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TO: CLFLWD Board of Managers
DATE: March, 2017
RE: District Administrator's Report for the March 23rd Board Meeting

General Fund – Administration (1000 series)

- 1001 – Board Administration
 - Abdo, Eick & Meyers completed the District's audit field visit on March 3rd. Toward the end of the day, Kevin Knopik indicated that they did not have any findings. Sometime in the upcoming weeks we will meet with the auditor, board treasurer and assistant treasurer, and accountant to go over the draft audit report before bringing to the board for acceptance.
- 1003 – General Administration
 - Jessica created google alerts for the CLFLWD, Comfort Lake, Bone Lake, and Moody Lake. When the District or any of the lakes are mentioned in online news articles staff will be alerted and linked to the article.
 - Staff is working on additional updates to the District website including adding a search feature, revamping the capital improvement projects page, and incorporating a process flow chart into the permits page that links to websites of other permitting agencies in the area.

Programs (3000 series):

- 3001 – District Rules and Rulemaking
 - Mike K. has had several meetings to discuss the ongoing rule revisions. A meeting with EOR and City of Forest Lake staff is scheduled for March 28th to discuss the rule revisions, especially with regard to redeveloping impervious sites.
- 3002 – Permitting
 - Staff completed and sent out the job announcement for a full-time summer intern that will perform erosion control site inspections as well as watercraft inspections.
 - Three new permit applications were received:
 - 17-002 Lighthouse Apartments (Rules 2.0 and 3.0). This project is located at 220 Lake Street North, Forest Lake (old city hall building) and entails reconstruction of the site to build a new apartment building. This permit is included in this meeting's board packet for board review.
 - 17-003 Woods on Comfort Lake (Rules 2.0 and 3.0). This project is located on the east side of Comfort Lake and entails construction of a new road and subdivision of lots for residential development. The required exhibits for this permit have not been submitted in time for the March meeting packet, but may make the April board meeting.
 - 17-004 MnDOT Highway 97 (Rule 3.0). This project is located on TH 97 near 11th Street SE in Forest Lake and entails conversion of an existing eastbound bypass lane into a dedicated left turn lane.
 - Three permits were issued:

- 17-001 Jimenez Single Family Home (Rule 3.0). This project is located at 9680 210th Street Court North, Forest Lake and entails addition of a walkout basement to an existing cabin and eventual construction of a garage with an associated driveway. Permit was issued on 3/2/17.
 - 16-025 Forest Lake Schools Transportation Building (Rule 3.0). This project is located at 291 Northwest 6th Ave, Forest Lake and entails construction of a ~1,600 square foot building addition and rework of some adjacent parking. The impervious disturbance is below the District's current stormwater rule trigger threshold. Permit was issued on 3/13/17.
 - 16-020 Hardy Addition (Rules 3.0 & 4.0). This project is located in Wyoming along 240th Street North. It was conditionally approved at the November 17, 2016 board meeting along with a variance to rule 4.0. All required submittals have been received, and the permit was issued on 3/16/17.
 - No permits were closed out.
 - Pre-permit reviews:
 - Staff reviewed a building permit application from the City of Scandia for construction of a pole barn along Manning Trail. It was determined that less than 200 cubic yards of material were being moved, and less than 1 acre was being disturbed, therefore not triggering the District's erosion control rule. However, staff still visited the property and advised the homeowner on erosion and sediment control. The landowner agreed to install a silt fence near the project site. No other permitting rules were found to apply to this project.
 - Staff has had several communications with a prospective property buyer on Bone Lake. The buyer is planning to purchase the property and perform some grading work to make the site buildable for a house. Additionally, the City of Scandia is looking to unblock a culvert that runs underneath the road toward the lakeshore property that is currently buried. Staff has had communications to explain the District's permitting requirements and process, potential impacts of proposed grading and culvert work, as well as preliminary discussions regarding a shoreline restoration later on after the property is purchased and developed.
 - Mike Kinney and Emily met with Scandia City Administrator, Neil Soltis on March 2nd to discuss ways to improve permit coordination and outreach. Some takeaways from the meeting include planning to hold quarterly coordination meetings in the future, updating each organization's permit webpage to be more interactive and link to the other's website, and for Scandia to more frequently share new building permit applications and inquiries with the District.
 - Mike S. attended a preconstruction meeting at the Gemini Solar Garden site in Scandia. Erosion and sediment control BMPs will be installed at the project site during the week of March 13th and preliminary grading will occur shortly thereafter.
 - Mike S. worked with contractors at the Chestnut Creek housing development site to address a number of noncompliant erosion and sediment control features. The site is now fully-compliant with District standards.
 - Emily and Greg met with engineering consultants for the City of Wyoming on February 24 to discuss the city's 2017 street improvement project along Goodview Ave and 250th St. N. Rule 2.0 Stormwater Management was the main topic of discussion. It is anticipated that the city will be able to meet the District's stormwater standards for the project. A permit application has not yet been received.
- 3003 – Monitoring & Data Assessment
 - District staff worked with WCD staff to inventory the District-owned monitoring equipment that is housed at the WCD. Much of the monitoring equipment is more than ten years old, and

