



Please note the meeting will be held in person at the Carver County Government Center on the Wednesday, October 18, 2023. The meeting will also be available virtually using this [link](#).

# LOWER MINNESOTA RIVER WATERSHED DISTRICT

Lower Minnesota River Watershed District

7:00 PM

Wednesday, October 18, 2023

Carver County Government Center

602 East Fourth Street, Chaska, MN 55318

Agenda Item	Discussion
1. Call to order	A. Roll Call and election of officers
2. Approval of agenda	
3. Citizen Forum	<p><i>Citizens may address the Board of Managers about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 So are not needed for the Forum, the Board will continue with the agenda. The Board will take no official action on items discussed at the Forum, with the exception of referral to staff or a Board Committee for a recommendation to be brought back to the Board for discussion or action at a future meeting.</i></p>
4. Consent Agenda	<p><i>All items listed under the consent agenda are routine by the Board of Managers and will be enacted by one motion and an affirmative vote of a majority of the members present. There will be no separate discussion of these items unless a Board Member or citizen request, in which event, the items will be removed from the consent agenda and considered as a separate item in its normal sequence on the agenda.</i></p> <p>A. Approve Minutes August 16, 2023 and September 20, 2023 Regular Meetings</p> <p>B. Receive and file September 2023 Financial report</p> <p>C. Approval of Invoices for payment</p> <ul style="list-style-type: none"> <li>i. Clifton Larson Allen (CLA) – Financial services through September 2023</li> <li>ii. TimeSavers Off Site Secretarial – Preparation of Aug 2023 meeting minutes</li> <li>iii. Rinke Noonan –September 2023 Legal Services</li> <li>iv. Daniel Hron – November 2023 office rent</li> <li>v. Frenette Legislative Advisors – August, September and October 2023 legislative liaison services</li> <li>vi. US Bank Equipment Finance – October 2023 copier lease payment</li> <li>vii. Young Environmental Consulting Group, LLC – September 2023 technical, and Education &amp; Outreach services</li> <li>viii. Naiad Consulting, LLC – September 2023 administrative services, mileage &amp; expenses</li> <li>ix. Barr Engineering – September 2023 services related to Area #3 (wetland delineation &amp; geotechnical investigation)</li> <li>x. 106 Group – September 2023 services related to Area #3</li> <li>xi. 106 Group – September 2023 services related to Vernon Avenue</li> </ul>

	<ul style="list-style-type: none"> <li>xii. Bolton &amp; Menk – September 2023 services related to Vernon Avenue</li> <li>xiii. WSB – property acquisition services for Area #3</li> <li>xiv. I &amp; S Group – August 2023 services related to Vernon Avenue Project</li> <li>xv. Star Tribune – publication of notice of public hearing</li> <li>xvi. State of Minnesota – publication of request for audit proposals</li> <li><del>xvii. City of Burnsville – Willow Creek stabilization final payment request</del></li> <li>xviii. Dakota County SWCD – Q2 2023 monitoring, TACS &amp; Education Services</li> <li>xix. 4M Fund – September 2023 Bank service charges</li> </ul> <ul style="list-style-type: none"> <li>D. Report on Citizen Advisory Committee</li> <li>E. LMRWD Permit Renewals</li> <li>F. LMRWD Permit Program Summary</li> </ul>
5. New Business/ Presentations	<ul style="list-style-type: none"> <li>A. 2024 LMRWD Work Plans</li> <li>B. Discussion of Friends of the MN Valley funding request</li> </ul>
6. Old Business	<ul style="list-style-type: none"> <li>A. 2021/2022 Financial Audit</li> <li>B. Lower Minnesota River East One Watershed One Plan – see update in Administrator’s Report</li> <li>C. City of Carver Levee – no new information to report since last update</li> <li>D. Dredge Management <ul style="list-style-type: none"> <li>i. Dredging at mouth of MN River</li> <li>ii. Sale of Dredge Material</li> <li>iii. Private Dredge Material Placement</li> <li>iv. Vernon Avenue reconstruction and culvert replacement project</li> </ul> </li> <li>E. Watershed Management Plan</li> <li>F. 2024 Legislative Action</li> <li>G. Education &amp; Outreach</li> <li>H. LMRWD Projects <ul style="list-style-type: none"> <li><i>(only projects that require Board action will appear on the agenda. Informational updates will appear on the Administrator Report)</i></li> <li>i. Area #3</li> <li>ii. Spring Creek</li> </ul> </li> <li>I. Permits &amp; Project Reviews <ul style="list-style-type: none"> <li><i>(only projects that require Board action will appear on the agenda. Informational updates will appear on the Administrator Report)</i></li> <li>i. Tramore Heights Addition Rule B (LMRWD No. 2023-020)</li> <li>ii. 535 Lakota Lane, Chanhassen – work without a permit</li> </ul> </li> </ul>
7. Communications	<ul style="list-style-type: none"> <li>A. Administrator Report</li> <li>B. President</li> <li>C. Managers</li> <li>D. Committees</li> <li>E. Legal Counsel</li> <li>F. Engineer</li> </ul>
8. Adjourn	Next meeting of the LMRWD Board of Managers is 7:00 pm Wednesday, November 15, 2023.

Upcoming meetings/Events

*Managers are invited to attend any of these meetings. Most are free of charge and if not the LMRWD will reimburse registration fees.*

- [MN Water Resource Conference](#) – October 17 & 18, St. Paul Rivercentre

- Metro Watersheds – Tuesday, October 17, 2023, 7:00 pm, Capital Region Watershed District office, 595 Aldine Street, St. Paul – in-person only August
- Lower MN River East 1W1P Advisory Committee meeting, Wednesday, October 18, 2023, 10:00 am to 1:00pm – [virtual](#)
- Lower MN River East 1W1P Steering Committee meeting – Wednesday, October 18, 2023, 1:30 pm to 3:30pm – [virtual](#)
- UMWA (Upper Mississippi Waterway Association) Annual meeting – October 19, 2023, 5:30 pm, Lilydale Pool & Yacht Club – in-person only
- Lower MN River East 1W1P Policy Committee meeting – October 19, 2023, 3:00pm to 5:00 pm, hybrid on at 181 W Minnesota Street, Le Center, MN or virtual (MS Teams) or [virtual](#)
- [BWSR Academy](#) – October 24-26, Cragun’s Conference Center, Brainerd
- LMRWD Citizen Advisory Committee meeting – Tuesday, November 7, 2023, 4:30pm Tour of Black Dog Electric Generation Plant
- [MN Watershed Annual Conference and Tradeshow](#) – November 28 – December 1, 2023, Arrowwood Conference Center - Alexandria

### For Information Only

- **WCA Notices**
  - Hennepin County – City of Eden Prairie – Notice of Application – LMRWD Area #3 Project: and Notice of Decision – 09-15-2023 Wetland Boundary Type
  - Hennepin County – City of Bloomington – Notice of Application – South-Loop, 3500 89<sup>th</sup> Street East
  - Hennepin County – City of Bloomington – Notice of Application – Lyndale Avenue & 106<sup>th</sup> Street
  - Hennepin County – City of Bloomington – Notice of Application – Normandale Trail; Normandale Blvd. between Old Shakopee Road and W. 94<sup>th</sup> Street
- **DNR Public Waters Work permits**
  - Hennepin County – City of Eden Prairie – LMRWD Area #3 Application received
- **DNR Water Appropriation permits**
  - Hennepin County – City of Bloomington – temporary construction dewatering near intersection of East American Boulevard and 28<sup>th</sup> Avenue South to allow installation of sanitary sewer and other utilities



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, September 20, 2023

### Agenda Item

#### Election of Officers

#### Prepared By

Linda Loomis, Administrator

#### Summary

According to the LMRWD Bylaws state “The following officers shall be elected each calendar year on or before the first regularly scheduled meeting in September: President, Vice-President, Secretary and Treasurer and Assistant Treasurer. Terms are for one-year unless re-elected.”

This is the first regularly scheduled meeting in September, so the Board should elect officers. Current officers are:

President:	Manager Jesse Hartmann
Vice President	Manager Theresa Kuplic
Secretary	Manager Lauren Salvato
Treasurer	Manager Laura Amundson
Assistant Treasures	Manager Joseph Barisonzi

#### Attachments

No Attachments

#### Recommended Action

The Board should hold election of officers



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

Minutes of Regular Meeting  
Board of Managers  
Wednesday, August 16, 2023  
Carver County Government Center, 602 East 4th Street, Chaska, MN 7:00 p.m.  
Approved \_\_\_\_\_

**1. CALL TO ORDER AND ROLL CALL**

On Wednesday, August 16, 2023, at 7:00 PM CST, in the Board Room of the Carver County Government Center, 602 East 4th Street, Chaska, Minnesota, President Hartmann called to order the meeting of the Board of Managers of the Lower Minnesota River Watershed District (LMRWD).

President Hartmann asked for the roll call to be taken. The following Managers were present: Manager Laura Amundson, Manager Joseph Barisonzi, President Jesse Hartmann, Manager Theresa Kuplic, and Manager Lauren Salvato. In addition, the following attended the meeting in-person: Linda Loomis, Naiad Consulting, LLC, LMRWD Administrator; Della Schall Young, Young Environmental Consulting Group, LLC, LMRWD Technical Consultant; Interns Stefanie Gronlund, Faith Breeden and Leila Khalid, Young Environmental Consulting Group, LLC.

John Kolb, Rinke Noonan, LMRWD Legal Counsel; Ben Burnett, Prior Lake Spring Lake Watershed District Manager, Scott County Commissioner Jody Brennan and Hannah LeClaire, Young Environmental Consulting Group, LLC attended the meeting virtually.

**2. APPROVAL OF THE AGENDA**

Administrator Loomis noted that the Invoice from Rinke Noonan, Attorneys at Law was not in the meeting materials, but had been received and a hard copy of the invoice was in the materials provided to the Board at their seats. She also asked that Resolution 23-09 be included with the action items for Agenda Item 6. H. i. – LMRWD Projects – Area #3.

**Manager Amundson made a motion to approve the agenda with the inclusion of Resolution 23-09 as an action item under agenda Item 6. H. i. – LMRWD Projects – Area #3. President Hartmann seconded the motion. Upon a vote being taken, the motion carried unanimously.**

**3. CITIZEN FORUM**

Administrator Loomis said she had not received communication from anyone that wished to address the Board, and no one present at the meeting asked to address the Board.

**4. CONSENT AGENDA**

President Hartmann introduced the item.

- A. Approve Minutes June 21, 2023, and July 19, 2023 Regular Meeting**
- B. Receive and file July 2023 Financial Report**
- C. Approval of Invoices for payment**

- i. **Clifton Larson Allen (CLA) - Financial services through July 2023**
  - ii. **TimeSavers Off Site Secretarial – Preparation of June 2023 meeting minutes**
  - iii. **Rinke Noonan, Attorneys at Law – July 2023 Legal Services**
  - iv. **Daniel Hron – September 2023 office rent**
  - v. **US Bank Equipment Finance – August 2023 payment on copier lease**
  - vi. **Young Environmental Consulting Group, LLC – July 2023 technical, and Education and Outreach services**
  - vii. **Naiad Consulting, LLC – June and July 2023 administrative services, mileage, and expenses**
  - viii. **Barr Engineering – July 2023 services related to Area #3 (wetland delineation & geotechnical investigation)**
  - ix. **106 Group – July 2023 services related to Area #3**
  - x. **106 Group – July 2023 services related to Vernon Avenue**
  - xi. **Inter-Fluve – July 2023 Area #3 Design Services**
  - xii. **I & S Group, Inc. – June 2023 services related to wetland delineation at Vernon Avenue**
  - xiii. **4M Fund – May Bank service charges**
- D. Report on Citizen Advisory Committee**
- E. LMRWD Permit Renewals**
- F. LMRWD Permit Program Summary**

**Manager Amundson made a motion to approve the Consent Agenda. Manager Salvato seconded the motion. Upon a vote being taken, the motion carried unanimously.**

## **5. NEW BUSINESS/PRESENTATIONS**

### **A. LMRWD Permit Inspections**

Administrator Loomis introduced this item and turned the meeting over to interns from Young Environmental Consulting Group to present the findings of the LMRWD permit inspections.

Stefanie Gronlund, Faith Breeden and Leila Khalid introduced themselves and presented the results of the work they completed this summer inspecting LMRWD permitted projects. They reviewed the 26 permit inspections that they conducted and shared that there are still 18 inspections that will need to be conducted by Young Environmental.

The Board asked about the status of the Engineered Hillside project. The interns stated that they have not received anything back from them at this time but will continue to attempt to make contact.

Administrator Loomis added that this permit was issued as an after the fact permit – work was started without a permit from the LMRWD. The permit expired in April 2023. Upon inspection it was noted that vegetation was not adequately established to close out the permit, so this now is a work without a permit issues. Ms. Young noted that they have been reaching out about the expired permit on this project and they have not received information back with a request to extend the permit.

The Board asked about the timeline for the next steps on this work without a permit. Ms. Young explained that this process is detailed in Rule A of the LMRWD rules, and they would do a cease and desist; however, no construction work is presently being done at the site so there is nothing

that can be physically stopped. She noted that she is working with Attorney Kolb to determine some recourse.

The Board asked if the city would withhold a certificate of occupancy that will be needed once this project is complete and if the Board would be able to step in before this certificate of occupancy is given. The interns stated that the people are already living there.

The Board asked about the percentage of violations this year over last year. The interns stated that last year many more projects were inspected than were inspected this year, which resulted in more violations. Administrator Loomis explained that last year was the first-year inspections were conducted, since the permitting program was initiated in 2020, so there were many more projects to be inspected. It is therefore hard to say if there was an increase in the percentage of violations this year.

The Board asked when the next 18 inspections will occur. Ms. Young stated that these inspections have already started and inspections will continue until all the projects have been inspected.

The Board asked if the current process is to inspect projects once a year. Ms. Young said yes.

The Board asked about inspection of the projects permitted by Cities with LMRWD LGU permits. Ms. Young shared that they will be auditing those permits and results of the audit will come before the Board within the next few months.

The Board thanked the interns for their work and presentation.

**B. LMRWD Gully Inventory and Condition Assessment Final Report**

Administrator Loomis introduced and provided background on this item. She stated that the Young Environmental interns were available to answer any questions.

**President Hartmann made a motion to receive the report and public it on the website. Manager Kuplic seconded the motion. Upon a vote being taken, the motion carried unanimously.**

**C. Friends of the MN Valley report on County Fair project and 2024 request**

Administrator Loomis introduced this item and requested to table this item to the next meeting.

The Board discussed wanting to receive the report before approving another \$10,000 for this project in 2024. They noted the importance of youth education; however, wanted to make sure that the funds are used in the best way that aligns with the strategic plan.

