



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

AGENDA

Tuesday, February 18, 2025

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 – 4:15 PM W.1 Manager Per Diems (Joni Giese)
- 4:15 – 4:30 PM W.2 Upper Prior Lake Delisting Request (Jeff Anderson)
- 4:30 – 5:10 PM W.3 County Ditch 13 Drainage Authority (Joni Giese)
- 5:10 – 5:20 PM W.4 Minnesota Watersheds – Special Meeting Delegate Selection (Joni Giese)
- 5:20 – 5:35 PM W.5 Administrator Report (Joni Giese)
- 5:35 – 5:50 PM W.6 Liaison Updates
 - District Partners in Attendance
 - Managers' Summary of other Meetings Attended

6:00 – 6:01 PM 1.0 **BOARD MEETING CALL TO ORDER & PLEDGE OF ALLEGIANCE**

6:01 – 6:03 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.)

6:03 – 6:05 PM 3.0 **APPROVAL OF AGENDA** (Additions/Corrections/Deletions)

6:05 – 7:20 PM 4.0 **OTHER OLD/NEW BUSINESS**

- 4.1 Programs & Projects Update (Discussion)
- 4.2 Scott SWCD 2024 Summary of Accomplishments: Troy Kuphal (Discussion)
- 4.3 Watercraft Inspections 2024 Season Report: Ben Brandt (Discussion)
- 4.4 2025 Education & Outreach Plan (Vote)
- 4.5 MS4 Petition for Re-evaluation (Vote)
- 4.6 Termination of Watershed Development Agreement, Doc. No. A 816076 (Vote)
- 4.7 Minnesota Watersheds – Special Meeting Delegate Appointment (Vote)
- 4.8 Fountain Hills Wetland Restoration Feasibility Study: Scope of Work (Vote)

7:20 – 7:30 PM 5.0 **TREASURER’S REPORT**

5.1 Monthly Financial Reports (Discussion Only)

- Financial Report (to be provided at board meeting)
- Treasurers Report
- Cash Flow Projections
- Cost Analysis (to be provided at board meeting)

7:30 – 7:35 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 – January 21, 2025, Board Workshop
- 6.2 Meeting Minutes – January 21, 2025, Board Meeting
- 6.3 Meeting Minutes – December 19, 2024, CAC Meeting
- 6.4 Corrected Meeting Minutes – December 17, 2024, Board Workshop
- 6.5 Claims List and Bank Purchase Card Expenditures Summary
- 6.6 Scott SWCD 2025 Professional Services Agreement and Cost-share Docket
- 6.7 BWSR Clean Water Fund Competitive Grant Agreement
- 6.8 Revised Schedule of 2025 CAC Meetings
- 6.9 Buck Stream Stabilization Project: 2025/2026 Maintenance Agreement
- 6.10 Jeffers 10th Addition Declaration of Conservation Easement

7:35 – 7:40 PM 7.0 **UPCOMING MEETING/EVENT SCHEDULE:**

- Board of Managers Workshop, Tuesday, March 18, 2025, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, March 18, 2025, 6:00 pm (Prior Lake City Hall – Council Chambers)
- PLOC Cooperators Meeting, Thursday, March 27, 2025, 12:00 pm (Prior Lake City Hall – Parkview Conference Room)
- CAC Meeting, Thursday, March 27, 2025, 6:00 pm (Prior Lake City Hall – Wagon Bridge Conference Room)

7:40 PM 8.0 **ADJOURNMENT**

FEBRUARY 2025 PROGRAMS AND PROJECTS UPDATE

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<p>Carp Management</p> <p><i>Rough Fish Management (Class 611)</i></p> <p><i>Project Lead: Jeff</i></p>	<ul style="list-style-type: none"> Checked ice conditions and tracked carp. Coordinated with DNR and commercial netters. Attempted under ice netting, carp being in central part of lake made efforts unsuccessful. Made updates on IPM Plan for 2025. 	<ul style="list-style-type: none"> Continue tracking radio-tagged carp for removal opportunities Complete radio-tagging of 5 carp in Spring Lake

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<i>Farmer-Led Council</i> <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> Continued coordination with Scott SWCD. Held winter FLC meeting on January 23, 2025. Planned March FLC meeting and speaker. 	<ul style="list-style-type: none"> Continue to support and review FLC projects. Hold March FLC meeting.
<i>Cost Share Incentives</i> <i>Project Lead: Emily</i>	<ul style="list-style-type: none"> Provided feedback on potential cost share projects. Present proposed 2025 Docket to Board for 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.
<i>Sutton Lake Outlet and Lake Management Plan</i> <i>Project Lead: Emily</i>	Lake Management Plan <ul style="list-style-type: none"> None 	Lake Management Plan <ul style="list-style-type: none"> Plan landowner communications. Analyze drone survey.
<i>Website and Media</i> <i>Project Lead: Danielle</i>	Social Media <ul style="list-style-type: none"> Shared Winter Salt Week information Respond to comments and messages as needed Website <ul style="list-style-type: none"> Keep calendars and news up to date. Repair issues as they come up. 	Social Media <ul style="list-style-type: none"> Continue updating Facebook and Instagram with relevant topics Respond to comments and messages as needed Website <ul style="list-style-type: none"> Update website as needed Articles <ul style="list-style-type: none"> Write an article for Spring Lake Association Newsletter

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Education Program <i>Project Lead: Danielle</i>	<ul style="list-style-type: none"> See Website and Media section. Complete 2025 Education and Outreach Plan 	<ul style="list-style-type: none"> Begin meeting with potential partners and setting event dates
Monitoring Program <i>Project Lead: Jeff and Zach</i>	<ul style="list-style-type: none"> Continued loading calculations and QAQC in WISKI Dissolved oxygen profiles Chloride sampling Analyzed telemetry loggers' data use and made adjustments on future plans. 	<ul style="list-style-type: none"> Continue QA/QC in WISKI Continue load calculations Prepare monitoring equipment for installation Spring lake sediment analysis and technical memo deliverable by March 2025. Conduct sediment coring on Upper Prior Lake.
Aquatic Vegetation Management and Surveys <i>Project Lead: Jeff</i>	<ul style="list-style-type: none"> Renewed invasive aquatic plant management permits for District Lakes planned for CLP treatments. 	<ul style="list-style-type: none"> Arrange 2025 vegetation survey contractor.
AIS <i>Project Lead: Jeff and Zach</i>	<ul style="list-style-type: none"> Attended DNR-hosted AIS webinars 	<ul style="list-style-type: none"> Continue coordinating with DNR on CD3 station installation agreement. Install CD3 station at Sand Point boat launch, once approved. Begin contracting process for 2025 boat inspections
Rules Revisions <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> No activity this month. 	<ul style="list-style-type: none"> Finalize City of Prior Lake equivalency MOA. Finalize City of Savage interim equivalency agreement. Finish review of Scott County rule updates to confirm equivalency. Continue working with Scott County to finalize equivalency MOA.
BMPs & Easements <i>Project Lead: Joni</i>	<ul style="list-style-type: none"> Held monthly coordination meeting with SWCD. Continue to work with landowners and City of Prior Lake on development agreement termination and easement amendment. 	<ul style="list-style-type: none"> Address outstanding issues associated with: <ul style="list-style-type: none"> Development Agreement and Conservation Easement establishment process and document templates. Continue to resolve outstanding easement violations. Complete easement sign installs in Spring.

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Planning Activities <i>Project Lead: Joni and Emily</i>	<ul style="list-style-type: none"> • Continued compiling a master project spreadsheet to aid in TMDL, website, and future maintenance tracking needs. • Met with MPCA on lake delisting requirements and how to submit information in a new form. Provided feedback on process. • Used master project tracking spreadsheet to fill in delisting form. • Meetings with developer and SMSC on potential teaming opportunity associated with a wetland restoration project. • Research and coordination with Spring Lake Township regarding easements associated with the Ducks Unlimited parcel. 	<ul style="list-style-type: none"> • Continue to participate in Scott WMO plan update process. • Hold bi-monthly coordination meeting with City of Prior Lake public works staff.
Outlet Channel Projects and Administration <i>Project Lead: Emily/Jeff</i>	<ul style="list-style-type: none"> • Held Special Cooperator meeting February 11. • Approved contract for pipelining project. • Coordinated bid document questions for pipelining project on QuestCDN. • Completed large tree removals impacting flows directions leading to bank erosion in segment 1n. • Inspected high priority channel crossings and performed maintenance where needed. • Completed 2024 Prior Lake Outlet Channel Annual Report. 	<ul style="list-style-type: none"> • Continue channel inspections and maintenance activities. • Begin contracting with pipelining contractor. • Discuss with engineer options and costs for bank repairs in segment 1.
General Administration <i>Project Lead: Joni/Emily</i>	<ul style="list-style-type: none"> • Ordered "No Trespassing" signs for district-owned Ducks Unlimited parcel. • Surveyed the District's Spring Lake Demonstration parcel. • Continued to work on file archiving. • Continued to work on cleanup of electronic file organization. 	<ul style="list-style-type: none"> • Install no trespassing signs for at select locations for district-owned parcel after landowner outreach. • Continue to participate and learn more about potential Scott County coordinated benefits plan.

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Subject | Scott SWCD 2024 Summary of Accomplishments

Board Meeting Date | February 18, 2025

Item No: 4.2

Prepared By | Joni Giese, District Administrator

Attachments | Scott SWCD 2024 Summary of Accomplishments

Proposed Action | No action requested – For discussion only

Background

The SWCD performs a wide variety of conservation services in PLSLWD to support the implementation of the District's Water Resources Management Plan. Primary services include administration of the District's cost-share program, farmer-led council support, education and outreach programming and support, landowner liaison assistance, and regulatory program assistance.

Discussion

At the February 18 board meeting, Troy Kuphal, Scott SWCD District Director, will be summarizing 2024 work performed and accomplishments achieved by Scott SWCD within PLSLWD. The presentation will highlight SWCD's services that resulted in reduced phosphorus and sediment loads to District water resources, along with activities associated with the District's regulatory program.

Recommended Action

No board action requested.

Budget Impact

No budget impact.



ANNUAL SUMMARY REPORT OF ACCOMPLISHMENTS 2024

NUMBERS AT A GLANCE

Measure	2022	2023	2024
New requests for conservation assistance	60	54	55
Unique landowners assisted*	57	64	56
Cost share projects approved**	29	26	27
Cost share projects completed	21	23	26
Phosphorus reduced (pounds/year)	529	721	1093
Sediment reduced (tons/year)	417	516	968
Cover crops used (acres)	469	403	558
Lake-Friendly Farms certified (acres)	784	872	959
High residue practices used (acres)	395	524	449
Stream flow measurements	18	17	15
Educational workshops	4	5	5
New permits processed (incl. referrals)	-	22	26
Permit inspections completed	-	54	40
New conversation easements recorded	-	2	1
Easement compliance inspections	-	-	113

*More than 1 hour of time

**Includes all using PLSL and/or SWCD funding

Introduction

The SWCD performs a wide variety of conservation services in the PLSLWD to support implementation of its Water Resources Management Plan. Prior to 2023 they included technical assistance and cost share programming (TACS), Farmer Led Council support, education programming, and flow monitoring. In 2023 the SWCD began providing additional services including regulatory program support for permits and easements and Upper Watershed Blueprint implementation support, including landowner engagement and project feasibility.

These services are supported by the District through the annual service agreement that includes a detailed scope of work and budget. Individual line-item costs may vary due to unpredicted needs or circumstances through the course of the year; however, the budget is capped with an overall not-to-exceed amount. For 2024 the cap was initially \$229,300 but was amended twice to accommodate additional workload related to the 200th Street Pond and Buck Lake Outlet projects. The final cap for 2024 was \$238,005.

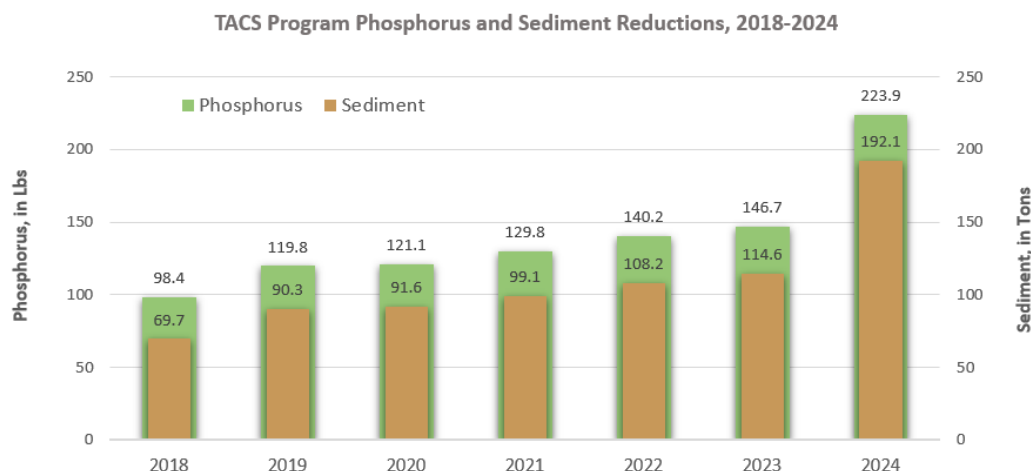
The SWCD provides quarterly reports throughout the year which provide a detailed accounting of the activities and services completed within the previous quarter. This annual report summarizes those accomplishments for priority metrics, including Phosphorus and sediment reductions for water quality.

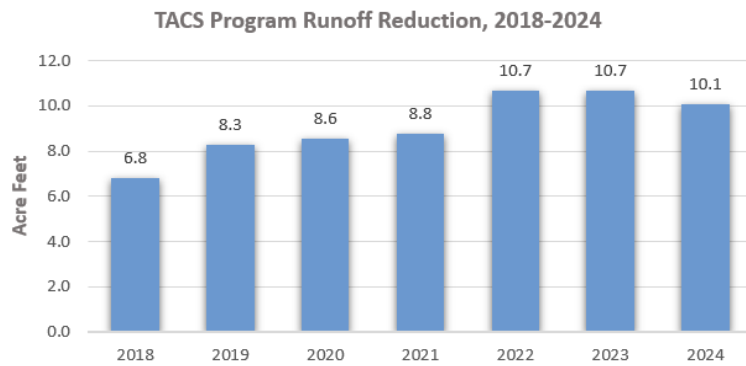
I. Cost Share Program

The SWCD implements a countywide Technical Assistance and Cost Share (TACS) program designed to increase adoption of conservation practices by removing barriers to conservation, including lack of awareness, knowledge and/or ability, and economic constraints.

In the PLSLWD, program efforts are targeted primarily towards reducing phosphorus, sediment, and flooding (i.e. runoff volumes) consistent with the District's watershed management and other adopted plans. We may also work with landowners who seek our assistance based on their own resource issues or concerns, which may not always align with District priorities. A balance of targeted and responsive approaches is used to ensure positive, trusting relationships are fostered in the watershed community. Reaching water quality goals requires private landowners in the watershed to change day-to-day practices. Without trusting relationships, water quality messages are less likely to be accepted, and landowners will be more hesitant to invest time or capital into pro-water quality practices and behaviors.

The following graphs show cumulative phosphorus, sediment, and runoff volume reductions achieved through the TACS program since 2018. It's worth noting that annual variability in pollution reduction amounts is common for the TACS program because they depend on the type and number of projects that were completed, which in turn depends on the voluntary participation of cooperating landowners.

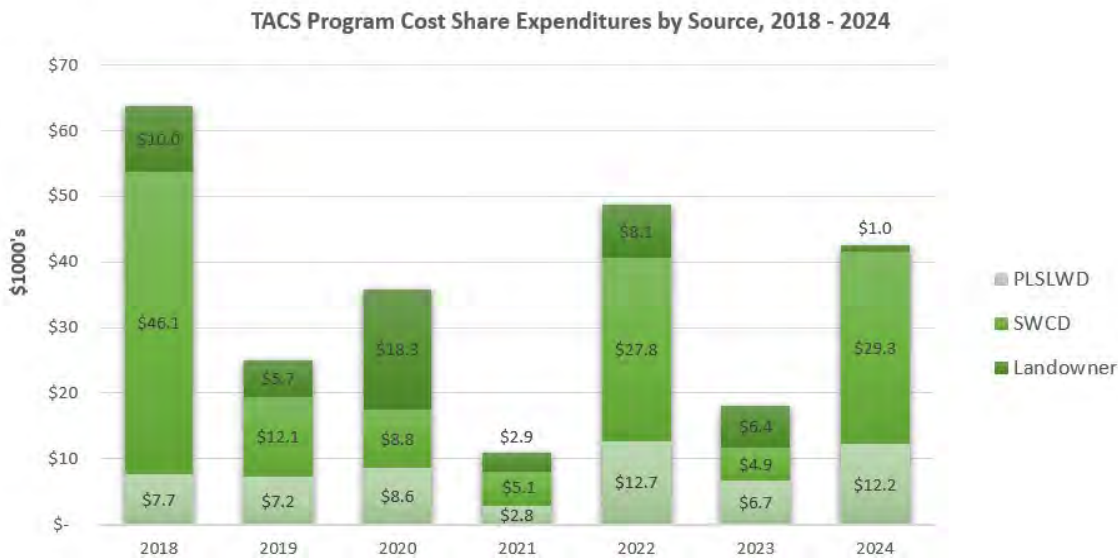




Cost Share Expenditures

Project costs in 2024 totaled \$42,550 of which the District contributed \$12,245, or 28.7%. Contributions by the SWCD (\$29,285 or 68.8%) and landowners themselves (\$1,020 or 2.4%) made up the remaining share. The location and description of a select number of practices installed in 2024 is presented in Exhibit A.

Since 2018, the total cost of all installed projects was \$244,779 of which the District contributed 23.8%, the SWCD 54.8%, and landowners 21.4%. Figures shown are based on the year payments were made, which may differ from the year a project was completed because payments are sometimes made the year after a project is installed.



Results by practice

The following tables list most practices that have been installed through the TACS program since 2018 (7 years). Table 1 includes practices without measurable Phosphorus reduction benefits but which support groundwater protection, infiltration, and other environmental benefits. Table 2 lists practices with measurable phosphorus reduction benefits, along with the comparative unit cost benefit of each practice. Figures shown are based on the year practices were installed and certified.

Table 1 - Practices without measurable pollution reduction

Practice Name	Units	Quantity Installed						
		2018	2019	2020	2021	2022	2023	2024
Prescribed Burn	Acres	0	0	0	0	0.0	0.0	3.8
Well Decommission	Each	5	2	7	2	2	3	0
Natural Landscaping*	Sq Ft	500	0	0	8885	37,244	720	45,230
Raingardens	Each	5	6	2		1	1	2
								17

*Natural Landscaping consists of a group of practice types that engage shoreline and other residential landowners to adopt water and "lake-friendly" landscaping. Examples include small native prairie plantings, pollinator habitat, and natural shoreline restoration.

Table 2 - Practices with measurable Phosphorus benefits

Practice Name	Units	Quantity Installed							Cost Benefit			
		2018	2019	2020	2021	2022	2023	2024	Total	Lbs P/Yr	District \$	\$/Lb P*
Conservation Cover	Acres	15.7	0	0	0	4.3	0.0	0.0	20.0	49.0	\$ 6,013	\$ 12.3
Filter Strip	Acres	2.06	0	0	0.6	0.0	0.0	0.0	2.7	46.6	\$ 4,890	\$ 10.5
Grassed Waterway	Acres	0	0.22	0	0	0.0	0.0	0.0	0.2	20.6	\$ 3,498	\$ 17.0
Lined Waterway	Lin Ft	0	0	70	0	145.0	20.0	0.0	235.0	15.4	\$ 7,772	\$ 50.5
Shoreline/Streambank	Lin Ft	233	0	0	125	0.0	0.0	1313	1671.0	72.6	\$ 96,976	\$ 133.6
Total Reduction											\$ 119,149.0	

* Cost to District over the effective life of the practice, which is typically 10 years. Does not include cost for technical assistance.

II. Farmer Led Council

The SWCD has provided support and technical assistance to the Farmer Led Council (FLC) since 2013. The FLC continuously explores ways to promote and support the agricultural community's role in protecting and improving water quality in the District. Its primary incentive programs include Soil Health Incentives and Lake-Friendly Farm (LFF) Certification. Soil Health include cover crop, high residue management (HRM), and nutrient management.

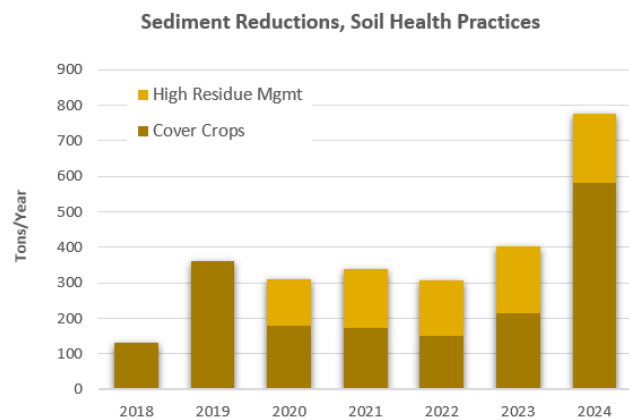
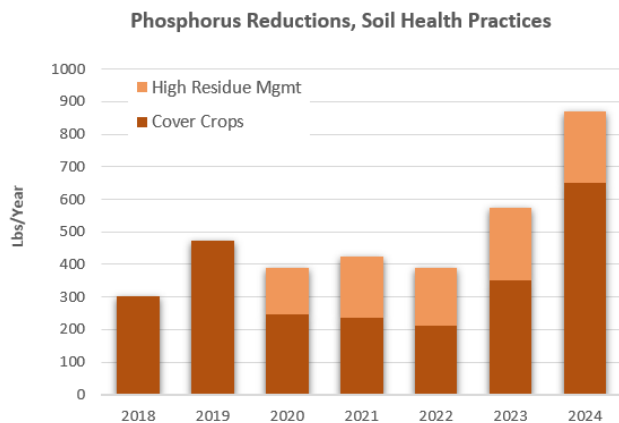
The goal of the Soil Health Incentives program is to expand the use of regenerative farming practices on all cropland in the District. This is a priority because cover crop, high residue, and nutrient management practices provide water quality benefits while also being compatible with production agriculture. Benefits include preventing loss of nutrients and sediment and improving the ability of soil to absorb and infiltrate precipitation thus reduce runoff volumes and downstream flooding.



In 2024, slightly over 1,000 acres of soil health practices including cover crops and HRM were applied (Exhibit A) resulting in estimated reductions of 868 pounds of Phosphorus and 775 tons of sediment. Since 2018, these practices have been applied on an average of 838 acres per year providing an estimated average benefit of 488 pounds of Phosphorus and 375 tons of sediment, per year.

The goal of the LFF Certification program is to demonstrate to the watershed community that farmers are doing their part to protect and improve water quality. Through the certification process, the District is able to track and verify the pro-water quality actions farmers have committed to implementing, as well as to document the environmental benefits they achieve. In 2024, there were 2 new farms certified totaling 87.3 acres having a combined Phosphorus reduction of .4 pounds. Since 2019 (the first year LFF certification was offered) a total of 959 acres have been certified for meeting the rigorous standards required to be deemed “Lake-Friendly”, including but not limited to buffers, soil erosion, and nutrient management. This represents 16.7% of all cropland and has provided estimated cumulative reduction benefit of nearly 360 pounds of Phosphorus and 272 tons of sediment, per year.

The following two graphs show estimated annual Phosphorus and sediment reductions from 2018 through 2024 for soil health practices including cover crops and high residue management.



The two graphs below show total Soil Health and Lake-Friendly Farm acreage that have been implemented since 2018.

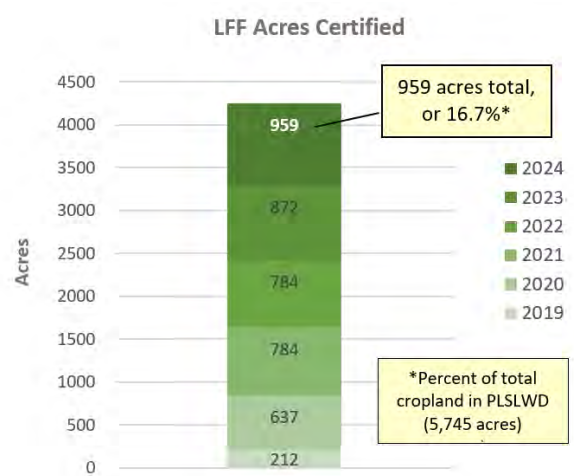
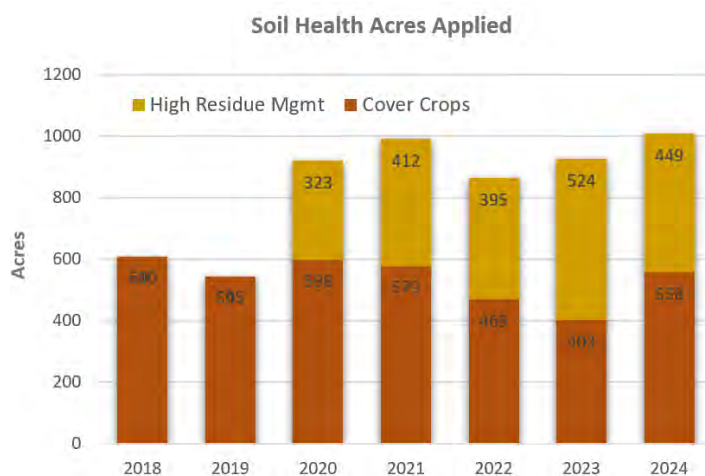


Table 3 below shows the cost benefit for Phosphorus reductions achieved by cover crop and high residue management practices.

Table 3 – Phosphorus cost benefit for select FLC practices

Practice Name	Acres Installed 2018-2024	Phos Cost Benefit (2018-2024)			
		Lbs P/Yr	District \$		\$/Lb P
Cover Crops	3,761	2474.4	\$	110,962	\$ 44.84
High Residue Mgmt (HRM)	2,103	946.6	\$	47,414	\$ 50.09
Total Reduction		3421.0	\$	158,376	

III. Education

Educational Workshops

SWCD staff designed and hosted five educational workshops, on topics including soil health, prescribed burns, raingardens, and shoreline stabilization.

Sodas and Soil Health (Feb 29)

- Local producers spoke in roundtable discussion on their sustainable agriculture and soil-saving no-till and cover crop operations. This event was open to all Scott County producers.
- 12 total attended; 2 from PLSLWD

Prescribed Burns: Prep, Permits and Payoff, Part 1 (April 16)

- Speakers Kevin Freking from the MNDNR and Jason Andersen from Pheasants Forever spoke on the basics of prescribed burns, their benefits, conducting them safely, and demonstrating common fire controlling tools.
- 61 total attended; 7 from PLSLWD

How to Build a Raingarden (April 12)

- SWCD specialists provided information on raingarden benefits, site preparation, maintenance, and cost share opportunities. Personalized information packets were distributed to RSVPs. This was an in-person event with invitation open to all county residents.
- 16 total attended; 3 from PLSLWD

Prescribed Burns: Prep, Permits and Payoff, Part 2 (May 15)

- Speakers Kevin Freking from the MNDNR and Jason Andersen from Pheasants Forever gathered attendees at a local wetland for a live demonstration on prescribed burns. Attendees watched the process and got hands-on experience handling tools in the field. The event was open to anyone who attended part one of the workshop series.
- 7 total attended; 2 from PLSLWD

Stabilize your Shoreline (July 18)

- SWCD specialists provided information on shoreline restoration and buffer planting benefits, site preparation, maintenance, and cost share opportunities. Personalized information packets were distributed to RSVPs. This was an in-person event with invitation open to all county residents.
- 15 total attended; 6 from PLSLWD

Other Educational Accomplishments

The SCWEP program implements a robust workplan that provides education and outreach on a wide variety of soil and water management topics that target and benefit PLSLWD residents.

Digital Media

- 104 social media posts were published on Scott SWCD accounts, reaching an average audience of 850 followers, and further distributed across partner's platforms.
- 13 blogs were posted to the Scott SWCD website reaching an average of 350 subscribers.

Print media

- 17 news articles were published to the Scott County SCENE across 4 quarterly publications reaching an average of 63,000 households each quarter.
- An estimated 700 pieces of outreach materials were distributed across 15 public events.

Outreach Tour (June 26)

- SWCD staff assisted PLSLWD staff with preparation and implementation of their Summer Watershed Tour, providing PLSLWD office with staff presenters, logistics coordination, and the creation of the informational tour packets.
- 28 attendees

Youth Education

- Provided educational lessons to 1,440 3rd-8th grade students across four different youth events.

IV. Permits and Easements

The SWCD provided a broad range of services in support of the DISTRICT's regulatory program as outlined below.

Permit administration and inspections

- Participated in monthly City and County development review meetings
- Assisted applicants with interpretation of District rules, policies, and procedures
- Coordinated District-issued permit application reviews and approvals including preparing requests for board action memos (2)
- Coordinated reviews for 23 "referral" project plans between the District Engineer and permitting LGU
 - Referral projects are those for which District rules apply but the LGU is issuing the permit via equivalency. The District Engineer completes a courtesy review to ensure applicable rules are being properly adhered to.
- Monitored construction to ensure District rules are being applied and enforced.
 - Includes inspecting and monitoring permitted sites for compliance with District rules, addressing violations, and documenting and reporting findings to the District and project stakeholders on a timely basis (40 inspections)
- Work with DISTRICT staff to close out permits (6)

Easement origination, inspections, and compliance

- Coordinated with landowners (or their agents) and the District Engineer to prepare development agreements (DA's) and declarations of conservation easements (DCE's)
- Prepared Board memos for and recorded two (2) DA's and one (1) DCE
- Inspected new easements for status of boundary monumentation and vegetation establishment for approx. fourteen (14) new easements
- Initiated work to resolve high priority violations (13 on 10 different parcels, see Exhibit B)
- Completed first encroachment agreement on one easement (Kohlenberger) and initiated amendments on two others (Scott County Parks and SOLLC)
- Completed and documented findings for annual easement inspections (113)
 - Inspections are conducted at least once every three (3) years for parcels that have no ongoing compliance issues. Parcels with one or more identified violations are inspected annually until the

violations are resolved. See Exhibit C

- Communicated with landowners before and after inspections to ensure compliance, remedy identified violations, and maintain good relationships
- Maintained records including updating baseline document reports, easement inspections findings, and compliance-related communications

Other

- Worked with District staff to install monumentation on easements where missing signs were identified during 2023 compliance inspections (29 in 2023 and 61 in 2024)
- Met at least quarterly with District staff to discuss activities, progress, and current and future issues
- Continued to refine and update permit and easement database
- Prepared and provided quarterly activity reports; provide status updates as requested

Permit Activity

Indicator	Task Summary	In process	Completed
New “referral” permits	(Issued by city or county) Coordinate reviews and comments by District staff and engineer	-	23
New district permits	Provide guidance to applicants; coordinate staff and engineering reviews; prepare Board memos with recommendation; confirm conditional approval items are met	1	2
Inspections	Completed during and at end of construction to ensure compliance with District rules		40
Permit closeouts	Review as-builts and ensure all permit conditions are met; advise on release of escrow funds	3	6

Easement Activity

Indicator	Task Summary	In process	Completed
New easements	Prepare, execute and record DA; coordinate reviews by District staff and engineer; prepare, execute and record DCE; verify buffers and monumentation installation	1	1
Existing easement closeouts	Ensure buffers and monumentation are installed per Rule J; finalize project details and documentation for the file	11	3

Compliance Activity

Indicator	Task Summary	2024	To Date
Inspections completed	Inspect easement parcels to evaluate compliance with Rule J and DCE provisions	113	113
No violations	Full compliance	52	52

Violation Status

Priority	Description	Identified in 2024	Identified To Date	Resolved	Open
High	Fixed structures (e.g. homes, decks, privacy fences) and hard landscaping (e.g. paved trails, rock/brick retaining walls)	9	16	1*	15
Medium	Non-fixed structures (e.g. sheds, playsets, fencing) and altered vegetation (significant mowing, non-native landscaping, etc.)	19	36	3	33
Minor	Missing signs, feeders, lawn decorations, brush piles, etc.	35	107	60	47

*Resolved via encroachment agreement

V. Budget Summary

Below is a summary of the 2024 SWCD Services Agreement budget along with SWCD and landowner contributions towards the cost share program. Total invoices were \$20,970 under budget.

Task	Budget		Invoiced		Other Contributions	
	Original	Amended	Amount	+/-	SWCD*	Landowners
I - Cost Share Program	\$ 68,000	\$ 68,000	\$ 71,000	\$ (3,000)	\$ 51,490	\$ 1,020
II - Farmer Led Council	\$ 48,000	\$ 48,000	\$ 51,350	\$ (3,350)	\$ -	\$ -
III - Monitoring	\$ 7,500	\$ 7,500	\$ 2,775	\$ 4,725	\$ -	\$ -
IV - Regulatory	\$ 66,500	\$ 66,500	\$ 54,836	\$ 11,664	\$ -	\$ -
V - Education	\$ 6,500	\$ 6,500	\$ 6,235	\$ 265	\$ -	\$ -
VI - Upper Watershed	\$ 30,000	\$ 30,000	\$ 19,334	\$ 10,666	\$ -	\$ -
VII - Sutton Lake Drone	\$ 2,800	\$ 1,400	\$ 1,400	\$ -	\$ -	\$ -
VIII - Buck Lake Outlet	\$ -	\$ 4,480	\$ 4,480	\$ -	\$ -	\$ -
IX - 200th St Pond	\$ -	\$ 5,625	\$ 3,474	\$ 2,151	\$ -	\$ -
Total	\$ 229,300	\$ 238,005	\$ 214,883	\$ 23,122	\$ 51,490	\$ 1,020

*Includes \$35,711 for project cost share and \$15,779 for technical assistance.

Exhibit A

FLC Soil Health Practices (2019 - 2024) and Select Cost Share Projects (2024)

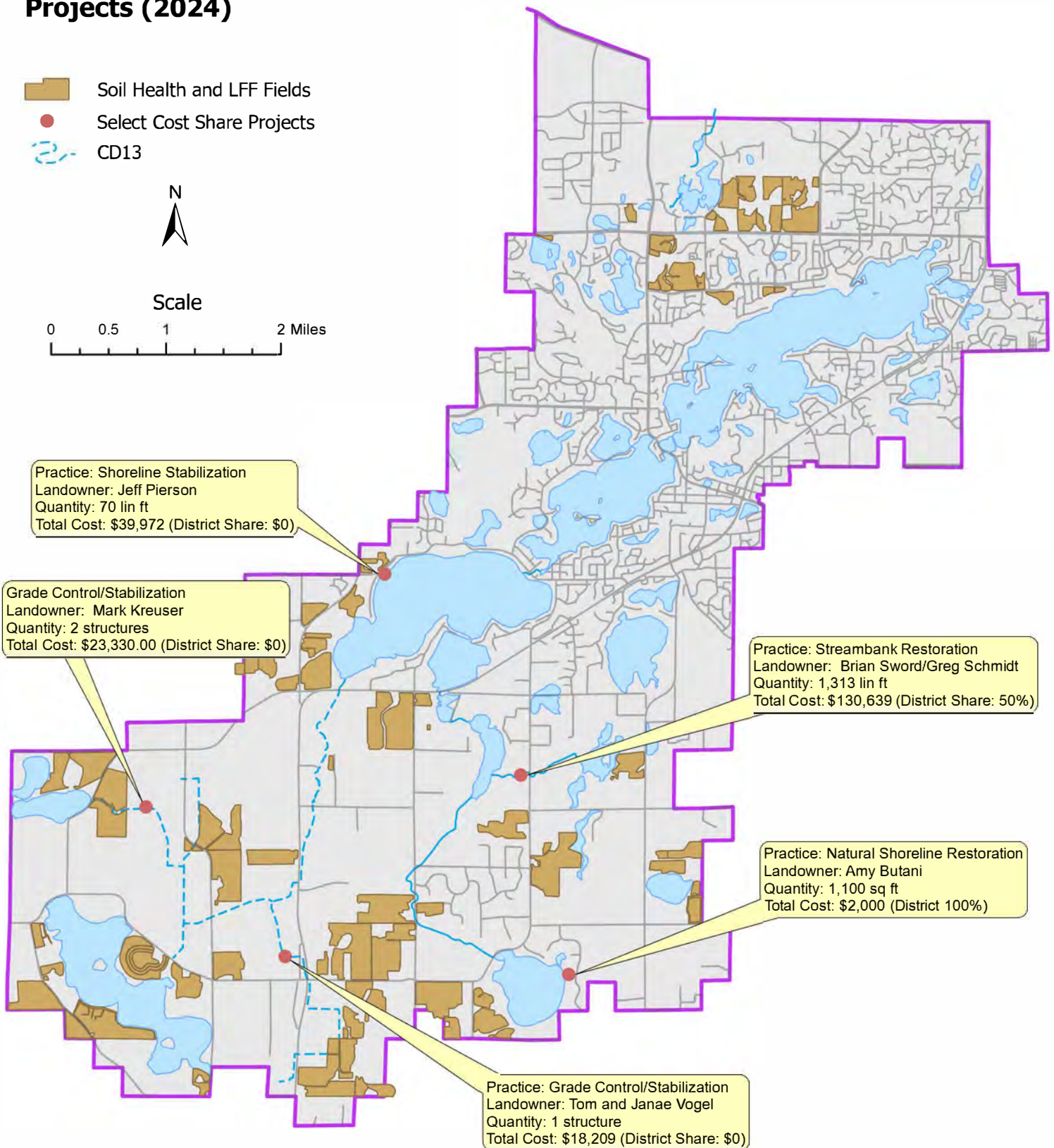


Exhibit B

Priority Conservation Easement Violations - 2024-2025

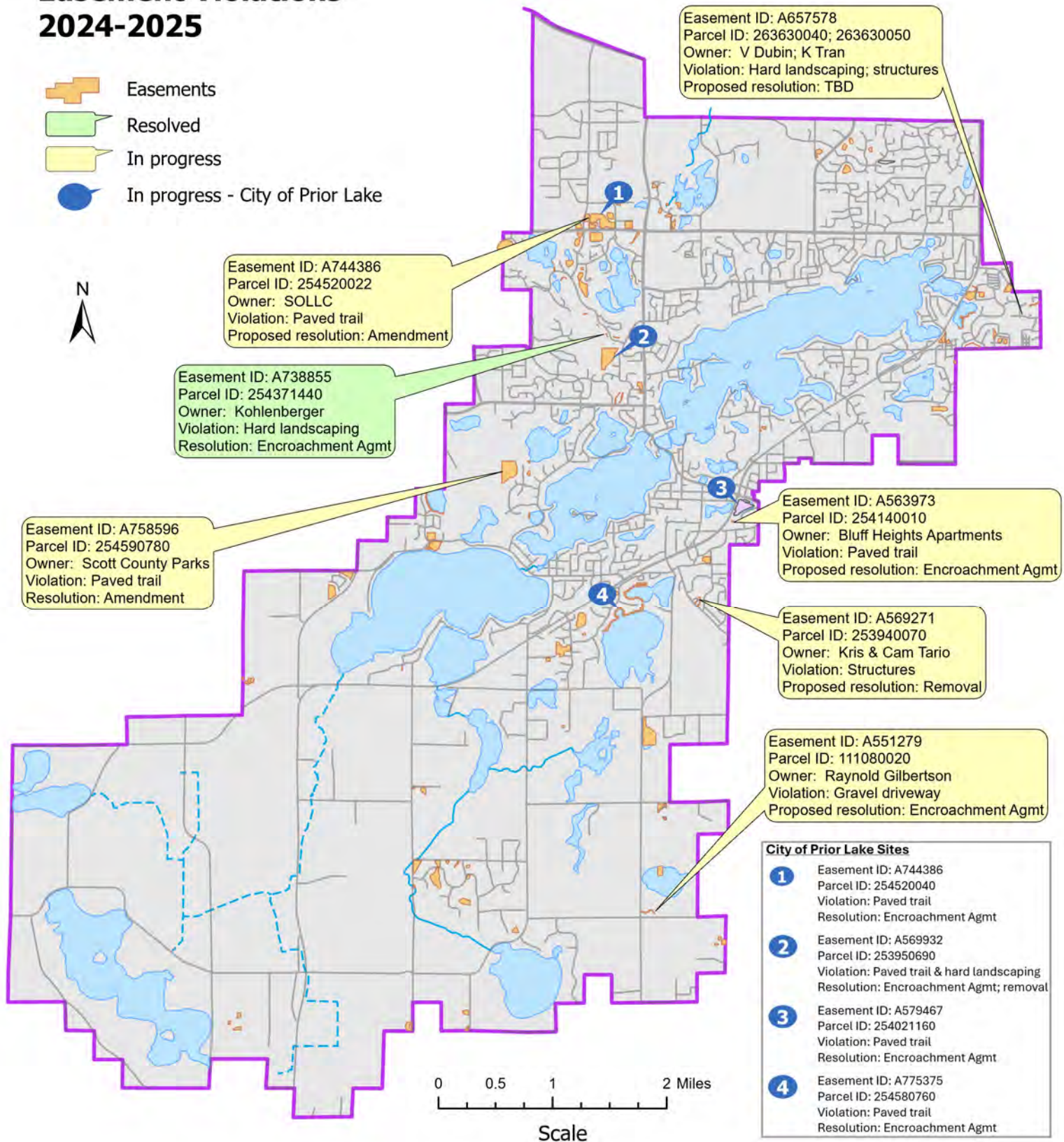


Exhibit C

Conservation Easement Inspection Groups

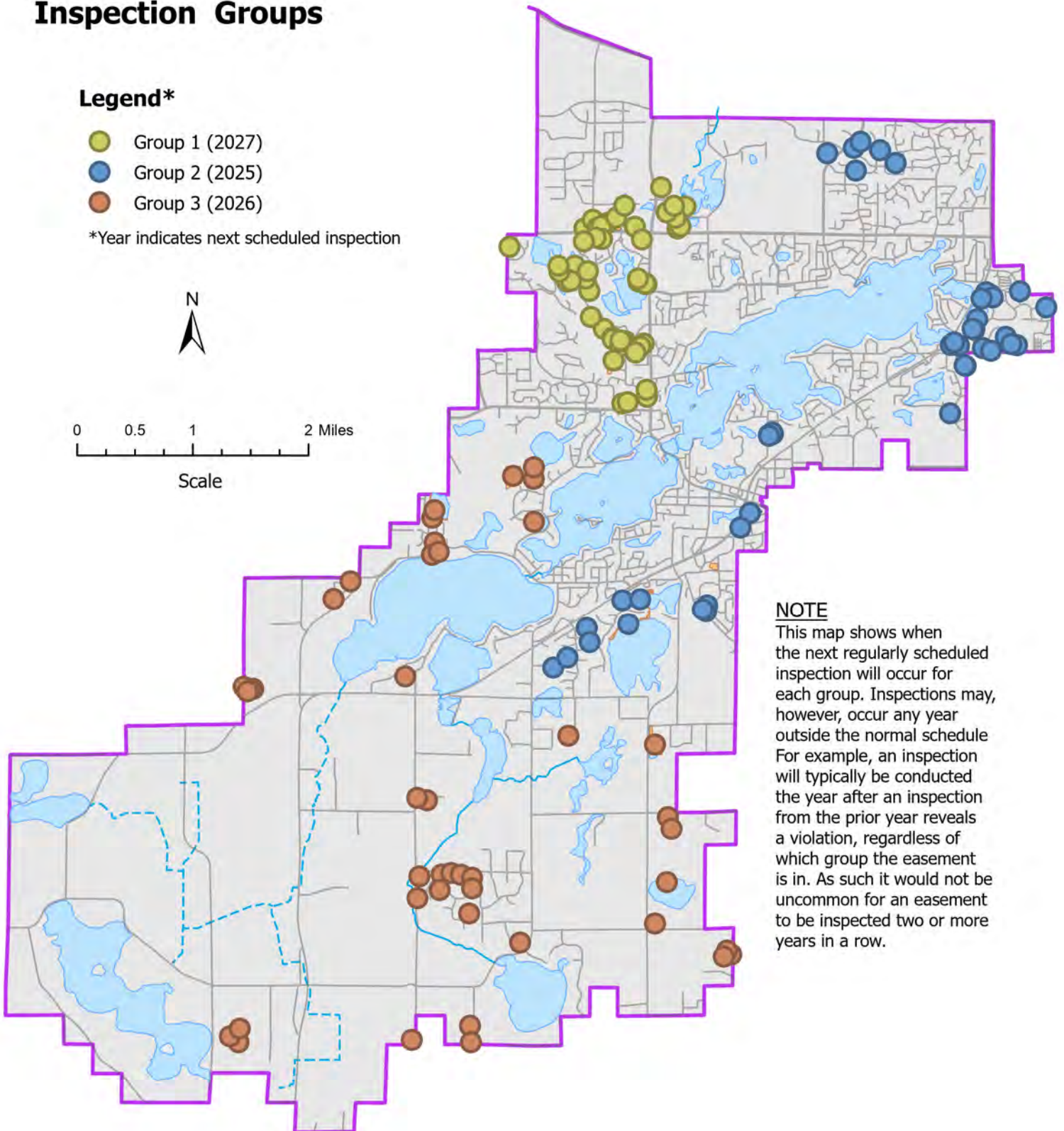
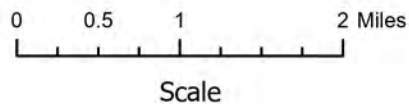
Legend*

● Group 1 (2027)

● Group 2 (2025)

● Group 3 (2026)

*Year indicates next scheduled inspection



NOTE

This map shows when the next regularly scheduled inspection will occur for each group. Inspections may, however, occur any year outside the normal schedule. For example, an inspection will typically be conducted the year after an inspection from the prior year reveals a violation, regardless of which group the easement is in. As such it would not be uncommon for an easement to be inspected two or more years in a row.



Subject | Watercraft Inspections 2024 Season Report: Waterfront Restoration, LLC

Board Meeting Date | February 18, 2025

Item No: 4.3a

Prepared By | Jeff Anderson, Water Resources Coordinator

Attachment | 2024 Season Report: PLSLWD Watercraft Inspections

Action | No action requested – For discussion only

Background

PLSLWD contracted Waterfront Restoration to perform watercraft inspections on Spring Lake, Upper Lake, Lower Prior Lake, and Fish Lake from May to October 2024. At the end of the inspection season, Waterfront Restoration is contracted to make a presentation to the Board of Managers summarizing work performed, inspection survey data, general observations, and any recommendations regarding future inspections.

Discussion

Ben Brandt (Waterfront Restoration) will give a brief presentation regarding 2024 watercraft inspections.

Recommended Action

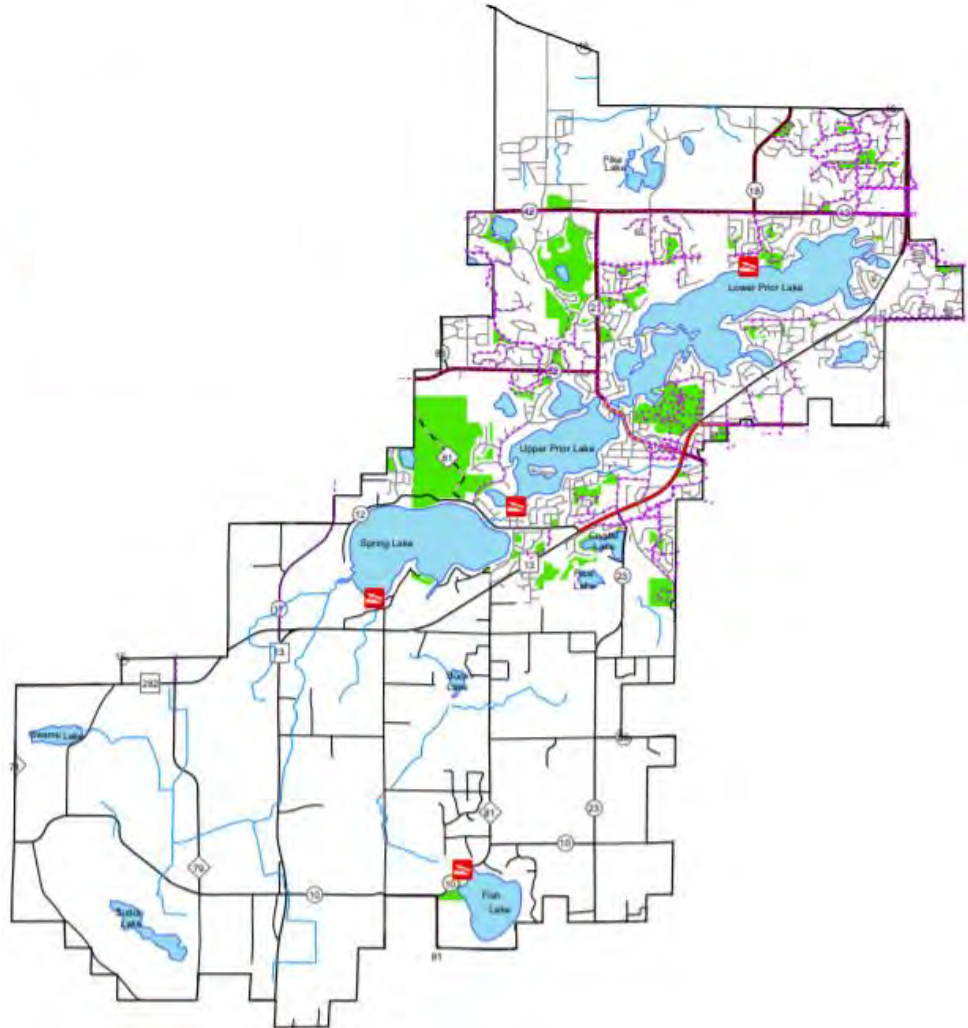
No board action requested.

Budget Impact

No budget impact.



2024 Season Report



Prior Lake-Spring Lake Watershed District Watercraft Inspections

Waterfront Restoration, LLC
February 18, 2025

Prior Lake-Spring Lake Watershed District Watercraft Inspection Survey Data Table of Contents

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The Waterfront Restoration Watercraft Inspector thoroughly inspects the stern of the Inboard/Outboard Runabout for aquatic invasive species (AIS).

2024 Prior Lake-Spring Lake Watershed District Watercraft Inspection Program

Watercraft Inspection Summary

Waterfront Restoration was contracted to administer the Prior Lake-Spring Lake Watershed District's 2024 Aquatic Invasive Species (AIS) watercraft inspection program. The watershed district provided the four lake launches on which they desired watercraft inspector coverage, as well as the days and hours during which the inspector coverage was to take place. The staffed launches were located at Fish Lake, Lower Prior Lake, Upper Prior Lake, and Spring Lake. For most of the season (5/10/24 through 10/12/24) it was requested that Spring, Upper and Lower Prior Lakes have full Friday, Saturday and Sunday and holidays (Memorial Day, 4th of July, and Labor Day) coverage, from 8 A.M. – 4.30 P.M. Due to lower traffic, Fish Lake was requested to have periodic staffing totaling 15 inspector hours each month on weekends.

Table 1: 2024 Watercraft Inspection Totals

Lake Name	Inspections	Inspection Hours
Fish Lake	71	54
Lower Prior Lake	1,015	155
Upper Prior Lake	1,321	448
Spring Lake	893	277
Total	3,300	935

The 2024 AIS inspection program kicked off on MN Fishing Opener, Friday May 10th and concluded on Saturday October 12th. According to MN DNR inspector survey data, 3,300 watercraft inspections were completed during the 2024 season (Table 1). Of that total, 2,074 were entering inspections, 1,219 were exiting inspections. There were also 5 lifts and 2 courtesy inspections. Upper Prior Lake accounted for the largest portion of inspections at 39%, (Figure 1). Lower Prior Lake (36%), Spring Lake (24%) and Fish Lake (1%) accounted for the other inspections.

2024 Watercraft Inspection Survey

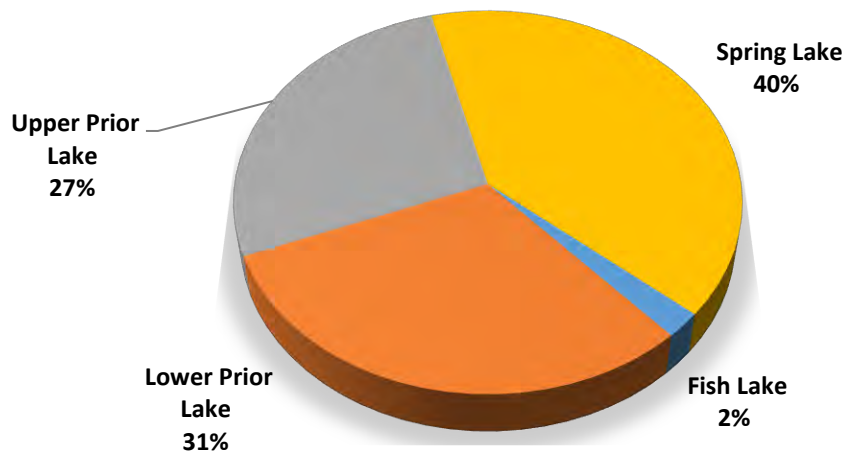


Figure 1: Chart (above) reflects the percentage of total inspections completed at each lake during the 2024 inspection season. This total only reflects the number of inspection surveys completed by inspectors staffed by Waterfront Restoration. There are an additional 5,062 inspection surveys completed by DNR staff that were also staffed on lakes mentioned in this report.

The inspection survey data reveals that 1,446 (44%) of all inspections were conducted on fishing boats, while runabouts were the second most inspected watercraft at 24% (Figure 2). Personal watercraft (11%), pontoons (9%), and Wake sport boat (with ballast) (7%) accounted for about a third of the total inspections completed. Canoe/kayaks/or similar, Jon boats, Sailboats, and Boat Lifts/Docks accounted for 5% of the total inspections.

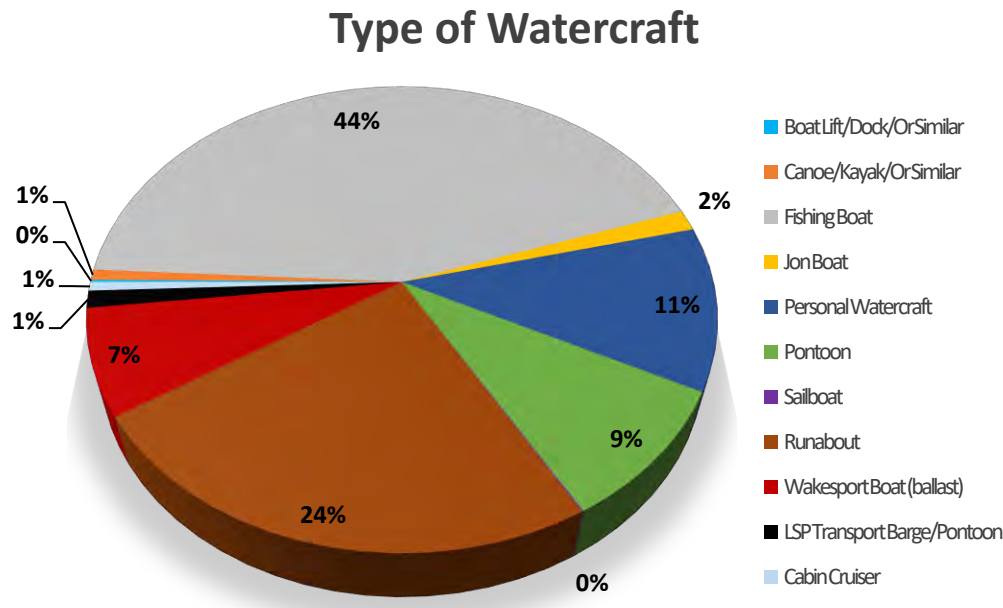


Figure 2: Chart (above) reflects the percentage of total inspections conducted on watercraft types during the 2024 inspection season.

