Automated Vegetation Monitoring	801 Gas, Mileage	Boat gas		Joni Giese
	TOTAL	\$847.26								



Subject | PLSLWD Website Redesign Agreement with HDR, Inc.

Board Meeting Date | August 8, 2023

Item No: 6.6

Prepared By | Patty Dronen, Administrative Assistant

Attachments | HDR Website Redesign Scope of Services and Fee Proposal

Proposed Action | Motion to authorize the District Administrator to enter into a professional services agreement with HDR, Inc. for \$38,900 to redesign the District's website.

Background

The PLSLWD.org website was designed and launched in 2013. Analytics of the current site covering June 2022-June 2023 indicate 65,000 total visits onto the site were made. Of these site visits, 54.8% of the page views went to one page, *Lower Prior Lake*. The next four most visited pages were *Spring Lake*, *Staff Contact*, *Upper Prior Lake* and *Employment Opportunities* make up another 15% of the total page views. That means 70% of the District's page views were going to just five pages. Currently there are 1684 pages of information on the District's site and the analytics show that 1166 of those pages had just one view in one year's time.

Discussion

Staff believes that a redesigned and freshened website is needed to make our content more compelling, which in turn will entice visitors to visit the site more often for a longer period of time, and to click on a wider range of content while reducing the total page count of the District website.

In April 2023, staff solicited bids from six vendors to redesign the PLSLWD website. Three proposals were received and three vendors chose not to respond. One of the vendors who chose not to respond, HDR, Inc., came highly recommended from other Watershed Districts. They did not submit a proposal because they couldn't take on the work per the proposed project schedule included in the request for proposals. After reviewing the other proposals and choosing not to award the project to the submitters, staff circled back to HDR and asked if they could respond with a proposed project timeline. HDR submitted a proposal indicating they can begin work on the site this fall. Examples of HDR's work include:

[Home :: Riley Purgatory Bluff Creek Watershed District \(rpbcwd.org\)](http://Home::RileyPurgatoryBluffCreekWatershedDistrict(rpbcwd.org))

[Home :: Lower Minnesota River Watershed District \(lowermnrivewd.org\)](http://Home::LowerMinnesotaRiverWatershedDistrict(lowermnrivewd.org))

While HDR's bid is higher than the original budgeted amount, we believe that HDR will provide high quality work based on review of other comparable watershed district websites they've produced. Potentially, District staff can take on more of the data transfer work to help reduce the overall project cost. Staff is currently working with HDR to refine contract language based on the District's standard contract template.

Recommendation

Staff recommends the Board of Managers authorize the District Administrator to enter into a professional services agreement with HDR, Inc. for \$38,900 to redesign the District's website.

Scope of Work

Task 1: Project Management

HDR will coordinate with PLSLWD's staff to hold a one-hour kickoff meeting to introduce the HDR team to PLSLWD and discuss the project approach. HDR will also provide as-needed progress updates and contract management, and monthly invoices.

HDR assumes an up to six month timeframe for website planning, design, and build, and a 12 month timeframe for as-needed website support after launch. The contract term will be a total of 18 months.

Includes:

- One one-hour kickoff/introduction meeting, attended by up to two HDR staff
- Invoices as required (up to 18)
- Contract administration
- Project coordination and communication

Task 2: Website Planning and Design

Website Planning

HDR will hold a Website Kickoff Meeting to hear about PLSLWD's to-date website planning efforts, challenges, goals, and preferences for the new website. The meeting will include a collaborative website review and a discussion of desired features and design elements.

Following the meeting, HDR will review the current website and develop a revised sitemap intended to simplify navigation and clarify content.

Website Design Mockup

Based on the revised sitemap, HDR will develop initial draft mockups for up to two pages: the home page and one subpage. PLSLWD staff will review and comment on the initial draft mockups to provide design direction, and based on their review HDR will develop a final initial design of the homepage and selected subpage.

Once approved, HDR will mockup all top-level pages of the new site, up to 15 pages. HDR typically caps the number of pages developed in the mockup to reduce redundancy since many subpages are either template-based (like individual waterbody pages) or share common design components. Typical watershed organization top-level pages include: Home, About, Waterbodies, Resources/Library, News + Events, Projects, Get Involved, Grants, Permits, Waterbody page, individual Project page, WMP page, Meeting Agenda/Materials page, 1-2 education pages, a Volunteer page, etc.).

