



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

AGENDA

Tuesday, September 12, 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 – 4:30 PM	W.1	Ferric Chloride System Assessment Study Update (Emily Dick/Adib Amini)
4:30 – 4:35 PM	W.2	Draft 2024 Budget (Joni Giese)
4:35 – 5:00 PM	W.3	Sutton Lake IESF Alternate Study Update (Emily Dick)
5:00 – 5:05 PM	W.4	SCALE Legislative Priorities (Joni Giese)
5:05 – 5:15 PM	W.5	Farmer-led Council Cost Share Eligibility (Emily Dick)
5:15 – 5:25 PM	W.6	Project Pursuit Suspension (Emily Dick)
5:25 – 5:35 PM	W.7	Easement Signs Replacement (Joni Giese)
5:35 – 5:45 PM	W.8	Liaison Updates <ul style="list-style-type: none"> • District Partners in Attendance • Managers' Summary of other Meetings Attended
5:45 – 5:50 PM	W.9	Administrator Report (Joni Giese)

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

6:02 – 6:04 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.)

6:04 – 6:10 PM **PUBLIC HEARING – 2024 Preliminary Proposed Budget and Levy**

- 2024 Preliminary Levy Certification—Resolution 23-371 (Vote)

6:10 – 6:12 PM 3.0 **APPROVAL OF AGENDA** (Additions/Corrections/Deletions)

- 6:12 – 6:40 PM 4.0 **OTHER OLD/NEW BUSINESS**
- 4.1 Programs & Projects Update (Discussion Only)
 - 4.2 Designation of a PLSLWD Alternate Representative to the PLOC Project Cooperators (Vote)
 - 4.3 Cost Share Project Approval (Vote)
 - 4.4 Farmer-led Council Cost Share Eligibility (Vote)
 - 4.5 PLSLWD Rule D - Public Linear Cost Cap and Stormwater Impact Fund Contribution Rate Establishment (Vote)
 - 4.6 Easement Signs Replacement (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
- 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 – August 8, 2023, Board Workshop
 - 6.2 Meeting Minutes – August 8, 2023, Board Meeting
 - 6.3 Claims List and Bank Purchase Card Expenditures Summary
- 6:55 – 7:00 PM 7.0 **UPCOMING MEETING/EVENT SCHEDULE:**
- Fall Community Fest, Monday, September 18, 2023, 6:00 - 8:30 pm (Prior Lake High School)
 - CAC Meeting, Thursday, September 28, 2023, 6:00 – 7:30 pm (Prior Lake City Hall – Wagon Bridge Conference Room)
 - Fish Lake Management Plan Update Landowner meeting, Thursday, October 5, 2023, 6:00 - 8:00 pm (Spring Lake Town Hall)
 - Board of Managers Workshop, Tuesday, October 10, 2023, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
 - Board of Managers Meeting, Tuesday, October 10, 2023, 6:00 pm (Prior Lake City Hall – Council Chambers)
 - Clean Water Clean-up Event, Saturday, October 28, 2023, 9:30 am – 12 pm (Sand Point Beach)
- 7:00 PM 8.0 **ADJOURNMENT**



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Subject | 2024 Preliminary Levy Certification

Board Meeting Date | September 12, 2023

Item No: Public Hearing

Prepared By | Joni Giese, District Administrator

Attachments | a) Resolution 23-371 Certifying the Preliminary 2024 Administrative and Metropolitan Water Management Tax Levy
b) 2024 Budget – Financial Statement Format (Draft 9-6-2023)
c) 2024 Budget Memorandum (Draft 9-6-2023)

Proposed Action | Motion to adoption Resolution 23-371 Certifying the Preliminary 2024 Administrative and Metropolitan Water Management Tax Levy in the total amount of \$1,958,700.

Discussion

In order to meet the PLSLWD's Water Resources Management Plan goals and maintain current service levels, staff is proposing a preliminary levy of \$1,958,500 and a budget of \$2,548,500 for 2024. This preliminary levy and budget represent:

- An increase of \$38,764 from the 2023 levy of \$1,919,936. This is a 2.0% increase from 2023.
- Based on the preliminary levy of \$1,958,500, the 2024 tax rate is 2.815%, which is slightly lower than the 2023 tax rate of 2.826%.
- The budget reflects the District's continued efforts to build reserve funds to cover future anticipated lake alum treatments.
- Approximately 90% of the budget is directed towards projects and programs to either improve water quality or reduce flooding. This is a 20% increase from 2023.
- Approximately \$459,500 of budget reserves (funds committed in previous years) will be used to cover estimated costs of \$654,00 associated with upper watershed projects.
- The budget item, *611 Highway 13 Wetland, FeCl System & Desilt, O&M*, includes a \$200,000 increase from 2023. The budget increase reflects estimated costs associated with 2024 improvements to the District's aging Ferric Chloride system and site. The Ferric Chloride system is a critical piece of infrastructure that treats stormwater coming from County Ditch 13, which is responsible for carrying a majority of water quality pollutants to Spring Lake.
- Approximately \$27,000 in grant funds will be used to cover project costs. This is a reduction from prior years. Securing higher levels of grant funds in the future is intended as upper watershed feasibility studies are complete, projects identified, and landowner support secured.
- A new budget item has been included for 2024, *626-Comprehensive Wetland Plan update*, in the amount of \$35,500. The current plan was developed in 2012. Since the plan's adoption, enhanced mapping information is available to better assess and categorize wetlands as good candidates for either flood reduction or water quality improvements. The plan update is included as a planning project in the District's Water Resources Management Plan.
- Consistent with 2023, administrative expenses represent approximately 10% of the budget.

Recommendation

Staff recommends adoption of Resolution 23-371 Certifying the Preliminary 2023 Administrative and Metropolitan Water Management Tax Levy in the total amount of \$1,958,700.



Resolution 23-371

Certifying the Preliminary 2024

Administrative and Metropolitan Water Management Tax Levy

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

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

WHEREAS Minnesota Statute Section 103D.905, subdivision 3, authorizes the PLSLWD to levy an *ad valorem* tax on real property within the PLSLWD for the administrative expenses of the District not to exceed \$500,000.00;

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

THEREFORE, BE IT RESOLVED that in accordance with Minnesota Statutes Section 103D.915, the Board hereby approves and certifies to the Scott County Auditor an *ad valorem* levy in the total amount of \$1,958,700 to be levied on all taxable property within the PLSLWD, composed of the following:

- \$ 255,600 for the General Fund under authority of Minnesota Statutes Section 103D.905, subdivision 3;
- \$ 1,703,100 to implement the watershed management plan under Minnesota Statutes Section 103B.241, subdivision 1, for the general projects and programs of the PLSLWD.

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

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

Upon vote, the chair declared the resolution adopted.

It is hereby certified that the Board of the Prior Lake-Spring Lake Watershed District adopted this Resolution at a duly convened meeting of the Board held on the 12th day of September 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: September 12, 2023

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT
2024 Budget- Draft (9-6-2023)

Program Element		2024 Source of Funds					
		2024 Levy	Budget Reserve	Grant Funds/Fees	2024 Budget	2023 Budget	2022 Budget
	General Fund (Administration)						
	Revenues						
	Property Taxes	\$ 255,600	\$ -	\$ -	\$ 255,600	\$ 249,200	\$ 246,200
	Interest	-	-	9,000	9,000	3,000	-
	Other	-	-	-	-	-	-
	Total Revenues	\$ 255,600	\$ -	\$ 9,000	\$ 264,600	\$ 252,200	\$ 246,200
	Expenditures						
	Administrative Salaries and Benefits	\$ 145,000	\$ -	\$ -	\$ 145,000	\$ 138,000	\$ 133,800
	703 · Telephone, Internet & IT Support	7,500	-	9,000	16,500	16,200	20,000
	702 - Rent	29,100	-	-	29,100	28,300	27,400
	706 · Office Supplies	8,000	-	-	8,000	9,000	10,000
	709 · Insurance and Bonds	14,000	-	-	14,000	14,200	12,800
	670 · Accounting	34,000	-	-	34,000	31,000	27,000
	671 · Audit	10,500	-	-	10,500	9,000	7,700
	903 · Fees, Dues, and Subscriptions	1,500	-	-	1,500	1,500	1,500
	660 · Legal (not for projects)	6,000	-	-	6,000	5,000	6,000
	General Fund (Administration) Expenditures	\$ 255,600	\$ -	\$ 9,000	\$ 264,600	\$ 252,200	\$ 246,200
	Net Change in General Fund	-	-	-	-	-	-

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT
2024 Budget- Draft (9-6-2023)

Program Element		2024 Source of Funds			2024 Budget	2023 Budget	2022 Budget
		2024 Levy	Budget Reserve	Funds/Fees			
	Implementation Fund						
	Revenues						
	Property Taxes	\$ 1,703,100	-	-	\$ 1,703,100	1,670,736	\$ 1,602,735
	Grants/Fees	-	-	\$ 34,000	34,000	120,664	105,000
	Interest	-	-	61,000	61,000	67,200	-
	Budget Reserves	-	\$ 486,000	-	486,000	362,300	252,700
	Total Revenues	\$ 1,703,100	\$ 486,000	\$ 95,000	\$ 2,284,100	\$ 2,220,900	\$ 1,960,435
	Expenditures						
	Program Salaries and Benefits (not JPA/MOA)	\$ 501,700	\$ -	\$ -	\$ 501,700	492,900	\$ 461,700
Water Qual	550 Public Infrastructure Partnership Projects	\$ -	\$ -	\$ -	\$ -		\$ 6,750
Water Qual	611 Farmer-led Council	55,000	-	-	55,000	54,000	61,000
Water Qual	611 Cost-Share Incentives	68,000	-	-	68,000	58,000	58,000
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	244,000	-	61,000	305,000	98,000	65,000
Water Qual	611 Carp Management	96,500	-	-	96,500	94,000	88,000
Water Qual	611 Spring Lake Demonstration Project Maintenance	1,200	-	-	1,200	1,200	1,050
Water Qual	611 Alum Internal Loading Reserve	230,000	-	-	230,000	220,000	230,000
Water Qual	611 Upper Prior Lake Phase II Sediment Monitoring	-			-		20,000
Water Qual	611 Fish Stocking	2,000	-	-	2,000	3,000	2,000
Water Qual	637 District Monitoring Program	84,500	-	-	84,500	81,000	109,000
Water Qual	626 Planning and Program Development	27,500	-	-	27,500	17,500	20,000
Water Qual	626 Fish Lake Management Plan Update	-		-	-	81,300	-
Water Qual	626 LGU Plan Review	-	4,000		4,000	4,000	-
Water Qual	626 Engineering not for programs	20,000	-	-	20,000	15,000	15,000
Water Qual	626 Debt Issuance Planning	-	-	-	-	10,000	10,000
Water Qual	648 Permitting and Compliance	57,000	-	5,000	62,000	79,000	27,000
Water Qual	648 Update MOAs with cities & county	-	5,000	-	5,000	10,000	10,000
Water Qual	648 BMP and Easement Inventory & Inspections	23,000	-	2,000	25,000	10,000	12,000
Water Qual	626 Upper Watershed Projects	194,500	459,500	-	654,000	524,500	443,035
Water Qual	626 District Plan Update	-	2,500		2,500	2,500	-
	WQ TOTAL	1,103,200	471,000	68,000	1,642,200	1,363,000	1,177,835
Water Storage	550 District-wide Hydraulic & Hydrologic model	5,000	-	-	5,000	5,000	5,000
Water Storage	626 Comprehensive Wetland Plan Update	35,500	-	-	35,500		
Water Storage	550 S&I Sutton Lake Outlet Structure Project	-	-	-	-		125,400
	WS TOTAL	40,500	-	-	40,500	5,000	130,400
AIS	611 Aquatic Vegetation Mgmt	2,000	-	12,000	14,000	15,000	7,000
AIS	637 Automated Vegetation Monitoring (BioBase)	1,200	-	-	1,200	2,000	5,000
AIS	637 Aquatic Vegetation Surveys	15,500	-	-	15,500	5,500	18,000
AIS	637 Boat inspections on Spring, Upper & Lower Prior	19,000	-	15,000	34,000	32000	30,000
	AIS TOTAL	37,700	-	27,000	64,700	54,500	60,000
Ed & Out	652 Education and Outreach Program	20,000	15,000	-	35,000	40,000	10,000
	E&O TOTAL	20,000	15,000	-	35,000	40,000	10,000
	PLOC Contribution	-	-	-	-	185,500	19,500
	Debt Payment Reserve	-	-	-	-	80,000	100,000
	Total Implementation Fund	\$ 1,703,100	\$ 486,000	\$ 95,000	\$ 2,284,100	\$ 2,220,900	\$ 1,959,435
	Net Change in Fund Balance Implementation Fund	-	-	-	-		1,000