Time Out of Water Before Entering

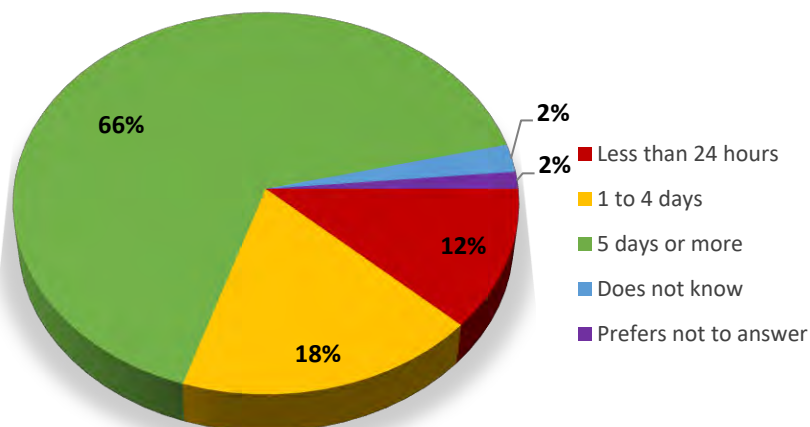


Figure 3: Chart (above) reflects the percentage of responses from entering boaters regarding the amount of time their watercraft had been out of the water prior to entering a staffed lake.

The data also shows that throughout the 2024 inspection season 66% of watercraft entering had been kept out of water for the recommended 5 days or more, while 18% were reported as only being out for 1-4 days (Figure 3). However, 261 (12%) entering watercrafts were reported as being out of the water for less than 24 hours. These boats that were out of the water for less than 24hrs pose the highest risk of AIS being transported. The remaining 4% of boaters reported that they either did not know how long the watercraft had been out of the water for, or they preferred not to answer.

While most inspected watercrafts were recorded as being trailered by vehicles from Minnesota, the remaining watercrafts were recorded as being brought in by out-of-state vehicles. The most common out-of-state vehicles trailering a watercraft were from Wisconsin at 18, followed by Alabama at 5 (Figure 4). Note that when determining what state a watercraft is from, only the license number of the vehicle pulling the watercraft is recorded.

Number of Out-of-state Watercraft Inspected

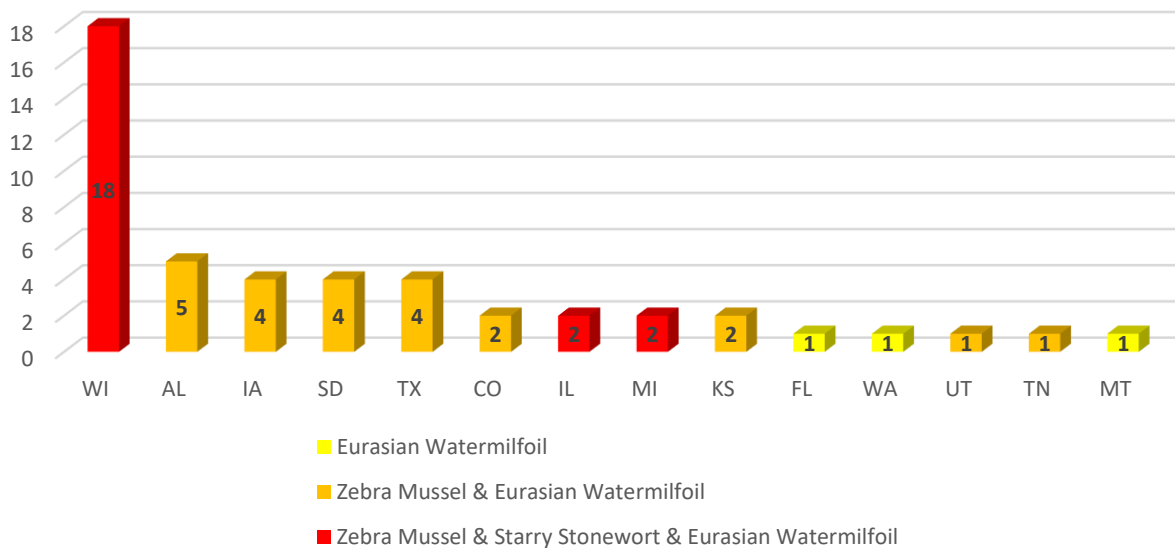


Figure 4: Graph (above) reflects the number of watercraft recorded as being from out-of-state. Each state is color-coded to indicate certain AIS that has been reported in each state. Note, “No infestation” only suggests that neither zebra mussels, Eurasian Watermilfoil nor Starry Stonewort have been recorded in the given state.

The four Prior Lake-Spring Lake Watershed District launches were staffed for a total of 935 hours in 2024. Spring Lake received the highest percentage of inspection hours at 48% (448 hours). (Figure 5). Upper Prior Lake received 30% (277 hours) and Lower Prior Lake received 16% (155 hours) of the inspection hours. Fish Lake received 6% (54 hours) of the inspection hours.

2024 Watercraft Inspection Staffing Allocation Percentages

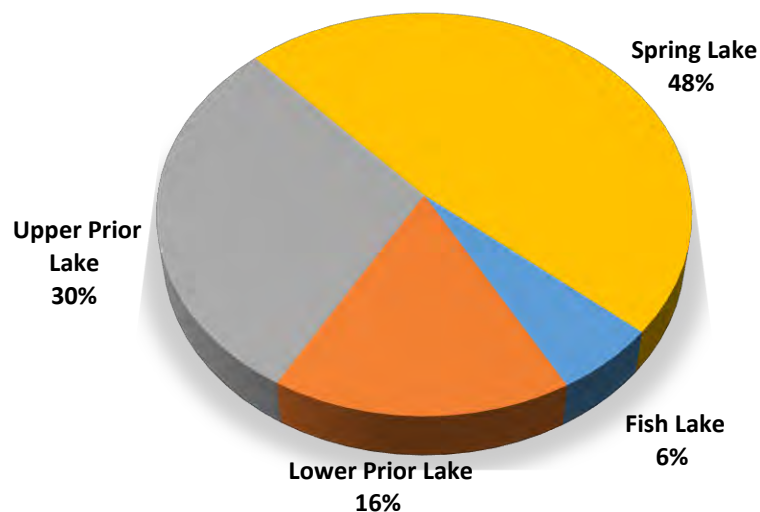


Figure 5: Chart (above) reflects the percentage of total hours received by each lake during the 2024 inspection season.

From the survey data we determined that the busiest month for watercraft inspections was June, with 1,259 completed surveys. July followed closely behind at 966 inspections. May had about two thirds as many surveys logged (654) due to less hours of staffing and the spring weather that was less favorable to boating (Figure 6). August, September, and October have understandably lower inspection counts since coverage hours significantly decreased and it is at the end of the season. Additionally, the Lower Prior Lake launch was closed for construction during the second half of the boating season. Further details by week can be found in Figure 7, where it shows that the first week of July has the highest count of inspection surveys at 553 due to the Memorial Day holiday weekend.

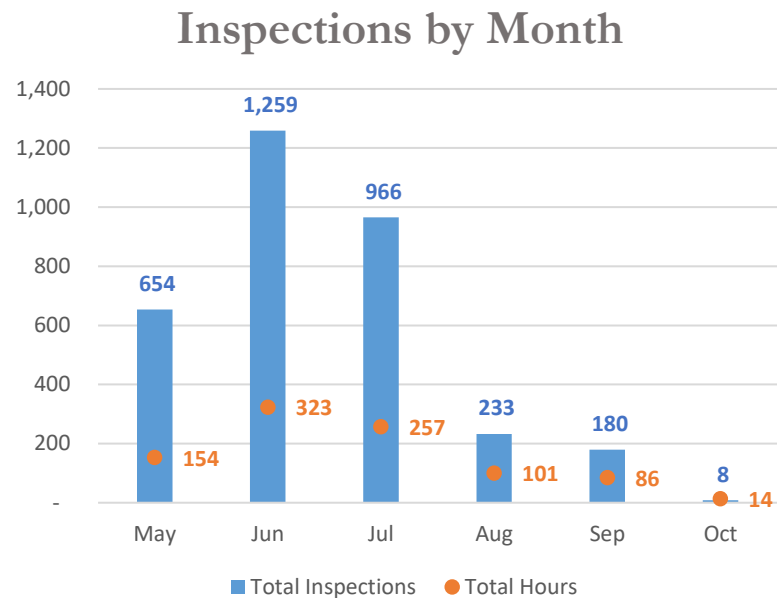


Figure 6: Graph (above) reflects the number of inspection surveys, and the hours of inspector coverage logged each month during the 2024 inspection season.

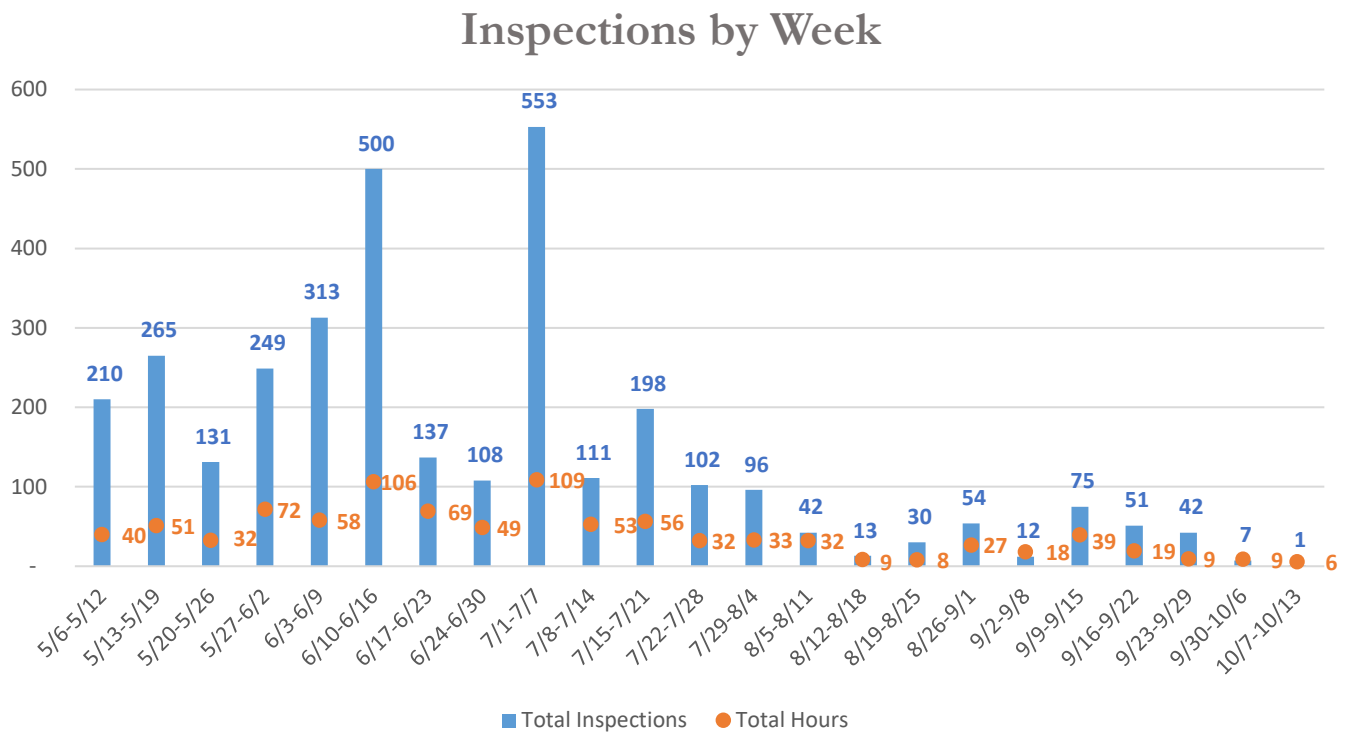
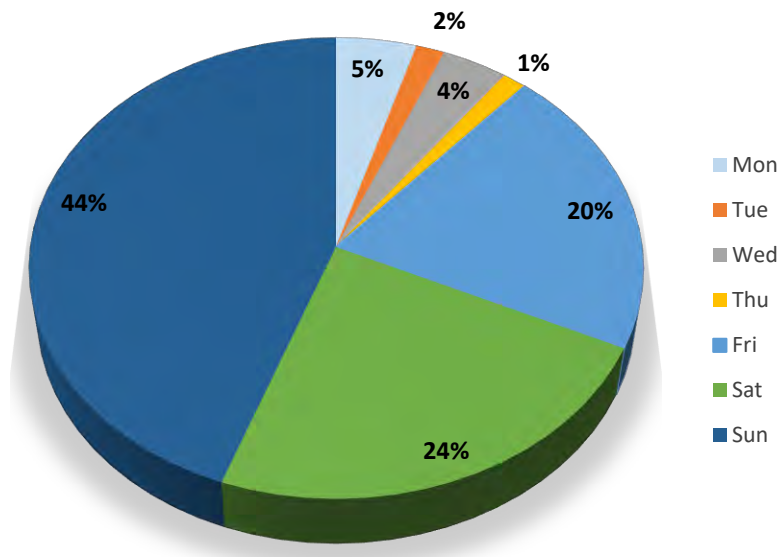


Figure 7: Graph (above) reflects the number of inspection surveys, and the hours of inspector coverage logged each week during the 2024 inspection season.

Inspections by Week Day



The data shows that the busiest day for inspections was Sunday, which accounted for 44% of inspections (Figure 8). Saturday and Friday followed with 24% and 20% of the total inspections being complete, respectively. On Fridays, Saturdays, and Sundays alike, the data shows that the busiest time of day for inspections is between 11 A.M. to 4 P.M. (Figure 9).

Figure 8: Chart (above) reflects the distribution of completed inspection surveys by day of week during the 2024 inspection season.

Inspections by Time of Day

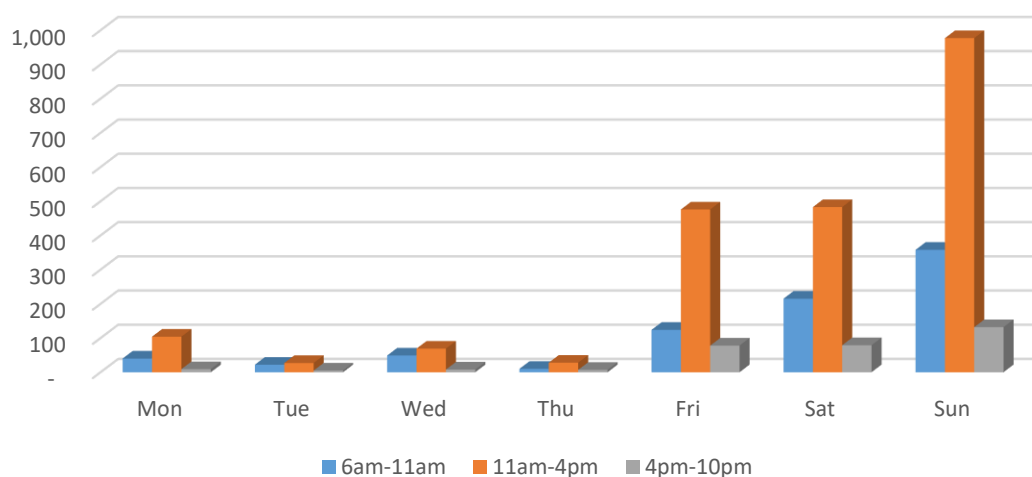


Figure 9: Graph (above) reflects the number of inspection surveys completed at specific times of day, and by day of week during the 2024 inspection season.

Of the entering inspections, the waterbody most visited by boaters prior to entering an inspector-staffed launch within the Prior Lake-Spring Lake Watershed District was Lower Prior Lake (422) (Figure 10). The other most common responses were Upper Prior Lake (388), Spring (342), Storage (157), and Minnetonka (49). This information can help us understand where new AIS infestations arise from since AIS are often unintentionally transported between bodies of water via watercraft, trailers, and other water-related equipment. As the graphs show, there is a lot of movement between lakes infested with zebra mussels and Eurasian watermilfoil. Our inspectors do their best to inspect but also educate the boaters on the importance of not spreading AIS to clean bodies of water such as Cedar Lake in Scott County.

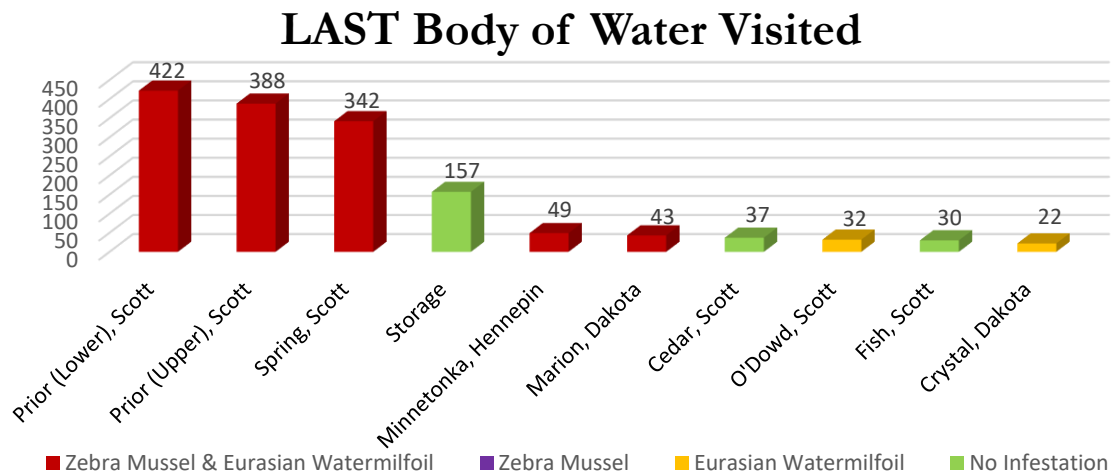


Figure 10: Graph (above) reflects the number of boaters that reported the last lake visited prior to entering another waterbody via one of the Prior Lake-Spring Lake Watershed District staffed launches during the 2024 inspection season. **Note:** “Storage” is a survey response option for boats that are coming out of winter storage for the first time of the season. “No infestation” only means that such lakes are not infested with the mentioned AIS. The graph only shows the top ten responses.

Likewise, of the same entering inspections, the boater responses pertaining to which waterbody they would be visiting next, showed that the majority of boaters leaving an inspector-staffed launch within the Prior Lake-Spring Lake Watershed District would return to Spring Lake (265 total), Upper Prior Lake (241), Lower Prior Lake (191), or Fish Lake in Scott County (20) next (Figure 11).

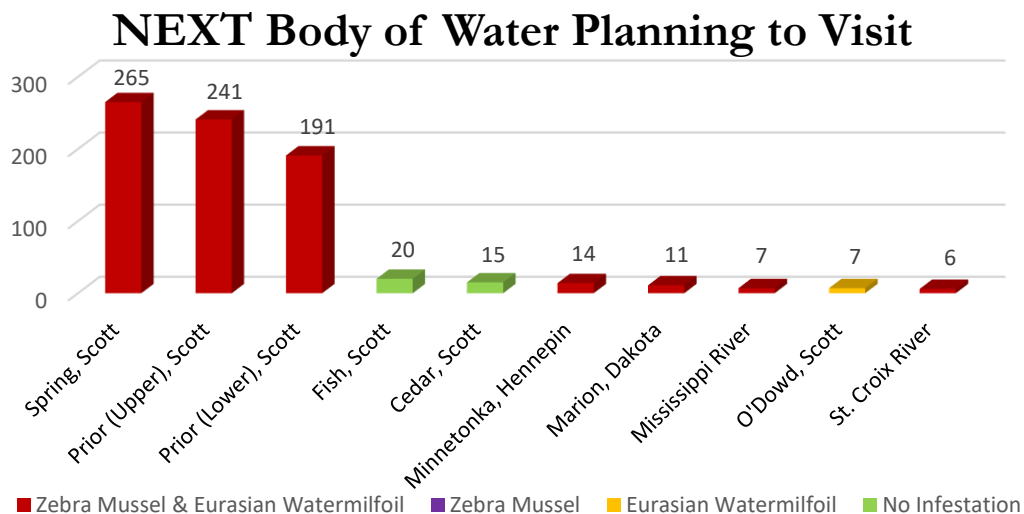


Figure 11: Graph (above) reflects the number of boaters that reported the next lake they expected to visit after exiting a Prior Lake-Spring Lake Watershed District inspector staffed launch during the 2024 inspection season. **Note:** “Storage” is a survey response option for boats that are coming off the water for the last time and going into winter storage for the season. “No infestation” only means that such lakes are not infested with the mentioned AIS. Graph only shows the top ten responses.

Inspection Findings, Violations, and Decontaminations

There were 56 entering inspections that were in violation of Minnesota AIS laws (2% of all entering inspections), of which 11 were drain plug violations. The inspectors were able to direct all of these boaters through fully resolving the AIS issues at the water access, so no launches needed to be denied due to plants or drain plugs. Two launches were denied due to the presence of zebra mussels.

Of 270 (8.2%) exiting watercraft there was at least one finding on and/or in the watercraft, trailer, or equipment. However, exiting inspection findings are not considered AIS violations since they were caught before the boater left the launch. Efforts are made to educate these boaters on the risk they pose to transport AIS, and actionable steps they should take to prevent violations from occurring when an inspector is not present at the launch in the future. Regardless, these findings during exiting inspections provide useful information when determining what could be leaving an infested lake and entering a new lake.

36 (64%) of the entering inspection findings were plants (removable by hand). There were also 11 (20%) boaters that arrived with the drain plug in, and 5% instances of mud found in or on the watercraft and water-related equipment. (Figure 12). There were 6 zebra mussels found on entering inspections! The zebra mussel findings were all documented and reported to the MN DNR for enforcement.

Findings During Entering Inspections

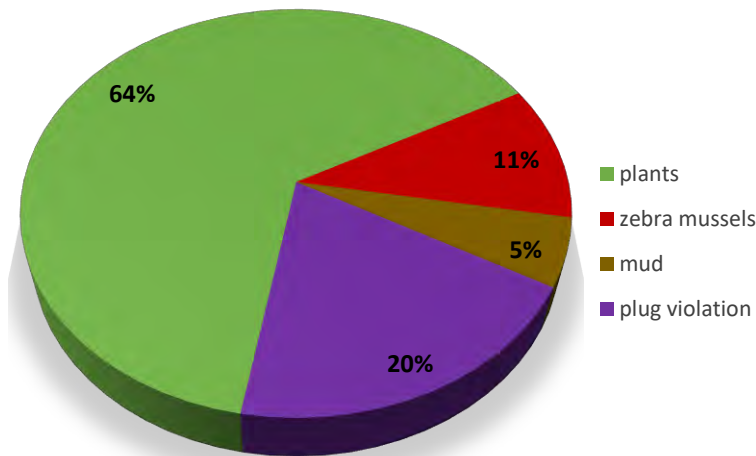


Figure 12: Chart (above) reflects the distribution of findings during entering inspections during the 2024 inspector season.

Findings During Exiting Inspections

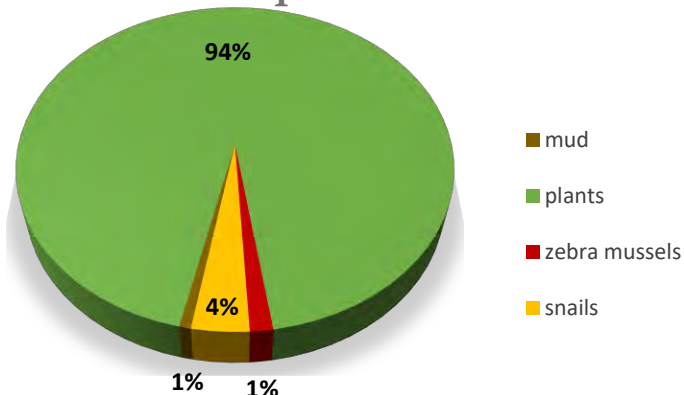


Figure 13: Chart (above) reflects the distribution of findings during exiting inspections during the 2024 inspection season. Watercraft requiring decontamination were encouraged to go to a nearby decon station (i.e., DNR staffed decon or Christmas Lake), or to a professional watercraft dealer service for cleaning before entering the next body of water.

The most common finding during exiting inspections were plants at 254 (94%) occurrences (Figure 13). However, there were 4 instances (1%) with zebra mussels. None of the 270 exiting inspections that contained findings were deemed as AIS violations since they were caught and resolved prior to the watercraft leaving the launch.

The data represented in the graph below (Figure 14) shows which launch the entering AIS violations were encountered. These issues were all resolved before the watercraft was allowed to enter the body of water. If the potential AIS finding was unable to be resolved by the boat owner and inspector, they were denied the ability to launch the watercraft. Drain plug violations are shown in the Figure 48 comparison chart.

Entering Violations by Lake

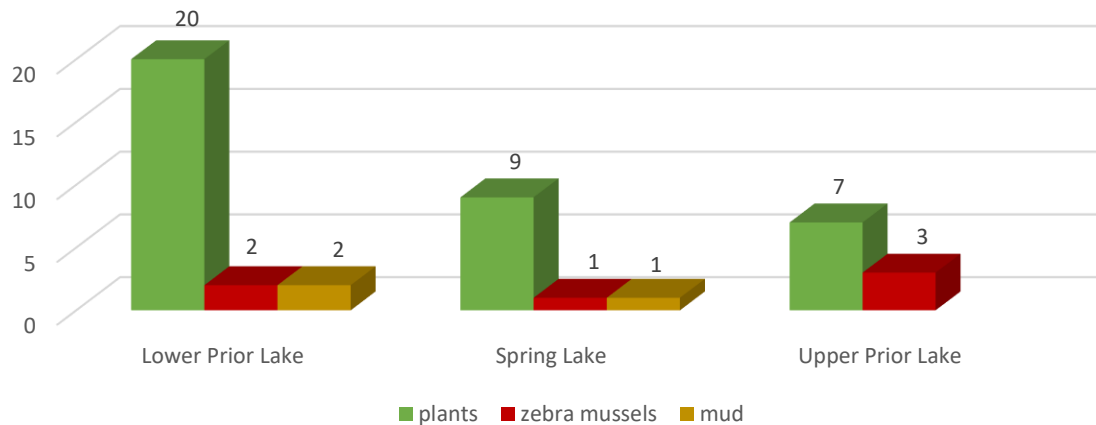


Figure 14: Graph (above) reflects the number of findings by the lake during entering inspections during the 2024 inspection season.

Looking at potential exiting violations, Spring Lake comes in with the highest number of “plants” at 116 (Figure 15). The second most common lake reporting findings of “plants” was Upper Prior at 73, followed by Lower Prior Lake at 59 occurrences.

Exiting Violations by Lake

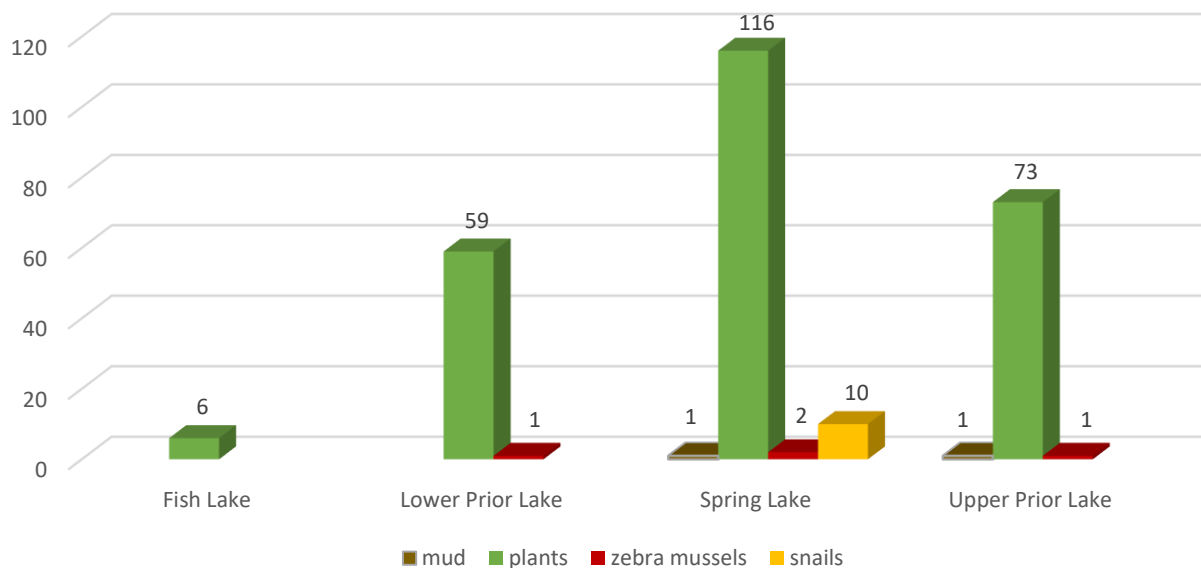


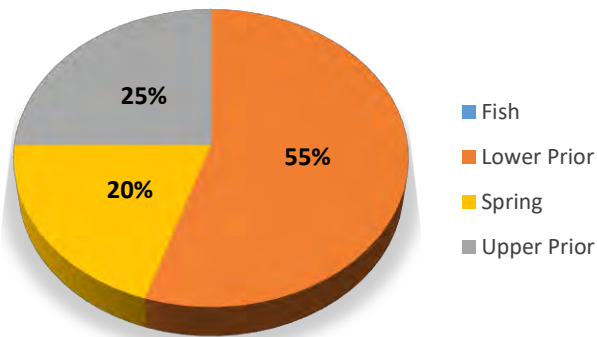
Figure 15: Graph (above) reflects the distribution of findings during exiting inspections during the 2024 inspection season. Watercraft requiring decontamination were encouraged to go to a decontamination site (i.e., the DNR staffed location or the Christmas Lake launch), or to a professional watercraft dealer service for cleaning before entering the next body of water.

Identification of Plants Found

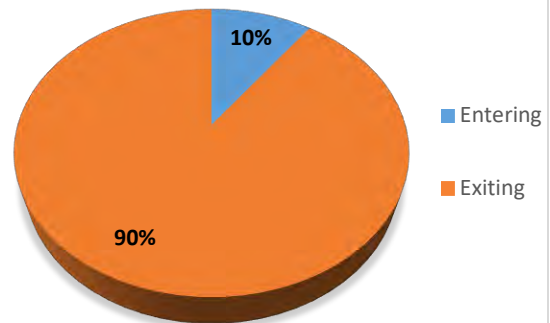
As a method to gather more information on the common findings of plants during watercraft inspections a separate survey was created that inspectors were asked to complete throughout the season. This additional survey included which launch the inspector was working at, if it was an entering or exiting inspection, what their assessment was of species identification, and a photo(s) of the finding. Inspectors completed these additional surveys as possible given the traffic and line-up at the launch. For example, if an inspector found plants removable by hand such as filamentous algae on an exiting inspection, but there were four watercraft waiting for entering inspections before launching. They would not complete the additional survey, and instead, once completed with the standard inspection survey, go right away to inspect the other watercraft in the queue for launching to better serve the public quickly and thoroughly with their inspections.

The charts below are the responses gathered from the additional species identification survey.

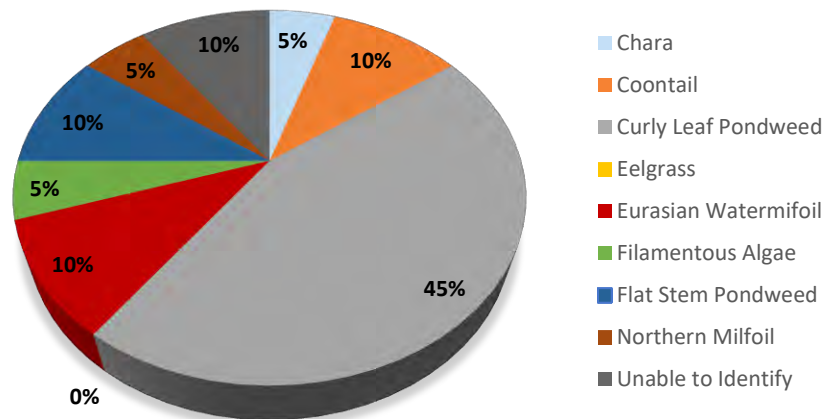
What lake launch are you working at?



Entering or Exiting?



Plant Identity



Examples of Plants Found:

Lower Prior Lake on 5/19/24

Exiting at 3:06pm – suspected EWM removed by hand from the stern and prop of a fishing boat.



Upper Prior Lake on 5/25/24

Exiting at 1:26pm – suspected CLP wrapped around the rudder of a Yamaha Jet Boat.



Lower Prior Lake on 7/7/24

Exiting at 11:49am – suspected EWM and CLP mixed with native Northern Milfoil, Chara, and Eel Grass removed from trailer bunks and gimble of a runabout.



Spring Lake on 8/3/24

Exiting at 7:12pm – a large clump of invasive and native plants removed from the trailer bunks and wheel wells.



Fish Lake

Fish Lake had the lowest count of inspection surveys, and the fewest hours of coverage compared to the other three staffed lakes in the Prior Lake-Spring Lake Watershed District. In total, Fish Lake was staffed for 54 hours from July 12th through August 31st and had 71 inspections completed over this period (Table 2). Fish Lake is considered a lower priority launch due to less traffic. On average 1.3 inspections were completed per hour of staffing at Fish Lake in 2024.

Table 2: Fish Lake 2024 Inspection Types

Month	Enter	Exit	Inspection Hours
Jul	20	22	27
Aug	17	12	27
Total	37	34	54

The survey data reveals that 58 (82%) of all inspections were conducted on fishing boats, while Jon boats were the second most inspected watercraft at 8 (11%) (Figure 16). Pontoons (6%) and canoes/kayaks (1%), accounted for the remaining total of inspected watercraft.

Type of Watercraft

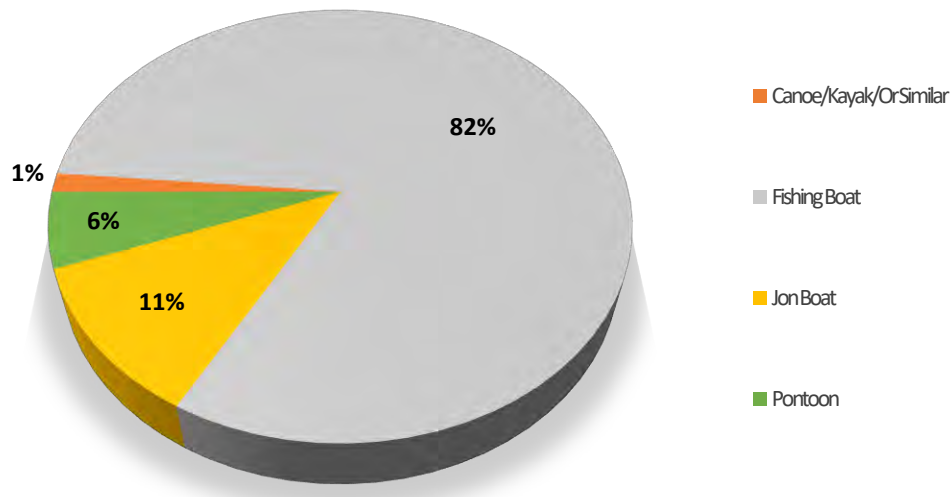
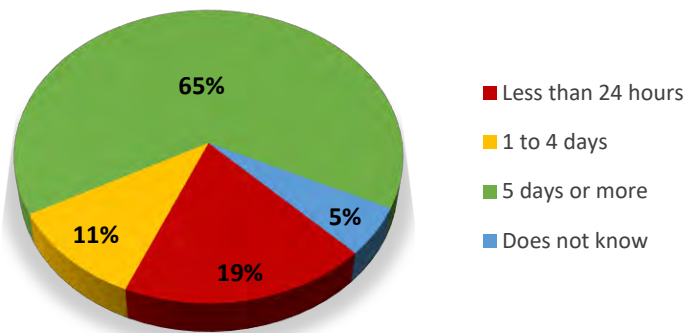


Figure 16: Chart (above) reflects the percentage of total inspections conducted on watercraft types at Fish Lake during the 2024 inspection season.

Time Out of Water



The data also shows that throughout the 2024 inspection season, 65% of watercraft entering had been kept out of water for the recommended 5 days or more, while 11% were reported as only being out for 1-4 days (Figure 17). Another 7 (19%) entering watercraft were recorded as being out of the water for less than 24 hours. There were 5% of boaters reported that they did not know how long they had been kept out of water.

Figure 17: Chart (above) reflects the percent of responses from entering boaters at Fish Lake regarding the amount of time their watercraft had been out of the water before entering.

Inspections by Week

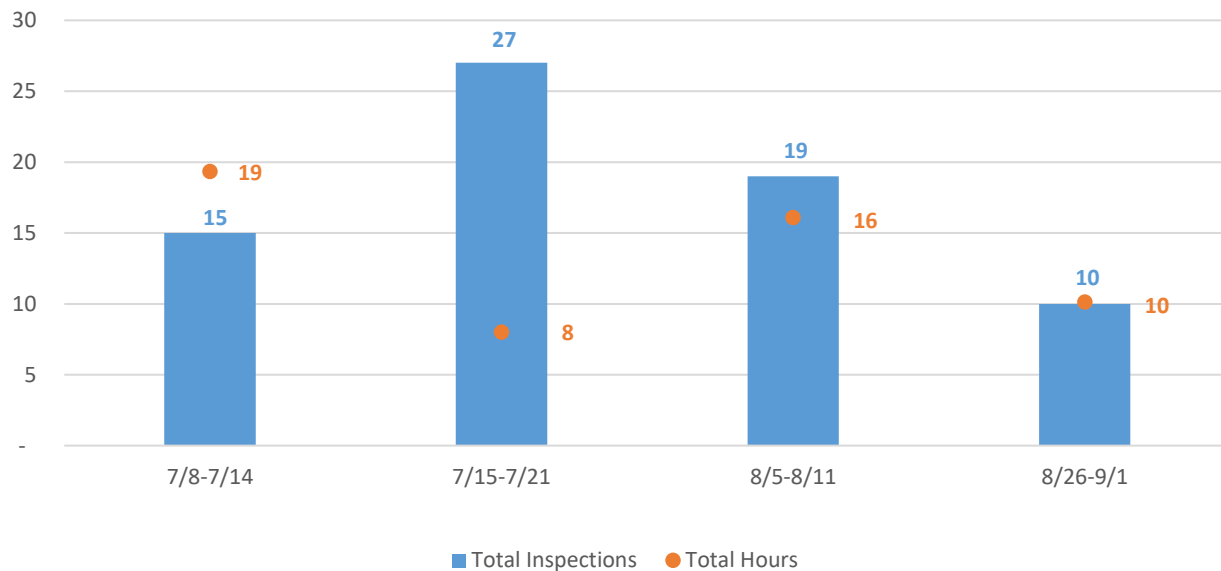


Figure 18: Graph (above) reflects the number of inspection surveys, and the hours of inspector coverage logged at Fish Lake each week during the 2024 inspection season.

From the survey data, we determined that the busiest month for watercraft inspections at Fish Lake was July. Further details by week can be found in Figure 18, which shows that the second week of July has the highest count of inspection surveys at 27.

The data also allowed us to determine the busiest days and busiest times of day throughout the inspection season. It is shown that the busiest days for inspections were Saturdays. (Figure 19).

Inspections by Weekday

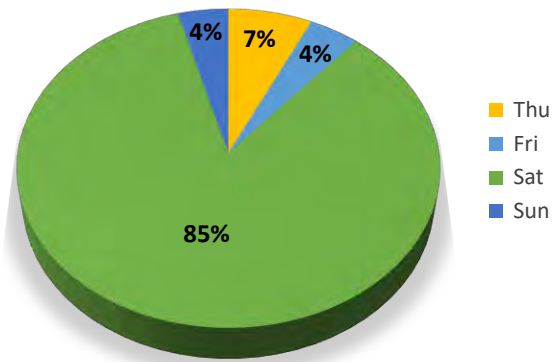
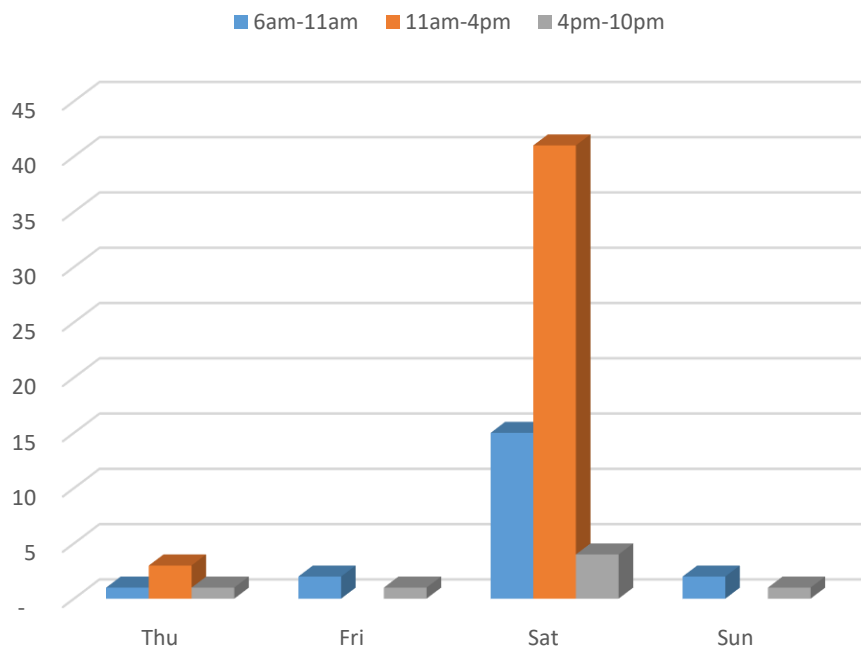


Figure 19: The chart (above) reflects the distribution of completed inspection surveys on Fish Lake by day of the week during the 2024 inspection season.

Inspections by Time of Day



On Saturdays, the data shows that the busiest time of day for inspections is between 11 A.M. to 4 P.M. (Figure 20).

Shift times were varied in an attempt to be present when boat traffic would be using the launch.

Figure 20: Graph (above) reflects the number of inspection surveys reported by the time of day, and day of week at Fish Lake during the 2024 inspection season.

LAST Body of Water Visited

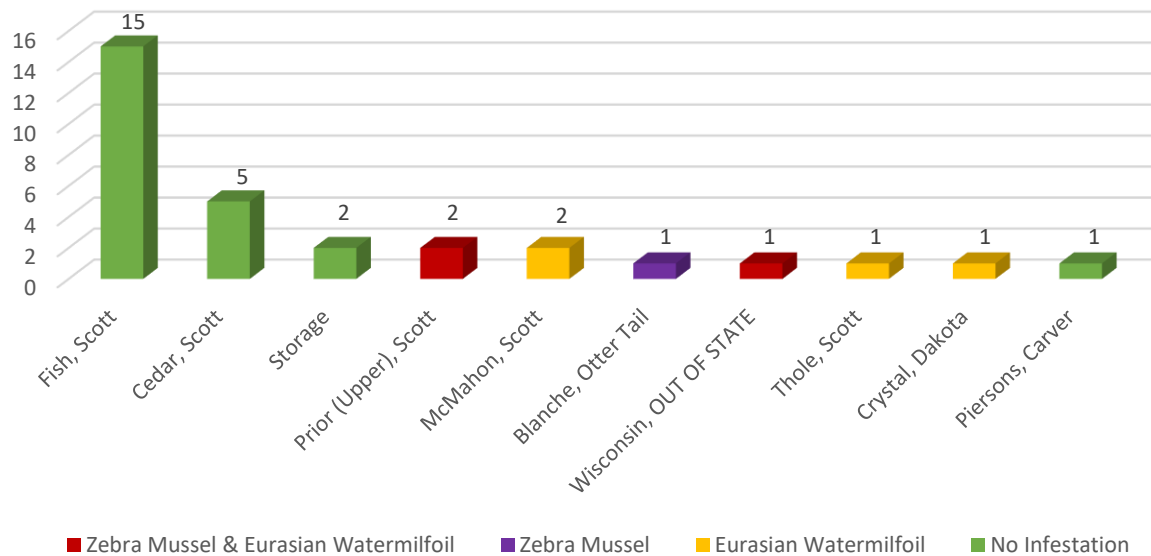


Figure 21: Graph (above) reflects the number of boaters that reported the last lake visited prior to entering Fish Lake during the 2024 inspection season. **Note: “No infestation” only means that such lakes are not infested with the mentioned AIS. The graph only shows the top ten responses.**

Of the entering inspections, the waterbody most visited by boaters prior to entering Fish Lake was Fish Lake itself, with 15 boaters reporting last being there (Figure 21).

The boater responses pertaining to which waterbody they would be visiting next showed that most boaters leaving Fish Lake would head back to Fish Lake (16) (Figure 22).

NEXT Body of Water Planning to Visit

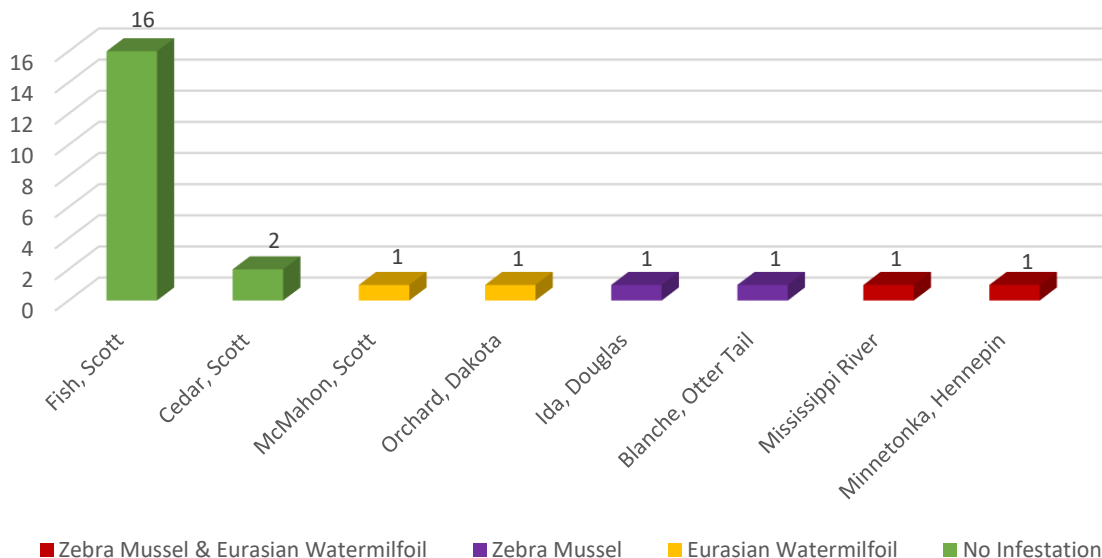


Figure 22: Graph (below) reflects the number of boaters that reported the next lake they expected to visit after Fish Lake during the 2024 inspection season. **Note: “No infestation” only means that such lakes are not infested with the mentioned AIS. The graph only shows the top ten responses.**

Lower Prior Lake

Lower Prior Lake received 155 hours of inspector coverage from Minnesota's Fishing Opener Weekend, May 12th through July 12th and had 1,013 entering/exiting inspections completed (Table 3). Inspections were completed on the Lower Prior Lake launch at a rate of 6.5 per hour of coverage.

On July 22nd, 2024, the Lower Prior Lake launch was closed for construction through the end of the inspection season. Inspector staffing was prioritized at this launch before its closure.

Prior Lake-Spring Lake Watershed District required inspector staffing eight and a half hours a day, Friday to Sunday and holidays. The inspector staffing was strategically scheduled to have inspectors present at the launch during the anticipated busiest times. Waterfront Restoration staffing also took into consideration when the DNR inspectors were scheduled on-site and were never overlapping in coverage. This was designed to maximize the impact of the Waterfront Restoration AIS program in partnership with the MN DNR efforts.

The inspection survey data reveals that 328 (32%) inspections were conducted on runabouts, while fishing boats were the second most inspected watercraft at 304 (30%) (Figure 23). Pontoons (12%), Personal Watercrafts (10%), and Wake sport boats (with ballasts) 104 times (10%) accounted for the bulk of the remaining traffic to the launch.

Table 3: Lower Prior Lake 2024 Watercraft Inspection Totals

Month	Enter	Exit	Inspection Hours
May	192	73	34
Jun	254	126	62
Jul	265	103	59
Total	711	302	155

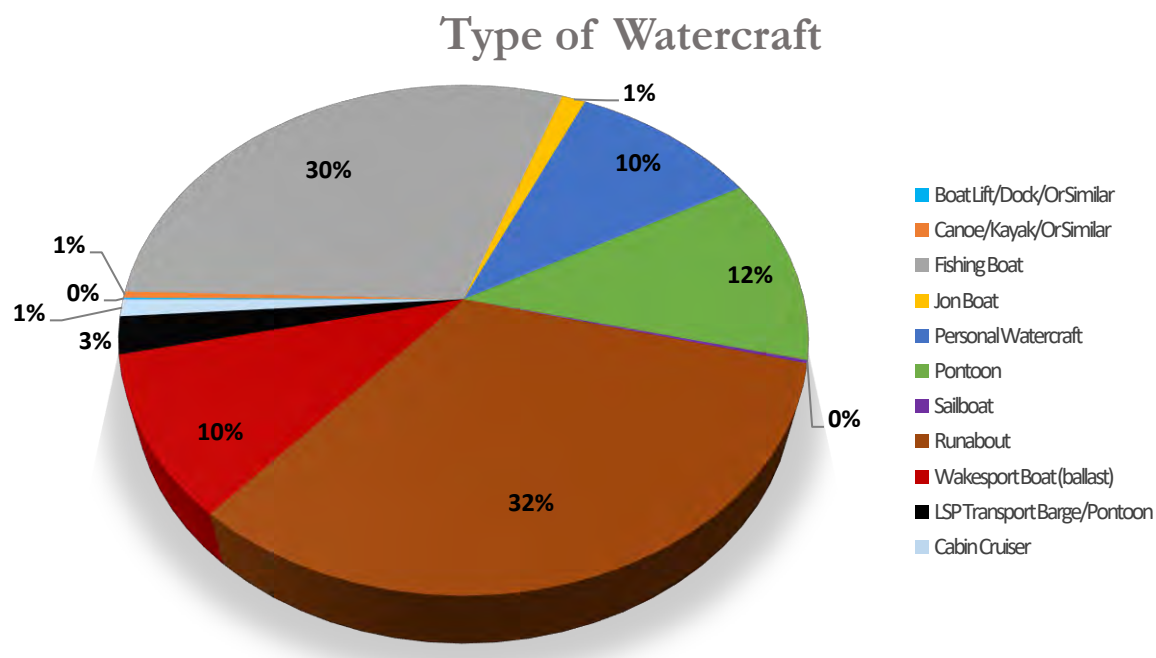
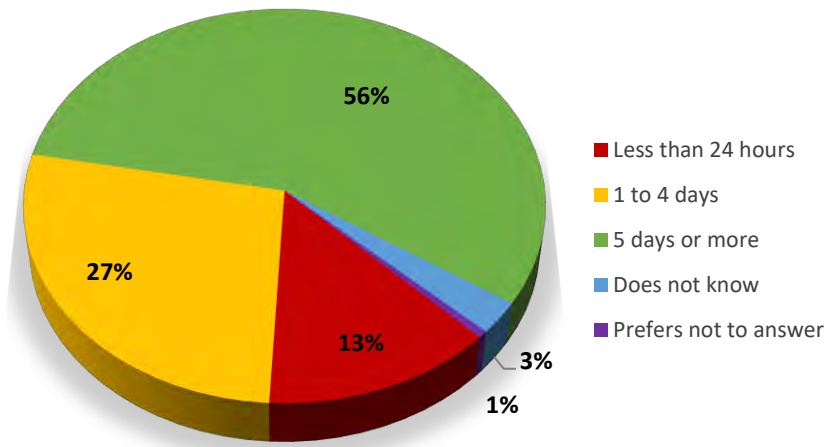


Figure 23: Chart (above) reflects the percentage of total inspections conducted on watercraft types during the 2024 inspection season.

Time Out of Water



The data also shows that throughout the 2024 inspection season, 56% of watercraft entering had been left out of any body of water for the recommended 5 days or more. This is a majority of watercraft out of the water for 5+ days which is long enough for any AIS to completely die before potentially entering a new body of water. Another 27% of boaters were reported as only being out for 1-4 days (Figure 24). However, 951 (3%) of entering watercraft were recorded as being out of the water for less than 24 hours. 3% of boaters reported that they did not know how long the watercraft had been out of the water, while 1% preferred not to answer.

Figure 24: Chart (above) reflects the percentage of responses from entering boaters at Lower Prior Lake regarding the amount of time their watercraft had been out of the water before entering.

Inspections by Week

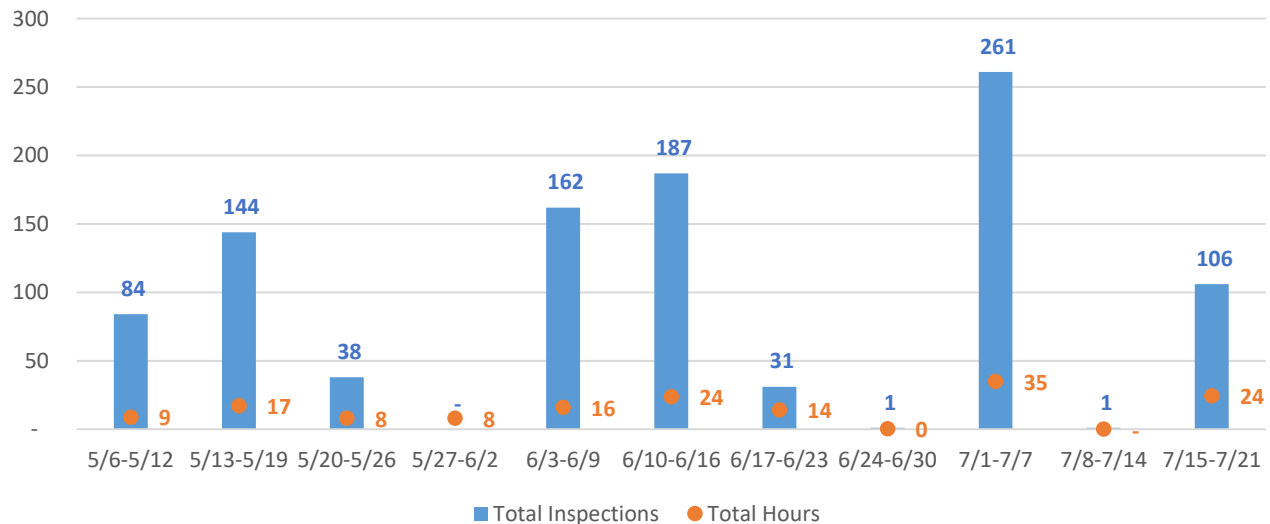


Figure 25: Graph (above) reflects the number of inspection surveys, and the hours of inspector coverage logged at Lower Prior Lake each week during the 2024 inspection season.