Administrator Loomis added that she requested additional information on the River Watch from Ted Suss.

The Board discussed that they would like to see quantitative data in the reports as well as some lessons that were learned on how they can improve next year.

**Manager Barisonzi made a motion to table this item until the September 20, 2023, Board of Manager meeting. Manager Salvato seconded the motion. Upon a vote being taken, the motion carried unanimously.**

**D. 2024 LMRWD Budget Discussion**

This item was tabled at the July 2023 meeting.

Administrator Loomis introduced this item and reviewed all items listed in the budget for 2024. She noted the budget correlates to the implementation table in the LMRWD Plan.

The Board discussed the budget and how to allocate funds and resources, as well as potential grant opportunities. They discussed public outreach and education and discussed how to adjust the proposed budget to increase the amount committed for education without increasing the total budget. The Board discussed which items could have money redirected to education.

The Board discussed whether a process should be opened for others to come to the LMRWD with project proposals as Friends of the MN Valley has been able to do.

The Board provided direction to Staff on the changes to be made to the budget.

**Manager Barisonzi made a motion to call for public hearing pursuant to Section 103D.911 of Minnesota Statutes on Wednesday on September 20, 2023, at 7:00 p.m., in the County Board Room of the Carver County Government Center, 602 East Fourth Street, Chaska, Minnesota 55318 to receive comments on the District's proposed 2024 budget and preliminary tax levy certification for taxes payable in the year 2024. President Hartmann seconded the motion. Upon a vote being taken, the motion carried unanimously**

**i. Financing of Area #3**

Administrator Loomis introduced and provided background on this item. She introduced Shannon Sweeney from David Drown Associates.

Mr. Sweeney discussed fund-raising options and opportunities for this project to match the State's grant. He reviewed the tax impact on the property owners if a levy is done. He shared that the LMRWD will likely need temporary financing when this project begins as the tax levy funds will not be received fully until the end of 2024. He noted that inflation in the cost of construction projects has typically out-paced general inflation.

The Board asked when they plan to go to bid on this project. Ms. Young stated that they anticipate this going to bid in spring of 2024. She discussed the items that could affect the timeline, such as permits, easements, and other items.

The Board asked if they need to have their cash before they are able to get the State funds. Administrator Loomis explained that regardless of the State match, they still need to raise additional funds for the project. Mr. Sweeney added that when the project is defined, they will likely be required to prove full funding for the whole project before they are allowed to proceed.

The Board discussed the funding options of a one-time levy versus bonding.

The Board asked if they have sole authority on the levies or if they must go to the counties for review. Administrator Loomis stated that the LMRWD has the authority to levy without County approval. She noted that WMOs must have levy requests approved by the counties.

The Board discussed other projects in the coming years that may require financing. Administrator Loomis noted that projects are outlined in the LMRWD's Plan. She said there are not any projects identified in the plan of a size that would require financing. If the



Board determines that there are projects that they want to do, then the plan should be updated to include those projects.

Attorney Kolb explained that they can amend the plan and adopt a revised capital improvement plan and revised goals and objectives. He noted that managers can initiate projects at any time. He suggested scheduling a meeting for the managers to discuss their priorities for the future.

Ms. Young noted that possible projects being discussed do not fall outside of the goals and objectives of the LMRWD plan, including doing work and spending money outside of the district.

The Board discussed projects that are in the plan and how the plan addresses the financing of those projects. And why the Area #3 project is different, as it is a larger project that requires much more funding.

Administrator Loomis discussed the uniqueness of this particular project. She noted that a decision on this does not need to be made tonight. She stated that the decision does not need to be made until the September meeting.

The Board asked Mr. Sweeney for recommendations on a bonding term. Mr. Sweeney shared that he usually advises clients to pay off their debts as quickly as they can, so he recommends a 10 year term.

The Board discussed the direction to take regarding the 2024 budget and financing the Area #3 project. Mr. Sweeney said the decision comes down to whether want to make a levy for this project to collect next year and how much do you want that levy to be. The decision whether to bond could wait until bids for the project are in hand and at that point determine the bond duration, structure and all those kinds of things. Mr. Sweeney pointed out that Attorney Kolb had suggested that the LMRWD make the first levy now for collection next year, which would save some expense to reduce what the LMRWD is borrowing. The decision to sell bonds could wait until next year.

Administrator Loomis explained what changes she heard from the Board to the proposed budget that will come before the Board at the September Board of Managers meeting.

## **6. OLD BUSINESS**

### **A. 2021/2022 Financial Audit**

Administrator Loomis introduced and provided an update on this item. She shared that they did receive a response from the letter sent to the previous auditor. She stated that she spoke to the State Auditor who recommended that they file a complaint with the Accountancy Board about this auditor. She noted that it is likely not worth it to pursue legal action as it would end up costing more in the long run.

Attorney Kolb reiterated that seeking legal action would likely end up costing more time and be a very lengthy process. He noted that the auditor has had his license suspended.

### **B. Lower Minnesota River East One Watershed One Plan Governance**

Administrator Loomis introduced this item. She noted that the Scott County WMO is not satisfied with the One Watershed One Plan planning process. She added that a joint power

organization will be formed. She stated that Attorney Kolb will look over the draft agreement before approving.

The Board stated that they would like Attorney Kolb to review it prior to any decisions being made.

**C. City of Carver Levee**

Administrator Loomis introduced and provided background on this item.

**D. Dredge Management**

Administrator Loomis introduced this item. She shared that she has received notice that Petersons Bar will be dredged starting this week. She explained that the dredging had already started and then they had to stop due to grounding and having to clear a channel.

**i. Vernon Avenue reconstruction and culvert replacement project**

Administrator Loomis introduced this item and provided an update on the project. She shared the recommendation to approve the Cargill East River Dredge Site Access Road & Culvert Improvement Project, Savage, Minnesota Architectural History Reconnaissance Survey and Assessment of Effects and authorize execution of Work Order 2023-04 for additional research on the architectural history of the area.

**Manager Amundson made a motion to approve Cargill East River Dredge Site Access Road & Culvert Improvement Project, Savage, Minnesota Architectural History Reconnaissance Survey and Assessment of Effects and authorize execution of Work Order 2023-04.**

**Manager Salvato seconded the motion. Upon a vote being taken motion carried unanimously.**

**E. Watershed Management Plan**

No new information to report since the last update.

**F. 2023 Legislative Action**

Administrator Loomis introduced this item. She noted that Ms. Lisa Frenette, legislative liaison for the LMRWD, recommended that the LMRWD consider joining AgriGrowth. Administrator Loomis recommended tabling this item to the next meeting.

**President Hartmann made a motion to Motion to table this item to September 20, 2023.**

**Manager Kuplic seconded the motion. Upon a vote being taken motion carried unanimously.**

**G. Education and Outreach Plan**

No new information to report since the last update.

**H. LMRWD Projects**

***(Only projects that require Board action will appear on the agenda. Informational updates will appear on the Administrator Report)***

**i. Area #3**

Administrator Loomis introduced and provided background on this item. She shared the proposal for obtaining right-of-way and the PSA. She also noted that Area #3 requires additional research into architectural history. 106 Group provided a proposal for the additional work and a work order for the additional work. Lastly, the LMRWD is required to adopt resolution 23-09 – Acceptance of Appropriation of State Funds, before it can receive money appropriated by the legislature.

**Manager Amundson made a motion to approve LMRWD R/W Proposal, authorize work to proceed and authorize execution of PSA between LMRWD and WSB . Manager Salvato seconded the motion. Upon a vote being taken, the motion carried unanimously.**

**President Hartmann made a motion to approve proposal from 106 Group for Area 3 Architectural History Reconnaissance Survey and authorize execution of Work Order 2023-03. Manager Amundson seconded the motion. Upon a vote being taken, the motion carried unanimously.**

**Manager Barisonzi made a motion to adopt Resolution 23-09 – Acceptance of Appropriation of State Funds. President Hartmann seconded the motion. Upon a vote being taken, the motion carried unanimously**

**ii. Spring Creek**

Administrator Loomis introduced this item. She shared that the update for this project is in the package.

**I. Permits and Project Reviews**

**i. Xcel Driveway (LMRWD No. 2022-015)**

Administrator Loomis introduced and provided background on this item. She shared the recommendation conditional approval.

**Manager Kuplic made a motion to conditionally approve a permit for Xcel Driveway (LMRWD No. 2022-015), contingent upon receipt of a copy of the NPDES stormwater permit, contact information for the person(s) responsible for erosion and sediment control features, documentation of approval from the City of Shakopee, documentation of approval from the Prior Lake Outlet Channel Joint Powers Organization and final construction plans signed by a professional engineer. Manager Salvato seconded the motion. Upon a vote being taken, the motion was carried unanimously.**

**ii. Burnsville Sanitary Landfill Expansion – Amendment (LMRWD No. 2022-040)**

Administrator Loomis introduced and provided background on this item. She shared the recommendation for conditional approval.

**Manager Amundson made a to amend Burnsville Sanitary Landfill Expansion, LMRWD Permit No. 2022-040 with the following stipulation: the Applicant must send the USACE permit to the LMRWD before work can be completed in wetland within the Annex Development Area. President Hartmann seconded the motion. Upon a vote being taken, the motion carried unanimously.**

**iii. 5250 Eagle Creek Boulevard, Shakopee – work without a permit**

Administrator Loomis introduced and provided background on this item.

**iv. 535 Lakota Lane, Chanhassen – work without a permit**

Administrator Loomis introduced and provided an update on this item.

Attorney Kolb gave an update on the legal action. He said the attorney for the property owner was notified that the LMRWD has withdrawn its definite extension to answer. The attorney responded and the response was included in the meeting packet. So legal action will be resumed. The City has withdrawn the certificate of occupancy.

**COMMUNICATIONS**

**A. Administrator Report:** Administrator Loomis' report was published in the agenda packet.

**B. President:** No report

- C. **Managers:** No report
- D. **Committees:** No report
- E. **Legal Counsel:** No report
- F. **Engineer:** No report

**6. ADJOURN**

**At 9:33, President Hartmann made a motion to adjourn the meeting. Manager Kuplic seconded the motion. Upon a vote being taken, the motion was carried unanimously.**

**The next meeting of the LMRWD Board of Managers meeting will be 7:00, Wednesday, September 20, 2023, and will be held at the Carver County Government Center, 602 East 4th Street, Chaska, MN. Electronic access will also be available.**

Attest:

\_\_\_\_\_  
Lauren Salvato, Secretary

\_\_\_\_\_  
Linda Loomis, Administrator



Item 4A  
LMRWD 10-18-2023

# LOWER MINNESOTA RIVER WATERSHED DISTRICT

Minutes of Regular Meeting  
Board of Managers  
Wednesday, September 20, 2023  
Carver County Government Center, 602 East 4th Street, Chaska, MN 7:00 p.m.  
Approved \_\_\_\_\_

**1. CALL TO ORDER**

**A. ROLL CALL AND ELECTION OF OFFICERS**

On Wednesday, September 20, 2023, at 7:00 PM CST, in the Board Room of the Carver County Government Center, 602 East 4th Street, Chaska, Minnesota, President Hartmann called to order the meeting of the Board of Managers of the Lower Minnesota River Watershed District (LMRWD).

President Hartmann asked for the roll call to be taken. The following Managers were present: Manager Laura Amundson, Manager Joseph Barisonzi, President Jesse Hartmann, and Manager Theresa Kuplic. Manager Lauren Salvato was absent. In addition, the following attended the meeting in-person: Linda Loomis, Naiad Consulting, LLC, LMRWD Administrator; Della Schall Young, Young Environmental Consulting Group, LLC, LMRWD Technical Consultant and Ted Suss, Friends of the MN Valley.

John Kolb, Rinke Noonan, LMRWD Legal Counsel; Manager Ben Burnett, Prior Lake Spring Lake Watershed District, Scott County Commissioner Jody Brennan and Hannah LeClaire, Young Environmental Consulting Group, LLC attended the meeting virtually.

**President Hartmann made a motion to table the election of officers to the October 18, 2023, meeting. Manager Barisonzi seconded the motion. Upon a vote being taken, the motion carried unanimously.**

**2. APPROVAL OF THE AGENDA**

Administrator Loomis asked that the August 16, 2023, meeting minutes be removed from the agenda, as she had not had time to edit them and provide them to the Board prior to the meeting. And the invoice from Inter-Fluve must be removed, as no invoice was received. She noted that the Invoice from Rinke Noonan, Attorneys at Law was not in the meeting materials, but had been received and was sent to the Board by email.

**Manager Barisonzi made a motion to approve the agenda with the removal of the August 16, 2023, meeting minutes from the agenda. President Hartmann seconded the motion. Upon a vote being taken, the motion carried unanimously.**

**3. CITIZEN FORUM**

Administrator Loomis said she had not received communication from anyone that wished to address the Board, and no one present at the meeting asked to address the Board.

**4. CONSENT AGENDA**

President Hartmann introduced the item.

~~A. Approve Minutes August 16, 2023 Regular Meeting~~

**B. Receive and file August 2023 Financial Report**

**C. Approval of Invoices for payment**

- i. Clifton Larson Allen (CLA) - Financial services through August 2023
- ii. TimeSavers Off Site Secretarial – Preparation of July 2023 meeting minutes
- iii. Rinke Noonan, Attorneys at Law – August 2023 Legal Services
- iv. Daniel Hron – October 2023 office rent
- v. US Bank Equipment Finance – September 2023 payment on copier lease
- vi. Young Environmental Consulting Group, LLC – August 2023 technical, and Education and Outreach services
- vii. Naiad Consulting, LLC – June and August 2023 administrative services, mileage, and expenses
- viii. Metro Sales, Inc. – final payment on copier maintenance agreement for old copier
- ix. Barr Engineering – August 2023 services related to Area #3 (wetland delineation & geotechnical investigation)
- x. 106 Group – August 2023 services related to Area #3
- xi. 106 Group – August 2023 services related to Vernon Avenue
- xii. Bolton & Menk – May 2023 services related to Vernon Avenue
- xiii. Bolton & Menk – July & August services related to Vernon Avenue
- xiv. Studio Lola – Sign design services
- ~~xv. Inter Fluve – August 2023 Area #3 Design Services~~
- xvi. I & S Group, Inc. – July 2023 services related to Vernon Avenue Project
- xvii. I & S Group, Inc. – July 2023 services related to Spring Creek Project
- xviii. I & S Group, Inc. – August 2023 services related to Spring Creek Project
- xix. Scott County SWCD – Q2 2023 monitoring, TACS & Education Services
- xx. 4M Fund – May Bank service charges

**D. Report on Citizen Advisory Committee**

**E. LMRWD Permit Renewals**

**F. LMRWD Permit Program Summary**

**G. Authorize reimbursement for Sutton Place Condominium Cost Share**

Manager Amundson made a motion to approve the Consent Agenda. Manager Kuplic seconded the motion. Upon a vote being taken, the motion carried unanimously.

