



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

AGENDA

Tuesday, November 14, 2023

6:00 PM

Council Chambers
Prior Lake City Hall

BOARD OF MANAGERS:

**Bruce Loney, President; Frank Boyles, Vice President;
Christian Morkeberg, Treasurer; Ben Burnett, Secretary; Matt Tofanelli, Manager**

Note: Individuals with items on the agenda or who wish to speak to the Board are encouraged to be in attendance when the meeting is called to order.

Special Joint Meeting

PLSLWD Board of Managers and the Spring Lake Township Board of Supervisors

3:00 PM – *Parkview Conference Room*

3:00 – 4:00 PM SM.1 Draft Fish Lake Management Plan (Emily Dick/Anne Wilkinson)

Board Workshop 4:00 PM – *Parkview Conference Room*

4:00 – 4:50 PM W.1 Carp Program: Status Update (Jeff Anderson/Tony Havranek)
 4:50 – 5:10 PM W.2 Spring Lake/Prior Lake Boat Ramp Improvement Summary (Wesley Steffan)
 5:10 – 5:20 PM W.3 2024 Budget Revisions (Joni Giese)
 5:20 – 5:35 PM W.4 Liaison Updates
 • District Partners in Attendance
 • Managers' Summary of other Meetings Attended
 5:35 – 5:45 PM W.5 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 – 6:05 PM 3.0 **APPROVAL OF AGENDA** (Additions/Corrections/Deletions)

6:05 – 6:40 PM 4.0 **OTHER OLD/NEW BUSINESS**

- 4.1 Approval of new CAC Member: Anna Alswager (Vote)
- 4.2 Programs & Projects Update (Discussion Only)
- 4.3 Cost Share Docket Revisions (Discussion Only)

- 6:40 – 6:50 PM 5.0 **TREASURER’S REPORT**
- 5.1 Monthly Financial Reports (Discussion Only)
- Financial Report
 - Treasurers Report
 - Cash Flow Projections
- 5.2 Quarterly Report of Investment Activities (Discussion Only)
- 6:50 – 6:55 PM 6.0 **CONSENT AGENDA**
- The consent agenda is considered as one item of business. It consists of routine administrative items or items not requiring discussion. Items can be removed from the consent agenda at the request of the Board member, staff member, or a member of the audience. Please state which item or items you wish to remove for separate discussion.
- 6.1 Meeting Minutes – October 10, 2023, Board Workshop
- 6.2 Meeting Minutes – October 10, 2023, Board Meeting
- 6.3 Claims List, Bank Purchase Card Expenditures Summary, and VISA Expenditures Summary
- 6.4 Selection of District Engineer, legal counsel, accountant, auditor, and engineering consulting pool
- 6:55 – 7:00 PM 7.0 **UPCOMING MEETING/EVENT SCHEDULE:**
- CAC Meeting, Thursday, December 7, 2023, 6:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)
 - Board of Managers Workshop, Tuesday, December 12, 2023, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
 - Board of Managers Meeting, Tuesday, December 12, 2023, 6:00 pm (Prior Lake City Hall – Council Chambers)
- 7:00 PM 8.0 **ADJOURNMENT**

PLSLWD Board Staff Report

November 7, 2023

**PRIOR LAKE
SPRING LAKE
WATERSHED DISTRICT**

Subject 	Approval of new CAC Member: Anna Alswager	
Board Meeting Date 	November 14, 2023	Item No: 4.1
Prepared By 	Danielle Studer	
Attachments 	None	
Proposed Action 	Motion to approve the appointment of Anna Alswager to the District's Citizen Advisory Committee.	

Background

The District's Citizen Advisory Committee (CAC) is composed of residents of the District and advises the Board of Managers on topics relevant to the District. The CAC is required by MN Statute 103D.331 to consist of at least 5 members appointed at the discretion of the Board of Managers. A CAC New Member Subcommittee, comprised of the CAC Chair, Board of Managers liaison to the CAC, and the District staff liaison to the CAC, reviews CAC membership applications, performs applicant interviews, and provides a recommendation for membership to the Board.

Discussion

Upon review of Anna Alswager's application to the CAC and an interview, the CAC New Member Subcommittee feels that Ms. Alswager would be a valuable addition to the CAC.

Recommendation

The CAC New Member Subcommittee recommends that the Board of Managers approve the appointment of Anna Alswager to the District's Citizen Advisory Committee.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

NOVEMBER 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Carp Management <i>Rough Fish Management (Class 611)</i> <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Began repairs on Freemont Barrier. Reinforced barrier to concrete pipe and modified front panel to fit better. Inspected all but one carp barrier. Conducted trap net surveys in Fish, Spring, and Upper Prior Lakes to access young of year (YOY) population. No young of year carp were found in traps. Trained on PIT tag station operation and downloading. Uninstalled hog trap. Assessed spring migration locations to install trap for better utilization. Tracked radio tags on Spring and Upper Prior Lakes. Planned for 2024 activities. 	<ul style="list-style-type: none"> Complete repairs on Freemont barrier. Inspect last barrier – Tadpole barrier. Continue tracking carp and use sonar to scan for obstructions in known wintering locations. Download PIT station data and uninstall.
Ferric Chloride System Operations <i>Project Lead: Jeff and Emily</i>	<ul style="list-style-type: none"> Continued to refine recommendation reports and operations manual. Met with landowners and reviewed first draft of access drive concepts. Met with landowners to inform FeCl operations and desilt pond activities. Agreed to delay the system efficiency studies until 2024 due to no flow conditions. Shut down and set up time with contractor to winterize system. Conducted bathymetric survey of desilt pond. 	<ul style="list-style-type: none"> Complete year end/final reporting requirements. Work with system assessment team to select datalogger, sensor, and pump control. Continue work on access drive assessment and updated operations manual. Finalize a report of 2023 system assessment deliverables for Board presentation in December. Use bathymetric survey results of desilt pond to check sedimentation rates and determine if dredging is necessary. Winterize system.
Farmer-Led Council <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> Continued coordination with Scott SWCD. Began planning December meeting. Worked with legal to understand appropriate protocol and content for a District FLC policy. 	<ul style="list-style-type: none"> Continue to support and review FLC projects. Plan December meeting and March Lake Friendly Farm event.

