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TO: CLFLWD Board of Managers
DATE: October, 2016
RE: District Administrator's Report for the October 27th 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.
- 1003 – General Administrative
 - MAWD has chosen our AIS Program as a finalist for their 2016 Program of the Year award. The winner of the award, chosen from us and the two other finalists, will be announced at the MAWD conference on December 2nd.
 - Bi-weekly staff meetings continue to be attended by Mike K., Emily, Mike S. and Jessica. Skype video conferencing and screen sharing is utilized for Emily to attend, and seems to work effectively.
- 1004 – Professional Services
 - Professional service proposals received in response to the District's RFP will be reviewed by the Board and discussed during the October regular board meeting.

Programs (3000 series):

- 3002 Permitting
 - Two new permits were issued:
 - Permit 16-017 Swanson Single Family Home was issued on October 7th (Rule 3.0)
 - Permit 16-019 Forslund/McAulery Home was issued on October 6th (Rule 3.0)
 - Four permits were closed out:
 - Permit 15-010 House Single Family Home was closed out on October 4th (Rule 3.0). A deposit reimbursement of \$656.00 is included in this month's Treasurer's Report.
 - Permit 16-014 Westman Backyard Improvements was closed out on October 4th (Rule 3.0). A deposit reimbursement of \$673.50 is included in this month's Treasurer's Report.
 - Permit 16-004 Forest Lake Sportsmen's Club was closed out on October 6th (Rule 3.0). A deposit reimbursement of \$695.25 is included in this month's Treasurer's Report
 - Permit 16-001 Scandia Street Improvements was closed out on October 13th (Rule 3.0). Since government agencies (such as the City of Scandia) are exempt from permit fees, no deposit was received, therefore no reimbursement is being issued.

- Pre-Permit/Ongoing reviews:
 - Application for permit 16-018 Lorenz Concrete is included in the October meeting packet for Board review. Rules 2.0 Stormwater Management and 3.0 Erosion Control apply to this project.
 - Application 16-020 Hardy Addition was received on October 14th and is under review by engineering and legal staff. The applicant submitted a request for variance to rule 4.0 Lake, Stream, Wetland Buffers (particularly for a wetland buffer). It is anticipated that this application will be included in the November 17th regular board meeting packet.
 - Application 16-021 Westlake Retail Center was received on October 17th and is under review by engineering and legal staff. Rules 2.0 Stormwater Management and 3.0 Erosion Control apply to the proposed project. The applicants have submitted a request for variance to rule 2.0 along with the permit application. It is anticipated that this application will be included in the November 17th regular board meeting packet.
 - Staff and EOR met with MnDOT to discuss the proposed Highway 35/Highway 8 reconstruction project. It is predicted that applicable rules will include stormwater management (rule 2.0) and erosion control (rule 3.0). The October regular board meeting packet contains a memo and fact sheet with more information on the project.
- Coordination with the City of Forest Lake continues to improve with two recent cases of addressing non-compliance on construction sites. In the past month, the City has issued two stop work orders for construction sites that showed non-compliance with erosion control standards, and that did not have the required erosion control permit from the District. In the first case, the District and City worked with the property owner and builder to get the site compliant, prepare an erosion and sediment control plan, and obtain an erosion control permit. The stop work order was lifted once all of those items were addressed. In the second case, an erosion control permit was issued after staff worked with the builder to complete the required submittals. Improvements to the erosion control conditions on the site were made immediately, and continue to be maintained. After observing some work occurring along the shoreline at the second site, staff notified the DNR area hydrologist of the situation. The District and City remain in contact regarding potential drainage issues associated with this site.
- Further coordination with the City of Forest Lake is happening in the form of collaboration on the City's new home permit handout packet. The current draft has a checklist on the front page including permit from the appropriate watershed district (Comfort Lake-Forest Lake or Rice Creek) as one of the required submittal documents. The District's permit cheat sheet is provided on page 4 of the packet. We hope to work out a similar document with the other municipalities in the District in the future.
- After receiving an inquiry from Manager Moe about a construction site with erosion control concerns along Manning Trail N in Scandia, District staff visited the site and verified that there is non-compliance with erosion control standards, and that the required erosion control permit from the District was not obtained. Staff reached out to the City of Scandia to obtain contact information for the site, then contacted the property owner and builder. A silt fence was installed at the site immediately after contact and a permit application is being prepared by the builder.
- In order to improve communication with permit applicants and streamline internal processes, District staff has been working on updating the permitting web page to be more user-friendly (www.clflwd.org/permitting.php) and creating guidance documents. One of the guidance documents is a simple, 2-page instruction on out how to create a