**5. PUBLIC HEARING**

**A. Public Hearing to take comment on the preliminary certification of tax levies for taxes payable 2024 and proposed 2024 budget**

Administrator Loomis introduced this item and reviewed the changes that were made to the budget since the last meeting.

Manager Barisonzi asked about the gully inventory in 2024. Ms. Young stated that this gully inventory is to look at the priority projects and do feasibility studies on these high priority projects, which were found and prioritized as a part of this year's gully inventory. She noted that they have municipal meetings coming up that they will discuss these projects with the appropriate municipalities.

Manager Barisonzi stated that seems to be the highest priority item from the perspective of the percentage of the 2024 budget directed to this item. Ms. Della Schall Young pointed out that Area #3 is the largest project planned for 2024, but a significant portion of the cost of that project is coming from other sources.

President Hartmann opened the public hearing at 7:12 PM.

No one came forward to address the Board.

President Hartmann closed the public hearing at 7:12 PM.

Administrator Loomis pointed out that in addition to the other changes to the budget since the August meeting was an amount for \$300,000 that would be used as an initial payment on a bond issue for the Area #3 project. She added that there was a resident who saw the notice of the public hearing published in the newspaper and requested information on the budget.

**President Hartmann made a motion to adopt Resolutions 23-10 through 23-13 – Preliminary Certification of Property Tax levies Payable 2024 and Approval of 2024 proposed Budget. Manager Kuplic seconded the motion. Upon a vote being taken, the motion carried unanimously.**

## **6. NEW BUSINESS/PRESENTATIONS**

### **A. Friends of the MN Valley report on County Fair project and 2024 budget request**

Administrator Loomis introduced this item and introduced Ted Suss from the Friends of the MN Valley (FMV).

Mr. Suss presented his report of the County Fair project. He thanked the Board for the grant that helped fund this project and for the Managers who worked at any of the County Fairs. He discussed the total cost of this program as well as the staffing of the booths at the fairs. He reviewed all of the County Fairs and the total number of people that they made contact with at these fairs. He noted that the Izaak Walton League received a grant with which 12 AmeriCorps workers were hired and were used to staff some time at the County Fair booths.

President Hartmann asked which of the fairs was the best fair. Mr. Suss stated that the Redwood County Fair was great as he used to live in the county and he knew a lot of the attendants at the fair and was able to interact with those people who came by the booth. He noted that the most positive comments that they received were from the Nicollet County Fair. He added that the least satisfying fair was the LeSueur County Fair as there were very few people that came through the area where the booth was.

Mr. Suss stated that they had attempted to use QR codes for people to scan on their phone for information; however, they were not very successful.

Manager Kuplic shared that she worked the LeSueur County Fair booth and acknowledged that the booth was slow, likely due to the booth location. She agreed that the QR codes were not successful. She noted that it would have been nice to have handouts with this information.

Mr. Suss agreed that he wished they would have had more handouts or maps to give to people who came by these booths. He stated that he was hoping to be able to pass out paddlers maps but they were not able to get any.

Mr. Suss discussed the request of \$10,000 for 2024. He shared that there are changes that he would like to make, including starting the planning process earlier, having prizes at the booths, having more interactive booths, and forming partnerships with other similar groups, such as the MPCA, the Forever Green Institute at the University of Minnesota, and SWDs. Mr. Suss showed some examples of displays that might be available to borrow. He has had some initial conversations with the MPCA and Forever Green about borrowing displays.

Manager Amundson asked what they will be doing with the email addresses that were collected at the fairs. Mr. Suss stated that the intent was to put these email addresses on a list that the Friends of the Minnesota Valley maintains and occasionally send out information on the river and hearings. He stated that they could also send out information about the LMRWD Board Meetings.

Manager Kuplic asked if there were many handouts at any of the fairs. Mr. Suss stated that they had run out of handouts by the LeSueur County Fair. He noted that there was also no room in the budget for more printed materials.

Ms. Della Schall Young noted that Manager Salvato has reached out to a Professor at Texas A & M, to work on the development of messaging and modes of communication with her class. The Board will hear more about this project at future Board meetings.

Mr. Suss stated that he would like to come back to the next Board Meeting to discuss the River Watch Program.

**President Hartmann made a motion to receive and file the report and post on the website. Manager Amundson seconded the motion. Upon a vote being taken, the motion carried unanimously.**

**President Hartmann made a motion to authorize payment of invoice 2023-01 from Friends of the Minnesota Valley in the amount of \$10,000. Manager Amundson seconded the motion. Upon a vote being taken, the motion carried. Manager Barisonzi abstained.**

Administrator Loomis stated that they do not need to make a decision this evening on whether or not they would like to approve the funding for Friends of the Minnesota Valley for 2024. She gave suggestions of focusing future outreach efforts to other joint powers agreements or partnerships with other watersheds that have developed One Watershed, One Plans and do County Fairs in these areas as well with the SWCDs. She noted that they will also need something that will help with engagement at these fairs.

Manager Amundson stated that if they move forward with this agreement with the Friends of the Minnesota Valley then there needs to be a lot of conditions in the agreement. Manager Kuplic agreed.



Administrator Loomis reiterated that a partnership would also help with the staffing of the booths. She asked if there is another way to reach out to people that would use these funds in a different way.

Manager Kuplic noted that the LMRWD struggles to get education out to the public. She stated that there is an attraction to the Friends of the Minnesota Valley as they already have school engaged and kids that will volunteer.

Administrator Loomis shared that she definitely thinks they should move forward with the River Watch Program.

Manager Kuplic stated that she does believe that County Fairs are a good way to reach people, it just needs to have a better directed message. Consensus of the Board was to give the County Fair project another try, but to start planning earlier, be more involved in the planning process, target fairs where the LMRWD may already have relationships and to make sure the LMRWD has more control of the message.

**Manager Kuplic made a motion to table the request made by Friends of the Minnesota Valley for funding of its River Watch program and to fund a 2024 County Fair project. Manager Amundson seconded the motion. Upon a vote being taken, the motion carried. Manager Barisonzi abstained.**

## **7. OLD BUSINESS**

### **A. 2021/2022 Financial Audit**

Administrator Loomis introduced and provided background on this item. She stated that she is completing the rest of the information that the auditor has requested and she is hoping that they will have the audit complete by the end of October or sooner.

Manager Amundson asked if this would make them compliant. Administrator Loomis said yes.

Administrator Loomis shared that she has posted requests for proposals for 2023 and 2024 audits but they have not received any proposals back.

Manager Amundson asked if Redpath would do the audits for them in the coming years. Administrator Loomis stated that they did not commit to doing any future audits.

### **B. Lower Minnesota River East One Watershed One Plan Governance**

No new information to report since the last update.

### **C. City of Carver Levee**

Administrator Loomis introduced and provided background on this item. She stated that they had a meeting with Carver to discuss three projects happening in the city.

### **D. Dredge Management**

#### **i. Dredging at mouth of MN River**

Administrator Loomis introduced and provided background on this item. She shared that she had received an update from the USACE regarding the need for dredging at the mouth of the Minnesota River. She reviewed the dredging history and shared that this area only needs to be dredged every 25-30 years. She noted that the LMRWD investigated the cost of securing a placement site closer to the mouth of the river and it was determined that it was more cost effective to pay for the cost to transport material from the mouth to the LMRWD

placement site in Savage than to develop a second placement site closer to where the dredging takes place.

The USACE said the agreement between the LMRWD and the USACE agreeing to transport material from the mouth of the river up to the LMRWD placement site in Savage must be amended. The Agreement is currently with USACE Division for approval.

**President Hartmann made a motion to authorize payment to the USACE for transport of material dredged at the mouth of the Minnesota River to the LMRWD placement site at RMP 14.2 and to execute an amendment to the Memorandum of Agreement between the USACE and the LMRWD, subject to review and approval of said amendment by LMRWD legal counsel. Manager Amundson seconded the motion. Upon a vote being taken, the motion carried unanimously.**

**ii. Sale of Dredge Material**

Administrator Loomis introduced this item and shared that LS Marine has someone interested in purchasing the stockpile of dredge material on the dredge site. She noted that she is waiting for a purchase agreement for this.

**Manager Kuplic made a motion to authorize the sale of dredge material subject to the receipt of a purchase agreement subject to review and approval of said agreement by LMRWD legal counsel.**

**iii. Private Dredge Material Placement**

Administrator Loomis introduced and provided an update on this item. She stated that she heard from the Savage Riverport and received a check from them. She noted that she also heard from CHS who ordered a check and which should be received by the end of the week. She added that both Savage Riverport and CHS have provided certificates of insurance, as well as renewed performance bonds. She said she had not heard from Cargill.

**iv. Vernon Avenue reconstruction and culvert replacement project**

Manager Amundson noted that a different cross section for the roadway was being requested by the City of Savage. Manager Amundson wondered if the request was sufficient for the purpose of hauling material off the site. Ms. Young said yes. Ms. LeClaire explained that this was discussed with Bolton & Menk and it was determined that the roadway could be reduced to allow for a shoulder and that that is the width of the current roadway. She stated that they also reached out to LS Marine to confirm this.

**E. Watershed Management Plan**

No new information to report since the last update.

**F. 2023 Legislative Action**

No new information to report since the last update.

**G. Education and Outreach Plan**

Administrator Loomis introduced and provided background on this item. She shared that they are looking to purchase the Copyright agreement for the illustrations that were developed for the sign for Courthouse Lake. She added that they are also looking to authorize design, fabrication and install of this sign as well as the ten resource protection signs at Ike's Creek.

**President Hartmann made a motion to authorize execution of the Transfer of Copyright Agreement and authorize payment of the invoice for the Transfer of Copyright, authorize design, fabrication and installation of the Courthouse Lake interpretive sign, and authorize**

**design, fabrication and installation of ten resource protection signs for Ike's Creek. Manager Amundson seconded the motion. Upon a vote being taken, the motion carried unanimously.**

#### **H. LMRWD Projects**

***(Only projects that require Board action will appear on the agenda. Informational updates will appear on the Administrator Report)***

##### **i. Area #3**

Administrator Loomis introduced this item. She stated that WSB met with the property owner yesterday to talk about purchasing an easement across this property for the construction and maintenance of this project. She noted that they responded that they would like a right-of-way or easement agreement and they are working with legal counsel.

##### **i. Spring Creek**

Administrator Loomis introduced this item. She shared that there have been preliminary discussions with the Corp of Engineers, and they are thinking that they will want to do a wetland delineation. She added that they received a proposal for this from I & S Group.

**President Hartmann made a motion to accept Professional Services Proposal from I & S Group for Spring Creek Wetland delineation services and authorize execution of Work Order 2023-03. Manager Kuplic seconded the motion. Upon a vote being taken, the motion carried unanimously.**

#### **I. Permits and Project Reviews**

##### **i. 5250 Eagle Creek Boulevard, Shakopee (LMRWD No. 2023-019) After-the -Fact Dean Lake Floodplain fill**

Administrator Loomis introduced and provided background on this item. She shared that this permit is an after-the-fact permit for fill being placed in the wetland around Dean Lake.

President Hartmann asked what the property owners thought were in doing this work. Administrator Loomis stated that the man wanted to have more yard space and was planning to sod the whole area.

**President Hartmann made a motion to conditionally approve a permit for 5250 Eagle Creek Boulevard, Shakopee (LMRWD No. 2023-019) After-the -Fact Dean Lake Floodplain fill, contingent upon receipt of a \$50 permit review fee and a special stipulation that native wetland seed will be planted in the wetland areas that were delineated and identified by the City of Shakopee. Manager Amundson seconded the motion. Upon a vote being taken, the motion was carried unanimously.**

##### **ii. 535 Lakota Lane, Chanhassen – work without a permit**

Administrator Loomis introduced this item. Attorney John Kolb, legal counsel for the LMRWD, provided an update on the legal action. He will contact the attorney for the property owner to inform the attorney, that the LMRWD has not received any communication from the property owner since the response from the property was received. Attorney Kolb will inform the property owner's attorney that the LMRWD will continue legal action.

### **7. COMMUNICATIONS**

- A. **Administrator Report:** Administrator Loomis' report was posted on the LMRWD website on the September meeting page. She shared that there were a few updates since her report had been published. She stated that the website has been updated and went live on Monday. She noted that there are a few glitches that are being worked through. She stated that the Lower

Minnesota River East One Watershed One Plan Advisory Committee met today and walked through the implementation plan and measurable goals for the plan. She noted that the first draft of the full plan will be going to the advisory committee for review and comments. She added that this will tentatively come to the policy committee for approval in January. She shared that Freshwater is having a Confluence of Stewards event on October 9th which is a free event and Managers are invited.

