



TO: (CLFLWD) Board of Managers

DATE: November 9, 2023

RE: Administrator's Report for the November 16, 2023, Regular Board Meeting

Administration (1000 series)

- 1001 – Board Administration
 - The MN Watersheds annual conference will be held at the end of this month. This item is on the November 16th agenda for discussion.
- 1003 – General Administration
 - Candidate search is underway for the office manager position.
 - Administrator Kinney is in discussions with Gallagher to begin an update to the salary survey that was completed almost three years ago. Given the rapid changes in the market and recent departures, this will be a critical item for 2024.

Programs (3000 series)

- 3002 – Permitting
 - From October 7 to November 7, three permits were closed out, two permits became active, and one new permit application was received
 - Between October 7 and November 7, 147 site inspections were performed with an average compliance rate of 96.87%
 - Staff inspections of best management practices (BMPs) required by maintenance instruments has resumed in 2023, a total of 41 have been completed. Additionally, staff have conducted outreach to increase the number of submitted self-inspections reports by maintenance holders.
 - Maintenance instruments are recorded documents that outline the required maintenance for BMPs such as buffers or infiltration basins that were implemented to meet permitting requirements. Maintenance instruments commonly include a reporting requirement to ensure they continue to function as designed. This is often a required annual inspection that is submitted to CLFLWD.
- 3003 – Monitoring and Data Assessment
 - All monitoring equipment was pulled from the field the week of Oct 30. Staff are in the process of updating and maintaining all equipment.

- Staff collected all CAMP program lake monitoring samples from volunteers and submitted the last batch to the Metropolitan Council's labs during the week Oct. 30th.
- 3004 – Non-Point Source Pollution Abatement (Cost-Share)
 - Two Mini Grants were approved, bringing the total number of approved projects in 2023 to 13. Staff continue to answer inquiries regarding our cost-share programs and technical assistance.
 - Staff are providing technical assistance to the Lakeside Woods Owners Association for a potential shoreline restoration on Forest Lake.
- 3005 – Education and Outreach
 - Candidate review for the Education & Outreach Coordinator/Specialist position is underway.
 - Events
 - CLFLWD Open House on November 8th.
<https://www.clflwd.org/event/open-house/>
 - Publications
 - EMWREP: [Living Large on a Small Lake – Exploring Natural Environment Lakes](#)
 - EMWREP: [Sunrise River wetland enhancement promises cleaner water downstream](#)
- 3006 – Technical Resource Sharing and Interagency Communication
 - Staff facilitated quarterly coordination meetings with Scandia and Wyoming in the month of October. Continued to attend monthly Forest Lake engineering meetings.
 - Beth Carreño presented as part of a panel discussion for the Natural Shoreline Partnership (and the District's comprehensive shoreline efforts) at BWSR Academy.
 - Blayne Eineichner presented at the MN Water Resource Conference on October 18th on Sequential Diagnostic Monitoring (SDM+) and Low-Cost Diagnostic Monitoring technology.
- 3009 – Grant Research and Preparation

- Expedited Conservation Projects: The District received notice that its grant application for the North Shore Circle City Park Shoreline Restoration project was not selected for funding this round. Staff received feedback from the DNR Technical Review Committee indicating the project footprint was too small for the amount of funding requested. The DNR suggested applying to a future round of funding with either an expanded project footprint or lowered cost.
 - We will receive notices regarding our two Conservation Partners Legacy traditional/metro grant applications at the end of December (Heath Ave Iron Enhanced Sand Filter Property Acquisition, and Bone Lake South Wetland Acquisition).
 - Staff is working with Access Philanthropy, a nonprofit organization specializing in connecting nonprofits/government entities to private funding sources. We will work with Access Philanthropy's team to expand the District's grant seeking radar, particularly for the new office space.
- 3010 – Operations and Maintenance
 - Staff removed the weir boards from the Bixby project and Bone Lake inlet on Oct 30th. Staff have completed all O&M activities for the field season.
 - Following the completion of lake monitoring, the District winterized its watercraft and stored it for the winter.
 - 3011 – Aquatic Invasive Species Prevention and Management
 - Similar to October, there will be no monthly AIS update report for November. Staff are still working through the year's data to draft both the AIS Program and Watercraft Inspection Program year-end reports. Both reports will be available for the December regular board meeting.
 - 3012 – Land Acquisition
 - Staff will meet again with the Bone Lake South property owner in order to discuss acquisition price.

Projects (5000 series)

- District-Wide: Staff worked with a local unmanned aerial vehicle (UAV)/drone operator recently to capture several photos and videos around the District. We captured pre-project site conditions for the Moody Lake Capstone Project and the WJD-6 Western Tributary Wetland Enhancement. We also captured aerial photos and short videos of several District lakes. A few photos will be shared during the November 16th meeting.

- Moody Lake:
 - Moody Capstone: Staff are working with EOR and legal counsel to complete the contracting process. The project is on track for implementation this winter. Project open house was held on November 8th at the CLFLWD offices.
- Little Comfort Lake:
 - Heath Ave IESF: Staff are working to get an appraiser under contract to evaluate the value of the potential project site.
- Forest Lake:
 - CR50 IESF: Project complete. We are waiting on several documents needed to close out the construction contract. We hope to have these documents in order before the December board meeting.
 - WJD6 Western Wetland: Contracting completed. Project on track for implementation this winter. Project open house was held on November 8th at the CLFLWD offices.
- Comfort Lake:
 - Highway 61 Sunrise River Wetland: Project complete. Construction contract closed out.