	Grant Funds/Fees Anticipated				2024 Budget	2023 Budget	2022 Budget
Water Qual	611 Farmer-led Council (BWSR Grant)			\$ -	\$ -		\$ 10,000
	Interest Income (general fund & Implementation fund)			\$ 70,000	\$ 70,000	70,200	
	648 New Easement Acquisition Fees			5,000	5,000	5,000	5,000
Water Qual	648 Easement amendment/violations fees			2,000	2,000	500	500
	626 UWB (BWSR Lower MN River South (WBIF Grant)			-	-	3,958	19,800
	Fish Lake Mgmt Plan & Swamp IESF Feas. ('23 WBIF Grant)			-	-	82,806	
	Spring Lake Twnshp Contribution (Fish Lake Mgmt Plan)			-	-	4,000	
	550 S&I Sutton Lake Outlet (DNR Flood Hazard Grant)			-	-		62,700
	AIS Grant for Upper Prior Lake (DNR Grant)			-	-	4,335	
AIS	611 Aquatic Vegetation Mgmt. (Scott County)			27,000	27,000	20,065	7,000
	Total Grant Funds/Fees Anticipated			\$ 104,000	\$ 104,000	190,864	\$ 105,000

Budget Summary		Budget			2023 Levy	Levy Increase	% Increase
Fund Sources/Fund Expenditures		2024 Levy	Reserves	Grants/Rev			
General Fund		\$ 255,600		\$ 9,000	\$ 264,600	249,200	
Implementation Fund		\$ 1,703,100	\$ 486,000	\$ 95,000	\$ 2,284,100	1,670,736	
Total Fund Sources		\$ 1,958,700	\$ 486,000	\$ 104,000	\$ 2,548,700	1,919,936	\$ 38,764 2.0%
Expenditures							
General Fund					264,600		
Implementation Fund					2,284,100		
Total Expenditures					2,548,700		

Fund Balance Commitments/Assingments		2024 (Budget)			2023 (Estimate)		
		12-31-23 Bal	Additions	Reductions	12-31-24 Bal	12-31-22 Bal	Additions 12-31-23 Bal
	611 Alum Internal Loading Reserve	\$ 700,000	\$ 230,000	\$ -	\$ 930,000	\$ 480,000	\$ 220,000 700,000
	626 Upper Watershed Projects	\$ 459,500	\$ 194,500	\$ (654,000)	\$ -	\$ 362,300	\$ 162,200 459,500
	Debt Payment Reserve	\$ 180,000	\$ -	\$ -	\$ 180,000	\$ 100,000	\$ 80,000 180,000
		\$ 1,339,500	\$ 424,500	\$ (654,000)	\$ 1,110,000	\$ 942,300	\$ 462,200 1,339,500



MEMORANDUM

TO: PLSLWD BOARD OF MANAGERS
FROM: JONI GIESE
SUBJECT: 2024 BUDGET
DATE: 9/6/2023 (DRAFT)

The following provides background to the 2024 Budget. The activities are broken out between the General Fund and Implementation Fund, with the implementation fund budget line items organized under the Water Resource Management Plan's three priorities: Water Quality, Reduce Flooding, and Aquatic Invasive Species (AIS). Expenses relating to Prior Lake Outlet Channel (PLOC) operations are reflected in a separate 2023 PLOC budget.



WATER QUALITY



AQUATIC INVASIVE SPECIES



REDUCE FLOODING

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

405 - General Fund

570 - 573 Administrative Salaries and Benefits

Description: This budget item includes staff salaries and associated benefits for administrative activities, which includes holidays and PTO. Additional staff time will be expended associated with District document archiving procedures.

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

2023 Budget: \$138,000

2023 Year End Expense: \$145,000 (estimate)

2024 Budget: \$145,000

For 2024, salaries and benefits are projected to increase due primarily to inflation and a slight increase in staff administrative tasks.

Estimated salaries and benefits are based on the following assumptions:

- 3.5% average salary increase
- 10% increase in healthcare insurance premiums
- 5% increase in dental insurance premiums

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

Salaries and payroll taxes (social security and medicare)	\$112,600
Benefits (PERA, Health, Dental, Disability, Life Insurance)	32,400
TOTAL: \$145,000	

2024 Revenue Source(s):

Levy: \$145,000

703 – Telephone, Intranet & IT Support

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

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

2023 Budget: \$16,200

2023 Year End Expense: \$16,200 (estimate)

2024 Budget: \$16,500.

Specific activities/projects covered by this budget item include:

Staff cell phone reimbursements	\$2,600
Website hosting and listing fees	400
IT consultant standard support	13,500
TOTAL: \$16,500	

2024 Revenue Source(s):

- Levy: \$7,500
- Interest Income: \$9,000

702 – Rent

Description: The District entered into a lease for office space with the City of Prior Lake, effective July 1, 2021. The new lease has an annual cost escalation of 3 percent per year.

2023 Budget: \$28,300

2023 Year End Expense: \$28,300

2024 Budget: \$29,100

Specific activities/projects covered by this budget item include:

City of Prior Lake lease payments	\$29,100
TOTAL:	\$29,100

2024 Revenue Source(s):

- Levy: \$29,100

706 – Office Supplies

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

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

2023 Budget: \$9,000.

2023 Year End Expense: \$5,000 (estimate).

2024 Budget: \$8,000

Specific activities/projects covered by this budget item include:

Ricoh copier (rent and copies)	\$4,200
Mileage	800
Postage	1,000
Other office supplies	2,000
TOTAL:	\$8,000

2023 Revenue Source(s):

- Levy: \$8,000

709 – Insurance and Bonds

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

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

2023 Budget: \$14,200

2023 Year End Expense: \$12,800.

2024 Budget: \$14,000 Includes premium increases based on insurance provider stated rate percentage increases for 2023.

Specific activities/projects covered by this budget item include:

Property (5% increase)	\$1,900
Liability (7% increase)	5,600
Excess Liability (9% increase)	1,800
Auto (10% increase)	500
Workers compensation (6% increase)	4,200

TOTAL: \$14,000

2024 Revenue Source(s):

- Levy: \$14,000

670 – Accounting

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

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

2023 Budget: \$31,000

2023 Year End Expense: \$32,235 (estimate).

2024 Budget: \$34,000

Specific activities/projects covered by this budget item include:

Contracted accounting firm, CliftonLarsonAllen LLP (CLA)	\$34,000
--	----------

TOTAL: \$34,000

2023 Revenue Source(s):

- Levy: \$34,000

671 – Audit

Description: This budget item covers annual audit costs paid to contracted auditor. Other associated audit costs, such as District accountant's time to prepare for audit, work with auditors, and to submit audit to the state, along with the District attorney's time to respond to audit questions (e.g., audit opinion) are expensed in 670 – Accounting and 660 – Legal, respectively.

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

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

2023 Year End Expense: \$8,625

2024 Budget: \$10,500 (\$14,000 total – 25% allocated to PLOC).

Specific activities/projects covered by this budget item include:

Contracted audit firm (Abdo)	\$10,500
TOTAL: \$10,500	

2023 Revenue Source(s):

- Levy: \$10,500

903 – Fees, Dues and Subscriptions

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

2023 Budget: \$1,500

2023 Year End Expense: \$500 (estimate).

2024 Budget: \$1,500

Specific activities/projects covered by this budget item include:

Organization memberships	\$200
Miscellaneous fees	1,200
Subscriptions	150
TOTAL: \$1,500	

2024 Revenue Source(s):

- Levy: \$1,500

660 – Legal (not project related)

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

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

2023 Budget: \$5,000

2023 Year End Expense: \$5,000 (estimate)

2024 Budget: \$6,000

Specific activities/projects covered by this budget item include:

Contracted legal firm, Smith Partners	\$6,000
TOTAL: \$6,000	

2023 Revenue Source(s):

- Levy: \$6,000

509 – Implementation Fund

570 – 573 Program Salaries and Benefits

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

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

2023 Budget: \$492,900

2023 Year End Estimate: \$402,000 (estimate) Implementation Fund salary costs are low in 2023 due to water resources specialist position being vacant for approximately 3 months, water resources technician position being vacant for approximately 2 months, and full budget for interns was not used.

2024 Budget: \$501,700. 2023 included an additional 400 hours of intern hours, which are not included for 2024. Estimated hours for the Project Manager-Special Projects positions are decreased from 2023. Staff salary and benefits allocated to the PLOC are approximately 3.5% of staff salary/benefits to reflect expected staff activity associated with the PLOC.

Estimated salaries and benefits are based on the following assumptions:

- 3.5% average salary increase
- 10% increase in healthcare insurance premiums
- 5% increase in dental insurance premiums

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

Salaries and payroll taxes (social security and medicare)	\$392,600
Benefits (PERA, Health, Dental, Disability, Life Insurance)	109,100

TOTAL: \$501,700

2023 Revenue Source(s):

- Levy: \$501,700



Water Quality Projects

550 Public Infrastructure Partnership Projects (PIPP)

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

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

How Long in Existence: 2015

2023 Budget: \$0

2023 Year End Expense: \$0.

2024 Budget: \$0

611 – Farmer-led Council

Description: The purpose of the Farmer-led Council (FLC) is to: improve public understanding of farming operations; proactively address water quality concerns; help develop win-win programming and provide networking and education opportunities for District farmers. Initiatives and projects within the Farmer-Led Council Program in 2024 include the Cover Crop Initiative, the Lake-Friendly Farm Program, speakers fees, and meeting costs. The incentives and cost-shares provided by the FLC program change each year as new information is learned and as new conservation ideas are spearheaded by the FLC members.

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

How Long in Existence: March 2013

2023 Budget: \$54,000

2023 Year End Expense: \$30,000 (estimate) Cover crops were encumbered in 2022, but due to drought not planted until 2023.

2024 Budget: \$55,000

Specific activities/projects covered by this budget item include:

SWCD Staff time (project coordination, assessing farms, etc.)	\$19,000
Lake Family Farm program	\$3,000
Program pass through costs, including, but not limited to, cover crops, water quality inlets, preparing conservation plans.	\$29,000
Meetings (food, space rental, materials, etc.)	\$2,000
Guest Speaker fees for FLC meetings	\$2,000

TOTAL: \$55,000

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

2024 Revenue Source(s):

- Levy: \$55,000

611 - Cost-share Incentives

Description: With cash incentives paid for by the District, Scott SWCD and other partners encourage residential and agricultural best management practices. The District has cooperated in the creation of a Cost Share Docket with the Scott SWCD, Scott WMO, Lower Minnesota River Watershed District, and the Vermillion River Watershed. Programs and practices included in the cost share docket include, but are not limited to, residue management (no-till & strip till), conservation cover, cover crops, filter strips, streambank and shoreline protection, nutrient management, well decommissioning, and wetland restoration. Some of the District dollars for this program are amplified by SWCD-secured grant funding, making projects even more cost-effective. In 2023, PLSLWD and Scott SWCD increased collaboration focusing on identifying and working with landowners to advance more near-term projects. This increased collaboration is expected to continue into 2024.

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

How Long in Existence: 2011

2023 Budget: \$58,000

2023 Year End Expense: \$55,000 (estimate)

2024 Budget: \$68,000

Specific activities/projects covered by this budget item include:

Cost Share Technical Services (SWCD staff time)	\$40,000
Cost Share Projects (pass-through)	\$21,000
Cost Share Management (SWCD staff time)	\$7,000
TOTAL: \$68,000	

2024 Revenue Source(s):

- Levy: \$68,000
- Grant(s): \$0 *(Note: SWCD grants used for cost share projects are not accounted for in the overall budget as they do not pass through the District)*

611 - Highway 13 Wetland, FeCl System and Desilt Pond

Description: The Desilt Pond was built in 1978. A ferric chloride system was constructed in 1998 upstream at the outlet of the wetland treatment system. The FeCl system was designed for water quality treatment but also stores water. It was redesigned in 2013. The facility on average doses around 6,100 gallons of FeCl throughout the year. Treatment typically occurs March through November annually removing approximately 55% of the dissolved phosphorus and 34% of the total phosphorus concentrations in the water. In 2023, a feasibility study was conducted to assess the lifespan of the facility and equipment, system effectiveness, and better

access for chemical delivery. A minimum system and site improvements will be recommended with the study.