**DELIVERABLES:**

- One 1.5 hour Virtual Website Kickoff Meeting attended by up to two HDR staff
- One new website sitemap
- Website Initial Draft and Final Mockups, up to two pages each
- Full Interactive Website Prototype, of up to 15 all top-level pages

ASSUMPTIONS:

- Once approved, changes to the website mockups may result in a contract amendment
- Mockups will be delivered as an interactive prototype through the browser-based Figma design software
- The sitemap will be delivered as a link through the Dynomapper website planning software
- HDR assumes that each round of PLSLWD review will not exceed one week

Task 3: Website Development, Launch, and Training

Staging Website

HDR will use the approved mockup to develop the staging site for PLSLWD review. HDR will use ConcreteCMS to develop the website due to its intuitive editing interface and flexibility. Once developed, HDR will send PLSLWD the staging link and instructions for creating user accounts on the site.

In addition to the website build process, the items below call out a few important items of note that HDR will manage during website development.

- **Hosting**
HDR will create a separate hosting account for PLSLWD to own at the end of the contract. HDR will use our preferred host Veerotech, and will select a Semi-Dedicated SSD SD-50 hosting plan with an annual billing cycle.
- **Content Migration**
HDR will migrate content for all single pages, and will migrate up to three months of news and events, up to five project and five individual waterbody pages, and up to 30 documents. HDR assumes that after the training task, PLSLWD staff will migrate the remaining content as they see fit.
- **Accessibility Implementation**
HDR will perform an accessibility check using the Siteimprove checker on each page of the site to ensure that at launch the website meets WCAG 2.1 AA standards.



Final Website

HDR will make changes based on PLSLWD staff review to create a final staging site. Once approved, HDR will host a one hour virtual training meeting to train PLSLWD staff on how to edit their new site. Following the training, HDR will work with PLSLWD to launch the site under the PLSLWD.org domain.

DELIVERABLES:

- A staging site for PLSLWD review
- One one-hour virtual training for PLSLWD staff to edit the site
- SEO enhancement
- Responsive design and accessibility testing
- Domain coordination and website launch
- Accessibility compliance check and mitigation
- One year of hosting (HDR will request that PLSLWD input their credit card information within 12 months of contract start to transfer payment)

ASSUMPTIONS:

- HDR will migrate one year of news articles and meeting materials, and up to 6 months of past events to the new website.
- PLSLWD will provide the necessary coordination or access to the PLSLWD.org domain for launch
- HDR will build the site in the latest production version of ConcreteCMS
- HDR will host the site with Veerotech Semi-Dedicated SSD SD-50 hosting plan. The website and all data will be subject to Veerotech's [Terms of Service](#). HDR will transfer the account to PLSLWD at the end of the contract term.
- HDR cannot guarantee 100% uptime of any third party services used, such as external email services, Google services, Esri services, or external content that is framed into the site
- HDR will support IE11+, Chrome, and Safari
- PLSLWD understands that the content document, wireframe, and design mockup will act as a blueprint for the website. Significant changes or additions made after development has begun may be considered out of scope.
- HDR assumes that each round of PLSLWD review will not exceed one week
- HDR assumes PLSLWD will use their Esri account to create any interactive maps required for the website, and will create and share public embed links with HDR to embed in the site. HDR is not responsible for creating new GIS data or manipulating existing GIS data.
- HDR's Digital Engagement Team is committed to providing the best level of accessibility possible as outlined in WCAG 2.1 Level AA for HDR-created digital assets, including website code, documents, and videos. HDR uses the Siteimprove Accessibility Checker to identify and mitigate critical errors, where feasible. Instances where mitigation may not be fully mitigatable, or may require an alternative format, include embedded third-party

8-8-2023 10:00 AM EDT
Content (for example, Esri or Google Maps, forms and surveys, and embedded video services, etc.), links to documents or media not created by HDR, and strict brand requirements that do not achieve contrast minimums. Some Siteimprove errors may not require mitigation dependent on the context and validity of the error to the experience of the user. HDR cannot provide certification of accessibility compliance, and recommends using a certified accessibility firm to provide an audit of the website if certification is required.

Task 4: Website Support

HDR will provide 1 year of as-needed maintenance and troubleshooting.

INCLUDES:

- Response to questions from PLSLWD regarding the website
- Response to any unexpected behavior on the website
- Response to system issues resulting in disrupted function or site downtime
- Required system upgrades or patches

ASSUMPTIONS

- HDR assumes 2 hours/month for website maintenance for the duration of the contract. If web service modification or addition requests are significant and require more than the 2 hours allotted per month, a contract amendment will be required.
- HDR will make modifications to existing website graphics within the 2 allotted hours per month. New graphic requests will require a contract amendment.
- HDR will support browser versions that are currently active and supported by their creating companies. In particular, Chrome, Firefox, Safari, and Internet Explorer version 11+.