NOVEMBER 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
<p>Upper Watershed Projects</p> <p><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"> No action. <p>Spring Lake West IESF/Wetland</p> <ul style="list-style-type: none"> Met with one landowner to follow up on the feasibility and value of original wetland concept and a reduced footprint wetland. Met with Scott County to discuss IESF concepts and tax considerations and benefits. Attempted to schedule meeting with second wetland landowner. Met with real estate consultant to discuss best approach/design for landowner interests. Conducted follow-up engineering work to create a wetland concept with a reduced footprint. <p>Sutton Lake IESF</p> <ul style="list-style-type: none"> Met with landowner to present concepts for accompanying wildlife habitat improvement project. <p>2023 WBIF Studies</p> <ul style="list-style-type: none"> Held a landowners meeting for feedback on potential implementation actions for the Fish Lake Management Plan Update (FLMPU). Continued work on draft FLMPU. Continued modeling work and finalizing feasibility study for Swamp Lake IESF. <p>Potential Flood Storage Projects</p> <ul style="list-style-type: none"> Attempted to reach Project 1 landowners to schedule meeting. 	<p>Buck Wetland Enhancements</p> <ul style="list-style-type: none"> Create project tracking inventory to track long-term outreach plan. Seek Board opinion about continued project development. <p>Spring Lake West IESF/Wetland</p> <ul style="list-style-type: none"> Schedule next meeting with wetland landowners. Schedule meeting with IESF landowners. Seek Board opinion on the cost benefit of wetland options. <p>Sutton Lake IESF</p> <ul style="list-style-type: none"> Assess Upper Watershed approach, landowner willingness, and site feasibility in determining next steps. <p>2023 WBIF Studies</p> <ul style="list-style-type: none"> Present draft FLMPU to Board and Spring Lake Township in workshop prior to November Board workshop 3-4 pm Present final Swamp IESF feasibility study at December board meeting. Met with Swamp IESF landowner to discuss project development potential. <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.

NOVEMBER 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
Cost Share Incentives <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> Met with SWCD to prioritize upcoming cost share projects. Reviewed cost share docket for upcoming 2024 Docket discussion. Provided suggested revisions to the 2024 Docket and participated in planning meeting. 	<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. Present 2024 Docket revisions to Board.
Sutton Lake Outlet and Lake Management Plan <i>Project Lead: Emily</i>	Lake Management Plan <ul style="list-style-type: none"> Completed drone survey to monitor drawdown effects. 	Lake Management Plan <ul style="list-style-type: none"> Organize plan for drawdown monitoring in 2024.
Website and Media <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> Social Media – posted on all social channels about: CPUE Survey, Outdoor Ed., Clean Water Clean-Up, Chinese Mystery Snail, CAMP Submit Winter SCENE article on AIS 	<ul style="list-style-type: none"> Continue updating Facebook, and Instagram about projects & news: PLA presentation, GIS day, Minnesota Watersheds, other updates.
Citizen Advisory Committee <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> Continued CAC recruitment outreach. Interviewed applicant 	<ul style="list-style-type: none"> Continue CAC recruitment outreach through posting on socials, contacting specific groups and individuals, and at events. Interview applicant December CAC meeting
Education Program <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> See Website and Media section. Promoted and Hosted Community Clean-up Event. Prepared and Presented at Prior Lake CEC, SCALE, and PLA meeting. 	<ul style="list-style-type: none"> See Website and Media section. Work on interactive maps for new website.
Monitoring Program <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Uninstalled majority of stream and lake level monitoring equipment. Begun downloading, conducting qa/qc, and processing stream and lake level data. Filled in data gaps on website graphs. Assessed problematic logger well locations and scouted alternatives. Provided data and analysis for reports and plans. 	<ul style="list-style-type: none"> Move or adjust logger stilling wells. Upload data into database. Share datasets with partners and agencies.
Aquatic Vegetation Management and Surveys <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Communicated with Lake Association on 2024 actions. Met with DNR to discuss aquatic plant management. Research alternative management approaches. 	<ul style="list-style-type: none"> Apply for 2024 DNR AIS control grant.