Why it is Important: It treats stormwater coming from County Ditch 13, which is responsible for carrying the majority of pollutants into Spring Lake. The system infrastructure is aging creating concerns for longevity and safety.

How Long in Existence: 1998

2023 Budget: \$98,000

2023 Year End Expense: \$105,000 (estimate). Additional costs were incurred to replace faulty electronics.

2024 Budget: \$305,000

Specific activities/projects covered by this budget item include:

Ferric Chloride deliveries (~2 fills)	\$20,000
System Monitoring to meet MPCA Permits: Lab analysis	\$13,000
Utilities, permits, maintenance and equipment	\$3,000
SWCD Flow Monitoring	\$1,000
Ferric Chloride system and site improvements	\$268,000
TOTAL:	\$305,000

2024 Revenue Source(s):

- Levy: \$244,000
- Interest Income \$61,000

611 – Carp Management

Description: Carp management includes funding for efforts identified in the District's Integrated Pest Management Plan.

Why it is Important: PLSLWD is planning to maintain or improve existing projects associated with this program. This budget is also intended to meet the grant assurances for the BWSR 2019-2021 grant. The population estimate proposed for 2024 would confirm and transition UPL into maintenance phase.

How Long in Existence: Since 2010

2023 Budget: \$94,000

2023 Year End Expense: \$84,000 (estimate).

2024 Budget: \$96,500

Specific activities/projects covered by this budget item include:

Removals (e.g. electrofishing, instream events, micro seines, baited box nets)	\$30,700
Commercial seining, gill netting, and coordination. Approx. 2 events	\$14,000
Population estimate for Upper Prior Lake consisting of a mark and recapture study (commercial removal conducted including marking fish with tags, releasing them back in the system, conducting another commercial removal,	\$16,000

analyze and remove recaptured fish do determine updated population. This task is done to confirm goal setting in transitioning UPL into a maintenance position).	
Operation and maintenance of 4 PIT tag stations, Updating firmware of older equipment, CPUE surveys, and implanting of 10 radio-tags.	\$8,000
Project coordination work; data management; grant writing	\$10,000
Carp removal disposal site project (access and composting mix)	\$1,500
Storage shed rental for seine net, specialized traps, and misc. equipment (boat maintenance, waders, gloves, ice signs, dip net, cellular cameras, etc.)	\$6,500
CD13 bypass weir tine barrier construction, Arctic barrier maintenance	\$9,000
Consultant presentations to Board; CAC assistance	\$800
	\$96,500

2024 Revenue Source(s):

- Levy: \$96,500

611 - Spring Lake Demonstration Parcel Maintenance

Description: Partially funded by a CPL grant and Great River Greening, beach, oak savanna and shoreline restoration and low-maintenance grass as completed in 2017. On-going annual buckthorn treatment and an invasive herbaceous species treatment are expected for 2024.

Why it is Important: This restoration site includes two educational signs that highlight to the public the importance of oak savanna native plants and give credit to our restoration project partners. In addition, this shoreline restoration helps enhance previous habitat work completed at the nearby Spring Lake Regional Park and provides vital habitat connections for wildlife by maintaining critical oak savanna habitat.

How Long in Existence: Since 2017.

2023 Budget: \$1,200

2023 Year End Expense: \$550 (estimate).

2024 Budget: \$1,200

Specific activities/projects covered by this budget item include:

AES buckthorn treatment	\$600
AES herbaceous treatment	\$600
TOTAL:	\$1,200

2024 Revenue Source(s):

- Levy: \$1,200

611 - Alum Internal Loading Reserve

Description: This line item was created to fund alum treatments for waterbodies in the District. Upper Prior Lake's 2020 Alum Treatment was approximately \$500,000 and another treatment of the same or higher estimated cost is anticipated in the coming years. A future alum treatment on Upper Prior Lake is needed to meet grant assurances for a previous BWSR grant (confirm.) Spring Lake will also likely need maintenance treatments in the near future. Fish and Pike Lake may need alum treatments in the future as well. Moving forward the fund will cover sediment monitoring, treatment design, and physical treatment.

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

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

2023 Budget: \$220,000

2023 Year End Commitment: \$220,000

Total Committed Funds: \$700,000 (after 2023 commitment)

2024 Budget: \$230,000

Specific activities/projects covered by this budget item include:

Alum Treatments on District Lakes if deemed necessary in 2024.	TBD
Commitment of excess funds to alum reserve fund.	
TOTAL:	TBD

2024 Revenue Source(s):

- Levy: \$230,000

611 - Fish Stocking

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

Why it is important: Bluegills are an important predator of carp eggs, but the DNR does not stock bluegills in Spring or Prior Lake watersheds. The District has monitors connected wetlands for carp spawning activity and bluegill presence. To keep recruitment in the lakes down, the District needs to stock these upstream wetlands with bluegills. Stocking in Geis Wetland is not listed for 2024 due to several factors leading to absence of carp in the waterbody for several years now. Fish stocking generates a lot of community enthusiasm, volunteerism, and goodwill towards the District.

Note: The DNR only allows stocking to occur in connected wetlands where carp spawning typically occurs.

How Long in Existence: 2019

2023 Budget: \$3,000

2023 Year End Expense: \$3,500 (includes expenditure of \$500 donation from Spring Lake Association).

2024 Budget: \$2,000

Specific activities/projects covered by this budget item include:

Desilt Pond bluegill stocking	\$2,000
TOTAL:	\$2,000

2024 Revenue Source(s):

- Levy: \$2,000

626 - Planning and Program Development

Description: This category includes general activities that support the District's planning and program development activities. Costs associated with these activities include professional training courses and webinars, software and other subscriptions, cellular service for equipment, equipment replacement, all Board activity costs, professional organization membership dues, volunteer and advisory committee appreciation costs, and activities designed to support staff appreciation and moral. Many costs originally in administration are now in this category.

2023 Budget: \$17,500

2023 Year End Expense: \$17,500 (estimate).

2024 Budget: \$27,500

Specific activities/projects covered by this budget item include:

Software/other subscriptions	\$6,000
Training (staff and managers)	\$8,500
Minnesota Watersheds membership dues	\$7,500
Board activity	\$2,000
Advisory committee/volunteer appreciation	\$1,500
Staff logo wear and field gear	\$1,000
Staff Appreciation Activities	\$1,000
TOTAL:	\$27,500

2024 Revenue Source(s):

- Levy: \$27,500

626 – Fish Lake Management Plan Update

Description: A Fish Lake Management Plan was prepared in 2005 with the stated expectation that the plan would be reviewed and updated every five years. The plan has not received an update since it was created. Pollutant sources identified in the 2005 Lake Management Plan differ from pollutant sources identified in the MPCA Lower Minnesota River Watershed Restoration and Protection Strategy Report (WRAPS).

Why it is Important: The original lake management plan indicated that internal loading may be an issue for the lake. Lake stakeholders have expressed concern about algae in the lake. It is important to clearly identify the sources of pollutants to efforts can be effectively targeted. Updating the plan will provide a current assessment of issues to be addressed and will also include proposed alum treatment feasibility, should internal loading be determined as a pollutant source, which is required in order for the District to secure future BWSR alum treatment grant funds.

2023 Budget: \$81,300

2023 Year End Expense: \$81,300

2024 Budget: \$0

626 – LGU Plan Review

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

2023 Budget: \$4,000

2023 Year End Expense: \$0

2024 Budget: \$4,000

Specific activities/projects covered by this budget item include:

Consultant review and comments – Scott County Groundwater Plan	\$4,000
TOTAL:	\$4,000

2024 Revenue Source(s):

Budget Reserve: \$4,000

626 - Engineering not for Programs (general engineering)

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

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

2023 Budget: \$15,000

2023 Year End Expense: \$20,100 (estimate).

2024 Budget: \$20,000

Specific activities/projects covered by this budget item include:

Engineer bi-monthly attendance at staff coordination meetings	\$3,500
---	---------

Engineer attendance at board meetings	\$5,500
Misc. assistance to staff and partners	\$11,000
TOTAL:	\$20,000

2023 Revenue Source(s):

- Levy: \$20,000

626 - Upper Watershed Projects

Description: In March 2021, the District adopted the Upper Watershed Blueprint report that focused on improving water quality and flood reduction. In July 2021, the Board of Managers selected six projects from the report for near term implementation. The District is working to advance some of the identified project, but realizes the implementation process can take years. At the same time, other projects beyond the six identified projects are showing positive momentum towards implementation.

Why it is important: Both Spring Lake and Upper Prior Lake are listed as impaired by the MPCA. Watershed District residents have indicated an on-going concern about potential flooding in the District. The upper watershed both contributes to these issues and provides strong opportunities to implement projects to address these issues.

How Long in Existence: 2020

2023 Budget: \$524,500

2023 Year End Expense: \$65,000 (estimate). Includes completion of the Swamp Lake IESF feasibility study, Buck Wetland Enhancement feasibility study, and the Sutton Lake Management Plan, Sutton Lake IESF follow-up, and a portion of the upper watershed flooding analysis.

2023 Grants Revenue Received: \$39,868

UW Remaining Budget (12/31/2023): \$459,500 - estimate

2023 Year End Commitment: \$459,500

2024 Budget: \$654,000

Specific activities/projects covered by this budget item include:

Fish Lake	\$100,000
Swamp Lake	\$52,000
Buck Stream Restoration	\$138,000
Upper watershed project TBD (flood and/or water quality)	\$340,000
Liaison Assistance	\$24,000
TOTAL:	\$654,000

2023 Revenue Source(s):

- Levy: \$194,500
- Previously Committed Funds: \$459,500

626 – Debt Issuance Planning

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

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

2023 Budget: \$10,000

2023 Year End Expense: \$0 (estimate)

2024 Budget: \$0

626 - District Plan Update

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

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

2023 Budget: \$2,500

2023 Year End Expense: \$0 (estimate).

2024 Budget: \$2,500.

2024 Revenue Source(s):

- Budget Reserve: \$2,500

648 - Permitting and Compliance

Description: The District has established rules and standards for land disturbing activities. This budget item includes engineering review of public and private projects until equivalency is established and District has confidence partners are enforcing equivalent rules. It also includes Scott SWCD assistance with coordinating development reviews, securing development agreements and conservation easements, attending development review meetings, and performing erosion and sediment control inspections for District permitted projects.

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

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

2023 Budget: \$79,000

2023 Year End Expense: \$70,000 (estimate). Estimated costs also include Scott SWCD conservation easement inspection activities for 2023.

2024 Budget: \$62,000. Development activity within the watershed continues to grow with increased permit activity anticipated into the future.

Specific activities/projects covered by this budget item include:

EOR Engineering Services	\$25,000
SCWD Services	\$30,000
New easements (title work, recording fees, etc.)	\$5,000
Materials & equipment (vests, field tablet, etc.)	\$2,000
TOTAL: \$62,000	

2023 Revenue Source(s):

- Levy: \$57,000
- New Easement Acquisition Fees*: \$ 5,000

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

637 - District Monitoring Program

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

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

How Long in Existence:

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

Stream Monitoring: ≤1991

Lake Level Monitoring: 1906

Precipitation Monitoring: ≤1989

Zoo/Phytoplankton: 2020

2023 Budget: \$81,000

2023 Year End Expense: \$70,000 Stream monitoring is projected to require less analysis due to drought conditions. Lake level monitoring required additional work due to connection and hardware issues.

2024 Budget: \$84,500

Specific activities/projects covered by this budget item include:

Lake Chemistry Monitoring: Primarily TRPD and CAMP contracts	\$26,500
Lake Level Monitoring: Update logger connections and display with website, maintain cellular connections and hardware	\$2,600
Stream Monitoring: Primarily lab analysis with RMB	\$32,000
Flow Monitoring: SWCD contracted flow monitoring and benchmark surveying	\$3,000
Precipitation Monitoring: Weather station service and maintenance	\$500
Effectiveness Monitoring: Studies relating to projects and BMP's	\$5,500
Zoo/Phytoplankton Monitoring: Collection and lab analysis	\$3,000
Equipment and Truck O&M: Miscellaneous equipment including well tubes, stream loggers, hardware, equipment servicing, etc. Gas, oil changes, and required truck maintenance.	\$6,000
Data Management: Contracted services	\$5,400

TOTAL: \$84,500

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

2024 Revenue Source(s):

- Levy: \$84,500

648 - Update MOAs with Cities and County

Description: With the adoption of updated District rules, the District is working to establish equivalency MOAs for permitting with Savage, Prior Lake and Scott County. Equivalency MOAs indicate that the LGU's rules have been reviewed and determined to be equivalent with the District's rules. When this occurs, the District chooses to not enforce the District's rules as the LGU's rules are achieving an equivalent outcome.

