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TO: CLFLWD Board of Managers  
DATE: July, 2016  
RE: District Administrator's Report for the July 28<sup>th</sup> Board Meeting

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

- 1001 – Board Administration
  - The board has conducted two workshops to discuss the 2017 draft budget. A workshop prior to the July 28<sup>th</sup> board meeting is being planned. Managers are asked to check their calendars for another meeting date prior to August 25<sup>th</sup> for one more anticipated budget discussion.
- 1002 - General Office Expenses
  - Mike K. has again talked to the landlord, Tom Swanson, about his interest in redoing some of the impervious footprint of the commercial site of our office that may include some porous surface for either the drive thru or portions of the parking area. He is pursuing quotes for traditional blacktop as well as these other options. Depending on the outcome, the District may consider a commercial cost-share application for the difference in costs that is 'above and beyond' the traditional cost. This is likely a 2017 project.
  - Jessica obtained quotes from several flooring companies and the staff met with two representatives to discuss the different options for installing commercial carpet over the ceramic tile in the CLFLWD meeting space. Installation is expected in the coming weeks once a final decision is made.
  - Jessica is in the process of developing a dual-purpose photo contest for local students to drum up imagery for District use while simultaneously engaging the District's younger residents. Depending on the quality of photo submissions, the photos may even be used for CLFLWD window clings.
- 1003 – General Administrative
  - The 2015 Special District financial reporting form was submitted to the office of the state auditor well before the June 28<sup>th</sup> deadline.
  - Staff continues to evaluate options for more detailed project management. The most promising software at this time seems to be an online program called Smartsheet. In a basic sense, Smartsheet is like an Excel spreadsheet, but with many more capabilities that assist with collaborative project management.
- 1004 – Professional Services
  - A memo regarding solicitation of professional and technical services for 2017-2018 is included in this month's meeting packet.

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

- 3001 District Rules and Rulemaking

- A scope of work from EOR for rule revisions based off of the June 16<sup>th</sup> discussion is in the board packet.
- 3002 Permitting
  - Four new permits were issued:
    1. Permit 16-008 Chestnut Creek was issued on June 29<sup>th</sup> (Rules 2.0, 3.0, 4.0 & 10.0)
    2. Permit 16-011 Burkhardt Single Family Home was issued on June 28<sup>th</sup> (Rule 3.0)
    3. Permit 16-014 Westman Backyard Improvements was issued on July 8<sup>th</sup> (Rule 3.0)
    4. Permit 16-015 Duden Driveway and Future Home was issued on July 15<sup>th</sup> (Rule 3.0)
  - Three permits were closed out:
    1. Permit 13-001 DaVita Dialysis was closed out on June 29<sup>th</sup> (Rules 2.0 & 3.0). A deposit reimbursement of \$316.73 is included in this month's Treasurer's Report.
    2. Permit 14-009 Philipp Single Family Home was closed out on June 30<sup>th</sup> (Rule 3.0). A deposit reimbursement of \$244.46 is included in this month's Treasurer's Report.
    3. Permit 14-011 Olson Garage was closed out on June 28<sup>th</sup> (Rule 3.0). A deposit reimbursement of \$400.25 is included in this month's Treasurer's Report.
- 3003 Monitoring and Data Assessment
  - Another piece of monitoring equipment has failed and is being replaced. It is within the budgeted amount.
  - The additional monitoring costs for the 2017 budget have been obtained and are within the current draft budget.
- 3004 Non-Point Source Pollution Abatement Grant (Cost-share)
  - Mike S. has continued to join Tara Kline on cost-share site visits. Requests for plant grants continue to come in.
  - Mike K. has a meeting schedule for July 27<sup>th</sup> to meet with the Chisago SWCD Manager to discuss the Bone Lake Ag BMP identification process along with other pending work including marketing to farmers proposed soil sampling and associated nutrient management planning work this fall and winter.
- 3005 Education and Outreach
  - 3005A Ongoing Initiatives
    - Staff attended the CAC meeting on July 12<sup>th</sup> to discuss the draft 2017 budget. The CAC proposed three new programs for inclusion in the 2017 budget: a Project WET training session for local teachers, high school classroom education at Forest Lake High School, and a summer internship for high school students who are interested in natural resources.
    - Staff created and sent out flowering rush education materials. A post card was sent to all Forest Lake residents, an email was sent to all FLLA members, and a press release was sent to local newspapers.
    - Staff continued to communicate with local Master Watershed Stewards candidates about their capstone projects. Ideas being explored include: a lake steward packet for new lake residents, a water-theme scavenger hunt, and a lake plant and animal identification application for smartphones.