NOVEMBER 2023 PROGRAMS AND PROJECTS UPDATE

PROGRAM OR PROJECT	LAST MONTH'S STAFF ACTIVITIES	NEXT STEPS
AIS <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Submitted 2023 AIS grant reimbursement with Scott WMO for AIS assessments and delineations, CLP treatments, and boat inspections. 	<ul style="list-style-type: none"> Receive grant reimbursement funds.
Rules Revisions <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Inquired with City of Prior Lake on status update of draft MOA review. Discussed status of proposed interim equivalency approach with City staff. Inquired with Scott County on status of rule revisions to establish equivalency and draft MOA. 	<ul style="list-style-type: none"> Finalize City of Prior Lake equivalency MOA. Either finalize City of Savage interim equivalency agreement or pursue PLSLWD permitting. Continue working with Scott County to finalize equivalency MOA and monitor Scott County rule updates required for equivalency.
BMPs & Easements <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Continued to work through outstanding issues associated with: <ul style="list-style-type: none"> Development Agreement and Conservation Easement establishment process and document templates Process for amending conservation easements Approach for easement encroachments Updated and provided easement GIS files for missing sign placement. Secured new easement signs. 	<ul style="list-style-type: none"> Start installation of missing conservation easement signs. Work to resolve outstanding easement violations.
Permitting <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Prepared development review comments for six projects. Closed out two permits. Started to review District activities and compliance with MS4 permit requirements. 	<ul style="list-style-type: none"> Continue to close out old permits. Complete review of District activities and compliance with MS4 permit requirements.
Planning Activities <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Participated in the kick-off meeting for the 2025 Lower Minnesota River Watershed Assessment and Watershed Restoration and Protections Strategies (WRAPS) update process. Started work on an upper watershed project selection approach. 	<ul style="list-style-type: none"> Schedule special meeting with Board of Managers to share proposed upper watershed project selection approach. Participate in quarterly SCALE Water Committee meetings. Review and provide comments on draft 1W1P report as time allows.

NOVEMBER 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"> • Provided edits to draft pipe lining bid documents. • Presented at House of Representative capital investment tour October 12. • Followed up with representative bonding tour attendees and investigated senate capital investment tour plans. • Reviewed 2023 Outlet Channel Stability and Vegetation Report. • Conducted complete channel fall inspections and removed flow monitoring equipment. Multiple beaver dams were observed. 	<ul style="list-style-type: none"> • Pipe lining construction expected to occur in winter 2024/2025 if capital funding awarded. • Prepare for Senate bonding tour tentatively slated for mid-January. • Keep watch on beaver dams and remove as necessary. • Remove larger fallen trees/jams identified as potential concerns for flow diversion and bank erosion. • Prepare annual inspection report. • Continue to work with EOR to model outlet flow scenarios and create outlet operating guidelines.
General Administration <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> • Provided first round of feedback to consultant regarding District Website Redesign. • Reviewed letters of interest for professional services (District Engineer, legal counsel, accounting, and audit services, and engineering consulting pool). 	<ul style="list-style-type: none"> • Update personnel policy to address ESSL by 1/1/2024. • Update remainder of personnel policy in early 2024. • Address outstanding encroachment issue related to a District owned parcel.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Subject | Cost Share Docket Revisions

Board Meeting Date | November 14, 2023

Item No: 4.3

Prepared By | Emily Dick

Attachments | None.

Proposed Action | Discussion only.

Background

The District operates a Cost Share program in partnership with Scott SWCD to help incentivize landowners to implement conservation practices on their land. The program is guided by an annually agreed upon Conservation Practice Financial Assistance Program Policy Manual, commonly referred to as the “Docket” which outlines funding priorities and permissions. The District, SWCD and Scott WMO review the Docket annually to update and revise the document to meet current priorities and needs.

Discussion

District staff will present an overview of the expected revisions for the 2024 Docket. The Docket is approved as an attachment to the Annual Services Agreement with Scott SWCD at the beginning of each calendar year.

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Financial Report - Cash Basis

January 1, 2023 Through October 31, 2023

Reflects bills paid through October 31, 2023

Program Element		2023 Source of Funds				2023 Actual Results		
		2023 Levy	Budget Reserve	Grant Funds/Fees	2023 Budget	October 2023	YTD	YTD % of Budget
	General Fund (Administration)							
	Revenues							
	Property Taxes	\$ 249,200	\$ -	\$ -	\$ 249,200	\$ 663	\$ 131,347	53%
	Grants	-	-	-	-	-	-	#DIV/0!
	Interest	-	-	3,000	3,000	-	9,491	316%
	Other	-	-	-	-	-	-	#DIV/0!
	Total Revenues	\$ 249,200	\$ -	\$ 3,000	\$ 252,200	663	140,838	56%
	Expenditures							
	Administrative Salaries and Benefits	\$ 138,000	\$ -	\$ -	\$ 138,000	11,001	120,957	88%
	703 - Telephone, Internet & IT Support	13,200	-	3,000	16,200	1,350	11,734	72%
	702 - Rent	28,300	-	-	28,300	1,975	24,016	85%
	706 - Office Supplies	9,000	-	-	9,000	550	3,966	44%
	709 - Insurance and Bonds	14,200	-	-	14,200	-	17,470	123%
	670 - Accounting	31,000	-	-	31,000	2,077	23,193	75%
	671 - Audit	9,000	-	-	9,000	-	7,900	88%
	903 - Fees, Dues, and Subscriptions	1,500	-	-	1,500	-	511	34%
	660 - Legal (not for projects)	5,000	-	-	5,000	157	2,927	59%
	General Fund (Administration) Expenditures	\$ 249,200	\$ -	\$ 3,000	\$ 252,200	17,109	212,673	84%
	Net Change in General Fund	-	-	-	-	(16,446)	(71,835)	

No assurance is provided on these financial statements

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

2023 Budget

January 1, 2023 Through October 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
Water Storage	550 S&I Sutton Lake Outlet Structure Project	-	-	-	-
	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 Twtnshp Contribution (Fish Lake Mgmt Plan)			4,000	4,000
	550 S&I Sutton Lake Outlet (DNR Flood Hazard Grant)			-	-
	AIS Grant for Upper Prior Lake (DNR Grant)			4,335	4,335
AIS	611 Aquatic Vegetation Mgmt. (Scott County)			20,065	20,065
	Total Grant Funds/Fees Anticipated			\$ 190,864	\$ 190,864