- B. **President:** No report
- C. **Managers:** No report
- D. **Committees:** No report
- E. **Legal Counsel:** No report
- F. **Engineer:** No report

**8. ADJOURN**

**At 8:53, President Hartmann made a motion to adjourn the meeting. Manager Kuplic seconded the motion. Upon a vote being taken, the motion was carried unanimously.**

**The next meeting of the LMRWD Board of Managers meeting will be 7:00, Wednesday, October 18, 2023, and will be held at the Carver County Government Center, 602 East 4th Street, Chaska, MN. Electronic access will also be available.**

Attest:

\_\_\_\_\_  
Lauren Salvato, Secretary

\_\_\_\_\_  
Linda Loomis, Administrator

Item 4.B.  
LMRWD 10-18-2023

<b>BEGINNING BALANCE</b>	<b>31-Aug-23</b>		<b>\$ 1,348,899.53</b>
<b>ADD:</b>			
<b>General Fund Revenue:</b>			
September 2023 Interest		\$ 5,837.05	
Permit Review fee - Tramore LMRWD No. 2023-009		\$ 300.00	
License fee for private dredge placement - Savage Riverport		\$ 2,423.00	
Refund for payment of Insurance Premium		\$ 5.00	
<b>Total Revenue and Transfers In</b>			<b>\$ 8,565.05</b>
<b>DEDUCT:</b>			
<b>Debits/Reductions</b>			
Western National Mutual	2023-2024 annual liability insurance premium	\$ 9,788.00	
106 Group	August 2023 historical review services for Area #3	\$ 4,858.00	
106 Group	August 2023 historical review services Vernon Avenue	\$ 3,862.00	
Barr Engineering	August 2023 engineering services for Area #3	\$ 991.00	
Clifton Larson Allen	August 2023 financial services	\$ 2,979.34	
Friends of the MN Valley	2023 payment for County Fair Project	\$ 10,000.00	
Margaret Wiebe	purchase to transfer copyright of artwork	\$ 2,125.00	
Naiad Consulting, LLC	August 2023 administrative services & expenses	\$ 11,839.27	
Rinke Noonan, Attorneys at Law	August 2023 legal services	\$ 812.50	
Scott SWCD	Q2 2023 monitoring, TACS & education services	\$ 15,412.50	
Sharper Management	reimburse Sutton Place II for 2022 Cost Share Project	\$ 7,500.00	
Studio Lola	design services for educational signage	\$ 1,715.00	
TimeSaver Off Site Secretarial	Preparation of July meeting minutes	\$ 234.50	
US Bank Equipment Finance	September payment on copier leases	\$ 197.16	
Young Environmental Consulting	August 2023 Technical services & Educational services	\$ 84,330.49	
ISG	July 2023 engineering services for Vernon Avenue	\$ 1,480.00	
ISG	July 2023 engineering services for Spring Creek	\$ 13,355.00	
ISG	August 2023 engineering services related to Spring Creek	\$ 24,933.00	\$ 186,624.76
ISG	May 2023 services related to Vernon Avenue project	\$ 5,336.75	
Bolton & Menk	August 2023 engineering services for Vernon Avenue	\$ 5,990.00	
Bolton & Menk	May/June 2023 engineering services for Vernon Avenue	\$ 8,081.00	
Bolton & Menk	July 2023 engineering services for Vernon Avenue	\$ 10,425.50	
Metro Sales, Inc.	Final payment maintenance agreement for old copier	\$ 82.41	
4M Fund	August 2023 Bank Service Charges	\$ 40.00	
<b>Total Debits/Reductions</b>			<b>\$ 216,580.42</b>
<b>ENDING BALANCE</b>	<b>30-Sep-23</b>		<b>\$ 1,140,884.16</b>

	2023 Budget	August Actuals	YTD 2023	Over (Under) Budget
<b>Administrative expenses</b>	\$ 250,000.00	\$ 32,356.48	\$ 250,327.63	\$ 327.63
<b>Cooperative Projects</b>				
Eden Prairie Bank Stabilization Area #3	\$ -	\$ 9,077.09	\$ 119,553.25	\$ 119,553.25
Gully Erosion Contingency Fund	\$ -	\$ -	\$ -	\$ -
Seminary Fen Ravine Restoration site A	\$ -	\$ -	\$ -	\$ -
Seminary Fen Ravine Restoration site C-2	\$ 20,000.00	\$ -	\$ -	\$ (20,000.00)
<b>509 Plan Budget</b>				
<i>Resource Plan Implementation</i>				
Watershed Resource Restoration Fund	\$ 100,000.00	\$ -	\$ -	\$ (100,000.00)
Gully Inventory	\$ 90,500.00	\$ 5,480.37	\$ 81,264.54	\$ (9,235.46)
MN River Corridor Management Project	\$ -	\$ -	\$ -	\$ -
Gun Club Fen Intrusion investigation	\$ -	\$ -	\$ -	\$ -
Assumption Creek Hydrology Restoration	\$ -	\$ -	\$ -	\$ -
Groundwater Screening Tool Model	\$ -	\$ -	\$ -	\$ -
MN River Floodplain Model Feasibility Study	\$ 75,000.00	\$ -	\$ 9,547.85	\$ (65,452.15)
Schroder Acres Park	\$ -	\$ -	\$ -	\$ -
Downtown Shakopee Stormwater BMPs	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)
PLOC Realignment/Wetland Restoration	\$ -	\$ -	\$ -	\$ -
Spring Creek Project	\$ 90,000.00	\$ 46,748.10	\$ 51,434.02	\$ (38,565.98)
West Chaska Creek	\$ -	\$ -	\$ -	\$ -
Sustainable Lakes Mgmt. Plan (Trout Lakes)	\$ -	\$ -	\$ -	\$ -
Geomorphic Assessments (Trout Streams)	\$ -	\$ -	\$ -	\$ -
Fen Stewardship Program	\$ 75,000.00	\$ 2,849.50	\$ 48,633.75	\$ (26,366.25)
District Boundary Modification	\$ -	\$ -	\$ -	\$ -
MN River Sediment Reduction Strategy	\$ -	\$ -	\$ -	\$ -
Local Water Management Plan reviews	\$ 5,000.00	\$ -	\$ 31.25	\$ (4,968.75)
Project Reviews	\$ 50,000.00	\$ 9,534.28	\$ 97,764.50	\$ 47,764.50
<i>Monitoring</i>	\$ 75,000.00	\$ 9,725.00	\$ 47,265.94	\$ (27,734.06)
<i>Watershed Management Plan</i>	\$ -	\$ 29,815.96	\$ 65,632.86	\$ 65,632.86
<i>Public Education/CAC/Outreach Program</i>	\$ 85,000.00	\$ 18,889.60	\$ 73,846.11	\$ (11,153.89)
<i>Cost Share Program</i>	\$ 20,000.00	\$ 12,242.50	\$ 20,586.50	\$ 586.50
<b>Nine Foot Channel</b>				
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -
Dredge Site Improvements	\$ 240,000.00	\$ 39,861.54	\$ 275,944.51	\$ 35,944.51
<b>Total:</b>	<b>\$ 1,225,500.00</b>	<b>\$ 216,580.42</b>	<b>\$ 1,141,832.71</b>	<b>\$ (83,667.29)</b>



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, October 18, 2023

### **Agenda Item**

**Item 4. C. xvii. – City of Burnsville – Willow Creek Stabilization final payment request**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

The LMRWD received a request for final payment for the Willow Creek ravine stabilization project. Young Environmental Consulting Group reviewed the request for payment and inspected the project, on behalf of the LMRWD. A report of their findings is attached.

### **Attachments**

Technical Memorandum – Burnsville 2021 Slope Project – Payment Request Review dated October 11, 2023

### **Recommended Action**

No action is recommended at this time



# Technical Memorandum

**To:** Linda Loomis, Administrator  
Lower Minnesota River Watershed District

**From:** Erica Bock, Water Resources Scientist  
Hannah LeClaire, PE, Project Manager

**Date:** October 11, 2023

**Re:** Burnsville 2021 Slope Project–Payment Request Review

---

At the September 15, 2021, Lower Minnesota River Watershed District (LMRWD) Board meeting, the managers approved a \$75,000 grant request from the City of Burnsville (City) for the 2021 Slope Project (also known as the Willow Creek Stabilization Project). The project proposed to stabilize the streambank of Willow Creek that was actively eroding and contributing sediment to a wetland within the LMRWD (Figure 1). The cost for the entire project was estimated to be \$462,395. The LMRWD cost share of \$75,000 would partially cover the material and installation costs of riprap, gabions, and anchored slope protection to stabilize the failing streambank. The project aligns with the LMRWD goals to protect, improve, and restore surface water quality. The LMRWD agreed to provide 90% of the grant at substantial completion and the final 10% at final restoration.

## Willow Creek Payment Request

On February 23, 2022, the City submitted an invoice in the amount of \$67,500 (90% of the grant amount), along with the contract pay voucher and quantities. Young Environmental recommended paying the invoice, which was approved at the March 16, 2022, LMRWD Board meeting.

The City submitted a final invoice on September 20, 2023, for the amount of \$7,500 (10% of the grant amount) for final restoration (Attachment 1), which included tree plantings and final seeding.



## **Site Visit**

To confirm that the project had reached final restoration, Young Environmental staff visited the site on September 28, 2023, and compared it to the plans and specifications provided by the City. The site had native grasses and trees planted. However, there were areas of the project that did not have complete and final restoration (Attachment 2). To recommend final payment, the LMRWD requires final restoration in these areas. Young Environmental reached out to the City to ask about these areas on September 28, 2023, followed up on October 6, 2023, and received no response.

## **Recommendations**

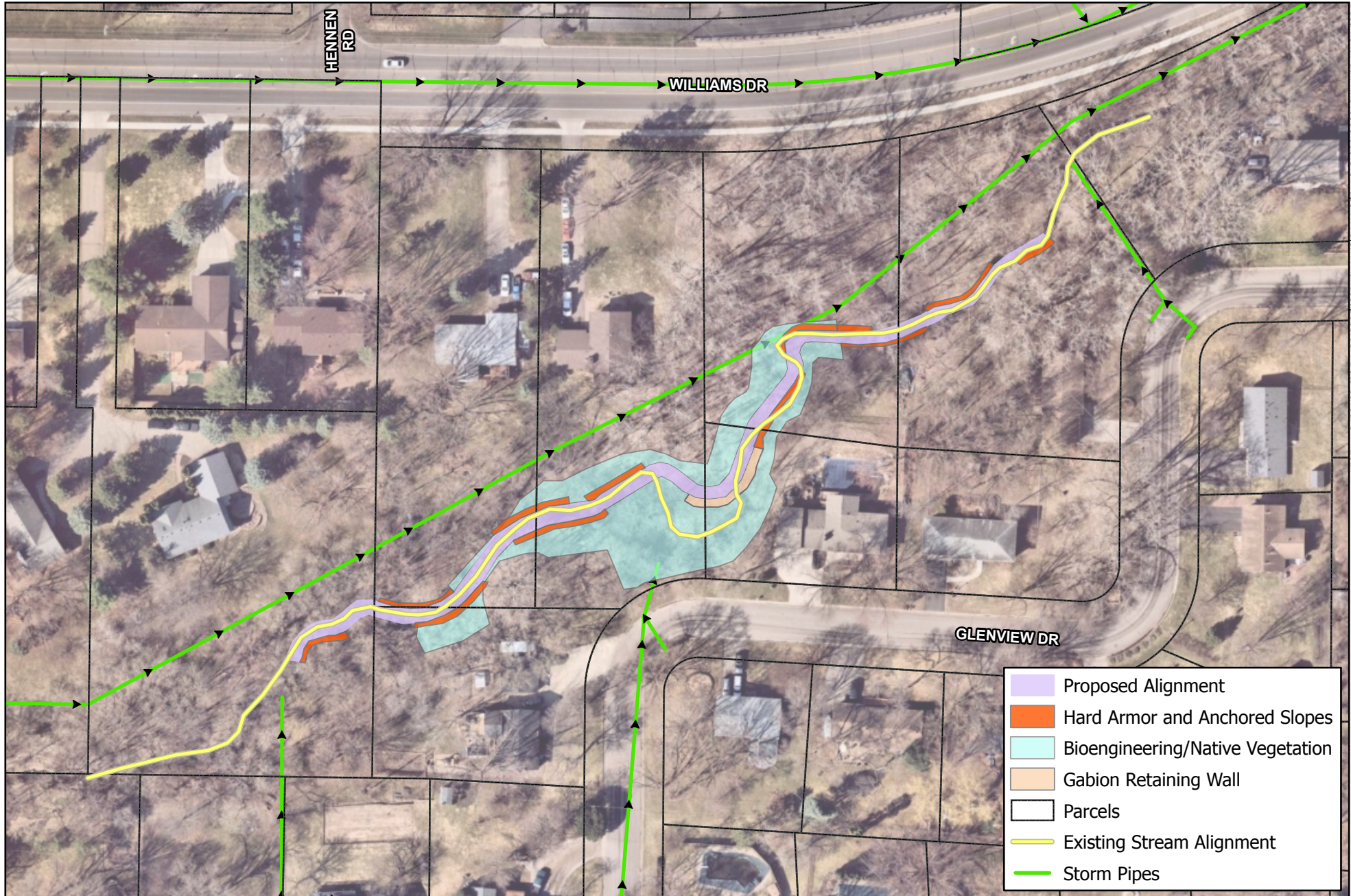
Staff does not recommend payment of the final invoice at this time due to lack of final restoration at the project site. Staff will continue coordination with the City to ensure full restoration of the site before recommending final payment.

## **Attachments**

Figure 1—Stream Restoration Exhibit

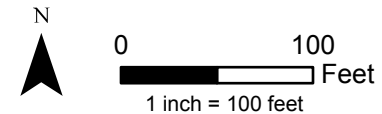
Attachment 1—Burnsville Invoice, dated September 18, 2023

Attachment 2—Site Visit photos



### Stream Restoration Exhibit

Burnsville 2021 Slope Stability Project  
City of Burnsville





**INVOICE**

City of Burnsville  
100 Civic Center Parkway  
Burnsville, MN 55337-3817  
Billing Inquiries: 1-952-895-4479

**INVOICE:** 2023-00000015  
**DATE:** 09/18/2023  
**DUE DATE:** 10/18/2023  
**CUSTOMER #** 3231

*Payment in full is due by invoice due date. Any balance due beyond that date will be considered delinquent. Return bottom portion of this invoice to ensure proper credit.*

LOWER MINNESOTA RIVER WATERSHED DISTRICT  
ATTN: LINDA LOOMIS  
112 E. 5TH STREET #102  
CHASKA, MN 55318

City of Burnsville

Engineering Cost Share

Description	Quantity	Unit Price	Total Price
LMRWD Cost Share of Willow Creek Restoration (21-604), 90% at substantial completion; 10% at final restoration	0.1	\$75,000.0000	\$7,500.00

Invoice Total: \$7,500.00  
Prepaid Amount: (\$0.00)  
Balance Due: \$7,500.00



CUSTOMER #	BILLING DATE	DUE DATE	INVOICE #	Total Due
3231	09/18/2023	10/18/2023	2023-00000015	\$7,500.00

**Pay this Amount \$7,500.00**

LOWER MINNESOTA RIVER WATERSHED DISTRICT  
ATTN: LINDA LOOMIS  
112 E. 5TH STREET #102  
CHASKA, MN 55318

**Payment to:**  
City of Burnsville  
Accounts Receivable  
100 Civic Center Pkwy  
Burnsville MN 55337-3817

*TO ENSURE PROPER POSTING TO YOUR ACCOUNT, DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT.*

Project Begin Date: 01-Nov-2021  
Project End Date: 31-Oct-2022  
Project Location: 3204 GLENVIEW DR  
Project Amount: \$8,504.05  
Subcontractors: No Subcontractors

#### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

#### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

From: Mark Mahowald <[mark@heseltonconstruction.com](mailto:mark@heseltonconstruction.com)>  
Sent: Tuesday, June 27, 2023 1:42 PM  
To: Jim DeGross <[jim@advancedseeding.com](mailto:jim@advancedseeding.com)>  
Subject: FW: Burnsville Slope - Seed and Hydromulch 3204 Glenview Dr

Good Afternoon Jim,

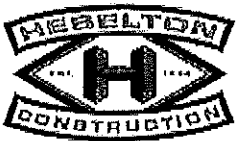
Thanks for getting out to the project. Looks like we are good to get this closed out. Could you please get me your IC 134 with the information provided below?