replacement will likely be necessary in the next few years. This topic can be revisited during the 2018 budgeting process.

- Mike S. has started preparing for the 2017 Citizen Assisted Monitoring Program
- 3004 – Non-Point Source Pollution Abatement Program
 - Mike S. has received cost-share inquiries from a number of District citizens and will start conducting site visits with WCD and Chisago SWCD staff during the first week in April.
- 3005 – Education and Outreach
 - 3005A Ongoing Initiatives
 - The District held an informational open house at the District office on February 21. It is estimated that roughly 30-40 members of the public came and went throughout the evening. Also in attendance were all four staff members and three out of five board members.
 - Jessica has been actively monitoring the social media platform, Nextdoor, which originally brought attention to concerns regarding UAV work the District was conducting on Comfort Lake. A recent topic brought up on the site was potential options for redoing shorelines in the spring after ice-heave damage. Jessica responded on behalf of the District encouraging residents to check out the District's cost-share program as well as the DNR's guidelines relating to ice damage.
 - Jessica created a LinkedIn company account for the District:
<https://www.linkedin.com/company/16203369>
 - Staff have partnered with the Forest Lake Lake Association to host a booth at the 2017 Lakes Area Expo hosted by the Forest Lake Chamber of Commerce. The Expo will be held on March 25 from 9:00am-1:30pm at Maranatha Church in Wyoming.
 - Mike K. and Mike S. were asked to participate in a panel discussion at the University of St. Thomas for Environmental Science students. It is a chance for the students to ask questions to professionals who work in that field.
 - Jack MacKenzie, of the St. Croix Master Watershed Stewards, has finished assembling his welcome coolers for new District lake residents. He is now working with the three area lake association presidents to organize volunteers for cooler distribution.
 - EMWREP has released its [2016 Annual Report](#) and [Spring 2017 Update](#). Both can be found on the District's education webpage: www.clflwd.org/education.php. (Direct links to each document are enabled on the PDF version of this Administrator's Report)
- 3006 – Technical Resource Sharing and Interagency Communication
 - Staff had communications with the City of Forest Lake regarding the PCA's Greencorps program. The program allows organizations to apply to be a host for an AmeriCorps member for 11 months, at no cost to the organization except for in-kind time to oversee the AmeriCorps member. During that time period, the AmeriCorps member would be assigned a specific project to complete. Staff discussed applying for a member to assist with a culvert size and invert inventory for the City of Forest Lake. The City was receptive to this idea, but not ready to oversee such a project this year. City staff has indicated that they will use this year to create a plan and apply for the program in 2018.
 - 3006F: Watershed Management Plan Update
 - District staff has drafted language for each of the proposed amendment items, including addressing some of the comments received during the initial comment period. Next steps will include scrubbing the plan for details that require updating in 2017 (i.e. data tables and general formatting descriptions) and working with EOR to

refine the draft language further. A reminder that the amendment timeline includes a board workshop to review the draft language in May.

- 3008 – Measurement of Progress
 - Staff is still awaiting some water quality data from 2016 for incorporation into the final 2016 progress report. There is still time for managers to submit additional comments or questions on the report. Once the monitoring data has been incorporated, a final draft will be brought to the board for acceptance and finalization.