Reflects bills paid through October 31, 2023

2023 Actual Results		
October 2023	YTD	YTD % of Budget
-	876,128	52%
23,754	65,157	54%
17,426	62,254	93%
-	2,254	#DIV/0!
-	-	0%
41,180	1,005,794	45%
31,206	327,339	66%
-	-	#DIV/0!
-	18,830	35%
21	34,669	60%
11,287	61,125	62%
2,254	65,929	64%
-	-	0%
-	-	0%
-	3,500	117%
3,507	17,927	22%
2,860	11,815	68%
-	45,008	55%
-	-	0%
1,522	14,232	95%
-	-	0%
1,980	30,306	38%
-	1,011	10%
1,238	19,500	195%
48	29,369	6%
-	-	0%
24,717	353,220	26%
-	-	0%
-	-	#DIV/0!
-	-	0%
7,200	8,697	58%
-	781	39%
-	-	0%
5,886	26,888	84%
13,086	36,365	67%
1,081	6,135	15%
\$ 1,081	\$ 6,135	15%
-	185,421	100%
-	-	0%
70,091	908,480	41%
(28,911)	97,313	

No assurance is provided on these financial statements

PLSLWD Monthly Treasurers Report

Treasurer: Christian Morkeberg

Account balances as of 10/31/2023

4M Fund (Checking Account)	\$	1,436,368
4M Fixed Income	\$	1,534,804
Total Uncleared Transactions	\$	-
SUBTOTAL	\$	2,971,172

RESTRICTED/COMMITTED FUNDS

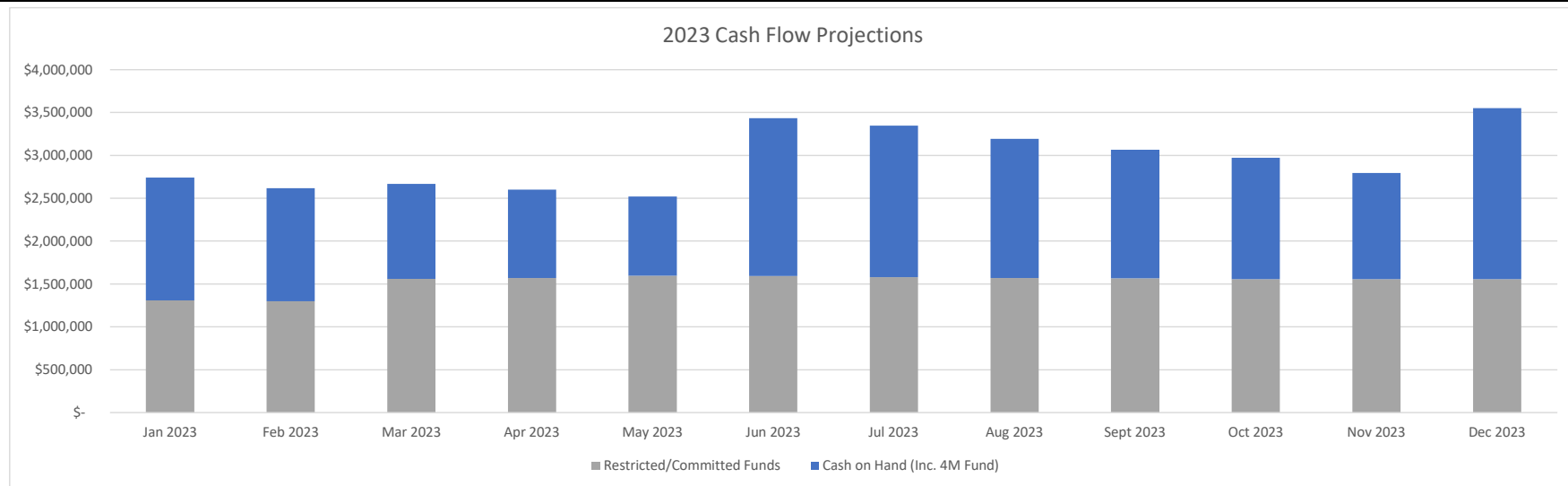
Restricted - Permit Deposits, etc. (350 & 360)	\$	138,622
Restricted - PLOC Contingency Reserve (850)	\$	267,636
Restricted - PLOC O&M Funds (830)	\$	208,104
Committed - Alum Internal Loading Reserve	\$	480,000
Committed - Upper Watershed Fund Balance	\$	362,300
Committed - Debt Payment	\$	100,000
TOTAL DISTRICT/PLOC RESTRICTED OBLIGATIONS	\$	1,556,662

Available cash at end of October 2023	\$	1,414,510
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*57.2% 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	\$ 1,497,508	\$ 1,414,510	\$ 1,237,996	\$ 1,994,182
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	\$ 1,567,968	\$ 1,556,662	\$ 1,556,662	\$ 1,556,662
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	\$ 3,065,476	\$ 2,971,172	\$ 2,794,658	\$ 3,550,844



