



Nine Mile Creek Discovery Point

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MEMO

**TO: Nine Mile Creek Watershed District Board of Managers**

**FROM: Lauren Foley**

**DATE: Dec 9, 2020**

**RE: Permit & Water Resources Coordinator Report**

Summary of month's activities

- Inspections
- Staff meetings – Tuesdays/Fridays
- Attended MAWD – focused on regulatory topics when available, and ecology
- Weekly or twice-weekly meetings about permit tracking with Louise Heffernan (Barr)
- Took in *many* permit applications for this late in the year
- Finished MS4 Front configuration
- Work on testing MS4 Front software's setup
- Organized office
- Reviewed drafts for declarations and sureties
- Sent inquiries for permits that are considered incomplete
- Wetland restorations meeting
- Meeting on W 70<sup>th</sup> St project planning with City of EP
- Cherokee Chamberlain project meeting with City of EP
- Three wetland reviews for upcoming projects – Eden Prairie
- The biggest unique update of this month is my implementation of electronic payments capability with Square. We were previously only taking checks and cash for permit application fees (and other occasional transactions). One of the most common questions I get from permittees is “Can I pay with a credit card?” We’ve begun taking payments manually entering credit card information; this will likely remain the way payments are taken throughout the pandemic. However, there is hardware for swiping and chip reading available. More detail to come in the presentation of the Administrator’s Report (item 8).