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TO: CLFLWD Board of Managers  
DATE: September, 2016  
RE: District Administrator's Report for the September 22<sup>nd</sup> Board Meeting

### **General Fund – Administration (1000 series)**

- 1001 – Board Administration
  - The Board held two regular meetings per month throughout the summer months. Starting in October, the Board will be back down to one regular meeting per month.
- 1002 - General Office Expenses
  - The District office conference room received some updates including carpet installation and re-organization of adjustable tables. No new tables had to be purchased as existing tables were moved around the office to put matching ones in the conference room. The tables are lightweight and are able to be moved into different configurations to suit different types of meetings as this space is often used by staff for meetings in addition to board meetings.
- 1003 – General Administrative
  - Staff submitted 2017 levy certifications to Washington and Chisago counties on September 9<sup>th</sup>.
  - Staff submitted budget presentation materials to be presented to the Washington County Board of Commissioners at a meeting on October 4<sup>th</sup>. Information included budget and levy totals, administration budget breakdown, a detailed budget synopsis describing 2017 programs, projects and coordination efforts, and a presentation slide describing the Moody Lake Wetland Rehabilitation Project. The workshop will be held from 9:00 AM to 12:00 PM and CLFLWD Board members are welcome to attend. Mike K. will be on hand to address questions by any of the Commissioners.
  - Staff submitted three nominations for 2016 MAWD awards: two for 2016 Program of the Year (AIS Prevention and Plant Grant Program) and one for 2016 Project of the Year (Bixby Park Water Quality Improvement Project). The nomination committee will announce the finalists on September 16<sup>th</sup>.
- 1004 – Professional Services
  - A request for professional services proposals has been published in the District's official newspapers and emailed out to various local firms. Several submissions have already been received. A reminder that the deadline for submittals is September 30.

### **Programs (3000 series):**

- 3001 District Rules and Rulemaking
  - Mike K. recently met with EOR staff to discuss steps to develop a proposed timeline for rule development. As a side note, both the BCWD and the CMSCWD are well into updating the process of updating their rules with assistance from EOR.

- 3002 Permitting
  - Ongoing reviews:
    - Application 16-017 Swanson Single Family Home was received and is under review by the District Engineer
    - Application for permit 16-018 Lorenz Concrete was received and is under review by the District Engineer
    - A preliminary meeting with the City of Wyoming has been scheduled to discuss permitting and feasibility for their 2017 Street Improvement Project.
  - Mike S. is now conducting all of the site inspections for all of the open permits. He had taken the training this past spring and had previously share this task with Emily.
  - Several permitted sites are getting close to being ready for closeout. Several closeouts should occur before winter of this year.
  - Staff continues to document step by step guidance on the various tasks associated with the District's permitting processes including initial applications, inspections, and closeouts. Since permitting is one of the core elements of improving and protecting our water resources, Jessica will also be taking the Erosion & Sediment Control training in the future and then be coached using the guidance documents to further develop the execution of this program within the District.
  
- 3003 Monitoring and Data Assessment
  - EOR staff recently provided an update to Mike K. on the status and progress of various diagnostic monitoring work. Regular rain events appear to be providing sufficient data for monitoring to be wrapped up this fall and reports presented over the winter.
  
- 3004 Non-Point Source Pollution Abatement Grant (Cost-share)
  - Mike S. has continued to join Tara Kline on cost-share site visits. They have conducted site visits at Forest Lake, Comfort Lake, Bone Lake, and Sylvan Lake this year. All of the interest in projects still lies in plant grant (<\$500) projects.
  
- 3005 Education and Outreach
  - 3005A Ongoing Initiatives
    - Mike S. and three citizen lake monitoring volunteers will be leading a field trip for Forest Lake High School students in Lakeside Park on Tuesday, September 27<sup>th</sup>. The students will have a chance to learn about water quality while using Secchi disks and other monitoring equipment. Other CLFLWD, WCD and FLHS staff will also be assisting with the event.
    - District staff have continued conversations with Mike Miron, a Forest Lake High School Agricultural Education teach, about collaboration during the 2016-2017 school year and beyond.
    - Mike S. and Jessica have continued to work on a District tools and rules handbook for new shoreline property owners. The handbook will be distributed by Jack MacKenzie as part of his Master Watershed Stewards capstone project as well as provided to local LGUs and others for distribution, reference and/or use.
    - Jessica Lindemyer attended the September Watershed Partners meeting which included several presentations on the use and design of signage for education.
    - The abstract submitted to the MAWD Annual Conference in December titled *Bixby Park Water Quality Improvement Project* was approved for presentation.