Thank you,

Mark Mahowald  
Estimator/Project Manager | Heselton Construction

M: 507-323-0576  
O: 507-334-0114  
W: [www.heseltonconstruction.com](http://www.heseltonconstruction.com)

680 NW 24<sup>th</sup> Street,  
Faribault, MN 55021



From: Paul Kubal <[paul@heseltonconstruction.com](mailto:paul@heseltonconstruction.com)>  
Sent: Tuesday, June 27, 2023 11:20 AM  
To: Mark Mahowald <[mark@heseltonconstruction.com](mailto:mark@heseltonconstruction.com)>  
Subject: RE: Burnsville Slope - Seed and Hydromulch 3204 Glenview Dr

Advanced Seeding & Erosion Control  
Total for Contract: \$8,405.05  
Project No. 21-604  
Dates of Project: 11/1/21 to 10/31/22

**Paul Kubal**

---

**From:** Mark Mahowald  
**Sent:** Thursday, July 6, 2023 11:12 AM  
**To:** Paul Kubal  
**Subject:** FW: Burnsville Slope - Seed and Hydromulch 3204 Glenview Dr

Mark Mahowald  
Estimator/Project Manager | Heselton Construction

M: 507-323-0576  
O: 507-334-0114  
W: [www.heseltonconstruction.com](http://www.heseltonconstruction.com)

680 NW 24<sup>th</sup> Street,  
Faribault, MN 55021



**From:** Jim DeGross <jim@advancedseeding.com>  
**Sent:** Thursday, July 6, 2023 11:11 AM  
**To:** Mark Mahowald <mark@heseltonconstruction.com>  
**Subject:** RE: Burnsville Slope - Seed and Hydromulch 3204 Glenview Dr

**Confirmation**

**Contractor Affidavit Submitted**

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number: 0-968-520-288  
Submitted Date and Time: 6-Jul-2023 11:10:33 AM  
Legal Name: ADVANCED SEEDING & EROSION CNTRL INC  
Federal Employer ID: 20-2413372  
User Who Submitted: Mike DeGross  
Type of Request Submitted: Contractor Affidavit

**Affidavit Summary**

Affidavit Number: 1599754240  
Minnesota ID: 7647274  
Project Owner: CITY OF BURNSVILLE  
Project Number: 21-604



**Contractor Affidavit Submitted**

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number:	0-185-225-824
Submitted Date and Time:	27-Jun-2023 2:39:05 PM
Legal Name:	SUEMNICKS FINAL CUT TREE SERVICE LLC
Federal Employer ID:	27-3633301
User Who Submitted:	Bustax18
Type of Request Submitted:	Contractor Affidavit

**Affidavit Summary**

Affidavit Number:	207769600
Minnesota ID:	2792055
Project Owner:	CITY OF BURNSVILLE
Project Number:	21-604
Project Begin Date:	01-Nov-2021
Project End Date:	31-Oct-2022
Project Location:	3204 GLENVIEW DR
Project Amount:	\$29,770.00
Subcontractors:	No Subcontractors

**Important Messages**

A copy of this page must be provided to the contractor or government agency that hired you.

**Contact Us**

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	1-174-499-936
Submitted Date and Time:	6-Jul-2023 1:00:38 PM
Legal Name:	HESELTON CONSTRUCTION LLC
Federal Employer ID:	41-1936628
User Who Submitted:	llnrley62
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	1110200320
Minnesota ID:	4300938
Project Owner:	CITY OF BURNSVILLE
Project Number:	21-604
Project Begin Date:	01-Nov-2021
Project End Date:	31-Oct-2022
Project Location:	BURNSVILLE, MN
Project Amount:	\$200,150.79

### Subcontractor Summary

Name	ID	Affidavit Number
SUEMNICK'S FINAL CUT TREE SERVICE LLC	2792055	207769600
ADVANCED SEEDING & EROSION CONTROL INC	7647274	1599754240

### Important Messages

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Please [print this page](#) for your records using the print or save functionality built into your browser.

Advanced Seeding & Erosion Control, Inc.

P. O. Box 324  
New Prague, MN 56071-0324

# Invoice

Date	Invoice #
6/12/2023	8613

Bill To
Heselton Construction LLC 680 N. W. 24th Street P. O. Box 246 Faribault, MN 55021

Item	Description	Qty	Rate	Amount
Mobilization		1	500.00	500.00
Seed	25-151	60	4.50	270.00
Hydro Mulch	Flexterra (in place of blanket)	600	1.45	870.00
Overseeding	36-211 (special Mix) NO CHARGE	20	0.00	0.00
	Seeding of additional yard adjacent to Burnsville slope Project.			
			<b>Total</b>	\$1,640.00



# HESELTON CONSTRUCTION, LLC

P.O. BOX 246 • FARIBAULT, MN 55021

## WORK ORDER

<b>DATE:</b>	June 16, 2023	<b>PROJECT NO.</b>	202122	<b>W.O. #</b>	6
<b>OWNER:</b>	City of Burnsville				
<b>ADDRESS:</b>					
<b>LOCATION:</b>	Burnsville, MN				

LABOR	RATE	HOURS		EXTENSION
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
			Subtotal	\$ -
EQUIPMENT (OPERATED)	RATE	HOURS		EXTENSION
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
			Subtotal	\$ -
MATERIALS/SUBS	QUANTITY	UNIT	U.P.	EXTENSION
Seed and Hydromulch Neighboring Property	1.00	LS	\$ 1,640.00	1,640.00
				-
				-
				-
				-
				-
				-
				-
				-
<b>SUBTOTAL MATERIALS AND SUBS</b>				\$ 1,640.00
<b>MARKUP MATERIALS AND SUBS</b>		Percentage	10%	\$ 164.00
<b>GRAND TOTAL</b>				<b>\$ 1,804.00</b>

**DESCRIPTION OF WORK:**

Place Seed and Hydromulch for yard adjacent to the project at 3204 Glenview Dr

Mark Mahowald Foreman or Project Manager	_____ Authorized By
---	------------------------

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
21-604	WO	1	2	2104.601 /01320	REMOVE MISCELLANEOUS DEBRIS	LS	\$1,102.00	1	0	\$0.00	1	\$1,102.00
21-604	WO	2	3	2502.603 /14080	DRAIN TILE	L F	\$1,112.17	1	0	\$0.00	1	\$1,112.17
21-604	WO	4	4	21-604 w/o 4	Bury West Logs with Fieldstone	1	\$2,843.60	1	0	\$0.00	1	\$2,843.60
21-604	WO	5	5	21-604 w/o 5	Clear and Dispose Two Trees	1	\$4,124.32	1	0	\$0.00	1	\$4,124.32
21-604	WO	6	6	2104.501	REMOVE FENCE	LIN FT	\$2,250.00	1	0	\$0.00	1	\$2,250.00
21-604	WO	7	7	2575.560	HYDROMULCH	S Y	\$1,804.00	1	1	\$1,804.00	1	\$1,804.00
<b>Contract Change Totals:</b>										<b>\$1,804.00</b>		<b>\$13,236.09</b>

<b>Contract Total</b>	<b>\$200,150.79</b>
-----------------------	---------------------

Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
7	Seed and Hydromulch 3204 Glenview Dr	\$1,804.00	\$1,804.00
6	Remove Fence and Regrade the Area	\$0.00	\$2,250.00
5	Clear and Dispose of Two Trees	\$0.00	\$4,124.32
4	Bury West Logs with Fieldstone	\$0.00	\$2,843.60
2	Drain Tile behind Gabion	\$0.00	\$1,112.17
1	Misc Debris Removal	\$0.00	\$1,102.00

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2511.507	GRANULAR FILTER	C Y	\$60.00	15	0	\$0.00	0	\$0.00
Base Bid	1	2512.507	GABION	C Y	\$380.00	60	0	\$0.00	72	\$27,360.00
Base Bid	1	2563.601	TRAFFIC CONTROL	LS	\$1,050.00	1	0	\$0.00	1	\$1,050.00
Base Bid	1	2571.524	DECIDUOUS TREE 2.5" CAL B&B	TREE	\$660.00	5	0	\$0.00	14	\$9,240.00
Base Bid	1	2571.525	DECIDUOUS SHRUB NO 5 CONT	SHRB	\$115.00	20	0	\$0.00	8	\$920.00
Base Bid	1	2573.502	STABILIZED CONSTRUCTION EXIT	E A	\$1,750.00	2	0	\$0.00	1	\$1,750.00
Base Bid	1	2573.502	STORM DRAIN INLET PROTECTION	E A	\$175.00	3	0	\$0.00	2	\$350.00
Base Bid	1	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$4.50	2000	0	\$0.00	105	\$472.50
Base Bid	1	2573.602	ROCK DITCH CHECK	E A	\$500.00	2	0	\$0.00	2	\$1,000.00
Base Bid	1	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	S Y	\$1.50	4200	0	\$0.00	4100	\$6,150.00
Base Bid	1	2575.504	HYDROMULCH	S Y	\$0.70	2300	0	\$0.00	2300	\$1,610.00
Base Bid	1	2575.505	SEEDING	S Y	\$0.55	200	0	\$0.00	700	\$385.00
Base Bid	1	2575.508	SEED MIXTURE 25-151	LB	\$5.00	10	0	\$0.00	0	\$0.00
Base Bid	1	2575.603	ANCHORED SLOPE PROTECTION	L F	\$65.00	110	0	\$0.00	117	\$7,605.00
Base Bid	1	2575.605	SEEDING SPECIAL	A C	\$770.00	0.6	0	\$0.00	0.85	\$654.50
Base Bid	1	2577.502	LIVE STAKES (DOGWOOD)	E A	\$5.30	500	0	\$0.00	45	\$238.50
<b>Base Bid Totals:</b>								<b>\$0.00</b>		<b>\$186,914.70</b>

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
21-604		\$0.00	\$186,914.70

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2021-11-30	\$105,629.65	\$5,281.48	\$100,348.17
2	2021-12-31	\$66,341.92	\$3,317.10	\$63,024.82
3	2022-05-31	\$24,125.22	\$1,206.26	\$22,918.96
4	2022-10-31	\$2,250.00	(\$5,837.90)	\$8,087.90
5	2023-06-27	\$1,804.00	(\$3,966.94)	\$5,770.94

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Storm Utility		\$200,150.79	\$0.00	\$194,379.85	\$5,770.94	\$200,150.79

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
Storm	Utility - Storm Water - 607-4610-463.01	\$5,770.94	\$197,958.09	\$184,722.00	\$200,150.79

Contract Item Status											
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
Base Bid	1	2021.501	MOBILIZATION	LS	\$10,500.00	1	0	\$0.00	1	\$10,500.00	
Base Bid	1	2101.524	CLEARING	TREE	\$450.00	53	0	\$0.00	62	\$27,900.00	
Base Bid	1	2101.524	GRUBBING	TREE	\$135.00	40	0	\$0.00	44	\$5,940.00	
Base Bid	1	2104.502	REMOVE PIPE APRON	E A	\$450.00	1	0	\$0.00	1	\$450.00	
Base Bid	1	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$38.00	45	0	\$0.00	45	\$1,710.00	
Base Bid	1	2105.504	GEOTEXTILE FABRIC TYPE 4	S Y	\$5.30	110	0	\$0.00	250	\$1,325.00	
Base Bid	1	2105.601	SITE GRADING	L S	\$9,600.00	1	0	\$0.00	1	\$9,600.00	
Base Bid	1	2105.607	COMMON FILL(LV)	C Y	\$17.35	1500	0	\$0.00	1680	\$29,148.00	
Base Bid	1	2501.502	18" RC PIPE APRON	E A	\$1,450.00	1	0	\$0.00	1	\$1,450.00	
Base Bid	1	2503.503	18" RC PIPE SEWER DES 3006 CL V	L F	\$91.00	97	0	\$0.00	97	\$8,827.00	
Base Bid	1	2503.602	CONNECT TO EXISTING STORM SEWER	E A	\$1,400.00	1	0	\$0.00	1	\$1,400.00	
Base Bid	1	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$370.00	8	0	\$0.00	8	\$2,960.00	
Base Bid	1	2511.507	RANDOM FIELDSTONE RIPRAP CLASS III	TONS	\$73.15	400	0	\$0.00	368	\$26,919.20	



100 Civic Center Parkway  
Burnsville, MN 55337

Page 1 of 4  
Contract 21-604 Pay Voucher 5

Contract Number: 21-604  
Pay Request Number: 5

Project Number	Project Description
21-604	Slope and Ravine Restoration ( Contract 21-604)

<b>Contractor:</b> Heselton Construction, LLC 680 N.W. 24th Street Faribault, MN 55021	<b>Vendor Number:</b> 25544 <b>Up To Date:</b> 06/27/2023
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Contract Amount		Funds Encumbered	
Original Contract	\$184,722.00	Original	\$184,722.00
Contract Changes	\$13,236.09	Additional	N/A
Revised Contract	\$197,958.09	Total	\$184,722.00

Work Certified To Date	
Base Bid Items	\$186,914.70
Contract Changes	\$13,236.09
Material On Hand	\$0.00
Total	\$200,150.79

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$1,804.00	\$200,150.79	\$0.00	\$194,379.85	\$5,770.94	\$200,150.79
Percent: Retained: 0%			Percent Complete: 101.11%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By  
*Jake Newhall*  
Project Manager  
*06/28/2023*  
Date

Approved By Heselton Construction, LLC  
*Mark Mahowald*  
Contractor  
*06/28/2023*  
Date

Approved By  
*Jen Desruade*  
City/Project Engineer  
*06/28/2023*  
Date

Site visit: September 28, 2023  
Final restoration achieved



Site visit: September 28, 2023  
Lack of final restoration and vegetation





# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, October 18, 2023

### **Agenda Item**

#### **Item 4. D. – Report on Citizens Advisory Committee**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

The Citizen Advisory Committee held its October meeting at Dred Scott Park in Bloomington. After the meeting they visited the cost share project at Sutton Place II Condominiums. The project turned out very nice. The rain gardens have managed the recent rains well, although the dry weather prior to the recent rains have stressed some of the plantings.

The next meeting of the CAC will be held November 7<sup>th</sup> and the CAC plans to tour the Black Dog Energy generation plant in Burnsville.

### **Attachments**

October 2023 CAC meeting packet – minus the budget information

### **Recommended Action**

Motion to receive and file September 2023 CAC meeting minutes.





# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Agenda

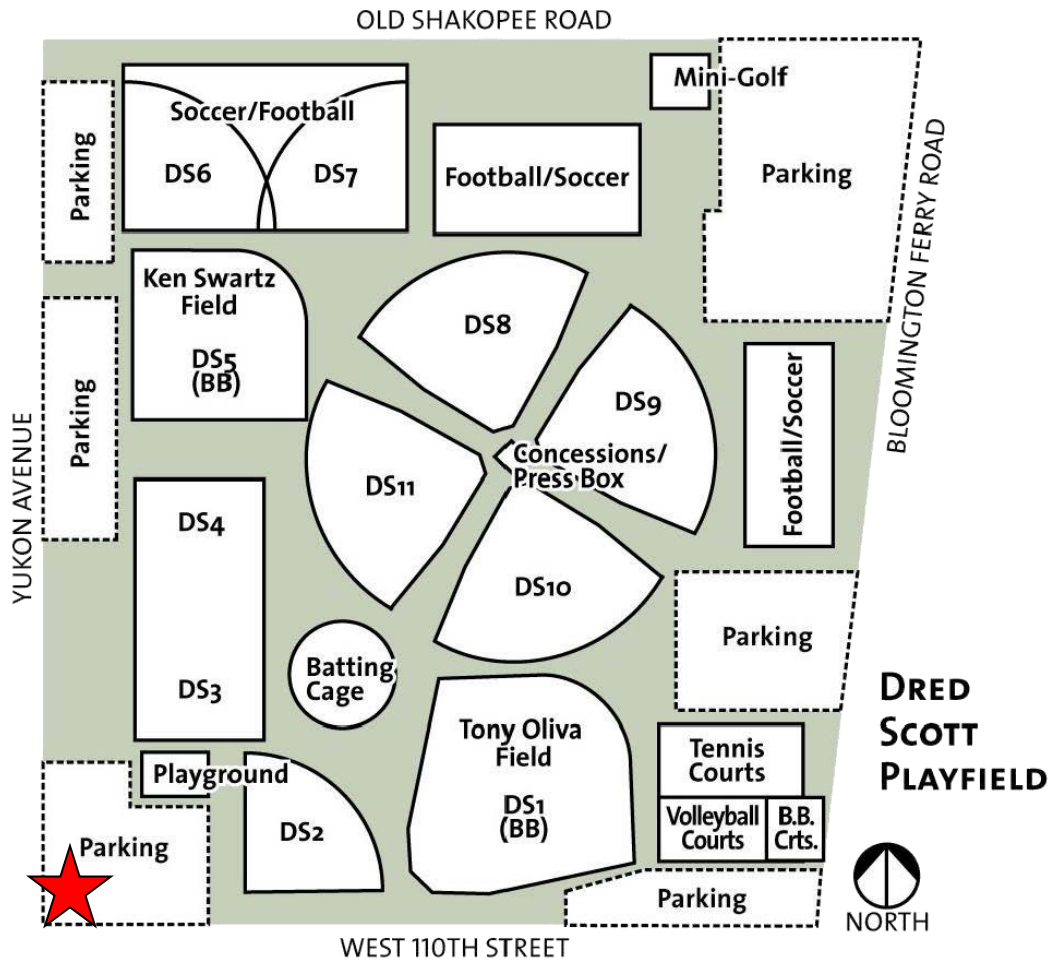
### Citizen Advisory Committee

Tuesday, October 3, 2023 | 4:30 p.m.

Dred Scott Playfield at the corner of Yukon Avenue & West 110<sup>th</sup> Street near playground  
10951 Yukon Ave S, Bloomington, MN 55438

1. Call to Order and Roll Call
2. Consent Agenda
  - a. Approval of the October Agenda
  - b. Approval of the September Minutes
3. Citizen Input on Non-agenda Items
4. New Business
  - a. LMRWD budget
  - b. Review summer tabling events. Plan for 2024.
5. Old Business
  - a. Bi-annual newsletter review
  - b. Video storyboard review
  - c. MN River Journey video update
6. Communications
  - a. Update on watershed activities
    - LMRWD projects
    - Projects by others
7. Adjournment
8. Optional
  - a. Cost Share site visit at Sutton Place II Condominiums | 11073 Oregon Circle, Bloomington, MN 55438

**\*\*Please RSVP to confirm a quorum\*\***



**10951 Yukon Ave S, Bloomington, MN 55438**

**Please bring your own chair.**

\* In case of inclement weather, the meeting will take place at Savage City Hall in the McHenry conference room. 6000 McColl Dr, Savage, MN 55378. Jen's cell phone 612-730-1058.



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Minutes

Citizen Advisory Committee (CAC)

Tuesday, September 5, 2023

Savage Library

### 1. Officer Election

Jen Dullum opened nominations for Board officers. Judy Berglund was nominated for chair by Patty Thomsen. Tom Hartle seconded this nomination. Jen Dullum asked for any other nominations. There were none. Kevin Kedrowski was nominated for vice chair by Judy Berglund. Tom Hartle seconded this nomination. Chair Berglund asked for any other nominations. There were none. Patty Thomsen was nominated for secretary by Tom Hartle. Kevin Kedrowski seconded this nomination. Chair Berglund asked for any other nominations. There were none. Upon taking a roll-call vote, the following individuals voted in favor of the nominations: Berglund, Hartle, Thomsen, and Kedrowski. The following voted against: none. CAC members decided that newly appointed officers will serve the remainder of 2023 and will also serve for calendar year 2024. At the January 2024 meeting, officers will be voted in by acclimation to continue their terms.

### 2. Call to Order and Roll Call

Chair Berglund called the meeting to order. The following CAC members were present: Judy Berglund, Tom Hartle, Kevin Kedrowski, and Patty Thomsen. The following individuals also attended the meeting: Linda Loomis (Naiad Consulting, LLC, and the Lower Minnesota River Watershed District [LMRWD] Administrator) and Jen Dullum (representing Young Environmental Consulting Group, LLC).

### 3. Consent Agenda

#### a. Approval of the September Agenda

- April notes included – not official minutes

Kedrowski moved to approve the consent agenda, and Hartle seconded the motion. Upon a vote being taken, the motion carried unanimously.

### 4. Citizen Input on Non-Agenda Items

There was no input.

### 5. New Business

#### a. Update bylaws with new meeting time

The bylaws update was voted on under the consent agenda and will be updated to reflect the new meeting time of 4:30 p.m. CAC meetings will continue to be held the first Tuesday of every month.

#### b. Review adjacent watershed district citizen advisory committees

This was not reviewed during the meeting but was accepted under the consent agenda.

c. Bi-annual newsletter

A robust discussion on public outreach directed most of the CAC meeting. Loomis noted that under Minnesota State Statute an annual communication is required. In the past this has been done in an executive summary from the annual report, which can be a standalone document. It can be printed out and brought to tabling events. A bi-annual newsletter could be developed in its place and posted to social media, placed on the LMRWD website, and sent via email to a distribution list. Currently there are 85-90 individuals on the distribution list used for meeting agendas and plan reviews.

The conversation on newsletters included:

- Partnering with local cities to share email distribution lists for a wider audience;
- Include articles in city newsletters and local newspapers;
- Using sign-up sheets at local events to increase an electronic distribution list; and
- Creating a tab on the website that takes the user directly to the newsletter.

This conversation flowed into a discussion about the best tool for engagement and messaging. The CAC members considered one-on-one engagement, handouts, displays, and videos. Messages included seasonal topics that are kept simple and easy to understand.

CAC members decided to draft a simple fall newsletter focusing on leaves, salt, and the Educator Mini-Grant Program. Kedrowski will bring a draft newsletter to the October meeting for review.

The conversation turned to videos for social media. Hartle brought up idea of producing short, local, branded content videos that could be placed on Instagram and Facebook. These videos would be developed, filmed, and edited by the CAC members. CAC members decided that salt, leaves, pet waste, and the Educator Mini-Grant Program would be good topics for short videos. Hartle will be bringing back story boards for these topics to the October meeting for review. If it is decided to move forward with videos, scripts will be developed. The Board of Managers will have final approval before public viewing.

d. Minnesota River Journey video

During the June CAC boat trip down the Minnesota River from Carver to the confluence, Thomsen took video on her phone of many of the sites along the way. She inquired of the CAC about creating a "journey down the Minnesota River" video. The CAC was receptive and offered suggestions to build the video in chapters. Chapter suggestions include history, indigenous people, farming, tributaries, birding, fish, commerce, hatcheries, and flooding. These small segment videos can then be placed on social media and the website.

6. Old Business

None

7. Communications

a. Update on watershed activities

Loomis updated the group on watershed activities. A public hearing will be held for the 2024 watershed district budget and will be brought to the Board of Managers for consideration at the September 20 Board meeting.

The riverbank stabilization project in Eden Prairie, also known as Area 3, received \$2.75 million in state funding. The LMRWD needs to match this funding so will use bond sales. This project will reduce sediment entering the Minnesota River at river mile 19.2.

Lastly, the Vernon Avenue road repair project at the dredge site is upcoming. The LMRWD receives \$240,000 annually in state funds to manage dredge material. This money will go towards the project near river mile 14.2 between Cargill and CHS.

8. Adjournment

Hartle moved to adjourn the meeting, and Kedrowski seconded the motion. Upon a vote being taken, the motion carried unanimously.

Next meeting: October 3, 2023, at 4:30 p.m. Location TBD.

## Criteria for Attending Local Events

Local events are defined as events organized or sponsored by a partner (i.e. local unit of government, non-governmental organizations, or non-profit organizations) who are wholly or partially encompassed within the Lower Minnesota River Watershed District (District).

Criteria for attending:

- Must be organized or sponsored by a local partner
- Focus of local events should be on water and natural resources
- Must have a theme supported by the mission of the District
  - Manage and protect the Minnesota River, lakes, stream, wetlands, and groundwater and to assist in providing river navigation.
- Must align with the goals of the current watershed plan or help to facilitate a District strategy or policy
  - Manage the different and changing roles of the District.
  - Protect, preserve and restore water quality.
  - Protect and promote groundwater quantity and quality.
  - Protect and manage unique resources.
  - Protect and preserve wetlands.
  - Protect, preserve and restore surface water quality.
  - Manage floodplains and mitigate flooding.
  - Manage erosion and control sediment discharge.
  - Protect and promote groundwater quantity and quality.
  - Maintain and improve navigation and recreational use of the Lower Minnesota River.
  - Increase public participation and awareness of the Minnesota River and its unique natural resources.

2023 Tabling Events

City	Event	Date/Time	Comments	Volunteer	Display
Eden Prairie	Everything Spring Expo	Saturday, March 11 9:00 a.m. -3:00 p.m.	With Riley Purg and Nine Mile Free this year but will have tabling cost in 2024	Judy (9-noon) Theresa (noon-2)	Handouts
Eden Prairie	Arbor Day Walk and Green Fair	April 29, 2023 10:00 a.m. - 1:00 p.m.	With Riley Purg and Nine Mile	Judy Theresa Linda - staff	NMCWD root puller
Burnsville	Burnsville Native Plant Market	Saturday, May 20, 2023 9:00 a.m. to noon		Judy Theresa	Vermillion Pollute or Protect
Bloomington	Bloomington Public Works Open House	Saturday, May 20, 2023 9:00 a.m. to noon	With Nine Mile	unstaffed	Handouts
Eagan	Eagan Market Fest	Wednesday, June 21 4:00-8:00 p.m.		Patty Greg Erica - staff	NMCWD root puller Bring own tent.
Chaska	Chaska Farmers Market	Wednesday, August 16 5:00-8:00 p.m.		Judy Patty Erica - staff	NMCWD root puller Bring own tent, table, chairs.
Bloomington	Bloomington Farmers Market	Saturday, September 9 8:00 a.m. - 1:00 p.m.		Judy Theresa Linda - staff	NMCWD root puller Bring own chairs.
Bloomington	Buzz Fest	Saturday September 16 10:00 a.m.-1:00 p.m.	With Riley Purg and Nine Mile	Tom Jen - staff	NMCWD root puller Bring own chairs.

Comprehensive Event List

City	Event_1	Event_2	Event_3	Event_4
Bloomington	Public Works Open House	Farmers Market	Buzz Fest	
Burnsville	Native Plant Market	Farmers Market		
Carver	Public Works Open House	Farmers Market		
Chanhassen	Farmers Market			
Chaska	Native Plant Workshop/Walk (fall) with Carver SWCD	Farmers Market		
Eagan	Eagan Garden Club Plant Sale	Arbor Day Celebration	LakeFest	Farmers Market
Eden Prairie	Everything Spring Expo	Eco Expo - Rotary (2024)	Arbor Day Walk and Green Fair	
Mendota Heights	Tree Sale	Resident Tree Pickup & Rain Barrel/Compost Bin Pickup		
Savage	Arbor Day Celebration	Farmers Market		
Shakopee	Tree Sale			
Carver County	Carver County Fair			
Dakota County	Dakota County Fair			
Hennepin County	Hennepin County Fair			
Scott County	Scott County Fair			
Scott SWCD	Outdoor Education Days			
Carver County WMO	Metro Children's Water Festival			





# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, October 18, 2023

### **Agenda Item**

#### **Item 4. E. – LMRWD Permit Renewals**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

Four projects have applied for permit renewal.

The Board should approve the permit renewals recommended in Table 1 of the attached Technical Memorandum

### **Attachments**

Technical Memorandum - October 2023 Permit Renewal Requests dated October 11, 2023

### **Recommended Action**

Motion to renew permits as recommended per Technical Memorandum - October 2023 Permit Renewal Requests dated October 11, 2023



# Technical Memorandum

**To:** Linda Loomis, Administrator  
Lower Minnesota River Watershed District

**From:** Karina Weelborg, Water Resources Scientist  
Hannah LeClaire, PE, Project Manager

**Date:** October 11, 2023

**Re:** October 2023 Permit Renewal Requests

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Per Lower Minnesota River Watershed District (LMRWD) Rule A, it is the permittee's responsibility to request permit renewals when necessary. However, LMRWD staff has taken a proactive approach by sending out monthly reminders to current permit holders with upcoming permit expirations.

Table 1 summarizes the permittees who have responded to the permit expiration reminder, confirmed that no significant changes to the proposed project have occurred since the original permit was issued, and requested a permit extension to complete their projects.

Table 1. Summary of October 2023 LMRWD permit renewal request.

LMRWD No.	Project Name	City	Previous Expiration Date	Recommended Expiration Date
2021-033	MN MASH/130 <sup>th</sup> Street Extension	Savage	11/30/2023	11/30/2024
	<u>Reason for Extension:</u> Final site stabilization expected during the 2024 growing season			
2021-035	I-35W Trail Realignment	Burnsville	11/3/2023	11/3/2024
	<u>Reason for Extension:</u> Construction record drawings have not yet been received from the contractor			
2022-002	2022 MBL Nicollet River Crossing	Bloomington/Burnsville	10/31/2023	10/31/2024
	<u>Reason for Extension:</u> Final site stabilization expected during the 2024 growing season			
2022-027	Ivy Brook NE	Burnsville	8/31/2023	10/18/2024
	<u>Reason for Extension:</u> Final site stabilization expected during the 2024 growing season			

**Recommendation**

Staff recommends renewing the permits provided in Table 1.