From the survey data, we determined that June (380 inspections) and July (368 inspections) were equally busy months for watercraft inspections with a total of 748 completed surveys. Further detail by week can be found in Figure 25, which shows that the first week of July had the highest count of inspection surveys at 261 in total.

The data also allowed us to determine the busiest days and busiest times of day over the course of the inspection season. It is shown that the busiest days for inspections were Sundays (519 inspections), followed by Fridays (314 inspections) and Wednesdays (102 inspections) (Figure 26).

The low number of inspections conducted on Saturday at the Lower Prior Lake is due to the MN DNR inspector staffing the launch regularly.

Inspections by Week Day

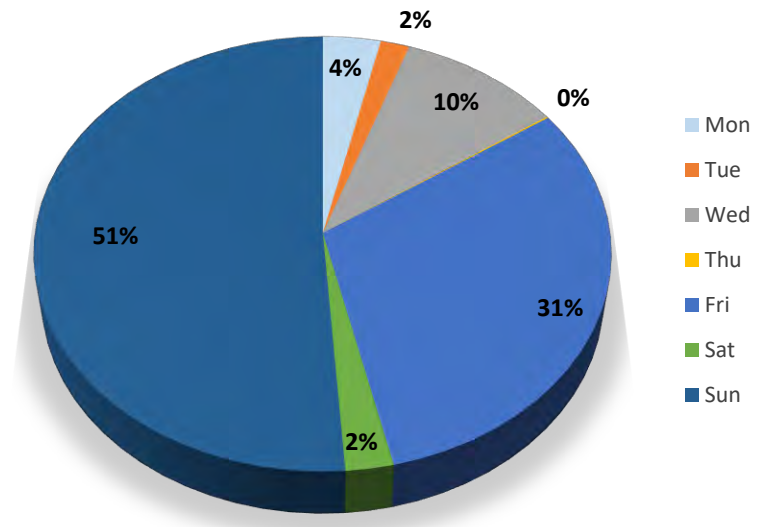
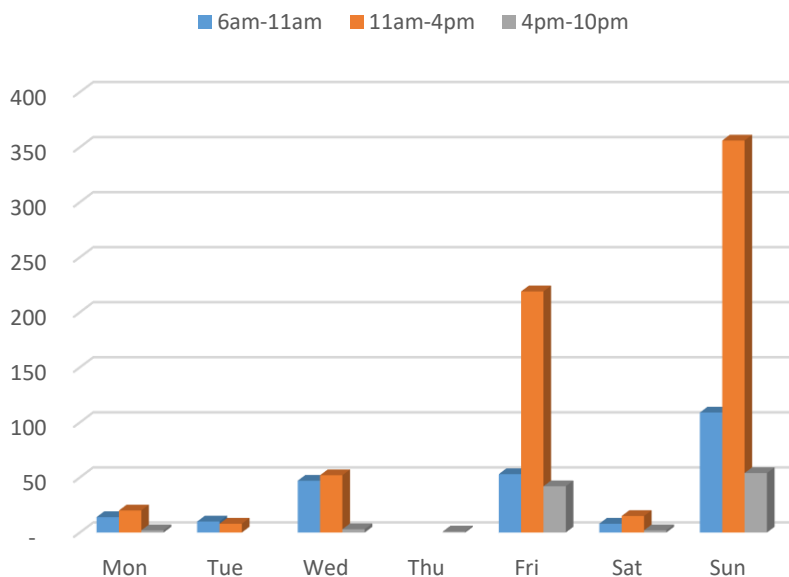


Figure 26: The chart (above) reflects the distribution of completed inspection surveys on Lower Prior Lake by day of the week during the 2024 inspection season.

Inspections by Time of Day



The data shows that the busiest time of day for inspections is between 11AM to 4PM (Figure 27). The second busiest time of day is shown to be from 6AM to 11AM.

Figure 27: Graph (above) reflects the number of inspection surveys reported by day of week at Lower Prior Lake during the 2024 inspection season.

Of the entering inspections, the waterbody most visited by boaters prior to entering Lower Prior Lake was Lower Prior Lake itself, with 374 boaters reporting last being there (Figure 28). The other most common responses were Storage (116), Minnetonka (21), Marion (15), and Upper Prior Lake (10). This information can help us understand where new AIS infestations arise from since AIS are often unintentionally transported between bodies of water via watercraft, trailers, and other water-related equipment.

LAST Body of Water Visited

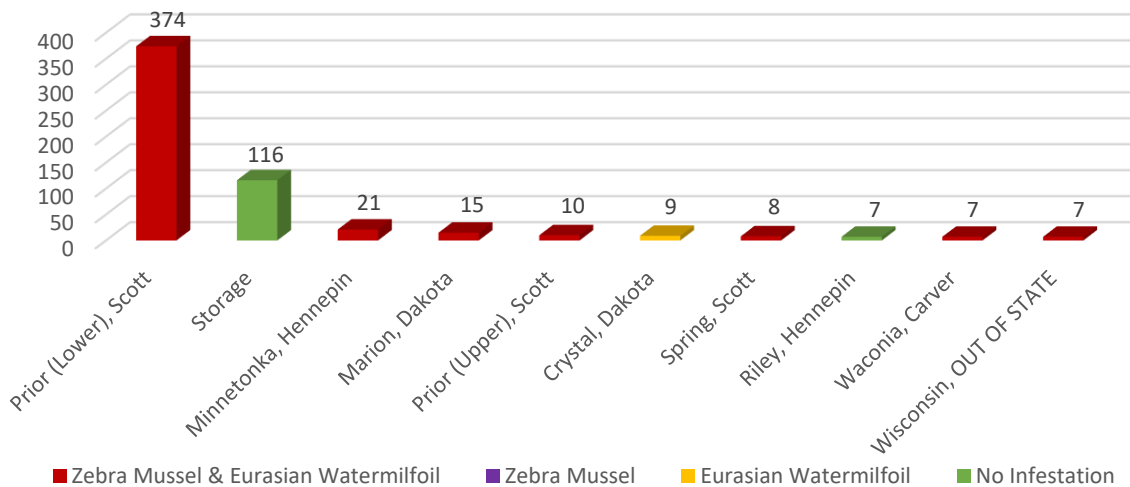


Figure 28: Graph (above) reflects the number of boaters that reported the last lake visited prior to entering Lower Prior Lake during the 2024 inspection season. **Note:** “No infestation” only means that such lakes are not infested with the mentioned AIS. The graph only shows the top ten responses.

Likewise, of the same entering inspections, the boater responses pertaining to which waterbody they would be visiting next, showed that most boaters leaving Lower Prior Lake would be heading right back to Lower Prior Lake (185). (Figure 29).

NEXT Body of Water Planning to Visit

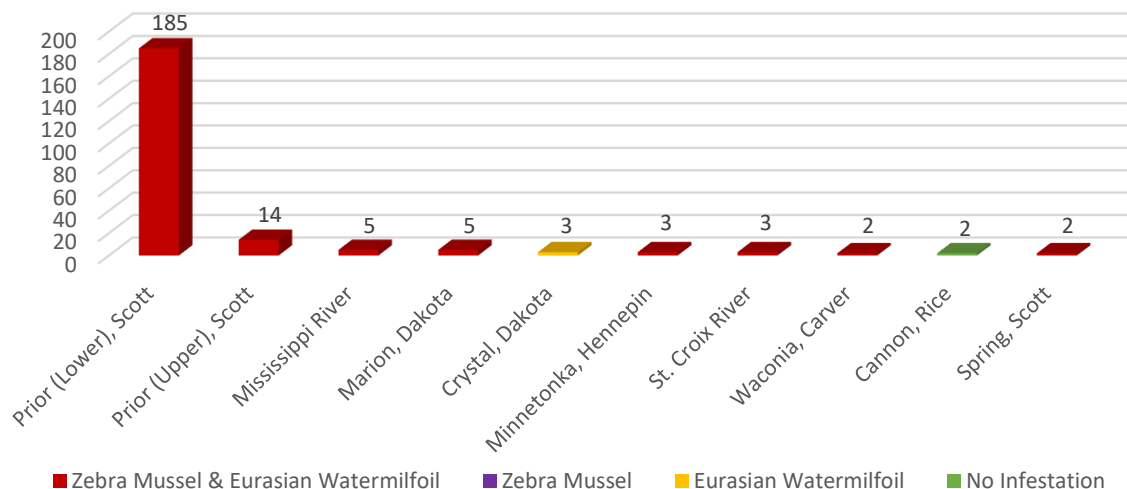


Figure 29: Graph (above) reflects the number of boaters that reported the next lake they expected to visit after Lower Prior Lake during the 2024 inspection season. **Note:** “No infestation” only means that such lakes are not infested with the mentioned AIS.

Upper Prior Lake

In total, Upper Prior Lake was staffed for 277 hours from Minnesota Fishing Opener Weekend, Saturday, May 11th through September 21st and had 889 inspections completed (Table 4). Inspections were completed on the Upper Prior Lake launch at a rate of 3.2 per hour of coverage.

Prior Lake-Spring Lake Watershed District required inspector staffing eight and a half hours a day primarily on weekends and the summer holidays. This schedule was accomplished, and weekend launch coverage was maximized. The staffing was strategically scheduled to have inspectors present at the launch during the anticipated busiest times. The Waterfront Restoration inspector staffing also considered when the DNR inspectors were scheduled on-site and were never overlapping in coverage. This was designed to maximize the impact of the Waterfront Restoration AIS program in partnership with the DNRs efforts.

The inspection survey data reveals that 330 (37%) inspections were conducted on fishing boats, while runabouts were the second most inspected watercraft at 224 (25%) (Figure 30). Personal watercraft, pontoons, and Wake sport boats (with ballasts) accounted for 20%, 9% and 5% of the total inspections, respectively.

Table 4: Upper Prior Lake 2024 Watercraft Inspection Totals

Month	Enter	Exit	Inspection Hours
May	129	73	50
Jun	206	150	116
Jul	133	55	54
Aug	56	28	33
Sep	36	23	25
Total	560	329	277

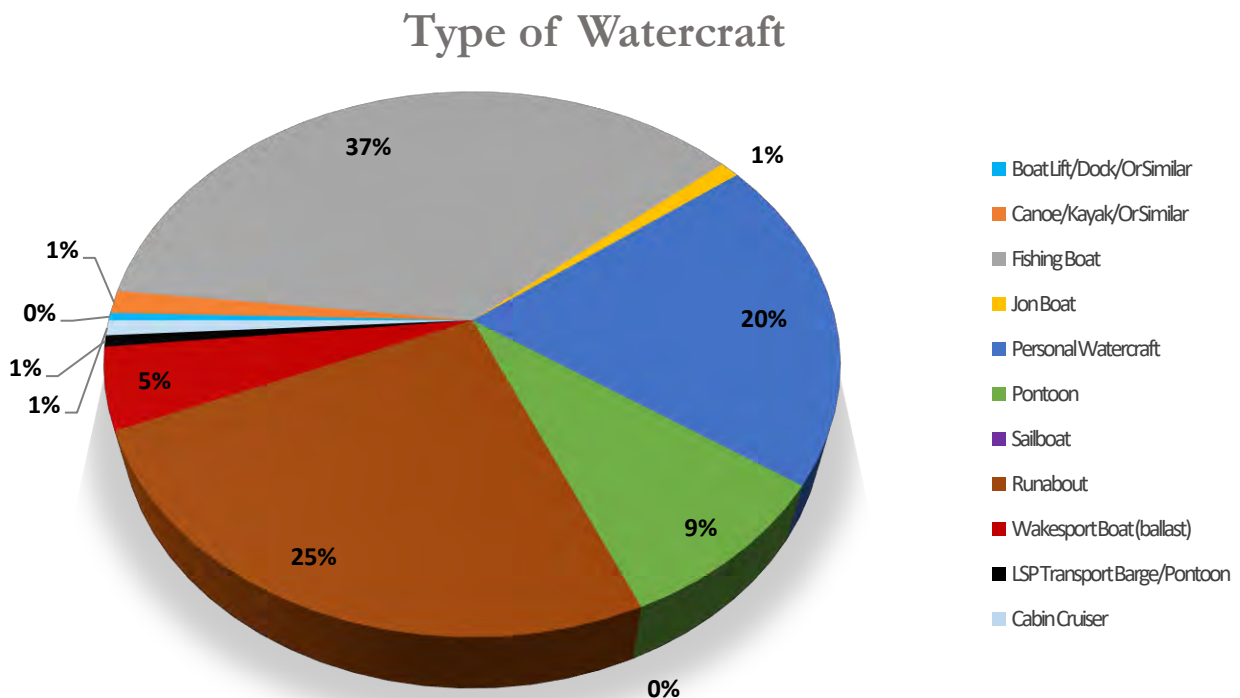
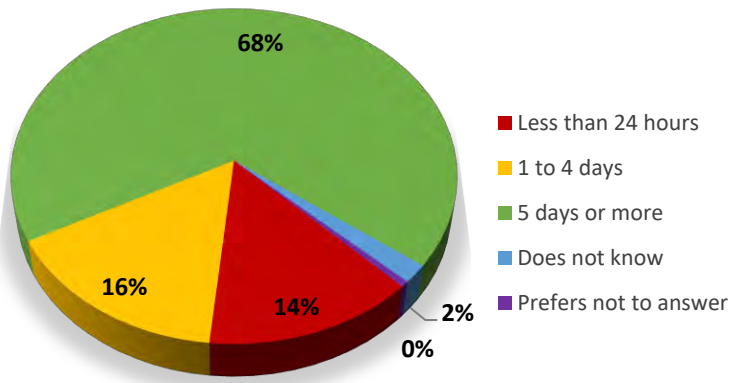


Figure 30: Chart (above) reflects the percentage of total inspections conducted on watercraft types during the 2024 inspection season.

Time Out of Water



The data also shows that throughout the 2024 inspection season, 68% of watercraft entering had been kept out of any body of water for the recommended 5 days or more, while 16% were reported as only being out for 1-4 days. However, another 79 (14%) entering watercraft were recorded as being out of the water for less than 24 hours. The remaining 10 (2%) boaters reported that they did not know or preferred not to answer (Figure 31).

Figure 31: The chart (above) reflects the percentage of responses from entering boaters at Upper Prior Lake regarding the amount of time their watercraft had been out of the water before entering.

Inspections by Week

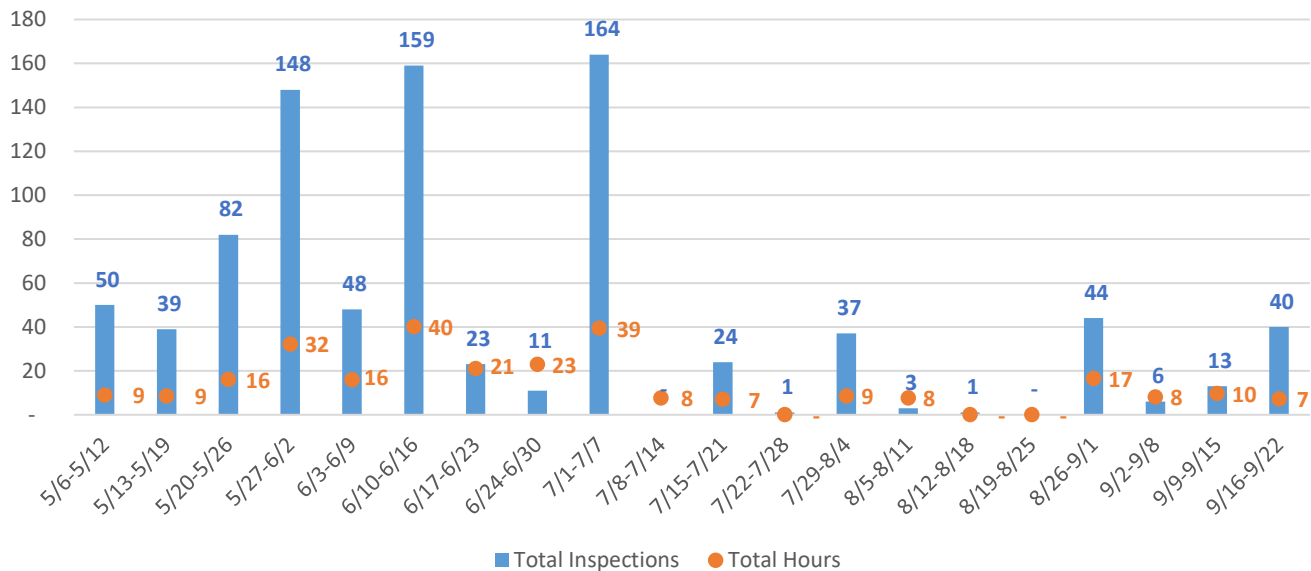


Figure 32: Graph (above) reflects the number of inspection surveys, and the hours of inspector coverage logged at Upper Prior Lake each week during the 2024 inspection season.

From the survey data, we determined that the busiest month for watercraft inspections was June, with 356 completed surveys. May and July were followed closely with 202 and 188 surveys, respectively. August and September have understandably lower inspection counts since coverage hours significantly decreased and it is at the end of the season. Further detail by week can be found in Figure 32, which shows that the first week of July had the highest count of inspection surveys.

The data also allowed us to determine the busiest days and busiest times of day over the course of the inspection season. It is shown that the busiest days for inspections were Saturdays, followed by Sundays. (Figure 33).

Inspections by Week Day

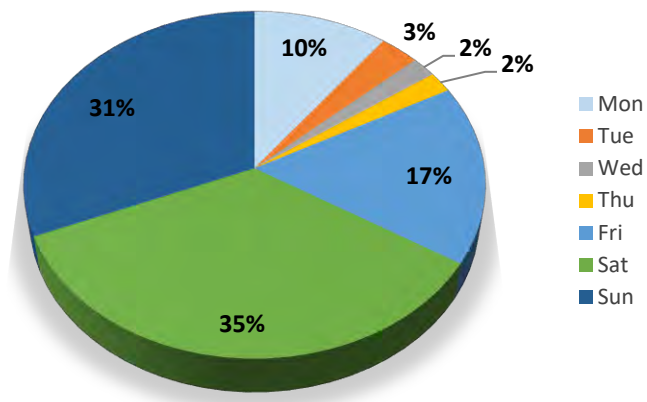
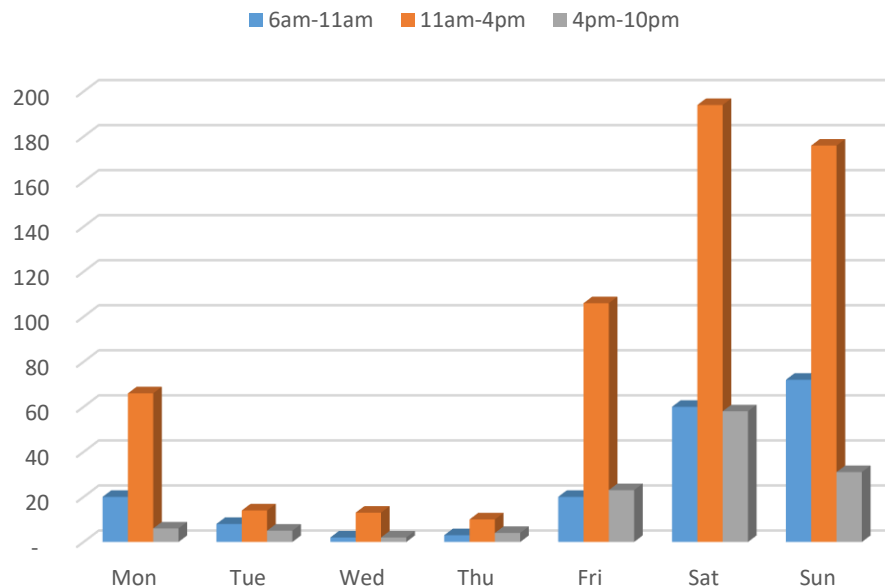


Figure 33: The chart (above) reflects the distribution of completed inspection surveys at Upper Prior Lake by day of the week during the 2024 inspection season.

Inspections by Time of Day



On Mondays - Sundays alike, the data shows that the busiest time of day for inspections is between 11 A.M. to 4 P.M. (Figure 34). The second busiest time of day is shown to be from 6 A.M. to 11 A.M.

Figure 34: Graph (above) reflects the number of inspection surveys reported by day of week at Upper Prior Lake during the 2024 inspection season.

Of the entering inspections, the waterbody most visited by boaters before entering Upper Prior Lake was Upper Prior Lake itself, with 331 boaters reporting last being there (Figure 35). The other most common responses were Storage Lake (36) and Lower Prior Lake (23). This boater traffic and lake-specific AIS knowledge can help us understand where new AIS infestations arise from since AIS are often unintentionally transported between bodies of water via watercraft, trailers, and other water-related equipment.

LAST Body of Water Visited

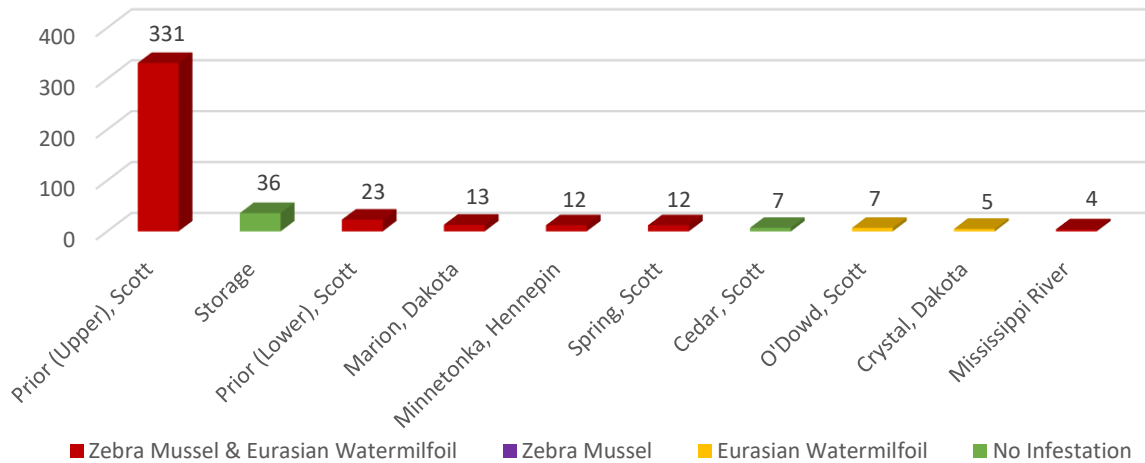


Figure 35: Graph (above) reflects the number of boaters that reported the last lake visited before entering Upper Prior Lake during the 2024 inspection season.

Likewise, of the same entering inspections, the boater responses pertaining to which waterbody they would be visiting next, showed that most boaters leaving Upper Prior Lake would be going back to Upper Prior Lake (214) (Figure 36).

NEXT Body of Water Planning to Visit

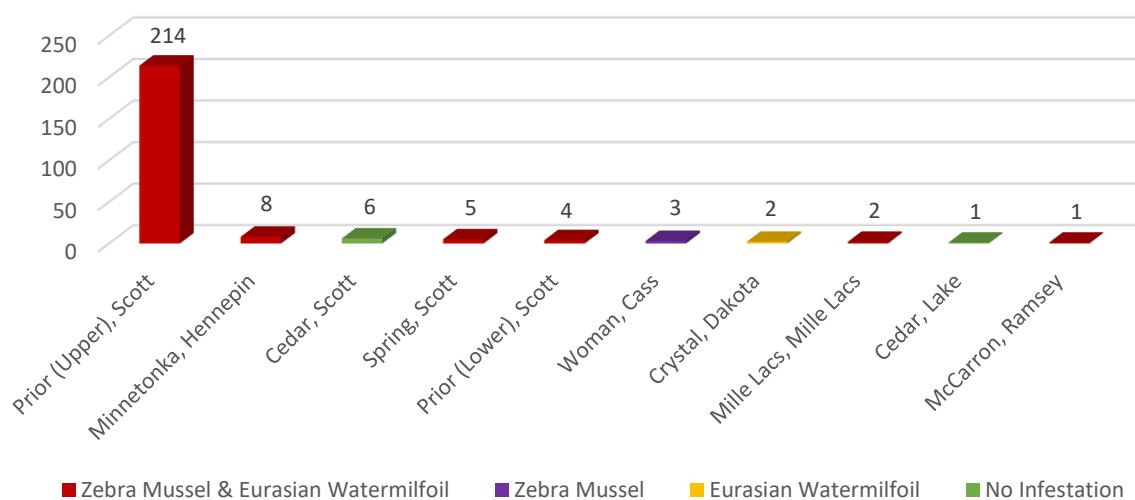


Figure 36: Graph (above) reflects the number of boaters that reported the next lake they expected to visit after Upper Prior Lake during the 2024 inspection season. **Note:** “No infestation” only means that such lakes are not infested with the mentioned AIS. The graph only shows the top ten responses.

Spring Lake

In total, Spring Lake was staffed for 448 hours from Minnesota's Fishing Opener Weekend, Friday, May 10th through October 12th and had 1,320 entering and exiting inspections completed (Table 5). Inspections were completed on the Spring Lake launch at a rate of 3.0 per hour of coverage.

Prior Lake-Spring Lake Watershed District required inspector staffing eight and a half hours a day on Fridays, Saturdays, Sundays, and the summer holidays. This schedule was accomplished, and weekend launch coverage at peak traffic times was achieved. The DNR did not provide any additional inspector coverage at Spring Lake.

Table 5: Upper Prior Lake 2024 Watercraft Inspection Totals

Month	Enter	Exit	Inspection Hours
May	111	73	70
Jun	298	223	145
Jul	224	143	117
Aug	71	48	42
Sep	61	60	61
Oct	1	7	14
Total	766	554	448



Additionally, watercraft inspectors working at the Spring Lake launch were supplied with double-sided postcards (front and back pictured in the image to the left) that included important need to know lake information. Inspectors were instructed to hand out these cards to as many boaters entering Spring Lake as they could.

The boaters who received these cards were appreciative of the information and complimentary of the topographic lake map that they could use to safely navigate the water.

The inspection survey data reveals that 754 (57%) inspections were conducted on fishing boats, while runabouts were the second most inspected watercraft at 245 (19%) (Figure 37). Pontoons were at 8%, while 95 Wake sport boats (with ballasts) and 92 personal watercraft both accounted for 7% of the total inspections. The remaining 2% of the inspections were conducted on Jon boats, canoes/kayaks/or similar, and sailboats.

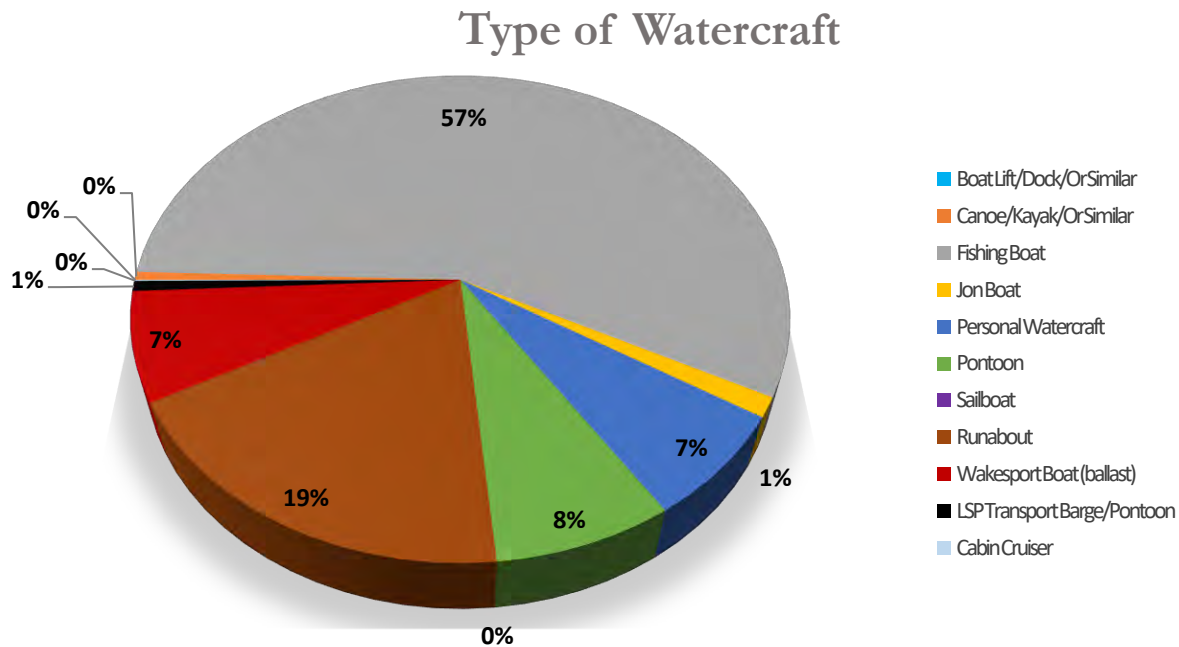
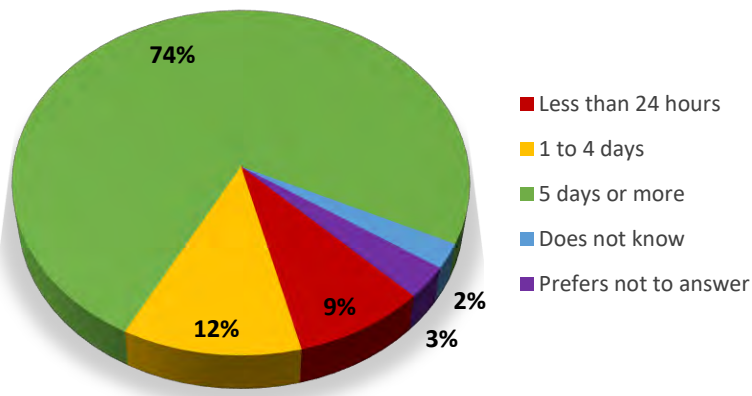


Figure 37: Chart (above) reflects the percentage of total inspections conducted on watercraft types during the 2024 inspection season.

Time Out of Water



The data also shows that throughout the 2024 inspection season, 74% of watercraft entering had been kept out of any body of water for the recommended 5 days or more, while 12% were reported as only being out for 1-4 days. However, another 66 (9%) entering watercraft were recorded as being out of the water for less than 24 hours. The remaining 2% of boaters reported that they did not know and 3% preferred not to answer. (Figure 38).

Figure 38: Chart (above) reflects the percentage of responses from entering boaters at Spring Lake regarding the amount of time their watercraft had been out of the water before entering.

Inspections by Week

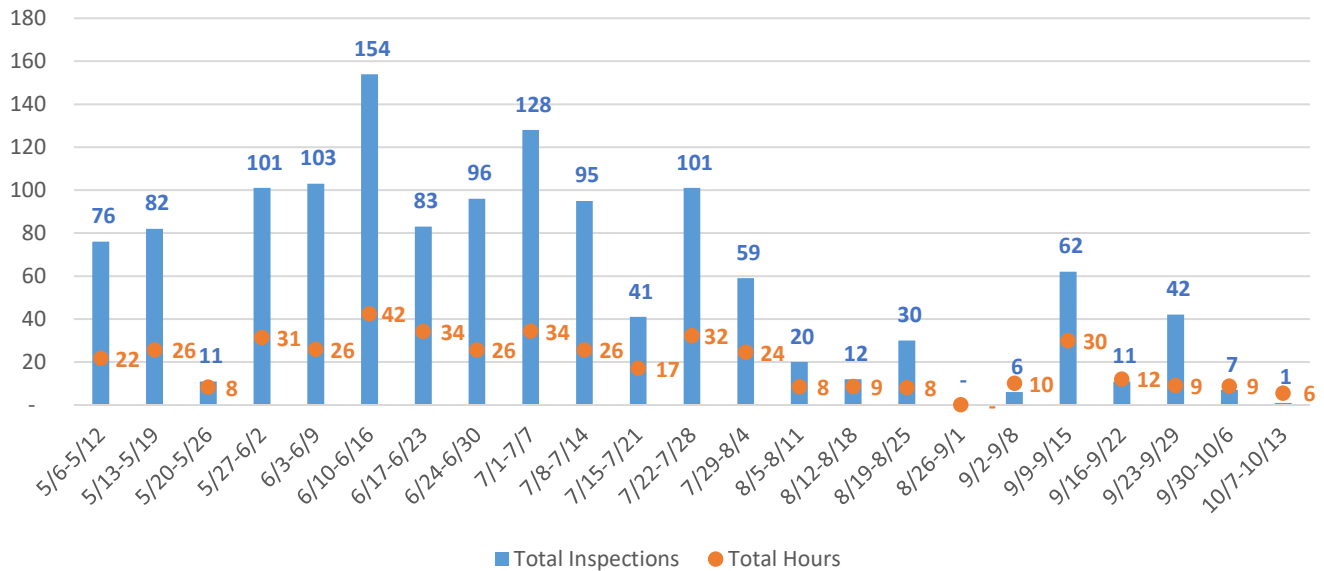


Figure 39: Graph (above) reflects the number of inspection surveys, and the hours of inspector coverage logged at Spring Lake each week during the 2024 inspection season.

From the survey data, we determined that the busiest month for watercraft inspections was June, with 522 completed surveys. July is the second busiest month with 367 surveys logged. August and September have understandably lower inspection counts since coverage hours significantly decreased and it is at the end of the season. Further detail by week can be found in Figure 39, which shows that the first week of June had the highest numbers of inspection surveys.

The data also allowed us to determine the busiest days and busiest times of day over the course of the inspection season. It is shown that the busiest days for inspections were Sundays (666 inspections), followed by Saturdays (380 inspections) and Fridays (212 inspections). (Figure 40).

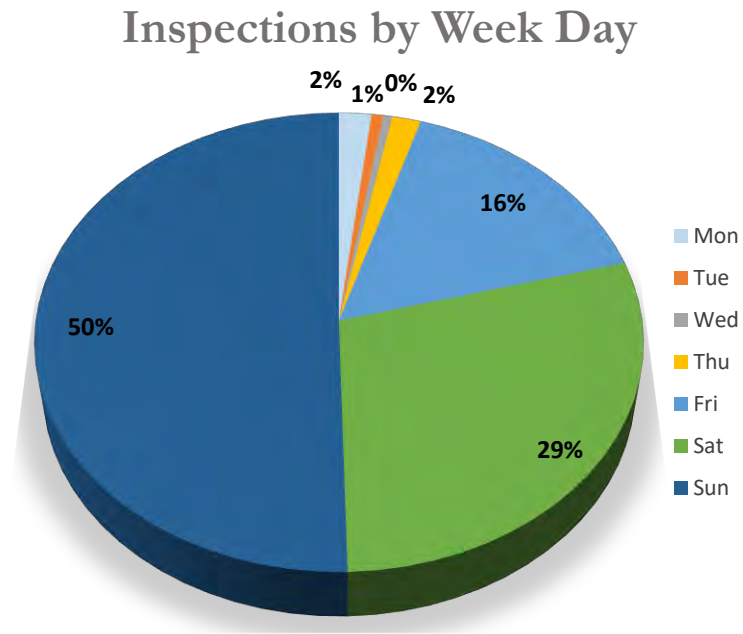
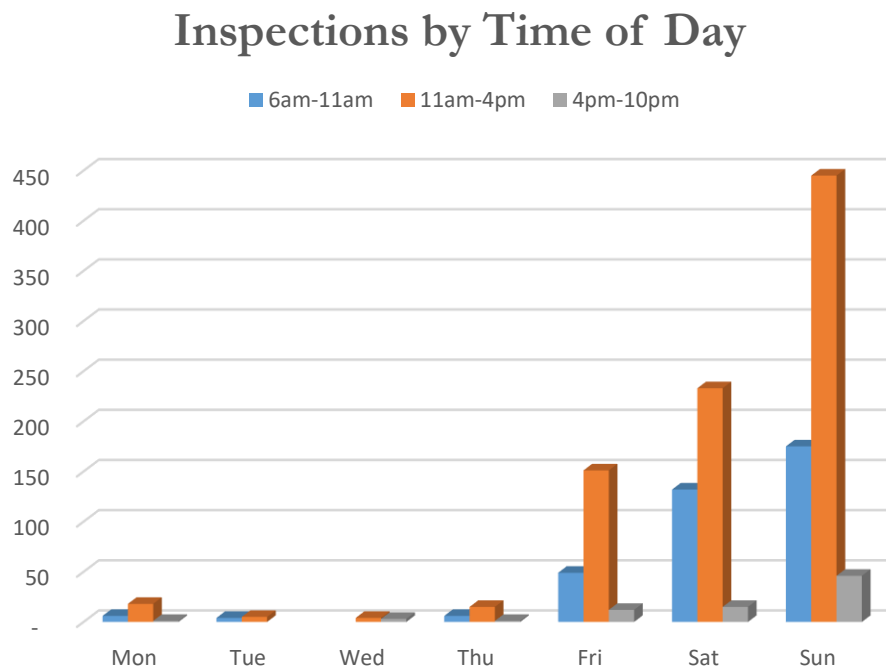


Figure 40: Chart (above) reflects the distribution of completed inspection surveys at Spring Lake by day of week during the 2024 inspection season.



On Mondays, Fridays, Saturdays, and Sundays alike, the data shows that the busiest time of day for inspections is between 11 A.M. to 4 P.M. (Figure 41). The second busiest time of day is shown to be from 6 A.M. to 11 A.M.

Figure 41: Graph (above) reflects the number of inspection surveys reported by day of week at Spring Lake during the 2024 inspection season.

Of the entering inspections, the waterbody most visited by boaters before entering Spring Lake was Spring Lake itself, with 322 boaters reporting last being there (Figure 42). The other most common responses were Upper Prior (45) and Lower Prior (25). This boater traffic and lake-specific AIS knowledge can help us understand where new AIS infestations arise from since AIS are often unintentionally transported between bodies of water via watercraft, trailers, and other water-related equipment.

LAST Body of Water Visited

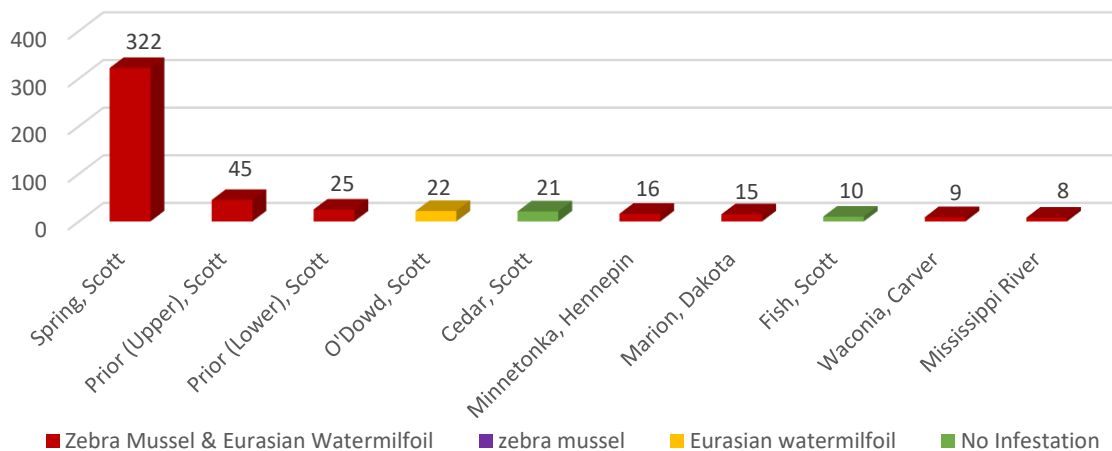


Figure 42: Graph (above) reflects the number of boaters that reported the last lake visited before entering Spring Lake during the 2024 inspection season.

Likewise, of the same entering inspections, the boater responses pertaining to which waterbody they would be visiting next, showed that most boaters leaving Spring Lake would be going back to Spring Lake (258) (Figure 43).

NEXT Body of Water Planning to Visit

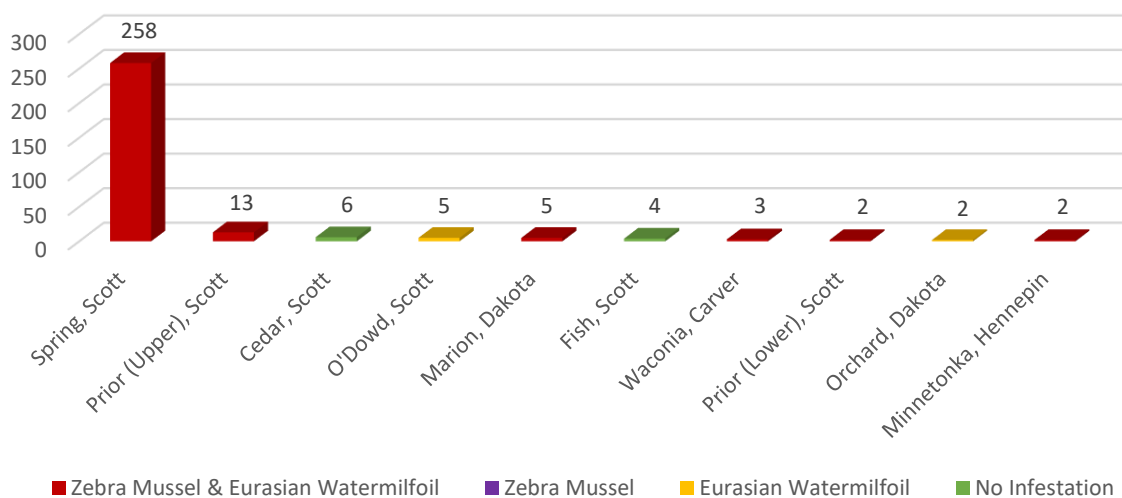


Figure 43: Graph (above) reflects the number of boaters that reported the next lake they expected to visit after Spring Lake during the 2024 inspection season. **Note: “No infestation” only means that such lakes are not infested with the mentioned AIS. The graph only shows the top ten responses.**

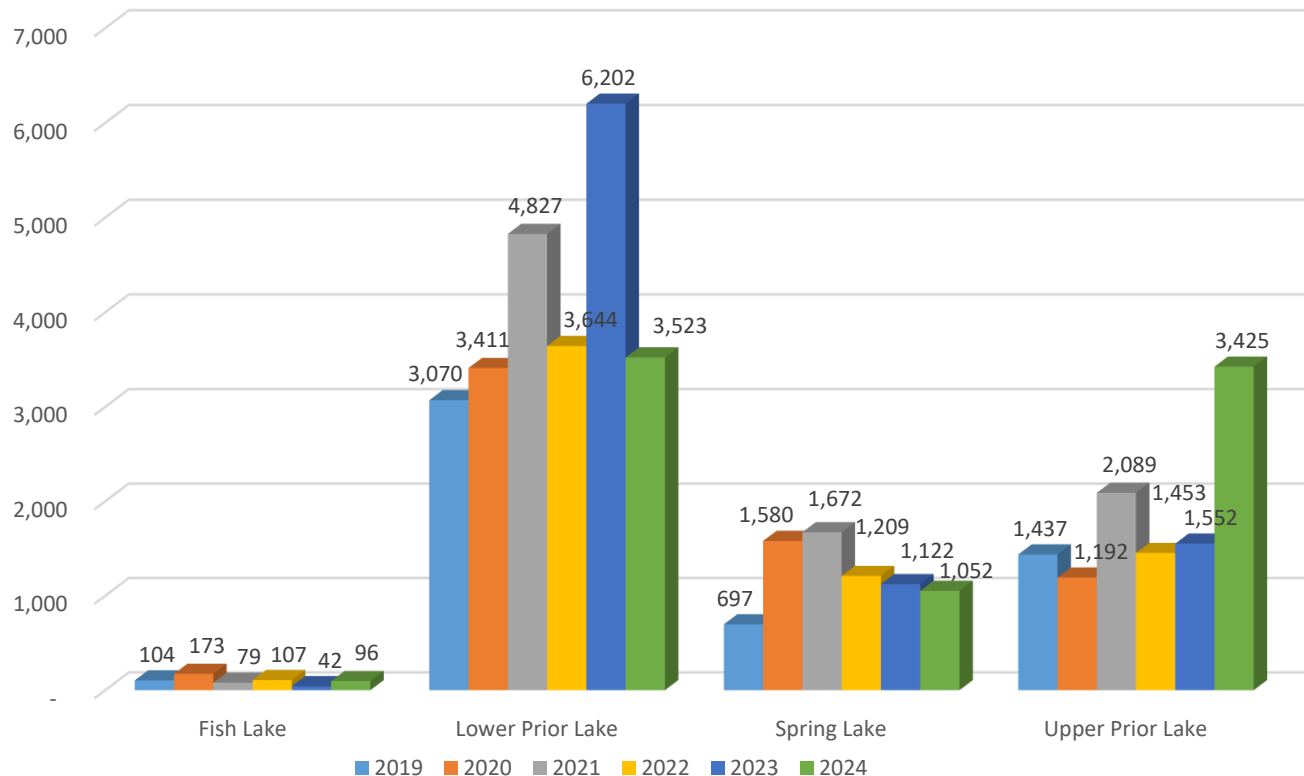
Trends

The following graphs were created using the data gathered from the 2024 watercraft inspection program administered by Waterfront Restoration. To show a true year-over-year comparison the MN DNR inspector staff surveys are included in the 2019, 2020, 2021, 2022, 2023, and 2024 total counts below. Note regarding the inspector coverage hours; Waterfront Restoration staffed the 2019, 2021, 2022, 2023, and 2024 hours at Spring Lake. Staffing hours in 2020 were shared for this report by PLSLWD staff.

Using the watercraft inspections survey data, the following graphs were created to analyze boater and AIS trends from season to season within the inspections program. The knowledge gathered from the provided information can then be used by Prior Lake-Spring Lake Watershed District to adjust and improve the inspection program as desired.

The volume of watercraft traffic on Lower Prior Lake decreased significantly in 2024 due to the launch construction. The Upper Prior Lake launch experienced significant increases in traffic because of the Lower launch closure. Spring Lake remained almost the same compared to last year. The volume of traffic on Fish Lake decreased in 2024 (Figure 44). Lower Prior Lake remains by far the busiest lake.

Survey Totals and Staffing Hours



Total inspections by year (all launches, all inspectors):

2019 – 5,308

2020 – 6,356 – increase of 19%

2021 – 8,667 – increase of 36%

2022 – 6,413 – decrease of 26%

2023 – 8,918 – increase of 39%

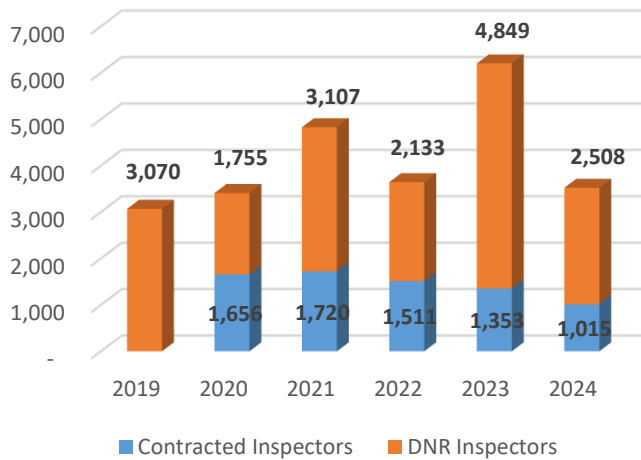
2024 – 8,096 – decrease of 9%

Contracted Inspector Coverage Hours



Figure 44: Graphs (above) show the comparison of inspection surveys completed (both contracted inspectors and DNR inspectors) and inspection hours (contracted inspectors only) at each lake during the 2019 through 2024 seasons.

Lower Prior Lake Inspections



Upper Prior Lake Inspections

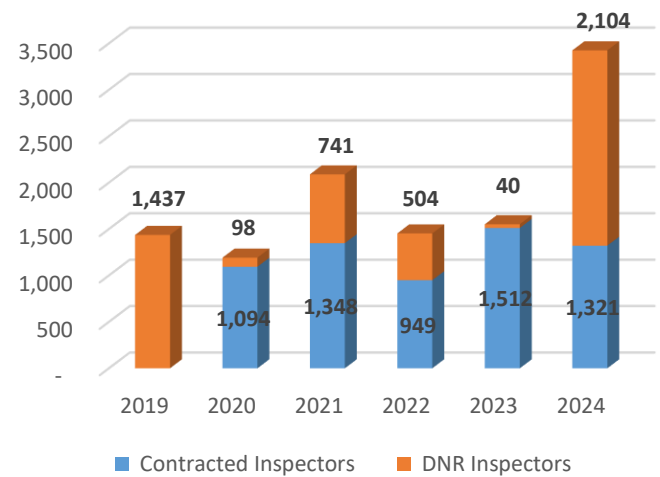


Figure 45: Graphs (above) show the comparison of inspection surveys completed for contracted inspectors and DNR inspectors at Lower Prior Lake and Upper Prior Lake during the 2019 through 2024 seasons.

Inspections by Month 2019 - 2024 Seasons

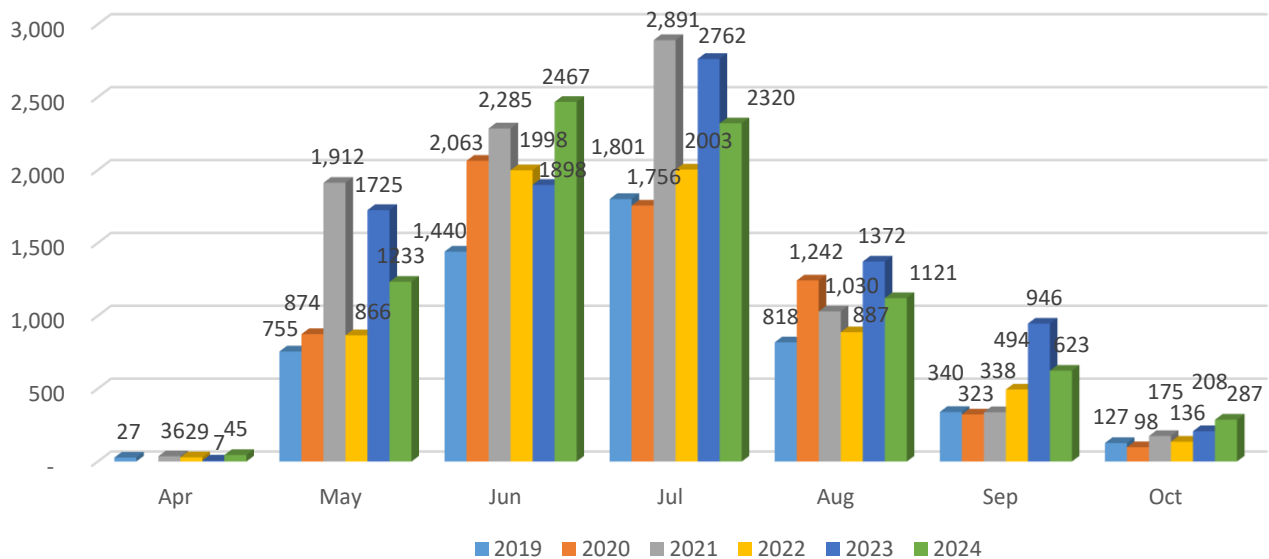


Figure 46: The graph (above) shows the comparison of inspection surveys completed by month in 2019 through 2024.

Inspections by Week 2019 - 2024 Seasons

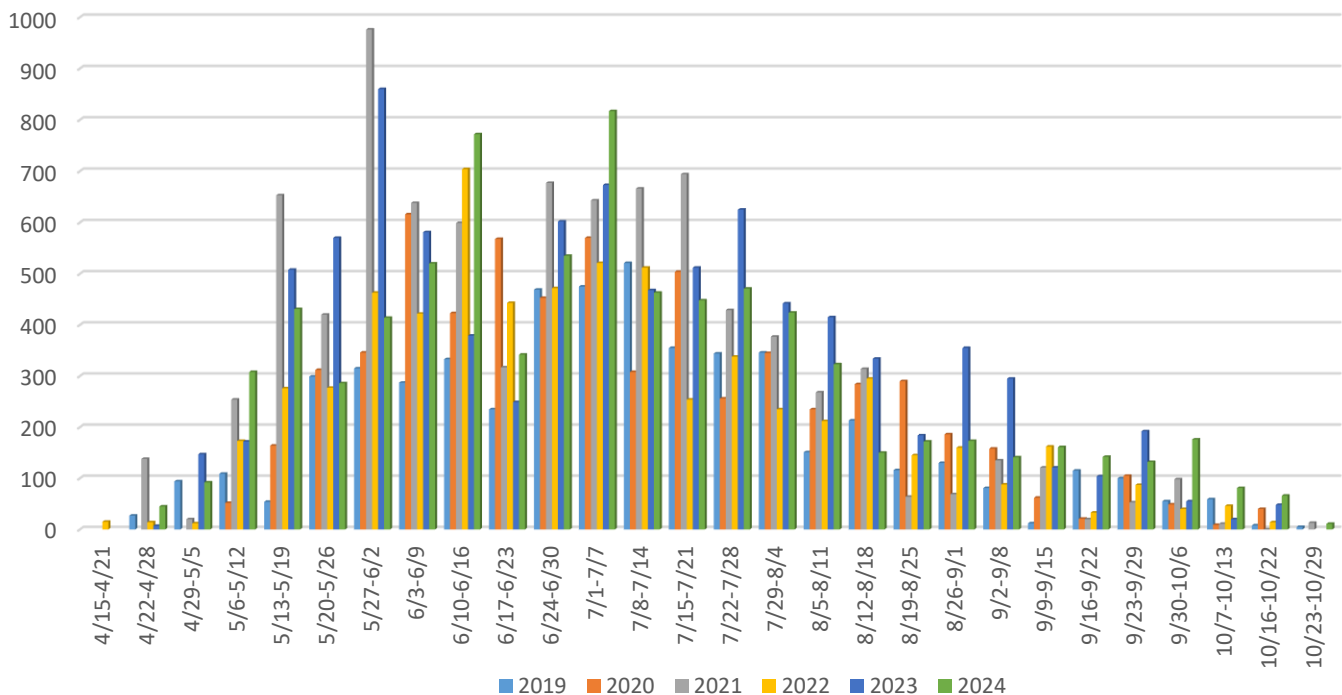


Figure 47: Graph (above) shows the comparison of inspection surveys completed by week in 2019 through 2024.