Why it is important: These MOAs are contingent upon the LGU creating equivalent rules and successfully enforcing their rules. Equivalency reduces permitting burden on District residents.

How Long in Existence: Varies; All have expired.

2023 Budget: \$10,000

2023 Year End Expense: \$5,000 (estimate). Working to establish equivalency agreements with Prior Lake and Scott County and an interim equivalency approach with Savage in 2023. Savage equivalency MOA will not be established until 2024.

2024 Budget: \$5,000

Specific activities/projects covered by this budget item include:

Legal and engineering services associated with negotiating and preparing MOA with Savage.	\$5,000
TOTAL: \$5,000	

2023 Revenue Source(s):

- Budget Reserve: \$5,000

648 - BMP and Easement Inventory & Inspections

Description: The District's conservation easements provide buffers surrounding wetlands and watercourses within the District. Most of the easements were acquired during the land development or redevelopment process, but some were acquired during water quality improvement projects with private landowners. This budget item includes engineering services to review new easement boundaries and easement boundary amendment requests, surveys of easement boundaries as needed, equipment and materials to mark boundaries and complete inspections, and Scott SWCD services to coordination easement inspections and resolve identified violations.

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

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

2023 Budget: \$10,000

2023 Year End Expense: \$10,000 (estimate).

2023 Budget: \$25,000

Specific activities/projects covered by this budget item include:

Scott SWCD Program Coordination Services	\$20,000
EOR Engineering Services	\$3,000
Materials & equipment: signs, posts, seed mixes, etc.	\$2,000
TOTAL: \$25,000	

2023 Revenue Source(s):

- Levy: \$23,000
- Easement Amendment/Violation Fees (estimated): \$2,000
**Fees are reimbursements received from property owners associated with title work, easement amendment recording costs and associated staff time to facilitate easement amendment.*

652 - Education and Outreach

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

- Required MS4 education components, such as Storm drain stenciling with the City of Prior Lake and lake associations; outreach booths at community events; and participation and collaboration with SCWEP.
- Direct outreach efforts include:
 - Website updates
 - Social media (Facebook and Twitter)
 - Writing news articles and press releases
 - Responding to direct citizen inquiries
- Citizen Advisory Committee initiatives (CAC)

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

A primary cost for 2023 included updating the District's website. The current website was dated in appearance and function. It will not be supported by website technical support much longer. The website update will commence in fall 2023 and extend into 2024.

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

2023 Budget: \$40,000

2023 Year End Expense: \$20,000 (estimate).

2024 Budget: \$34,600

District Newsletter	\$1,400
SCWEP (with MS4 education)	6,500
Website update	23,600
CAC	3,500
TOTAL: \$35,000	

2023 Revenue Source(s):

- Levy: \$20,000
- Budget Reserve: \$15,000



Reduce Flooding Projects

550 - District-wide Hydraulic & Hydrologic Model

Description: The H&H model is updated as needed to support District planning and project implementation.

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

2023 Budget: \$5,000

2023 Year End Expense: \$5,000 (estimate).

2024 Budget: \$5,000

Specific activities/projects covered by this budget item include:

Modeling update as needed to update to current hydraulic and hydrologic conditions to support flood reduction and upper watershed projects.	\$5,000
TOTAL:	\$5,000

2023 Revenue Source(s):

Levy: \$5,000

626 – Comprehensive Wetland Plan Update

Description: The District's current Comprehensive Wetland Plan was adopted by the Board in 2012 that was based on numerous high-level assumptions with no ground truthing of assumptions used. Since the plan's adoption, better mapping information (e.g., County's new LIDAR) is available to help the District better assess and categorize wetlands as good candidates for either flood reduction or water quality improvements. The new data will also assist the District's effort to estimate potential flood storage available. For wetlands that appear to be good candidates for flood reduction of water quality enhancements, ground truthing of outlet control elevations can be performed, which will provide enhanced understanding of potential flood reduction of water quality benefits.

Why it is important: In pursuit of wetland restoration projects that address water quality and flood reduction goals, it is vital that the District have the best information available to select cost effective projects and to have a good understanding of the wetlands to inform the District's outreach to potential partners and landowners.

2023 Budget: \$0

2023 Year End Expense: \$0 (estimate).

2024 Budget: \$35,500

Specific activities/projects covered by this budget item include:

Update the Comprehensive Wetland Plan	\$35,500
TOTAL:	\$35,500

2023 Revenue Source(s):

Levy: \$35,500

Upper Watershed Flood Reduction

Additional flood reduction projects are included in the Upper Watershed budget item.



Aquatic Invasive Species (AIS)

611 - Aquatic Vegetation Management

Description: Aquatic vegetation surveys during the early spring will indicate whether treatment of Curlyleaf Pondweed (CLP) is necessary in Tier 1 lakes. The Aquatic Vegetation Management program includes the initial pre-treatment delineation and post-treatment assessment surveys. The District will request grants funds from Scott County, which has a state AIS grant to cover the remaining costs. Up to \$12,000 of Scott County grant funds are available annually for management of CLP.

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

2023 Budget: \$15,000

2023 Year End Expense: \$4,900 (estimate).

2024 Budget: \$14,000

Specific activities/projects covered by this budget item include:

CLP treatments (reimbursed through grant funds)	\$6,600
CLP delineations and assessments (reimbursed through levy and grants)	\$7,400
TOTAL: \$14,000	

2024 Revenue Source(s):

- Grant(s): \$12,000 (Scott County – Lower Prior, Spring and Fish Lakes, as needed)
- Levy: \$2,000

637 - Automated Vegetation Monitoring (BioBase)

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

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

How Long in Existence: 2013

2023 Budget: \$2,000

2023 Year End Expense: \$ 1,200 (estimate).

2024 Budget: \$1,200

Boat maintenance in 2023 eliminated the need for a YBC Rental membership. Data management changes reduced subscription costs for 2024.

Specific activities/projects covered by this budget item include:

BioBase Subscription	\$100
Equipment & Boat Maintenance	\$1,100
TOTAL: \$1,200	

2024 Revenue Source(s):

- Levy: \$1,200

637 - Aquatic Vegetation Surveys

Description: Surveys will assess the distribution, type, and growth density of lake macrophytes (aquatic plants). PLSLWD contracts with a consultant, currently Blue Water Science, to perform in-lake surveys. Summer point intercept surveys are planned to be completed on Tier 1 lakes

every other year, Tier 2 lakes every three years, and Tier 3 lakes every five years. Surveys conducted for the purpose of AIS management (CLP delineations) are accounted for in the 611 Aquatic Vegetation Management budget.

Why is it Important: Vegetation surveys provide data and insights into how the lake is responding to BMPs, alum treatments, carp removals, and other water quality improvement projects. Our survey datasets have also aided in grant writing and reporting. Lake vegetation is a response indicator to nutrients and sunlight availability within the lake. It is important to track these changes over time to be able to assess program goals of increased native plant distribution, diversity, and frequency of occurrence.

How Long in Existence: ≤1996 Blue Water Science Surveys

2023 Budget: \$5,500

2023 Year End Expense: \$7,300 (estimate).

2024 Budget: \$15,500.

Specific activities/projects covered by this budget item include:

Aquatic point intercept vegetation surveys on Fish, Lower Prior, Pike, Crystal, Sutton, Swamp, Little Prior, Jeffers Pond and a presentation to the board.	\$15,500
TOTAL: \$15,500	

2024 Revenue Source(s):

- Levy: \$15,500

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

Description: The budget for this program funds aquatic invasive species (AIS) inspections. Boat inspections include a contractor to provide in-person boat inspections at boat launches at Tier 1 and potentially other lakes within the District during high boat activity periods during the year.

Why is it Important: Boat inspections are an important step in an effort to prevent the transport of AIS from one waterbody to the next. This program provides in-person and up-close inspection of boats entering and exiting the lakes.

How Long in Existence: 2019 boat inspections; 2020-2022 I-LIDS

2023 Budget: \$32,000

2023 Year End Expense: \$32,000 (estimate). I-LIDS automated video inspection service was discontinued at the end of 2022. The I-LIDS funds were allocated to contracted boat inspections on Spring, Fish, Upper, and Lower Prior to maintain the desired 1,000 inspection hours. Contracted boat inspection hourly rates increased in 2023 resulting in higher overall costs to maintain 1,000 inspection hours.

2024 Budget: \$34,000

Specific activities/projects covered by this budget item include:

Contract boat inspections on Spring, Fish, Upper Prior, and Lower Prior Lakes	\$34,000
TOTAL: \$34,000	

2024 Revenue Source(s):

- Levy: \$19,000
- Grant: \$15,000

PLOC Restoration, Maintenance & Monitoring

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

How long in existence: 2006

2023 Budget: \$185,500

2023 Year End Expense: \$185,421

2024 Budget: \$0

No major projects are budgeted for the PLOC for 2024. Excess PLOC JPA funds associated with unspent previous budgets are available to cover the PLOC 2024 work plan. The PLOC JPA is attempting to secure state funding to help cover the cost of lining a 0.4-mile, 36-inch pipe, extending out from the PLOC outlet structure. If securing state funding is not successful, the PLSLWD's projected contribution towards the lining cost is estimated to be \$820,000, which could occur as early as 2025.

Specific activities/projects covered by this budget item include:

PLSLWD estimated proportional share of PLOC expenses for 2024	\$0
TOTAL: \$0	

2023 Revenue Source(s):

- Levy: \$0

Debt Payment Reserve

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

2023 Budget: \$80,000

2023 Year End Commitment: \$80,000

Total Committed Funds: \$180,000 (after 2023 commitment)

2024 Budget: \$0



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

SEPTEMBER 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"> Conversation with DNR to affirm no cattail requirements. 	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: Uninstalled remaining PIT stations. Setup and install hog trap style baited carp trap. Corn consumption is still too low to trap carp. Purchased 10 new radio-tags. 	<ul style="list-style-type: none"> Radio-tag 10 carp Continue baiting carp at trap in Spring Lake. Conduct CPUE surveys on Tier 1 lakes.
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. Began work on updated operations manual and access drive assessment. Returned new data logger as connection with sensor could not occur. The sensor was evaluated to be faulty as well. Assessed new datalogger, sensor, and pump control options. The system is not dosing due to low water levels. 	<ul style="list-style-type: none"> Continue weekly required monitoring when flow resumes. Work with system assessment team to find datalogger, sensor, and pump control. Continue work on access drive assessment and updated operations manual.
Farmer-Led Council <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> Continued coordination with Scott SWCD. Held FLC meeting August 15. Drafted FLC policy document language. 	<ul style="list-style-type: none"> Continue to support and review FLC projects. Present FLC policy document for Board approval.
Cost Share Incentives <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> Met with SWCD on upcoming cost share projects. Request SWCD reporting reflects full PLSLWD benefits with landowner and grant matches. Prepare Busch cost share project summary for Board approval. 	<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. Hold cost share batch prioritization meeting with Scott SWCD. Attend meeting to discuss 2024 Cost Share Docket.

SEPTEMBER 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></p> <p><i>Project Lead: Emily</i></p>	<p>Buck Wetland Enhancements</p> <ul style="list-style-type: none"> • Contacted landowner and attempted to schedule meeting. • Contacted County to schedule attendance at landowner meeting. <p>Spring Lake West IESF/Wetland</p> <ul style="list-style-type: none"> • Contacted wetland landowner to schedule meeting. • Contacted Scott County to schedule meeting on IESF prospective ideas. <p>Sutton Lake IESF</p> <ul style="list-style-type: none"> • Completed preliminary alternatives assessment. <p>2023 WBIF Studies</p> <ul style="list-style-type: none"> • Sent out soil sampling results to participating landowners. • Continued work on draft FLMPU. • Continued modeling work and drafting of feasibility study for Swamp Lake. <p>Potential Flood Storage Projects</p> <ul style="list-style-type: none"> • Completed project coordination on Project 5 with Scott SWCD. • Continued to research Project 1 landowner concerns. • Attempted to reach Project 1 landowners to schedule meeting. • Held conversation with Project 6 landowner. 	<p>Buck Wetland Enhancements</p> <ul style="list-style-type: none"> • Continue to try and reach landowner to schedule a follow-up meeting with landowner and Scott County. • Seek Board opinion about continued project development. <p>Spring Lake West IESF/Wetland</p> <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. <p>Sutton Lake IESF</p> <ul style="list-style-type: none"> • Seek Board opinion on alternatives analysis. • Assess landowner willingness and site feasibility in determining next steps. <p>2023 WBIF Studies</p> <ul style="list-style-type: none"> • Review draft FLMP sections as provided. • Present FLMP update at September CAC meeting. • Prepare for and hold FLMPU landowner meeting on October 5. • Present draft FLMPU to Board and Spring Lake Township in workshop prior to November Board workshop 3-4pm • Review draft feasibility study, initial design and cost estimates for Swamp Lake project. • Present Draft Swamp IESF feasibility study at October board meeting. • Continue outreach and coordination on both projects. <p>Potential Flood Storage Projects</p> <ul style="list-style-type: none"> • Continue follow up on remaining questions for Project 1 landowners. • Schedule meeting with landowner on Project 6 in winter. • Assess whether alternative projects should be considered if low landowner interest continues.