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	\$ 3,065,476	\$ 2,971,172	\$ 2,794,658	
Cash Receipts													
Property Tax Levy	\$ 15,415	\$ -	\$ -	\$ -	\$ -	\$ 1,006,813	\$ -	\$ -	\$ -	\$ 663	\$ -	\$ 913,123	\$ 1,936,014
BWSR WBIF	-	-	41,403	-	-	-	-	-	-	-	-	-	41,403
BWSR BWF - Lower MN River South	-	-	-	-	-	-	-	-	-	-	-	-	-
DNR Flood Hazard Mitigation Grant	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants - Other	-	-	-	-	-	-	-	-	-	-	-	21,354	21,354
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	8,135	17,426	8,000	8,000	100,137
Other Receipts	-	-	2,000	-	-	-	-	-	-	-	-	-	2,000
Total Cash Receipts	\$ 21,046	\$ 5,108	\$ 336,750	\$ 10,806	\$ 39,558	\$ 1,014,585	\$ 8,981	\$ 8,688	\$ 8,135	\$ 18,089	\$ 8,000	\$ 942,477	\$ 2,422,223
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	\$ 3,201,537	\$ 3,083,565	\$ 2,979,172	\$ 3,737,135	
Cash Paid Out													
Salaries and Per Diems	\$ 28,453	\$ 38,504	\$ 60,801	\$ 39,421	\$ 39,424	\$ 41,689	\$ 52,400	\$ 69,048	\$ 39,230	\$ 42,207	\$ 56,658	\$ 56,658	\$ 564,494
Office Expense, Audit, Accounting	7,787	3,932	7,957	18,361	10,749	3,602	9,120	6,462	7,569	6,069	9,503	11,274	102,385
PLSLWD Program Costs	66,307	74,361	24,771	17,173	65,207	44,230	21,258	74,389	83,143	52,811	105,100	105,100	733,850
PLOC Contribution	-	-	185,421	-	-	-	-	-	-	-	-	-	185,421
PLOC Operations	321	10,314	8,461	3,620	4,715	10,167	13,975	12,054	6,119	11,306	13,252	13,259	107,563
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$ 102,868	\$ 127,111	\$ 287,411	\$ 78,575	\$ 120,095	\$ 99,688	\$ 96,753	\$ 161,953	\$ 136,061	\$ 112,393	\$ 184,513	\$ 186,291	\$ 1,693,713
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	\$ 3,065,476	\$ 2,971,172	\$ 2,794,658	\$ 3,550,844	



Subject | Quarterly Report of Investment Activities

Board Meeting Date | November 14, 2023

Item No: 5.2

Prepared By | Joni Giese, District Administrator

Attachments | None.

Proposed Action | No action requested. For discussion only.

Background

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

Discussion

As of October 31, 2023, \$1,436,368 (48.3%) of PLSLWD funds are maintained in two money market accounts earning interest at 5.321% and 5.368%. The Administrator will continue to monitor funds in the lower yield account, which is used to cover District expenses, and transfer in funds from the higher yield account as needed. \$1,186,500 (39.9%) of District funds are invested in five certificates of deposit earning interest ranging from 5.243% - 5.373%. The remaining District funds of \$348,304 (11.7%) are invested in securities earning interest at 4.41%. The time and dollar weighted average portfolio yield on fixed rate investments is 5.270%.

The CD's and securities are structured to mature using a ladder approach with a portion of the funds maturing every three months. The most recent maturity and reinvest period occurred in October. The next maturity period will occur in December. The weighted average portfolio maturity of fixed rate investments is 214 days. Using a ladder approach reduces interest rate market risk and provides availability of funds for current obligations.

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

Per the October 31, 2023, Treasurers Report, \$1,556,662 (52.4%) of the District's funds are classified as either restricted or committed funds. The District currently plans to commit an additional \$440,200 (14.8%) of funds towards priority projects at the end of the calendar year. It is estimated that a majority of the committed funds will be expended for their intended purpose in the next couple of years.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

WORKSHOP MEETING MINUTES

Tuesday, October 10, 2023

Prior Lake City Hall

4:00 PM

Members Present:

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

Staff & Consultants Present:

Joni Giese, District Administrator
Emily Dick, Water Resources Project Manager
Zach Nagel, Water Resources Technician
Carl Almer, District Engineer, EOR

Others Present:

Jim Fitzsimmons, Scott SWCD
Lis Quinn, Spring Lake Township
Wes Steffen, Spring Lake Association
Curtis Witt, CAC
Josh Accola, Stantec

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

Introduction of Water Resources Technician, Zach Nagel

District Administrator Giese introduced Zach Nagel, the newly hired Water Resources Technician. Zach shared his professional background in water resources across Minnesota and Wisconsin. Zach brings a wide range of experience to the District.

Swamp Lake Phosphorus and Peak Flow Reduction Feasibility Study

District Project Manager introduced Josh Accola the Project Manager from Stantec who is leading the technical work on the project. The feasibility study assessed alternatives for reduction of phosphorus and peak flows leaving Swamp Lake. The study identified three alternatives which address those initiatives to varying degrees. There was discussion on whether the project is still desirable with updated data providing lower expected benefits. The feasibility study will be completed this year.

Liaison Updates

District Partner Reports

- *Scott County*- None today.
- *CAC*- Past meeting talked about the approved budget, recruitment methods for CAC, onboarding packet review, website feedback, Clean Water Clean Up event.
- *City of Prior Lake*- None today.
- *Scott SWCD*- Outdoor Education Days Sept 25-28. Jim Dubbe ditch stabilization project approved. Tim O’Laughlin put in 180 acres of cover crop. Wetland fill violation.
- *Spring Lake Association*- None today.
- *Spring Lake Township*- Fish Lake Management Plan Update meetings for Technical Advisory Committee and residents in the last month. Shallow Lakes Seminar Oct 11 at Mystic Lake.