High-Level Schedule

The schedule below shows a high-level view of the timeframes for each task deliverable, including PLSLWD staff and board reviews. The exact timeframes may vary of factors like review turnarounds or unexpected delays.

Website Design and Planning (~ 3 months)

- One new website sitemap - 1-2 weeks
- Website Initial Draft Mockups - 1-2 weeks
- Final Initial Mockups - 3-4 weeks
- Full Interactive Website Prototype - 3-4 weeks

Website Development, Launch, and Training (~ 3 months)

- Staging website/testing - 6-7 weeks
- Final website - 2-3 weeks
- Launch - 1 week

Website Support (12 months)

- Ongoing, launch to end of contract



Budget

Based on the scope of work described above, HDR proposes to provide these services on a time and expenses basis with a limit not to exceed the total cost below without prior authorization of Prior Lake-Spring Lake Watershed District.

Task	Hours	Cost
Task 1: Project Management	26 hours - Contract admin: 4 hours - Invoicing: 12 hours - Project coordination/communication: 10 hours	\$4,320
Task 2: Website Planning and Design	50 hours - Planning: 10 hours - Mockup draft: 15 hours - Final mockup: 25 hours	\$9,375
Task 3: Website Development, Launch, and Training	130 hours: - Installation/setup: 2 hours - Staging site development (build-out of full site, including all components and media): 60 hours - Content migration: 30 hours - Incorporating PLSLWD review edits: 20 hours - Mobile review: 5 hours - Accessibility review: 8 hours - Launch: 2 hours - Staff Training: 2 hours \$325 annual hosting cost	\$20,760
Task 4: Website Support	24 hours (2 hours/month for 12 months)	\$4,115
Total Cost	230 hours	\$38,900



Subject | Jeffers Lodge Declaration of Conservation Easement

Board Meeting Date | August 8, 2023

Item No: 6.7

Prepared By | Kristin Weinandt, Scott SWCD

Attachments |
 1) Project Location Map
 2) Jeffers Lodge Declaration of Conservation Easement (DCE)

Proposed Action | Motion to approve the Jeffers Lodge Declaration of Conservation Easement for execution by the District Administrator

Background

District Rule J requires the establishment of a vegetated buffer around wetlands and watercourses for the purpose of maintaining the long-term health and function of these resources. Rule J also requires the establishment of a permanent conservation easement over the buffers.

The conservation easement process includes acquiring a development agreement in conjunction with a declaration of conservation easement (DCE). The DCE provides the District with a permanent conservation easement to protect water resources in the Prior Lake-Spring Lake Watershed District.

Discussion

Scott SWCD staff is working with the property owner, Jeffers Foundation, on behalf of the District to establish a DCE that will protect the required buffer in perpetuity. The location of the project is shown on the attached map. The buffer is approximately 34,575 sq ft and is located riparian to the PLOC and wetland.

The attached DCE is based on a template developed by the District Attorney. The DCE is a legal document that will be recorded in the Scott County Land Records Office.

Recommendation

District staff is requesting the Board of Managers approve the Jeffers Lodge Declaration of Conservation Easement for execution by the District Administrator, conditioned upon the following:

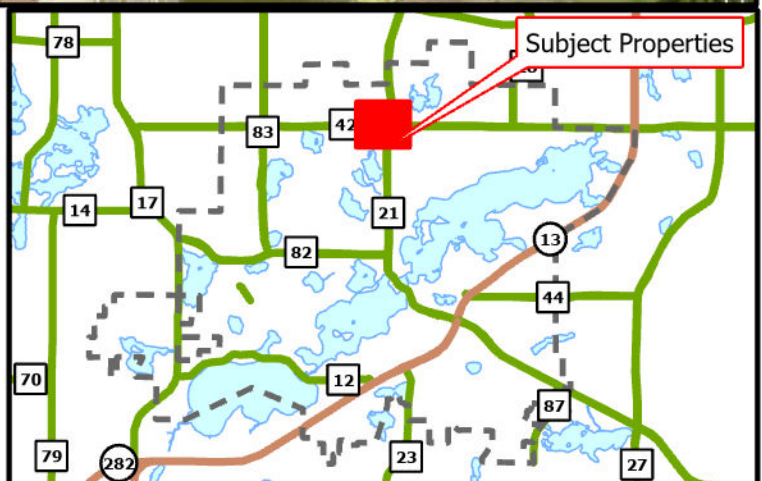
- Review and concurrence by the District Engineer that the proposed easement boundary is in compliance with District Rule J.
- An escrow check required as part of the previously approved Jeffers Lodge Developers Agreement is received.
- Receipt of a signed and notarized DCE from the property owner, Jeffers Foundation, a non-profit organization.