basic erosion and sediment control plan that should be sufficient for most of the small residential sites that the District tends to encounter. Staff has noticed that first-time erosion control permit applicants tend to have the most difficulty with creating an erosion control plan that meets District standards. Since using this document, explaining the requirements is easier for staff, and seems to be helpful for applicants. EOR has given input on the document, and we plan to send it to the Pollution Control Agency for further review. A permit process flow chart geared toward applicants is also underway, with research on utilizing a free online 3D presentation format (“Prezi”) to make the flow chart interactive.

- Mike S. has continued to conduct the District’s erosion control inspections.
- 3004 Non-Point Source Pollution Abatement Grant (Cost-share)
 - Mike S. has continued to join Tara Kline on cost-share site visits. They have now visited 23 properties in 2016, which have led to 11 plant grant applications and zero traditional cost-share grant applications. Plant grant projects have been approved for Forest Lake, Comfort Lake, Bone Lake, and Sylvan Lake this year.
- 3005 Education and Outreach
 - 3005A Ongoing Initiatives
 - Mike K. has communicated with Master Watershed Steward participant, Jack MacKenzie about designating the District as fiscal agent for his capstone project. A memo is included in the October meeting packet with more information.
 - Staff continues to work on AIS information kiosks for installation at public accesses throughout the District. A Washington County AIS Prevention grant was received in 2016 to fund installation on the three accesses on Forest Lake. Installation at Bone Lake and Comfort Lake is planned for 2017. The kiosks are designed to be different from the typical information kiosks that are generally seen in parks and at boat landings, with the goal of catching boater interest. The kiosks will contain two pamphlet holders: one for specific information pertaining to the lake on which the kiosk is located and another with information about AIS in general and a boat inspection checklist.
 - Mike S. visited a Natural Resources class at Forest Lake High School on September 23rd in anticipation of the following week’s field trip. He presented to the class on lake ecology and water quality monitoring.
 - Mike S. coordinated a water monitoring field trip for Forest Lake High School students on Tuesday, September 27th. Several CAMP and CAC volunteers led small groups of students through a typical water quality monitoring procedure. Stories regarding the field trip were featured in three area newspapers: The Forest Lake Times, The Forest Lake Area Lowdown, and the St. Croix Valley Peach.
 - Mike S. and Jessica presented to approximately 100 fourth graders at Lakes International Language Academy on October 14th. The presentation summarized watersheds and water quality threats facing District lakes.
 - Mike S. hosted an AIS-related activity at the Chisago County Children’s Water Festival. The event was attended by 700 area fifth graders, although Mike only had the chance to work with about 180 of them.
 - Staff attended a regular meeting of the Bone Lake Association on September 27th and provided a summary of 2016 activities regarding Bone Lake and planned capital improvement projects for 2017 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.

- 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
 - The last day for watercraft inspections was October 16th. Since then, the final inspection hours for Bone, Forest, and Comfort lakes have been recorded and are included in the AIS Yearend Review.