Entering watercraft that arrive at a lake access with their drain plug in, and/or arrive with aquatic plants, water, or mud in or on their watercraft are in violation of MN AIS law. Figure 48 shows the number of these cases reported over the last six years as a percentage of all inspections completed. In 2024, MN AIS law violations decreased to a rate of 2.03%. Notably, the drain plug violations decreased significantly to a rate of 0.59% of all inspections.

Comparison of MN AIS Law Violation

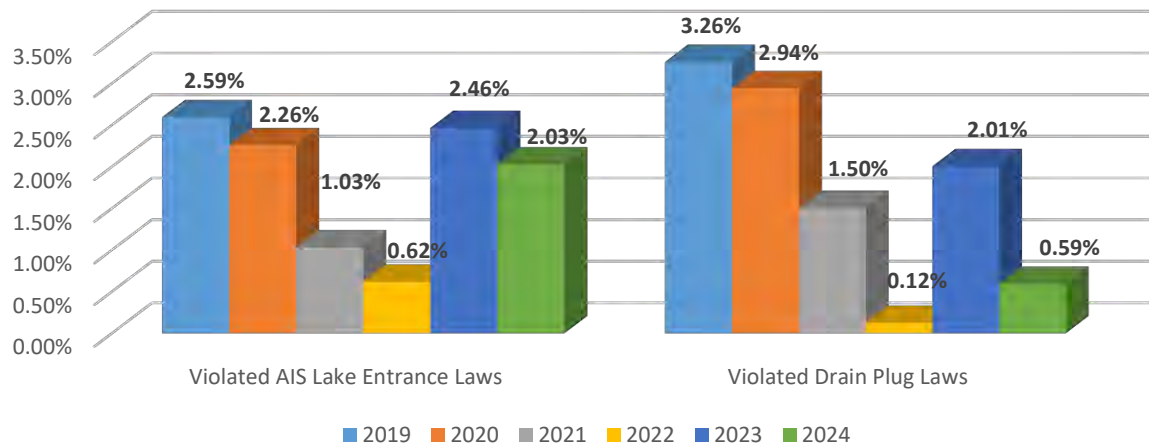


Figure 48: Graph (above) shows the comparison of the percentage of total boaters that violated Minnesota Aquatic Invasive Species (AIS) Laws during the 2019 through 2024 seasons.

Over the past four years, the most common finding remains to be plants (Figure 49). This graph shows that in 2024 plants have decreased compared to last year and are slightly above the six-season average of 79 plant findings.

Comparison of Findings at Entrance by Year

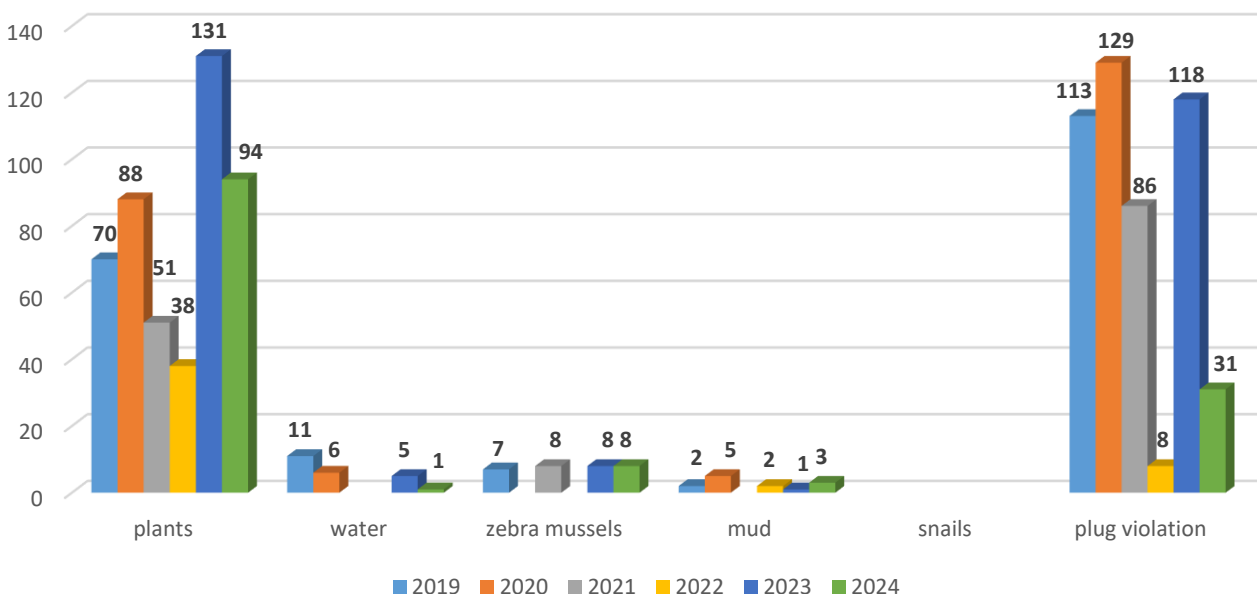


Figure 49: Graph (above) the comparison of findings during entering inspections during the 2019 through 2024 seasons.

Comparison of Findings at Exit by Year

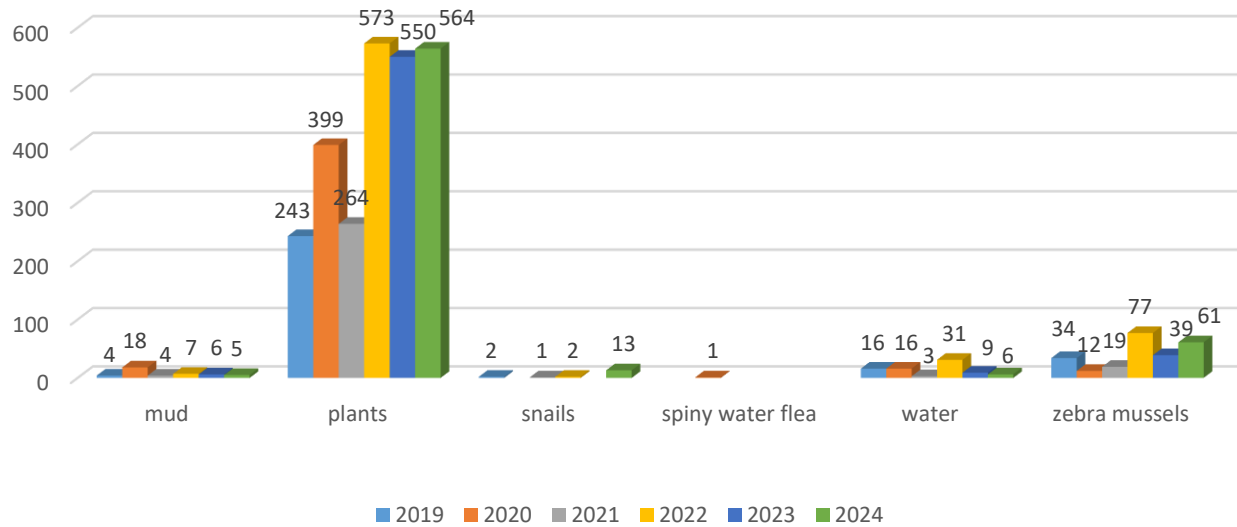


Figure 50: Graph (above) the comparison of findings during exiting inspections during the 2019 through 2024 seasons.

Comparison of Decontaminations

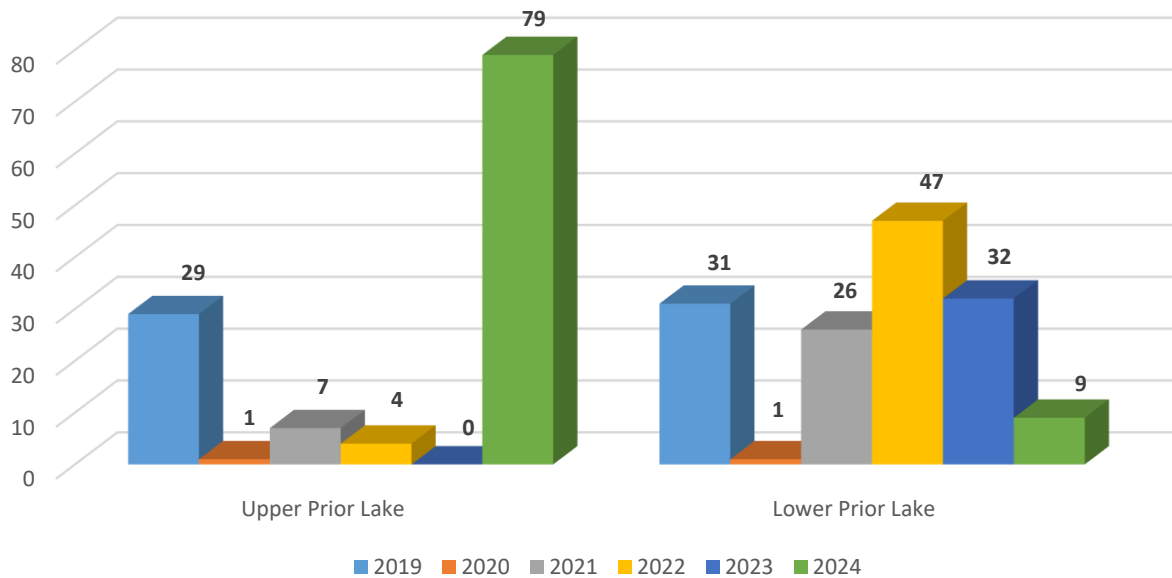


Figure 51: Graph (above) shows the comparison of decontaminations performed at Upper Prior Lake and Lower Prior Lake by DNR inspector staff during the 2019 through 2024 seasons.

Collaboration with the MN DNR inspectors is an important aspect of the overall success of the program and the protection of the water from the spread of AIS. As the data shows, the DNR inspectors in tandem with the contracted inspectors of Waterfront Restoration deliver much greater coverage of the busy Prior Lake launch locations. Throughout the season Waterfront Restoration coordinated the inspector's scheduled shifts around the DNR inspector shifts so that at no time were contracted inspectors doubled up with DNR inspectors at the same launch. This allowed both organizations to maximize the impact of the watercraft inspection programs.

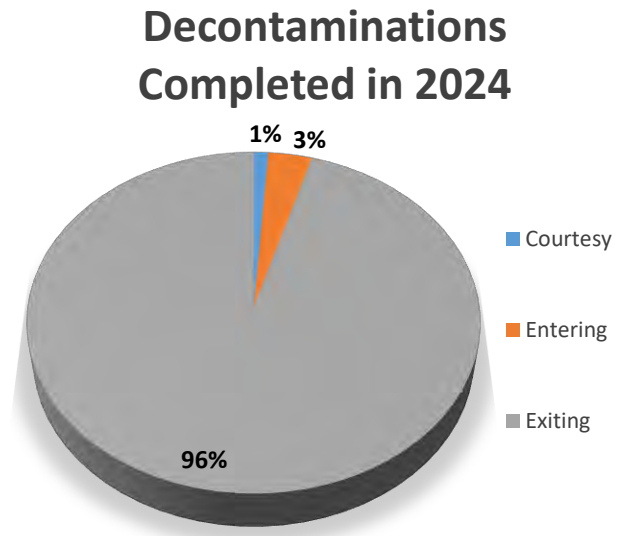


Figure 52: The graph (above) shows the comparison of when decontaminations were performed in 2024. 84 of the 88 total decontaminations were on exiting watercraft, 3 were entering watercraft, and 1 courtesy decon was performed.

Another vital component of the partnership with the DNR is it gives the Level 1 inspector a nearby location to recommend watercraft owners go to for a decontamination service on their watercraft and water-related equipment. Having a staffed decon unit within close proximity of the launches is important in situations in which plants, animals, and/or water cannot be removed by hand. Another example of when quick access to a decon is important is when watercraft have been on a zebra mussel-infested body of water for longer than 24 hours, or when they were last on a zebra mussel lake within the past 24 hours and are entering a clean body of water, or when exiting a zebra mussel infested body of water and plan to launch again within 5 days (recommended dry time). Boaters are much more likely to go to a decontamination station for AIS cleaning when they know it is a short drive away and the decon unit will be staffed when they arrive.

Summary and Comments

The 2024 watercraft inspection staffing began on Friday, May 10th and concluded on Saturday, October 12th. The 935 contracted inspector hours for the season were all fulfilled (100% of all contract hours).

Key impacts from 2024 watercraft inspection season:

- In total, Waterfront Restoration Inspectors conducted 3.5 inspections per hour on average.
- 9% decrease in total inspections across the watershed district in 2024 compared to 2023.
- Six entering zebra mussel violations were documented and reported to the MN DNR for follow-up and enforcement.
- AIS law compliance and drain plug compliance improved overall.
- Inspectors reported to management throughout the season that most boaters were aware of their responsibility to prevent the spread of AIS, especially later in the boating season.
- Inspectors offered public assistance at the boat ramp. At times this included directing traffic in the parking lots, holding a watercraft on the dock while a vehicle was retrieved, and sharing launch and lake-specific information with the public.
- Represented the company and Prior Lake-Spring Lake Watershed District politely and professionally with no complaints or concerns reported.
- The additional plant identification survey returned valuable insight into the plant species findings at each launch.
- Successfully enforced the state AIS statutes.
- In partnership with the DNR Level 2 inspectors, the number of decontaminations increased compared to the 2023 season by 175%, or 56 more decons performed.

Recommendations for 2025 watercraft inspection season:

- Consider increasing hours funding.
- Continue with at least the same level of coverage and consider more weekday coverage throughout the season if hours funding allows. Randomizing weekday and weekend evening shifts/hours could help make contact with boaters who may not otherwise interact with an inspector during a season.
- Expand inspector coverage to other Prior Lake-Spring Lake Watershed District lakes.
- Continue to provide and refresh educational AIS material handouts that Inspectors can give to boaters.

Overall, the watercraft inspection season was a success! Thank you for trusting Waterfront Restoration to recruit, staff, train, and manage a team of dedicated inspectors to help protect the Prior Lake-Spring Lake Watershed District lakes. We look forward to serving the watershed district, and the people who enjoy all the lakes next season.

Appendix

[Why do watercraft inspections?](#)

[County Funding - How it works](#)

[Entering Inspection](#)

[How are your watercraft inspectors trained and what is your inspection protocol?](#)

[Little known facts about inspections](#)

[Should our county or lake consider expanding inspections to include more weekday shifts?](#)

[Watercraft Inspection Checklist](#)

[What are some of the AIS CURRENTLY on other lakes within Scott County?](#)

[What are some of the AIS laws and Penalties?](#)

[What risks are on the horizon in terms of AIS?](#)

[Other questions](#)



**PRIOR LAKE
SPRING LAKE
WATERSHED DISTRICT**

Subject | 2025 Education and Outreach Plan

Board Meeting Date | February 18, 2024

Item No: 4.4

Prepared By | Danielle Studer, Water Resources Specialist

Attachment | 2025 Education and Outreach Plan

Proposed Action | Motion to approve 2025 Education and Outreach Plan

Background

The education and outreach program follows the goals laid out in the 2020 Water Resources Management Plan and fulfills the requirements of the Municipal Separate Storm Sewer System (MS4) permit for the Prior Lake Outlet Channel (PLOC). The purpose of the Prior Lake-Spring Lake Watershed District's (PLSLWD) education and outreach program is to improve understanding of local water resources and practices among all stakeholders in the District. The best advocate for water resources is an engaged and informed citizenry.

In 2025 the education and outreach program will include coordinated efforts with the Scott Soil and Water Conservation District (SWCD), the Scott County Clean Water Education Program (SCWEP), and other local partners to continue a community-wide approach to develop an understanding of local water resource issues and the impact each citizen has upon them, with special emphasis on flooding, phosphorus reduction, water quality, stormwater runoff, water conservation, aquatic invasive species (AIS), landowner best conservation practices, and illicit discharge.

Discussion

This year the District plans to continue much of the outreach and communications work it has done in the past including project outreach, submitting articles to the lake associations and SCENE newspapers, updating the website and social media, working with the lake associations, coordinating volunteers, and participating in events geared towards youth. The District will continue to work with the Scott SWCD to host education sessions, promote our cost share program, and participate in the annual Outdoor Education Days for local students.

The District will continue to host Watershed Week in 2025 with the aim of engaging residents to learn about District work and water quality issues. The District will work with community partners to host events that reach diverse audiences. The District also plans to host events and create educational materials that highlight recent project and program successes, including Carp Management and Buck Stream Restoration. Further details can be found in the attached 2025 Education & Outreach Plan.

Recommendation

Staff recommends that the Board of Managers approve the 2025 Education & Outreach Plan.

Budget Impact

2025 Education & Outreach Plan activities are covered by the 2025 adopted budget.



Prior Lake-Spring Lake Watershed District Education and Outreach Plan

2025

Prepared by: Danielle Studer, Water Resources Specialist II

"Our mission is to manage and preserve the water resources of the Prior Lake-Spring Lake Watershed District to the best of our ability using input from our communities, sound engineering practices, and our ability to efficiently fund beneficial projects which transcend political jurisdictions."

Executive Summary

The purpose of Prior Lake-Spring Lake's Education and Outreach program is to improve the general understanding of water resources and the impact each citizen has upon them. The best advocate for water resources is an engaged and informed citizenry; this program seeks to make connections with our stakeholders and to foster an environmentally conscious community. The education and outreach program fulfills the goals laid out in the 2020 to 2030 Water Resources Management Plan (WRMP), requirements of the Municipal Separate Storm Sewer System (MS4) permit for the Prior Lake Outlet Channel (PLOC), and when applicable, requirements of current grants. The 2025 Education and Outreach Plan will lay out plans for activities that will be completed in 2025, staff time and funds allowing.

To the extent feasible, the education and outreach program will coordinate efforts with partners and the Scott County Clean Water Education Program (SCWEP) to promote a community-wide understanding of local water resource issues and the impact each citizen has upon them, including aquatic invasive species (AIS), landowner best conservation practices, chloride pollution, and illicit discharge. Partners that share the District's goals include:

- Prior Lake Association
- Spring Lake Association
- City of Prior Lake
- City of Savage
- City of Shakopee
- Shakopee Mdewakanton Sioux Community (SMSC)
- Scott County
- Metropolitan Council
- University of Minnesota
- Spring Lake Township
- Sand Creek Township
- Scott Soil and Water Conservation District
- Scott County Watershed Management Organization
- Prior Lake-Savage School District

Audiences of the District's education and outreach program include agriculture and rural landowners, urban and lakeshore residents, lake-users, District partners, community groups, schools, businesses, and government.

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Communications

Communications are an important part of the District's education and outreach program. These efforts tend to be passive in nature with a goal of sharing information to create a more informed citizenry. These methods tend to have a wide reach with low effort, but are less likely to have a strong impact on their own. The District communicates with its residents using a variety of formats including social media posts, website updates, presentations, tabling events, articles for a variety of publications, and the creation of other informational materials such as brochures and factsheets. In 2025, the District will investigate additional avenues of event advertisement.

Project Outreach

The District will develop outreach plans for any new projects and programs; these may include informational materials for neighborhood residents, press-releases and newsletter articles, and social media and website updates, and workshops. Outreach on completed and ongoing projects and programs will also be conducted.

In 2025, depending on project progress, project-specific outreach will be developed for the Prior Lake Outlet Pipe Lining, Buck Stream Restoration, the Swamp Iron-Enhancing Sand Filter, and the carp management program on Upper Prior Lake. These will likely include articles, tours, videos, and events (see "Events" section).

Promotional Materials

Utilizing items that residents and lake-users can take home with them from events can be an effective way to share District messaging, increase the visibility of the District and its work, and even serve as an incentive for participation in District events. In 2025, the District plans to work with the CAC and other partners to develop meaningful promotional materials. These will include useful and practical items related to tabling topics like sustainable lawn care and chloride pollution. The District would also like to work with local schools or youth organizations to host a sticker design contest.

Communications Items

Item/Event	Type
2-4 SCENE articles	Article
PLA newsletter article	Article
SLA newsletter article	Article
Annual Newsletter	Article
Event Notices and Articles	Article
Update 4-8 General Info One-Pagers	Informational Material
Update Website as needed	Informational Material
Project Factsheets as needed	Informational Material
52 Social Media Updates	Informational Material

Buck Stream Mini Documentary	Informational Material
New Educational Resources for Tabling	Informational Material
Spring Lake Association Annual Meeting	Presentation
Prior Lake Association Annual Meeting	Presentation
Spring Lake Township Annual Meeting	Presentation
Fall Community Fest	Tabling
Stickers	Promotional Materials
Tabling “giveaways”	Promotional Materials

Events

Hosting volunteer and educational events and activities is critical to creating community connections and providing effective educational opportunities. Compared to communication materials, events require more resources and may reach a smaller audience. However, events often have a lasting impact on individuals and can create opportunities and material for continued outreach. Events are also critical for fostering engaged and informed residents who become advocates and partners in projects. The events outlined in the 2025 Education and Outreach Plan aim to create collaborations and build relationships with a range of partners, fulfill MS4 requirements and WRMP Implementation Actions, and create fun educational experiences for our residents.

In 2025, the District will host its second annual “Watershed Week.” The goal of Watershed Week is to host events that appeal to a wide range of resident interests and abilities to “meet them where they’re at.” Staff will work with partners and the Citizen Advisory Committee to build on and improve upon the successes of last year’s events and continue to reach our residents in engaging ways.

Historically, the District has held an annual “Clean Water Clean-Up” volunteer event, usually raking leaves or removing buckthorn in the fall at a city park. In 2025, District will continue to explore options for volunteer events with high impact or transferable “take home” skills to implement in 2025.

Below is a list of events planned for 2025, the event type, and potential partners. These will be completed as staff time and resources allow.

Event Items

Title	Type	Potential Partners
Board and CAC Project tour	Tour	Project Landowner
Resident and CAC Tour: Focus TBD	Tour	Project Landowners
Watershed Week: Art Event	Education Event	Local Business
Watershed Week: Active Event	Education Event	Local Business/Organization
Watershed Week: Volunteer Event	Volunteer Event	SCWEP
Watershed Week: Misc. Event	TBD	Local Business/Organization
Outdoor Education Days*	Education Event	SCWEP
Reel Cool Fishing School*	Education Event	City of Prior Lake
Starry Trek*	Volunteer Event	University of Minnesota

Aquatic Vegetation Identification Workshop	Workshop	Lake Associations, UMN
Youth-Focused Education Event	Education Event	PLSAS
Carp Management "Open House"	Education Event	WSB, Parks
Celebration of District Progress	Education Event	TBD

* Partner-led event

Volunteer Programs

The District offers recurring volunteer opportunities and has built a strong volunteer base over the years. Volunteering provides residents with an opportunity to connect with and further the District's work and mission, and to learn more about our water resources. The District offers the following opportunities for volunteers to get involved with District programs and projects:

- Ice-on and ice-off reporters report lake ice conditions to staff.
- Community Assisted Monitoring Program (CAMP) volunteers monitor water quality on several District lakes bi-weekly throughout the monitoring season. This work is completed through a partnership with the Metropolitan Council.
- Volunteers assist with the carp management program by reporting signs and locations of carp activity.

The District will continue to partner with volunteers on other projects as needs arise.

Citizen Advisory Committee (CAC)

The purpose of the Citizen Advisory Committee (CAC) is to advise the Prior Lake-Spring Lake Watershed District Board and staff on issues related to lakes and other water resources within the Prior Lake-Spring Lake Watershed District. The CAC consists of residents who provide input, review, and make recommendations to the Board of Managers on projects, reports, and prioritizations. The CAC acts as the primary interface for the Board to address the current issues of concern of the local citizens. The duties of the CAC are defined by the Minnesota Statutes section 103D.331(1a), the Operating Guidelines created by the PLSLWD CAC, and the PLSLWD Governance Manual.

In 2025, the CAC plans to break out into subcommittees to focus on topics of interest. This will likely provide additional support to the education and outreach program, given the current CAC interest in educating the public.

Community Programs

Farmer-Led Council (FLC)

Agricultural lands make up most of the landscape in the Spring Lake and Upper Prior Lake watersheds. The District will partner with Scott SWCD to continue its staff support of the Farmer-Led Council (FLC). The FLC meets roughly 3 times per year and consists of local farmers within the PLSLWD. The role of

the FLC is to develop and guide the implementation of strategies that the District will use to accomplish agriculture's share of nutrient reduction goals. It will:

- Inform decision-makers and the public about soil and water conservation opportunities.
- Identify base level and site-tailored practices that are available and needed.
- Define the best approach for assisting farmers to implement practices.
- Identify potential barriers to implementation, along with tools and resources needed to overcome them.

In addition to special events and workshops, the FLC sponsors the Lake-Friendly Farm Program, which was created to recognize the farmers that are doing an outstanding job of managing their farms in a way that protects the water resources in the District. Once a farm meets the program criteria, the farm is certified as a Lake-Friendly Farm, and the farmer receives a sign which they can post at their farm. The program both identifies and publicly recognizes existing best management practices in the watershed and assists farmers in identifying areas for improvement to help protect our water resources.

Residential and Agricultural Cost-Share

The District will continue to partner with the SWCD to meet with landowners to promote rural and urban incentive and cost-share programs and encourage their participation.

Part of the goal of the District's cost-share program is to create a "culture of conservation" which inspires residents and results in residents pursuing conservation projects beyond the cost-share program and as a natural extension of their everyday activities.

The District offers incentive payments for lakeshore restoration, filter strips, wetland restoration, well decommissioning, water and sediment control basins and other best management practices. The District annually approves the SWCD Conservation Practice Payment Docket, which defines practices, payments, and evaluation tools. The District prioritizes projects that will have the highest benefit to reducing phosphorus and runoff volume to priority waterbodies.

SCWEP Partnership

The District will continue to partner with the Scott Clean Water Education Program (SCWEP) to extend its education and outreach efforts. This program is run by the Scott Soil and Water Conservation District (SWCD) and includes the following partners:

- | | |
|---|------------------------|
| • Scott Watershed Management Organization | • City of Shakopee |
| • Scott County Government | • City of Prior Lake |
| • Prior Lake-Spring Lake Watershed District | • City of Savage |
| • Vermillion River Watershed Joint Powers Board | • Spring Lake Township |
| • Lower Minnesota River Watershed District | • Jackson Township |
| • City of Credit River | • Louisville Township |

The goal of SCWEP is to make clean water choices second nature for all who live and work in Scott County. SCWEP uses the message "Clean Water Starts with Me!" to empower individuals to think

differently about stormwater runoff and their role in water quality. Audiences include agriculture, rural, urban and lakeshore residents, community groups, schools, and government.

SCWEP will continue to assist in the District's events and communications mentioned throughout this plan via media amplification and materials creation, planning, and day-of support. SCWEP will also advance messaging on behalf of the partnership through cost-share program education and workshops on conservation topics.

Budget

In 2024, \$38,000 was budgeted for education and outreach activities, with \$29,994.42 of the budget expended. Website updates were completed in 2024, and the line item was removed from the 2025 budget. The line item for the District Newsletter was absorbed into the "Other educational tours, events, & materials," which accounts for the bulk of the funding and work completed within the Education and Outreach Program. The budget does not include staff time. Volunteer and Community Programs and Conservation Easements are not included in the Education and Outreach Budget. Farmer-Led Council and Resident Cost Share programs are budgeted separately.

Project	2024 Budget (\$)	2025 Budget (\$)
SCWEP (SWCD)	6,500	7,325
Website update	24,500	N/A
CAC	3,500	3,000
District Newsletter	1,000	N/A
Other educational tours, events, & materials	3,000	16,975
TOTAL:	38,500	27,300

Outcomes & Evaluation

The desired outcome for education and outreach in 2024 was to improve the District stakeholders' understanding of local water resources. Success is evaluated on attendance and reach of materials, and completion of the activities outlined in the 2024 Education and Outreach Plan. Fourteen out of fifteen of the Priority 1 communications items were completed or exceeded. One of the Priority 2 communications items was also completed. All eleven Priority 1 and 2 event items were completed in 2024.

2024 Completed Activities

Activities & Events	Partners	Completed (Date)	Reach
Annual Update & Implement District Education and Outreach Plan	N/A	15-Feb	N/A
Spring Lake Association Annual Spring Newsletter Article	Spring Lake Association	March	1 article
Prior Lake Association Annual Newsletter Article	Prior Lake Association	March	1 article

Spring Lake Association Annual Meeting Presentations	SLA	27-Apr	70
Storm Drain Stenciling	City of Prior Lake	May	2
Board and CAC Project Tour	SWCD and Residents	27-Jun	20
City of Prior Lake Fishing Clinic	City of Prior Lake	28-Jun	50
Hike the Watershed	3 Rivers Park District and Scott County	9-Jul	10
Bike the Watershed	Great Scott Cycling	11-Jul	50
AIS Paint N' Sip	Rhino Wine Bar	13-Jul	25
Stabilize Your Shoreline Workshop	SWCD	18-Jul	10
Starry Trek	University of Minnesota	10-Aug	4
Website Articles	N/A	19-Aug	1 article
Fall Community Fest	SWCD	16-Sep	150
Outdoor Education Days	SWCD	27-Sep	1100
Clean Water Clean-Up event	Scott SWCD, City of Prior Lake	5-Oct	12
Prior Lake Association Annual Meeting Presentations	PLA	24-Oct	60
Buckthorn Wreathmaking	Boathouse Brothers Brewing	26-Oct	20
Coordinate CAMP program volunteers	Met Council	27-Oct	4
Spring Lake Association Annual Fall Newsletter	Spring Lake Association	October	1 article
Coordinate volunteer ice observer reports	Volunteers	December	38
Farmer-Led Council (FLC) Meetings	SWCD	20-Mar, 27-Aug	65*
Mailing to farmers highlighting available cost share & services	SWCD	N/A	N/A
Scott County SCENE	Scott County, SWCD	Ongoing	6 articles/ads
Coordinate carp volunteers	Volunteers	Spring & Summer	20
Citizen Advisory Committee (CAC) meetings	Volunteers	6/year	9
Website Updates	N/A	Year-Round	20,472 page views (new website)
Social Media Updates	N/A	Ongoing	>14,000



Subject | MS4 Petition for Re-evaluation

Board Meeting Date | February 18, 2025

Item No: 4.5

Prepared By | Joni Giese, District Administrator

Attachments | None

Proposed Action | Motion to authorize the District Administrator to submit the MS4 Petition for Reevaluation Form to the MPCA.

Background

PLSLWD has a permit from the Minnesota Pollution Control Agency (MPCA) to operate a small municipal separate storm sewer system (MS4) and to discharge from the small MS4 to receiving waters, in accordance with the requirements of the Small Municipal Separate Storm Sewer Systems General Permit MNR040000 (General Permit). Staff's understanding has been that PLSLWD falls under the requirements of the MS4 program due to the District's operation of the Prior Lake Outlet Channel (PLOC). 100 percent of the District's MS4 boundary overlaps the boundaries of other MS4 entities, such as the City of Prior Lake, City of Shakopee and Spring Lake Township.

MS4 permittees are required to develop and implement a [Stormwater Pollution Prevention Plan](#) (SWPPP) to reduce the discharge of pollutants from their storm sewer system to the maximum extent practicable. The SWPPP must cover six minimum control measures: Public Education & Outreach, Public Participation/ Involvement, Illicit Discharge Detection & Elimination, Construction Site Runoff & Control, Post-Construction Stormwater Management, and Pollution Prevention/Good Housekeeping. MS4 permittees must perform specific tasks as outlined in the District's Stormwater and must submit an annual report to the MPCA on activities performed in relation to the six minimum control measures. Annually, the District must solicit public comments on the District's SWPPP, which is typically met by holding a public hearing.

In fall 2024, Administrator Giese held several conversations with MPCA staff to receive clarification on the application of permit requirements to the specifics of the watershed district. After these conversations, MPCA staff sent Administrator Giese a MS4 Petition for Reevaluation Form with the request that PLSLWD fill out the form and return it to the MPCA for consideration.

Discussion

Subsequent to the receipt of the reevaluation form, Administrator Giese has been performing due diligence to determine if the termination of the District's MS4 permittee status is in the District's best interest in terms of having tools available that assist the District in implementing its Water Resources Management Plan. Inquiries were conducted with other watershed districts, the District Engineer, legal counsel, and the City of Prior Lake. Based on the findings of these inquiries, it is the opinion of staff that termination of the District's status as a MS4 permittee will not result in a loss of the District's ability to implement its Water Resources Management Plan. Therefore, it is staff's recommendation that the District move forward with the submission of the MS4 Petition for Reevaluation Form.

Recommended Action

Motion to authorize the District Administrator to submit the MS4 Petition for Reevaluation Form to the MPCA.

Budget Impact

Proposed activity will not impact the budget.

PLSLWD Board Staff Report

February 12, 2025


**PRIOR LAKE
SPRING LAKE
WATERSHED DISTRICT**
Subject | Termination of Watershed Development Agreement, Doc. No. A816076

Board Meeting Date | February 18, 2025

Item No: 4.6
Prepared By | Joni Giese, District Administrator

Attachments |

- 1) Exhibit A – Copy of Watershed Development Agreement (WDA)
- 2) Exhibit B – Infiltration Area Location Map
- 3) Exhibit C - City of Prior Lake Letter

Proposed Action | Motion to authorize the District Administrator to terminate Watershed Development Agreement, Doc. No. A 816076

Background

In August 2008, the District entered into a Watershed Development Agreement (Agreement) with SHEPHERD OF THE LAKE EVANGELICAL LUTHERAN CHURCH and SHEPHERD'S PATH SENIOR HOUSING, INC. ("Parties") to allow for the installation of two (2) infiltration areas ("East" and "West", see Exhibit B) to the storm water management plans approved by the District under Permit 05.03 and associated amendment #1 to 05.03. The WDA was recorded as Doc. No. A 816076 on the deeds of parcels owned by the Parties. The East infiltration area is located on what is now PID 254520090, and the West infiltration area is located on what is now PID 254520040.

The infiltration areas were constructed in 2008, and in 2017 the City of Prior Lake became fee owner of parcel on which the West infiltration area is located, and PRESBYTERIAN HOMES HOUSING AND ASSISTED LIVING INC acquired the parcel on which the East infiltration area is located. The City of Prior Lake has been maintaining both areas as part of their stormwater infrastructure maintenance program. This includes the East area even though the City does not own the parcel or have a drainage and utility (D&U) easement over it. It is important to note that the East infiltration area was added to an existing stormwater pond constructed in 2003 as part of the SHEPHERDS PATH ADDN development, and for which a drainage and utility easement benefitting Scott County was granted (Doc No. 555202), presumably at least in part because it receives stormwater runoff from CSAH 42.

Recently, the District was contacted by representatives of SHEPHERD OF THE LAKE EVANGELICAL LUTHERAN CHURCH (SOLLC) to inquire about the possibility of terminating the Agreement. The reason provided is that SOLLC was negotiating sale of a portion of land they own to the Shakopee Mdewakanton Sioux Community (SMSC) and both SOLLC and SMSC desired to clear the title of any liability associated with the Agreement.

Discussion

Article 9 of the WDA provides the following:

"This Agreement shall terminate on the date that the Infiltration Areas are dedicated to and accepted by the City of Prior Lake (emphasis added) for infiltration purposes. In the absence of such dedication and acceptance, this Agreement shall remain in effect and shall be enforceable by the District for a term of 30 years from the date hereof. After such time, this Agreement shall extend automatically for successive periods of 10 years, unless an instrument signed by the then Owner and the District has been filed for record modifying or terminating this Agreement."

A dedication is the conveyance of private land, either in fee simple or as an easement, for public use.

For the west infiltration area, it is staff's opinion that the City of Prior Lake's ownership of PID 254520090 (Shepherds Path Park) sufficiently meets the intent of being "dedicated to and accepted by the City of Prior Lake".

For the east infiltration area, while the Development Agreement calls for the infiltration areas to be dedicated to and accepted by the City of Prior Lake, in fact, as previously stated, it was dedicated to and accepted by Scott County by the placement of Scott County's D&U easement over the infiltration area. The D&U easement allows for maintenance access to ensure proper function of the infiltration area.

Though the City of Prior Lake does not own the parcel where the east infiltration area is located, the City has maintained the infiltration area since its construction. Furthermore, there is a cooperative agreement between the City and Scott County whereby the City is responsible for maintaining County stormwater facilities that are located within the City's jurisdiction. Finally, the City provided a letter stating the City's intent to continue maintenance of the east infiltration area.

Based on the fact that Scott County has a D&U easement over the east infiltration area, a cooperative maintenance agreement exists between Scott County and the City of Prior, and a City letter committing to the maintenance of the east infiltration area, it is staff's opinion the requirements of *dedication to and acceptance* of the east infiltration basin has been met.

Recommended Action

Motion to authorize the District Administrator to terminate Watershed Development Agreement, Doc. No. A 816076.

Budget Impact

No budget impact.

EXHIBIT A**Doc. No. A 816076**OFFICE OF THE COUNTY RECORDER
SCOTT COUNTY, MINNESOTA

Certified Filed and/or Recorded on

01-20-2009 at 03:45 Receipt: 200356

Pat Boeckman, County Recorder

01

Fee: \$ 46.00

WATERSHED DEVELOPMENT AGREEMENT

This Agreement is made this 8th day of August, 2008, between the following two described parties:

1) SHEPHERD OF THE LAKE EVANGELICAL LUTHERAN CHURCH, a Minnesota corporation ("SOLLC") and SHEPHERD'S PATH SENIOR HOUSING, INC., a Minnesota corporation ("SPSH"), (SOLLC and SPSH being collectively referred to herein as the "Owner"), and

2) PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT, a political subdivision of the State of Minnesota, (referred to herein as "Watershed District" or "District").

RECITALS

A. Owner is developing certain property known as Shepherd's Path and Shepherd's Path Senior housing ("Project") located in Prior Lake, Minnesota, and legally described in Exhibits A and B.

B. The Watershed District has issued Permit 05.03 and associated amendment #1 to 05.03 ("Permit"), for a storm water management plan for the Project ("Plan"). The Owner agrees to construct, use, operate and maintain the infiltration structures within the Project as described in Exhibit C (the "Infiltration Areas") in accordance with the provisions of this Agreement.

AGREEMENT

In consideration of the mutual covenants herein, the parties hereto agree as follows:

1. RECITALS. The foregoing recitals are true and correct and incorporated herein by this reference.

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EXHIBIT A, cont.

2. INFILTRATION AREAS. Owner shall construct the Infiltration Areas to the specifications, in the locations, and at the times required by the Permit, the District Rules and as set forth herein.

3. USE AND MAINTENANCE. Owner shall, at its expense, use, operate, repair, maintain, replace and restore the Infiltration Areas in accordance with the requirements of the Permit, best management practices (BMPs) and specifications for the Infiltration Areas, to include without limitation the following:

(a) As applicable, the provisions of the "Minnesota Urban Small Sites BMP Manual" (Barr Engineering, printed July 2001, as amended) and "The Minnesota Stormwater Manual" (Minnesota Stormwater Steering Committee, November 2005, as amended) shall be followed for the establishment and maintenance of the Infiltration Area.

(b) Sequencing of the construction and related activities shall be coordinated by the Owner, particularly to minimize soil compaction, soil smearing and sedimentation that could compromise the capability of the Infiltration Areas.

(c) Any graded areas of the Infiltration Areas shown in Exhibit C shall be seeded and maintained to have at least 90 percent growth of vegetative cover. The Owner shall obtain the District's approval of the vegetation plan prior to installation. If growth is reduced to less than 90 percent, Owner shall seed or plant the areas as necessary to improve and maintain the vegetative cover.

(d) Once properly established, the Infiltration Areas shall be flagged or fenced as a "stay off" area during the balance of the construction activities until the area is stabilized, and as necessary following construction to preserve the function of the infiltration area.

4. RESTRICTIONS. The following restrictions shall apply to the Infiltration Areas:

(a) The Infiltration Areas shall be preserved and maintained predominantly in the location, size and condition shown on the approved Plan and Permit.

(b) Owner shall not make any use of the Infiltration Areas that would adversely affect the functions of the Infiltration Areas for the infiltration of storm water in the manner set forth in the Plan.

(c) No building, structure, playground or other impervious surface shall be placed upon or within the Infiltration Areas without the prior written consent of the District.

(d) No trash, waste or other offensive material, soil or landfill shall be placed upon or within the Infiltration Areas without the prior written consent of the District.

EXHIBIT A, cont.

(e) No change in the general topography of the Infiltration Areas, including, without limitation, excavation, dredging, movement and removal or replacement of soil, shall be allowed without the prior written consent of the District.

5. **INSPECTION.** Owner grants to the District and its agents, employees, officers and contractors, a license to enter the Project (but not any buildings) at reasonable times to monitor subsequent activities and uses, perform work, and enforce this Agreement. The District shall give reasonable prior notice to the Owner of all such entries and shall not unreasonably interfere with the Owner's use and quiet enjoyment of the Project. This Agreement grants no right of access or entry on the Project to the general public.

6. **INDEMNITY.** Owner shall indemnify, defend and hold the District and its agents, employees, officers, and contractors, harmless from all claims made by itself and third parties for damage or loss sustained or costs incurred, including District staff and engineering and attorneys' fees, in connection with or arising out of the issuance of the Permit, the construction of the Project, or this Agreement.

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

8. **DEFAULT.** If Owner defaults as to any obligations required by the Permit, the Rules, or this Agreement, the District may, at its option and after not less than 48 hours notice to Owner, enter upon the Project and perform the work, and Owner shall reimburse the District for all costs incurred thereby. In the event of an emergency as determined by the District, the requirement of 48 hours advance notice of default shall be waived.

9. **DURATION.** This Agreement shall terminate on the date that the Infiltration Areas are dedicated to and accepted by the City of Prior Lake for infiltration purposes. In the absence of such dedication and acceptance, this Agreement shall remain in effect and shall be enforceable by the District for a term of 30 years from the date hereof. After such time, this Agreement shall extend automatically for successive periods of 10 years, unless an instrument signed by the then Owner and the District has been filed for record modifying or terminating this Agreement.

10. **BINDING EFFECT.**

(a) This Agreement shall run with the land and bind and inure to the benefit of the parties hereto and their respective heirs, successors and assigns. However, that Owner and each successor record owner of the Project shall be fully discharged and relieved of liability under this Agreement upon ceasing to own any interest in the Project and paying all amounts and performing all obligations hereunder to the time ownership terminates.

(b) If the Project is a subdivision, the obligations of Owner under this Agreement may be transferred to and assumed by a homeowner's association responsible for the

EXHIBIT A, cont.

operation and maintenance of the common areas and improvements of the Project. Upon such transfer and assumption, Owner and each successor owner of any lot in the Project shall be relieved of liability under this Agreement upon their: (i) Filing for record the assumption of liability by the homeowner's association and (ii) Payment of all amounts and performance of all obligations hereunder as of the transfer.

11. **RECORDING.** Owner shall provide the signed original copy of this agreement to the District for recording. The Owner shall be responsible for payment of the recording fee(s) and if such fee(s) are advanced by the District, the Owner shall reimburse the District for those fee(s).

12. **MISCELLANEOUS.** Unless the context otherwise requires, references in this Agreement to the Rules adopted by the District include amendments and revisions to the Rules. For the purpose of this Agreement, unless the context otherwise requires, the terms "best management practices" and "impervious surface" shall have the meaning set forth in the Rules.

(a) The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

(b) The failure of the District to insist on compliance or enforcement of any provision of this Agreement shall not affect the validity or enforceability or constitute a waiver of future enforcement of that provision or any other provision by the District.

(c) All notices under this Agreement shall be deemed to be sent or delivered when personally delivered to the recipient or when mailed by certified or registered mail, postage prepaid, addressed to Owner at 13760 McKenna Rd., NW, Prior Lake, Minnesota 55372, and to the Watershed District at 15815 Franklin Trail, Prior Lake, Minnesota 55372, or at such other address as either party may hereafter designate in writing to the other.

(d) This Agreement shall be subject to and governed by Minnesota law.

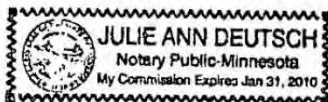
BY Susan E. [Signature]
ITS PRESIDENT

SHEPHERD'S PATH SENIOR
HOUSING, INC.

BY [Signature]
ITS SECRETARY

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

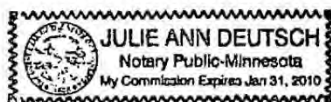
The foregoing instrument was acknowledged before me this 8th day of August, 2008, by Sue Leibnitz, President of SHEPHERD OF THE LAKE EVANGELICAL LUTHERAN CHURCH, a Minnesota Corporation, on its behalf.



Julie A. Deutsch
Notary Public

[illegible]

The foregoing instrument was acknowledged before me this 8th day of August, 2008, by Kermit Mahlum, Secretary of SHEPHERD'S PATH SENIOR HOUSING, INC., a Minnesota Corporation, on its behalf.



Julie An Deutsch
Notary Public

EXHIBIT A, cont.

PRIOR LAKE – SPRING LAKE
WATERSHED DISTRICT

BY *Michael Kinney*
ITS ADMINISTRATOR

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this 5th day of January, 2009, by Michael Kinney, the Administrator of the PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT, a political subdivision under Minnesota law, on its behalf.

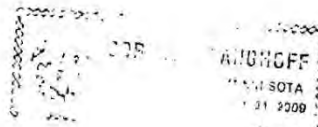
Cynthia Longhoff
Notary Public

This instrument was drafted by:

Huemoeller, Bates and Gontarek
16770 Franklin Trail
Prior Lake, MN 55372

Return to:

X Prior Lake-Spring Lake Watershed District
15815 Franklin Trail SE, Suite 100
Prior Lake, MN 55372



update 080508 je

6/12

EXHIBIT A

LEGAL DESCRIPTION OF SOLLC LAND

That part of the East Half of the Southeast Quarter of the Southwest Quarter of Section 22, Township 115, Range 22, Scott County, Minnesota, lying West of the East 101.63 feet of said Southeast Quarter of the Southwest Quarter of Section 22, and lying South of the North 66.00 feet of said Southeast Quarter of the Southwest Quarter of Section 22.

That part of the East 101.63 feet of the Southeast Quarter of the Southwest Quarter of Section 22, Township 115, Range 22, Scott County, Minnesota, lying South of the North 66.00 feet of said Southeast Quarter of the Southwest Quarter of Section 22.

Together with that part of the Southwest Quarter of the Southeast Quarter of said Section 22, lying Westerly of the East 515.31 feet of said Southwest Quarter of the Southeast Quarter of Section 22; Except the North 66.00 feet of the West 33.00 feet of said Southwest Quarter of the Southeast Quarter of Section 22; and also except the East 1200.00 feet of the South 800.00 feet of said Southwest Quarter of the Southeast Quarter of Section 22.

The East 1200.00 feet of the South 800.00 feet of said Southwest Quarter of the Southeast Quarter of Section 22, including the abandoned right-of-way of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company (formerly the Hastings and Dakota County Railway Company).

EXHIBIT B

LEGAL DESCRIPTION FOR SPSH LAND

The East 515.31 feet of the Southwest Quarter of the Southeast Quarter, Section 22, Township 115, Range 22, Scott County, Minnesota, except the South 800.00 feet of said Southwest Quarter of the Southeast Quarter.

AND

That part of the Southeast Quarter of the Southeast Quarter of Section 22, Township 115, Range 22, Scott County, Minnesota, which lies west of a line described as beginning at a point on the South line of said Southeast Quarter of the Southeast Quarter distant 487.82 feet West of the Southeast corner thereof; thence north parallel with the east line of said Southeast Quarter of the Southeast Quarter to the intersection with the north line of said Southeast Quarter of the Southeast Quarter and there terminating.

88
12

EXHIBIT A, cont.

EXHIBIT C:

LEGAL DESCRIPTION OF INFILTRATION AREAS

Outlot C,
Shepherd's Path Addition,
Section 22, Township 115, Range 22,
Scott County, Prior Lake, MN

Outlot C includes infiltration facilities. Outlot C is located in the south central portion of the site.

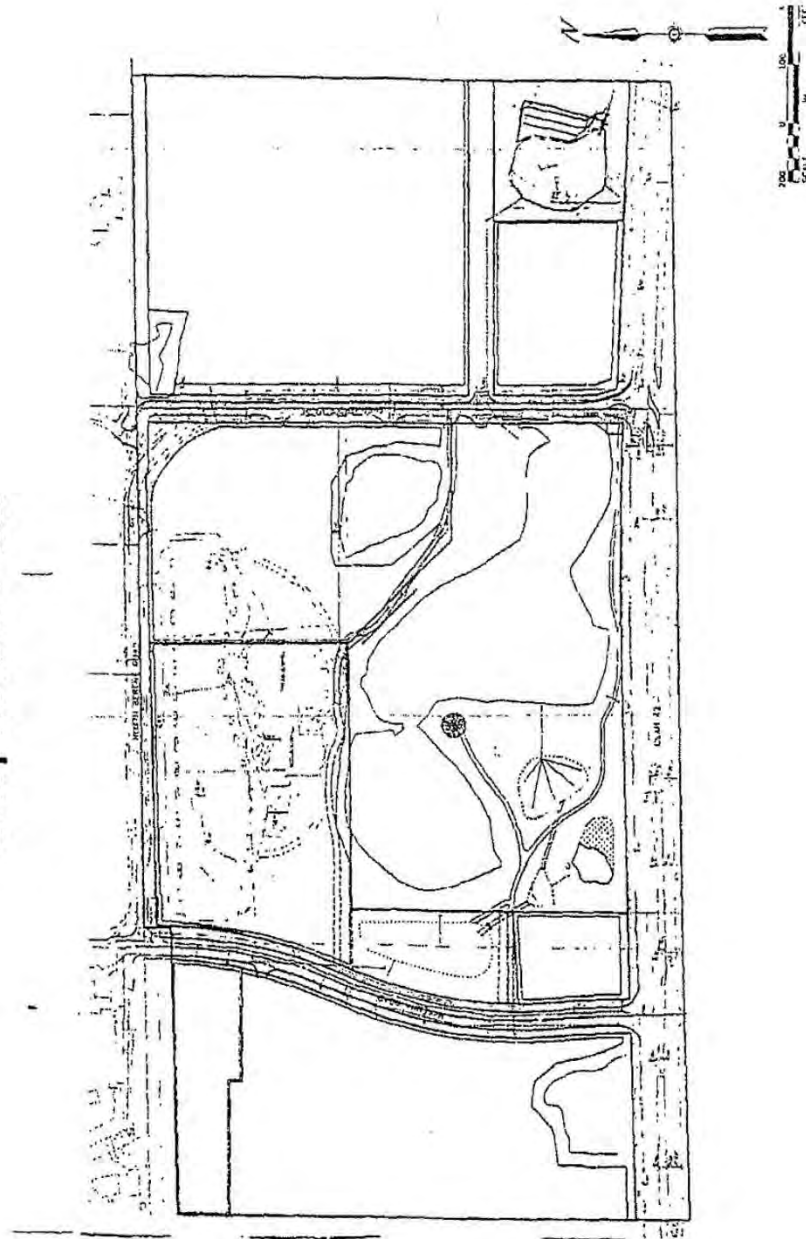
Outlot F,
Shepherd's Path Addition
Section 22, Township 115, Range 22,
Scott County, Prior Lake, MN

Outlot F includes infiltration facilities. Outlot F is located in the southeast corner of the site.

The following three pages are drawing indicating the general locations of the above
infiltration facilities in Outlot C and in Outlot F.

9/12

Shepherd's Path



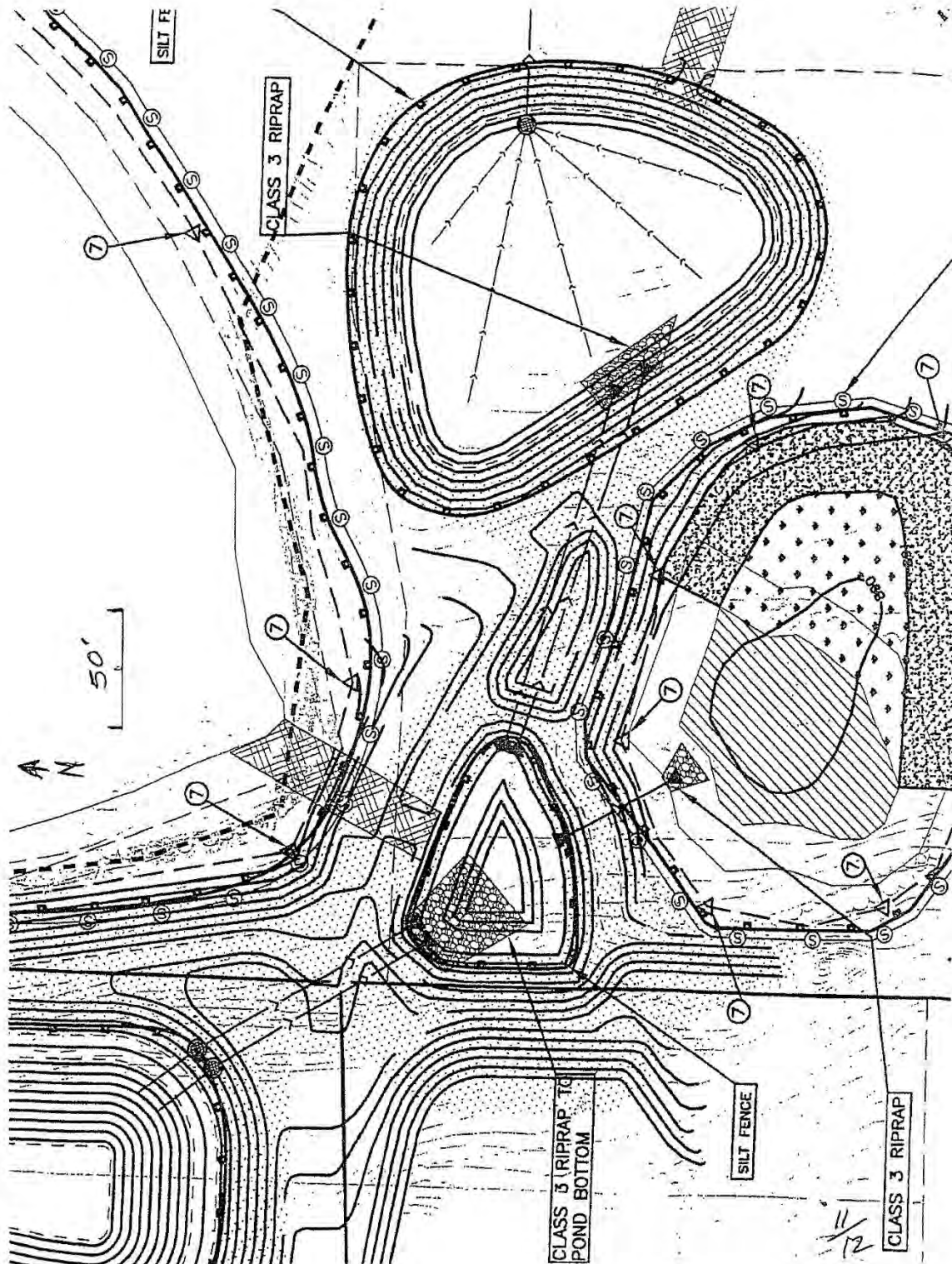


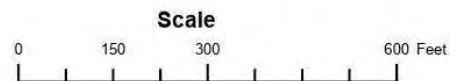
EXHIBIT B

INFILTRATION AREA LOCATION MAP



Legend

- 2021 Parcel Boundaries
- Easement Boundaries



DISCLAIMER: This information is to be used for reference purposes only. PLSLWD does not guarantee the accuracy of the material contained herein and is not responsible for misuse or misinterpretation. A survey should be completed if an exact boundary location is needed.



