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**TO:** (CLFLWD) Board of Managers

**DATE:** December 14, 2023

**RE:** Administrator's Report for the December 20, 2023, Regular Board Meeting

### Administration (1000 series)

- 1001 – Board Administration
  - Four managers and four staff members attended this year's MN Watersheds annual conference.
  - The District is looking to hold a special meeting to discuss the ISG report as it relates to office space.
- 1003 – General Administration
  - Tori Phillipe has accepted the District's offer letter for the Office Manager position, and her first day is set for January 2<sup>nd</sup>.

### Programs (3000 series)

- 3002 – Permitting
  - A total of 124 site visits were completed in the last month with a 97.82 mean compliance rate
  - Since Nov 11 two new permits were issued and one permit was closed out
- 3003 – Monitoring and Data Assessment
  - Off season maintenance of monitoring field equipment.
- 3004 – Non-Point Source Pollution Abatement (Cost-Share)
  - An additional application was received for the Community Water Cost-Share program. The application will be reviewed by staff once all materials have been received.
  - To date in 2023, 35 initial site visits have been conducted for the residential program. Twelve Mini Grants have been approved, and two Community Water applications have been received.
  - Staff are working with a local farmer to develop a management plan to use the Dahlin Ag field as a conservation farming demonstration site. Initial discussions were held this month, and staff are coordinating with Conservation District partners to identify potential funding for this project.

- 3005 – Education and Outreach
  - Interviews for the Education and Outreach Coordinator/Specialist position are underway. We hope to have the position filled in early 2024.
- 3006 – Technical Resource Sharing and Interagency Communication
  - An undergraduate researcher from the University of St Thomas will be studying the BBSLC channel - specifically focusing on Birch Lake. He will be collecting sediment cores from the lake and also looking at inputs along the channel that may be contributing to loading.
- 3008 – Measurement of Progress
  - Staff have begun compiling yearend data for the 2023 Progress Report. One item of note is that the District is still the top cumulative award winner of Clean Water Fund Projects & Practices grants from 2014-2024, with a total of \$5.1 million.
- 3009 – Grant Research and Preparation
  - Staff met with MN Lakes and Rivers and a few Lower St. Croix Watershed partners to discuss a joint grant application to the Environment and Natural Resources Trust fund in the spring.
- 3010 – Operations and Maintenance
  - Aerator newspaper notification submitted by Mr. Miller as per the requirements of the DNR aerator operation permit. Staff anticipates activating the aerators after the 1st of the year.
- 3011 – Aquatic Invasive Species Prevention and Management
  - Garrett Miller has completed drafting the AIS and Watercraft Inspection Program yearend reports. Both documents will be included in the December 20<sup>th</sup> board packet on the District website.
- 3012 – Land Acquisition
  - Continued outreach and coordination with the Sothern Bone Lake Wetland landowner and Heath Ave N. landowners. An appraisal is underway for the Heath Ave N. property.
  - Bids are now open for restoration work at the North Shore Trail Nature Area. The project is being coordinated through Great River Greening with oversight by District staff. A pre-bid meeting was held on 12/12 onsite. The project will include removal of hazard trees, invasive woody species, and the development of a woodchip hiking trail system.

## Projects (5000 series)

- Moody Lake:
  - Capstone Project: Contracting is complete. Still waiting for the final DNR permit (expected soon). On track for construction this winter.
  
- Little Comfort Lake:
  - Grant workplan amendment and extension submitted to BWSR by Ms. Heinz. This would shift the funds to several agriculture-related projects.
  - Staff are continuing feasibility of the IESF concept along Heath Ave N. An appraisal of the property is currently underway.
  
- Forest Lake:
  - WDJ6 CR50 IESF: project closeout underway.
  - WJD6 Western Wetland: Pre-construction meeting with contractor held on 12-11-23. Construction to begin in earnest later this month with the replacement of the private driveway culvert. The wetland work will be completed early 2024 when frost is deep enough for equipment to access the wetland.