Jeffers Foundation - Jeffers Lodge **Planned Unit Development (PUD) Major Amendment & Final Plat** **Location Map**



A summary of the property legal description is:
 BLOCK: 00A, LOT: O-L, Scott County, MN



DECLARATION OF CONSERVATION EASEMENT

This Declaration is made this _____ day of _____, 2023, by Jeffers Foundation, a Minnesota non-profit corporation (collectively the “Declarant”).

RECITALS

Declarant owns land related to the development of Jeffers Lodge in Scott County, Minnesota, described on the attached Exhibit A (the “Property”). As conditions of the approval of the plats of Jeffers Lodge, Scott County required that the Declarant establish, to the benefit of the Prior Lake-Spring Lake Watershed District (“Watershed District”), a conservation easement over a buffer strip around the perimeter of wetlands and watercourse within the Property in accordance with the requirements of the Watershed District’s Rules (“Rules”). Declarant desires to establish a conservation easement under Minnesota Statutes, Chapter 84C, to create a buffer strip around the perimeter of wetlands (both existing and to be created) and watercourse within the Property.

DECLARATION

NOW, THEREFORE, Declarant hereby declares that the portion of the Property described on the attached Exhibit B (“Easement Area”) and depicted in Exhibit C (Surveyed Drawing) shall be held, sold, conveyed and occupied subject to the following easements and restrictions (the “Conservation Easement”), which shall be perpetual and run with the Property and bind each owner (“Owner”) and all other persons having any right, title or interest in the Property or any part thereof, their heirs, representatives, successors and assigns, and shall inure to the benefit of the Watershed District, and its successors and assigns.

1. PRESERVATION. Declarant will permanently retain the Easement Area in its predominantly natural condition and prevent or remedy any subsequent activity or use that impairs or interferes with its function as a buffer strip.

2. RESTRICTIONS. The following restrictions shall apply to the Easement Area:

(a) The Easement Area shall be preserved predominantly in its natural condition. No trees, shrubs, or other vegetation that are not indigenous or naturalized to the State of Minnesota shall be planted upon the Easement Area; and no trees, shrubs, or other vegetation shall be removed from the Easement Area without the prior written consent of the Watershed District.

(b) Buffer strip vegetation shall be established and maintained within the Easement Area in accordance with the Rules. There will be no grading or other disturbance of the soil within the Conservation Easement except as incidental to vegetation planting and removal. No structure or paved surface will be placed temporarily or permanently within the Conservation Easement.

(c) Easement identification monuments must be placed and maintained by the Declarant at the boundaries of the Easement Area as required by the Rules. Monuments will be placed and maintained on the upland edge of the Conservation Easement boundary, at each parcel line where it crosses the Conservation Easement boundary, and at each point where the bearing of the Conservation Easement boundary line changes. A monument shall consist of a metal U-channel post and a buffer strip sign provided by the Watershed District, or as otherwise approved in writing by the Watershed District. The sign shall be securely mounted to a minimum height of 4 feet above grade. Removal, relocation, or damage to the monuments is prohibited. If a monument has been relocated or damaged, the Owner shall notify the District as soon as possible. If there is a subdivision after initial monumentation, monuments will be adjusted to maintain conformance with this paragraph.

(d) Subject to Section 3 below, alterations including building, storage, paving, mowing, plowing, introduction of noxious vegetation, cutting, dredging, filling, mining, dumping, grazing livestock, agricultural production, yard waste disposal or fertilizer application, are prohibited within the Easement Area. Noxious vegetation, such as European buckthorn, purple loosestrife and reed canary grass, may be removed as long as the Easement Area is maintained to the standards required by the Rules and with a two-week advance written notice to the Watershed District. Notwithstanding the foregoing, Declarant may plant to enhance the natural vegetation or selectively clear or prune trees or vegetation that are dead, diseased or otherwise pose hazards with written consent from the Watershed District.

3. AUTHORIZED USES. The following activities are not prohibited alterations under Paragraph 2(d) above:

(a) Placement, maintenance, repair or replacement of utility and drainage systems that exist on creation of the buffer strip or are required to comply with any subdivision approval or building permit obtained from the municipality or county, so long as any adverse impacts of utility or drainage systems on the function of the buffer strip have been avoided or minimized to the extent possible; and

(b) Construction, maintenance, repair, reconstruction, or replacement of existing and future public roads crossing the buffer strip, so long as any adverse impacts of the road on the function of the buffer strip have been avoided or minimized to the extent possible.