17073 Adelman Street SE
Prior Lake, MN 55372

February 3, 2025

Mr. Troy Kuphal, Director
Scott County Watershed District

RE: Stormwater Pond Maintenance (PID 254520090)

Dear Mr. Kuphal,

This letter is to confirm that the City of Prior Lake has been maintaining, and will continue to maintain, the stormwater pond north of 140th Street NW and east of Shepherd Path NW (parcel ID 254520090). Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Monserud".

Nick Monserud
Public Works Director/City Engineer

cc Casey McCabe, Prior Lake Community Development Director

PLSLWD Board Staff Report

February 12, 2025


**PRIOR LAKE
SPRING LAKE
WATERSHED DISTRICT**
Subject | Minnesota Watersheds – Special Meeting Delegate Appointment

Board Meeting Date | February 18, 2025

Item No: 4.7

Prepared By | Joni Giese, District Administrator

Attachments | None

Proposed Action | Motion to appoint (insert manager names) as delegates and (insert manager name) as an alternate to vote on behalf of PLSLWD at the Minnesota Watersheds special meeting scheduled for March 21, 2025.

Background

Per a memorandum dated February 12, 2025, prepared by Jan Voit, Executive Director of Minnesota Watersheds (MW), to the Minnesota Watersheds Board of Directors (BOD) and distributed Minnesota Watersheds membership:

Special Meeting of the Membership. At the meeting on January 31, the Legislative and Resolutions Committees reviewed a memo that provided an overview of the current process for resolutions, the Legislative Platform, and the structure of the Legislative and Resolutions Committees. There are issues with timing, duplication, and member engagement. The memo also described potential process changes for each of those issues including beginning the resolutions process in April, consolidating the Legislative and Resolutions Committees into a single committee, and providing the MW delegates with a new role in approving the legislative priorities at the annual business meeting in December. For this process to move forward, a special meeting of the membership is required. If approved by the MW BOD, the meeting will be held on Friday, March 21 at the Park Event Center in Waite Park.

Discussion

At the special meeting, delegates from the member watershed districts will be asked to vote on the proposed revisions. PLSLWD needs to elect delegates to participate in the special meeting.

Recommended Action

Motion to appoint (insert manager names) as delegates and (insert manager name) as an alternate to vote on behalf of PLSLWD at the Minnesota Watersheds special meeting scheduled for March 21, 2025.

Budget Impact

The PLSLWD budget does not currently include funds to cover delegates' travel and per diems for this meeting. The estimated travel costs and per diems for two delegates of \$500 can be covered by budget reserves.



Subject | Fountain Hills Wetland Restoration Feasibility Study

Board Meeting Date | February 18, 2025

Item No: 4.8

Prepared By | Joni Giese, District Administrator

Attachments | None

Proposed Action | Motion to authorize District Administrator to enter into a contract with a consultant to prepare the Fountain Hills Wetland Restoration Feasibility Study at a cost not to exceed \$25,000, with authorization to execute change orders not to exceed 10% of the contract value.

Background

Development rights have been secured for a parcel near Fountain Hills Road in the City of Prior Lake with development potentially starting in the next year to two. There are several wetlands on the site, one which is over 13 acres in size. It is estimated that historic uses next to this large wetland may have resulted in high nutrient loads in the wetland and that these nutrients may be transported to Pike Lake during periods when the wetland outlets. Restoration of this wetland could potentially reduce nutrients from entering Pike Lake, which is currently on the MPCA's list of impaired waters due to excess nutrients. Currently, the District does not have data to support the wetland nutrient load assumption.

Administrator Giese met with the developer of the parcel who indicated openness to consider potential teaming on a restoration of the large wetland. In order for a wetland restoration project to proceed, it must provide benefit from both the developer's and District's perspective.

Discussion

The first step in determining if a wetland restoration project is worth pursuing is the performance of a feasibility study that would result in high-level cost-benefit estimate (cost per pound of phosphorus reduction) . Below is an outline of tasks that will be brought forward to a consultant for a feasibility study proposal.

1. Review of older studies and models for information about nutrient levels and surface flows
2. Collect three soil cores, submit to a lab for analysis, and review results
 - a. Analysis will determine wetland soil phosphorus levels by depth in upper layers and soil release rates
3. Identify and survey wetland outlet and collect three wetland soil borings to determine depth to mineral soils
4. Utilize City's XP-SWMM model to estimate annual runoff volume through wetland to Pike Lake and calculate annual P-load estimate based on estimated soil release rates

5. Basemap / concept plan (including excavation limits and depths), calculate wetland scrape soil quantity, and prepare an engineer's opinion of probable cost including construction, engineering, legal and contingency
 - a. Assume wetland size based on WCA delineation
 - b. Rely on LIDAR data for surface elevation, soil borings and soil samples for recommended excavation depth
6. Prepare technical memo including methods, assumptions, estimated annual P-load from wetland, cost-benefit and present results to staff

Administrator Giese is currently in the process of holding conversations with other agencies that have an interest in Pike Lake water quality to see if they would be interested in partnering in the feasibility study. Outcomes of those conversations will be brought forward at the board meeting.

Recommended Action

Motion to authorize District Administrator to enter into a contract with a consultant to prepare the Fountain Hills Wetland Restoration Feasibility Study at a cost not to exceed \$25,000, with authorization to execute change orders not to exceed 10% of the contract value.

Budget Impact

The PLSLWD budget item 626-Capital Project Planning includes \$140,000 for feasibility studies that can cover the cost of the study.

PLSLWD Monthly Treasurers Report

Treasurer: Christian Morkeberg

Account balances as of 1/31/25

4M Fund (Checking Account)	\$	2,260,413
4M Fixed Income	\$	1,910,650
Total Uncleared Transactions	\$	-
SUBTOTAL	\$	4,171,063

RESTRICTED/COMMITTED FUNDS

Restricted - Permit Deposits, etc. (350 & 360)	\$	120,026
Restricted - PLOC Contingency Reserve (850)	\$	266,204
Restricted - PLOC O&M Funds (830)	\$	143,340
Committed - Alum Internal Loading Reserve	\$	910,000
Committed - Upper Watershed Fund Balance(2024)/Capital Projects Planning (2025)	\$	291,600
Committed - Debt Payment	\$	180,000
TOTAL DISTRICT/PLOC RESTRICTED OBLIGATIONS	\$	1,911,170

Available cash at end of January 2025	\$	2,259,893
	67.4%	<i>of 2025 Amended Budget</i>

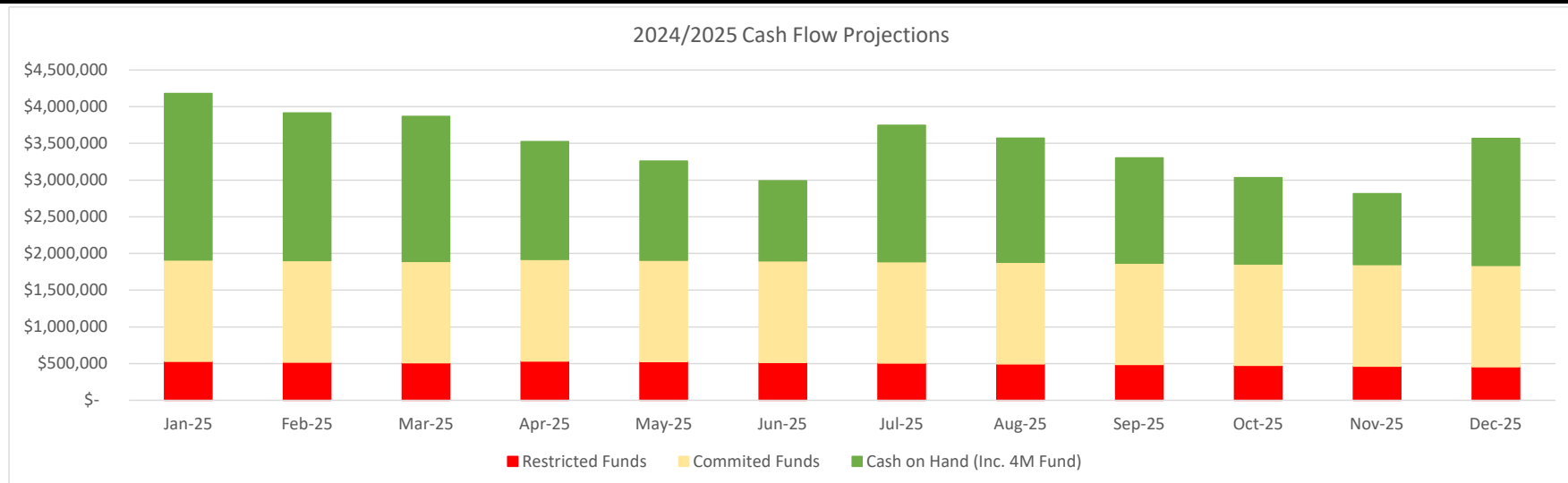
No assurance is provided on this statement. See selected information.

Draft amounts subject to change during audit preparation

No assurance provided on these financial statements

Cash Flow Chart

Month (End of Month)	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
Restricted Funds	\$ 529,570	\$ 519,570	\$ 509,570	\$ 536,013	\$ 526,013	\$ 516,013	\$ 506,013	\$ 496,013	\$ 486,013	\$ 476,013	\$ 466,013	\$ 456,013
Committed Funds	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600	\$ 1,381,600
Cash on Hand (Inc. 4M Fund)	\$ 2,269,750	\$ 2,011,525	\$ 1,975,288	\$ 1,607,924	\$ 1,350,199	\$ 1,091,974	\$ 1,856,974	\$ 1,692,223	\$ 1,433,998	\$ 1,175,773	\$ 965,541	\$ 1,731,041
Total Cash on Hand	\$ 4,180,920	\$ 3,912,695	\$ 3,866,458	\$ 3,525,537	\$ 3,257,812	\$ 2,989,587	\$ 3,744,587	\$ 3,569,836	\$ 3,301,611	\$ 3,033,386	\$ 2,813,154	\$ 3,568,654



Draft Amounts subject to change during audit preparation

No assurance is provided on these financial statements. See selected information

PLSL Watershed District

Cash Minimum Balance Alert \$ 150,000

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total 2025
Cash on hand (beginning of month)	\$ 4,199,238	\$ 4,180,920	\$ 3,912,695	\$ 3,866,458	\$ 3,525,537	\$ 3,257,812	\$ 2,989,587	\$ 3,744,587	\$ 3,569,836	\$ 3,301,611	\$ 3,033,386	\$ 2,813,154	

Cash Receipts

Property Tax Levy	\$ 7,280	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 1,023,225	\$ -	\$ -	\$ -	\$ -	\$ 1,023,725	\$ 2,054,730
BWSR WBIF	73,709	-	-	-	-	-	-	83,974	-	-	20,993	-	178,676
BWSR Programs & Projects Grant	-	-	221,988	-	-	-	-	-	-	-	-	-	221,988
Grants - Other	-	-	-	-	-	-	-	9,500	-	-	27,000	-	36,500
PLOC Contributions	-	-	-	141,443	-	-	-	-	-	-	-	-	141,443
Interest Income	8,412	11,892	11,892	11,892	11,892	11,892	11,892	11,892	11,892	11,892	11,892	11,892	139,220
Other Receipts	1,291	375	375	375	375	375	375	375	375	375	375	375	5,416
Total Cash Reciepts	\$ 90,692	\$ 12,267	\$ 234,255	\$ 153,710	\$ 12,767	\$ 12,267	\$ 1,035,492	\$ 105,741	\$ 12,267	\$ 12,267	\$ 60,260	\$ 1,035,992	\$ 2,777,973
Total Cash Available	\$ 4,289,930	\$ 4,193,187	\$ 4,146,950	\$ 4,020,168	\$ 3,538,304	\$ 3,270,079	\$ 4,025,079	\$ 3,850,328	\$ 3,582,103	\$ 3,313,878	\$ 3,093,646	\$ 3,849,146	

Cash Paid Out

Salaries and Per Diems	\$ 47,167	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 651,709
Office Expense, Audit, Accounting	7,362	10,375	10,375	10,375	10,375	10,375	10,375	10,375	10,375	10,375	10,375	10,375	121,487
PLSLWSD Program Costs	48,099	205,158	205,158	205,158	205,158	205,158	205,158	205,158	205,158	205,158	205,158	205,158	2,304,841
PLOC Contribution	-			109,139						-		-	109,139
PLOC Operations	6,382	10,000	10,000	115,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	221,382
Debt Service								-	-	-	-	-	-
Other Disbursements	\$ -	\$ -											-
Subtotal	\$ 109,010	\$ 280,492	\$ 280,492	\$ 494,631	\$ 280,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 3,408,557
Cash on Hand (end of month)	\$ 4,180,920	\$ 3,912,695	\$ 3,866,458	\$ 3,525,537	\$ 3,257,812	\$ 2,989,587	\$ 3,744,587	\$ 3,569,836	\$ 3,301,611	\$ 3,033,386	\$ 2,813,154	\$ 3,568,654	

Draft amounts subject to change during audit

No assurance is provided on these financial statements



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

WORKSHOP MEETING MINUTES

Tuesday, January 21, 2025

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
Anne Wilkinson, EOR, District Engineer Representative
Jeff Anderson, Water Resources Program Coordinator

Others Present: Jim Fitzsimmons, Scott SWCD
Jody Brennan, Scott County
Lisa Quinn, Spring Lake Township

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

2025 Board Office Appointments Discussion

The Board discussed how to move forward with Board appointments in 2025. Managers agreed to hold the same positions for the next two months until Manager Loney's term ends. The appointments will happen through an election process where a slate is approved unanimously. If there is an objection, each position will go through a nomination and voting process.

2025 Board Liaison Appointments Discussion

The Board discussed how to move forward with Board liaison appointments in 2025. Managers agreed to hold the same positions for the next two months until Manager Loney's term ends. A vote will occur at the Board meeting to follow.

Upper Prior Lake Carp Goal Met- Priorities for 2025

District Program Coordinator Jeff Anderson presented an update on the Upper Prior Lake carp management program. The District's carp management program is directed by the Integrated Pest Management Plan (IPM). The District has now met the population goal (less than 100kg/ha) for Upper Prior Lake and is planning to move into the maintenance phase as directed by the IPM. The main priority for 2025 will shift towards carp removals and management on Spring Lake, primarily through commercial seines, bluegill stocking, bypass barrier development and an aging study.

Board managers were overall supportive of the carp management continuing as suggested in the IPM. There was interest in making sure that the Upper Prior Lake population is monitored and maintained at sustainable levels.

Approach for Alum Treatment Assessments

District Program Coordinator Jeff Anderson presented an overview on the process for assessing future alum treatments. Both Spring (2013, 2018, 2020) and Upper Prior (2020) Lakes have received alum treatments in the recent decade.

Due to hypolimnion data on Spring Lake indicating an internal load rise, the District conducted a sediment coring on Spring Lake in the fall of 2024. The results from the sediment core will inform potential future treatments on Spring Lake and will be presented to the Board in March.

The 2020 alum treatment on Upper Prior was the first 60% of the planned treatment. Staff is proposing a sediment core on Upper Prior to understand how and when to best complete the second alum treatment.

Administrator Report

- The District received a BWSR Competitive Clean Water Fund grant for \$443,975, which will fund the Swamp Iron Enhanced Sand Filter. A grant agreement must be executed by the April Board meeting. The funds must be expended by December 2027.
- Several managers attended a noticed public meeting with Senator Pratt and Representative Bakeberg to share information the District's goals and initiatives and to discuss 2025 legislative priorities.
- The annual audit is scheduled for March 20th and 21st.
- Held a meeting with Spring Lake Township to discuss parcel re-guiding in the Lydia area for industrial land uses. The meeting was focused on gaining an understanding of existing conditions and to brainstorm incorporation of flood storage into development. Thus far, it seems that there may be opportunity to preserve the area of flood storage interest. Scott County approved the comprehensive plan amendment earlier in the day.
- District Administrator will be meeting with the developer who is proposing to develop the Vierling property at the SE intersection of County Road 42 and County Road 21. The goal will be to discuss if there is any potential collaboration on the property to improve the wetland function for increased water quality on Pike Lake.
- District purchased a new truck in August and has had ongoing issues with the instrument dashboard draining the battery. The truck has been repeatedly serviced by the dealership with no results. The resolution will likely result in trading in the car for another from the dealership.
- The Administrative Assistant will be retiring in June. Staff plans to advertise the position within the month to leave time for hiring and an overlapping transition.
- Minnesota Watersheds has confirmed that Manager Burnett is on the resolution committee and Manager Boyles is on the legislative committee. Minnesota Watersheds is proposing to move the resolution process sooner in the year, and to combine the two committees.
- Minnesota Watersheds will be holding a legislative day at the capital.
- City hall renovations are going well with a return likely in February, staff may review office hours.

Liaison Updates

District Partner Reports

- *Spring Lake Township*- The comprehensive plan amendment was approved today at the County Board. The meeting with the District on the Lydia area identified potential future collaboration. There was interest in understanding if alum treatments affect nitrates of the surrounding aquifer.
- *Scott SWCD*- Director will present at the February Board meeting. Staff is preparing the annual report and 2025 service agreement.
- *Scott County*- The comprehensive plan amendment in the Lydia area was approved today at the County Board. The County Board is aware of the District Board opening. The County is still considering a countywide health insurance pool and approved a SCALE study to develop a draft governance structure for the health insurance pool in 2025.

Manager Liaison Reports

- *CAC*- None.
- *Scott SWCD*- None.
- *Lower Minnesota Watershed District*- None.
- *Sand Creek Township*- Presented District update at the meeting.
- *Spring Lake Township*- Provided District update to supervisors which was read out at the meeting.
- *Scott WMO*-None.
- *Shakopee*- Going to excavate the marina for watercraft.
- *SCALE*- Phase I of the countywide health insurance pool draft governance structure will be completed in Q2 or Q3 in 2025. Solid waste was another discussion item. Evaluating the use of regional training facility. Cannabis regulations discussed.
- *Scott County*- None.
- *Minnesota Watersheds*- Meeting on combining legislative and resolutions committees.
- *PLOC Cooperators*- None.
- *Farmer-Led Council*- None.

Respectfully Submitted,
Emily Dick
1/21/2025



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

REGULAR MEETING MINUTES

Tuesday, January 21, 2025

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
Anne Wilkinson, EOR, Limnologist/Water Quality Scientist

Others Present:

None

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

President Loney called the meeting to order at 6:04 pm. The Pledge of Allegiance was recited.

• **2.0 PUBLIC COMMENT**

None

• **3.0 APPROVAL OF AGENDA**

- Agenda changes: none
- Motion to approve agenda by Manager Burnett; 2nd by Manager Tofanelli; 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.
 - Jeff gave a Program update, including that the staff will be moving back into the offices in February; Winter Salt Week is 1/27 – 1/31; Planning a carp seine, Waiting on the carp tracking data to indicate the carp are aggregating.
 - Emily gave updates on the FeCl project moving forward; PLOC is out for bid, with a possibility of construction still this year; Lots of data to analyze from SWCD.

4.2 Ferric Chloride System Assessment

- This was a repeat from last month, Emily Dick presented the changes and updates.
- Manager Tofanelli said he was satisfied with the updates.
- Motion to accept the report by Manager Boyles; 2nd by Manager Tofanelli; Passed 5-0.

4.3 2025 Board Officer Appointments

- Motion to elect the slate of current officers to the same positions (Bruce Loney, President; Frank Boyles, Vice President, Christian Morkeberg, Treasurer; Ben Burnett, Secretary) by Manager Boyles; 2nd by Manager Burnett; Passed 5-0.

4.4 2025 Board Liaison Appointments

- Motion to keep assignments the same for 2025 by Manager Tofanelli; 2nd by Manager Boyles; Passed 5-0.

4.5 Termination of Watershed Development Agreement, Doc. No. A 816076

- District Administrator Giese presented the memo included in the board packet and provided background.
- Managers discussed some wording details.
- Motion to Table this item by Manager Boyles; 2nd by Manager Burnett; Passed 4-1.

• 5.0 TREASURER'S REPORT

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

5.1 Monthly Financial Reports

- Financial Report
- Treasurers Report
- Cash Flow Projections
- Cost Analysis

• 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 – December 17, 2024, Board Workshop~~

6.2 Meeting Minutes – December 17, 2024, Board Meeting

6.3 Meeting Minutes – January 9, 2025, Special Board Meeting

6.4 Meeting Minutes – September 26, 2024, CAC Meeting

6.5 Claims List and Bank Purchase Card Expenditures Summary

6.6 Schedule of 2025 Regular Board Meetings

6.7 Schedule of 2025 CAC Meetings

6.8 Approval of 2025 CAC Members

6.9 Selecting the 2025 Official Newspaper

6.10 Selecting the 2025 District Depository Banks

6.11 Quarterly Investment Summary

6.12 CLA 2025 Outsourcing Preparation Statement of Work Agreement

6.13 District Engineer Master Services Agreement: 2025 Rate Schedule

6.14 2025 WSB Carp Management Services Contract

~~6.15 EOR Work Order: Sediment Coring on Upper Prior Lake~~

- Motion to approve consent agenda (items 6.1 and 6.15 removed) by Manager Burnett; 2nd by Manager Tofanelli; Passed 5-0.
- District Administrator Giese presented items 6.1 and 6.15 and highlighted some typos that needed correction
 - 6.1 Meeting Minutes – December 17, 2024, Board Workshop
 - Motion to approve item 6.1 with meeting date corrected by Manager Morkeberg; 2nd Manager Boyles; Passed 5-0.
 - 6.15 EOR Work Order: Sediment Coring on Upper Prior Lake
 - Motion to approve item 6.15 with “graft” changed to “grant” by Manager Burnett; 2nd Manager Morkeberg; Passed 5-0.

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

- Farmer-Led Council Meeting, Thursday, January 23, 2025, 12:30 pm (Spring Lake Town Hall)
- CAC Meeting, Thursday, January 30, 2025, 6:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Tentative Special PLOC Cooperators Meeting, Tuesday, February 11, 2025, 2:00 pm (virtual, link on website)
- Board of Managers Workshop, Tuesday, February 18, 2025, 4:00 pm (Prior Lake City Hall – Parkview Conference Room)
- Board of Managers Meeting, Tuesday, February 18, 2025, 6:00 pm (Prior Lake City Hall – Council Chambers)
- PLOC Cooperators Meeting, Thursday, February 20, 2025, 12:00 pm (Prior Lake City Hall – Parkview Conference Room)

• **8.0 ADJOURNMENT**

- Motion to adjourn by Manager Tofanelli; 2nd by Manager Burnett; Passed 5-0.
- Meeting adjourned at 6:55 pm

Respectfully Submitted,
Ben Burnett, PLSLWD Secretary, 2/6/25



CAC Meeting Minutes

Thursday December 19, 2024

6:00 – 7:30 PM

Microsoft Teams Virtual Meeting

Attendees:

CAC Members: 8 of 8 members present = % (≥50%)

- ☒ Loren Hanson
- ☒ Ryan Murr
- ☒ Ron Hoffmeyer
- ☒ Curtis Witt
- ☒ Anna Alswager
- ☒ Dick Schirber
- ☒ Amy Butani
- ☒ Aaron Pietsch

Staff: Danielle Studer, Emily Dick

Board members: Matt Tofanelli

Other:

CAC Business 6:00 (Meeting called to order at 6:00pm)

- Approval of the agenda:
 - Motion to approve: Curtis Witt
 - 2nd: Anna Alswager
 - Motion carried
- Approval of September Minutes:
 - Motion to approve: Curtis Witt
 - 2nd: Amy Butani
 - Motion carried
- Review of October/November/December Board Meetings:
 - Emily was Employee of the Year for all of the state watershed districts.
 - Levy was approved for an increase of 5%.
 - PLOC update
- 2025 Budget Updates (Staff)
 - Emily Dick gave a high-level update
 - The watershed was awarded grant today of \$444,000 for Swamp Lake IESF
 - Education budget has a portion for CAC
- Sub-Committees
 - Loren Hanson proposed 4 subcommittee topics and discussion followed:
 - Ground Water—

- Education/Social Media—Anna Alswager volunteered to lead this committee.
 - Invasive plants—Dick Schirber volunteered to lead this committee.
 - Lakeshore restoration—
-
- Approval of 2025 Meeting Schedule (vote)
 - Motion to approve: Dick Schirber
 - 2nd: Anna Alswager
 - Motion carried

 - Guiding Document Update (vote)
 - Motion to approve: Curtis Witt
 - 2nd: Dick Schirber
 - Motion carried

 - Spring Lake Township: Raymond Park Signs (vote)
 - Tabled at this point. Need to have township get back to us get a tighter window of what the signs are going to cost and what signs would be funded by a contribution.

 - Staff Project Updates
 - Fish Lake Management Plan Project Updates
 - Buck Lake Stream Restoration
 - Pipe Lining

 - Elections for officers are up for next month.

 - Actions to discuss next meeting:
 - Dick S. shared that he has learned who builds weed harvesters and has contacted them. He is continuing to learn about feasibility for our watershed.
 - Do we have an opportunity to help educate homeowners on the overuse of fertilizer at the lakeshores.

Motion to adjourn at 7:00 PM –

- Motion to approve: Dick Schirber
- 2nd: Amy Butani
- Motion carried

PLSLWD Board Staff Report
February 10, 2025



Subject	Corrected Meeting Minutes – December 17, 2024, Board Workshop		
Board Meeting Date	February 18, 2025	Item No:	6.4
Prepared By	Joni Giese, District Administrator		
Attachments	December 17, 2024, Board Workshop Minutes		
Proposed Action	Motion to approve the corrected December 17, 2024, Board Workshop Minutes		

Background

On January 21, 2025, the Board of Managers approved the December 17, 2024, Board Workshop Minutes as corrected to reflect the meeting date as December 17 (versus November 19 as had been included in the board meeting packet).

Discussion

Subsequent the January board meeting, another error was noted in the workshop meeting minutes. The attached corrected minutes properly reflect the manager attendance at the meeting. The previously approved minutes inaccurately showed all five managers in attendance at the workshop, where one manager was absent.

Recommended Action

Staff recommends board approval of the corrected December 17, 2024, Board Workshop Minutes.

Budget Impact

No budget impact.



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

WORKSHOP MEETING MINUTES

Tuesday, December 17, 2024

Prior Lake City Hall

4:00 PM

Members Present: Bruce Loney, Frank Boyles, Ben Burnett, Matt Tofanelli

Members Absent: Christian Morkeberg,

Staff & Consultants Present: Joni Giese, District Administrator
Emily Dick, Water Resources Project Manager
Carl Almer, EOR, District
Jeff Anderson, Water Resources Program Coordinator
Danielle Studer, Water Resources Specialist
Patty Dronen, Administrative Assistant

Others Present: Wes Steffens, Spring Lake Association
Jim Fitzsimmons, Scott SWCD
Jody Brennan, Scott County
Lisa Quinn, Spring Lake Township

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

Administrator Report

- Minnesota Board of Water and Soil Resources awarded Emily Dick the Employee of the Year award. The award recognizes a watershed organization employee across the state each year.
- Orderly Annexation has gone forward, and Alternative Urban Areawide Review (AUAR) is planned for the area. The AUAR will look at environmental impacts and planning for stormwater, etc. The District has expressed interest in being involved in the process.
- Setting up a meeting with Spring Lake Township to discuss planning in area near Lydia.
- MS4 status was discussed with MPCA and a “re-evaluation form” was provided to potentially remove the District’s MS4 status. There appears to be no benefit to maintain MS4 status. The District’s MS4 area is already covered by other municipal entities. The District Administrator will continue investigating and will submit the re-evaluation form if it continues to be favorable.
- A portion of Shepherd’s Path property (old YMCA) is going to be acquired by the Shakopee Mdewakanton Sioux Community (SMSC). Land put into trust cannot be encumbered with easements. SMSC and PLSLWD are investigating options for alternative approaches for SMSC to still provide for the management of the existing conservation easements on the property.

Separately, there have been likely encroachments of a city trail, garden, and access drive on other portions of the Shepherd's Path property. The District will be working with parties to address encroachments.

- The District surveyed and marked boundaries of the Duck's Unlimited wetland and reached out to adjacent neighbors. There are sign posts installed and the District plans to place no trespassing signs once the signs are fabricated.

Proposed 2025 Budget

After the Board approved a 6% increase levy at the September Board meeting, the Board requested that staff prepare some modified options at different rate increases. District Administrator Giese gave an overview of several options for the 2025 Budget ranging from 3-6% levy increases at the November Board Workshop. Board Managers requested that a resolution for both 5 and 6% be drafted for Board decision at the final Levy Hearing. The 5 and 6% levies were discussed by Board managers. The 5% rate would essentially keep tax rates steady from 2024. The same budget is reflected in both options. The 5% levy rate utilizes more budget reserves.

Minnesota Watersheds Conference and Business Meeting Debrief

Board Manager Ben Burnett presented an overview of the annual Minnesota Watersheds Conference. As a result of the Region 3 Caucus, Manager Burnett will be on the resolution committee, and Manager Boyles may be on the legislative committee for 2025. A summary of the resolution hearing voting results was given. The MN Watersheds Board will now take the passed resolutions and prioritize the resolutions. One of the primary resolutions will focus on reducing chloride contamination in water resources.

PLOC Pipelining Schedule Update

District Project Manager Emily Dick presented an update on the Prior Lake Outlet Channel (PLOC) pipelining. The District has now re-established a schedule with the retained engineering firm to advance the project. It is anticipated that the competitive bid process be pursued as soon as possible to allow contractor flexibility to construct in this winter or next.

Liaison Updates

District Partner Reports

- *Spring Lake Township*- The Township is dealing with some easement issues. The Township will be meeting with the District Administrator in January.
- *Scott SWCD*- Assisting over 40 District landowners, 30 are planning to install a project. Completed four major construction projects, including Buck stream stabilization, grade stabilizations on CD-10, and shoreline stabilization on Spring Lake. A new state grant will bring in roughly \$60,000 for water quality projects. Conservation easement work continues to be advanced.
- *Scott County*- Approved the levy today at 6.8%. The largest impact was an increase in health care costs. Cannabis ordinance is in place. District 54A position is still in hearing.
- *Spring Lake Association*- SLA put together a 2025 plan which will include one newsletter, educational events, AIS prevention, etc. The boat ramp improvements are still pending. Bought an underwater camera to look for things at the bottom of the lake and may pursue a Dive the Lake event.

Manager Liaison Reports

- *CAC*- None.
- *Scott SWCD*- Record equipment rentals, record cost share, 200 erosion control project inspections.
- *Lower Minnesota Watershed District*- None.
- *Sand Creek Township*- None.
- *Spring Lake Township*- None.
- *Scott WMO*- Budget is increasing to 6.8%. There are three commission member positions open. Held a community engagement meeting for their Watershed Management Plan update.
- *Shakopee*- None.
- *SCALE*- None.
- *Scott County*- None.
- *Metro Watersheds*- None.
- *PLOC Cooperators*- None.
- *Farmer-Led Council*- None.

Respectfully Submitted,
Emily Dick
12/17/2024

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	FeCl Site Improvements	\$ 4,674.50
		Swamp Lake IESF Final Design & CMS	\$ 6,947.00
		Spring Lake Post-Alum Sediment Core Analysis	\$ 637.00
		General Engineering	\$ 1,304.50
		Capital Project Assistance	\$ 271.50
		PLOC Low Flow Gate Assessment Tasks 2 & 3	\$ 1,231.00
		Ferric Chloride System Assessment	\$ 2,198.81
		Buck Stream Stabilization	\$ 104.00
		Permitting	\$ 981.00
		BMP Easements	\$ 1,911.75
Scott SWCD Q4 2024	X	Task 1 - Cost Share	\$ 30,620.00
		Task 2- Farmer Led Council	\$ 16,046.72
		Task 4 - Permitting	\$ 4,147.50
		Easements	\$ 15,035.00
		Task 5 - Education	\$ 1,535.00
		Task 6 - Upper Watershed	\$ 7,812.50
		Task 7- Sutton Lake Drone Survey	\$ 1,325.00
		Task 8 - Buck Lake Outlet	\$ 3,358.75
WSB	X	Carp Management - December 2024	\$ 7,437.75
	X	Carp Management - November 2024	\$ 4,074.25
Stantec	X	Lake Ridge Estates Feasibility Study - January 2025	\$ 8,726.50
GopherState One Call	X	Annual Fee	\$ 50.00
Valley Surveying	X	Boundary Survey - Hilltop Addition	\$ 3,200.00
Smith Partners		Water Resource Plan	\$ 484.20
		Water Resource Plan	\$ 86.70
Xcel Energy	X	Utilities	\$ 11.22
CLA		Bill.com fees	\$ 60.61
		Subtotal	\$ 124,272.76
2. Outlet Channel - JPA/MOA (excluding staff payroll)			
EOR		2024 PLOC Engineering Assistance - Seg 1	\$ 428.75
		2024 PLOC Engineering Assistance: Channel-wide	\$ 3,794.00
		2024 PLOC XP-SWMM Updates	\$ 392.50
		PLOC CIPP Lining Assistance	\$ 1,840.75
Smith Partners		PLOC Outlet Channel Legal work	\$ 2,514.30
		Subtotal	\$ 8,970.30
3. Payroll, Office and Overhead			
ADP Manager Per Diems			\$ 1,240.00
ADP Staff Payroll			\$ 22,024.07
ADP Taxes & Benefits			\$ 19,772.54
NCPERS	X	March Premiums	\$ 96.00
Reliance Standard	X	February LTD and STD Premiums	\$ 939.71
HealthPartners	X	February Health Insurance Premiums	\$ 8,213.98
City of Prior Lake	X	Rent (March 2025)	\$ 2,458.64
CLA	X	Monthly Accounting November	\$ 3,080.00
		Technology and Client Support Fee	\$ 174.00
		Monthly Payroll Processing Fees	\$ 400.00
Smith Partners	X	General Legal Meetings	\$ 202.30
		General Admin and Legal	\$ 346.80
Rymark	X	February Billing (7 workstations)	\$ 952.41
MetroSales	X	Contract base rate February - March	\$ 155.00
StarTribune	X	January Notices - Bid Notices	\$ 382.36
Hendricksen PSG	X	Cube connection pieces	\$ 732.19
US Bank		December 26 - January 25 Billing	\$ 3,782.77
		Subtotal	\$ 64,952.77
TOTAL CLAIMS 2/18/2025			\$ 198,195.83

Prior Lake-Spring Lake Watershed District
US Bank Transactions through 1/25/2025

Trans Date	Merchant Name	Amount	Receipt Link	Staff Approval	Class	Customer	Expense	Description
12/27/2024	USPS	\$ 73.00	x	Patty Dronen	405 General Fund		701 Postage	stamps
12/27/2024	Cub Foods	\$ 279.75	x	Patty Dronen	626 Planning	Planning and Program Development	806 Program Costs-Miscellaneous	Gift Cards
12/27/2024	Cub Foods	\$ 167.85	x	Patty Dronen	626 Planning	Planning and Program Development	806 Program Costs-Miscellaneous	Gift Cards
12/27/2024	Cub Foods	\$ 223.80	x	Patty Dronen	626 Planning	Planning and Program Development	806 Program Costs-Miscellaneous	Gift Cards
12/27/2024	Cub Foods	\$ 279.75	x	Patty Dronen	626 Planning	Planning and Program Development	806 Program Costs-Miscellaneous	Gift Cards
12/27/2024	Cub Foods	\$ 335.70	x	Patty Dronen	626 Planning	Planning and Program Development	806 Program Costs-Miscellaneous	Gift Cards
12/27/2024	Walgreens	\$ 4.32	x	Patty Dronen	626 Planning	Planning and Program Development	806 Program Costs-Miscellaneous	Thank You Cards
1/6/2025	Amazon	\$ 59.49	x	Patty Dronen	405 General Fund		706 Office Supplies	copy paper and postcards
1/3/2025	Dakotah Meadows	\$ 90.00	x	Patty Dronen	637 Monitoring & Research	Equipment Storage & Maintenance	903 Dues, Fees, Subscriptions	Storage unit
1/4/2025	Verizon	\$ 30.08	x	Jeff Anderson	637 Monitoring & Research	Equipment Storage & Maintenance	876 Field Equipment & Maintenance	Cell data
1/7/2025	Amazon	\$ 35.49	x	Zach Nagel	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Traction cleats
1/8/2025	Home Depot	\$ 34.28	x	Zach Nagel	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Ice Lining Gear
1/9/2025	Minnesota Lake Management	\$ 70.00	x	Emily Dick	626 Planning	Training	903 Dues, Fees, Subscriptions	Registration for internal load seminar
1/9/2025	Game Show Battle Room	\$ (40.10)	x	Patty Dronen	626 Planning	Staff Appreciation	710 Office Expense Other	Refund
1/9/2025	Microsoft (2024 activity)	\$ 4.99	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues/Fees/Subscriptions	Software
1/13/2025	Game Show Battle Room	\$ 67.56	x	Patty Dronen	626 Planning	Staff Appreciation	710 Office Expense Other	Final bill - tip and beverages
1/13/2025	Amazon	\$ 13.99	x	Danielle Studer	405 General Fund		706 Office Supplies	Extension cords needed in office flood adjustment for danielles desk
1/13/2025	Home Depot	\$ (7.48)	x	Zach Nagel	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Ice Lining Gear
1/13/2025	Home Depot	\$ 31.29	x	Zach Nagel	611 Operations & Maintenance	Fish Mgmt - Equipment, Storage & Maintenance	876 Field Equipment & Maintenance	Ice Lining Gear
1/14/2025	Amazon	\$ (15.50)	x	Patty Dronen	405 General Fund		706 Office Supplies	Refund for postcards
1/15/2025	On Set Computer Corp.	\$ 1,574.64	x	Jeff Anderson	637 Monitoring & Research	Stream Monitoring	876 Field Equipment & Maintenance	4 Stream Level Loggers
1/17/2025	Amazon	\$ 22.97	x	Patty Dronen	405 General Fund		706 Office Supplies	11 x 17 paper
1/23/2025	Adobe	\$ 92.06	x	Patty Dronen	626 Planning	Planning and Program Development	903 Dues, Fees, Subscriptions	Software subscription
1/17/2025	Jimmy Johns	\$ 100.91	x	Patty Dronen	626 Planning	Planning and Program Development	902 Meals and Lodging	Board Manager meal
1/22/2025	HSEM Tier 2 Reporting	\$ 25.54	x	Jeff Anderson	611 Operations & Maintenance	Hwy 13 Wetland, FeCl System & Desilt Pond	903 Dues, Fees, Subscriptions	Hazardous Chemical Inventory
1/25/2025	Jimmy Johns	\$ 228.39	x	Emily Dick	652 Education & Outreach	Farmer-Led Council	902 Meals and Lodging	Farmer Led Council meal
	TOTAL	\$ 3,782.77						

PLSLWD Board Staff Report

February 11, 2025



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Subject | Scott SWCD 2025 Professional Services Agreement and Cost-share Docket

Board Meeting Date | February 18, 2025

Item No: 6.6

Prepared By | Joni Giese

Attachments | Scott SWCD 2025 Professional Services Agreement with Exhibit A (2025 Scope of Work and Budget) and Exhibit B (2025 Conservation Practice Financial Assistance Program Policy Manual)

Proposed Action | Motion to approve the Scott SWCD 2025 Professional Services Agreement.

Background

Historically, the SWCD performs a wide variety of conservation services in PLSLWD to support implementation of its Water Resources Management Plan. Primary services include cost-share program implementation (landowner engagement, technical assistance, project design and engineering, financial assistance), farmer-led council support, education programming, along with permitting and conservation easement initiation, inspection, and violation resolution support.

Discussion

The 2025 Professional Services Agreement, similar to years past, contains two exhibits which dictate the scope of work and budget for all tasks, as well as the terms of the cost share program. The following table summarizes the services to be provided under the 2025 agreement.

Task	PLSLWD Budget Category	Description	Amount	
I	652 – Cost Share	TACS services	\$45,000	\$88,000
		TACS cost share (pass-through)	\$30,000	
		TACS management	\$13,000	
II	652 – Farmer-Led Council	FLC services	\$30,000	\$68,000
		FLC cost share (pass-through)	\$38,000	
III	637 – DMP Monitoring	Flow monitoring and benchmark surveying	\$4,000	\$4,000
IV	648 – Permitting	Permit administration and inspections	\$24,000	\$59,600
		Easement origination, inspections, and compliance	\$28,500	
		Easement sign installation	\$1,100	
		Administration and coordination	\$6,000	
V	652 – Education & Outreach	SCWEP and other District education services	\$7,325	\$7,325
VI	626 – Capital Project Planning	Liaison assistance	\$15,000	\$15,000
VII	637 - Sutton Lake	Fall drone survey	\$1,600	\$1,600
VIII	550 - 200th Street Pond	Technical Assistance	\$5,150	\$5,150
Total				\$248,675

Exhibit B, the Conservation Practice Financial Assistance Program Policy Manual (or “Docket”) governs the District’s cost share program. The Docket is largely unchanged with excepting a few changes:

- Updating some rates to be competitive
- Clarifying language
- Increased limit to shoreline restoration to account for larger shoreline projects (more linear feet)
- Added language specifying when practices must be retained on previous acreage

Recommended Action

Motion to approve the Scott SWCD 2025 Professional Services Agreement.

Budget Impact

The proposed agreement amount reflects a \$10,670 increase from the 2024 amended agreement. The budget values included in the agreement are covered by the District’s approved 2025 budget. Specific budget modifications from the 2024 agreement are outlined below:

- \$20,000 increase in 652- Cost share to expand services provided to District residents
- \$20,000 increase in 652 - Farmer Led Council to expand services provided to District residents
- \$3,500 decrease for 637 - Monitoring activities
- \$6,900 decrease for 648 - Permitting and Easement services
- \$825 increase in 652 - Education & Outreach
- No change for 626- District landowner liaison services
- Approx. \$20,000 decrease for project-specific services (e.g., Buck Stream Restoration, Buck Lake Outlet, 200th Street Pond Improvements)

**AGREEMENT BETWEEN THE PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT
AND THE SCOTT SOIL AND WATER CONSERVATION DISTRICT FOR THE
PROVISION OF PROFESSIONAL CONSERVATION SERVICES**

This Agreement is made this ____ day of _____, 2025, by the **PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT**, a governmental subdivision of the State of Minnesota (the "DISTRICT") and the **SCOTT SOIL AND WATER CONSERVATION DISTRICT**, governmental subdivision of the State of Minnesota (the SWCD) for the period January 1, 2025 through December 31, 2025.

1. SCOPE OF SERVICE AND AUTHORIZATION. The DISTRICT retains the SWCD to provide services related to conservation promotion, landowner technical assistance, monitoring, permitting, education, and other miscellaneous technical and field services (Services), as set forth in the Scope of Work and Budget, attached hereto as Exhibit A; and as set forth in the 2025 Conservation Practice Financial Assistance Program Policy Manual, attached hereto as Exhibit B.

2. FEES AND PAYMENT. DISTRICT will compensate for the Services on an hourly basis and reimburse for direct costs in accordance with Exhibit A. The SWCD will invoice the DISTRICT on a quarterly basis for time and materials associated with delivery of Services for the preceding quarter. Payment for undisputed work will be due within 30 days of receipt of the invoice. Direct costs not specified in Exhibit A will not be reimbursed except with prior written approval of the DISTRICT Administrator. Subcontractor fees and subcontractor direct costs, as incurred by SWCD, will be reimbursed by DISTRICT at the rate specified in DISTRICT's written approval of the subcontract. The SWCD will not invoice for mileage reimbursement.

The total payment for each task will not exceed the amount specified for that task in Exhibit A. The total payment for Services will not exceed **\$248,675**. Total payment in each respect means all sums to be paid whatsoever, including but not limited to fees and reimbursement of direct costs and subcontractor costs, whether specific in this agreement or subsequently authorized by the administrator.

SWCD will maintain all records pertaining to fees or costs incurred in connection with the Services for six years from the date of completion of the Services. SWCD agrees that any authorized DISTRICT representative or the state auditor may have access to and the right to examine, audit and copy any such records during normal business hours.

3. PROFESSIONAL RESPONSIBILITY. The SWCD shall perform the Services consistent with that level of care and skill ordinarily exercised by members of its profession practicing under similar conditions at the time the Services are performed.

4. DISTRICT'S RESPONSIBILITY. At the SWCD's reasonable request, the DISTRICT shall provide to the SWCD all reports, data, studies, plans, specifications, documents, and other information in its possession that are relevant to the Services. The SWCD shall be responsible only for the accuracy of the data, interpretations, and recommendations it generates or makes. The SWCD will not be responsible for any interpretations or recommendations generated or made by others, which are based, in whole or in part, on the SWCD's data, interpretations or recommendations.

5. INDEMNIFICATION.

(a) The SWCD shall indemnify and hold harmless the DISTRICT and its managers, officers, employees, agents, and successors from and against any and all losses, damages, claims, liabilities, costs, and expenses, including legal fees and costs of investigation, resulting from or arising out of (i) a material breach by the SWCD of any term or provision of this Agreement, or (ii) any negligent act or omission or intentional misconduct of the SWCD in the performance of this Agreement or the Services.

(b) The DISTRICT agrees to indemnify and hold harmless the SWCD and its officers,

employees, agents, and successors, from and against any and all losses, damages, claims, liabilities, costs, and expenses, including legal fees and costs of investigation, resulting from or arising out of any negligent or wrongful act or omission of the DISTRICT, its officers, directors, or employees.

6. INSURANCE. At all times during the term of this agreement, the SWCD will have and keep in force the following insurance coverages:

(a) General: \$1.5 million, each occurrence and aggregate, covering SWCD's ongoing and completed operations on an occurrence basis and including contractual liability.

(b) Professional liability: \$1.5 million each claim and aggregate. Any deductible will be SWCD's sole responsibility and may not exceed \$50,000. Coverage may be on a claims-made basis, in which case SWCD must maintain the policy for, or obtain extended reporting period coverage extending, at least three (3) years from completion of the Services.

(c) Automobile liability: \$1.5 million combined single limit each occurrence coverage for bodily injury and property damage covering all vehicles on an occurrence basis.

(d) Workers' compensation: in accordance with legal requirements applicable to SWCD.

Coverage above \$1 million may be supplied by an excess or umbrella policy

The DISTRICT will be named as an additional insured with primary coverage under the general liability policy. The SWCD will provide certificates of insurance and other insurance documentation on reasonable request. The certificate will name the DISTRICT as a holder and will state that the DISTRICT will receive written notice before cancellation, nonrenewal or a material change in any described policy under the same terms as the SWCD.

7. OWNERSHIP AND MAINTENANCE OF DOCUMENTS.

All materials obtained or generated by the SWCD in performing the Services, including documents in hard and electronic copy, software, and all other forms in which the materials are contained, documented or memorialized, are the DISTRICT's property. As to those materials, the SWCD hereby assigns and transfers to the PLSLWD all right, title and interest in: (a) its copyright, if any, in the materials; any registrations and copyright applications relating to the materials; and any copyright renewals and extensions; (b) all works based on, derived from or incorporating the materials; and (c) all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and all causes of action in law or equity for past, present or future infringement based on the copyrights. The SWCD will execute all papers and perform such other proper acts as the DISTRICT may deem necessary to secure for the DISTRICT or its assignee the rights herein assigned.

The DISTRICT may immediately inspect, copy or take possession of any materials on written request to the SWCD. The SWCD may maintain a copy of any materials except for those designated by the DISTRICT as confidential or non-public under applicable law, a copy of which may be maintained by the SWCD only pursuant to written agreement with the DISTRICT specifying terms.

If the SWCD receives a request under the Data Practices Act, Minnesota Statutes chapter 13 (DPA), that may encompass data (as that term is defined in the DPA) the SWCD possesses or has created as a result of this agreement, it will inform the DISTRICT immediately and transmit a copy of the request. If the request is addressed to the DISTRICT, the SWCD will not provide any information or documents, but will direct the inquiry to the DISTRICT. If the request is addressed to the SWCD, the SWCD will be responsible to determine and meet its legal obligations but will notify and consult with the DISTRICT before replying.

Nothing in the preceding sentence supersedes the SWCD's obligations under this Agreement with respect to protection of DISTRICT data, property rights in data or confidentiality.

8. RELATIONSHIP OF PARTIES. The SWCD shall be an independent contractor in performing the Services and shall not act as an agent or an employee of the DISTRICT. The SWCD shall be solely responsible for its employees, subcontractors, and agents and for their compensation, benefits, contributions, insurance and taxes, if any. The SWCD shall not have any right or authority to make any representation or to assume or create any obligation, expressed or implied, on behalf of the DISTRICT.

9. ASSIGNMENT. Neither party shall assign, or otherwise transfer, its rights or obligations hereunder without the written consent of the other party.

10. AUDIT. All documents and records relating to this Agreement shall be available for inspection by the DISTRICT and the state auditor for six years. The DISTRICT may audit all records of the SWCD relating to the costs, expenses and Services performed. If the audit shows that the payment by the DISTRICT to the SWCD exceeds the amount due the SWCD, the excess amount shall be returned to the DISTRICT and the SWCD shall bear the expense of the audit.

11. DISPUTES. All disputes between the SWCD and the DISTRICT shall be subject to non-binding mediation before either party may commence suit. Either party may demand mediation by serving a written notice stating the essential nature of the dispute, the amount of time or money claimed, and requiring that the matter be mediated within 60 days of service of notice. The parties shall agree on a mediator.

12. TERMINATION. This agreement is effective when fully executed by the parties and will remain in force until December 31, 2025, unless earlier terminated as set forth herein.

This Agreement shall be terminable at will by either party effective immediately upon written notice to the other party via certified mail. Termination of this Agreement does not relieve either party of its obligations with regard to services provided prior to the time of termination. Insurance obligations; duty of care; obligations to defend, indemnify and hold harmless; document-retention requirements; and the obligation to cooperate in assigning intellectual property will survive the completion of the Services and the term of this agreement.

13. NO WAIVER. The failure of either party to insist on the strict performance by the other party of any provision or obligation under this agreement, or to exercise any option, remedy or right herein, will not waive or relinquish such party's rights in the future to insist on strict performance of any provision, condition or obligation, all of which will remain in full force and affect. The waiver of either party on one or more occasion of any provision or obligation of this agreement will not be construed as a waiver of any subsequent breach of the same provision or obligation, and the consent or approval by either party to or of any act by the other requiring consent or approval will not render unnecessary such party's consent or approval to any subsequent similar act by the other.

Notwithstanding any other term of this agreement, PLSLWD waives no immunity in tort. This agreement creates no right in and waives no immunity, defense or liability limit with respect to any third party.

14. COMPLIANCE WITH LAWS. SWCD will comply with all applicable laws and requirements of federal, state, local and other governmental units in connection with performing the Services and will procure all licenses, permits and other rights necessary to perform the Services.

In performing the Services, SWCD will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

15. GOVERNING LAW. This Agreement is governed by and shall be construed according to the laws of Minnesota.

16. NOTICES. All notices and communications to the SWCD under this Agreement shall be to Director, 7151 W. 190th Street, Jordan, MN, 55352. All notices and communications to the DISTRICT under this Agreement shall be to Administrator, 4646 Dakota Street SE, Prior Lake, MN 55372.

17. ENTIRE AGREEMENT. This Agreement including any attachments incorporated constitutes the entire understanding between the DISTRICT and the SWCD. Any modifications to this Agreement shall be in writing and signed by authorized representatives of the parties.

For the PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT

Signed: _____
Title: _____
Date: _____

For the SCOTT SOIL and WATER CONSERVATION DISTRICT

Signed: _____
Title: Rob Casey, Chair
Date: _____

EXHIBIT A**2025 SCOPE OF WORK AND BUDGET**

The Scott Soil and Water Conservation District (SWCD) will provide the Prior Lake Spring Lake Watershed District (DISTRICT) with a variety of conservation services, in support of the goals and objectives in its Water Resources Management Plan, Spring Lake-Upper Prior Lake TMDL Implementation Plan, Upper Watershed Blueprint and other guiding plans and studies as accepted by the DISTRICT Board of Managers.

The total payment for each task will not exceed the amount specified for that task in Exhibit A. The total payment for Services will not exceed **\$248,675**. The SWCD may be requested to provide services outside of and in addition to this Scope. These services will be provided on an as-requested basis via separate work order or memoranda, and will be incorporated into the contract via a contract amendment.

Task I. Cost Share (652)**Description**

The SWCD will provide information, technical, and cost share assistance to landowners within the DISTRICT in support of implementation of conservation behaviors, actions, and best management practices that reduce soil erosion, decrease runoff volume, and improve water quality.

A. Conservation Outreach

The SWCD will continue marketing initiatives to promote adoption of conservation practices aimed at phosphorus and sediment reductions. Focus in 2025 will be practices targeted in the SWCD's 2025 WBIF grants, prioritizing the Spring Lake and Fish Lake watersheds. SWCD staff will also promote natural landscaping aimed at lake-friendly alternatives to managed turf. Activities generally include:

- Identifying targeted parcels and landowners and gathering contact information
- Preparing letters, mail lists, and informational materials
- Making personal calls and in-person visits
-

B. Livestock/Cash Crop Producer Assistance

The SWCD will provide technical support to livestock and commodity producers on conservation measures providing water quality benefits. Activities generally include:

- Provide Equipment Rental Program services for cover crops, no-till and other conservation seeding
- Assist with livestock facility, animal waste, and pasture management planning
- Provide information and assistance related to state feedlot regulations, including planning, permitting, inspections, complaint response and pollution discharge

C. Cost Share

The SWCD will administer cost share in accordance with the approved 2025 policy manual, or Docket (Exhibit B). Services under this task will be provided to District landowners who respond with interest to marketing efforts under Task IA or who contact the SWCD on their own. Activities generally include any or all of the following depending on landowner interest and site-specific characteristics :

- Landowner consultation (communication, correspondence, decision-making)
- Site investigation and feasibility assessment
- Project survey and design
- Cost share contract development and payment administration
- Construction inspection and certification

D. Status Reviews

Projects installed using DISTRICT funds will be inspected to ensure the responsible party is complying with their signed cost share contract and related maintenance plan. Inspections are completed the 1st and 4th year following certification for contracts that have a 5-year term, and the 1st, 4th and 9th for contracts that have a 10-year term. Activities generally include:

- Conduct site visit and inspection of project site
- Prepare inspection report
- Conduct follow up inspection and landowner technical assistance, if necessary

E. Management/Other

- Prepare, review and present cost share policy updates
- Prepare quarterly and annual reports (covering all Services)
- Miscellaneous administration and coordination

Budget

TACS staff services	\$45,000
TACS cost share (pass through):	\$30,000
TACS Management	\$13,000
	\$88,000

Task II. Farmer-Led Council (652)

Description

The SWCD will provide administrative and technical support to the Farmer Led Council including but not limited to:

- Meeting with DISTRICT staff for program planning, coordination, and reporting
- Providing input and support on policy and program implementation
- Participating in FLC meetings
- Conduct follow up with current and prospective participants to promote FLC goals and programs
- Assist cooperators with FLC program participation, including but not limited to delivering and placing water quality inlets; coordinating and implementing the cover crop initiative; conducting lake-friendly farm certification assessments; preparing conservation plans
- Assist DISTRICT staff with certification recognition and other special initiatives and events

Budget

FLC staff services	\$30,000
FLC cost share (pass through)	\$38,000
Total	\$68,000

Task III. Monitoring (637)

Description

The SWCD will assist the DISTRICT with implementing its 2025 water monitoring plan, including flow measurement and survey measurements for stream level logger benchmarking. Other monitoring services may be provided on an as-requested basis, subject to available time and budget.