SEPTEMBER 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Website and Media <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> • Social Media – posted on all social channels about: illicit discharge, aquatic veg. mapping, summer intern activities and farewell, CAC recruitment. 	<ul style="list-style-type: none"> • Continue updating Facebook, and Instagram about projects & news: water level website updates, Starry Trek results, Fall Community Fest, other updates. • Coordinate with SCWEP to decide on Fall SCENE article topic.
Citizen Advisory Committee <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> • Posted CAC recruitment one-pager in Spring Lake Town Hall and Prior Lake Library. • Posted CAC recruitment info on socials. • Updated Website with interview timeline. • Reached out to sporting organizations to solicit CAC members. • Created a new CAC onboarding packet. 	<ul style="list-style-type: none"> • Sept. CAC meeting. • Continue CAC recruitment outreach through posting on socials, contacting specific groups and individuals, and at events. • Interview applicants.
Education Program <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> • See Website and Media section. • Hosted Starry Trek location. • Continue coordination with SCWEP including: Fall Community Fest (9/18), Outdoor education days (9/25-28), Community Clean-up Event (10/28). 	<ul style="list-style-type: none"> • Continue coordination with SCWEP and Prior Lake City: Community Clean-up Event (Oct. 28). • Table at Fall Community Fest. • Host “Water” station at Outdoor Education Days. • Prep for presentations at October meetings (SCALE, CEC, PLA).
Monitoring Program <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> • Created alternate website to display lake level graphs. Links are located on the District website. • Paused Bi-weekly stream/ lake chemistry monitoring. No flow. • Completed BioBase surveys on Tier 1 and 3 lakes. 	<ul style="list-style-type: none"> • Add historic lake level data to search function on graphing website. • Conduct bi-weekly stream/ lake chemistry monitoring, as needed.
Aquatic Vegetation Management and Surveys <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> • Participated in Spring Lake point intercept survey. 	<ul style="list-style-type: none"> • Submit treatment reimbursement request to Scott County.
AIS <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> • DNR and Waterfront Restoration continued boat inspections at Spring, UPL, LPL, and Fish Lake boat launches. Inspections will continue through September. • Hosted Starry Trek location; waiting to hear results. 	<ul style="list-style-type: none"> • Submit treatment reimbursement request to Scott County.

SEPTEMBER 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Rules Revisions <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Received and reviewed questions/comments from City of Prior Lake and Scott County regarding draft MOAs. Inquired with City of Savage about proposed interim equivalency approach. Sent LGUs notification of intent to approve rates for public linear cost cap and stormwater impact at September board meeting. 	<ul style="list-style-type: none"> Provide responses to City of Prior Lake on questions regarding draft MOA. Continue to pursue comments from City of Savage on proposed interim equivalency approach. Continue MOA refinements with Scott County.
BMPs & Easements <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Continued to refine post-inspection letter templates with Scott SWCD. Updated sign replacement cost estimate. Provided Scott SWCD status update information regarding new conservation easements established in last two years. 	<ul style="list-style-type: none"> Prepare schedule for installation of missing conservation easement signs. Hold coordination meeting with Scott SWCD (Sept. 12) Create a conservation easement encroachment agreement template for use in select circumstances when the District will allow encroachments into conservation easements.
Permitting <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Continued to perform weekly construction site inspections. Continued to attend Prior Lake development review meetings. Signed and notarized declaration of conservation easement for Jeffers Lodge development. Prepared development review comments for three projects. Met with Scott County and their consultants regarding stormwater issues associated with a new master plan for the Scott County Public Works facility. 	<ul style="list-style-type: none"> Wrap weekly construction site inspections with end of construction season. 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 several discussions regarding Minnesota River East 1W1P. 	<ul style="list-style-type: none"> Participate in quarterly SCALE Water Committee meetings. Review and provide comments on draft 1W1P report as time allows.

SEPTEMBER 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"> Began preparing bid packet materials in preparation of bonding tour. Began preparing for capital bonding tour to be held on the afternoon of October 12. Held Cooperators meeting in August. Held discussion on optimizing gate operations to reduce flooding. Working with EOR to model scenarios and create operating guidelines. 	<ul style="list-style-type: none"> Pipe lining construction expected to occur in winter 2024/2025 if capital funding awarded.
General Administration <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Prepared professional services agreement with contractor for District Website Redesign. Posted notices for preliminary levy public hearing. Updated draft 2024 budget for public hearing. Responded to LMC salary and benefits survey. Held interviews for Water Resources Technician I position. 	<ul style="list-style-type: none"> Secure consultant services to assist with making required payroll revisions due 1/1/2024 and updating personnel manual.



Subject 	Designation of a PLSLWD Alternate Representative to the PLOC Project Cooperators	
Meeting Date 	September 12, 2023	Item No: 4.2
Prepared By 	Joni Giese, PLSLWD Administrator	
Attachments 	None	
Proposed Action 	Motion to approve the designation of the PLSLWD Vice President as the District's alternate representative to the PLOC Project Cooperators	

Background

The Memorandum of Agreement for Use, Operation, and Maintenance of the Prio Lake Outlet Channel and Outlet Structure, Article 11 Project Cooperator Meetings, states that "Each Project Cooperator will designate an individual and an alternative to serve as representatives and attend Project Cooperator meetings." Article 11 also states that "The Watershed District's representative shall serve as chair." Finally, the Memorandum of Agreement (MOA) states that no business may be conducted at a meeting unless representatives of three Project Cooperators are present and that any action requires that vote of three Project Cooperators.

The PLSLWD President has traditionally served as the liaison to the PLOC and chairs the PLOC Project Cooperator meetings. PLSLWD President, Bruce Loney, was approved as District's liaison to the PLOC in January 2023.

Discussion

While all Project Cooperators have a designated representative, it was found that several of the Project Cooperators had not designated an alternate. It is important that alternates be designated to ensure at least three Project Cooperators attend the quarterly meetings in order to conduct business and vote on actions.

Per the PLSLWD Governance Manual, the District's vice president will preside at meetings as the chair in the absence of the president. Applying this approach to the PLOC Project Cooperators would suggest that the District's vice president be designated as the District's alternate representative to the PLOC Project Cooperators.

Recommendation

Staff recommends that the Managers approve the designation of the PLSLWD Vice President as the District's alternate representative to the PLOC Project Cooperators.



Subject | Cost Share Project Approval

Board Meeting Date | September 12, 2023

Item No: 4.3

Prepared By | Emily Dick

Attachments | None.

Proposed Action | Motion to approve the Busch prescribed burn project for cost share.

Background

Annually, the District approves a cost share “Docket” with Scott County Soil and Water Conservation District (SWCD) to outline the budgets, process, and types of conservation practices that the District and SWCD will cover. In the 2023 Docket, a decision-making flowchart (Appendix A) outlines projects which can proceed with and without District Board consideration.

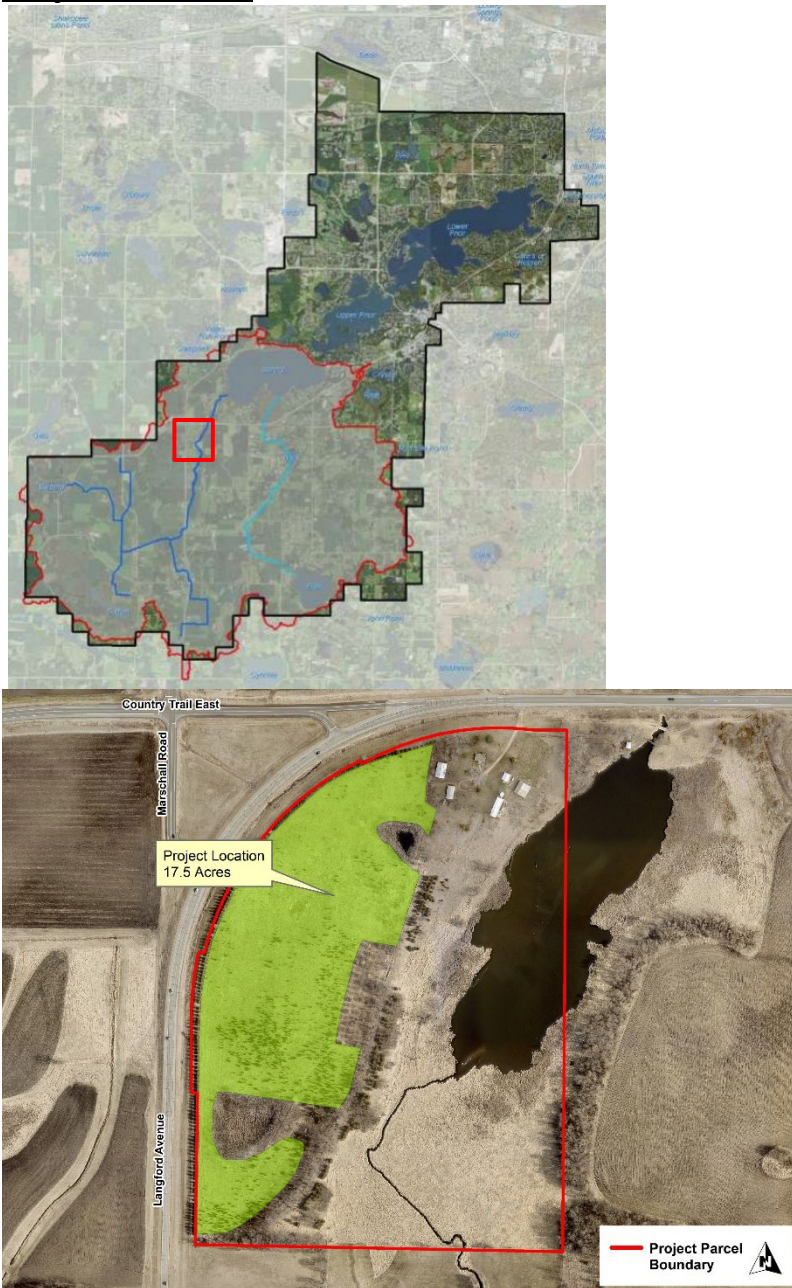
SWCD has identified a project site for a proposed prescribed burn. Prescribed burns must be approved by the District Board since it is not listed as a “Type I” Practice (a list of practices prioritized by the District, such as well decommission).

Discussion

The prescribed burn would enhance the prairie’s ability to serve the functions of runoff reduction, water quality improvement, and pollinator and wildlife habitat. The prescribed burn would also restore desired ecological conditions including species density and diversity. Although it is difficult to quantify water quality benefits related to prescribed burns, their function would serve that purpose directly adjacent to an important waterbody, the Geis wetland, which drains to Spring Lake, a Tier 1 waterbody. The Geis wetland has been an important site for District water quality projects in cooperation with the landowners. Continuing to improve the ecological function in partnership with the landowners will continue to strengthen the momentum accomplishing the District’s mission together. Detailed project information for the proposed project is on the following page.

Recommendation

Motion to approve the Busch prescribed burn project for cost share.

Project Location**Total Cost****\$3,500.00****Sources**

Cooperator:	\$1,750.00
PLSLWD:	\$1,750.00
SWCD:	\$0.00
Federal:	\$0.00



Subject 	Farmer-Led Council Cost Share Eligibility	
Board Meeting Date 	September 12, 2023	Item No: 4.4
Prepared By 	Emily Dick	
Attachments 	None.	
Proposed Action 	Motion to approve the Farmer-Led Council Cost Share Eligibility protocol.	

Background

The Scott Soil and Water Conservation District (District) and Prior Lake-Spring Lake Watershed District (Watershed) work together to support conservation activities by administering a cost share program to farmers participating in the Farmer-Led Council (FLC). The Farmer-Led council program identifies farmer needs which require additional financial support to encourage uptake. The District and Watershed are also partners in a Countywide cost share program, which is governed by the Cost share “docket”. The Farmer-Led council cost share is unique to the Watershed and supports unique conservation practices above and beyond the County-wide cost share program. The Farmer-Led Council program currently has no policy document.