Manager Liaison Reports

- *CAC*- None.
- *Scott SWCD*- None.
- *Lower Minnesota Watershed District*- None.
- *Sand Creek Township*- None.
- *Spring Lake Township*- None.
- *Scott WMO*- Shallow Lakes seminar October 11. Conservation tour served as the September meeting.
- *Shakopee*- None.
- *SCALE*- Executive committee talked about legislative priorities. Appears that the PLOC pipe lining will be on the list of legislative priorities. Next meeting will focus on transportation.
- *Scott County* – None.
- *Metro Watersheds*- None.
- *PLOC Cooperators*- None.
- *Farmer-Led Council*- None.

Administrator Report

- Next month Staff will start the discussion on the approach for Upper Watershed project selection.
- Recommends that the District remain with its high deductible HSA health insurance. This will represent a 7% increase, the preliminary 2024 budget reflects a 10% increase.
- The District sought letters of interest for professional services with responses due yesterday. We received three submittals for accounting, one for District engineer, two for legal, one for audit, and five for the engineering pool. Staff will review and schedule interviews, if necessary, with recommendations coming forward at the November Board meeting.
- House of Representatives bonding tour is Thursday October 12th at Louisville Swamp Trailhead. The tour stop will highlight three projects. The PLOC pipe lining presentation will be at 4:15. To avoid disruptions to other presentations, it would be best to arrive at 3:30. Materials were handed out to the Board for review. The back up location for foul weather will be at the Scott County Government Center in the Community Room. The PLOC Cooperators are aware of the presentation.

- The PLSLWD meeting host presentation at SCALE this Friday morning will emphasize collaboration and success stories.
- Appreciated being included in Scott WMO and Scott SWCD Conservation tour. Inquired if there were any practices highlighted during the tour that Managers would like to learn more about. Manager Morkeberg stated a desire to learn more about cover crops.
- Beginning to update the personnel policy. The policy is eight years old and would likely require legal and/or HR consult to update. At a minimum, the policy will be updated to include the Earned Sick and Safe Leave (ESSL) this year as required. The goal is to perform minor updates to the policy on a more frequent basis, such as annually or biannual, versus large comprehensive updates.
- Presented the idea of committees on the Board to dive into deeper topics, such as personnel policy, finance. The Board was interested in at least of the personnel policy committee, with Frank and Bruce volunteering. A motion to create a committee for personnel policy with Manager Boyles and Loney was made by Manager Morkeberg, seconded by Manager Burnett. 3-0 Ayes 1 abstain.
- Minnesota Watersheds Metro has a quarterly meeting we can attend on October 17th. Information was forwarded to Board members via email.

Fish Lake Project Opportunity

District Project Manager Emily Dick and District Engineer Carl Almer presented a potential project location for a watershed improvement project in the Fish Lake area. The property is currently for sale and could present water quality benefit project opportunities as well as shoreline protection.

Closed Meeting Disclosure

State statute allows for closed meetings to discuss sensitive matters, provided that a summary is given at the open meeting and location is disclosed. The location discussed was included in the meeting packet materials. As a summary, the closed meeting discussed several potential land acquisitions. The meeting was recorded and shall be retained for eight years.

Respectfully Submitted,
Emily Dick
10/12/2023



REGULAR MEETING MINUTES

Tuesday, October 10, 2023

Prior Lake City Hall

6:00 PM

Members Present:

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

Staff & Consultants Present:

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

Others Present:

None

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

Meeting was called to order by President Loney at 6:04 pm. Everyone present recited the Pledge of Allegiance.

• **2.0 PUBLIC COMMENT**

None

• **3.0 APPROVAL OF AGENDA**

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

• **4.0 OTHER OLD/NEW BUSINESS**

4.1 Programs & Projects Update

- Staff provided a report of its many activities the preceding month, and some upcoming events.
 - As of October 3, the District has moved from category D2 (severe drought) to Category D3 (extreme drought)
 - AIS – Chinese Mystery Snails confirmed in Lower Prior Lake

4.2 Cost Share Program Overview

- Emily presented an Overview of the Cost Share Program as an update
 - Scott SWCD guides residents through the process
 - Approximately 21 projects performed last year

- **5.0 TREASURER'S REPORT**

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

- **5.1 Monthly Financial Reports**

- Financial Report
- Treasurer's Report
- Cash Flow Projections

- **5.2 Administrator Giese presented additional Financial Reports:**

- Balance Sheet – as of 9/30/23
- Cost Analysis – YTD 9/30/23

- **6.0 CONSENT AGENDA**

- 6.1 Meeting Minutes – September 12, 2023, Board Workshop
- 6.2 Meeting Minutes – September 12, 2023, Board Meeting
- 6.3 Meeting Minutes – July 27, 2023, CAC Meeting
- 6.4 Claims List and Bank Purchase Card Expenditures Summary
- Motion to approve consent agenda by Manager Burnett; 2nd by Manager Tofanelli; passed 5-0.