- Staff reached out to Mike Miron, an agriculture teacher at Forest Lake High School, and inquired about collaboration opportunities related a watershed education and AIS.
    - Staff ordered additional apparel with the District logo on it for use during education and outreach events.
    - Jessica continues to integrate updates to several social media sites together (including Facebook, twitter and Instagram) several times a week with images and posts about the ongoing projects and activates of the CLFLWD.
  - 3005B Summer Boat Launch Monitoring
    - Mike S. conducted two interviews for additional watercraft inspectors with Jerry Spetzman from Chisago County. Both of the interviewees have been offered the position and would be working on CLFLWD lakes to fill the scheduling spaces left behind by one inspector who left to take a summer field course for college and another that can only work 10 hours per week due to another job commitment.
- 3006 – Technical Resource Sharing and Interagency Communication
  - Mike K. met with the City of Forest Lake staff to discuss proceeding with the inventory of MS4 infrastructure related to culvert sizes and their elevations so as to be able to conduct hydraulic and water quality modeling calculations far more accurately. The City engineer is putting together a cost estimate for conducting such an inventory east of Highway 61 for 2016 and we will then look at getting an estimate for the remaining areas within the CLFLWD in 2017.
- 3007 – Research
  - AIS
    - Mike S. joined the President of the Comfort Lake Association for a demonstration of ciBioBase technology on Comfort Lake on June 9<sup>th</sup>. This technology is capable of creating high resolution maps of lake bottoms and may be useful with delineating for aquatic invasive plant species. Options for funding and incorporating this technology into CLFLWD activities are being explored.
    - District staff have met with two local consultants to discuss their ideas for a compressed air boat cleaning station for public boat accesses. They are interested in piloting their station at Lakeside Park in Forest Lake but need financial support.
- 3008 – Measurement of Progress
- 3009 – Grant Research and Preparation
  - Staff met with Laura Jester (Keystone Waters) on June 15<sup>th</sup> to plan for upcoming grant applications and communication activities.
  - Staff completed a Metropolitan Council stormwater grant application in early May. The announcement came out in late June and our application was not approved.
  - Staff has had several ongoing meeting with EOR regarding pending CWF grant applications. A memo is in the board packet summarizing those we intend to submit.

### Projects (5000 series):

- 5100 – Floodplain
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- 5200 – Lakes
  - District Wide –
    - Garbage and recycling bins have been placed at the public boat accesses on 2<sup>nd</sup> Lake of Forest Lake, 3<sup>rd</sup> Lake of Forest Lake, Comfort Lake, and Bone Lake. These bins will be emptied weekly by SRC.
  - Moody Lake –
    - Mike K. met with the DNR onsite to discuss the floating bogs and as well as the potential site for the beaver baffle. Staff continues to communicate with property owners regarding these items and others.
  - Bone Lake –
    - District staff have finalized an operations and maintenance manual for the Bone Lake fish barriers and it's in the board packet for Board acceptance.
    - District staff met with the Bone Lake Association President on June 11<sup>th</sup> to discuss the decision to cancel the carp harvest as well as provide updates on AIS related activities as well as other project updates.
    - Mike S. joined Steve McComas for a delineation of flowering rush in mid-July. The report has been received and treatment is expected soon.
  - Forest Lake –
    - Steve McComas delineated flowering rush on July 14<sup>th</sup> and 15<sup>th</sup>. Some regrowth occurred after last year's herbicide treatment, so a treatment will be needed this year.
    - Hilo Lane – Construction has been underway since May with regular oversight by Mike K. and EOR. The level of coordination with property owners has been very high but to date, all seem pleased with the project.
  - Shields Lake – CLFLWD and EOR staff are considering options for the long-term management of the fish barrier that may incorporate a simple version of the Bone Lake fish barrier grate in lieu of the current electric fish barrier. MNDNR are now reviewing the proposed recommended changes.
  - Sylvan Lake – District staff along with Mike Majeski from EOR and several volunteers completed the purple loosestrife biocontrol event. Over 1,000 insects were collected in White Bear Lake and released at Sylvan Lake. Staff will continue to monitor the purple loosestrife and insect populations throughout the summer.
  - Mike S. conducted an AIS survey of Sylvan Lake with the help of a lake resident. He did not find any new AIS infestations but did find a small (approximately 20 square feet) patch of curly leaf pondweed on the northwest side of the lake.
- 5300 – Streams
  - Sunrise River –
    - Staff responded to complaints by Mr. Ducharme that the Sunrise River was blocked and prevented him from accessing his fields. With the assistance of the FLLA intern who is licensed to operate a UAS, we had several miles flown and verified it was not blocked. Mr. Ducharme was invited in to see the photos and seemed satisfied with our assessment and thanked staff for the assistance.
- 5400 – Wetlands

- Mike Sorensen toured five sites of potential Wetland Conservation Act violations with the Washington Conservation District's Wetlands Specialist. The City of Forest Lake was notified of the status of each of the violations.
- 5500 – Upland Resources
- 5600 – Groundwater
- 5700 – Public Education
- 5800 – Interagency Communication
  - City of Forest Lake
    - Emily attended the City of Forest Lake monthly engineering meeting on July 6<sup>th</sup>.
    - Mike K. and Mike S. attended the staff monthly coordination meeting on June 16<sup>th</sup>.
    - Mike K. met with City staff onsite at 3<sup>rd</sup> Lake Pond.
  - Washington County
    - Staff is coordinating with County staff regarding required elements of oversight stated within the AIS grants.