# LMRWD Permit Program Summary



Permit Number	Project Name	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date	First Renewal Expiration	Second Renewal Expiration	Construction Completed	Date Permit Closed
						Information Only	Conditional Approval	Approval						
2019-065	TH 101 Chanhassen	Closed		11/8/2019				11/20/2019	11/20/2019	1/20/2020				11/22/2022
2019-085	Minnesota Bluffs LRT Regional Trail Repair	Closed		12/12/2019					5/20/2020	6/1/2023				7/22/2022
2020-100	Peterson Farms Road Maintenance	Closed		5/6/2020	5/6/2020			5/20/2020	5/21/2020	5/21/2021				8/11/2022
2020-103	Prairie Heights Development	Closed		5/27/2020	6/5/2020		6/17/2020		10/23/2020	10/23/2021				4/25/2023
2020-105	Freeway Landfill	Pre-Permit		8/19/2022		9/21/2022								
2020-110	CSAH 11 Reconstruction	Closed		9/28/2020	11/3/2020		12/16/2020		4/13/2021	4/13/2022	4/20/2023		10/4/2022	8/1/2023
2020-112	Vierling Industrial Project	Closed		6/25/2020	6/29/2020		7/15/2020							10/14/2022
2020-113	Fort Snelling Redevelopment (2019-057)	Active		7/20/2020	8/12/2020		8/19/2020		9/11/2020	8/19/2022	8/19/2023	8/19/2024		
2020-115	Quarry Lake Park Improvements	Closed		7/23/2020	9/8/2020		9/16/2020		9/16/2020	9/16/2021				8/5/2022
2020-116	Shakopee Memorial Bridge	Closed		8/24/2020	10/5/2020		10/21/2020		10/23/2020	10/23/2021				7/20/2022
2020-117	Greystone HQ	Closed		7/24/2020	9/10/2020			9/16/2020	9/16/2020	9/16/2021				10/3/2022
2020-123	Gaughan Companies Demolition	Closed		8/27/2020	8/27/2020			9/16/2020	9/17/2020	9/17/2021				10/15/2021
2020-123 (amended)	Shakopee Flats	Closed	10/29/2020	11/2/2020	11/2/2020			11/18/2020	2/17/2021	9/16/2021				7/25/2022
2020-126	Texas Roadhouse	Closed		9/17/2020	11/5/2020			11/18/2020	11/19/2020	11/18/2021				7/26/2022
2020-132	77th Underpass	Expired	10/18/2020	10/21/2020	11/12/2020	11/18/2020	12/16/2020		7/27/2021	7/27/2022	7/27/2023			
2020-135	Canterbury Crossings	Active		11/19/2020	12/3/2020		12/16/2020		5/11/2021	5/11/2022	4/20/2023	4/20/2024		
2021-002	CSAH 61 Drainage Ditch	Closed		2/1/2021	10/11/2021			10/20/2021	10/21/2021	5/31/2022	10/20/2023		7/25/2023	9/29/2023
2021-003	Southwest Logistics Center	Closed		2/11/2021	3/12/2021		3/17/2021		4/21/2021	4/21/2022	8/17/2023			11/22/2022
2021-007	Burnsville Cemetery Expansion	Closed	3/5/2021	9/2/2021	9/17/2021		10/20/2021		11/17/2021	10/20/2022			10/21/2022	8/1/2023
2021-009	Burnsville Industrial IV	Closed	4/2/2021	3/22/2021	3/31/2021		4/21/2021		4/23/2021	4/21/2022				10/5/2022
2021-011	2021 Shakopee Street Reconstruction	Closed	3/30/2021	3/30/2021	4/16/2021		4/21/2021		4/28/2021	4/28/2022				7/25/2022
2021-012	Canterbury Park Parking Lots Phase 2	Closed	4/1/2021	4/2/2021	4/10/2021		4/21/2021		5/11/2021	5/11/2022				7/25/2022
2021-013	Summerland Place	Closed		4/8/2021	5/27/2021		4/21/2021		4/26/2021	4/22/2022				3/22/2022
2021-015	Stagecoach Rd Improvements	Closed	4/16/2021	4/12/2021	4/30/2021		5/5/2021		5/7/2021	5/5/2022				3/23/2022

Permit Number	Project Name	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date	First Renewal Expiration	Second Renewal Expiration	Construction Completed	Date Permit Closed
						Information Only	Conditional Approval	Approval						
2021-016	Whispering Waters	Active		4/14/2021	6/4/2021		6/16/2021		7/13/2021	7/13/2022	7/13/2023	7/13/2024		
2021-017	Capstone35	Closed		4/20/2021	5/12/2021		5/19/2021		8/19/2021	8/17/2022				11/22/2022
2021-018	Jefferson Court	Closed		4/22/2021	5/17/2021		6/2/2021		6/3/2021	6/2/2022	6/2/2023	6/2/2024		8/11/2023
2021-019	Cretex Site	Closed	4/23/2021	4/26/2021	4/30/2021		5/5/2021		5/7/2021	5/5/2022				5/5/2022
2021-020	Core Crossing Apartments (Prev. Southbridge)	Closed		6/14/2021	7/13/2021		7/21/2021		8/5/2021	6/15/2023	6/17/2023		11/1/2022	9/21/2023
2021-022	2021 Security & Safety Center	Active		5/18/2021	10/29/2021		11/17/2021		3/18/2022	3/18/2023	3/18/2024			
2021-023	106th Improvements Project	Closed		5/25/2021	5/28/2021		6/2/2021		6/17/2022	6/17/2022	6/17/2023		4/17/2023	8/1/2023
2021-025	TH13/Dakota Ave Improvement	Active		6/11/2021	6/15/2021		2/16/2022		5/20/2022	5/20/2023	5/20/2024			
2021-030	Building Renovation Park Jeep	Active		7/9/2021	7/16/2021		9/15/2021		6/21/2022	6/21/2023	8/15/2023	8/15/2024		
2021-031	Caribou Coffee	Closed	6/1/2021	7/9/2021	8/10/2021		8/18/2021		8/19/2021					10/4/2022
2021-033	MN MASH*	Active	6/23/2021	9/17/2021				6/15/2022	6/17/2022	6/17/2023	11/30/2023	11/30/2024		
2021-034	Circle K Holiday Station Stores	Closed	8/25/2021	7/26/2021	9/10/2021		9/15/2021		10/19/2021	9/15/2022				7/12/2022
2021-035	I35W Frontage Trail*	Active		12/15/2021	12/22/2021		1/19/2022		11/3/2022	11/3/2023	11/3/2024			
2021-039	River Bluffs Improvements	Closed		7/23/2021	8/12/2021		8/18/2021		10/1/2021	8/18/2022				
2021-040	Omry Independent Living	Active		8/11/2021	8/19/2021		9/15/2021	9/15/2022	8/19/2022	10/1/2023	10/1/2024			
2021-041	Line 0832	Closed		9/7/2021	9/7/2021		9/15/2021		9/17/2021	9/15/2022				6/27/2022
2021-042	Hwy 13 & Lone Oak	Closed		8/27/2021	9/16/2021		10/20/2021		10/22/2021	10/22/2022	6/30/2023		6/20/2023	8/1/2023
2021-045	Triple Crown Residences Phase II	Active		9/22/2021	10/27/2021		11/17/2021		11/19/2021	11/17/2022	11/17/2023	11/17/2024		
2021-046	CenterPoint Dakota Station Facility	Closed		9/21/2021	10/15/2021		10/20/2021		10/22/2021	10/22/2022				9/12/2022
2021-049	Stump Road Maintenance	Closed	10/20/2021	10/22/2021	10/29/2021		11/17/2021		11/19/2021	11/17/2022				9/5/2022
2021-052	Shakopee Dental Office	Closed		11/3/2021	12/14/2021		12/15/2021		12/17/2021	12/15/2022			12/1/2022	8/11/2023
2021-057	Cliff Road Ramps	Active		12/14/2021	1/4/2022		1/19/2022		6/8/2022	6/8/2023	12/1/2023			
2021-058	Perimeter Gate Improvements	Closed		12/15/2021	12/16/2021		1/19/2022		4/27/2022	4/27/2023	10/31/2023		8/1/2023	9/29/2023
2022-002	CenterPoint MBL Nicollet River Crossing*	Construction Complete		1/18/2022			3/16/2022		4/25/2022	4/25/2023	10/31/2023	10/18/2024	12/17/2022	
2022-003	Ivy Brook Parking East	Closed		1/19/2022	2/25/2022		3/16/2022		5/16/2022	5/16/2023			2/16/2023	10/10/2023
2022-004	CHS Savage Terminal	Incomplete		1/27/2022										

Permit Number	Project Name	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date	First Renewal Expiration	Second Renewal Expiration	Construction Completed	Date Permit Closed
						Information Only	Conditional Approval	Approval						
2022-005	Chaska West Creek Apt	Active		2/8/2022	3/29/2023		4/19/2023		6/6/2023	6/6/2024				
2022-007	Engineered Hillside	Active		2/15/2022	3/14/2022			4/20/2022	4/21/2022	4/21/2023	9/20/2024			
2022-008	Ivy Brook Parking West	Closed		2/16/2022	2/25/2022		3/16/2022		5/31/2022	5/31/2023			2/27/2023	8/1/2023
2022-010	Quarry Lake Trail and Ped Bridge	Active		2/24/2022			4/20/2022		3/1/2023	3/1/2024				
2022-011	Biffs, Inc.	Construction Complete		2/28/2022	3/29/2022		4/20/2022		8/16/2022	8/16/2023	10/31/2023		9/30/2023	
2022-013	Normandale & 98th St	Closed		3/22/2022	4/1/2022		4/20/2022		4/22/2022	4/22/2023	11/30/2023		7/21/2023	10/6/2023
2022-014	TH41 & CSAH61 Improvements	Active	1/6/2022	3/23/2022	5/11/2022		5/18/2022		12/13/2022	12/13/2023				
2022-015	Xcel Driveway	Active	5/25/2023	6/21/2023	7/31/2023		8/16/2023		9/21/2023	9/21/2024				
2022-016	ORF Relocation	Active		4/20/2022	6/30/2023		7/19/2023		7/20/2023	7/20/2024				
2022-017	PLOC 2022 Bank Stabilization	Closed		6/30/2022	7/5/2022			7/20/2022	7/21/2022	7/21/2023			6/12/2023	8/1/2023
2022-019	1494 SP 2785-433	Active		4/21/2022	6/24/2022		7/20/2022		4/10/2023	4/10/2024				
2022-021	CenterPoint Oak St N	Closed		4/29/2022				6/15/2022	6/17/2022	6/17/2023			3/14/2023	9/5/2023
2022-022	Ace Rent A Car	Incomplete		5/10/2022										
2022-023	494 Corridors of Commerce	Pre-Permit	5/3/2022	5/19/2022		7/20/2022								
2022-024	Gedney Pickles Holding Pond Restoration	Construction Complete	6/16/2022	8/10/2022			9/21/2022		11/14/2022	11/14/2023				
2022-026	10521 Spyglass Dr	Closed	5/31/2022	7/13/2022	8/8/2022			7/20/2022	8/8/2022	8/8/2023			11/30/2022	
2022-027	Ivy Brook Northeast*	Construction Complete		7/5/2022			8/17/2022		8/31/2022	8/31/2023	10/18/2024		11/30/2022	
2022-028	Quarry Lake Park Restroom	Active		7/6/2022	7/8/2022		7/20/2022		7/22/2022	7/22/2023	12/31/2023			
2022-029	Reliakor	Cancelled		7/20/2022			8/17/2022		9/19/2022	9/19/2023				10/28/2022
2022-030	Frenchies Metals	Incomplete		7/22/2022										
2022-031	RSI Marine	Incomplete		9/20/2023		8/17/2022								
2022-034	Valleyfair Parking	Conditional Approval		9/26/2022	10/11/2022		10/19/2022							
2022-036	Structures Inc. Amendment	Conditional Approval		10/6/2022	12/2/2022		5/9/2023							
2022-037	Peterson Wetland Bank	Conditional Approval		5/23/2023	6/30/2023	11/16/2022	7/19/2023							
2022-039	Former Knox Site	Active		11/3/2022	12/19/2022		1/18/2023		6/6/2023	6/6/2024				
2022-040	Burnsville Sanitary Landfill	Active		11/21/2022	2/15/2023		3/15/2023	8/16/2023	8/17/2023	8/17/2024				

Permit Number	Project Name	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date	First Renewal Expiration	Second Renewal Expiration	Construction Completed	Date Permit Closed
						Information Only	Conditional Approval	Approval						
2022-041	35W SP 2782-352	Active		12/15/2022	2/10/2023		2/15/2023		4/10/2023	4/10/2024				
2022-042	3rd Street Bridge Replacement	Conditional Approval		12/16/2022	2/2/2023		2/15/2023							
2023-001	Lakota Lane After-the-Fact	Under Review		1/10/2023										
2023-002	Eagle Creek Bridge	Active		1/13/2023	4/19/2023		5/9/2023		7/14/2023	7/14/2024				
2023-003	Ernst & Reidele Potential Development	No Permit Required		1/17/2023										
2023-004	CenterPoint Hwy 13 and Lynn Project	No Permit Required		1/24/2023										
2023-005	Cargill Savage West Safety Improvement Project	No Permit Required		1/25/2023										
2023-006	Borca Family DNR Dewater Review	No Permit Required		1/23/2023										
2023-007	MN River Greenway Trail	Conditional Approval		3/1/2023	3/15/2023		4/19/2023							
2023-008	Chaska Tech Center Amendment	Active		3/4/2023	4/11/2023		4/19/2023	7/19/2023	5/15/2023	5/15/2024				
2023-009	AT&T Bloomington to Eureka Fiber	Active		3/31/2023	5/19/2023		6/21/2023		6/26/2023	6/26/2024				
2023-010	MN River Greenway RR Bridge	On Hold	4/5/2023											
2023-011	Quarry Lake Playground	Active		4/19/2023	4/24/2023	5/9/2023		4/24/2023	4/24/2023	4/24/2024				
2023-012	Concourse G Infill Pods 2-3	Active		5/4/2023	5/30/2023	6/21/2023		5/31/2023	5/31/2023	5/31/2024				
2023-013	Merriam Junction Trail	Incomplete	4/5/2023	5/8/2023										
2023-014	KTI Fencing Property	Active		5/16/2023	7/6/2023		7/19/2023		9/1/2023	9/1/2024				
2023-015	City of Bloomington Storm Sewer Maintenance	Active		5/24/2023	6/15/2023		7/19/2023		8/23/2023	8/23/2024				
2023-016	MAC Pond Maintenance Activities	Upcoming	6/15/2023											
2023-017	MN River Bluffs Chaska Trail	Upcoming	6/14/2023											
2023-018	Sibley Memorial Hwy (1901-195-TH13A)	Upcoming	7/17/2023											
2023-019	Dean Lake Wetland Fill	Active		8/27/2023	9/10/2023		9/20/2023		10/4/2023	10/4/2024				
2023-020	Tramore Heights Addition (Rule B Only)*	Active	9/1/2023	8/21/2023				10/18/2023						
2023-021	MAC Infiltration Pond	No Permit Required	9/27/2023											
2023-022	Safety and Security Center Phase II	Incomplete		10/2/2023										
2023-023	Vernon Avenue Road Improvements	Under Review		10/6/2023										
2023-024	Carmeuse Savage Marine Improvements	Upcoming												

Permit Number	Project Name	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date	First Renewal Expiration	Second Renewal Expiration	Construction Completed	Date Permit Closed
						Information Only	Conditional Approval	Approval						

*\*Staff recommendation only, has not yet been presented to the Board for action*

**STATUS DEFINITIONS:**

**Active Permit:** Applicant has a valid permit issued by LMRWD

**Cancelled by Applicant:** Applicant withdrew their application for a LMRWD permit

**Closed:** Applicant has indicated the project has completed construction and that the permit file may be closed

**Conditional Approval:** LMRWD managers conditionally approved the permit application, pending receipt of additional information from applicant

**Expired:** Applicant either obtained conditional approval, approval, and/or was issued a permit and the expiration date has passed

**Incomplete:** Applicant applied for a permit, but the application is incomplete

**No Permit Required:** Applicant applied for a permit, but during the completeness review, it was determined that the project did not trigger the regulatory thresholds

**On Hold:** Applicant requested their application be placed on hold

**Pre-Permit:** Applicant has requested pre-permit application reviews or meetings, but has not yet applied for a permit from LMRWD

**Under Review:** Permit application is complete and under review by LMRWD staff

**Construction Complete:** project construction is complete but permit is not closed







# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, October 18, 2023

### Agenda Item

#### Item 5. A. – 2024 Work Plans

#### Prepared By

Linda Loomis, Administrator

#### Summary

Technical Memorandum – Lower Minnesota River Watershed District (LMRWD) – Programs, Studies and Projects Workplans was sent to the Managers after the September 20, 2023, Board of Managers meeting. The work plans correspond to the Implementation Table found in the LMRWD Watershed Management Plan and the Budget adopted by the Board of Managers at the September 16, 2023 meeting. Staff will answer any questions Managers may have.