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

- Clean Water Clean-up Event, Saturday, October 28, 2023, 9:30 am – 12 pm (Sand Point Beach)
- PLOC Cooperators Meeting, Thursday, November 9, 2023, 12:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Joint Spring Lake Township and PLSLWD Meeting: Draft Fish Lake Management Plan Update, Tuesday, November 14, 2023, 3:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Workshop, Tuesday, November 14, 2023, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, November 14, 2023, 6:00 pm (Prior Lake City Hall – Council Chambers)
- CAC Meeting, Thursday, December 7, 2023, 6:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)

- **8.0 ADJOURNMENT**

- Motion to adjourn by Manager Tofanelli; 2nd by Manager Boyles; passed 5-0.
- Meeting adjourned at 6:46 pm

Respectfully Submitted,
Ben Burnett, PLSLWD Secretary, 11/6/23

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	\$ 5,485.01
		Fish Lake Management Plan Update	\$ 24,192.00
		Ferric Chloride System Assessment	\$ 6,944.35
		District Monitoring Program	\$ 73.50
		Permitting	\$ 2,425.50
		BMP Easements	\$ 1,008.00
RMB	X	Watershed Monitoring	\$ 261.36
Stantec	X	Swamp Lake Project Management	\$ 12,393.16
WSB	X	Carp Management - August	\$ 7,030.25
WSB	X	Carp Management - September	\$ 7,533.25
Waterfront Restorations	X	Inspections - September 1 - October 8	\$ 5,025.35
Kisters North America Inc.	X	WISKI Support and maintenance	\$ 5,400.00
Gopher State One Call	X	Location services - September	\$ 2.70
Gopher State One Call	X	Location services - October	\$ 1.35
Scott County	X	SCALE Meeting refreshments	\$ 105.00
Scott SWCD	X	Q3 Task I - 611 TACS Services	\$ 9,645.00
		Q3 Task II - 611 FLC	\$ 25,271.46
		Q3 Task IV - Permitting	\$ 20,253.00
		Q3 Task V - 652 Education	\$ 1,715.00
		Q3 Task VI - Upper Watershed	\$ 550.00
Smith Partners	X	Permitting	\$ 1,217.30
RES	X	Spring Lake Demonstration project maintenance	\$ 550.00
Xcel Energy	X	Utilities - 18051 Langford Blvd.	\$ 16.99
		Subtotal	\$ 137,099.53
2. Outlet Channel - JPA/MOA (excluding staff payroll)			
RES		Outlet Segment Maintenance	\$ 9,282.00
WSB	X	PLOC Channel Pipe Lining Project	\$ 1,003.00
	X	PLOC Channel Pipe Lining Project	\$ 195.00
EOR		PLOC Vegetation/Stability Inspections	\$ 4,634.63
		Subtotal	\$ 15,114.63
3. Payroll, Office and Overhead			
ADP Manager Per Diems			\$ 1,060.82
ADP Staff Payroll			\$ 17,718.62
ADP Taxes & Benefits			\$ 20,303.39
NCPERS	X	November Life Insurance Premiums (includes Oct. for Zac)	\$ 112.00
Reliance Standard	X	November LTD and STD Premiums	\$ 767.84
HealthPartners	X	Health Insurance Premiums - November 2023	\$ 7,822.09
City of Prior Lake	X	Rent (December 2023)	\$ 2,387.03
CLA	X	Monthly Accounting 14.75 hours	\$ 1,600.00
		Technology and Client Support Fee	\$ 96.40
		Monthly Payroll processing	\$ 328.00
		Bill.com fees - October	\$ 52.67
Rymark	X	November Billing (10 workstations)	\$ 1,016.95
Smith Partners		FLC Cost Share Docket	\$ 181.30
Metro Sales	X	Contract base rate 10/8-11/7/2023	\$ 155.00
Iceberg Web Design	X	2 Hours - PHP 8.1 Update	\$ 400.00
			\$ (400.00)
SW Newsmedia	X	Legal Postings (Budget & Levy, Letters of Interest)	\$ 274.26
VISA		October Billing	\$ 76.76
US Bank		October Billing	\$ 2,676.53
		Subtotal	\$ 56,629.66
		TOTAL	\$ 208,843.82

Prior Lake-Spring Lake Watershed District
US Bank Transactions through 10/25/2023

Trans Date	Merchant Name	Amount	Receipt Link	Staff Approval	Class	Customer	Expense	Description
9/25/2023	Craguns	\$ 95.56	x	Danielle Studer	626 Planning	Training	902 Meals and Lodging	BWSR - Craguns
9/26/2023	Ironclad Storage	\$ 220.00	x	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Equipment storage
9/26/2023	Tractor Supply	\$ 30.69	x	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Carp Removals-Specialized Traps	806 Program Costs-Miscellaneous	corn
9/28/2023	SMSC Wozupi.org	\$ 1,188.00	x	Jeff Anderson	611 Operations & Maintenance	Fish Mgmt - Carp Removals-Other	806 Program Costs-Miscellaneous	Carp disposition composting materia
10/2/2023	Charlies on Prior	\$ 63.90	x	Joni Giese	626 Planning	Planning and Program Development	902 Meals and Lodging	Welcome Lunch - Joni, Jeff, Zach
10/4/2023	Verizon	\$ 28.08	x	Jeff Anderson	648 Regulation	Easement Inspections & violations	876 Field Equipment & Maintenance	cell data
10/5/2023	Smartpress	\$ 26.01	x	Patty Dronen	648 Regulation	Easement Inspections & violations	803 Easements	Easement sign sample
10/6/2023	Zazzle	\$ 15.28	x	Patty Dronen	405 General Fund		710 Office Expense Other	Zach name tag
10/8/2023	Amazon	\$ 44.99	x	Zach Nagel	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Rain suit - Zach
10/8/2023	Amazon	\$ 33.90	x	Patty Dronen	405 General Fund		706 Office Supplies	planner, pens
10/8/2023	Amazon	\$ 14.58	x	Patty Dronen	405 General Fund		706 Office Supplies	Office products
10/9/2023	Microsoft Azure	\$ 4.83	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	Software
10/9/2023	Arrowwood Resort	\$ 459.00	x	Joni Giese	626 Planning	Training	902 Meals and Lodging	Hotel - Arrowwood
10/10/2023	Speedway	\$ 74.74	x	Zach Nagel	637 Monitoring & Research	Equipment Storage & Maintenance	801 Gas, Mileage	Gas
10/10/2023	Jimmy Johns	\$ 86.64	x	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Board Manager meal
10/12/2023	Holiday	\$ 11.16	x	Patty Dronen	PLOC 831	PLOC Televis Outlet Pipe	710 Office Expense Other	beverage Ice for house bonding tour
10/13/2023	Amazon	\$ 62.99	x	Zach Nagel	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Rubber boots - Zach
10/20/2023	PayPal-Canva	\$ 14.99	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	software
10/23/2023	Walmart	\$ 89.62	x	Patty Dronen	405 General Fund		710 Office Expense Other	Candy Crawl Candy
10/23/2023	Adobe	\$ 111.57	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	software
	TOTAL	\$ 2,676.53						

