



Nine Mile Creek Discovery Point  
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TO: NMCWD Board of Managers  
FROM: Randy Anhorn  
DATE: April 7, 2020  
RE: District Administrator's Report for April 2020 Regular Board Meeting

**Correspondence/Highlights:**

- Continued working on final maintenance easement documents to be recorded for various parcels along the Edina Streambank Project
- Fielded calls from residents about high water
- Posted and sent our public notice of our biennial solicitation for professional services
- Numerous webinars and consultations with NorthRisk (our insurance consulting group) on human resources issues as it pertains to recent Federal orders
- Numerous discussions on what District work that cannot be done at home would be deemed essential under Governor Walz's Stay at Home Order
- Sent out critical sector letters to our contractors conducting outside fieldwork in support of current programs and projects the District has deemed critical/essential
- Interviews and hire - internship position

**Permit (pre- and post-application/permit meetings):**

- Numerous phone calls on current and upcoming permit applications.
- Pre-permit

**Meetings/updates:**

- March 19, 2020: Intern interviews
- March 19, 2020: Rescheduled remote regular Board meeting
- March 20, 2020: Internal conversation on intern candidates
- March 23, 2020: Conference call with Imagine IT to discuss VPN remote access issues
- March 24, 2020: Weekly staff meeting
- March 25, 2020: WebEx meeting with City of Bloomington to discuss Anderson Lake outlet
- March 25, 2020: Phone conversation with Fendler Patterson on Board decision to choose DPG as contractor for addition.
- March 26, 2020: Internal staff meeting to discuss permits and permit inspections
- March 26, 2020: Phone meeting with Chair Peterson to discuss the District's current work and everyday operations as a result of the Governor's Stay at Home Order
- March 26, 2020: Internal staff meeting to discuss what District work that cannot be done at home, would be deemed essential under Governor Walz's Stay at Home Order
- March 27, 2020: Remote staff meeting to discuss current and upcoming work week and issues that may need to be addressed to continue current work
- March 27, 2020: Submitted City of Eden Prairie building permit application
- March 30, 2020: Sent biennial solicitation notice to our official papers to be run the weeks of April 6 and April 13
- March 30, 2020: NorthRisk Webinar on employer Covid-19 Q&A

- March 30, 2020: Beginning of the week staff remote check-in meeting
- March 31, 2020: Internal staff meeting to discuss what District work that cannot be done at home, would be deemed essential under Governor Walz's Stay at Home Order
- April 1, 2020: Remote cost-share grant application review meeting
- April 2, 2020: Internal remote meeting to discuss kick-off of Houston Engineering (HEI) work on MS4Front permit/cost-share tacking software
- April 2, 2020: Board of Manager's Special Meeting
- April 3, 2020: End of the week staff remote check-in meeting
- April 6, 2020: Beginning of the week staff remote check-in meeting
- April 9, 2020: MS4Front permitting and cost-share grant MS4Front software kick-off meeting with HEI
- April 10, 2020: End of the week staff remote check-in meeting
- April 10, 2020: Webinar - Permeable Pavement for Road Salt Reduction (UMN and MNDOT)
- April 13, 2020: Beginning of the week staff remote check-in meeting
- April 15, 2020: April regular Board meeting

**Miscellaneous:**

- The next scheduled Board meetings/events are as follows:
  - a) May 7, 2020 – Special Board meeting
  - b) May 20, 2020 – Regular Board meeting
- Upcoming meeting topics
  - a) AIS strategy
  - b) Administrator annual performance review
  - c) Professional services RFP
  - d) Manager training topics
  - e) Budget Amendments

**Attachment hyperlinks on website agenda to:**

- Agenda for the April regular board meeting
- Draft minutes from the following meetings
  - a) Draft Minutes of the March 5, 2020 Special Board Meeting
  - b) Draft Minutes of the March 18, 2020 Regular Board Meeting
- Treasurer's report
- Permit and Water Resources Coordinator Memo
- Education and Outreach Program Memo
- Program and Project Manager Memo
- Administrator Memos
  - Administrator's report memo
  - Administratively approved permits
  - Agenda item memos and associated documents
- Barr March/April engineering report and permit review (and supporting documents)
- Received correspondences