TO: CLFLWD Board of Managers  
DATE: January, 2017  
RE: District Administrator’s Report for the January 26th Board Meeting

General Fund – Administration (1000 series)

- 1001 – Board Administration  
  - A special board meeting is proposed for February 2nd to go over the 2016 progress report and progress evaluation metrics as well as other items noted in the board packet.

- 1003 – General Administrative  
  - Several annual administrative requirements will be completed this month including the state lobbying report, pay equity report, report of outstanding indebtedness, etc.
  - Staff has started working on the many items related to annual audit. The field audit is set for March 3rd which will allow for a completion well in advance of the deadline.
  - Staff is working with the accountant to send complete and mail out annual financial and tax related items to contractors and the IRS.

- 1004 – Professional Services  
  - Contract extensions for professional services have been executed.

Programs (3000 series):

- 3001 District Rules and Rulemaking  
  - A board workshop was held on January 12, 2016 to discuss the proposed rule revisions and WMP amendment.

- 3002 Permitting  
  - Jessica attended University of Minnesota Construction Installer training on December 8th. She will now be able to assist Mike S. with soil and erosion control inspections on an as needed basis.
  - Staff sent out a reminder to all maintenance agreement and maintenance declaration holders to submit their 2016 annual maintenance reports by January 31st. One report has been received so far. The remaining seven are expected to be received by the end of the month.
  - One new permit application was received:
    - 16-026 Bain Single Family Home (Rule 3.0). This proposed project is located near Shallow Pond.
  - No new permits were issued. Staff had frequent correspondence with several permit applicants regarding required application exhibits.
  - No permits were closed out.
  - Pre-permit reviews:
    - District staff and EOR met with representatives from Knife River Corporation in Forest Lake to discuss rules 2.0 Stormwater Management and 3.0 Erosion Control. The proposed project will entail grading and paving the existing gravel driveway.
• District staff and EOR met with developers planning to construct an apartment building at 220 Lake Street North, Forest Lake. Rules 2.0 and 3.0 were discussed.
• Staff has been in communication with a homeowner planning to construct a new home in Forest Lake. Rule 3.0 Erosion Control applies in this case, and we expect to see a permit application within the upcoming weeks.

• 3005 Education and Outreach
  o 3005A Ongoing Initiatives
    ▪ Mike S. paired with Susanna Wilson Witkowski, the Aquatic Invasive Species Specialist with Chisago County, to present about water quality monitoring to an Environmental Science class at Chisago Lakes High School on December 13th.
    ▪ EMWREP has received an $81,000 Clean Water Fund grant to extend the Freshwater Society’s Master Watershed Stewards program into Washington County. This will help fund the training of 20 stewards in 2018-2019, four of which will be from the CLFLWD. District staff plans to identify potential stewards in 2017.
    ▪ Jerry Grundtner (CAC Chairperson) and Mike S. have continued to meet with Miron Miron, an Agriculture Teacher at Forest Lake High School, to discuss opportunities for collaboration. Jerry plans to provide an update regarding these meetings to the Board of Managers at their January 26th meeting.
    ▪ Staff met with two Geology professors from the University of St. Thomas to discuss a senior-level Environmental Science capstone class that is being offered this spring. The students in the class are required to complete a research project, so CLFLWD staff provided ideas for projects on flowering rush, groundwater, and other topics of interest to the CLFLWD.
    ▪ Mike S. attended the Comfort Lakes Association (CLA) meeting on January 12th and presented information about watercraft inspections, aquatic invasive species, and capital improvement projects. The CLA expressed interest in contributing funds to the District’s watercraft inspection program for 2017.
    ▪ Jessica created a year in review infographic summarizing some of the District’s accomplishments in 2016 that was posted to the District’s website and social media pages.
    ▪ Angie Hong (EMWREP) posted an article to several local newspapers summarizing the Clean Water Fund grants awarded in Washington County for 2017. This included several paragraphs on the funds awarded to CLFLWD and the basic details of the respective projects.
    ▪ Staff have spent time analyzing the watercraft inspection data from the 2016 season. A summary of the data will be presented at the December 15th meeting.
    ▪ Mike S. sent watercraft inspection summary reports to the presidents of the Forest Lake Lake Association, Comfort Lake Association, and Bone Lake Association.
    ▪ Mike S. attended a county-wide lake association meeting regarding aquatic invasive species at Forest Lake City Hall on November 14th.
    ▪ Mike S. completed yearend meetings with each of the three local lake association presidents. Topics of discussion included: AIS activities, capital improvement projects, and the Watershed Management Plan amendment.
    ▪ Staff have created an informational flyer in an attempt to recruit new CAC members for the District. The flyer was posted on the District office door, posted on the District’s website and social media pages, and distributed via mail to over 100 District residents who have either completed a cost-share project with the District or contacted the District with questions or concerns.
    ▪ Staff had additional email correspondence with Comfort Lake Association members regarding 2017 AIS management and watercraft inspection budgeting.