- 3005B Summer Boat Launch Monitoring
  - Mike S. continues to oversee the watercraft inspection program. As of September 9<sup>th</sup>, 2,300 hours-worth of inspections had been conducted on District accesses this year.
- 3006 – Technical Resource Sharing and Interagency Communication
  - Mike S. and Mike K attended the annual U of M AIS Research Center (MAISRC) Research and Management Showcase on September 12<sup>th</sup> and heard a variety of talks discussing current research projects.
- 3007 – Research
  - Staff has reached out to local university faculty to discuss formalizing a student research project regarding the viability of Flowering Rush seeds after staff’s informal findings noted below.
  - Staff discussed and suggested to several MAISRC faculty and graduate students ideas for additional research within the CLFLWD on related AIS topics.
- 3008 – Measurement of Progress
- 3009 – Grant Research and Preparation
  - Five proposals were submitted to the Board of Water and Soil Resources (BWSR) for consideration in their fiscal year 2017 grant cycle.
  - Staff has worked on interim reporting documents for the three Washington County AIS Prevention grants: Forest Lake flowering rush management, Forest Lake boat launch improvements, and Forest Lake watercraft inspections. Preparing these reports entails compiling watercraft inspection scheduling data, summarizing boat launch improvement implementation, and creating a detailed, 29-page write-up of the array of flowering rush outreach and management activities that have been going on this year. Providing detail in these interim reports will save time when it comes to the final reporting at the end of the year.
  - Staff completed an application for a DNR Conservation Partners Legacy Grant was submitted for replacement of the Shields Lake electric fish barrier with a passive system that would have lower long-term maintenance costs.
  - BWSR notified staff that since the reporting and grant verification for the Bixby Park Water Quality Improvement Project CWF grant went so smoothly, this project will be used as an example for training purposes for new BWSR grant auditing staff. The District sent additional reporting information to BWSR at their request.
  - Grant reporting was completed and reimbursement has been received for the DNR AIS Control Project grants for Forest Lake and Comfort Lake. Reporting for Bone Lake will be completed soon, now that all invoices have come in.

**Projects (5000 series):**

- 5100 – Floodplain
- 5200 – Lakes
  - District Wide –
  - Moody Lake –
    - Progress continues on the development of this project including wetland permits, additional samples taken of wetlands, negotiations with the landowner, and development of initial design work.
  - Bone Lake –
    - Staff have been invited to attend the Bone Lake Association meeting on September 27<sup>th</sup> to go over programs and projects planned for 2017 and beyond.

- Staff is working with the two SWCD offices on outreach and plans for ag related activities within the entire Bone Lake drainage area.
  - Forest Lake –
    - Mike S. continues his experimental hand cutting project of a 400 square foot patch of flowering rush near the 2<sup>nd</sup> Lake public access. He plans to continue weekly cuttings until the end of October or when regrowth no longer occurs after a cutting event.
    - Mike S. conducted a seed germination experiment of the flowering rush in Forest Lake. He found that the seeds were viable, which will affect future management strategies for flowering rush and may interested grant distributing organizations.
    - PLM Lake and Land Management conducted a second round of flowering rush herbicide treatments on 2<sup>nd</sup> and 3<sup>rd</sup> Lakes on August 31<sup>st</sup>. Steve McComas plans to conduct an assessment survey in late-September to determine the effectiveness of the treatments.
  - Sylvan Lake –
    - Mike S. and Emily conducted a purple loosestrife follow-up survey to determine the effectiveness of the biocontrol insect release event that occurred in June. They were happy to see that plants inside of the insect release areas displayed more leaf damage than plants outside of the release areas. Noticeable die-back is not expected until about three years after the initial release.
  - Little Comfort Lake –
    - Mike S. joined Blue Water Science while conducting a fish survey of Little Comfort Lake on September 15<sup>th</sup> and 16<sup>th</sup>. A full report will be prepared and presented to the Board once the data have been processed.
- 5300 – Streams
  - Sunrise River –
- 5400 – Wetlands
- 5500 – Upland Resources
- 5600 – Groundwater
- 5700 – Public Education
  - As part of the Washington County AIS grant, the District is to install kiosks at the three public launch sites on Forest Lake. Staff has developed an economical version for implementation and is currently working with the DNR, Chisago County, WCD and others to develop a standardized version. The focus will be general lake information tied with specific, local AIS issues. Once completed, the kiosks can be easily modified and replicated at other launch sites.
- 5800 – Interagency Communication
  - City of Forest Lake
    - Emily, Jessica and Mike S. attended the City of Forest Lake monthly engineering meeting on September 7<sup>th</sup>.
    - Mike K. has maintained ongoing communication with City staff regarding upcoming as well as proposed projects. Just recently, City staff has agreed to provide support in getting the stop logs out to the northern Bixby Park weir.
  - Washington County
    - Staff continues to coordinate with County staff regarding required elements of oversight stated within the AIS grants.