4. ENTRY. The Watershed District, and its agents, employees, managers, and contractors, may enter the Property (but not any structure or improvements) at reasonable times to monitor subsequent activities and uses, perform work, and enforce this Declaration. The Watershed District shall give reasonable prior notice to the Owner of all such entries and shall not unreasonably interfere with the Owner's use and quiet enjoyment of the Property. This Declaration grants no right of access or entry on the Property to the general public.

5. COSTS AND FEES. The Owner shall reimburse the Watershed District for all costs incurred in the enforcement of this Declaration, including Watershed District staff costs and engineering and attorneys' fees. The Owner shall fully pay all invoices submitted by the Watershed District for obligations incurred under this Declaration within 7 days after receipt. Amounts not so paid shall accrue interest at the rate of 8 percent per year, or the maximum rate allowed by law, if lower.

6. MISCELLANEOUS.

(a) Unless the context otherwise requires, a reference in this Declaration to the Rules adopted by the Watershed District means the Rules, as amended, in effect at the time of their application.

(b) Each Owner, including Declarant, and each successor record owner of the Property shall be fully discharged and relieved of liability under this Declaration upon ceasing to own any interest in the Property and paying all amounts and performing all obligations hereunder to the time such ownership terminates.

(c) This Declaration may be amended only by a writing duly signed and notarized by Owner and the Watershed District.

(d) Enforcement of this Declaration shall be by proceedings at law or in equity against any person violating or attempting to violate these restrictions either to restrain the violation or to recover damages. The failure to enforce any of the restrictions shall not be deemed to be a waiver of the right to do so thereafter. A party seeking enforcement of this Declaration shall be entitled to recover from the party violating the restrictions, reimbursement for all costs and expenses of litigation including reasonable attorneys' fees and other costs incurred in attempting to secure such relief.

(e) This document is to be finalized, signed/notarized by both parties, and recorded before the developer may sell any of the lots.

(f) Invalidity of any provision of this Declaration shall not affect the remaining provisions, which shall continue in full force and effect.

IN WITNESS WHEREOF, the Declarant has voluntarily executed this Declaration on this _____ day of _____, 2023.

Declarant:

By: _____
Kelly Johnson, CFO Jeffers Foundation

STATE OF MINNESOTA)
)SS
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023, by _____ the CFO of Jeffers Foundation, on behalf of the non-profit corporation.

Notary Public

My Commission Expires: _____

ACCEPTANCE

The Watershed District hereby accepts the foregoing Conservation Easements pursuant to Minnesota Statutes, Section 84C.02, on this _____ day of _____, 2023.

PRIOR LAKE - SPRING LAKE
WATERSHED DISTRICT

By: _____
Joni Giese

Its: District Administrator

STATE OF MINNESOTA)
) SS
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Joni Giese, the Administrator of the PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT, a political subdivision under Minnesota law, on its behalf.

Notary Public

My Commission Expires: _____

This instrument was drafted by:
Prior Lake-Spring Lake Watershed District
4646 Dakota Street SE, Prior Lake, MN 55372

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

Lot 1, Block 1 and Outlot A, JEFFERS LODGE, according to the
recorded plat thereof, Scott County, Minnesota.

EXHIBIT B
LEGAL DESCRIPTION OF EASEMENT AREA

An easement for conservation lying over, under and across all that part of Lot 1, Block 1 and Outlot A, JEFFERS LODGE, according to the recorded plat thereof, Scott County, Minnesota. Said easement lies northwesterly of the following described line and its northerly and southwesterly extensions:

Commencing at the most westerly corner of said Lot 1, thence South 78 degrees 59 minutes 08 seconds East, assumed bearing, along the southerly line of said Lot 1, 53.86 feet to the point of beginning; thence North 61 degrees 22 minutes 22 seconds East, 85.63 feet; thence North 36 degrees 57 minutes 06 seconds East, 80.42 feet; thence North 29 degrees 29 minutes 09 seconds East, 135.68 feet; thence North 44 degrees 12 minutes 31 seconds East, 56.94 feet; thence North 36 degrees 15 minutes 49 seconds East, 53.60 feet; thence North 28 degrees 05 minutes 42 seconds East, 69.66 feet; thence North 48 degrees 14 minutes 35 degrees East, 135.95 feet; thence North 06 degrees 12 minutes 01 seconds East, 45.19 feet to the north line of said JEFFERS LODGE.