Discussion

District staff intends to draft a policy document to record Farmer-Led Council program purpose, funding, and eligibility. In the interest of time, in order to provide conservation services to interested farmers, staff recommends that the Board approve a protocol for FLC cost share program eligibility. The proposed protocol is:

“FLC programs and incentives are available to agricultural producers or landowners participating in field practices where the fields are located within the PLSLWD political, or hydrologic boundaries as depicted on Scott GIS3.”

Recommendation

Motion to approve the Farmer-Led Council Cost Share Eligibility protocol.



Subject 	PLSLWD Rule D – Public Linear Cost Cap and Stormwater Impact Fund Contribution Rate Establishment	
Board Meeting Date 	September 12, 2023	Item No: 4.5
Prepared By 	Joni Giese, District Administrator	
Attachments 	None	
Proposed Actions 	<p>Motion to approve a Public Linear Cost Cap of \$22.50 per cubic foot of required stormwater treatment volume.</p> <p>Motion to approve a Stormwater Impact Fund contribution rate of \$34.50 per cubic foot of required stormwater treatment volume.</p>	

Background

On May 10, 2022, the Board of Managers approved new District rules that were effective June 1, 2022. The newly adopted Rule D – Stormwater Management, calls for the Board of Managers to establish a public linear project cost cap and a District stormwater impact fund contribution rate.

Rule D, Stormwater Management, Section 3(p) Public Linear Cost Cap states:

For public linear projects, one or more of the applicable criteria of Paragraph 3 may be met by use of a public linear project cost cap where costs specific to satisfying the volume control criteria shall not exceed a cost cap which will be established in consultation with municipal partners and approved by the Board from time to time.

Rule D, Stormwater Management, Section 3(q) Stormwater Impact Fund states:

If it is demonstrated that volume control is not feasible onsite and credits are not available, the applicant shall pay into the District's Stormwater Impact Fund to cover the cost of implementing equivalent volume reduction elsewhere in the watershed. The required amount to contribute to the Stormwater Impact Fund will be established in consultation with municipal partners and approved by the Board from time to time.

Discussion

On June 20, 2022, District staff solicited costs for representative public linear projects for the previous five years from LGU partners. For projects submitted, the District Engineer compiled, analyzed, and escalated unit prices to 2022 to prepare a proposed linear cost cap rate. For the stormwater impact fund, the District Engineer reviewed data that served as the basis for a Stormwater Impact Fee Assessment prepared for Ramsey Washington Metro Watershed District and the Capitol Region Watershed District in 2018. From this assessment, the District Engineer extracted costs for 68 above ground and filtration BMPs (below grade BMPs were excluded) and escalated costs to 2022 to prepare a proposed rate for the Stormwater Impact Fund.

The following proposed rates for the public linear cost cap and the stormwater impact fund were presented to LGU partners on September 9, 2022.

- Public Linear Cost Cap: \$18.00/CF of required treatment volume
- Stormwater Impact Fund: \$27.50/CF of required treatment volume

At the meeting, questions were raised about the process for using the flexibility options. A high-level proposed process has been included in the draft equivalency MOA's currently under review by LGUs expressing interest in entering into an equivalency agreement.

The proposed rates being brought forward for the Board approval are based on the data that served as the basis for the September 9, 2022, proposed rates with an additional rate increase to account for recent construction cost inflation.

Recommendations

Staff recommends that the Board of Managers approve a Public Linear Cost Cap of \$22.50 per cubic foot of required stormwater treatment volume.

Staff recommends that the Board of Managers approve a Stormwater Impact Fund contribution rate of \$34.50 per cubic foot of required stormwater treatment volume.



Subject | Easement Signs Replacement

Meeting Date | September 12, 2023

Item No: 4.6

Prepared By | Joni Giese, PLSLWD Administrator

Attachments | Proposed Easement Sign Image

Proposed Action | Motion to approve the replacement of missing easement signs at a cost of \$20,000.

Background

PLSLWD holds conservation easements adjacent to watercourses and wetlands on parcels that have triggered District Rule J – Buffers Strips since the establishment of the rule. A Declaration of Conservation Easement is established for each easement that outlines use of the easement. Per the standard Declaration of Conservation Easement, monuments (signs) 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. The Declaration of Conservation Easement also states that removal, relocation, or damage to the monument is prohibited.

The District performs an annual inspection of the conservation easements to ensure the easements are being maintained in a manner that is consistent with the recorded Declaration of Conservation Easement for that parcel.

Discussion

Through the inspection process, staff have determined that approximately 300 monuments are missing. It appears that many of the signs have been missing for several years. The original monument signposts used can be easily moved. To rectify the issue, staff recommend that a sturdier post be used to minimize future sign displacement.

Given the signs have been missing for a period of time, staff recommend the District perform a one-time replacement of the signs at no charge to the property owners. Should the signs be displaced or go missing again, the cost to replace or relocate the signs will be the responsibility of the property owner.

The estimated material and labor costs to replace a sign is estimated as follows:

Item	Description	Cost (each)
Post	7-foot u-channel galvanized post	\$12.45
Sign	4 ½ x 6 ¾ metal sign. Cost includes hardware to affix sign to the post.	\$10.00
Labor	Includes mobilization, locating and setting posts, and attaching signs. Work performed by a 2-member team from Scott SWCD.	\$38.75
Total Estimated Cost per Sign		\$61.20

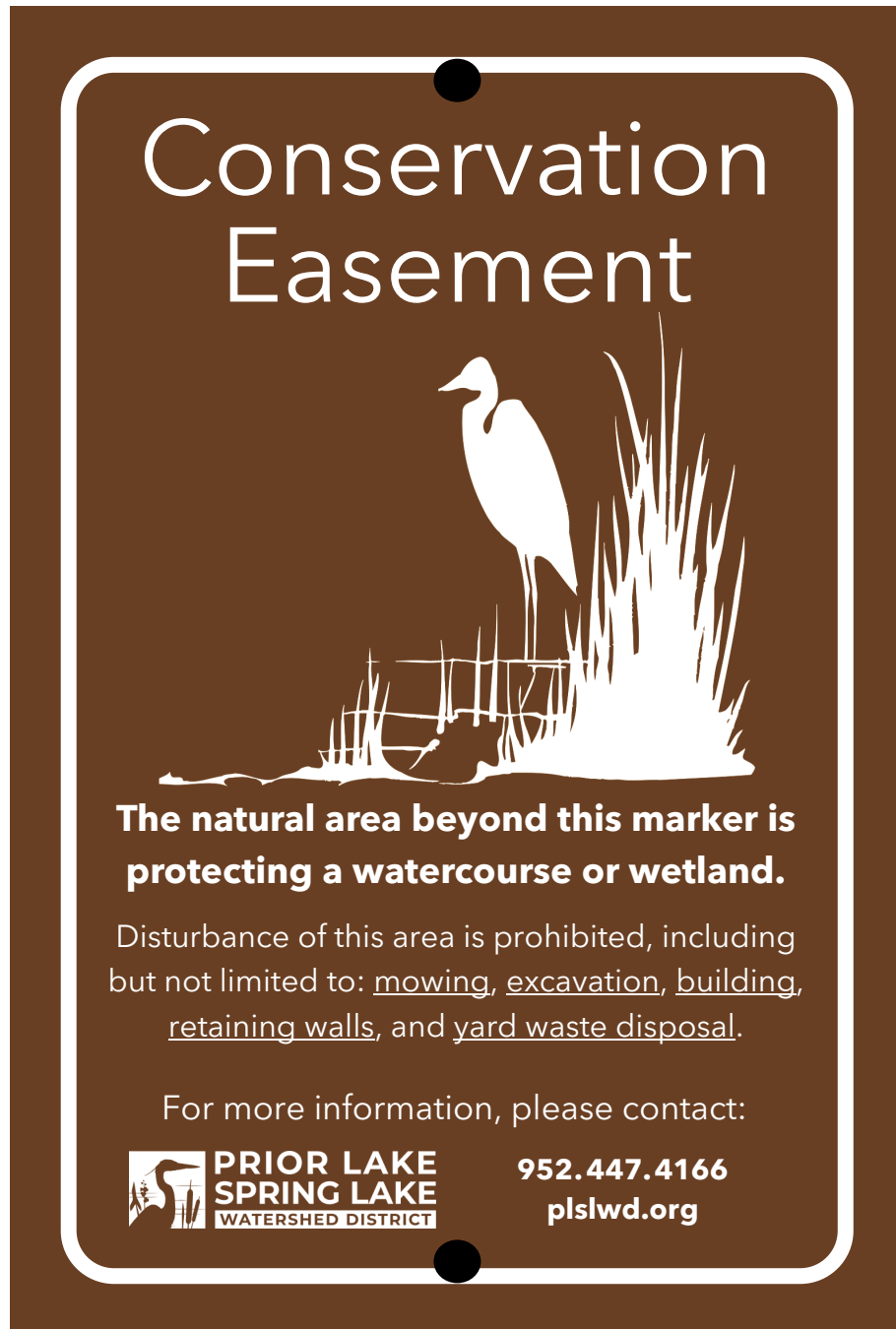
The total estimated cost to replace 300 signs is \$18,360. Given the total number of signs to be replaced is still an estimate, adding an approximate 10% increase in signs would result in an estimated cost of \$20,000. The district could reduce the cost by approximately \$5,500 - \$6,000 if the District provides one member of the sign installation team.

The proposed monument signage layout, text, imagery, and color are depicted on the attached image.

Recommendation

Staff recommends that the Board approve the replacement of missing easement signs at a cost of \$20,000.

Proposed Easement Sign Image



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Financial Report - Cash Basis

June 1, 2023 Through August 31, 2023

Reflects bills paid through August 31, 2023

Program Element		2023 Source of Funds				2023 Actual Results		
		2023 Levy	Budget Reserve	Grant Funds/Fees	2023 Budget	August 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	17,224	98,916	72%
	703 - Telephone, Internet & IT Support	13,200	-	3,000	16,200	1,214	9,207	57%
	702 - Rent	28,300	-	-	28,300	1,697	19,654	69%
	706 - Office Supplies	9,000	-	-	9,000	339	3,134	35%
	709 - Insurance and Bonds	14,200	-	-	14,200	(1,254)	17,470	123%
	670 - Accounting	31,000	-	-	31,000	2,114	19,280	62%
	671 - Audit	9,000	-	-	9,000	(3,600)	7,900	88%
	903 - Fees, Dues, and Subscriptions	1,500	-	-	1,500	(10)	520	35%
	660 - Legal (not for projects)	5,000	-	-	5,000	-	2,485	50%
	General Fund (Administration) Expenditures	\$ 249,200	\$ -	\$ 3,000	\$ 252,200	17,724	178,565	71%
	Net Change in General Fund	-	-	-	-	(17,724)	(41,524)	

No assurance is provided on these financial statements

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

2023 Budget

June 1, 2023 Through August 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	-	-	-	-
	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

No assurance is provided on these financial statements

Reflects bills paid through August 31, 2023

2023 Actual Results		
August 2023	YTD	YTD % of Budget
-	876,128	52%
-	41,403	34%
8,688	43,436	65%
-	2,254	#DIV/0!
-	-	0%
8,688	963,222	43%
51,799	267,943	54%
-	-	#DIV/0!
66	17,102	32%
-	13,373	23%
19,875	42,031	43%
25,269	57,692	56%
-	-	0%
-	-	0%
	3,500	117%
195	11,652	14%
293	8,302	47%
-	27,704	34%
-	-	0%
1,421	11,746	78%
-	-	0%
2,882	21,660	27%
-	1,011	10%
68	890	9%
17,419	27,156	5%
-	-	0%
67,489	243,818	18%
-	-	0%
-	-	0%
-	1,454	10%
132	781	39%
-	-	0%
7,682	12,234	38%
7,813	14,468	27%
306	2,958	7%
\$ 306	\$ 2,958	7%
-	185,421	100%
	-	0%
127,406	714,609	32%
(118,718)	248,613	

PLSLWD Monthly Treasurers Report

Treasurer: Christian Morkeberg

Account balances as of 08/31/2023

4M Fund (Checking Account)	\$	1,893,748
4M Fixed Income	\$	1,299,654
Total Uncleared Transactions	\$	-
SUBTOTAL	\$	3,193,402