Budget

Monitoring and survey services (637-DMP)	\$4,000
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Task IV. Permitting (648)

Description

The SWCD will provide a broad range of services in support of the DISTRICT's regulatory program, including permitting and conservation easements. Activities will include the following:

A. Permit administration and inspections

Administration

- Participate in city and county development review meetings
- Assist applicants with interpretation of District rules, policies, and procedures
- Coordinate and advise with District staff on the Wetland Conservation Act applications
- Coordinate District-issued permit application reviews between the District Engineer (DE) and applicant; prepare requests for board action (RBA's) for action by the Board of Managers (Board)
- Coordinate reviews of referral project plans between the DE and the permitting LGU

- Manage and track outstanding conditions on permits approved conditionally by the Board
- Coordinate with DE on review of as-built plans for permits with completed construction
- Monitor permitting process to ensure District rules are being applied and enforced
- Work with DISTRICT staff to close out permits

Inspection

- Inspect and monitor permitted sites for compliance with District rules and to address violations
- Provide inspection reports to project stakeholders on a timely basis

B. Easement origination, inspections, and compliance

Origination

- Coordinate with landowners (or their agents) and the DE to prepare development agreements (DA's) and declarations of conservation easements (DCE's)
- Prepare RBA's for Board action on proposed DA's and DCE's
- Record final, executed DA's and DCE's at the County recorder's office (to be done in-person)
- Coordinate and ensure timely and accurate boundary monumentation and vegetation establishment

Inspections

- Coordinate annual conservation easement inspections
- Perform annual easement inspections, subject to prior confirmation by the District Administrator
- Communicate with landowners before and after inspections to ensure compliance, remedy identified violations, and maintain good relationships
- Maintain complete records including updating baseline document reports, easement inspections findings, and compliance-related communications

Compliance

- Provide landowner guidance and support to help resolve identified violations
- Coordinate and lead processes in cases where amendments or encroachment agreements are the only or preferred approach to resolving compliance issues.

C. Easement sign installation

- Consistent with PLSLWD Board authorization on September 12, 2023, and with support from District staff, complete sign installation on easements where identified as missing during 2023 compliance inspections.

D. Administration and Coordination

- Assist District Administrator in evaluating, developing, and implementing changes that improve regulatory program efficiency and effectiveness, including but not limited to
 - Procedural strategies, workflows, and guidance
 - Document management including legal forms, correspondence, reports, and other documents
 - Communication, coordination, and data sharing
- Meet at least quarterly with District staff to discuss activities, progress and current and future issues
- Host and maintain a database for tracking permit and easement details, activities and status, time allocation, and project-specific expenses
- Maintain complete and accurate records and documentation for all permit and easement activities performed under this Task
- Prepare and provide quarterly activity reports; provide status updates as requested

Budget

Permit administration and inspections	\$24,000
Easement origination, inspections and compliance	\$28,500
Easement sign installation (2023 list)	\$1,100
Administration and coordination	\$6,000
Total	\$59,600

Task V. Education Programming (652)

Description

The SWCD will provide various educational services in support of the DISTRICT's 2025 Education & Outreach Plan. Activities will include but are not necessarily limited to:

- Planning and hosting "how-to" workshops
- Developing promotional and informational materials and resources
- Plan and implement media marketing/promotion to include promoting DISTRICT and SWCD cost share and other program opportunities
- Coordinate and manage registrations and venue set-up and take-down
- Conducting post-event review and follow up with landowners

Budget

Staff Services: **\$7,325**

Task VI. Capital Project Planning (626)

Description

The SWCD will provide support towards DISTRICT goals for storage and water quality improvements in the Upper Watershed and other priority areas. All tasks will be specifically requested by, and typically provided in conjunction with, DISTRICT staff.

A. Landowner liaison services

- Assist District staff develop strategies for project-specific landowner outreach and engagement
- Provide contact and other shareable information to increase likelihood of achieving desired results
- Join District staff in landowner meetings as requested

B. Project feasibility

- Landowner outreach, coordination and communications
- Site investigations and assessments
- Topographic and feature surveys

Budget

Liaison assistance **\$15,000**

Task VII. Sutton Lake (637)

Description

The SWCD will provide fall drone mapping and imagery services to assist with monitoring Sutton Lake's response to drought conditions per the Sutton Lake Management Plan. Deliverables will include photogrammetrically orthorectified images (i.e. orthomosaic) along with still photos and video of the study area.

Budget

Fall drone survey **\$1,600**

Task VIII. 200th Street Pond (550)

Description

The SWCD will provide support for the development and implementation of the 200th Street Pond Project in close coordination with District staff. Services may include but are not limited to landowner engagement, coordination, design, bidding, construction oversight, and as-built certification as necessary for successful project completion.

Budget

200th Street Pond Support **\$5,150**

TASK & BUDGET SUMMARY

Task	PLSLWD Budget Category	Description	Amount	
I	652 – Cost Share	TACS services	\$45,000	\$88,000
		TACS cost share (pass-through)	\$30,000	
		TACS management	\$13,000	
II	652 – Farmer-Led Council	FLC services	\$30,000	\$68,000
		FLC cost share (pass-through)	\$38,000	
III	637 – DMP Monitoring	Flow monitoring and benchmark surveying	\$4,000	\$4,000
IV	648 – Permitting	Permit administration and inspections	\$24,000	\$59,600
		Easement origination, inspections, and compliance	\$28,500	
		Easement sign installation	\$1,100	
		Administration and coordination	\$6,000	
V	652 – Education & Outreach	SCWEP and other District education services	\$7,325	\$7,325
VI	626 – Capital Project Planning	Liaison assistance	\$15,000	\$15,000
VII	637 - Sutton Lake	Fall drone survey	\$1,600	\$1,600
VIII	550 - 200th Street Pond	Technical Assistance	\$5,150	\$5,150
Total				\$248,675

BILLING RATES

All services will be billed on a time and materials basis, according to the following hourly rates:

Position Title	Rate
District Director	\$96
Senior Resource Conservationist, Finance and Accounting Specialist	\$84
Resource Conservationist II, Natural Resources Specialist II, Agricultural Programs Specialist II	\$78
Resource and Permitting Specialist I, Resource Conservationist I, Water Resource Specialist I, Outreach and Education Specialist I	\$72
Resource Conservation Technician, Administrative Specialist	\$68
Conservation/Seasonal Intern	\$45

EXHIBIT B

**2025 CONSERVATION PRACTICE FINANCIAL
ASSISTANCE PROGRAM (CPFAP) POLICY MANUAL**

2025 CONSERVATION PRACTICE FINANCIAL ASSISTANCE PROGRAM (CPFAP) POLICY MANUAL



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

OVERVIEW

The Scott Soil and Water Conservation District (District) operates a financial assistance program to assist land occupiers – including landowners, renters, businesses, citizen groups, or local units of government – to implement conservation practices that protect and preserve soil, water, and related natural resources in Scott County.

Funding for the Conservation Practice Financial Assistance Program (CPFAP) is provided through partnerships with local water management agencies, including the Scott Watershed Management Organization (SWMO), Prior Lake spring Lake Watershed District (PLSLWD), Vermillion River Watershed Joint Powers Organization (VRWJPO), and Lower Minnesota River Watershed District, depending on location. Funding from these partner agencies is provided for both technical assistance (staff time, primarily) and project implementation. The District also contributes funding through various state grants it receives. The CPFAP is referred to more commonly as our Technical Assistance and Cost Share, or TACS, program.

Requests for financial assistance are made via an application process and are subject to approval by the Approving Authority. By default, the Approving Authority is the District Board of Supervisors or their delegated staff, if applicable. The Approval Authority may alternatively be the local water management agency board or their delegated staff depending on a variety of factors including but not limited to a proposed project's total cost, environmental benefit, and/or type of practice. Generally, consideration to approve or deny an application is based on the proposed project's feasibility, cost effectiveness, and overall public value.

This Policy and Procedures Manual, hereafter referred to as the "Docket", describes the policies and procedures associated with the program's application and approval process. It also lists the specific conservation practices eligible for financial assistance, along with maximum funding limits, conditions and criteria associated with each specific practice.

This Docket consists of three sections: Program Provisions, General Conservation Practice Provisions, and Specific Conservation Practice Provisions. The Program and General Conservation Practice Provisions list the requirements that are applicable to all or multiple practices. The Specific Provisions list the payment method, rates and limits, practice Contract Term, and specific provisions for each conservation practice.

In certain instances, policies and procedures differ between the District and local water management agencies, as well as between local water management agencies themselves. Where they exist, these differences are described in Appendix A. Where policies and procedures conflict, the stricter is always observed.

1 PROGRAM PROVISIONS

The following provisions are requirements for financial assistance under this program.

1.1 ELIGIBILITY

- 1.1.A Only practices listed in this Docket are eligible for financial assistance. Other practices required for the effective implementation of a primary Docket practice may be eligible for financial assistance as component practices. Examples of a component practice would be a diversion used in conjunction with a grassed waterway project or an underground outlet associated with a grade stabilization structure. Reimbursement for component costs will be included with the primary practice payment.
- 1.1.B Financial assistance may only be authorized for conservation practices that:
- 1) Are designed and constructed in accordance with current, industry-recognized technical standards. By default, this includes the USDA NRCS Field Office Technical Guide. It may, however, also include but not be limited to the MPCA Stormwater Manual, the NPDES General Stormwater Permit for Construction Activity, the Minnesota Urban Small Sites BMP Manual, or other recognized local, state, or federal standards consistent with this Docket.
 - 2) Meet the general and specific conservation practice provisions for each practice included in the Docket.
 - 3) Except as otherwise noted, provide measurable environmental benefits, including but not limited to nutrient, sediment, and runoff volume reductions.
 - 4) Do not address erosion resulting from the direct impacts of development, unless the development occurred prior to applicable standards, such as NPDES permitting or local municipal or water management agency rules.
 - 5) Unless prohibited by another funding agency's policy, payment for work not performed or constructed according to applicable technical standards may be authorized subject to approval by the Approving Authority, based on a determination by the Technical Representative or a professional engineer that the effective life and intended environmental benefits of the project will not be compromised.
 - 6) Financial and technical assistance costs for projects benefitting a water resource that lies outside the jurisdictional watershed within which it is physically located shall be split equally between both organizations unless one or the other has available funding (e.g., a grant) and agrees to cover a greater share or the entire amount.
- 1.1.C Financial assistance may be authorized for repairs to existing practices if:
- 1) The project is beyond the contract term and the risk of failure poses significant threat to water quality or infrastructure; or
 - 2) The project is within the contract term, but the damage was not the result of negligence by the landowner or land occupier or failure to adhere to the Operation and Maintenance Plan.
 - 3) Notwithstanding the above, approval from the Board of Water and Soil Resources (BWSR) is required prior to use of any state grant funds for projects involving the maintenance or repair of any practice if/when it is unclear whether such use of state funds is allowed after researching applicable grant policies.
 - 4) Cost share for projects deemed eligible pursuant to paragraph b., above, may be provided at the same rate as the original contract if the repair is completed within three (3) years of the original

certification date; otherwise, the current rate shall apply.

- 1.1.D A contract may be amended to cover costs associated with re-grading, re-seeding, and re-mulching a project that has experienced erosion prior to final certification, as determined reasonable and necessary by the Technical Representative. The percent-based rate shall not exceed the rate set in the approved contract. Such costs may be covered through an amendment to the financial assistance agreement. For practices where vegetation establishment is required, partial payment may be made at the discretion of the Technical Representative, and final payment can be made after stabilization of the project is determined to be fully achieved.
- 1.1.E Financial assistance may be authorized for expenses associated with installation of more protective erosion control measures, including but not limited to using erosion control blankets, as determined reasonable and cost effective by the Technical Representative. When feasible temporary erosion control blankets made with natural and biodegradable netting shall be preferred over ones made with nylon or other non-biodegradable material. Temporary products that require UV-light to biodegrade (i.e., photodegradable) are not acceptable as they do not effectively biodegrade in shaded conditions. Product availability and/or effectiveness may be considered when determining feasibility.
- 1.1.F Payment may not be authorized for any practice or portion thereof that has commenced prior to official approval of an application and a cost share contract being executed, except as follows:
 - 1) Soil health practices, provided a signed application has been submitted prior to installation and commencing prior to approval is allowed by the funding source; and
 - 2) Site preparation activities for ecological practices, up to but not including seeding or planting, may commence prior to a cost share contract being executed. Reimbursement may be provided using local funds but would not be eligible for reimbursement from grant funds.
- 1.1.G The Approving Authority may require an applicant to implement additional practices as a condition of financial assistance when deemed necessary to ensure the integrity of the original practice.
- 1.1.H Financial assistance for practices that have a maximum payment amount, including but not limited to cover crops and nutrient management, shall be limited to a single application per family or common farm operation or enterprise, whether formally or informally organized.
- 1.1.I Contracts may be amended to increase the approved financial assistance amount based on any of the following reasons, subject to prior approval the Technical Representative:
- 1.1.J Changes to the final design prior to or during construction result in increased costs;
- 1.1.K Unforeseen or unanticipated circumstances result in higher-than-expected construction costs;
- 1.1.L The original cost estimate is determined to be too low based on recent changes in market prices for similar materials or services and/or limited contractor availability; or
- 1.1.M A minimum of 2 bids were received and the lowest reasonable bid exceeds the original cost estimate.
- 1.1.N Filter strip and conservation cover projects are eligible for one-time re-enrollment. A Participant may apply for a one-time funding for up to 10 additional years upon expiration of their original contract. Application for renewals shall be made within one (1) year of the original contract expiration date or within two (2) years of contract expiration provided the original cover has been maintained. Projects along water bodies where the MN Buffer Law applies are not eligible for re-enrollment.. The Approving Authority may, at its discretion, approve, approve with modification, or deny any such application, based on its determination of public benefit and/or available funding. Public benefit considerations shall include cost relative to potential water quality impacts should the land return to agricultural use

in whole or part; b) whether a different practice or fewer number of acres would achieve comparable water quality benefits at a lower cost; and c) the level of impairment of the receiving water resource. The Approving Authority may place a cap on the maximum rate per acre that is less than the rate indicated under the Specific Conservation Practice Provisions section, below.

1.2 TYPES OF FINANCIAL ASSISTANCE

1.2.A Four types of financial assistance are authorized, including Flat Rate, Incentive, Percent Based, and Install Credit¹, as follows:

- 1) **FLAT RATE:** Flat Rate is a form of financial assistance where payments are based on a specified dollar amount per unit installed (e.g., \$/acre). There are two types of Flat Rate payments:
 - a. **One-time:** Total payment is calculated by multiplying the flat rate by the number of units installed. A single payment is issued in full upon certification of practice installation.
 - b. **Annual:** Total payment is calculated by multiplying the flat rate by the number of units installed times a set number of years. Payments are typically made in installments over the course of two or more years, the first being subject to certification of installation and subsequent being subject to continued maintenance. If allowed by the funding source, a payment for the approved full amount may be made in the first year subject to certification in the initial year and each year thereafter.
- 2) **INCENTIVE:** An incentive is a form of financial assistance to encourage participation in a program that supports voluntary implementation of conservation practices, including but not limited the financial assistance program under this Docket, or another local, state or federal conservation program. Incentive rates are identified in Section 3 below, by practice, and are in addition to the listed flat rate amounts. Incentives are limited to perennial cover practices such as Conservation Cover, Tree/Shrub Establishment, and Wetland Restoration.
- 3) **PERCENT BASE:** Percent-based financial assistance is a reimbursement to the Participant to help offset the construction and/or establishment costs associated with implementing a practice. The maximum percent-based rate is listed for each practice in the Section 3 and shall be considered the maximum rate of actual construction costs or the estimated cost, whichever is less, of implementing the practice, unless a higher maximum rate is approved in accordance with Section 1.5.
- 4) **INSTALL CREDIT:** Install credit (IC) is a credit applied towards the cost of goods and/or services provided by the District or its Partners for installation of a conservation practice. Goods include but are not limited to cover crop seed, native prairie seed, native prairie plants, native trees and shrubs, and lab tests (e.g. soil, tissue, manure). Examples of services include but are not limited to spraying for site preparation, native prairie seeding, aerial cover crop seeding, conservation equipment rental, soil sampling, and mowing.

Install Credit is provided in lieu of, and may not be combined with, Flat Fee or Percent Based financial assistance or Incentives. It is not a reimbursement and does not involve the exchange of cash. The Applicant will be invoiced for the total value of the goods and services provided, less the IC amount. The amount of the IC may be up to the maximum amount authorized under Section 3, or the total value of the goods and services provided, whichever is less. The Applicant must apply for IC assistance and if approved agree to and sign a Quote for Services and an Operation and

¹ The term “cost share” is often used generically when referring to any type of financial assistance.

Maintenance Plan. A contract may also be required. The Operation and Maintenance period shall be the practice-specific Contract Term indicated in Section 3. Failure to properly maintain the project may result in the Applicant having to refund the IC amount they received, in full or part.

The District retains the right to determine if, when, where, and to what extent it may provide In-Kind services based on factors including but not limited to project type, size, or location and/or available time and/or equipment. The District shall maintain adequate records and documentation to certify that seed, plant stock, and associated seeding and planting rates, methods and timing meet applicable practice standards and specifications. The District shall not, however, be liable for failure of any seeding or planting project installed according to applicable standards and specifications or reasonable adherence thereto. The District will further keep detailed records documenting all out-of-pocket costs and time expenditures, by project.

1.3 APPROVAL PROCESS

- 1.3.A An individual or entity may request financial assistance for the installation of a conservation practice by submitting a completed application form provided by the District. Applications shall be reviewed by the District staff to determine project eligibility, potential funding sources, and whether sufficient funds are available. Staff may use a scoring system to screen and rank applications based on relevant criteria including without limitation practice type, available funding, and environmental benefits. Applications passed through screening shall be presented to the appropriate Approving Authority, or their Delegate, for formal consideration at the earliest reasonable opportunity. Action to approve, approve with modification, or deny shall be documented in Board meeting minutes. An amendment to an approved application shall be processed in a similar manner.
- 1.3.B Approval of applications and application amendments are subject to funding availability. If approved, the Applicant and Approving Authority shall enter into a binding cost share contract provided by the District, which must be signed by both parties prior to the practice commencing except as provide under paragraphs 1.1.F, above. If the application and contract are one in the same, the application automatically becomes a binding contract upon execution by the Approving Authority. The individual or entity that signs the contract shall be the party to whom payment will be issued, whether that is the landowner or land occupier, and upon execution of the contract is henceforth referred to as Participant. If the individual or entity is not the landowner, then the landowner must also sign the contract except in cases where the project is limited to a single-year flat rate payment and the applicable funding source policy allows such exception.²
- 1.3.C Changes to an executed contract are considered an amendment to the contract and subject to review and approval by the Approving Authority. Amendments are limited to extensions of completion dates, increases or decreases to estimated project cost, changes to practice type(s), or to identify a different land occupier. Amendments will be considered only when circumstances such as weather, unforeseen cost or soil conditions, or other uncontrollable events occur. The procedure to amend a contract is as follows:
- 1) The Participant provides information justifying the need for an amendment and completes the amendment form. Assistance may be provided by the Technical Representative.
 - 2) The Technical Representative reviews the proposed amendment and certifies the change(s) are

² Currently, grants administered through the Board of Water and Soil Resources do not allow this exception. The landowner's signature is required in all cases.

reasonable and necessary.

- 3) The District Board reviews the amendment request and either approves or denies the request.
 - a. If approved, the date of approval is recorded at the top of the original contract and the amendment form is signed and dated by the organization. A copy of the approved amendment is sent to the Participant and landowner, if different.
 - b. If denied, the Participant should be notified in writing of the reason for denial of the application.
- 4) Contract amendments must be filed in advance of and approved prior to final payment request from the Participant.

1.3.D The District shall send a letter notifying the applicant(s) of action taken by the Approving Authority on their application or any amendment to an existing contract. The letter shall also, at a minimum, explain next steps and be accompanied by a copy of the signed and dated contract or amendment, as applicable. Letters shall also be sent when action by the appropriate Approving Authority is taken to cancel a contract. Letters and copies of approved and executed contracts and amendments may be sent in hard copy or electronic form, at the Participant's option.

1.4 CONTRACT TERMS AND MAXIMUM AMOUNTS

- 1.4.A The term of an approved contract must extend through the designed effective life of the practice, or the minimum term required by the funding source policy, whichever is greater. This applies to projects involving construction of a new practice and repairs to an existing practice. For projects involving repairs to a practice that was installed under a previous contract, the new contract must extend through the full effective life of the practice.
- 1.4.B The flat and percent-based cost share rates, and incentives, are listed in Section 3, Specific Practice Provisions, by practice. The Approving Authority has discretion to approve lower rates depending on public benefit. The total financial assistance paid to an applicant shall not exceed the maximum amounts allowed by the funding source's governing policies. The maximum local financial assistance paid to an applicant shall not exceed the maximum amounts listed in this Docket. An applicant may request less than the maximum authorized amount to avoid IRS income reporting requirements. Other program rules regarding maximum payment rates and other limitations shall be observed.
- 1.4.C Federal, state, and other non-local sources of funding shall be used to the maximum extent practicable. Likewise, local funds shall be used to piggy-back other funding sources to the maximum extent practicable. Non-local funds may be deemed not practical upon the District's determination that compliance with this provision would delay project construction resulting in a significant increase in risk to public health, safety, or the environment; or administrative overhead to secure such funds, including but not limited to time, paperwork, and other restrictions, would place an unreasonable burden on the applicant and/or District.
- 1.4.D The amount of financial assistance provided for a project shall be based on the minimum amount required for the practice to be installed according to applicable design standards and specifications. Costs associated with additional or alternative work or materials shall be the responsibility of the owner. Maximum rates for in-kind labor costs shall be consistent with the most current Iowa Custom Rate Survey. Higher rates may be allowed in special circumstances, as determined reasonable by the District.
- 1.4.E Financial assistance for seeding or planting is limited to those costs associated with implementing the seed or planting plan as approved by the Technical Representative.

- 1.4.F Contracts exceeding \$20,000 in total financial assistance, except contracts for Soil Health practices, shall be recorded on the property title at the County Recorder's office. Recording of the contract notifies subsequent buyers of the existence of the practice or practices on the property and their obligation to maintain these practice(s) during the effective life. Procedures for recording shall follow guidance developed by the Board of Soil and Water Resources for the recording conservation practices. A variance to this provision may be granted at the discretion of the Board for structural practices in cases where funding from any single agency is less than \$20,000, the grantee is a government entity, and the likelihood of the project being removed or not maintained is determined to be minimal.
- 1.4.G Notwithstanding the amounts listed in the Specific Practice Provisions section, the maximum percent based cost share rate for local government units shall be 50%.

1.5 COST SHARE RATE ADJUSTMENTS

- 1.5.A Maximum cost share rates listed in Section 3, Specific Practice Provisions, may be increased in accordance with this section for the following practices:
- Conservation Cover
 - Critical Area Planting
 - Diversion
 - Grassed or Lined Waterway
 - Grade Stabilization Structure
 - Sensitive Field Borders
 - Streambank Stabilization
 - Terrace
 - Tree/Shrub Establishment
 - Underground outlet
 - Water and Sediment Control Basin
- 1.5.B Cost share rates may be adjusted for projects deemed by the District to be high priority. To be deemed high priority, a project must meet the following criteria:
- 1) At its base cost share rate the project's phosphorus and sediment reduction cost benefits are within the top 20th percentile of cost benefits as calculated for all agricultural practices (as defined according to BWSR's practice categories) that were installed and certified within the past 5 years, based on their total cost and 10-year practice life; or
 - 2) The project is identified in a subwatershed assessment completed after 2020 and is in the top 10% of projects within the same category (as defined in the assessment) based on phosphorus and sediment reduction cost benefit.
- In addition to the above the project must meet the following:
- 1) The practice type must be identified as a high priority and/or support a priority goal in the approved Scott SWCD Comprehensive Plan or applicable watershed management plan; and
 - 2) The Participant agrees to operate and maintain the practice for 15 years (contract term), except for Conservation Cover and Tree/Shrub Establishment projects which may remain at 10 years.

- 3) For Conservation Cover and Tree/Shrub Establishment projects, the cost benefits for sediment and runoff reduction at the base cost share rate must be within the top 20th percentile of cost benefits as calculated for all conservation cover and tree/shrub establishment projects installed and certified within the past 5 years, based on their total cost and 10-year practice life.

1.5.C Percent-based Cost Share

- 1) Percent-based cost share rates listed under Section 3 may be exceeded on a case-by-case basis, up to and including 90%, for a project determined by the District to meet one of the following criteria:
 - a. It is deemed a high priority under Section 1.5.B.; or
 - b. It is specifically identified and targeted as a priority project for funding under a state or federal grant.
- 2) Notwithstanding the above, Participants that own or operate cropland may be eligible for up to 90% cost share for projects that are not necessarily deemed high priority providing the following:
 - a. If upland treatment is required, the Participant signs and follow a Conservation Plan that achieves upland treatment pursuant to Section 2.12 on any cropland that drains to the practice and that they either own or occupy during the term of their cost share contract.
 - b. Achieve a minimum of 30% residue cover, after planting, during the term of their contract as prescribed in a Conservation Pan. Residue cover may be from the current and previous year's crop, cover crops, and/or permanent vegetation. When alfalfa or alfalfa/grass mix are part of the rotation, the minimum residue cover is not required in the year following termination of the alfalfa or alfalfa/grass mix. The minimum residue requirement is resumed for any subsequent years of the rotation.
 - c. The number of acres where residue management is required is based on promoting residue management at a rate of \$10/acre over ten years. The following formula is used to determine the number of acres that must be applied:

$$\text{Total Project Cost Estimate} \times .002$$

The number of acres to be applied shall be adjusted based on actual project costs; however, if the final cost is within 10% of the cost estimate, then no adjustment is necessary. When identifying where residue management will be applied, priority shall be given to a) fields within the drainage area of the practice, and b) fields where slope exceed 2% and/or that pose greater risk to water quality.

- d. Complete a Conservation Assessment under Section 2.11 on all cropland on the parcel where the project will be installed plus any contiguous parcels owned by the Participant.

1.5.D Incentives

- 1) An Incentive of \$500/acre may be provided for a Conservation Cover or Tree/Shrub Establishment project if it is not receiving an incentive for enrollment in CRP or continuous CPR, and it is determined by the District to meet one of the following criteria:
 - a. It is deemed a high priority under Section 1.5.B.; or
 - b. It is specifically identified and targeted as a priority project for funding under a state or federal grant.

1.5.E The maximum percent based amounts listed in this Docket may be exceeded on a case-by-case basis, up to and including 100%, based on unique circumstances or for projects identified as a Capital

Improvement Project in an approved grant or other work plan. Projects where this provision applies shall be approved by the Board of the Approval Authority.

1.6 PAYMENT PROCESS

- 1.6.A An individual with appropriate Job Approval Authority (JAA) or a licensed professional engineer must prepare and/or certify project cost estimates and design plans and must certify installation was installed in accordance with applicable standards and specification. The following documentation shall be required as a condition for payment:
- 1) Certification the project was installed in accordance with applicable standards and specification, such as for example record plans signed by an individual with appropriate JAA or a licensed PE;
 - 2) A completed, signed, and approved Voucher Form; and
 - 3) For percent-based payments, copies of receipts and/or paid invoices for all out-of-pocket and in-kind expenses. Applicants requesting reimbursement for in-kind services shall submit a signed statement indicating the services provided, dates provided, rate, and quantity.
- 1.6.B If a property is sold prior to final payment being issued, any outstanding payments shall by default be issued to the new landowner(s) subject to them signing, and the Board approving, a new financial assistance contract that extends through the remaining years of the original contract term. If a new contract cannot be secured, then any outstanding amount shall be forfeited and, if possible, made available for use towards another approved project.
- 1.6.C Should the applicant remove or fail to maintain the practice during its effective life, the applicant is liable to the District or other financial assistance source agency for one hundred fifty percent (150%) of the financial assistance received to install and establish the practice. The applicant is not liable for cost-share assistance received if the failure was caused by reasons beyond the applicant's control. Sale of the property may not alone be cause for determining if failure was beyond the applicant's control.
- 1.6.D Temporary erosion and sediment control measures (e.g., silt fence and synthetic bio-logs), if used, shall be removed and properly disposed of prior to issuance of any payment.

1.7 GRANT PROVISIONS

- 1.7.A For projects utilizing funds from a federal, state, or other non-local grant source, the flat and percent-based rates, incentives, eligible practices, and other related provisions set forth in the approved grant agreement, if different, shall prevail. Examples of these instances include but are not limited to 1) if a practice is required to use native species as a requirement of the grant and this policy allows for non-native species, the grant requirement will prevail and, in this example, native species will be required; 2) if the grant requires that a project is paid in full before the grant expires then the grant requirement will prevail.
- 1.7.B If an amendment request involves dates outside the executed state grant agreement date, outside the contract practice install date, or grant program policies, BWSR staff must be consulted, and a grant agreement amendment may be required.
- 1.7.C BWSR approval will be obtained prior to using any state grant funds for projects involving the maintenance or repair of any practice for which state grant funds are proposed to be used, if/when there is a question or doubt whether such maintenance/repair is allowed after researching applicable or State Cost Share or CWF grant program policies.
- 1.7.D Practices funded with Clean Water or other BWSR-issued grant funds shall have a minimum effective life of 10 years, except for certain nonstructural management practice such as cover crops and nutrient

management which may have a minimum effective life of 3 years.

- 1.7.E Native seed mixes consistent with BWSR's Native Vegetation Establishment and Enhancement Guidelines, as updated, shall be specified for any project using state grant funds and has a vegetation restoration component. Non-native vegetation may be used for temporary cover/cover crops for soil health and soil stabilization, grass waterways, and projects to meet MN Buffer Law that will be hayed, grazed, and/or exposed to pesticides. Subject to prior approval from BWSR, non-native species may also be used on any other structural projects/practices including but not limited to terraces, diversions, waterways, water and sediment control basins, and grade stabilization structures if either of the following conditions applies: a) the post-project land use involves agricultural production as required by the land owner or occupier; or b) use of non-native species is necessary for initial stabilization and long term function of the practice as deemed necessary by the project engineer or District technical representative with appropriate JAA.
- 1.7.F State grant funds may be used for flat rate and incentive payments except as prohibited by the applicable grant policy.

1.8 STAFF CREDENTIALS

- 1.8.A The District will ensure staff has the necessary skill, training, and experience to plan, design and construct projects according to applicable standards and specifications. Building credentials and maintaining or seeking certifications to retain knowledgeable staff is a high priority of the District, and funding for training purposes is incorporated into the District's approved annual budget.
- 1.8.B As of January 1, 2025, technical expertise of the District includes:
- 4 certified professionals in erosion and sediment control;
 - 1 certified wetland delineator and 1 certified wetland delineator in-training; and
 - 7 staff with USDA–NRCS Job Approval Authority for ecological and/or engineering sciences
- 1.8.C When professional engineering is required by law, or the size or complexity of a specific conservation practice requires expertise above District technical capacity, the District will hire or contract with a professional engineer licensed to practice in the State of Minnesota, or an appropriately licensed engineer employed with the Minnesota Board of Water and Soil Resources or the USDA-NRCS.

1.9 DELEGATION OF AUTHORITY

- 1.9.A By adoption of this Conservation Practice Financial Assistance Program Policy, the Scott SWCD Board delegates the following authorities to the District Director for projects within the District:
- 1) Approve applications provided the following applies:
 - a. The SWCD Board is the Approving Authority; and
 - b. Total financial assistance is less than \$20,000; and
 - c. The project is consistent with all other provisions in this Docket.
 - 2) Approve contract amendments limited to date extensions, a different land occupier or owner, amount changes less than 10%, changes in funding source, and/or amendment to contracts the District Director approved pursuant to subs. 1 above, provided the amendment does not result in total financial assistance exceeding \$20,000.
 - 3) Sign financial assistance applications, contracts and amendments that have been approved by the Board or by the District Director in accordance with subs. 1 and 2. above; and

4) Approve partial and final payments.

1.9.B Action by the District Director under this section shall be at the Director's discretion, who may defer any such action to the Board as they deem appropriate. Any action taken by the District Director pursuant to 1, 2, and 4 above shall be certified by the Board at their next or subsequent regular meeting.

1.10 SUPPLY COSTS

1.10.A The District may provide project-related supplies to the applicant at cost for projects that are approved for financial assistance (original Board motion 5.f, April 2019.)

1.11 COMPLIANCE

1.11.A The District shall seek to resolve any known contract violation in accordance with the flow chart provided in Appendix B.

2 GENERAL PRACTICE PROVISIONS

2.1 The following provisions apply to the design and construction of conservation practices under this Docket:

2.2 Effective Life: All projects must be designed to achieve the practice's minimum effective life as per the applicable practice design standard or grant policy, whichever is longer.

2.3 Soil Testing: A soil test shall be performed for any practice requiring seeding of cool season, non-native grasses if the cooperator or contractor applies fertilizer in excess of the following rate per acre: Nitrogen (N) 80 lbs., Phosphoric Acid (P2O5) 80 lbs. and Potash (K2O) 80 lbs. All soil tests shall be from a soil testing laboratory shown on the Minnesota Department of Agriculture's list of approved Soil Testing Laboratories. Application rates of lime, commercial fertilizer, and manure shall be based on University of Minnesota recommendations. Soil testing requirements may be waived if acceptable soil tests from the site were taken within the previous three years.

2.4 Upland Treatment: Where specified under the Specific Practice Provisions section, Participants shall comply with applicable upland treatment requirements as detailed in a conservation plan prepared by the District. The plan shall adequately address potential adverse impacts to the conservation practice for which they are receiving cost share assistance. Adverse impacts to conservation practices include, but are not limited to, increased siltation by water and/or wind-borne soils, excessive runoff, degradation of vegetation practice components by pesticides transported in runoff and sediment, and degradation of wildlife habitat. Upland treatment shall, at a minimum, include controlling sheet and rill erosion to Tolerable Soil Loss ("T") and controlling all ephemeral gully erosion within the drainage area of the practice. For community and non-residential raingardens, a device that captures larger sand particles and trash shall be used as pre-treatment in lieu of upland treatment.

2.5 Materials: New materials must be utilized in the construction of practices, unless used material are approved by a Technical Representative with appropriate JAA or licensed Engineer prior to installation.

2.6 Land Rights: Participants proposing to construct a practice that will impact land they do not own are responsible for obtaining easements, permits, right-of-way, water rights or other permission necessary to perform and maintain the practices. Expenses incurred due to these items are not eligible for financial assistance. The permission from the authority must be in writing and a copy must be provided to the

Scott SWCD office prior to installation being made on the practice. Participants proposing to construct a practice on land they do not own shall have the landowner sign the contract.

- 2.7 Permits: The Participant is responsible for obtaining all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the project. Expenses incurred for permits are not an eligible expense for cost-share.
- 2.8 Operation and Maintenance: The applicant is responsible for the operation and maintenance of the conservation practice for the minimum contract term listed in the Specific Practice Provisions section.
- 2.9 Compliance: Financial assistance may not be provided to a landowner or occupier that is determined to be in violation of any of the following, provided such violation is determined to be ongoing and not older than 10 years:
 - 1) Minnesota state rules, including:
 - a. MN Rule 7020 (governing feedlots);
 - b. MN Rule 8420 (governing wetlands);
 - c. MN Statute 103F.48 (governing buffers);
 - d. MN Rule 8400 (governing Excessive soil Loss Control); and
 - e. MN Rule 1573 (governing nitrogen application restrictions in high susceptibility areas)
 - 2) Current Scott County Ordinances, including:
 - a. Ordinance No. 3, Chapter 70-8-11 (governing Shoreland zone);
 - b. Ordinance No. 4 (governing septic systems, as evidenced based on visual observation of surface discharge or formal notification by the county);
 - c. Ordinance No. 3, Chapter 6. Article F (governing bluff setbacks and protection);
 - d. Permitting may be required under Chapter 71: FP, Floodplain District; and
 - e. An existing financial assistance contract.
 - 3) Watershed District Rules and Watershed Management Organization Standards, as applicable.
 - 4) Regulatory compliance shall only apply to the following:
 - a. The parcel of land on which the practice is being implemented; and
 - b. Any parcel owned (or co-owned) by the applicant that is contiguous to the parcel on which the practice is being implemented. Parcels separated only by road right-of-way or water feature, or which touch at a property corner, shall be deemed contiguous; and
 - c. The applicant's primary residence and/or farmstead, if applicable.
 - 5) Compliance with the buffer requirements under MN Statute 103F.48 shall be required as a condition of cost-share, regardless of applicability dates provided in the law.
 - 6) Notwithstanding the above, an applicant may be eligible for cost-share regardless of non-compliance, provided they sign and agree to implement a Conservation Plan that details specific actions and timelines for correcting non-compliance, and/or their financial assistance application is for a project intended to resolve the compliance issue.

- 7) An applicant may apply for a waiver from this section using a form provided by the District. The local funding authority may approve a waiver request upon determination of the following:
 - a. Allowing the non-compliant situation to continue serves the greater public good than not installing the conservation practice for which financial assistance is being requested; or
 - b. Gaining compliance is impractical due to engineering or physical limitations that cannot be reasonably overcome or resolved without creating economic hardship.

2.10 Seed Plans: When preparing a seed plan the following standards will be used based on the funding source(s) involved: Vegetation Requirements for BWSR Funded Projects (BWSR 2019, as amended); Practice Standard 327 Conservation Cover (USDA – NRCS eFOTG, as amended); and/or Agronomy Tech Note #31 (USDA – NRCS 2021, as amended)

2.11 Conservation Assessments: Where required, Conservation Assessments shall, at a minimum, address the following resource concerns on all parcels contiguous to the parcel on which the practice will be applied: sheet, rill, inter-rill, and gully erosion; buffers; manure management practices; open tile intakes; feedlot runoff, and sedimentation on neighboring property due to excessive soil loss.

Farms and parcels separated only by a road, driveway, easement, or water feature, or which share a common corner, shall be deemed contiguous.

2.12 Upland Treatment: Where required, upland treatment shall include preventing ephemeral or classic gully erosion and controlling soil sheet and rill erosion to tolerable soil loss rate and must be applied to any cropland that a) drains to the practice and b) the Participant either owns or occupies (i.e., rents).

2.13 Reimbursement for crop damage: The destruction of actively growing small grain and cash crops is eligible for reimbursement when such damage results from accommodating mid- to late-summer construction of the conservation practice. Reimbursement may only be provided using local funds, subject to availability. The intent of this provision is to encourage construction during a time of year when successful stabilization and contractor availability can be maximized. The maximum reimbursement amount shall be consistent with the rate for pre-construction cover provided under Section 3.2. If anticipated, the estimated cost of crop damage should be included in the total project cost and be listed on the cost estimate. Otherwise, the expense may be added through a contract amendment after the fact, if actual construction costs exceed the original amount approved.

3 SPECIFIC PRACTICE PROVISIONS

Practices eligible for financial assistance are listed below along with notes detailing specific conditions that apply to each.

3.1 BIORETENTION BASINS

Definition: A depression constructed in an urban or other residential or commercial/industrial development used to improved water quality by filtering or infiltrating stormwater runoff and/or reducing runoff volume or peak discharge rates. Projects under this practice must be designed and engineered to meet specified volume, rate and treatment goals.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount	Maximum Rate	
Bioretention Basins with quantifiable benefits (Redevelopment/Community)	570			75%	10 years

1. Pre-treatment is required, as determined by the Funding Authority. See General Conservation Practice Provision #30.
2. Materials eligible for financial assistance include plants, bio-logs, erosion control blankets, site preparation materials, edging, mulch, stakes, and other items critical to the proper function of the rain garden. Materials not eligible for financial assistance include those items that do not benefit practice function, such as ornamental rock or other decorative items.
3. To qualify for percent-based funding, the project must have quantifiable environmental benefits or be identified as a project in an approved local water plan and be in a community or other public setting. This section is not intended for private residential raingarden projects.

3.2 CONSERVATION COVER

Definition: Establishing and maintaining perennial vegetative cover to protect soil and water resources on lands needing permanent protective cover that will not be used for forage production.

	Practice Code	Flat Rate	Incentive (For CRP/CCRP Enrollment)	Percent Based Rate	Contract Term
Conversion of agricultural land to Native Prairie (see 2. below for exceptions):					
Portion of a project that is ≥2 acres and <5 acres	327	\$2,100/ac	\$1,000/ac	50% for establishment	10 years
Portion of a project that is ≥5 acres and <20 acres.	327	\$1,800/ac	\$1,000/ac	50% for establishment	10 years
Portion of a project that is ≥20 acres.	327	\$1,400/ac	\$1,000/ac	50% for establishment	10 years
Conversion of agricultural land to non-native species:					
Conversion to introduced perennial grasses, and legumes	327	\$1,000/ac	N/A	N/A	10 years

Establishment of oats, rye, or other small grains for pre-construction cover	TN 31	\$150/ac, not to exceed 10 acres	N/A	N/A	10 years
Conversion of agricultural land to Native Prairie – WETLAND RESTORATION					
Component of a wetland restoration project	327	\$3,375/ac	\$1,000/ac	90% for establishment	10-15 years

1. Eligible agricultural land includes any areas where annually seeded crops (e.g.: corn, soybeans, small grains, vegetables, etc.) have been grown and harvested 4 of the past 6 years, or otherwise meets cropping history as defined under CRP. Cropland in a forage rotation (e.g., hay/alfalfa) is eligible provided forage has not constituted more than 50% of the rotation in the previous 10 years. A variance to the cropping history requirements may be authorized by the appropriate Approving Authority based on extenuating circumstances.
2. The incentives listed above may only be provided for projects enrolled or re-enrolled in the federal CRP or continuous CRP program. An incentive of \$500/acre may be provided in addition to the incentive amounts listed if state grant funds that specifically incentivize enrollment or re-enrollment in continuous CRP are available, except that the total contract may not exceed an amount equal to \$3,500 times the total program acres.
3. To qualify for the wetland restoration rate, the land must be contiguous to and part of a wetland restoration project completed in cooperation with and certified by the District, and the rate only applies to the area that will be actual wetland. In lieu of a formal delineation, wetland area may be assumed to be the area below the permanent pool elevation plus one and a half (1.5) feet. Any area above this, including any buffer, may be eligible for the non-wetland rate. Vegetation restoration standards under Practice Standard 657 may be followed, as applicable.
4. Areas that cannot be seeded following BWSR's Native Vegetation Establishment and Enhancement Guidelines, as updated, may not be eligible for state grant funds.
5. Funding assistance shall be limited to a maximum amount such that the overall total cost benefit for volume reduction does not exceed \$2000 per acre foot of runoff.
6. Unless otherwise required for grant purposes, payments shall be made in two (2) equal lump sum installments; however, the Participant may request up to four (4) annual installments over a maximum of 4 years. The first payment shall be subject to the District certifying the seeding was completed in accordance with the approved seed plan. First year payments for spring and summer plantings are also subject to adequate and timely maintenance (e.g., mowing). The second payment shall be subject to the District certifying the seeding has established according to the approved plans (typically after one full growing season) and is being maintained in an adequate and timely manner. Any subsequent payments shall be subject to the District certifying the seeding is being maintained in accordance with the signed O & M Plan, and noxious weeds are under control. A single payment may be authorized for a project if the site is already well established, meets minimum stand density and diversity requirements, and noxious weeds are under control.
7. Eligible establishment costs include site prep, seed, and seeding. Site prep may include but is not limited to one-time temporary seeding to mitigate for potential herbicide carry-over issues.
8. Upland treatment is required.
9. The minimum project size for any funding assistance is 2 acres. See Natural Landscaping for projects <2 acres.
10. All payment amounts shall be pro-rated based on actual acres established.
11. Projects involving the conversion of eligible agricultural land to introduced perennial grasses/legumes shall be maintained by regular harvesting and/or grazing in accordance with a plan approved by the District. If grazing is proposed, the District shall evaluate proposed stocking densities, paddock layout, grass species, and other relevant factors to determine whether or not grazing is a suitable maintenance option. Applications will not be accepted where proposed grazing is determined not suitable to ensure proper maintenance.

12. Land where the maintenance of permanent natural vegetation is required under Chapter 70-8-11, Scott County Zoning Ordinance or other state or local regulation is not eligible for funding.
13. Application through CRP or related program is prerequisite for projects over 20 acres, if the site meets CRP program eligibility requirements and the CRP program is currently accepting applications or USDA has announced it will be begin accepting applications in the current calendar year.
14. By default, Practice Standard 327 will be used. Practice Standards 342, 643 or 645 may be used if preferred by the applicant, allowed by the funding source, and deemed technically feasible by the Technical Representative; maximum costs shall, however, shall be based on meeting 327. Planting of trees within the conservation cover may be allowed if approved by the SWCD and included the Conservation Plan. Areas planted to trees may not be eligible for financial assistance under this practice; however, they may be eligible for financial assistance under the Tree/Shrub Establishment practice (Practice Standard 612) subject to meeting applicable requirements therein.
15. An applicant may apply for Pre-Construction Cover payment for land seeded to temporary grasses or small grains for the purpose of accommodating construction of conservation practices when cash grain crops would otherwise be growing. The intent of this payment is to offset lost revenues in order to encourage mid- to late-summer construction when successful stabilization and contractor availability can be maximized. Species selection and seeding rates and methods must be consistent with Technical Note #31, as revised, and must be completed in the fall or spring prior to planned construction. Payments shall be subject to construction of the proposed project being completed between July 1st and September 10th. Pre-construction cover shall be included as an eligible component of the primary practice, not as a separate, stand-alone practice.
16. A Participant may apply for a one-time re-enrollment pursuant to Par. 10, under the Eligibility section above.
17. A food plot may be planted within the project area provided the following: 1) it occupies no more than 5% of the project area; 2) it is located in the least environmentally-sensitive area possible as determined by Technical Representative; and 3) the estimated soil loss as determined by RUSLE II does not exceed 2 tons per acre.
18. Planting of trees in the Conservation Cover area are allowed provided the area planted does not 10% of the Conservation Cover area. All planted trees must be native to Minnesota and part of a planting plan approved Scott SWCD Staff.
19. Cannabis shall not be considered as an eligible perennial cover.

3.3 CONTOUR BUFFER STRIPS

Definition: Strips of perennial grass alternated with wider cultivated strips that are farmed on the contour. Vegetation in strips consists of adapted species of grasses or a mixture of grasses and legumes.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Contour Buffer Strips	332	Annual	\$275/acre	50%	10 years

1. CRP funding shall be used when available for projects exceeding 10 acres.
2. Buffer strips must be harvested at least every other year, unless harvesting is prohibited by one or more funding sources (e.g., CRP).
3. Eligible costs include site prep, seed, and seeding.

3.4 CONTOUR FARMING

Definition: Use of ridges, furrows, and roughness formed by tillage, planting and other farming operations at a grade near the contour to alter the velocity or the direction of water flow.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Contour Farming	330	1-time	\$200/acre	N/A	10 years

1. Eligibility for funding is limited to projects where contouring is implemented in conjunction with buffer strips or terraces, and dominant slopes in the field are 6% or greater.
2. This Flat Rate is only available where current cropping practices would not meet the 330 Practice Standard.

3.5 CRITICAL AREA PLANTING

Definition: Establishes permanent vegetation on sites that have, or are expected to have, high erosion rates, and on sites that have physical, chemical or biological conditions that prevent the establishment of vegetation with normal practices.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Critical Area Planting	342			70%	10 years

1. Upland treatment and conservation assessment required. See General Conservation Practice Provision #30.
2. Critical Area Planting (342) must be completed following an approved establishment and management plan.

3.6 DIVERSION

Definition: An earthen channel that is installed across a slope with a supporting ridge on the downhill side.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Diversion	362			70%	10 years

1. Upland treatment and conservation assessment are required. See General Conservation Practice Provision #30.
2. The use of tile or other underground pipe to drain hillside seeps, low or wet spots in fields may be eligible as a stand-alone practice or component of this practice.
3. Diversion (362) is allowed as a stand-alone practice for feedlots when used as a clean water diversion.
4. If a Diversion (362) is a component of Wastewater and Feedlot Runoff Control (784), cost sharing is not authorized for the Diversion (362) as a stand-alone practice. The cost will be included in the cost of Wastewater and Feedlot Runoff Control (784).

3.7 FILTER STRIP

Definition: Area of vegetation established for removing sediment, organic material, and other pollutants from runoff and wastewater.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Filter Strip - New	393	Annual	\$300/ac for the NRCS minimum; \$150/ac for the area beyond the minimum, up to a maximum of 75'	50% of establishment costs	10-15 years

Sensitive Field Border (Harvestable)	393	Annual	\$150/ac		10 years
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1. Eligible establishment costs include site prep, seed, and seeding when using native species only. Site prep may include but is not limited to one-time temporary seeding to mitigate for potential herbicide carry-over issues.
2. The rates listed are maximums amounts from all public sources combined.
3. Sensitive field borders include the edges of fields that are not included in Standard 393, such as road ditches, drainage ditches without seasonal perennial stream characteristics, or other areas deemed sensitive. Minimum width is 33'.
4. Filter strips must be harvested at least every other year, unless harvesting is prohibited by one or more funding sources (e.g., CRP).
5. Upland treatment required.
6. New filter strips must have crop history 4 of the past 6 years unless there are extenuating circumstances approved by the Watershed Planning Commission or County Board.
7. Filter strip payments shall be split over two to four years. The first-year payment shall be subject to the District certifying that seeding was completed in accordance with the approved filter strip design. Subsequent payments shall be subject to the District certifying that the filter strip has become well established (typically after one full growing season) and is being adequately maintained through timely mowing and weed control. Flat rates for renewal filter strips where vegetation is already established and consistent with applicable standards and specifications are eligible for full payment in the first year.
8. Sites where upland runoff does not flow through the filter strip due to the presence of a levee (e.g., spoil piles) or negative slope shall not be eligible under this practice. They may, however, be eligible under the Riparian Buffer Practice.
9. The NRCS minimum shall be based on removal of sediment and sediment associated material removal, as set forth in Table 1 of Practice Standard 393, except in cases where the local water plan identified soluble material and pathogen removal as a priority, in which case the minimum may be as specified under the soluble materials and pathogens section of Table 1 of the Standard.
10. Livestock grazing may be used for maintenance, provided it is performed in accordance with an approved grazing plan.
11. A Participant may apply for a one-time re-enrollment pursuant to Par. 10, under the Eligibility section above.

3.8 GRADE STABILIZATION STRUCTURE

Definition: Used to control the grade and head cutting in natural or artificial channels.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Grade Stabilization	410			70%	10 years

1. Upland treatment and conservation assessment required. See General Conservation Practice Provision #30.
2. Eligible costs include materials, earthwork and any seed and seeding expenses.

3.9 GRASSED AND LINED WATERWAY

Definition: A shaped or graded channel that is established with suitable vegetation to convey surface water at a nonerosive velocity using a broad and shallow cross section to a stable outlet.

	NRCS	Flat Rate	Percent Based	
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	Code	Type	Amount \$	Maximum Rate	Contract Term
Grassed Waterway	412 or 468			70%	10 years

1. Upland treatment and conservation assessment required. See General Conservation Practice Provision #30.
2. Cost is for earthwork, materials, and any seed and seeding expenses.

3.10 MAINTENANCE FOR NATIVE PRAIRIE AND TREE/SHRUB ESTABLISHMENT PROJECTS

	Practice Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Tree Stand Improvement Supplemental Planting and/or Chemical Release	666	One-Time	\$100/acre		N/A
Prescribed Burning	338			50% up to \$100/ac max.	N/A
Mowing		One-Time	\$85/acre		
Prescribed grazing	528			50% up to \$100/ac max.	N/A

1. Cost share under this practice may only be provided for maintenance conducted within the term of an active contract and as deemed appropriate by the Technical Representative.
2. Cost share may be provided for projects not under an active contract, provided a burn is deemed technically feasible and appropriate by the Technical Representative and the Participant agrees to a cost share contract term of five (5) years, to include maintaining the prairie being burned.
3. For tree/shrub project maintenance, cost share is authorized for bringing stocking level up to 300 stems/acre. Chemical release would entail a pre-emergent herbicide in the fall when plants are dormant.
4. A District-approved grazing plan is required for maintenance projects that involve grazing by cattle, goats, or other livestock.
5. The following provision shall apply for Prescribed Burn projects:
 - a. Cost share may only be provided for reimbursement of work completed by a private vendor with demonstrated experience and qualifications related to prescribed burning. Evidence of adequate insurance coverage must be provided prior to any commencing the burn.
 - b. A detailed burn plan is required and shall at a minimum describe the objective, species to be controlled and species to be benefited, timing, suitable weather conditions, and relevant management guidelines. The plan must also clearly state the Participant is solely liable for any and all damages that may be caused by fire.
 - c. All laws and regulations pertaining to burning must be followed.
 - d. It is the Participant's responsibility to obtain all permits from the local unit of government and/or the fire marshal and to notify surrounding landowners that may be affected. Costs associated obtaining permits and notifying neighbors are the Participant's responsibility.

3.11 NATURAL LANDSCAPING

Definition: Practices whose primary focus is to convert turf or non-native vegetation to native vegetation with a primary focus on reducing runoff and creating pollinator-friendly habitat.