- 3009 – Grant Research and Preparation
 - The District submitted an application for the FY17 PCA Section 319 grant program. The proposal is for additional financial support for the Shields whole-lake alum treatment and is a requested total of \$192,000 in grant funds.
 - The District was awarded some amount of funding for all seven DNR AIS Control Project grant applications it submitted. Below is a breakdown of each award.
 - Forest Lake curly-leaf pondweed treatment: \$4,999 (the grant max for this program)
 - Forest Lake Eurasian watermilfoil treatment: \$900
 - Forest Lake flowering rush treatment: \$1,200
 - Bone Lake curly-leaf pondweed treatment: \$200
 - Bone Lake Eurasian watermilfoil treatment: \$50
 - Comfort Lake curly-leaf pondweed treatment: \$50
 - Comfort Lake Eurasian watermilfoil treatment: \$375
 - Total = \$7,774
 - The District submitted work plans into eLINK for the three FY17 Clean Water Fund grants: Bone Lake Wetland Restorations, Shields Lake Stormwater Harvest, and Forest Lake Street Sweeping Plan. Staff communicated with BWSR, Washington Conservation District, Chisago SWCD, and EOR to finalize the work plans.

- 3011 – Aquatic Invasive Species Prevention and Management
 - Emily and Mike S. met with Jerry Spetzman on February 23 to go over planning for the 2017 watercraft inspection season.
 - Emily and Mike S. also met with Blue Water Science on February 23 to go over planning for the 2017 AIS management season.
 - The Board authorized the execution of the 2017 service contract with Blue Water Science at the February 23 board meeting. The contract has since been executed.
 - Staff has had several recent communications with Lake Management Inc. in preparation for 2017 invasive plant herbicide treatments. Herbicide application rates have risen slightly since 2016 for all of the relevant treatment scenarios being planned by the District. However, using anticipated growth rates from Blue Water Science reports, staff anticipates that the District's budget will be sufficient to cover costs to treat nuisance growth levels, as delineated by BWS. Staff is awaiting additional information from LMI, as well as a quote from another company before accepting LMI's proposal.
 - Staff has begun discussions with an additional invasive plant treatment company, Clarke Consulting. We expect to receive a cost estimate within the next week. This will then be compared to LMI's proposal.
 - Staff will work on preemptively applying for several DNR permits to treat invasive plants this year. Permits will be finalized once exact treatment maps have been delineated by BWS later in the year. For the first time, the DNR is asking that invasive plant control permit applicants use the DNR's online system, MPARS (Permitting and Reporting System), to submit permit applications and reporting.

- Mike S. has started working with EMWREP to plan a summertime AIS Identification Workshop that will take place in Lakeside Park. The workshop will be free to attend and will offer participants a chance to look at real specimens of AIS that have been recently-collected from the lake by Steve McComas.
- District staff are coordinating with the City of Forest Lake and the Forest Lake Lake Association to ensure that the plant harvester on Forest Lake is only operated in locations where Eurasian watermilfoil and flowering rush are not present. The harvester will be start being operated after curly leaf pondweed has started to die back in late-June and early-July.
- Mike S. published a peer-reviewed research article regarding an invasive species of zooplankton called the spiny water flea in the Canadian Journal of Fisheries and Aquatic Sciences.

Projects (5000 series):

- 5200 – Lakes
 - 5220 District-Wide
 - Jessica met with Angie Hong from EMWREP on February 22nd to discuss initial plans and details for the District Tour to be held on May 6th.
 - 5226 Shields Lake
 - Stormwater Harvest
 - District staff, engineers, and legal counsel are working through BWSR comments on the grant work plan. BWSR had several comments regarding project assurances and golf course contract language.
 - Staff sent out project fact sheets to residents in close proximity of the project site as well as lake shore homeowners. Included with the fact sheet was a personal invite to the open house on February 21st.
 - Mike Kinney and Greg Graske gave a presentation at an informational meeting with the Forest Hills Golf Course staff and board on February 16th. The next step is to execute the agreement with the FHGC so that we can execute the agreement with BWSR.
 - 5228 Forest Lake
 - Forest Lake Wetland Treatment Basin Project
 - Staff is looking into coordinating effectiveness monitoring of the project for the 2017 growing season. Additionally, we are seeking cost estimates for bathymetric surveying of the pond to determine exact depths.
- 5800 – Interagency Communication
 - City of Forest Lake
 - Emily called in for the City of Forest Lake monthly staff meeting on March 1.
 - Mike K. attended the monthly coordination meeting with the City of Forest Lake on February 23.
 - Chisago County
 - Mike S. attended the quarterly Chisago County Water Plan Policy Team Meeting in North Branch on March 15th. The main focus of the meeting was Jerry Spetzman presenting Chisago County’s 2016 [Water Quality Monitoring](#) and [Aquatic Invasive Species Prevention](#) plans.