RESTRICTED/COMMITTED FUNDS

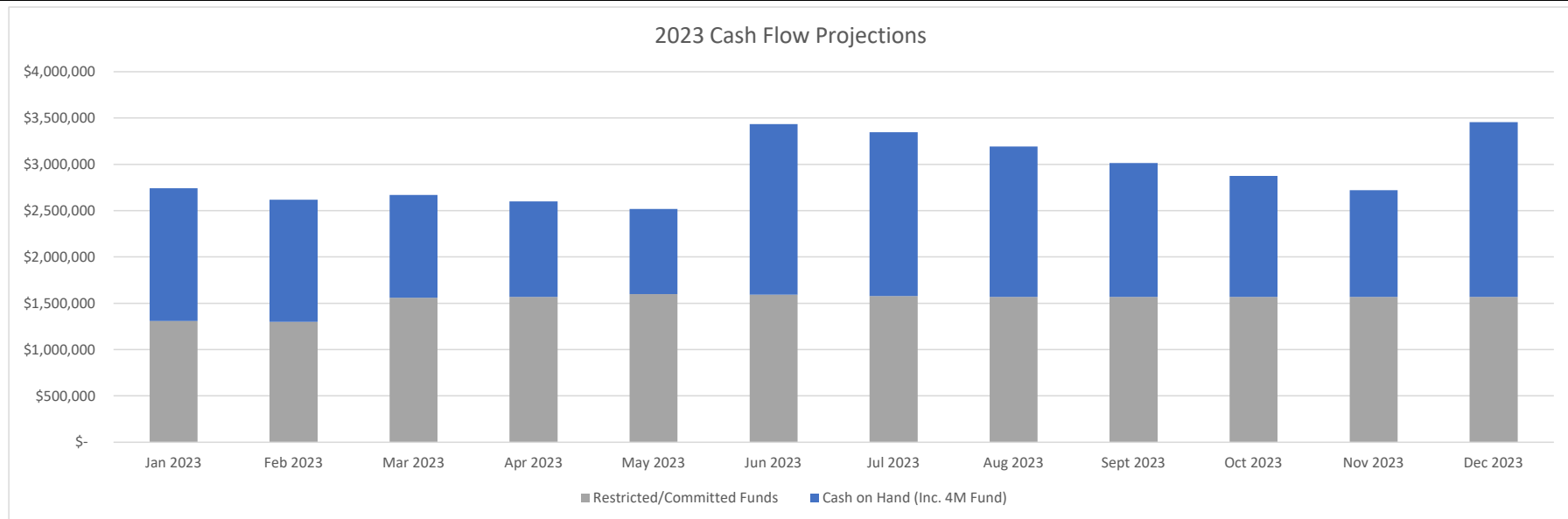
Restricted - Permit Deposits, etc. (350 & 360)	\$	138,622
Restricted - PLOC Contingency Reserve (850)	\$	265,402
Restricted - PLOC O&M Funds (830)	\$	223,697
Committed - Alum Internal Loading Reserve	\$	480,000
Committed - Upper Watershed Fund Balance	\$	362,300
Committed - Debt Payment	\$	100,000
TOTAL DISTRICT/PLOC RESTRICTED OBLIGATIONS	\$	1,570,021

Available cash at end of August 2023	\$	1,623,381
---	-----------	------------------

*65.6% 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	\$1,623,381	\$1,445,494	\$1,304,386	\$1,149,267	\$1,885,949
Restricted/Committed Funds	\$1,308,754	\$1,298,440	\$1,560,558	\$1,568,338	\$ 1,597,340	\$1,592,144	\$1,578,169	\$1,570,021	\$1,570,021	\$1,570,021	\$1,570,021	\$1,570,021
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	\$3,193,402	\$3,015,515	\$2,874,407	\$2,719,288	\$3,455,970



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	\$ 3,193,402	\$ 3,015,515	\$ 2,874,407	\$ 2,719,288	
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	-	-	-	-	-	-	-	-	-	-	20,065	-	20,065
PLOC Contributions	-	-	287,598	-	33,717	-	-	-	-	-	-	-	321,315
Interest Income	5,631	5,108	5,749	10,806	5,841	7,772	8,981	8,688	5,850	5,850	5,850	5,850	81,976
Other Receipts	-	-	2,000	-	-	-	-	-	1,000	1,000	-	4,000	8,000
Total Cash Receipts	\$ 21,046	\$ 5,108	\$ 336,750	\$ 10,806	\$ 39,558	\$ 1,014,585	\$ 8,981	\$ 8,688	\$ 6,850	\$ 39,972	\$ 25,915	\$ 922,973	\$ 2,441,232
Total Cash Available	\$ 2,843,380	\$ 2,745,620	\$ 2,955,259	\$ 2,678,654	\$ 2,639,637	\$ 3,534,127	\$ 3,443,420	\$ 3,355,355	\$ 3,200,252	\$ 3,055,487	\$ 2,900,322	\$ 3,642,261	
Cash Paid Out													
Salaries and Per Diems	\$ 28,453	\$ 38,504	\$ 60,801	\$ 39,421	\$ 39,424	\$ 41,689	\$ 52,400	\$ 69,048	\$ 56,658	\$ 56,658	\$ 56,658	\$ 56,658	\$ 596,373
Office Expense, Audit, Accounting	7,787	3,932	7,957	18,361	10,749	3,602	9,120	6,462	9,727	6,069	6,024	11,274	101,064
PLSLWSD Program Costs	66,307	74,361	24,771	17,173	65,207	44,230	21,258	74,389	105,100	105,100	105,100	105,100	808,096
PLOC Contribution	-	-	185,421	-	-	-	-	-	-	-	-	-	185,421
PLOC Operations	321	10,314	8,461	3,620	4,715	10,167	13,975	12,054	13,252	13,252	13,252	13,259	116,642
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$ 102,868	\$ 127,111	\$ 287,411	\$ 78,575	\$ 120,095	\$ 99,688	\$ 96,753	\$ 161,953	\$ 184,737	\$ 181,079	\$ 181,034	\$ 186,291	\$ 1,807,596
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	\$ 3,193,402	\$ 3,015,515	\$ 2,874,407	\$ 2,719,288	\$ 3,455,970	



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

WORKSHOP MEETING MINUTES

Tuesday, August 8, 2023

Prior Lake City Hall

4:00 PM

Members Present:

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

Absent: Matt Tofanelli

Staff & Consultants Present:

Joni Giese, District Administrator

Emily Dick, Water Resources Project Manager

Shauna Capron, Water Resources Technician

Carl Almer, District Engineer, EOR

Others Present:

Lisa Quinn, Spring Lake Township

Maureen Reeder, Citizen Advisory Committee

Jim Fitzsimmons, Scott SWCD

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

Service to PLSLWD Acknowledgement

District Administrator Giese acknowledged Shauna Capron's service to the District. Shauna worked at the District for over three years and is headed to pursue a graduate degree at the University of Minnesota. Starting as an intern in 2020, Shauna has grown many programs over the years including carp espionage, the internship program, and many others. Shauna's contributions were outstanding. Shauna's last day will be August 16.

PLSLWD Website Redesign

District Administrative Assistant, Patty Dronen presented the District's intent to redesign its website. After analysis of the last year of website use, the District found that roughly 60% of the ~1,600 webpages on the District's website were only visited once in the span of a year. The intent of a website redesign would be to make the website more useable and relevant to District residents. The underlying programming of the current website is outdated and currently requires a programmer for new pages. After an initial solicitation of RFPs from website developers, none were of favorable budget and scope. District Administrator Giese received input from other District Administrators that HDR had provided a successful website redesign service. After

discussion with HDR, the company provided a proposal that is the basis for a request for contract approval at tonight's Board meeting. The District is beginning to map out an ideal website layout, in preparation for work with HDR later this fall. The Board of Manager's were asked for feedback on the website via a survey. Some initial suggestions were more maps, photos and videos. It was also expressed that the website should maintain a repository of historical documents and use the main pages to focus on what is most applicable to residents. The suggested process for Board and CAC review would be to have two stages of input. The first being completion of the survey on desires. The second being review of a draft website to identify bugs, confusing pathways, typographical errors and broken links. There was an interest to make sure that the website is developed with a mobile version, and perhaps consider the development of an app.

Public Linear Cost Cap and Stormwater Impact Fund Rates

District Engineer, Carl Almer, gave a presentation on the rates related to District rules, specifically public linear cost cap and stormwater impact fund rates to the Board of Managers in the June Board workshop. District Administrator Giese brought back the topic for discussion by the Board with some supplemental information.

After new District rules were adopted in 2022, a meeting was held with the LGU partners to discuss setting rates and cost caps. Staff attempted to flush out the cost cap process as part of developing draft equivalency agreement with the LGUs. The 2022 rules offer several pathways for meeting stormwater requirements (Rule D) based on ability. The first preference is always to treat and manage on-site, however there are options for flexibility to still meet standards if on-site treatment is not feasible. One option is a public linear cost cap which is only available for public or municipal projects. The other is the stormwater impact fund, which requires payment into a fund if stormwater management is not feasible on the property. Funds collected by the District would be used to implement a stormwater management feature elsewhere in the District.

If a public agency determines the cost of achieving full stormwater management is excessive, they may initiate discussions with the District about using a linear cost cap. If agreed to by the District, the agency will be allowed to "cap" the amount they spend on implementing stormwater management for the project based on the rate to be set by the Managers. The benefit of capping is that it allows municipalities to budget how much they will need for storm water management early in the process. The District can decide to contribute funds needed above the cost cap to fully meet District standards. To inform cost setting, the District solicited LGU partners for the costs expended related to public linear projects for the previous 5 years. There were six public linear projects assessed. None of the projects submitted included right-of-way acquisition costs. Based on this data, a recommended public linear cost cap of \$22.50/cubic foot is proposed for stormwater management. Local project examples averaged \$18/cubic foot. This was based on a small data set and projects submitted did not include right-of-way acquisition costs. It was shared that other metro watershed districts had established a linear cost cap rate of \$20/cubic foot and some metro watershed districts are expected to raise cost cap rates as much as 25% in the next year due to inflation. The suggested rate of \$22.50/cubic foot reflects a 25% increase from the District's average cost of \$18/cubic foot.

The stormwater impact fund option is available if the project is not able to provide volume control on the site, and there are no credits available. A study done by Barr in 2018 looked at roughly 68 stormwater best management practices (above ground and filtration projects only) in a metro watershed district and found the average rate at \$27.50/cubic foot. Based on this study, \$34.50/cubic foot is recommended as a rate for stormwater impact fund fees. Some metro watershed districts are expected to raise stormwater impact fund rates as much as 25% in the next year due to inflation. The District's recommended rate reflects a 25% increase on \$27.50/cubic foot.

Next steps include preparing a Board resolution for the approval of the public linear cost cap (\$22.50/cubic foot) and stormwater impact fund (\$34.50/cubic foot) rates. Municipalities can always choose whether to exercise these options or to meet the Rule D standards directly through the traditional paths. Municipalities expressed interest in keeping the rates at the low end of the range. It was recommended to review and evaluate rates annually, at least to account for inflation.

Draft 2024 Budget

District Administrator Giese presented the second version of the draft budget. The second version includes estimates and edits for the initiatives and refinements that the Board, staff and CAC had posed at previous meetings and is expected to be further refined. The first version received CAC feedback on how efficiently some programs were operating, and how District salaries were keeping up to industry standards. This version represents an increase from the 2023 levy of \$55,000 or 2.9%. The estimated tax rate is about 2.8% which is almost the same tax rate applied to residents in 2023. The proposed budget includes an update of the Comprehensive Wetland Plan to better inform the District's work to restore and enhance wetlands for the benefit of water quality and flood storage. At the September Board meeting there will be a public hearing and a vote to certify the preliminary 2024 levy. The levy voted on in September is the maximum level that can be reduced until the year end. There was a request for further comments and suggestions from Board members. There was discussion around the likely recommendations for ferric chloride treatment system updates. 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.

District Paid Holidays

Juneteenth, or June 19, has been designated as a state holiday, which precludes public offices from doing business on the holiday. Juneteenth celebrates the last recognition of emancipation of enslaved African Americans. Administrator Giese has conducted due diligence on other local Watershed Districts to determine how they are handling the newly added holiday. Eight watershed districts all reported that they added a new paid holiday. The Watershed Districts had a range of 11 to 13.5 paid holidays, with over half at 12 days. Currently the District offers 11 paid holidays, ten of which are state mandated holidays. The one non-mandated holiday is Christmas Eve. Scott County will be adding an additional holiday. Administrator Giese recommends that the Board vote to approve the addition of another holiday in the District benefits package for a total of 12 paid holidays to remain competitive with other watershed districts. This matter is on the Board Meeting agenda for a vote.