• 3006 – Technical Resource Sharing and Interagency Communication
  o 3006F: Watershed Management Plan Update
    A Technical Advisory Committee meeting to discuss the current plan and proposed amendment items was held on January 10, 2017. The meeting was attended by representatives from the Comfort Lake Association, Metropolitan Council, Carnelian-Marine-St. Croix Watershed District, City of Forest Lake, City of Scandia, Forest Lake Lake Association, City of Wyoming, Chisago County, and Rice Creek Watershed District.

• 3007 – Research
  o Staff has begun looking into several new products/services that were discussed at the MAWD conference including SAFL baffles, aquatic restoration lakebed vacuuming service, and floating treatment wetlands.
  o Mike K. has a meeting planned with Andy Erickson who is with the U of M St. Anthony Falls Laboratory. We are tentatively submitting a joint grant research request to test recently constructed IESF treatment projects for reductions in nitrogen in additional to P.

• 3008 – Measurement of Progress
  o Staff has continued to update and add to the 2016 Progress Report. A workshop is proposed for February 2nd to go over the report and discuss progress evaluation metrics.

• 3009 – Grant Research and Preparation
  o District staff have drafted four applications, which are due Friday, January 20th, for the Washington County AIS Prevention Grants. The four applications include: one for flowering rush management, one for watercraft inspection hours, one for the CD3 station in Lakeside Park, and one for hosting an AIS identification workshop over the summer.
  o Staff submitted seven applications to the DNR for the FY17 AIS Control Projects grant program. Applications were for chemical control of curly-leaf pondweed and Eurasian watermilfoil on Bone, Forest and Comfort lakes, plus flowering rush control on Forest Lake.
  o Final payments for the Hilo Lane and Forest Lake North Shore Subwatershed Assessment PCA grants have been approved and should be received before yearend.
  o Final reporting for the Bixby Park project BWSR grant will be completed and final payment will be requested before the grant reporting deadline at the end of January.

• 3010 – Operations and Maintenance
  o Stop logs for the Bixby Park weirs were adjusted to slide in and out more easily. This should make future water level management easier for staff to accomplish.

• 3011 – Aquatic Invasive Species Prevention and Management
  o Mike S. attended a region-wide watercraft inspection meeting at the Sauk Rapids DNR office on December 12th. The meeting was designed as a chance for watercraft inspection supervisors to share stories of effective and ineffective techniques with one another. Mike came back from the meeting with several ideas on how to improve our program for next year.

Projects (5000 series):

• 5200 – Lakes
  o 5220 District-Wide
- Mitch Larson from Wenck Associates conducted shoreline development surveys of Comfort Lake and Bone Lake in late-November using a UAS. He was able to collect high-definition images of each of the properties around the lakes from vantage points that are not possible from a typical boat.

  - 5221 Moody Lake
    - District and EOR staff activated the Moody Lake aeration system on January 9th. Mike S. plans to check on the system periodically until its deactivation after spring ice out. Staff posted notice of the aeration system to local newspapers, social media and mailed notices to lake shore homeowners.

  - 5228 Forest Lake
    - Forest Lake Wetland Treatment Basin Project
      - A groundbreaking ceremony was held for the Forest Lake Wetland Treatment Basin Project on January 9th.
      - The construction agreement with Peterson Companies was executed and the notice to proceed was issued on January 12th. Construction has since commenced and is scheduled to be completed by the end of January.
      - The construction bid was awarded to Peterson Companies at the December 15th regular board meeting.

    - Hilo Lane Stormwater Retrofit
      - The construction agreement with Peterson Companies was executed and the notice to proceed was issued on January 10th. Construction has since commenced and is scheduled to be completed by mid-late January.
      - The construction bid was awarded to Peterson Companies at the December 15th regular board meeting.

- 5400 – Wetlands
  - 5421A Moody Lake Wetland Rehabilitation
    - Construction is scheduled to begin late January and end in March.
    - The construction bid was awarded to Peterson Companies at the December 15th regular board meeting.

- 5800 – Interagency Communication
  - City of Forest Lake
    - The City of Forest Lake monthly staff meeting was canceled for the month of January. The next meeting will be on February 1st.
    - Mike K. met with City staff to discuss their participation in the Forest Lake Wetland Treatment Basin project. Presently, they have informally agreed to covering half of the roughly $11,800 construction costs over the budgeted amount based on approved alternative items added to the project.
Above: Peterson Companies installing the iron-enhanced sand filter at Hilo Lane project site, January 2017.

Above: Groundbreaking ceremony attended by homeowner Craig Reed, Contractor Curt Peterson, Jerry Grundtner, Mgr. Spence, Mgr. Schmaltz, Administrator Kinney, EOR Engineer Jason Naber, and FL Public Works Superintendent Dave Adams.

Right: Snipping from the front page of the Forest Lake Lowdown published Friday, January 20th 2017.
Above (Left): Mike Sorensen drilling holes for thin ice signs around the aeration area on Moody Lake January 9th, 2017.

Above (Right): Thin ice warning sign posted at Moody Lake Public Access point, another sign can be seen in the background being placed on the water’s edge.

Right: Snipping of notice posted to the District’s Facebook page. This is one of several notices posted on social media, the District’s webpage, and area newspapers.