**Prior Lake-Spring Lake Watershed District
VISA Transactions through 10/25/2023**

Trans Date	Merchant Name	Amount	Receipt Link	Staff Approval	Class	Customer	Expense	Description
9/25/2023	Checkr	\$ 76.76		Patty Dronen	405 General Fund		903 Dues/Fees/Subscriptions	Background Check-Zach Nagel
	TOTAL	\$ 76.76						

PLSLWD Board Staff Report

November 8, 2023


**PRIOR LAKE
SPRING LAKE
WATERSHED DISTRICT**

Subject 	Selection of District Engineer, legal counsel, accountant, auditor, and engineering consulting pool	
Board Meeting Date 	November 14, 2023	Item No: 6.4
Prepared By 	Joni Giese, District Administrator	
Attachments 	None	
Proposed Action 	<p>Motion to authorize District Administrator to negotiate professional service agreements with firms as recommended by staff for District Engineer, legal counsel, accountant, and auditor for 2024 and 2025.</p> <p>Motion to approve the selection of firms as recommended by staff for the District's engineering consulting pool for 2024 and 2025.</p>	

Background

Pursuant to *Minnesota Statutes section 103B.227, subdivision 5*, PLSLWD issued a biennial notice soliciting letters of interest for professional services for 2024 and 2025. The request was sent out who might be interested on September 18 and noticed for two weeks in the Prior Lake American newspaper, with submittals due on October 9, 2023. The District received three submittals for accounting, one for District engineer, two for legal counsel, one for audit, and six for the engineering pool.

Discussion

Staff reviewed and evaluated the submittals and are recommending the selection of the following consultants to provide services to PLSLWD for 2024 and 2025.

Audit

One submission was received from Abdo. District staff is recommending the selection of Abdo. This firm has provided audit services to the District for the past 14 years. Abdo staff have the expertise needed and have extensive related experience auditing other watershed districts and governmental agencies. Abdo is familiar with District operations and PLSLWD staff have established a good working relationship with Abdo. The proposed audit fees are acceptable.

District Engineer

One submission was received from Emmons & Olivier Resources, Inc. (EOR). District staff is recommending the selection of EOR. This firm has served as the PLSLWD District Engineer for the past 14 years. EOR staff have the expertise needed to provide engineering services to the District and have related experience serving as District Engineer for other watershed districts. With the recent turnover of District staff, EOR provides valuable institutional knowledge. EOR staff are well versed in the District's operations and programs and PLSLWD staff have established a good working relationship with EOR. The proposed fee schedule is acceptable.

Accounting

Three submissions were received (CLA, Redpath and Company, Ltd., and Eide Bailly). District staff is recommending the selection of CLA. CLA staff have the expertise needed to provide accounting services to the District. CLA staff have been attentive to District staff needs and PLSLWD staff have established a good working relationship with CLA. The proposed fee schedule is acceptable. Both of the other submitting firms appeared highly qualified. While one of these firms was cost competitive and had related local watershed district experience, CLA offers specialized services that provide efficiencies to the District, such as Bill.com. Moving accounting firms would entail switching software for both accounting and payroll, which would be disruptive to District activities and likely offset any potential cost savings.

Legal Counsel

Two submissions were received (Smith Partners and Campbell Knutson). District staff is recommending the selection of Smith Partners. This firm has provided legal counsel services to PLSLWD for the past 14 years. Smith Partner staff have the expertise needed to provide legal counsel services to the District and have extensive related experience providing legal counsel services to other watershed districts and watershed management organizations. While Campbell Knutson also appeared highly qualified with related watershed management organization experience, with the recent turnover of District staff, Smith Partners provides valuable institutional knowledge. In addition, given current initiatives being undertaken by the District that require legal counsel support, it would be highly disruptive to switch legal counsel at this point in time. The proposed fee schedule is acceptable.

Engineering Consulting Pool

Six firms expressed interest in being included in the District's engineering consulting pool. Staff's reviewed determined that each of the firms had qualified staff and applicable experience related to the District's expected 2024 and 2025 engineering needs.

Recommendation

Staff recommends the board authorize the District Administrator to negotiate professional service agreements with the following firms for 2024 and 2025:

Audit – Abdo

District Engineer – Emmons & Olivier Resources, Inc. (EOR)

Legal Counsel – Smith Partners

Accounting – CLA

Staff recommends the board approve the selection of the following firms for the District's engineering consulting pool for 2024 and 2025:

- Barr Engineering
- EOR
- SRF
- Stantec
- WSB
- Young Environmental Consulting Group, Inc.