	Practice Code	Flat Rate		Project Size	Contract Term
		Type	Amount	Minimum	
Conversion of cropland <2 acres or existing or former pastureland, hay land or turf	327 and 612	One-Time	\$1,000/acre up to \$2000 max.	10,000 sq ft	10 years
Residential Raingardens	720M	One-Time	\$2/square foot up to \$1,000	150 Sq ft	5 years
Natural Shoreline Buffers		One-Time	\$2/square foot up to \$6,000 max.	See Note #4	5 years
Residential Pollinator Garden	719M	One-Time	\$1/square foot up to \$500 max.	150 Sq ft	5 years
The following apply if Lawns to Legumes grant funds are used					
Residential Pollinator Planting - Beneficial Trees and/or Shrubs	721M	One-Time	\$1/square foot up to \$500 max.	150 Sq ft	5 years
Residential Pollinator Planting - Pollinator Meadow	723M	One-Time	\$1,000/acre up to \$2,000 max.	10,000 Sq ft	5 years
Residential Pollinator Planting – Bee Lawn	724M	One-Time	\$.05/sq foot not to exceed \$500	150 Sq ft	5 years

1. Cost share may only be provided for projects that will result in the conversion of turf or other non-native landscape areas to native species.
2. Pollinator planting projects shall follow guidance provided by the District.
3. Projects intended to serve as raingardens should be designed and constructed in accordance with guidelines provided by the SWCD. To be eligible for reimbursement the project must at a minimum be constructed consistent with the size, depth, and planting specifications identified in a District-approved plan.
4. Natural Shoreline Buffer projects must be at least 10 feet wide and span no less than 50 linear feet or 50% of the total width of the lot, whichever is less, less the footage of shoreline having existing natural and desirable vegetation. To be eligible for funding for shoreline buffer, the projects must be on or adjacent to a DNR-protected water body. Shoreline projects on or adjacent to stormwater infrastructure or a private water body are not eligible for funding.
5. Maximum award of \$2,000 per property per landowner over a 10-yr period for any natural landscaping projects.
6. Educational signage may be required for multiple ownership projects.

3.12 OTHER PRACTICES

	Flat Rate		Percent Based	Contract Term
	Type	Amount \$	Maximum Rate	
Innovative Practices			50%	10 years

(Redevelopment/Community)				
Innovative Practices (New Development)			50%	10 years
Non-Conventional Stormwater Runoff, Sedimentation or Pollution Control			50% - 70% as determined by approving authority	10 years
Stormwater Retrofit			50%	10 years
Conservation Drainage			70%	10 years
Chloride Reduction Practices			50% - 70% as determined by approving authority	1 - 10 years

- Interest in financial assistance for projects under this category shall be discussed with appropriate funding authority staff prior to the District accepting an application.
- Projects having tentative support of the funding authority shall be taken by the District and forwarded to the appropriate funding authority for consideration.
- Innovative practices include cutting edge techniques and technologies that will, as determined by the funding authority, have a high likelihood of success but which have either never been used before or have not been used or applied other than experimentally.
- Approved applications are assigned to Scott SWCD for technical assistance.
- Eligible non-conventional stormwater practices may include regenerative dustless street sweepers, porous pavers, porous pavement, green roofs, sediment basins, and other practices determined on a case-by-case basis.
- Conservation drainage practices include, but are not limited to denitrifying bioreactors, water quality surface inlet protection, and vegetative subsurface drain outlets.
- Chloride reduction practices including but not limited to equipment
- For Non-Conventional Stormwater Projects: The maximum eligible amount for a private residential project is \$5000 and the applicant shall allow for public education as a component of the project.
- Cost share for stormwater retrofit is limited to construction and material costs associated with improvements to a facility that does not meet current standards for water quality treatment and/or peak flow or volume reduction. Improvements must result in the facility meeting or exceeding current applicable WMO/WD or municipal standards, whichever is more restrictive. Funding is limited to use of state and/or federal grant funds.
- Pre-treatment is required, as determined by the Funding Authority

3.13 RIPARIAN BUFFER

Definition: An area predominantly covered by trees and/or shrubs located adjacent to and up-gradient from a watercourse or water body.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Herbaceous or Forested Buffer Establishment	390 or 391	Annual	\$200/ac up to 50' width	70% of actual seed, stock, and establishment costs, not to exceed 70% of cost estimate	10-15 years

- Eligible establishment costs include site prep, seed, planting stock, and seeding and planting.
- Projects can be either new establishment or renovation.
- Plan required from the District.

4. Costs associated with Minnesota Conservation Corps labor may be counted towards total project cost.

3.14 SOIL HEALTH

3.14.A COVER CROPS

Definition: Growing a crop of grass, small grain, or legumes primarily for seasonal protection and soil improvement.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Cover Crops - first 300 acres in program	340	Annual	\$80/acre	N/A	1-3 Years
Cover Crops – after 300 acres in program	340	Annual	\$40/acre	N/A	1-3 Year

- Maximum payment is \$24,000 per applicant for first 300 acres and \$12,000 per applicant after 300 acres.
- The Maximum rate for projects where voluntary regrowth serves as the cover type is \$40/acre.
- To qualify for the multi-year amount, cover crops must be planted on the same number of acres for a minimum of 3 consecutive years, or 3 out of 5 consecutive years, with the first application occurring in the first year of the contract. The years in which cover crops will be applied must be documented in the signed Conservation Plan.
- Payment shall be issued each year after the Technical Representative has certified seeding.
- An applicant may, after an initial multi-year contract has been completed in accordance with applicable terms and conditions, be eligible to apply for an additional multi-year contract, up to a maximum of \$36,000 across all contracts and years. Preference for cost share shall be given to first-time applicants.
- Seeding rates and dates may vary from NRCS practices standard guidelines subject to prior approval of a District Technical Representative with applicable knowledge and expertise. Payment for projects for which seeding rates, mixes, and/or dates deviate from NRCS guidelines shall be delayed until such time that successful establishment – based on density and health of the cover crop - can be evaluated and verified at the appropriate time based on species. Cover crops established through volunteer growth of residual seed from a previous cover or small grain crop may be eligible for payment under this variance provided the technical representative is able to verify that the volunteer crop achieves the practice standard's same purpose and objectives in terms of adequate species type and cover. Cover is to be determined by the density of live, germinated plants per unit area.
- For multi-year contracts: If an applicant loses control of land for which they have already received payment, they may request to transfer equal acreage to other field(s) via a contract amendment. If approved, the applicant shall be eligible to receive payment for remaining funds according to existing terms and conditions of their contract. If transferring acreage violates the terms of any grant agreement, the applicant may not amend their contract and shall only be eligible for payment on land they continue to control.
- Financial assistance for cover crops may be provided for a maximum of 3 years on any given field, whether through annual or multi-year contracts. A multi-year contract may be required if the funding source(s) requires a minimum number of years.

3.14.B NUTRIENT MANAGEMENT

Definition: Manage rate, source, placement, and timing of plant nutrients and soil amendments while reducing environmental impacts.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	

Manure, soil and tissue testing	NA			75% of <u>actual sample</u> cost up to \$1,000 max. per applicant	
Variable Rate Application (VRA)	NA	Annual	\$20/ac		1-3 years

1. Eligible testing includes manure analysis, Haney or Soil Health Assessment, PLFA, cover crop biomass analysis, crop tissue testing, stalk nitrate testing, and other nutrient management testing as deemed practical by the Technical Representative. Test results and invoices are required for certification.
2. Eligibility for VRA is limited to a maximum of \$6,000 per applicant, through either single- or multiple-year contract. A multi-year contract may be required if the funding source(s) requires a minimum number of years.
3. To qualify for the multi-year VRA contract, VRA must be implemented on the same number of acres and on the same fields for a minimum of 3 consecutive years, or 3 out of 5 consecutive years, with the first application occurring in the first year of the contract. The years in which VRA will be applied must be documented in the signed Conservation Plan.
4. Funds for VRA shall be prioritized for producers that do not already use VRA as the primary means of fertilizer application for their operation.
5. Sheet and rill erosion shall be controlled to tolerable soil loss rates, and ephemeral gully erosion shall be controlled on all cropland covered under the VRA application, as determined by a conservation assessment. If current practices do not meet T or control ephemeral erosion, then the applicant may become eligible for VRA financial assistance by agreeing to follow a Conservation Plan.
6. Manure shall be credited, and all fertilizer application rates shall be consistent with U of M recommendations.
7. Copies of maps showing grid sampling results and as-applied maps shall be submitted as a condition of payment. If the applicant is the applicator, they shall in addition certify application using a form provided by the District as a condition of payment.
8. The Technical Representative has discretion to withhold payment for acreage where sampling results and or application rates do not appear reasonable or accurate.
9. Financial assistance for VRA may be provided for a maximum of 3 years on any given field, whether through annual or multi-year contracts.

3.14.C HIGH RESIDUE MANAGEMENT

Definition: The residue and tillage management, no till practice addresses the amount, orientation, and distribution of crop and other plant residue on the soil surface year-round. Crops are planted and grown in narrow slots or tilled strips established in the untilled seedbed of the previous crop.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
No-Till/Strip Till/Vertical Till	329 & 345	Annual	\$50/ac	N/A	1-3

1. Funding is not eligible for areas where this practice is required as a condition of cost share funding received for another practice, a state or local certification program, and/or federal farm program eligibility.
2. Minimum residue requirements are 50% after soybeans and 70% after corn, which will be verified after planting for certification.
3. The maximum amount of acreage that can be enrolled is 300 acres.
4. Financial assistance may be provided for a maximum of 3 years on any given field, whether through annual or multi-year contracts.

5. To qualify for a multi-year contract, high residue management must occur for a minimum of 3 consecutive years, or 3 out of 5 consecutive years, with the first certification occurring in the first year of the contract. The years in which high residue management will occur must be documented in the signed Conservation Plan.

3.15 SHORELINE PROTECTION

Definition: Shoreline protection consists of applying vegetative or structural measures to stabilize and protect a lake shoreline from scour or erosion. A bio-technical project is one that includes hard armoring (e.g. rip rap, gabions, concrete, etc.) as a component. A bio-engineered project have no hard armoring component.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Bio-technical Stabilization	580			70%	10 years
Bio-engineered Stabilization	580			90%	10 years

1. Funding for hard armor practices (e.g., rock riprap) are not eligible for funding unless bio-engineering methods are determined to be an insufficient means of needed stabilization.
2. Upland treatment is required and shall include at a minimum a 10 ft wide buffer of native vegetation for the entire length of the stabilization project. Costs associated with establishing the buffer are eligible for cost share as a component practice.
3. To be eligible for funding for shoreline stabilization, the projects must be on or adjacent to a DNR-protected water body and address erosion at or below the OHW or bank full elevation. Shoreline projects on or adjacent to stormwater infrastructure or a private water body are not eligible for funding.
4. Projects for which labor is provided free-of-charge (e.g., through CCM) shall not be eligible for cost share.

3.16 STREAMBANK STABILIZATION

Definition: Stabilization projects consist of applying vegetative and/or structural measures to stabilize and protect banks of a stream or ditch, or intermittent channel from scour or erosion.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Bio-technical Streambank projects	580			70%	10 years
Bio-engineered Streambank Projects	580			90%	10 years

1. Funding for hard armor practices (e.g., rock riprap) are not eligible for funding unless bio-engineering methods are determined to be an insufficient means of needed stabilization.
2. Upland treatment is required and shall include at a minimum a 10 ft wide buffer of native vegetation for the entire length of the stabilization project. Costs associated with establishing the buffer are eligible for cost share as a component practice.
3. To be eligible for funding for the project must address erosion occurring at or below the OHW or bank full elevation , in which case Critical Area Stabilization (342) may be used as a component practice above the 580 practice. If erosion occurring entirely above the OHW or bank full elevation, then Critical Area Stabilization shall be used as the primary practice.
4. Projects for which labor is provided free-of-charge (e.g., through CCM) shall not be eligible for cost share.

3.17 TERRACE

Definition: An earth embankment or a combination ridge and channel, constructed across the field slope.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Terrace	600			70%	10 years

1. Upland treatment and conservation assessment required.
2. Eligible costs include materials, earthwork and any seed and seeding expenses
3. The use of Subsurface Drain (606) or Underground Outlet (620) to drain hillside seeps, low or wet spots in fields is not an eligible single component of this practice. The land occupier shall identify, in writing the purpose of the larger tile and indicate the area that it will serve. The difference in the cost of installing tile larger than that specified by the technician will be borne by the producer.
4. Cost sharing for Underground Outlet (620) is limited to the diameter and length needed to convey water from surface intakes to a safe outlet as determined by the designer.
5. Cost sharing for Subsurface Drain (606) is limited to drains needed in the impounded area of the terrace as determined by the designer.

3.18 TREE/SHRUB ESTABLISHMENT

Definition: Tree/shrub establishment involves planting seedlings or cuttings, seeding, or creating conditions that promote natural regeneration.

	Practice Code	Flat Rate	Incentive (For CRP/CCRP Enrollment)	Percent Based Rate	Contract Term
Conversion of Eligible Agricultural Land to Trees and Shrubs:					
Portion of a project that is ≥2 acres and <5 acres	612	\$2,100/ac	\$1,000/ac	50% for establishment	10 years
Portion of a project that is ≥5 acres and <20 acres.	612	\$1,800/ac	\$1,000/ac	50% for establishment	10 years
Portion of a project that is ≥20 acres.	612	\$1,400/ac	\$1,000/ac	50% for establishment	10 years

1. Eligible agricultural land includes any areas where annually seeded crops (e.g.: corn, soybeans, small grains, vegetables, etc.) have been grown and harvested 4 of the past 6 years. Cropland in a forage rotation (e.g., hay/alfalfa) is eligible provided forage has not constituted more than 50% of the rotation in the previous 10 years. A variance to the cropping history requirements may be authorized by the appropriate Approving Authority based on extenuating circumstances.
2. Notwithstanding 2., above, payment shall be limited to a maximum amount such that the overall total cost benefit for volume reduction does not exceed \$2000 per acre foot of runoff.
3. The incentives listed above may only be provided for projects enrolled or re-enrolled in the federal CRP or continuous CRP program. An incentive of \$500/acre may be provided in addition to the incentive amounts listed if state grant funds that specifically incentivize enrollment or re-enrollment in continuous CRP are available, except that the total contract may not exceed an amount equal to \$350 times the total program acres.
4. Payments shall be made following the same schedule as specified for Conservation Cover.

5. Eligible establishment costs may include site preparation, seeding (to establish cover between rows or groupings), tree/shrub stock, mats, shelters, and installation (by hand or mechanical depending on planting size). The maximum cost for tree/shrub stock shall be based on the lowest reasonable market value of bare root seedlings up to 18". Only those species listed in Appendix C are eligible for financial assistance. The maximum cost for tree shelters shall be based on mesh-style tubes unless solid tubes are deemed necessary by the SWCD.
6. Upland treatment is required
7. The minimum project size shall be 2 acres.
8. Land where the maintenance of permanent natural vegetation is required under Chapter 70-8-11, Scott County Zoning Ordinance and/or other state or local regulation, is not eligible for cost share.
9. Establishment of trees/shrubs within a Conservation Cover project may be eligible for funding provided: a) it is approved by the SWCD and included a signed Conservation Plan; and b) installation of both practices complies with their respective practice standards (327 and 612).
10. Non-native species may be used subject to approval by the District and not exceeding 10% of the planting; non-native species are ineligible for financial assistance.
11. Species diversity shall be considered a priority objective of the tree planting plan.
12. The tree planting plan shall not consist of more than 15% conifers.
13. Existing stands, regardless of whether or not financial assistance was previously provided, shall not be eligible.
14. Establishment of perennial cover for erosion control and weed suppression within the tree planting area is an eligible expense.

3.19 UNDERGROUND OUTLET

Definition: A conduit or system of conduits installed beneath the ground surface to convey surface water to a suitable outlet

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Underground Outlet	620			70%	10 years

1. Financial assistance eligibility may include replacing existing surface tile inlets with water quality, rock tile, or other closed surface inlets.
2. May be used as a stand-alone practice if intercepting surface base flows is determined to be the most practical and cost-effective solution and a second practice (e.g., grassed waterway or critical area planting) would not be required.
3. Upland treatment required on a case-by-case basis, as determined by the technical representative.

3.20 VEGETATED TREATMENT AREA

Definition: Vegetated treatment areas are used to improve water quality by reducing loading of nutrients, organics, pathogens, and other contaminants associated with animal manure and other wastes and wastewater by treating agricultural wastewater and runoff from livestock holding areas.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Level 2 to 4 Vegetated Treatment Area	635			70%	10 years

1. Payment is limited to projects meeting the following criteria:
 - a. Implementation of this practice will correct an existing pollution problem;
 - b. The practice meets all applicable federal EQIP requirements, regardless if EQIP funding is being provided; and

- c. The practice meets all applicable federal and state construction standards and specifications.
2. Payment is not authorized where either of the following circumstances applies:
 - a. The pollution problems started to occur within the past 5 years; or
 - b. The operation is required to install the practice as a result of judicial or court action. MPCA Stipulation Agreement and Schedule of Compliance (SOC) are not considered a judicial or court action, and practice implementation is still considered voluntary for EQIP eligibility purposes, even if fines have been levied by the MPCA.
3. Application through the USDA-NRCS EQIP program during a scoring and ranking period is prerequisite.
4. Costs eligible for reimbursement are limited to those eligible under EQIP (rate caps notwithstanding) as of the date the contract is approved.

3.21 WASTE STORAGE FACILITY

Definition: An agricultural waste storage impoundment or containment made by constructing an embankment, excavating a pit or dugout, or by fabricating a structure.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Concrete or Metal Tank	313			70%	10 years
Stacking Slab	313			70%	10 years
Pond – composite liner	313			70%	10 years
Pond – membrane liner	313			70%	10 years
Pond – no liner	313			70%	10 years
Pond – soil liner	313			70%	10 years
Concrete slab	313			70%	10 years
Non liquid tight deep pack – concrete wall	313			70%	10 years
Certification				70% up to a maximum of \$1000	

1. For purposes of this practice, “waste” refers to raw manure and urine; runoff water contaminated through contact with manure and urine; milking center wastewater; and silage leachate as appropriate.
2. Payment is limited to projects meeting the following criteria:
 - a. Implementation of this practice will correct an existing pollution problem;
 - b. The practice meets all applicable federal EQIP requirements, regardless if EQIP funding is being provided; and
 - c. The practice meets all applicable federal and state construction standards and specifications.
3. Payment is not authorized where either of the following circumstances applies:
 - a. The pollution problems started to occur within the past 5 years; or
 - b. The operation is required to install the practice as a result of judicial or court action. MPCA Stipulation Agreement and Schedule of Compliance (SOC) are not considered a judicial or court action, and practice implementation is still considered voluntary for EQIP eligibility purposes, even if fines have been levied by the MPCA.
4. Payment for Waste Storage Facility is capped at \$250,000. This cap applies to the total facility being installed under 313. Other components such as manure transfer, safety fence, etc. are allowed in the contract in addition to the capped \$250,000 for the 313 practice.
5. Certification must be by an appropriately licensed professional engineer.
6. Application through the USDA-NRCS EQIP program during a scoring and ranking period is prerequisite.
7. Costs eligible for reimbursement are limited to those eligible under EQIP (rate caps notwithstanding) as of the date the contract is approved.

3.22 WASTEWATER TREATMENT

Definition: Use of mechanical, chemical, or biological technologies to change the characteristics of manure and agricultural waste.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Flocculation Treatment	629			70%	10 years
Vegetated Dosing Area	629			70%	10 years
Bark Bed	629			70%	10 years
Aerobic Treatment	629			70%	10 years

- Payment is limited to projects meeting the following criteria:
 - Implementation of this practice will correct an existing pollution problem;
 - The practice meets all applicable federal EQIP requirements, regardless if EQIP funding is being provided; and
 - The practice meets all applicable federal and state construction standards and specifications.
- Payment is not authorized where either of the following circumstances applies:
 - The pollution problems started to occur within the past 5 years; or
 - The operation is required to install the practice as a result of judicial or court action. MPCA Stipulation Agreement and Schedule of Compliance (SOC) are not considered a judicial or court action, and practice implementation is still considered voluntary for EQIP eligibility purposes, even if fines have been levied by the MPCA.
- Application through the USDA-NRCS EQIP program during a scoring and ranking period is prerequisite.
- Costs eligible for reimbursement are limited to those eligible under EQIP (rate caps notwithstanding) as of the date the contract is approved.

3.23 WATER AND SEDIMENT CONTROL BASIN

Definition: An earth embankment or a combination ridge and channel constructed across the slope of a minor drainageway. Definition: An earth embankment or a combination ridge and channel constructed across the slope of a minor drainageway.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Water & Sediment Control Basin	638			70%	10 years

- The use of Subsurface Drain (606) or Underground Outlet (620) to drain hillside seeps, low or wet spots in fields is not an eligible single component of this practice. The land user shall identify, in writing the purpose of the larger tile and indicate the area that it will serve. The difference in cost of installing tile larger than that specified by the technician will be borne by the producer.
- Upland treatment and conservation assessment required. See General Conservation Practice Provision #30.
- Eligible costs include materials, earthwork and any seed and seeding expenses
- Cost sharing for Subsurface Drain (606) is limited to drains needed in the impounded area of the basin as determined by the designer.
- Financial assistance for a farmable WASCOD may only be provided at the full applicable Tier rate if it is the most practical alternative, as determined by the Technical Representative. If a farmable WASCOD is not determined to be the most practical alternative, then the applicant shall be responsible for the difference in cost between a narrow based/grassed backed WASCOD and a farmable WASCOD. In addition, a farmable WASCOD berm must be constructed at least 1' higher than the required design, not including end blocks.
- This practice may be used and designed for purposes of detention, and sediment, volume, and peak flow reduction.

3.24 WELL DECOMMISSIONING (UNUSED WELL SEALING)

Definition: The sealing and permanent closure of an inactive, abandoned, or unusable water or monitoring well.

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	

Well Decommissioning	351			50%	10 years
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1. Maximum financial assistance amount from all sources shall be \$1,000, except for wells that are being abandoned as part of a public water supply expansion project. The maximum financial assistance amount for these shall be \$400.
2. Maximum financial assistance from state cost share is 50%.

3.25 WETLAND RESTORATION

Definition: Wetland restoration is returning a former or degraded wetland to its original condition or close approximation thereof.

	Practice Code	Flat Rate	Incentive (For CRP/CCRP Enrollment)	Percent Based Rate	Contract Term
Wetland Restoration (conversion from non-wetland to wetland)	657	\$225/ac/yr	\$100/ac/yr	90% for construction costs	10-15 years
Wetland Enhancement (conversion or expansion of an existing wetland to a higher quality type)	659			50% for construction costs	10 years

1. Financial assistance shall be limited to projects that fully restore wetlands that have been partially or completely impacted by a subsurface tile and/or drainage ditch system, or by sedimentation. Projects that partially restore wetlands may be eligible for financial assistance but at a reduced rate, as approved by the funding authority.
2. Land dedication payments under this practice may only be provided for the area that: a) is wetland; and b) does not qualify for payment under Conservation Cover. In lieu of a formal delineation, wetland area may be assumed to be the area below the permanent pool elevation plus one and a half (1.5) feet. Payment for the land dedication portion shall be made along with payment for construction.
3. An incentive of \$500/acre may be provided in addition to the amount listed if state grant funds that specifically incentivize enrollment or re-enrollment in the federal CRP or continuous CRP program is available, except that the total contract may not exceed an amount equal to \$3,500 times the total program acres.
4. Eligible costs include materials, earthwork and any seed and seeding expenses.
5. The applicant is responsible for obtaining easements, right of ways, local, state, and federal permits, and other permission necessary to perform and maintain the practice. Expenses incurred due these items are not cost shared. Financial assistance payment will not be made until proof of necessary permits has been provided.
6. The restored area shall not be used for irrigation or livestock watering purposes, to produce agricultural commodities, or for grazing livestock.
7. Upland Treatment is required.
8. Wetlands restored as part of a required mitigation plan or for wetland banking are not eligible for funding.
9. A 30-foot minimum native buffer on all sides of the wetland is required and shall be planted to a suitable mix of native grasses and forbs if the existing land use is agricultural. If the existing land is a perennial vegetation and is deemed a suitable buffer, then conversion to native cover is not required. Percent-based and flat-rate cost share may be provided for required buffer areas in accordance with the Conservation Cover practice, except there is no minimum acreage.
10. An approved application through the Conservation Reserve Enhancement Program (CREP) or Reinvest in Minnesota (RIM) for the proposed perpetual restoration is required in order to be eligible for funding under this section.
11. Bids shall be submitted to the District using a form provided by District, or local water management agency.

12. The District shall, with concurrence of the local water management agency when applicable, set a time period during which bids must be submitted.
13. The Approving Authority reserves the right to refuse any and all bids.
14. The owner(s) of a neighboring property that may be affected by a proposed wetland restoration (e.g., increased flooding and/or saturation of soil near the surface) are eligible for the flat rate cost share, provided they sign a separate financial assistance contract and agrees maintain the affected area in permanent vegetative cover and avoid tillage and applying chemical and fertilizers.

3.26 WHOLE FARM PLANNING

	NRCS Code	Flat Rate		Percent Based	Contract Term
		Type	Amount \$	Maximum Rate	
Whole Farm Planning		One-time	\$10/acre		10 years

1. Maximum financial assistance amount shall be \$1,000 per farm plan.
2. For promotion of the MN Agricultural Water Quality Certification Program (MAWQCP) and other local certification programs. For MAWQCP, the Participant must submit a completed application and complete an assessment following MAWQCP protocol. For a local certification program, the Participant must meet certification requirements and sign a completed conservation plan prepared by the District.

APPENDIX A

1.1 SWMO SPECIAL PROVISIONS

The following provisions shall apply for projects located in the Scott WMO, and shall supersede any conflicting policies and procedures of the Countywide Conservation Financial Assistance Program, above:

- A. The approval authority for financial assistance applications proposing to use WMO funds shall be determined in accordance with Figure 1, Application Approval Decision Flow Chart, copied below.
- B. The District Board shall review and provide an action recommendation to the WMO on applications for which they are determined to be the approval authority under A, above.
- C. Applications for funding are considered by the WMO when completed applications are received. The review and approval process, however, may vary according to the type of practice and the benefits and/or cost effectiveness of the proposed project. In general, those practices and applications which are less cost effective, or for which pollutant removal cannot be readily calculated, may require a higher level of review and/or approval. Pursuant to existing policy of Scott County, approval can be given administratively or by the Scott County Board acting as the Scott WMO. Administrative approval is authorized for applications requesting \$50,000 or less, and that conform to all the specifications in this Policy Manual. Requests exceeding \$50,000 or that include deviations from this Policy Manual require Scott WMO Board approval.
- D. Amendments to financial assistance contracts may be approved by the District Board unless it causes the project to exceed \$170 of WMO funds per ton of sediment (if applicable), or \$50,000 in total WMO funds, in which case the amendment must be approved by the WMO.
- E. The WMO may, at its discretion set a cap on the total financial assistance available for a given practice and/or for individual application amounts. It may also establish sign-up periods during which applications are received, reviewed, and ranked based on factors including but not limited to application request amount, environmental benefit, and cost effectiveness. Highest ranking application will be advanced through appropriate channels for approval. Rejected application may be submitted in a subsequent sign-up period.

Criteria for ranking and batching applications shall be as follows and ranked in order:

#1 Prior Obligation: Funding has already been approved or otherwise promised.

#2 Timing Critical: Expiration of the grant/funding source makes timing critical.

#3 Need for Match: WMO funds are necessary to provide match for a state grant.

#4a Priority Practice (Grant): Practice is identified as a priority for the proposed funding source (applies to grants only)

#4b Priority Practice (Local): Cover Crop or Wetland Restoration (WR must have good cost benefit (<\$750/ac ft runoff reduction/<\$75/T Sed)

#5a Primary purpose is Runoff Volume reduction.

#5b Primary purpose is Sediment reduction.

#5c Primary purpose is NOT Runoff Volume or Sediment reduction.

- F. Applicants who have failed to comply with corrective actions on an expired contract may, at the WMO's discretion, be deemed ineligible for financial assistance.
- G. Re-enrollment applications for filter strips and conservation cover practices will be considered, if funding is available and, on a case-by-case basis, in accordance with the following procedural guidance:

- 1. General

- a. Approval of a re-enrollment application shall be based on a determination by the SWMO that the project will provide substantial public benefit and other funding source are not available and/or practical to use. Examples of substantial public benefit include, but are not limited to:
 - i. Direct discharge to an MPCA impaired water, DNR protected water, or waterbody identified as a high priority in the WMO's Comp Plan.
- b. The standard re-enroll rate is \$200/acre/year over the term of the contract.
- c. For filter strips, the maximum eligible amount for any area beyond the minimum width specified in the practice standard is \$500/acre (one-time payment).
- d. Cover consistent with Practice Standards are acceptable for conservation cover re-enrollment projects, subject to approval by the Technical Representative.
- e. For Conservation Cover, the re-enrollment rate for any cool season grass plantings is \$50/acre/year.
- f. WMO funds may not be used for to provide any incentives for re-enroll projects.

- 2. Project details needed for application review:

- a. A map showing the following: current aerial photography, soils, contours, watershed boundaries, exiting project boundaries, other information as may be helpful.
- b. A project description including resource being protected, path and distance to receiving water, and environmental benefit calculations. The calculations shall be based on field conditions the existed at the time of initial enrollment (e.g., row crops, pasture, hayfield, etc.), except when it is reasonable to assume that future use of the upland area is likely to be non-agricultural, in which case benefit calculations shall be based on the non-agricultural use.
- c. Analysis of cost-effectiveness, including but not limited to whether the project meets the scope and objectives of current practice standards and whether acceptable pollution reduction can be achieved by a smaller or reduced project size.
- d. Consideration of the minimum acreage the applicant is willing to re-enroll. This may be determined via a discussion with the landowner after staff and/or screening committee has reviewed and weighed in the proposed project.

- 3. Review Process

- a. A re-enrollment application will be reviewed during ranking and batching meetings throughout the year. Above information needs to be available for each of those meetings.
- b. Staff are encouraged to attend the ranking and batching meeting and participate in the discussion about whether/how the project should be considered for approval. If staff is unable to attend, a brief write up covering the above items should be submitted prior to the meeting.

- H. Applications for which the WMO is the Approving Authority shall include a formal contract signed by the Applicant as a condition of WPC and/or WMO consideration. If an Applicant submits a signed application that is not also a formal contract, the SWCD Board may recommend approval or denial of the application without also requiring a signed cost share contract.
- I. WMO funds may not be used for reimbursement for crop damage under Section 2.13.
- J. In 2025 a maximum of 10% of the Local General Fund cost share budget may be used for Install Credits under Section 1.2.A.3.
- K. For cover crop and high residue management projects, any prior contract acreage must also be maintained for the duration of any new contracts that are approved.

1.2 PLSLWD SPECIAL PROVISIONS

The following provisions shall apply for projects utilizing PLSLWD funding, and shall supersede any conflicting policies and procedures of the Countywide Conservation Financial Assistance Program, above:

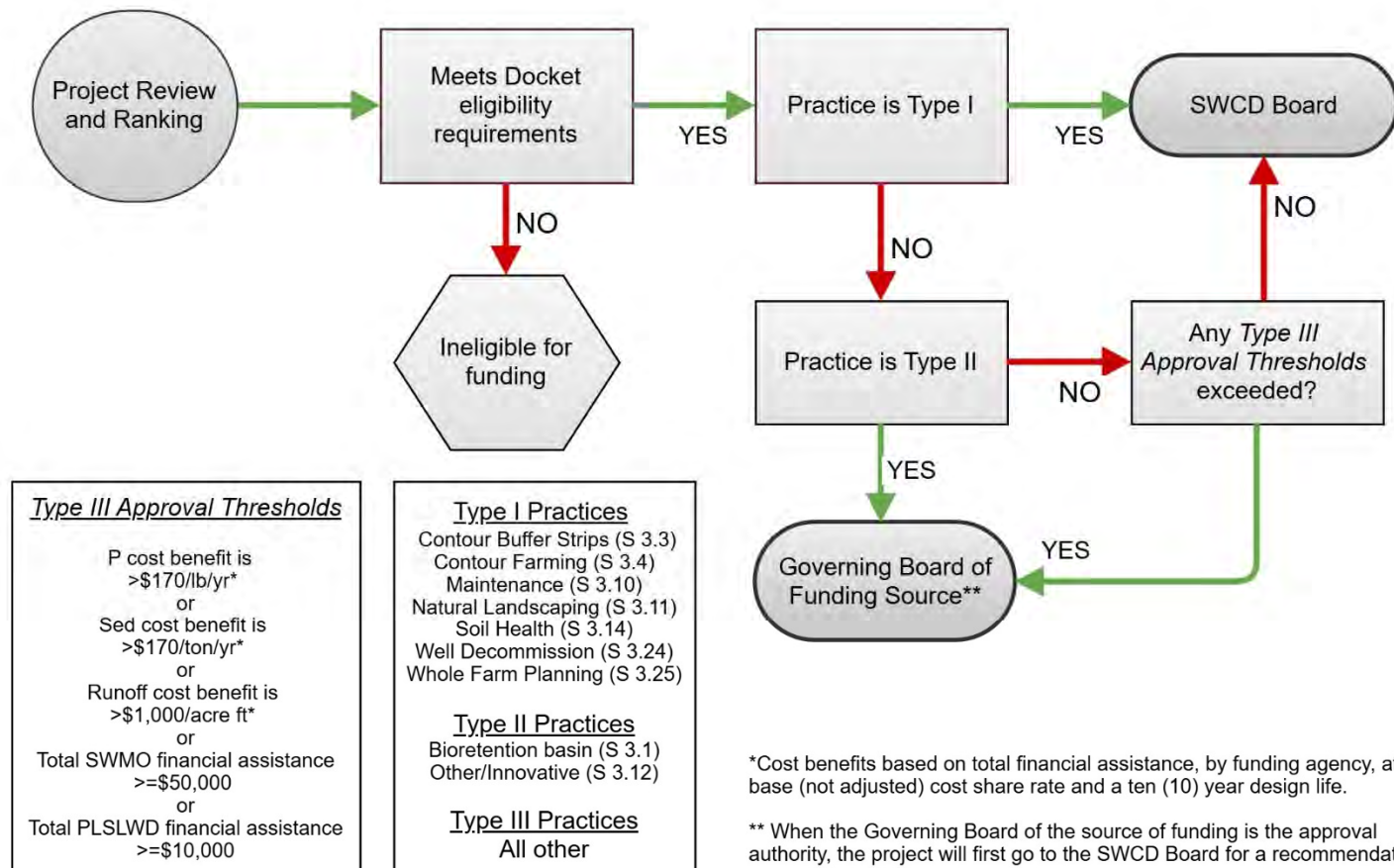
- A. The approval authority for financial assistance applications proposing to use PLSLWD funds shall be determined in accordance with Figure 1, Application Approval Decision Flow Chart, copied below.
- B. The District Board shall review and provide an action recommendation to the PLSLWD on applications for which it is determined they are the approval authority under A, above.
- C. Amendments of greater than 10% of the original financial assistance amount shall be approved by the PLSLWD if the amendment causes the project to exceed \$10,000 in total PLSLWD financial assistance. Amendments of 10% or less than the original financial assistance amount may be approved by the District provided adequate funds are available.
- D. Prioritizing and ranking: The District will meet with Scott SWCD at least twice per calendar year to assess potential projects and prioritize project selection based on project funding, feasibility, and cost-benefit. The following questions will be used to help prioritize and rank potential projects:
 - WATER QUALITY BENEFITS: How much phosphorus does the project prevent from entering Tier 1 or Tier 2 lakes or wetlands?
 - FLOOD REDUCTION BENEFITS: How much flood reduction benefit does the project provide?
 - COST-EFFECTIVENESS: What is the cost per pound of phosphorus or acre-foot of water volume reduction, and how does it compare to other, similar projects the PLSLWD has funded?
 - COLLABORATION: What is the level of commitment on the part of the landowner, or applicable partner organization to the project (monetary commitment and/or staff time)?
 - LONG-TERM MANAGEMENT: Is there a firm plan for maintaining the project after construction and who is responsible (if applicable)?
- E. The PLSLWD Board may, on a case-by-case basis, contribute additional funds towards a project the Board deems a high priority based on its identification in an approved study, Capital Improvement Plan or grant work plan, or other unique circumstances. Projects where this provision applies shall be approved by the PLSLWD Board and may cover up to and including 100% of the costs.
- F. The PLSLWD Board may, on a case-by-case basis, approve a Shoreline Buffer project under Section 3.11 for up to \$5,000 in cases where either of the following circumstances apply: 1) the length of the buffer as measured parallel to the shoreline exceeds 100 linear feet; or 2) the project is located on a community property, or otherwise has public access, and will provide reasonably anticipated public

education value. For projects where the first circumstance applies, the maximum rate shall be \$20 per additional linear foot beyond 100 linear feet, regardless of width but must be at least 10 feet wide. In either circumstance, the payment rate for any eligible area shall still be calculated at \$2 per square foot installed.

- G. Natural Landscaping projects involving multiple landowners and/or an HOA, shall require educational signage

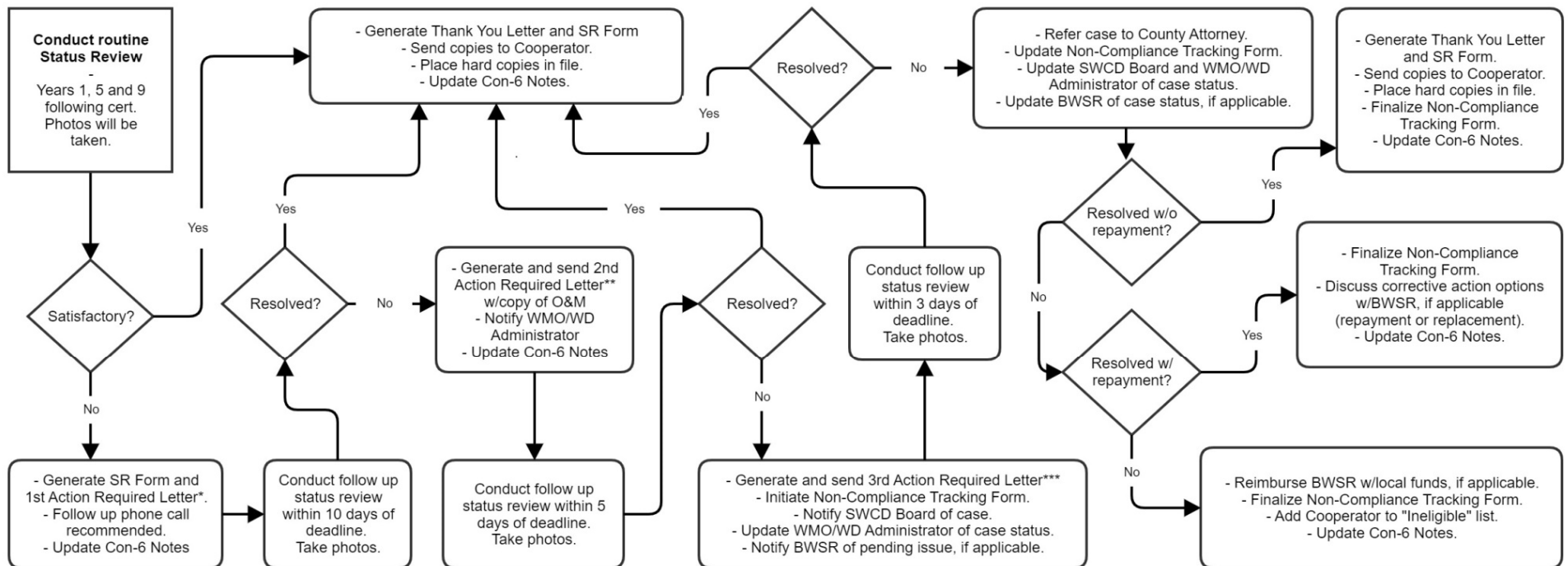
APPENDIX A (cont.)

FIGURE 1 - APPLICATION APPROVAL DECISION FLOW CHART



APPENDIX B

1.3 COMPLIANCE PROCEDURES FLOW CHART



* 1st Action Required Letter to include a deadline for action to be taken. Also include a request they call when completed.

** 2nd Action Required Letter to include a revised deadline and references to applicable terms and conditions in contract. Also include a request they call when completed.

*** 3rd Action Required Letter will include new deadline, options for compliance, and potential consequences for inaction. This letter is signed by the Board Chair and sent via certified mail. Options include correcting non-compliant items or voluntary repayment of funds. Consequences are referral to County Attorney for prosecution and enforcement of up to 150% of funds received.

Note: Notification of the WMO or WD Administrator is required if they provided funding towards the project; otherwise it is optional.

APPENDIX C

1.4 ELIGIBLE SPECIES

The following species are eligible for reimbursement for Tree/Shrub Establishment Projects:

Large Trees

<u>Common</u>	<u>Scientific</u>
American basswood	<i>Tilia americana</i>
Big-toothed aspen	<i>Populus grandidentata</i>
Bitternut hickory	<i>Carya cordiformis</i>
Black cherry	<i>Prunus serotina</i>
Black walnut	<i>Juglans nigra</i>
Bur oak	<i>Quercus macrocarpa</i>
Cottonwood	<i>Populus deltoides</i>
Hackberry	<i>Celtis occidentalis</i>
Kentucky coffeetree	<i>Gymnocladus dioica</i>
Northern pin oak	<i>Quercus ellipsoidalis</i>
Northern red oak	<i>Quercus rubra</i>
Paper birch	<i>Betula papyrifera</i>
Pin cherry	<i>Prunus pensylvanica</i>
Quaking aspen	<i>Populus tremuloides</i>
Red maple	<i>Acer rubrum</i>
River Birch	<i>Betula Nigra</i>
Silver maple	<i>Acer saccharinum</i>
Sugar maple	<i>Acer saccharinum</i>
Swamp white oak	<i>Quercus bicolor</i>
White oak	<i>Quercus alba</i>
Willows-native	<i>Salix spp</i>

Shrubs

<u>Common</u>	<u>Scientific</u>
American Hazelnut	<i>Corylus americana</i>
Arrowwood	<i>Viburnum dentatum</i>
Black Chokeberry	<i>Aronia melanocarpa</i>
Buttonbush	<i>Cephalanthus occidentalis</i>
Common Elderberry	<i>Sambucus canadensis</i>
Common Ninebark	<i>Physocarpus opulifolius</i>
False indigo	<i>Amorpha fruticosa</i>
Hawthorn	<i>Crataegus species</i>
Highbush Cranberry	<i>Viburnum trilobum</i>
Nannyberry	<i>Viburnum lentago</i>
Ninebark	<i>Physocarpus opulifolius</i>
Pagoda Dogwood	<i>Cornus alternifolia</i>
Red Osier Dogwood	<i>Cornus stolonifera</i>
Red-berried Elder	<i>Sambuca canadensis</i>
Silky Dogwood	<i>Cornus amomum</i>
Smooth Sumac	<i>Rhus glabra</i>
Staghorn Sumac	<i>Rhus typhina</i>
Witchhazel	<i>Hamamelis virginiana</i>
Grey Dogwood	<i>Cornus racemosa</i>

Small Trees

<u>Common</u>	<u>Scientific</u>
American Plum	<i>Prunus americana</i>
Chokecherry	<i>Prunus virginiana</i>
Mountain Ash	<i>Sorbus americana</i>
Red mulberry	<i>Morus rubra</i>
Serviceberry	<i>Amelanchier alnifolia</i>

Conifers

<u>Common</u>	<u>Scientific</u>
Eastern red cedar	<i>Juniperus virginiana</i>
Eastern white pine	<i>Pinus strobus</i>
Red pine	<i>Pinus resinosa</i>
White spruce	<i>Picea glauca</i>
Black Hills Spruce	<i>Picea glauca var. densata</i>
Northern White Cedar	<i>Thuja occidentalis</i>



PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Subject	2025 BWSR Clean Water Fund Competitive Grant Agreement	
Board Meeting Date	February 18, 2025	Item No: 6.7
Prepared By	Emily Dick, Water Resources Project Manager	
Attachments	2025 BWSR Clean Water Fund Competitive Grant Agreement	
Action	Motion to authorize the District Administrator to enter into the BWSR Clean Water Fund Competitive Grant Agreement in the amount of \$443,975.00, with authorization to execute amendments not to exceed 10% of the grant agreement.	

Background

BWSR distributes State of Minnesota clean water funds through several grant programs. One grant program is the Clean Water Fund Competitive Grant Program. The District applied for the “Projects and Practices” Competitive Grant in Summer 2024 to support the implementation of the Swamp Lake Iron Enhanced Sand Filter (IESF). The District was successfully awarded the maximum grant award of \$443,975 in December 2024, with a \$44,397 match required. The District also received Watershed Based Implementation Funds (\$179,935), and a contribution from Spring Lake Township (\$2,000) to support the Swamp IESF project.

Discussion

The successful award of the Competitive Grant is expected to fulfill the maximum grant need based on Stantec’s engineer’s estimate of probable cost and support implementation within 2025 or 2026. Design is planned to be complete in Spring 2025, and bidding will be pursued strategically for competitive bids.

Recommendation

Motion to authorize the District Administrator to enter into the BWSR Clean Water Fund Competitive Grant Agreement in the amount of \$443,975.00, with authorization to execute amendments not to exceed 10% of the grant agreement.

Budget Impact

Upon entering into the grant agreement with BWSR, 50 percent of the grant (\$221,987.50) will be advanced to the District by BWSR and will be shown as grant revenue in 2025. The District approved budget does not include the BWSR grant as the award announcement came after budget adoption. The next 40% of grant funds will be disbursed once the first 50% has been expended, and the remaining 10% is disbursed at grant closeout. Depending on project construction schedule the latter 50% is likely to be included in 2026 grant revenue.



**FY 2025 STATE OF MINNESOTA
BOARD OF WATER and SOIL RESOURCES
CLEAN WATER FUND COMPETITIVE GRANT PROGRAM
GRANT AGREEMENT**

Vendor:	0000195933
PO#:	3000018389

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and Prior Lake-Spring Lake WD, 4646 Dakota Street SE, Prior Lake MN 55372 (Grantee).

Grant ID	Grant Title	Awarded Amt
C25-0158	Swamp Iron Enhanced Sand Filter Implementation	\$443,975.00

Total Grant Awarded: \$443,975.00

Recitals

1. The Laws of Minnesota 2023, Chapter 40, Article 2, Section 6(b) appropriated funds to the Board for the FY 2025 Clean Water Fund Competitive Grant Program.
2. The Laws of Minnesota 2021 First Special Session, Chapter 1, Article 2, Section 6(c) appropriated funds to the Board for accelerated implementation which the Board allocated for the Clean Water Fund Competitive Grant Program.
3. The Board adopted Board Order #24-56 to authorize and allocate funds for the FY 2025 Clean Water Fund Competitive Grant Program.
4. The Grantee has submitted a Board approved work plan for this Program, referenced in 2.1.
5. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the Board.
6. As a condition of the grant, Grantee agrees to minimize administration costs.

Authorized Representative

The State's Authorized Representative is Marcey Westrick, Central Region Manager, BWSR, 520 Lafayette Road North, Saint Paul, MN 55155, (651) 284--4153, or her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is:

TITLE
ADDRESS
CITY
TELEPHONE NUMBER

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

Grant Agreement

1. **Terms of the Grant Agreement.**
 - 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd. 5. **The Board will notify the Grantee when this Grant Agreement has been executed. The Grantee must not begin work under this Grant Agreement until it is executed.**
 - 1.2. **Expiration date: December 31, 2027** or until all obligations have been satisfactorily fulfilled, whichever comes first.

- 1.3. **Survival of Terms:** The following clauses survive the expiration date or cancellation of this Grant Agreement: 7. Liability; 8. State Audits; 9. Government Data Practices; 12. Governing Law, Jurisdiction, and Venue; 14. Data Disclosure; and 19. Intellectual Property Rights.

2. **Grantee's Duties.**

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:

- 2.1. **Implementation:** The Grantee will implement their Board approved work plan. The work plan will be implemented according to the Program Requirements outlined in the FY 2025 Clean Water Fund Competitive Grants Request for Proposal (RFP).
- 2.2. **Reporting:** All data and information provided in a Grantee's report shall be considered public.
- 2.2.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of Program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board.
- 2.2.2. All individual grants over \$500,000 require a reporting expenditure by June 30 of each year.
- 2.2.3. Final Progress Report: The Grantee will submit a final progress report to the Board by February 1, 2028, or within 30 days of fully expending funds, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board.
- 2.3. **Match:** The Grantee will provide minimum match required by the FY 2025 Clean Water Fund Competitive Grants Request for Proposal (RFP).

3. **Time.**

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. **Terms of Payment.**

- 4.1. Funds will be distributed in three installments per grant: 1) The first payment of 50% will be distributed after the execution of the Grant Agreement. 2) The second payment of 40% will be distributed after the first payment of 50% has been expended and reporting requirements have been met. 3) The third payment of 10% will be distributed after the grant has been fully expended and reporting requirements are met.
- 4.2. Grantees may be required to submit documentation of expenditures reported.
- 4.3. All costs must be incurred within the grant period. All incurred costs should be calculated or determined before the final report is completed or returning funds.
- 4.4. Unspent grant funds must be returned within 30 days of the expiration date of the Grant Agreement.
- 4.5. Once final reporting has been completed funds may not be re-requested as funds may not be available.
- 4.6. The obligation of the State under this Grant Agreement will not exceed the amount listed above.
- 4.7. This Grant Agreement includes advance payment. Advance payments allow the grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

5. **Conditions of Payment.**

All services provided by the Grantee under this Grant Agreement must be performed to the Board's satisfaction, as set forth in this Grant Agreement. Compliance will be determined at the sole discretion of the Board's Authorized Representative and in accordance with all applicable federal, State, and local laws, policies, ordinances, rules, regulations, and the requirements outlined in the FY 2025 Clean Water Fund Competitive Grants Request for Proposal (RFP). The Grantee will not receive payment, may be required to repay grant funds, or may have future payments withheld if work is found by the Board to be unsatisfactory or performed in violation of federal, State, or local law. Costs charged to the grant must be direct and necessary to produce the outcomes funded by the grant. Charges to the grant must be itemized and documented.

6. **Assignment, Amendments, Work Plan Revisions, and Waiver.**

- 6.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Board and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.
- 6.2. **Amendments and Work Plan Revisions.** Any amendments to this Grant Agreement must be in writing and will not be effective until approved and executed by the same parties who approved and executed the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original Grant Agreement or any

amendments thereto. All work plan revisions must be documented. The Board reserves the right to require a work plan revision or grant agreement amendment for changes in the scope of the grant.

6.2.1. Board approval is required of work plan revisions on grants less than \$50,000 if the cumulative budget adjustment is greater than \$5,000; on grants \$50,000 to \$500,000 if the cumulative budget adjustment is greater than 10% of the total grant amount; on grants greater than \$500,000 if the cumulative budget adjustment is greater than \$50,000.

6.2.2. An amendment to the Grant Agreement is required on grants less than \$50,000 if the cumulative budget adjustment is equal to or greater than \$20,000; on grants \$50,000 to \$500,000 if the cumulative budget adjustment is equal to or greater than 40% of the total grant amount; on grants greater than \$500,000 if the cumulative budget adjustment is equal to or greater than \$200,000.

6.2.3. Revisions that do not meet the thresholds identified in 6.2.1. or 6.2.2. are permitted without prior approval from the Board provided that such revision is documented and that the total obligation of the Board for all compensation and reimbursements to the Grantee shall not exceed the total grant award amount.

6.3. **Waiver.** If the Board fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

7. **Liability.**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

8. **State Audits.**

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

8.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

9. **Government Data Practices.**

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

10. **Workers' Compensation.**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

11. **Publicity and Endorsement.**

11.1. **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the Board as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the Program, publications, or services provided resulting from this Grant Agreement.

11.2. **Endorsement.** The Grantee must not claim that the State endorses its products or services.

12. **Governing Law, Jurisdiction, and Venue.**

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Termination.

- 13.1. The Board may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 13.2. The Board may immediately terminate this Grant Agreement if the Board finds that there has been a failure to comply with the provisions of this Grant Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The Board may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 13.3. The Commissioner of Administration may immediately and unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

14. Data Disclosure.

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

15. Prevailing Wage.

It is the responsibility of the Grantee or contractor to pay prevailing wage for projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44. All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these State funds shall be paid wages at a rate not less than those prevailing on projects of a character similar in the locality. Bid requests must state the project is subject to prevailing wage.

16. Municipal Contracting Law.

Per Minn. Stat. § 471.345, grantees that are municipalities as defined in Subd. 1 of this statute must follow the Uniform Municipal Contracting Law. Supporting documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

17. Constitutional Compliance.

It is the responsibility of the Grantee to comply with requirements of the Minnesota Constitution regarding the use of Clean Water Funds to supplement traditional sources of funding.

18. Signage.

It is the responsibility of the Grantee to comply with requirements for project signage as provided in Minnesota Laws 2010, Chapter 361, Article 3, Section 5(b) for Clean Water Fund projects.

19. Intellectual Property Rights.

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries, (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Work includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United State Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Approved:

Prior Lake-Spring Lake WD

Board of Water and Soil Resources

By: _____

By: _____

(signature)

(signature)

Title: _____

Title: _____

Date: _____

Date: _____



Subject | Revised Schedule of 2025 CAC Meetings

Board Meeting Date | February 18, 2025

Item No: 6.8

Prepared By | Danielle Studer, Water Resources Specialist

Attachments | 2025 CAC Meeting Revised Schedule

Proposed Action | Motion to approve the revised 2025 CAC schedule.

Background

The Citizen Advisory Committee (CAC) voted to approve a meeting schedule for 2025 on December 19, 2024. This schedule was approved by the Board of Managers on January 21, 2025. The CAC voted to approve a revision to this schedule on January 30, 2025.

Discussion

The Citizen Advisory Committee typically meets on the last Thursday of odd months. The CAC schedule approved on January 21, 2025, listed the fourth meeting of the year on July 24, 2025. The CAC voted to revise the schedule with this fourth meeting moved to July 31, 2025, in order to align with the established schedule.

Recommended Action

Motion to approve the revised 2025 CAC schedule.



2025 CAC Meeting Schedule

Last Thursday every other month (*unless noted below), 6:00-7:30 PM

Meetings will be held in Wagon Bridge Conference Room, Prior Lake City Hall, unless indicated otherwise below.

January 30 (Parkview Conference Room, Prior Lake City Hall)

March 27

May 29

July 31

September 25

November 20*

PLSLWD Board Staff Report

February 12, 2025


**PRIOR LAKE
SPRING LAKE
WATERSHED DISTRICT**
Subject | Buck Stream Stabilization Project: 2025/2026 Maintenance Agreement

Board Meeting Date | February 18, 2025

Item No: 6.9

Prepared By | Emily Dick, Water Resources Project Manager

Attachments | Scope of Services for Buck Stream Stabilization Project: 2025/2026 Maintenance Agreement

Action | Motion to authorize the administrator to enter into a contract with Minnesota Native Landscapes (MNL) Corp. for the work described in the scope of work dated 2/11/2025, in an amount not to exceed \$6,147.86, with authorization to execute change orders not to exceed 10% of the contract.