- 3006 – Technical Resource Sharing and Interagency Communication
 - 3006F: Watershed Management Plan Update
 - Emily has begun using our online project management software to put together a timeline and checklist for completing a minor watershed management plan amendment this winter. Mike K., Emily and Jessica met with Dan Fabian (BWSR) to discuss the timeline, BWSR requirements, and potential content of the plan amendment. Though a minor plan amendment has far fewer requirements compared to a “major” plan amendment, there are still several steps involved including TAC and CAC meetings, public engagement, and interagency coordination/review. An overview of the proposed timeline and framework for the amendment is included in the October board meeting packet.
 - Jessica and Mike S. attended the 2nd annual AIS Summit in St. Cloud with CAC chair, Jerry Grundtner. The event was attended by a number of state government employees, local government employees, and lake association members from around the state. Since the event, staff has been in communication with Mr. Grundtner about follow-up activities to pursue after learning about them at the conference.
 - Mike K. and Emily met with Tim Olson (Bolton & Menk Engineering) to discuss projects associated with the Shields Lake diagnostic work and the City of Scandia’s upcoming amendment to their Local Water Management Plan.

- 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
 - Staff continues to work on the progress evaluation metrics that were discussed at the April 14, 2016 board meeting, including incorporation of board comments and gathering of additional information. An update on progress will be given at either the November or December regular board meeting.

- 3009 – Grant Research and Preparation
 - Mike K. attended the Washington County WMO (Watershed Management Organization) budget meeting on October 4th where a presentation update on the 2016 AIS Prevention grants was given. As a reminder, the CLFLWD received three such grants this year for activities on Forest Lake: flowering rush outreach and management, watercraft inspections, and boat launch improvements (compost bins, pavement stencils, and information kiosks).

- Reporting for the DNR AIS Control grant for Bone Lake was completed and reimbursement of \$1,200 has been received. Since treatment costs were less than the total grant amount, the DNR allowed a portion of the Blue Water Science expenses to be covered, subsequently using up the entire grant amount.
- 3010 – Operations and Maintenance
 - Staff coordinated with the City of Forest Lake to have a footbridge installed near the south weir at Bixby Park. The footbridge will allow staff to access the north weir easily for operations and maintenance activities in 2017.

Projects (5000 series):

- General Project Management
 - District staff is utilizing the online project management software, Smartsheet, to communicate project activity assignments, progress, deadlines etc. with consultants. Staff put together a template for project planning/implementation to be adjusted slightly with details for the current Moody Lake Wetland Rehabilitation and Forest Lake Wetland Treatment Basin projects. Some of the broad project tasks include grant application, land access agreements, project ordering, project design, bidding, construction contract documents, construction and monitoring. Details and subtasks are added underneath these broad activities. The purpose of utilizing this software is to ensure effective communication between multiple organizations so that the project is implemented smoothly and on time. This software is being used for several other activities including the watershed management plan amendment, permit site inspections, and tracking of a monthly and yearly checklists of regular items for staff to accomplish.
- 5200 – Lakes
 - Bone Lake –
 - Staff was invited to attend the Bone Lake Association meeting on September 27th to go over programs and projects planned for 2017 and beyond.
 - Staff is working with the two SWCD offices on outreach and plans for agriculture-related activities within the entire Bone Lake drainage area.
 - Forest Lake –
 - Project designs for the Forest Lake Wetland Treatment Basin Project are included in the October board meeting packet along with a request for board authorization to move forward with solicitation of construction bids.
 - With AIS activities winding down, the District is planning to send invoices to the Forest Lake Lake Association and City of Forest Lake for their contributions to the AIS program on Forest Lake. All expenses have been finalized as of October 16th (the last day for watercraft inspections was October 16th) and the invoices will be sent out within the next few weeks.
 - Sea Lake –
 - Mike S. joined Blue Water Science while conducting a fish survey of Sea Lake on September 22nd. A full report will be prepared and presented to the Board once the data have been processed.
- 5400 – Wetlands
 - 5421A Moody Lake Wetland Rehabilitation
 - Project designs are included in the October board meeting packet along with a request for board authorization to move forward with solicitation of construction bids.
- 5800 – Interagency Communication

- City of Forest Lake
 - Mike K. attended the City of Forest Lake monthly engineering meeting on October 5th.
 - 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.
- 5900 Land Acquisition and Management
 - The District recently confirmed that the owner of the properties behind Home Depot in Forest Lake (labeled as site B in EOR's July 6th land acquisition review memo) is still interested in transferring the properties to the District. A scope of work for the next phase of environmental review of these sites is included in the October board packet.