Liaison Updates

District Partner Reports

- *Scott County*- None today.
- *CAC*- Provided input into the recruitment process and the draft budget at the last meeting.
- *City of Prior Lake*- None today.
- *Scott SWCD*- 47 active conservation requests, 36 have projects planned or installed. FLC Cost share requests have been completed. Permits at PLSLWD have been logged and are working on logging easement inspections. SCWEP meeting was held last month with extra discussion for budgets.
- *Spring Lake Association*- None today.
- *Spring Lake Township*- Discussed the update on conservation easement signs at the last meeting. Chairman Kowalski gave feedback that the signs are a nuisance to people and often people take them down. Some residents have expressed concern whether construction projects have proper erosion control. Board members stated that those concerns would be handled by Scott County, however a direct permit contact could be established at a future meeting.

Manager Liaison Reports

- *CAC*- Several federal programs mentioned that may be worth looking into. Volunteers solicited to help table at Fall Community Fest.
- *Scott SWCD*- 14 attendees at shoreline stabilization workshop. Looking to select a conservationist of the year.
- *Lower Minnesota Watershed District*- Updates on goal setting.
- *Sand Creek Township*- None.
- *Spring Lake Township*- None.
- *Scott WMO*- None.
- *Shakopee*- None.
- *SCALE*- Executive committee meeting discussed future lobbying services and a process for 2024 legislative priorities. The District would have to submit legislative requests to SCALE in September. Tony Albright was selected for lobbying services. Victor Lake was elected Vice Chair.
- *Scott County* – Representative Bakeberg provided a summary of 2023 legislative outcomes including funding for boat ramp improvements and a riverbank stabilization project. Approved a contract for handicap fishing pier at Spring Lake Regional Park.
- *Metro Watersheds*- 22 attendees, various reports from state agencies and good information sharing.
- *PLOC Cooperators*- None.

Administrator Report

- First SCALE water committee meeting was held. Eleven attendees with voluntary attendance. Focus was on the background of the Water Management Study and identifying issues that should be the focus going forward. Some examples are sharing GIS information, better lines of communication for permitting, expansion of FLC, and issues with outfalls of drain tiles. Meetings will continue every three months.

- PLSLWD is hosting the October 13 general SCALE meeting, and the District gets the opportunity to present for 10 minutes on the District's work. The District is responsible for funding the food for that meeting.
- The Water Resources Technician position is currently posted as open. Application review will begin shortly and continue until filled.
- Developing a RFP for updating the District Personnel policy. There are policies that need to be updated by December 31 of this year.
- Met with City of Prior Lake to discuss the plans to create the new regional stormwater feature and discuss finalizing the MOA related to rules equivalency.
- Third Tuesday of the month is expected to be the new date for Board workshops and meetings next year.

Respectfully Submitted,
Emily Dick
8/8/2023



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

REGULAR MEETING MINUTES

Tuesday, Aug. 8th, 2023

Prior Lake City Hall

6:00 PM

Members Present:

Bruce Loney, Christian Morkeberg, Frank Boyles, Ben Burnett

Absent: Matt Tofanelli

Staff & Consultants Present:

Joni Giese, District Administrator

Jeff Anderson, Water Resources Coordinator

Emily Dick, Water Resources Project Manager

Carl Almer, EOR, District Engineer

Ashley Halverson, District Intern

Lindsay James, District Intern

Others Present:

Lisa Quinn, Spring Lake Township

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting was called to order by President Loney at 6:05 pm, everyone present recited the Pledge of Allegiance.

2.0 SWEARING IN OF MANAGER BOYLES

Manager Boyles was sworn in for another 3-year term as a PLSLWD Board Manager.

PUBLIC COMMENT

None

3.0 APPROVAL OF AGENDA

Motion to approve agenda by Manager Morkeberg; 2nd by Manager Boyles; passed 4-0.

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.
- Still in “severe” drought lake levels

4.2 2023 Interns Presentation

Lindsay and Ashley gave a presentation of their summer work for the District

4.3 Staff Paid Holidays

- Due to the required addition of Juneteenth to the list of holidays, Administrator Giese presented the request and recommendation to add a paid holiday to the current list of 11 paid holidays, to 12 total paid holidays. This is in line with other watershed districts as well.
- Motion to approve the request by Manager Boyles; 2nd by Manager Burnett; passed 4-0.

5.0 TREASURER'S REPORT

5.1 Monthly Financial Reports

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

- Financial Report
- Treasurers Report
- Cash Flow Projections

5.2 Quarterly Report of Investment Activities

Administrator Giese presented the Quarterly Report of the District's Investments.

6.0 CONSENT AGENDA

~~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

Motion to approve consent agenda (without 6.1 and 6.5) by Manager Burnett; 2nd by Manager Boyles; passed 4-0.

6.1 Meeting Minutes – June 22, 2023, Joint Board of Managers & CAC Meeting

- Correction to the minutes from 6/22/23 joint meeting. The motion to adjourn was made by Matt Tofanelli.
- Motion to accept correction by Manager Boyles; 2nd by Manager Burnett; passed 4-0.

6.5 Claims List, Visa, and US Bank Purchase Card Expenditures Summary

- Correction to "Claims List". "May Carp Management" amount should be: \$16,954.75, and corresponding subtotal should be \$77,364.52.
- Motion to accept correction by Manager Boyles; 2nd by Manager Burnett; passed 4-0.

7.0 APOLOGY FROM MANAGER BOYLES

Manager Boyles apologized for requesting extended time to provide feedback to the Spring Lake Association brochure that they were ready to publish, and then not providing feedback in the extended time, causing unnecessary delay.

8.0 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)

9.0 ADJOURNMENT

- Motion to adjourn by Manager Burnett; 2nd by Manager Morkeberg; passed 4-0.
- Meeting adjourned at 6:59 pm.

Respectfully Submitted,
Ben Burnett, PLSLWD Secretary, 8/29/23

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	\$ 964.50
		Fish Lake Management Plan Update	\$ 5,219.75
		Permitting	\$ 1,895.69
		Rule Revisions	\$ 148.50
		Sutton Lake IESF Follow-up Assessment	\$ 1,191.81
		Ferric Chloride System Assessment	\$ 5,596.25
Gopher State One Call	X	Utility location	\$ 1.35
Blue Water Science	X	Aquatic Plant identification workshop	\$ 450.00
RMB	X	Ferric Monitoring	\$ 486.78
RMB	X	Ferric Monitoring - June	\$ 1,540.94
RMB	X	Winter Chloride	\$ 148.10
Waterfront Restorations	X	July Inspections	\$ 8,767.74
WSB	X	Carp Management	\$ 5,651.33
Scott SWCD	X	Newman Signs	\$ 3,736.22
Scott SWCD	X	Task 1 - Technical Assistance and Cost Share	\$ 21,257.50
		Task 2 - Farmer Led Council	\$ 1,474.00
		Task 3 - Monitoring Program	\$ 1,260.00
		Task 4 - Permitting	\$ 17,343.99
		Task 5 - Education	\$ 1,575.00
		Task 6 - Upper Watershed	\$ 930.00
		Fish Lake Study Support	\$ 1,080.00
		Subtotal	\$ 80,719.45
2. Outlet Channel - JPA/MOA (excluding staff payroll)			
CLA		PLOC Accounting - 8.75 hours	\$ 1,500.00
WSB	X	Engineer's report - Preliminary design	\$ 390.00
EOR		PLOC Engineering Assistance - Segment 1	\$ 905.69
		PLOC Engineering Assistance - Segment 7	\$ 99.00
		PLOC Engineering Assistance	\$ 544.50
		Subtotal	\$ 3,439.19
3. Payroll, Office and Overhead			
ADP Manager Per Diems			\$ 1,878.28
ADP Staff Payroll			\$ 37,636.43
ADP Taxes & Benefits			\$ 25,025.89
NCPERS	X	September Life Insurance Premiums	\$ 80.00
Reliance Standard	X	September LTD and STD Premiums	\$ 696.94
HealthPartners	X	Health Insurance Premiums - September 2023	\$ 7,814.00
City of Prior Lake	X	Rent (October 2023)	\$ 2,387.03
Smith Partners	X	Permitting - July	\$ 883.30
	X	General Admin & Legal Services	\$ 51.80
		Water Resources Plan	\$ 181.30
		Contracts	\$ 233.10
CLA	X	Monthly Accounting - 12.5 hours	\$ 1,350.00
		Technology and Client Support Fee	\$ 158.90
		Monthly Payroll processing	\$ 328.00
Rymark	X	August Billing (11 workstations)	\$ 1,016.95
Metro Sales	X	Contract base rate 8/10-9/9/2023	\$ 155.00
US Bank		August Billing	\$ 2,832.82
		Subtotal	\$ 82,709.74
TOTAL			\$ 166,868.38

Trans Date	Merchant Name	Amount	Receipt Link	Staff Approval	Class	Customer	Expense	Description
7/25/2023	Adobe	\$ 110.54	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	software
7/25/2023	Dodge of Burnsville	\$ 89.33	x	Jeff Anderson	637 Monitoring & Research	Equipment Storage & Maintenance	876 Field Equipment & Maintenance	Oil change on truck
7/27/2023	Ironclad Storage	\$ 220.00	x	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Equipment storage
7/28/2023	USPS	\$ 1.83	x	Patty Dronen	648 Regulation	A600404 Golter	701 Postage	postage
7/31/2023	GroupGreeting	\$ 5.36	x	Patty Dronen	405 General Fund		710 Office Expense Other	Birthday card - Lindsay
7/31/2023	Jerry's Foods	\$ 14.90	x	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Donuts
8/4/2023	Verizon	\$ 28.08	x	Jeff Anderson	648 Regulation	Easement Inspections & violations	876 Field Equipment & Maintenance	cell data
8/7/2023	Amazon	\$ 24.74	x	Patty Dronen	405 General Fund		706 Office Supplies	postcards
8/8/2023	Jimmy Johns	\$ 95.95	x	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Board Manager meal
8/9/2023	Tractor Supply	\$ 106.23	x	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Carp Removals-Specialized Traps	806 Program Costs-Miscellaneous	Corn
8/9/2023	Amazon	\$ 39.99	x	Patty Dronen	405 General Fund		706 Office Supplies	Ink for desktop printer
8/9/2023	Microsoft Azure	\$ 4.99	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	Database fee
8/10/2023	Shell	\$ 85.91	x	Jeff Anderson	637 Monitoring & Research	Equipment Storage & Maintenance	801 Gas, Mileage	gas
8/10/2023	GroupGreeting	\$ 5.36	x	Patty Dronen	405 General Fund		710 Office Expense Other	Birthday card - Shauna
8/10/2023	Walgreens	\$ 6.97	x	Patty Dronen	405 General Fund		710 Office Expense Other	Going Away poster - Shauna
8/10/2023	Prior Lake Bait & Tackle	\$ 24.65		Patty Dronen				mistakenly used PLSLWD card. Reimbursed PLSLWD
8/14/2023	Lunds & Byerlys	\$ 20.94	x	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Donuts for Shauna's birthday
8/14/2023	Amazing Apparel	\$ 164.26	x	Patty Dronen	626 Planning	Planning and Program Development	710 Office Expense Other	logo apparel
8/14/2023	Costco	\$ 11.97	x	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	water
8/14/2023	Jimmy Johns	\$ 254.55	x	Emily Dick	611 Operations & Maintenance	Farmer-led Council	902 Meals and Lodging	FLC lunch
8/17/2023	Davannis	\$ 97.96	x	Patty Dronen	PLOC 839	PLOC Administrative Expenses	902 Meals and Lodging	PLOC Cooperators Lunch
8/17/2023	KwikTrip	\$ 42.69	x	Jeff Anderson	637 Monitoring & Research	Aquatic Vegetation Management	801 Gas, Mileage	Boat gas
8/20/2023	GoDaddy	\$ 23.17	x	Patty Dronen	626 Planning	Planning and Program Development	703 Telephone, Internet & IT support	Website hosting
8/20/2023	PayPal - Canva	\$ 14.99	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	software
8/22/2023	Pizza Hut	\$ 42.93	x	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Intern lunch
8/23/2023	Adobe	\$ 110.54	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	software
8/24/2023	Knotty Oar Marina	\$ 1,183.99	x	Jeff Anderson	637 Monitoring & Research	Equipment Storage & Maintenance	876 Field Equipment & Maintenance	Trailer axel, hubs, & tires.
	TOTAL	\$ 2,832.82						