Background

The District completed the Buck Stream Stabilization project in November 2024. The project area encompasses 2.7 acres surrounding 1,300 feet of stream. The area was heavily infested with buckthorn prior to construction. As a part of the project, the area was grubbed and hydromulched with a native seed mix in November 2024. The project area is currently clear of vegetation excepting some desirable remaining trees. As part of the easement agreements and Operation and Maintenance Plan, the District is responsible for the first two years of invasive maintenance, to establish native vegetation.

Discussion

The District sought estimates from six companies for invasive species management each year over the course of 2025 and 2026. A two-year contract and scope was requested in order to streamline administration for a relatively small scope. Minnesota Native Landscapes (MNL) Corp. submitted the lowest estimate at \$1,024.64 per treatment, or a total of \$6,147.86. The proposed scope of services will be attached to the District's standard contract template, pending any non-substantive changes.

Recommendation

Motion to authorize the administrator to enter into a contract with Minnesota Native Landscapes (MNL) Corp. for the work described in the scope of work dated 2/11/2025, in an amount not to exceed \$6,147.86, with authorization to execute change orders not to exceed 10% of the contract.

Budget Impact

The associated 2025 costs are encompassed in the 2025 Budget under 611/Operations and Maintenance. Costs associated with 2026 (\$3,073.93) will need to be included in the 2026 budget.

Scope of Services

Project Description:

The Prior-Lake Spring Lake Watershed District completed a stream restoration project approximately 4 miles south of the City of Prior Lake in November 2024. The project area encompasses 2.7 acres surrounding 1,300 feet of stream. The area was heavily infested with buckthorn prior to construction. As a part of the project, the area was grubbed and hydromulched with a native seed mix in November 2024. The project area is currently clear of vegetation excepting some desirable remaining trees. The District is seeking invasive species management to include three annual visits (two spring herbaceous and one fall woody treatment) each year over the course of 2025 and 2026 to help establish the site's native vegetation.

Recommended Invasive Management Activities:

Table 1. Summary of vegetation maintenance for the Buck Stream project.

Year	Activity	Schedule
2025	<ul style="list-style-type: none"> Scout and treat herbaceous invasive species such as garlic mustard and Dame's rocket during the spring. 	Herbaceous species: May – June
	<ul style="list-style-type: none"> Scout and treat woody invasive species in the fall using foliar spray or cut-stump herbicide methods. 	Woody species: September – October
2026	<ul style="list-style-type: none"> Scout and treat herbaceous invasive species such as garlic mustard and Dame's rocket during the spring. 	Herbaceous species: May – June
	<ul style="list-style-type: none"> Scout and treat woody invasive species in the fall using foliar spray or cut-stump herbicide methods. 	Woody species: September – October

Vegetation Management Area Map:

The map below displays the area for vegetation maintenance in hashed pink lines. **District Staff will help arrange access points with the landowners depending on equipment and access needs.**



EOR



MNL (Minnesota Native Landscapes)
 8740 - 77th Street NE
 Otsego, MN 55362
 763-295-0010
info@MNLcorp.com
www.MNLcorp.com

Prepared by: William Harris
MNL Division: Vegetation Management
Quotation Date: 2/11/2025

Project Name: Buck Stream Invasive Plant Management

Project Location: 44°40'44.9"N 93°27'37.6"W

Category	Description	Qty.	Unit	Unit Price	Total
Invasive Species Control 2025	Spring and Fall invasive species control visits	3	Each	\$ 1,024.64	\$ 3,073.93
Invasive Species Control 2026	Spring and Fall invasive species control visits	3	Each	\$ 1,024.64	\$ 3,073.93
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
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				\$ -	\$ -

Project Notes:

Pricing does not include prevailing wage rates.
 Pricing based upon plans, designs, &/or specs. provided to MNL by others.
 Pricing does not include any permits.
 MNL is not liable for project delays due to situations beyond our control.

Grand Total	\$ 6,147.86
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Pricing good for:

Terms:

Accepted by:

Provided by:

William Harris

Date:

2/11/2025

Heal the Earth

Terms & Conditions



MNL (Minnesota Native Landscapes)
8740 - 77th Street NE
Otsego, MN 55362
763-295-0010
info@MNLcorp.com
www.MNLcorp.com

EOR

Prepared by: William Harris
MNL Division: Vegetation Management
Quotation Date: 1/31/2025

Project Name: Buck Stream Invasive Plant Management
Project Location: 44°40'44.9"N 93°27'37.6"W

Quotation pricing/invoicing:

All work performed will be billed upon completion, unless otherwise stipulated.
Any amount remaining unpaid beyond 30 days shall incur a 1½% monthly finance charge.
If quotation is accepted after 30 days, MNL reserves the right to adjust pricing based on cost fluctuations & material availability.
Pricing does not include allowances for retainages and may adjust if required. Retainages not accepted on Veg. Mgmt projects.
MNL reserves the right to renegotiate prices quoted if project is delayed or if matl./fuel costs substantially change.
Pricing and availability of MNL products (seed, plants, etc.) subject to change at any time.
Custom seed mixes and specially grown sod products requires a 50% pre-payment.

Warranty:

MNL will provide a ? year warranty, given the following conditions are met:

- 1) MNL materials and installation services are utilized on this project.
- 2) MNL staff has been consistently involved with the vegetation mgmt. of this project from time of the installation.
- 3) Project issues are not caused by the actions of others, vandalism, severe drought, flooding, washouts, wildfire, etc.

Service Contingencies:

Site preparation does not include existing debris removal or rock removal unless otherwise noted in quotation.

All deliverables provided by MNL will become property of the client.

As a condition of agreeing to and executing this proposal, MNL waives the site consultation fee.

Project area assumed to be free of rock larger than _" diameter. If rock is encountered, Time & Material rates may apply.

Items or plantings (36" high or lower) within mgmt. area(s) must be clearly marked or described to the MNL management crew to avoid damage to said items, plantings, or our equipment. MNL is not liable for the repair &/or replacement of any damage to unseen & unmarked items, or our own equipment, while operating within this management area(s).

MNL Products:

Seed and Plant lists are proprietary information, unauthorized dissemination without MNL's consent is prohibited.

MNL provides the highest quality native seed and plants, but do not warranty/guarantee our products due to factors beyond our control. Please contact MNL Customer Service at info@MNLcorp.com for items damaged during shipment or quality concerns.

If specific/requested seed or plant species are not available, MNL will work with our primary native seed/plant partners to source product or provide recommended substitutions. Small quantities or unavailable species from MNL (or our primary plant partners) will be the responsibility of others to supply, if deemed necessary.

Accepted by:

Provided by:

Date: 2/11/2025

2/11/2025

Heal the Earth

PLSLWD Board Staff Report

February 18, 2025


**PRIOR LAKE
SPRING LAKE
WATERSHED DISTRICT**

Subject 	Jeffers Pond 10 th Addition Declaration of Conservation Easement	
Board Meeting Date 	February 20, 2025	Item No: 6.10
Prepared By 	Kristin Weinandt, Scott SWCD	
Attachments 	1) Project Location Map 2) Jeffers Pond 10 th Addition Declaration of Conservation Easement	
Proposed Action 	Motion to approve the Jeffers Pond 10 th Addition Declaration of Conservation Easement	

Background

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

The conservation easement process includes acquiring a development agreement in conjunction with a conservation easement. The development agreement provides a means for the District to recover costs associated with the acquisition of the easements including title work, staff time, and engineering review. It also ensures the easement area is properly established and vegetated to filter runoff.

Discussion

Scott SWCD staff is working with the property owner, Ripley Land Co. LLC, on behalf of the District to establish a conservation easement that will protect the required buffer in perpetuity on purposed Jeffers Pond 10th Addition. The location of the project is shown on the attached map.

The attached draft Declaration of Conservation Easement is based on a template developed by the District Attorney. The Declaration of Conservation Easement is a legal document that will be recorded with the Scott County Land Records Office.

Recommendation

District staff is requesting the Board of Managers approve the Jeffers Pond 10th Addition Declaration of Conservation Easement for approval.





**PRIOR LAKE
SPRING LAKE**
WATERSHED DISTRICT

AERIAL MAP

Jeffers Pond 10th Addition



Legend

-  2023 Parcels
-  Parcel Location

DISCLAIMER: This information is to be used for reference purposes only. PLSLWD does not guarantee the accuracy of the material contained herein and is not responsible for misuse or misinterpretation. A survey should be completed if an exact boundary location is needed.

DECLARATION OF CONSERVATION EASEMENT

This Declaration is made this _____ day of _____, 2025, by Ripley Land Co., LLC, a Minnesota limited liability company (the “Declarant”).

RECITALS

Declarant owns land related to the development of that portion of Jeffers Pond 10th Addition in Scott County, Minnesota, described on the attached Exhibit A (the “Property”). As conditions of the approval of the plat of Jeffers Pond 10th Addition, Scott County required that the Declarant establish, to the benefit of the Prior Lake-Spring Lake Watershed District (“Watershed District”), a conservation easement over a buffer strip around the perimeter of wetlands and watercourse within the Property in accordance with the requirements of the Watershed District’s Rules, a copy of which are attached hereto as Exhibit D (“Rules”). Declarant desires to establish a conservation easement under Minnesota Statutes, Chapter 84C, to create a buffer strip around the perimeter of wetlands (both existing and to be created) and watercourse within the Property.

DECLARATION

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

1. **PRESERVATION.** Declarant will permanently retain the Easement Area in its predominantly natural condition and prevent or remedy any subsequent activity or use that

impairs or interferes with its function as a buffer strip.

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

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

(b) Buffer strip vegetation shall be established and maintained within the Easement Area in accordance with the Rules. There will be no grading or other disturbance of the soil within the Conservation Easement except as incidental to vegetation planting and removal. No structure or paved surface will be placed temporarily or permanently within the Conservation Easement, except for activities permitted by 5.g.ii of the Rules and Paragraphs 3(a) and (b) below.

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

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

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

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

impacts of utility or drainage systems on the function of the buffer strip have been avoided or minimized to the extent possible; and

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

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

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

6. MISCELLANEOUS.

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

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

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

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

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

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

IN WITNESS WHEREOF, the Declarant has voluntarily executed this Declaration on this 10th day of February, 2025.

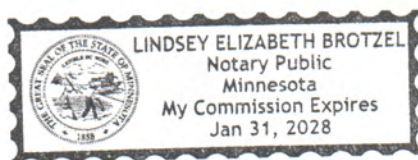
Declarant:

Ripley Land Co., LLC

By: [Signature]
David Stradtman, Vice President

STATE OF MINNESOTA)
)SS
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this 10th day of February, 2025, by _____ the David Stradtman, Vice President, Ripley Land Co., LLC.



[Signature]
Notary Public

My Commission Expires: 01/31/2028

ACCEPTANCE

The Watershed District hereby accepts the foregoing Conservation Easements pursuant to Minnesota Statutes, Section 84C.02, on this _____ day of _____, 2025.

PRIOR LAKE - SPRING LAKE WATERSHED DISTRICT

By: Joni Giese

Its: District Administrator

STATE OF MINNESOTA)) SS
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by Joni Giese, the Administrator of the PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT, a political subdivision under Minnesota law, on its behalf.

Notary Public

My Commission Expires: _____

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

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

Lot 1, Block 1, Jeffers Pond Tenth Addition, Scott County, Minnesota.

EXHIBIT B

LEGAL DESCRIPTION OF EASEMENT AREA

CONSERVATION EASEMENT DESCRIPTION

A conservation easement over, under and across that part of Lot 1, Block 1, JEFFERS POND TENTH ADDITION, Scott County, Minnesota, described as follows:

Beginning at the northeast corner of said Lot 1; thence on an assumed bearing of North 87 degrees 36 minutes 33 seconds West along the north line of said Lot 1, a distance of 242.68 feet; thence South 32 degrees 25 minutes 52 seconds West, a distance of 43.47 feet; thence South 15 degrees 29 minutes 36 seconds East, a distance of 274.46 feet; thence South 31 degrees 32 minutes 56 seconds West, a distance of 105.22 feet; thence South 46 degrees 54 minutes 33 seconds West, a distance of 54.86 feet; thence South 56 degrees 41 minutes 24 seconds West, a distance of 60.78 feet; thence South 65 degrees 30 minutes 52 seconds West, a distance of 76.67 feet; thence North 77 degrees 13 minutes 56 seconds West, a distance of 23.91 feet; thence South 71 degrees 11 minutes 17 seconds West, a distance of 133.21 feet; thence South 23 degrees 25 minutes 12 seconds West, a distance of 114.58 feet; thence South 33 degrees 21 minutes 59 seconds East, a distance of 54.08 feet; thence South 43 degrees 19 minutes 18 seconds East, a distance of 57.13 feet to the south line of said Lot 1; thence easterly along said south line of Lot 1 to the intersection of a line hereinafter described as line "A"; thence northeasterly along said line "A" to the point of beginning.

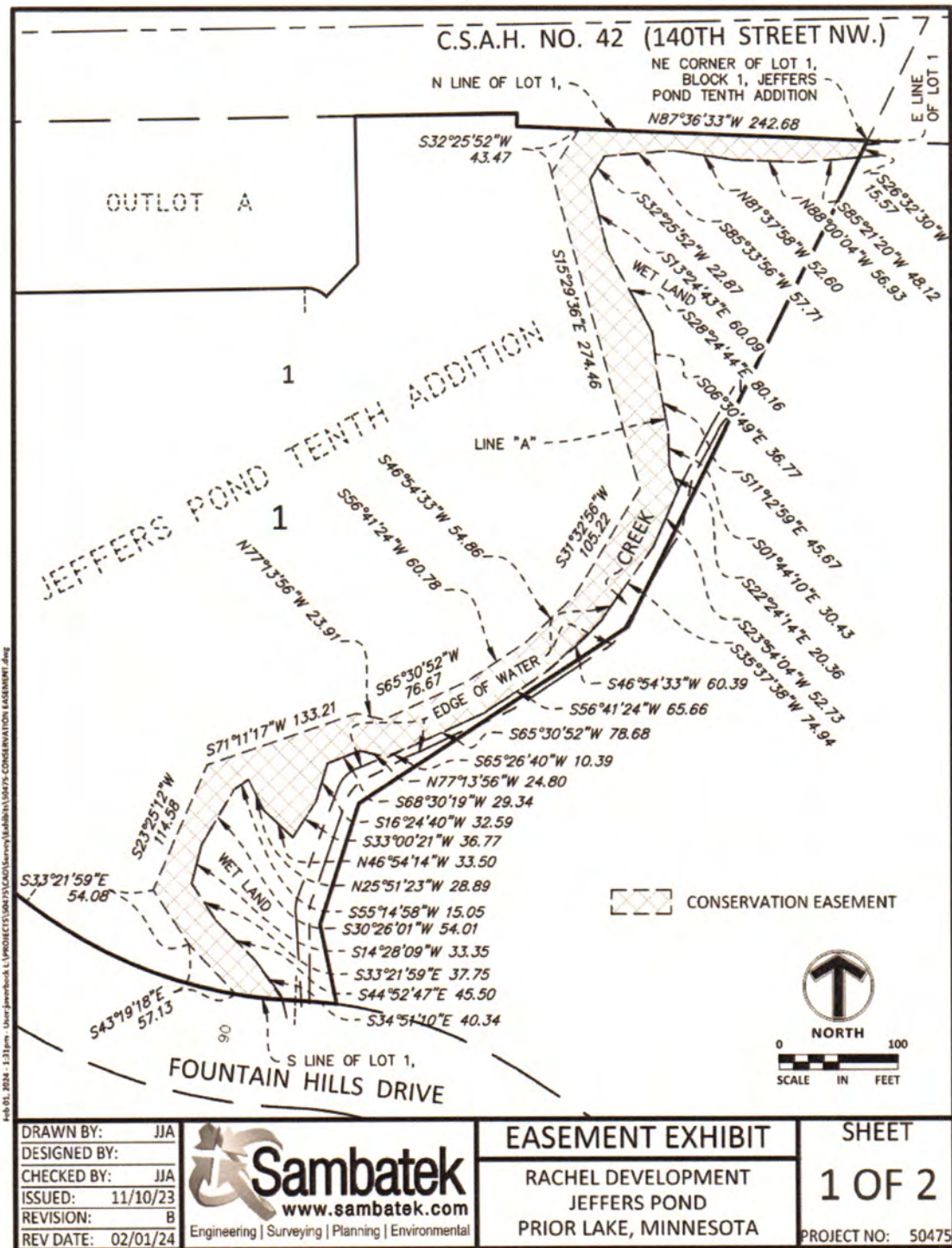
Line "A" is described as beginning at said northeast corner of Lot 1; thence South 26 degrees 32 minutes 30 seconds West along the East line of said Lot 1 a distance of 15.57 feet; thence South 85 degrees 21 minutes 20 seconds West, a distance of 48.12 feet; thence North 88 degrees 00 minutes 04 seconds West, a distance of 56.93 feet; thence North 81 degrees 37 minutes 58 seconds West, a distance of 52.60 feet; thence South 85 degrees 33 minutes 56 seconds West, a distance of 57.71 feet; thence South 32 degrees 25 minutes 52 seconds West, a distance of 22.87 feet; thence South 13 degrees 24 minutes 43 seconds East, a distance of 60.09 feet; thence South 28 degrees 24 minutes 44 seconds East, a distance of 80.16 feet; thence South 06 degrees 30 minutes 49 seconds East, a distance of 36.77 feet; thence South 11 degrees 12 minutes 59 seconds East, a distance of 45.67 feet; thence South 01 degrees 44 minutes 10 seconds East, a distance of 30.43 feet; thence South 22 degrees 24 minutes 14 seconds East, a distance of 20.36 feet; thence South 23 degrees 54 minutes 04 seconds West, a distance of 52.73 feet; thence South 35 degrees 37 minutes 38 seconds West, a distance of 74.94 feet; thence South 46 degrees 54 minutes 33 seconds West, a distance of 60.39 feet; thence South 56 degrees 41 minutes 24 seconds West, a distance of 65.66 feet; thence South 65 degrees 30 minutes 52 seconds West, a distance of 78.68 feet; thence South 65 degrees 26 minutes 40 seconds West, a distance of 10.39 feet; thence North 77 degrees 13 minutes 56 seconds West, a distance of 24.80 feet; thence South 68 degrees 30 minutes 19 seconds West, a distance of 29.34 feet; thence South 16 degrees 24 minutes 40 seconds West, a distance of 32.59 feet; thence South 33 degrees 00 minutes 21 seconds West, a distance of 36.77 feet; thence North 46 degrees 54 minutes 14 seconds West, a distance of 33.50 feet; thence North 25 degrees 51 minutes 23 seconds West, a distance of 28.89 feet; thence South 55 degrees 14 minutes 58 seconds West, a distance of 15.05 feet; thence South 30 degrees 26 minutes 01 seconds West, a distance of 54.01 feet; thence South 14 degrees 28 minutes 09 seconds West, a distance of 33.35 feet; thence South 33 degrees 21 minutes 59 seconds East, a distance of 37.75 feet; thence South 44 degrees 52 minutes 47 seconds East, a distance of 45.50 feet; thence South 34 degrees 51 minutes 10 seconds East, a distance of 40.34 feet to the south line of said Lot 1 and said line "A" there terminating.

Feb 01, 2024 - 1:31pm - User: jefferspond L:\PROJECTS\SMN\20\CAO\Survey\Subdiv\SMN\20-CONSERVATION EASEMENT.dwg

DRAWN BY: JJA	 Sambatek www.sambatek.com Engineering Surveying Planning Environmental	EASEMENT EXHIBIT	SHEET
DESIGNED BY:		RACHEL DEVELOPMENT	2 OF 2
CHECKED BY: JJA		JEFFERS POND	
ISSUED: 11/10/23		PRIOR LAKE, MINNESOTA	PROJECT NO: 50475
REVISION: B			
REV DATE: 02/01/24			

EXHIBIT C

SURVEYED DRAWING



THE RULES

RULE E - EROSION AND SEDIMENT CONTROL

1. **POLICY.** It is the policy of the managers to require the preparation and implementation of erosion and sediment control plans to control runoff and erosion and to retain or control sediment on land during land disturbing activities.
2. **REGULATION.** No person or political subdivision shall commence a land disturbing activity of more than 10,000 square feet, unless specifically exempted by Paragraph 10 below, without first obtaining a permit from the District that incorporates and approves an erosion and sediment control plan for the activity.
3. **CRITERIA.** Erosion and sediment control plans shall comply with the following criteria:
 - (a) The plan must be prepared by a qualified individual showing proposed methods of retaining waterborne sediments on site during the period of construction and showing how the site will be restored, covered, or revegetated after construction, including a timetable for completion.
 - (b) Natural site topography and soil conditions shall be used to control runoff and reduce erosion and sedimentation during construction and after completion of the land disturbing activity.
 - (c) Erosion and sediment control measures shall be consistent with the standards of the General Permit Authorization to Discharge Stormwater Associated With Construction Activity Under the National Pollutant Discharge Elimination System/State Disposal System Permit Program, Permit MN R100001 (NPDES General Construction Permit), issued by the Minnesota Pollution Control Agency, except where more specific requirements apply, including:
 - (i) Phasing to minimize disturbed areas subject to erosion at any one time.
 - (ii) Implementation of BMPs to minimize the discharge of sediment and other pollutants. Redundant BMPs are required adjacent to all waterbodies, spaced a minimum of 5 feet apart except where conditions are limiting.
 - (iii) All turbid or sediment-laden waters related to dewatering must be discharged to a temporary sediment basin on the project site unless infeasible. Permittees must provide appropriate Best Management Practices (BMPs) to water discharged to a surface water such that the discharge does not adversely affect the receiving water or downstream properties. Permittees must continuously monitor discharge to any surface water to ensure adequate treatment has been achieved. Discharge points must be adequately protected from erosion and scour through accepted energy dissipation methods.
 - (iv) Use of temporary sediment basins are required where 10 or more acres of disturbed soil drain to a common location, or where 5 or more acres of disturbed soil are located within one mile of and discharge to a special or impaired water. Basin design and construction must comply with NPDES General Permit requirements.
 - (v) Proper storage and disposal of all construction site projects, materials or wastes.
 - (vi) Site inspections and records of rainfall events.
 - (vii) Proper maintenance of all BMPs.

- (viii) Management of solid and hazardous wastes on each project site.
- (ix) Final stabilization upon completion of the construction activity.
- (x) Provisions for the use of temporary sediment basins to control runoff and provide treatment during construction, when applicable.
- (xi) Identification of wetland types and locations as identified in wetland delineation, as applicable.
- (xii) Include contact information for the District's permit staff.
- (d) The plan will specify measures for indefinite stabilization of exposed soil and stockpiled earth and erodible materials in the event that site work is suspended. These measures will be implemented within 7 days of a request by the District, unless, on the basis of permittee's written response and official inspection, the District finds that the site is active and actively managed under the erosion and sediment control plan. The District may set a later deadline for implementation if site conditions warrant.
- (e) Requirement of site stabilization no later than November 15th of any given calendar year for exposed soil areas where construction activities have ceased and are not expected to continue until after frozen ground conditions.
- (f) All erosion and sediment controls shall be installed before commencing the land disturbing activity, and shall not be removed without District approval or until the District has issued a certificate of completion pursuant to Paragraph 13 of Rule B.
- (g) Use of erosion control blanket shall be limited to 'bio-netting' or 'natural netting' types, and specifically not products containing plastic mesh netting or other plastic components.
- 4. EXHIBITS. The following are to be prepared and certified by a professional engineer registered in the State of Minnesota, registered land surveyor, or other appropriate professional, and submitted to the District with the application for stormwater management permit. All submittals shall be in electronic format.
 - (a) An existing and proposed topographic map showing contours on and adjacent to the land, property lines, all hydrologic features, the proposed land disturbing activities, and the locations of all runoff, erosion and sediment controls and soil stabilization measures.
 - (b) Plans and specifications for all proposed runoff, erosion and sediment controls, dewatering methods, and temporary and permanent soil stabilization measures.
 - (c) Detailed schedules for implementation of the land disturbing activity, the erosion and sediment controls, and soil stabilization measures.
 - (d) Detailed description of the methods to be employed for monitoring, maintaining, and removing the erosion and sediment controls, and soil stabilization measures.
 - (e) Contact information for the person(s) responsible for erosion and sediment control inspection and maintenance.
 - (f) Soil borings if requested by the District.
 - (g) For projects over one acre of disturbed area, documentation that the permittee has applied for the NPDES General Construction Permit from the Minnesota Pollution Control Agency

(MPCA) shall be submitted, in addition to the Stormwater Pollution Prevention Plan (SWPPP) prepared for the NPDES Permit.

(h) Other project site-specific submittal requirements as may be required by the District.

5. **CONSTRUCTION ACTIVITY REQUIREMENTS.** Any activity subject to a permit under this Rule must conform to the standards of the NPDES General Construction Permit, as amended, regarding construction site erosion and sediment control.
6. **INSPECTION.** The permittee shall be responsible for inspection of all erosion and sediment control measures until final soil stabilization is achieved.
7. **MAINTENANCE.** The permittee shall be responsible for proper operation and maintenance of all erosion and sediment controls, and soil stabilization measures, in conformance with Best Management Practices, the Minnesota Stormwater Manual and the requirements of the NPDES General Construction Permit, as amended. The permittee shall, at a minimum, inspect and maintain all erosion and sediment controls and soil stabilization measures daily during construction, weekly thereafter until vegetative cover is established, and after every rainfall event exceeding 0.5 inches. Inspection and maintenance schedule should follow time requirements outlined in the District's Permit Handbook, Log of Activities – Erosion & Sediment Control (Form 6).
8. **VEGETATION ESTABLISHMENT.** The permittee shall prepare soils, sod, seed and/or otherwise stabilize the permit project areas according to the approved plans submitted with the permit application unless other written approval has been received by the District for an alternate vegetation establishment plan. After initial vegetative establishment efforts lasting no longer than one year the site shall contain little or no bare soil and shall exhibit a dominance of established permanent cover. If vegetation establishment does not meet this standard, the area must be prepped and reseeded, and covered with blanket, mulch or straw as recommended by the District. Erosion control blanket is required on all seeded areas with a slope greater than or equal to 3:1, unless otherwise approved by the District in writing.
9. **SECURITY.** Any bond or other security required in accordance with Rule L shall be maintained until final soil stabilization and removal of erosion and sediment controls, and the payment of all fees and other amounts due the District.
10. **EXCEPTIONS.** No permit or erosion control plan shall be required under this Rule for the following land disturbing activities:
 - (a) Construction, installation, and maintenance of individual sewage treatment systems.
 - (b) Construction, installation and maintenance of public utility lines or individual service connections unless the activity disturbs more than 10,000 square feet.
 - (c) Construction of any structure on an individual parcel in a subdivision with an erosion and sediment control plan approved by the District, so long as any land disturbing activity complies with the approved plan.
 - (d) Installation of any fence, sign, telephone or electric poles, or other kinds of posts or poles.
 - (e) Emergency activity necessary to protect life or prevent substantial harm to persons or property.

- (f) All land disturbing activities not required by this Rule to obtain a permit or have an approved erosion and sediment control plan shall nevertheless be conducted in full compliance with Rule C. All drainage alterations not required by this Rule to obtain a permit shall nevertheless be conducted in full compliance with Rule C.

RULE J - BUFFER STRIPS

1. **POLICY.** Natural vegetation around watercourses and wetlands is integral to maintaining the water quality and ecological functions these resources provide. Vegetative buffers reduce the impact of surrounding development and land use on watercourse and wetland functions by stabilizing soil to prevent erosion, filtering sediment from runoff, and moderating water level fluctuations during storms. Buffers provide essential habitat for wildlife. Requiring buffers recognizes that watercourse and wetland quality and function are related to the surrounding upland.
2. **REGULATION.** For any parcel created or redeveloped after August 12, 2003, a buffer strip shall be maintained around the perimeter of all watercourses and wetlands. The buffer strip provisions of this Rule shall not apply to any parcel of record as of the date of this Rule until such parcel is subdivided or redeveloped. The District does, however, strongly encourage the use of buffer strips on all parcels in the District.
3. **GENERAL PROVISIONS.**
 - (a) This Rule shall apply to all lands containing watercourses or wetlands and lands within the buffer strips required by this Rule. Watercourses and wetlands shall be subject to the requirements established herein and other applicable federal, state, and local ordinances and regulations.
 - (b) This Rule does not apply to any wetland with a surface area equal to or less than the area of wetland impact allowed without replacement as de minimis under the Wetland Conservation Act.
 - (c) An applicant shall determine whether any watercourse or wetland exists on land or within the applicable buffer strip on adjacent land, and shall delineate the boundary for any wetland on the land. An applicant shall not be required to delineate wetlands on adjacent property but must review available information to estimate the wetland boundary.
 - (d) Documentation identifying the presence of any watercourse or wetland on the applicant's land, including wetland delineation and buffer strip vegetation evaluation, must be provided to the District with a permit application.
 - (e) Wetland and buffer strip identifications and delineations shall be prepared in accordance with state and federal regulations.
4. **STANDARDS.** The following standards apply to all lands that contain or abut a watercourse or wetland:
 - (a) Best management practices shall be followed to avoid erosion and sedimentation during land disturbing activities.
 - (b) When a buffer strip is required the applicant shall, as a condition to issuance of a permit:
 - (i) Submit to the District for its approval a conservation easement for protection of approved buffer strips. The easement shall describe the boundaries of the watercourse or wetland and buffer strips, identify the monuments and monument locations, and prohibit any of the alterations set forth in Paragraph 5(f) below and the removal of the buffer strip monuments within the buffer strip or the watercourse or wetland;

- (ii) File the approved conservation easement for record and submit evidence thereof to the District; and
- (iii) Install the wetland monumentation required by Paragraph 7 below.
- (c) All open areas within the buffer strip shall be seeded or planted in accordance with Paragraph 8 below. All seeding or planting shall be completed prior to removal of any erosion and sediment control measures. If construction is completed after the end of the growing season, erosion and sediment control measures shall be left in place and all disturbed areas shall be mulched for protection over the winter season.

5. CRITERIA.

- (a) Buffers on wetlands, as measured from the delineated edge of the wetland, shall comply with the following minimums and averages:

Management Class	Minimum Width [ft]	Average Width [ft]
Natural Areas Wetland	50	75
Hydrology Wetland	25	50
Restoration/Enhancement & Basic Wetland	15	30

- (b) Buffer strips on watercourses shall be a minimum of 15 feet wide with an average width of 30 feet, measured from the ordinary high water level of the watercourse.
- (c) Buffer strips shall apply whether or not the watercourse or wetland is on the same parcel as a proposed development.
- (d) Buffer areas of specific concern, including locations with significant flow accumulation, must be at least the average buffer width.
- (e) Buffer strip vegetation shall be established and maintained in accordance with Paragraph 8 below. Buffer strips shall be identified within each parcel by permanent monumentation in accordance with Paragraph 7 below.
- (f) Subject to Paragraph 5(g) below, alterations including building, storage, paving, mowing, plowing, introduction of noxious vegetation, cutting, dredging, filling, mining, dumping, grazing livestock, agricultural production, yard waste disposal or fertilizer application, are prohibited within any buffer strip. Noxious vegetation, such as European buckthorn, purple loosestrife, and reed canary grass, may be removed as long as the buffer strip is maintained to the standards required by the District. Alterations would not include plantings that enhance the natural vegetation or selective clearing or pruning of trees or vegetation that are dead, diseased or pose similar hazards.
- (g) The following activities shall be permitted within any buffer strip, and shall not constitute prohibited alterations under Paragraph 5(f) above:
 - (i) Use and maintenance of a single, unimproved access strip through the buffer, not more than 5 feet in width in incorporated areas and 20 feet in width in

unincorporated areas, and maintained only by means of mowing, for recreational access to the watercourse or wetland and the exercise of riparian rights;

- (ii) Placement, maintenance, repair or replacement of utility and drainage systems that exist on creation of the buffer strip or are required to comply with any subdivision approval or building permit obtained from the municipality or county, so long as any adverse impacts of utility or drainage systems on the function of the buffer strip have been avoided or minimized to the extent possible; and
- (iii) Construction, maintenance, repair, reconstruction, or replacement of existing and future public roads crossing the buffer strip, so long as any adverse impacts of the road on the function of the buffer strip have been avoided or minimized to the extent possible.

6. ALTERNATE BUFFER STRIPS.

- (a) Because of unique physical characteristics of a specific parcel, narrower buffer strips may be necessary to allow a reasonable use of the parcel; and in combination with other best management practices may provide equivalent water quality treatment performance. The District may choose to permit an alternative buffer width if any one or more of the following conditions is met:
 - (i) The proposed activity, development or redevelopment of land will not increase runoff volumes for the 5-year critical storm event, not including the 10-day snow melt event, that is discharged to the watercourse or wetland; or
 - (ii) The applicant demonstrates that a combination of best management practices to be incorporated with the proposed activity, development or redevelopment of land will provide storm water quality treatment performance equivalent to the average-width buffer required by Paragraphs 5(a) or (b); or
 - (iii) The dominant wetland type, as determined by methods acceptable under the Minnesota Wetland Conservation Act, is a low-quality Type 1 or 2 Wet Meadow, where low quality is defined as having a highly impacted vegetative community such that reed canary grass comprises more than 40 percent cover, and/or European buckthorn, if present, comprises greater than 30 percent cover, and/or vegetation was frequently (at least three of the past five years) removed by cropping.
 - (b) The use of alternative buffer strips will be evaluated as part of the review of a stormwater management plan under Rule D. Where alternative buffer strip standards are approved, the width of the buffer strips shall be established by the managers based on a minimum width of 15 feet. Alternative buffer strips must be in keeping with the spirit and intent of this Rule. The District may require maintenance agreements, restrictive covenants, or easements, in form acceptable to the District, to cover best management practices used to justify the alternative standard, to assure maintenance in perpetuity and that best management practices continue to function as originally designed.
7. MONUMENTATION. A monument shall be required at each parcel line where it crosses a buffer strip and at each point where the bearing of the buffer strip boundary line changes. Monuments shall have a maximum spacing of 200 feet along the edge of the buffer strip. Additional monuments shall be placed as necessary to accurately define the edge of the

buffer strip. A monument shall consist of a post and a buffer strip sign. The signs shall be obtained from the District and include warnings about disturbing or developing the buffer strip. The signs shall be 5-inch wide x 7-inch vertical, have a brown field with white lettering, and shall be securely mounted on a U-channel post to a minimum height of 4 feet above grade.

8. VEGETATION ESTABLISHMENT.

- (a) Where acceptable natural vegetation exists in buffer strip areas, the retention of such vegetation in an undisturbed state is required unless an applicant receives approval to replace such vegetation. A buffer strip has acceptable natural vegetation if it:
 - (i) Has a continuous, dense layer of perennial native grasses and forbs that has been uncultivated or unbroken for at least 5 consecutive years; or
 - (ii) Has an overstory of trees and/or shrubs that has been uncultivated or unbroken for at least 5 consecutive years; or
 - (iii) Contains a mixture of communities described in Subparagraphs 8(a)(i) and (ii).
- (b) Notwithstanding the performance standards set forth in Paragraph 8(a), the managers may determine existing buffer strip vegetation to be unacceptable if:
 - (i) It is composed of undesirable plant species including but not limited to common buckthorn, purple loosestrife, leafy spurge, or noxious weeds; or
 - (ii) It has topography that tends to channelize the flow of runoff; or
 - (iii) For some other reason it is unlikely to retain nutrients and sediment.
- (c) Where buffer strips are not vegetated or have been cultivated or otherwise disturbed within 5 years of the permit application, such areas shall be replanted and maintained. The buffer strip plantings must be identified on the permit application. The buffer strip landscaping shall comply with the following standards:
 - (i) Buffer strips shall be planted with a native seed mix approved by MnDOT, NRCS or SWCD, with the exception of a one-time planting with an annual nurse or cover crop such as oats or rye in addition to the native seed mix.
 - (ii) The seed mix shall be broadcast according to MnDOT, NRCS or SWCD specifications of the selected mix. The annual nurse or cover crop shall be applied at a minimum rate of 30 pounds per acre. The MnDOT or NRCS seed mix selected for permanent cover shall be appropriate for soil site conditions and free of invasive species. MnDOT, NRCS or SWCD approved mixtures appropriate for specific soil and moisture conditions can be used to meet these requirements.
 - (iii) Native shrubs may be substituted for native grasses and forbs. All substitutions and density of plantings must be approved by the District. Shrubs shall be distributed so as to provide a natural appearance and shall not be planted in rows.
 - (iv) Any groundcover or shrub plantings installed within the buffer strip are independent of any landscaping required elsewhere by the municipality or county.
 - (v) Grasses and forbs shall be seeded or planted by a qualified contractor. The method of application shall be approved by the District prior to planting or seeding.

- (vi) No fertilizer shall be used in establishing new buffer strips, except on highly disturbed sites when necessary to establish acceptable buffer strip vegetation and then limited to amounts indicated by an accredited soil testing laboratory.
 - (vii) All seeded areas shall be mulched immediately with clean straw at a rate of 1.5 tons per acre. Mulch shall be anchored with a disk or tackifier.
 - (viii) Buffer strips (both natural and created) shall be protected by erosion and sediment control measures during construction in accordance with Rule E. The erosion and sediment control measures shall remain in place until the buffer strip vegetation is established.
- (d) Buffer strip vegetation shall be established and maintained in accordance with the requirements found in this Paragraph 8 based on an Establishment Plan submitted by the applicant and approved by the District prior to permit issuance and meeting the following requirements:
- (i) Establishment plans must extend for the period beginning at the time of planting and extending two full years from completion of initial planting and mulching operations.
 - (ii) Establishment plans must include an irrigation or watering plan for the period beginning at the time of planting and extending one full year from completion of initial planting and mulching operations.
 - (iii) Establishment plans must include replacement of any buffer strip vegetation that does not survive during the two year period extending from the completion of the initial planting and mulching operations. Establishment maintenance and watering of replaced buffer strip vegetation shall extend one full year from completion of replacement planting and mulching operations.
 - (iv) The owner shall be responsible for reseeding and/or replanting if the buffer strip vegetation does not survive at any time through human intervention or activities.
 - (v) Establishment plans must include a schedule for weeding throughout the duration of the plan.
 - (vi) Establishment plans must be accompanied by an escrow account for the term of the establishment plan. At the end of the term of the establishment plan the balance of the account shall be returned to the permittee, less the amount required to complete the establishment of acceptable natural vegetation (if any).
9. COMPLETION. The following conditions must be met before the District will issue a Certificate of Completion and release buffer strip escrow:
- (a) Buffer strip vegetation must be successfully established per Paragraph 8.
 - (b) Monumentation must be installed per Paragraph 7.



Subject | Authorization to Award Contract for PLOC Pipe Lining

Board Meeting Date | February 18, 2025

Item No: 4.9

Prepared By | Emily Dick

Attachments |
1) WSB Recommendation of Award Memo
2) Bid Sheet Tabulation

Proposed Action | Motion to authorize contracting with Insituform Technologies USA, LLC not to exceed \$701,950.15 for execution by the District Administrator, and with any further non-substantive changes on advice of legal counsel, and to authorize the District Administrator to enter into change orders or change quantities not to exceed 10% of the contract (\$70,195).

Background

The District's Prior Lake Outlet Channel (PLOC) is an essential part of the District's efforts to reduce flooding on Prior Lake. After the 2022 televising of the outlet pipe, a Cast In Place Pipe (CIPP) lining was recommended to maintain the structural integrity of the pipe so it may continue to operate and offer flood relief. Additionally, the smoother surface of the pipe lining will increase the flow rate through the pipe and allow for additional flood relief.

In March 2023, the PLOC Cooperators approved a contract with WSB to provide consulting services for pipelining design, soliciting and managing contractor bids, and management of construction. WSB prepared construction documents to 95% and then the project was put on hold pending funding. In August 2024, the District was awarded a grant from MPCA to cover \$856,243.28 of eligible project costs.

Discussion

After the grant contract was executed with MPCA, District staff was able to reinstate work with WSB. WSB advertised and posted the pipe lining project on QuestCDN to initiate the competitive bidding process after the PLOC Cooperators authorized solicitation of bids on January 7, 2025. Bids were opened on February 6, 2025, and four bids were received. WSB recommends the apparent low bidder, Insituform Technologies USA, LLC for award. A Special PLOC Cooperator meeting was held on February 11, 2025, to authorize bid award. Upon legal counsel review of the PLOC Memorandum of Agreement, it is counsel's interpretation that the District Board of Managers must authorize this award.

Recommended Action

Motion to authorize contracting with Insituform Technologies USA, LLC not to exceed \$701,950.15 for execution by the District Administrator, and with any further non-substantive changes on advice of legal counsel, and to authorize the District Administrator to enter into change orders or change quantities not to exceed 10% of the contract (\$70,195).

Budget Impact

The cost associated with proposed activity is covered under the adopted 2025 PLOC budget.



February 7, 2025

Ms. Joni Giese
District Administrator
Prior Lake-Spring Lake Watershed District
4646 Dakota Street SE
Prior Lake, MN 55372

Re: Prior Lake Outlet Channel Pipe Lining Improvements
Prior Lake-Spring Lake Watershed District
WSB Project No. 022609-000

Dear Ms. Giese:

Bids were received online for the above-referenced project on Thursday, February 6, 2025, and were viewed and read aloud. Four bids were received. Please find attached the Bid Tabulation Summary indicating Insituform Technologies USA, LLC, Chesterfield, Missouri, as the low bidder with a grand total bid amount of \$701,950.15. The Engineer's Estimate for the project was \$763,250.00.

We recommend that the Watershed District consider these bids and award a contract for the grand total bid in the amount of \$701,950.15 to Insituform Technologies USA, LLC based on the results of the bids received.

If you have any questions, please contact me at 612.219.3500. Thank you.

Sincerely,
WSB

A handwritten signature in black ink that reads "Jennifer D Edison".

Jennifer D. Edison, PE
Project Manager

Attachment

cc: Insituform Technologies USA, LLC
Emily Dick, Prior Lake-Spring Lake Watershed District

srb



Bid Tabulation Summary

Prior Lake Outlet Channel Pipe Lining Improvements

Prior Lake-Spring Lake Watershed District

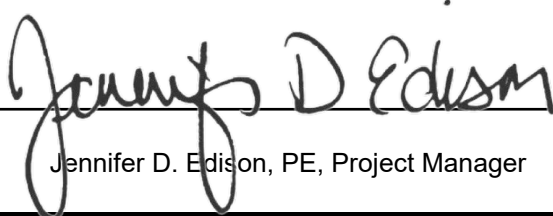
WSB Project No. 022609-000

Bids Received Online: Thursday, February 6, 2025, at 10:00 a.m. Local Time

 DENOTES CORRECTED FIGURE

Contractor		Bid Bond (5%)	Addendum No. 1 Rec'd.	Grand Total Bid
1	Insituform Technologies USA, LLC	X	X	\$701,950.15
2	Visu-Sewer, LLC	X	X	\$797,815.00
3	US Infra Rehab Services, LLC	X	X	\$919,089.72
4	Hydro-Klean, LLC	X	X	\$1,791,759.65
Engineer's Opinion of Probable Cost				\$763,250.00

I hereby certify that this is a true and correct tabulation of the bids as received on February 6, 2025.



Jennifer D. Edison, PE, Project Manager

PRIOR LAKE SPRING LAKE WATERSHED DISTRICT

Financial Report - Cash Basis

January 1, 2025 Through January 31, 2025

Program Element		2025 Source of Funds				2025 Actual Results		
		2025 Levy	Budget Reserve	Grant Funds/Fees	2025 Budget	January 2025	YTD	YTD % of Budget
	General Fund (Administration)							
	Revenues							
	Property Taxes	\$ 261,600	\$ -	\$ -	\$ 261,600	\$ 942	\$ 942	0%
	Interest	-	-	18,400	18,400	-	-	0%
	Total Revenues	\$ 261,600	\$ -	\$ 18,400	\$ 280,000	942	942	0%
	Expenditures							
	Administrative Salaries and Benefits	\$ 137,100	\$ -	\$ 18,400	\$ 155,500	14,815	14,815	10%
	703 · Telephone, Internet & IT Support	19,500	-	-	19,500	1,152	1,152	6%
	702 - Rent	28,200	-	-	28,200	4,917	4,917	17%
	706 · Office Supplies	7,000	-	-	7,000	429	429	6%
	709 · Insurance and Bonds	13,000	-	-	13,000	-	-	0%
	670 · Accounting	36,300	-	-	36,300	-	-	0%
	671 · Audit	11,000	-	-	11,000	-	-	0%
	903 · Fees, Dues, and Subscriptions	1,500	-	-	1,500	150	150	10%
	660 · Legal (not for projects)	8,000	-	-	8,000	-	-	0%
	General Fund (Administration) Expenditures	\$ 261,600	\$ -	\$ 18,400	\$ 280,000	21,464	21,464	8%
	Net Change in General Fund	-	-	-	-	(20,522)	(20,522)	

No assurance is provided on this statement. See selected information.

<div> <div>PRIOR LAKE SPRING LAKE WATERSHED DISTRICT</div> <div>Financial Report - Cash Basis</div> <div>January 1, 2025 Through January 31, 2025</div> </div>					
		2025 Source of Funds			
Program Element		2025 Levy	Budget Reserve	Funds/Fees	2025 Budget
	Implementation Fund				
	Revenues				
	Property Taxes	\$ 1,784,850	\$ -	\$ -	\$ 1,784,850
	Grants/Fees	-	-	145,967	145,967
	Interest	-	-	124,300	124,300
	Budget Reserves	-	\$ 1,018,908	-	1,018,908
	Total Revenues	\$ 1,784,850	\$ 1,018,908	\$ 270,267	\$ 3,074,025
	Expenditures				
	Program Salaries and Benefits (not JPA/MOA)	\$ 379,700	\$ -	\$ 124,300	\$ 504,000
Water Qual	550 - Swamp Lake	\$ 192,125	\$ 351,208	\$ 91,967	\$ 635,300
Water Qual	550 -200th Street Pond Improvements	-	26,400	15,000	41,400
Water Qual	550 - FeCl Site Improvements	154,500	116,700	-	271,200
Water Qual	652 Farmer-led Council	72,000	-	-	72,000
Water Qual	652 Cost-Share Incentives	88,000	-	-	88,000
Water Qual	611 Highway 13 Wetland, FeCl system & Desilt, O&M	159,500	55,000	-	214,500
Water Qual	611 Carp Management	88,500	-	-	88,500
Water Qual	611 Spring Lake Demonstration Project Maintenance	1,200	-	-	1,200
Water Qual	611 Buck Stream Stabilization Parcel Maintenance	4,000	-	-	4,000
Water Qual	611 Alum Internal Loading Reserve	200,000	-	-	200,000
Water Qual	637 District Monitoring Program	89,100	-	-	89,100
Water Qual	626 Planning and Program Development	32,000	-	-	32,000
Water Qual	626 LGU Plan Review	3,000	-	-	3,000
Water Qual	626 Engineering not for programs	21,000	-	-	21,000
Water Qual	626 Debt Issuance Planning	15,000	-	-	15,000
Water Qual	648 Permitting and Compliance	65,000	-	-	65,000
Water Qual	648 Update MOAs with cities & county	-	5,000	-	5,000
Water Qual	648 BMP and easement inventory & inspections	35,500	-	4,500	40,000
Water Qual	626 Capital Project Planning (Prev: Upper Watershed Projects)	16,200	291,600	-	307,800
Water Qual	626 Lake Ridge Stormwater Feasability Study	-	48,000	7,500	55,500
	WQ TOTAL	\$ 1,236,625	\$ 893,908	\$ 118,967	\$ 2,249,500
Water Storage	550 District-wide Hydraulic & Hydrologic model	\$ 4,000	\$ -	\$ -	\$ 4,000
Water Storage	626 Comprehensive Wetland Plan Update	-	35,500	-	35,500
	WS TOTAL	\$ 4,000	\$ 35,500	\$ -	\$ 39,500
AIS	611 Aquatic Vegetation Mgmt	\$ 18,600	\$ -	\$ 12,000	\$ 30,600
AIS	637 Boat inspections on Spring, Upper & Lower Prior	19,000	-	15,000	34,000
	AIS TOTAL	\$ 37,600	\$ -	\$ 27,000	\$ 64,600
Ed & Out	652 Education and Outreach Program	18,800	8,500	-	27,300
	E&O TOTAL	\$ 18,800	\$ 8,500	\$ -	\$ 27,300
	PLOC Contribution	\$ 108,125	\$ -	\$ -	\$ 108,125
	Debt Bond Payments	-	81,000	-	81,000
	Total Implementation Fund	\$ 1,784,850	\$ 1,018,908	\$ 270,267	\$ 3,074,025
	Net Change in Fund Balance Implementation Fund	-	-	-	-
	Grant Funds/Fees Anticipated				2025 Budget
	Interest Income (general fund & Implementation fund)			\$ 142,700	\$ 142,700
	648 New Easement Acquisition/Amendement Fees			4,500	4,500
	2025 WBIF Grant			104,967	104,967
	Spring Lake Twnshp Contribution (Fish Lake Mgmt Plan)			9,500	9,500
AIS	611 Aquatic Vegetation Mgmt. (Scott County)			27,000	27,000
	Total Grant Funds/Fees Anticipated			\$ 288,667	\$ 179,000
Budget Summary	Fund Sources/Fund Expenditures	2025 Levy	Budget Reserves	Grants/Rev	Budget Total
	General Fund	\$ 261,600		\$ 18,400	\$ 280,000
	Implementation Fund	\$ 1,784,850	\$ 1,018,908	\$ 270,267	\$ 3,074,025
	Total Fund Sources	\$ 2,046,450	\$ 1,018,908	\$ 288,667	\$ 3,354,025
	Expenditures				
	General Fund				280,000
	Implementation Fund				3,074,025
	Total Expenditures				3,354,025
Fund Balance Commitments/Assingments		2025 (Budget)			
		12-31-24 Bal	Additions	Reductions	12-31-25 Bal
	611 Alum Internal Loading Reserve	\$ 910,000	\$ -	\$ -	\$ 910,000
	626 Upper Watershed Projects (2024)/Capital Projects Planning (2025)	\$ 291,600	\$ -	\$ -	\$ 291,600
	Debt Payment Reserve	\$ 180,000	\$ -	\$ -	\$ 180,000
		\$ 1,381,600	\$ -	\$ -	\$ 1,381,600
No assurance is provided on this statement. See selected information.					

2025 Actual Results		
January 2025	YTD	YTD % of Budget
6,339	6,339	0%
75,000	75,000	51%
8,412	8,412	7%
-	-	0%
89,751	89,751	3%
32,352	32,352	6%
-	-	0%
-	-	0%
41	41	0%
50	50	0%
-	-	0%
525	525	0%
-	-	0%
-	-	0%
-	-	0%
-	-	0%
20	20	0%
10,046	10,046	31%
-	-	0%
-	-	0%
-	-	0%
-	-	0%
-	-	0%
-	-	0%
-	-	0%
10,682	10,682	0%
-	-	0%
-	-	0%
-	-	0%
46	46	0%
\$ 46	\$ 46	0%
-	-	0%
-	-	0%
43,080	43,080	1%
46,670	46,670	

PLSL Watershed District

Cash Minimum Balance Alert \$ 150,000

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total 2025
Cash on hand (beginning of month)	\$ 4,199,238	\$ 4,180,920	\$ 3,912,695	\$ 3,866,458	\$ 3,525,537	\$ 3,257,812	\$ 2,989,587	\$ 3,744,587	\$ 3,569,836	\$ 3,301,611	\$ 3,033,386	\$ 2,813,154	

Cash Receipts

Property Tax Levy	\$ 7,280	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 1,023,225	\$ -	\$ -	\$ -	\$ -	\$ 1,023,725	\$ 2,054,730
BWSR WBIF	-	-	-	-	-	-	-	83,974	-	-	20,993	-	104,967
BWSR Programs & Projects Grant	-	-	221,988	-	-	-	-	-	-	-	-	-	221,988
Grants - Other	73,709	-	-	-	-	-	-	9,500	-	-	27,000	-	110,209
PLOC Contributions	-	-	-	141,443	-	-	-	-	-	-	-	-	141,443
Interest Income	8,412	11,892	11,892	11,892	11,892	11,892	11,892	11,892	11,892	11,892	11,892	11,892	139,220
Other Receipts	1,291	375	375	375	375	375	375	375	375	375	375	375	5,416
Total Cash Reciepts	\$ 90,692	\$ 12,267	\$ 234,255	\$ 153,710	\$ 12,767	\$ 12,267	\$ 1,035,492	\$ 105,741	\$ 12,267	\$ 12,267	\$ 60,260	\$ 1,035,992	\$ 2,777,973
Total Cash Available	\$ 4,289,930	\$ 4,193,187	\$ 4,146,950	\$ 4,020,168	\$ 3,538,304	\$ 3,270,079	\$ 4,025,079	\$ 3,850,328	\$ 3,582,103	\$ 3,313,878	\$ 3,093,646	\$ 3,849,146	

Cash Paid Out

Salaries and Per Diems	\$ 47,167	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 54,958	\$ 651,709
Office Expense, Audit, Accounting	7,362	10,375	10,375	10,375	10,375	10,375	10,375	10,375	10,375	10,375	10,375	10,375	121,487
PLSLWSD Program Costs	48,099	205,158	205,158	205,158	205,158	205,158	205,158	205,158	205,158	205,158	205,158	205,158	2,304,841
PLOC Contribution	-			109,139						-		-	109,139
PLOC Operations	6,382	10,000	10,000	115,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	221,382
Debt Service								-	-	-	-	-	-
Other Disbursements	\$ -	\$ -											-
Subtotal	\$ 109,010	\$ 280,492	\$ 280,492	\$ 494,631	\$ 280,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 280,492	\$ 3,408,557
Cash on Hand (end of month)	\$ 4,180,920	\$ 3,912,695	\$ 3,866,458	\$ 3,525,537	\$ 3,257,812	\$ 2,989,587	\$ 3,744,587	\$ 3,569,836	\$ 3,301,611	\$ 3,033,386	\$ 2,813,154	\$ 3,568,654	

Draft amounts subject to change during audit

No assurance is provided on these financial statements

PLSLWD
Cost Analysis
Year to Date 1/31/2025

	<u>Year to Date 1/31/2025</u>	
	Amount	% of total
<u>Program staff costs</u>	<u>32,352</u>	50.1%
<u>Consultants</u>		
Vessco	525	
	<u>525</u>	0.8%
Hard costs, exclusive of prog staff & consultant costs	10,203	
	<u>10,203</u>	15.8%
<u>Overhead and Administration</u>		
Staff costs	14,815	
Audit/Accounting/Legal	-	
Other admin overhead	5,697	
IT Support (Rymark)	952	
	<u>21,464</u>	33.3%
<u>Bonds payments</u>	<u>-</u>	0.0%
<u>PLOC Contribution</u>	<u>-</u>	0.0%
Expenses excluding PLOC expenses per manager report	<u>64,544</u>	100.0%

No assurance is provided on this statement. See selected information.

This statement omits required disclosures.

This statement is prepared on the cash basis of accounting.