Please note that since the preparation of the Technical Memorandum, money specified in the plan for the Water Resources Restoration Fund has been reduced from \$100,000 to \$82,500, to increase the amount for education.

Additionally, the City of Burnsville has requested the LMRWD consider assisting with signage at the Rudy Kraemer Nature Preserve. The Rudy Kraemer Nature Preserve Interpretive Signage Wish List from the City of Burnsville is attached for the Board's information.

#### Attachments

- Technical Memorandum – Lower Minnesota River Watershed District (LMRWD) – Programs, Studies and Projects Workplans dated September 13, 2023
- Rudy Kraemer Nature Preserve Interpretive Signage Wish List

#### Recommended Action

Motion to approve workplans or revise workplans and motion to approve revised workplans



# Technical Memorandum

**To:** Linda Loomis, Administrator  
Lower Minnesota River Watershed District

**From:** Della Schall Young, CPESC, PMP  
Principal Scientist / Consultant

**Date:** September 13, 2023

**Re:** Lower Minnesota River Watershed District (LMRWD)—Programs, Studies,  
and Projects Workplans

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Below and attached are workplans for programs, studies, and projects specified in Section 4: Implementation Program of the 2018–2027 LMRWD Watershed Management Plan for the 2024 calendar year.

## **Municipal (LGU) and Individual Projects Permit Programs**

**LGU Permits:** During 2023, the City of Burnsville received their LGU permit and the City of Lilydale was conditionally approved for its LGU permit on the condition of adoption of the draft Surface Water Management Plan and revised City ordinance Chapter 4: Water and Sewer and Chapter 9: Building and Land Use Regulations presented in their application. The City of Chaska also requested review of stormwater ordinance updates. The LMRWD provided comments, but the City of Chaska does not wish to pursue an LGU permit at this time. The Metropolitan Airports Commission (MAC) informed the LMRWD they are performing comprehensive updates to their permitting requirements and will be applying for their LGU permit in the future. The plan for 2024 is to coordinate with the MAC, Savage, and Chanhassen to get their LGU Permits.

The LMRWD created materials for an audit of LGU permit holders in accordance with Rule A: Administrative and Procedural Requirements. The audit applies to LGUs that have had their LGU permits for more than a year. This includes Eagan, Mendota Heights, Bloomington, Carver, and Shakopee. These audits will be conducted in late 2023 and may continue into 2024. The goal of the audit is to understand how LGU permit holders implement and enforce the LMRWD Rules as specified in their official controls and to identify opportunities to streamline LMRWD rules and policies. Results will be presented to the LMRWD Board of Managers following the audit.

The LMRWD will also complete municipal coordination meetings. The purpose of these meetings is to continue the established collaboration and information-sharing framework, to review recent and upcoming LMRWD and city projects and programs, and to assess resources and leverage continued partnership on projects that protect or enhance natural resources. The LMRWD will meet with municipalities within its jurisdiction in the winter of 2023.

**Individual Project Permits:** In 2023, the permits database, an ArcGIS geodatabase, was developed and implemented to increase the organization and efficiency of the LMRWD's permitting program. The permits database provides project information that can be shown spatially within ArcGIS and contains information such as permittee contact information, project size, rules triggered, inspection data, and associated geographic location for each project. The permits database streamlines the permit program and is used to monitor project status, permit expirations and renewals, and inspection requirements in one central location.

As of Friday, September 8, 2023, the LMRWD had processed 20 permit applications and issued 12 permits in 2023 (**Table 1** and **Figure 1**). The LMRWD conducted its second year of project inspections during the summer of 2023 to confirm compliance with LMRWD rules during and after construction. A total of 44 project sites were inspected during the 2023 inspection season.

In 2024, the LMRWD will continue to permit individual projects in cities without their LGU permits, Minnesota Department of Transportation (MnDOT) projects, and LGUs that have opted to have the LMRWD maintain specific rules. The plan is to continue project inspection activities and continue to refine the permitting data management system to enhance efficiency and access to permit information.

### **Education and Outreach (E&O) Program**

The education and outreach program was created in 2021 to increase public participation and awareness of the Minnesota River and its natural resources. This program fulfills Goal 9 in the LMRWD Watershed Management Plan. For 2024, a board workshop will be held early in the year to gain manager input and set the direction for messaging and priorities for the year. This facilitated conversation will inform E&O program tasks for the calendar year which include the citizen advisory committee (CAC), social media activities, signage development, school engagement efforts, and community outreach and engagement activities. Quarterly progress updates on programs tasks and deliverables will be provided to the Board of Managers. Specific information on each program task is detailed in the E&O program's 2024 workplan allocating \$75,000.

### **Water Resources Restoration Fund**

In 2024, the Water Resources Restoration Fund will provide funding for local government unit sponsored projects aiming to reduce nonpoint source pollution, improve and protect groundwater quality, and promote surveys and studies of wetland health and management. A water resources restoration fund application is being developed and will be used by LMRWD staff to solicit applications for funding requests and review eligible projects in 2024. The attached Water Resources Restoration Fund 2024 workplan allocates \$100,000.

### **Studies, Programs, and Capital Improvement Projects**

Workplans are attached for each of the projects listed below.

- a. Minnesota River Study Area 3 Bluff Stabilization Project—The 60-percent planset and preliminary engineer cost estimate were submitted to the LMRWD in January 2023 and used to obtain 2.75 million dollars through the State of Minnesota Capital Grant. Permit applications and coordination is currently underway. The attached 2024 workplan includes final engineering design and review, final permitting, and construction administration. The bidding process is estimated to begin in June 2024 and construction will follow in August 2024. The 2024 workplan allocates \$225,000.
- b. Fen Stewardship Program—The LMRWD, in partnership with the MnDNR, developed a fen stewardship program for the LMRWD's fens. Funds for the fen stewardship program in 2024 will be allocated to implementing actions defined in the stewardship plans, groundwater recharge area mapping, and investigating the feasibility of fen land acquisition. The 2024 workplan allocates \$125,000, with an additional \$12,500 remaining from the 2023 workplan.
- c. Gully Inventory and Condition Assessment—Previously, the LMRWD completed gully inventory and condition assessment projects in 2020 and 2021. The LMRWD revisited high- and very-high-priority sites in 2023 and identified gullies within the LMRWD that should be prioritized for restoration. In 2024, the LMRWD will complete a feasibility study for four (4) recommended gully restoration sites. The LMRWD will also complete a high-level assessment of public pipe outfalls and their connection to

gullies on private property as well as a desktop analysis using new LiDAR data to identify gullies not yet inventoried. The 2024 workplan allocates \$150,000.

- d. Spring Creek Sites 1 and 2 Stabilization Project Construction—In 2023, the LMRWD retained ISG to complete the bank stabilization designs for this project. The 60-percent planset was submitted in August 2023 and permit coordination is currently underway. Construction is anticipated to start in late 2024 and continue into 2025. The 2024 workplan allocates \$100,000 towards constructing the project. Construction management is included in the 2023 workplan.
- e. Eagle Creek Bank Restoration at Town & Country RV Park Feasibility Study—Signs of hillslope failure at the RV park on the Main Bank of Eagle Creek are deemed a priority due to the environmental stress on the creek. The LMRWD will assess the eroding banks at the campground and determine how much sediment is contributing to the stream. The LMRWD plans to conduct a feasibility study to inform the need for stabilization measures. The 2024 workplan includes data collection, field work, and design. The workplan allocates \$30,000.
- f. Trout Streams Geomorphic Assessments—Previously, the LMRWD completed geomorphic assessments of trout streams in 2019. The project will continue in 2024 to expand upon previous work. Trout streams will be resurveyed to assess stream health and stability. The 2024 workplan allocates \$100,000.

## Attachments

- Table 1—2023 Permit Program Summary
- Figure 1—2023 Permit Program Summary Map
- Education and Outreach Workplan
- Water Resources Restoration Fund
- Minnesota River Study Area 3 Bluff Stabilization Project Workplan
- Fen Stewardship Program Workplan
- Gully Inventory and Condition Assessment Workplan
- Spring Creek Sites 1 and 2 Stabilization Project Construction Workplan
- Eagle Creek Bank Restoration at Town & Country RV Park Feasibility Study Workplan
- Trout Streams Geomorphic Assessments Workplan

# 2023 Permit Program Summary



Permit Number	Project Name	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date	First Renewal Expiration	Second Renewal Expiration	Construction Completed	Date Permit Closed
						Information Only	Conditional Approval	Approval						
2022-005	Chaska West Creek Apt	Active		2/8/2022	3/29/2023		4/19/2023		6/6/2023	6/6/2024				
2022-010	Quarry Lake Trail and Ped Bridge	Active		2/24/2022			4/20/2022		3/1/2023	3/1/2024				
2022-015	Xcel Driveway	Conditional Approval	5/25/2023	6/21/2023	7/31/2023		8/16/2023							
2022-019	I494 SP 2785-433	Active		4/21/2022	6/24/2022		7/20/2022		4/10/2023	4/10/2024				
2022-037	Peterson Wetland Bank	Conditional Approval		5/23/2023	6/30/2023	11/16/2022	7/19/2023							
2022-039	Former Knox Site	Active		11/3/2022	12/19/2022		1/18/2023		6/6/2023	6/6/2024				
2022-040	Burnsville Sanitary Landfill	Active		11/21/2022	2/15/2023		3/15/2023	8/16/2023	8/17/2023	8/17/2024				
2022-041	35W SP 2782-352	Active		12/15/2022	2/10/2023		2/15/2023		4/10/2023	4/10/2024				
2023-001	Lakota Lane After-the-Fact	Under Review		1/10/2023										
2023-002	Eagle Creek Bridge	Conditional Approval		1/13/2023	4/19/2023		5/9/2023							
2023-003	Ernst & Reidele Potential Development	No Permit Required		1/17/2023										
2023-004	CenterPoint Hwy 13 and Lynn Project	No Permit Required		1/24/2023										
2023-005	Cargill Savage West Safety Improvement Project	No Permit Required		1/25/2023										
2023-006	Borca Family DNR Dewater Review	No Permit Required		1/23/2023										
2023-007	MN River Greenway Trail	Conditional Approval		3/1/2023	3/15/2023		4/19/2023							
2023-008	Chaska Tech Center Amendment	Active		3/4/2023	4/11/2023		4/19/2023	7/19/2023	5/15/2023	5/15/2024				
2023-009	AT&T Bloomington to Eureka Fiber	Active		3/31/2023	5/19/2023		6/21/2023		6/26/2023	6/26/2024				
2023-011	Quarry Lake Playground	Active		4/19/2023	4/24/2023	5/9/2023		4/24/2023	4/24/2023	4/24/2024				
2023-012	Concourse G Infill Pods 2-3	Active		5/4/2023	5/30/2023	6/21/2023		5/31/2023	5/31/2023	5/31/2024				
2023-013	Merriam Junction Trail	Incomplete	4/5/2023	5/8/2023										
2023-014	KTI Fencing Property	Active		5/16/2023	7/6/2023		7/19/2023		9/1/2023	9/1/2024				
2023-015	City of Bloomington Storm Sewer Maintenance	Active		5/24/2023	6/15/2023		7/19/2023		8/23/2023	8/23/2024				
2023-019	Dean Lake Wetland Fill*	Active		7/17/2023				9/20/2023						
2023-020	Tramore Heights Addition	Under Review	9/1/2023	8/21/2023										

Permit Number	Project Name	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date	First Renewal Expiration	Second Renewal Expiration	Construction Completed	Date Permit Closed
						Information Only	Conditional Approval	Approval						

*\*Conditional Approval or Renewal, staff recommendation only, has not yet been presented to the Board for action*

**STATUS DEFINITIONS:**

**Active Permit:** Applicant has a valid permit issued by LMRWD

**Cancelled by Applicant:** Applicant withdrew their application for a LMRWD permit

**Closed:** Applicant has indicated the project has completed construction and that the permit file may be closed

**Conditional Approval:** LMRWD managers conditionally approved the permit application, pending receipt of additional information from applicant

**Expired:** Applicant either obtained conditional approval, approval, and/or was issued a permit and the expiration date has passed

**Incomplete:** Applicant applied for a permit, but the application is incomplete

**No Permit Required:** Applicant applied for a permit, but during the completeness review, it was determined that the project did not trigger the regulatory thresholds

**On Hold:** Applicant requested their application be placed on hold

**Pre-Permit:** Applicant has requested pre-permit application reviews or meetings, but has not yet applied for a permit from LMRWD

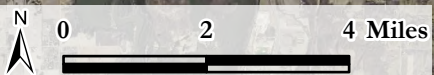
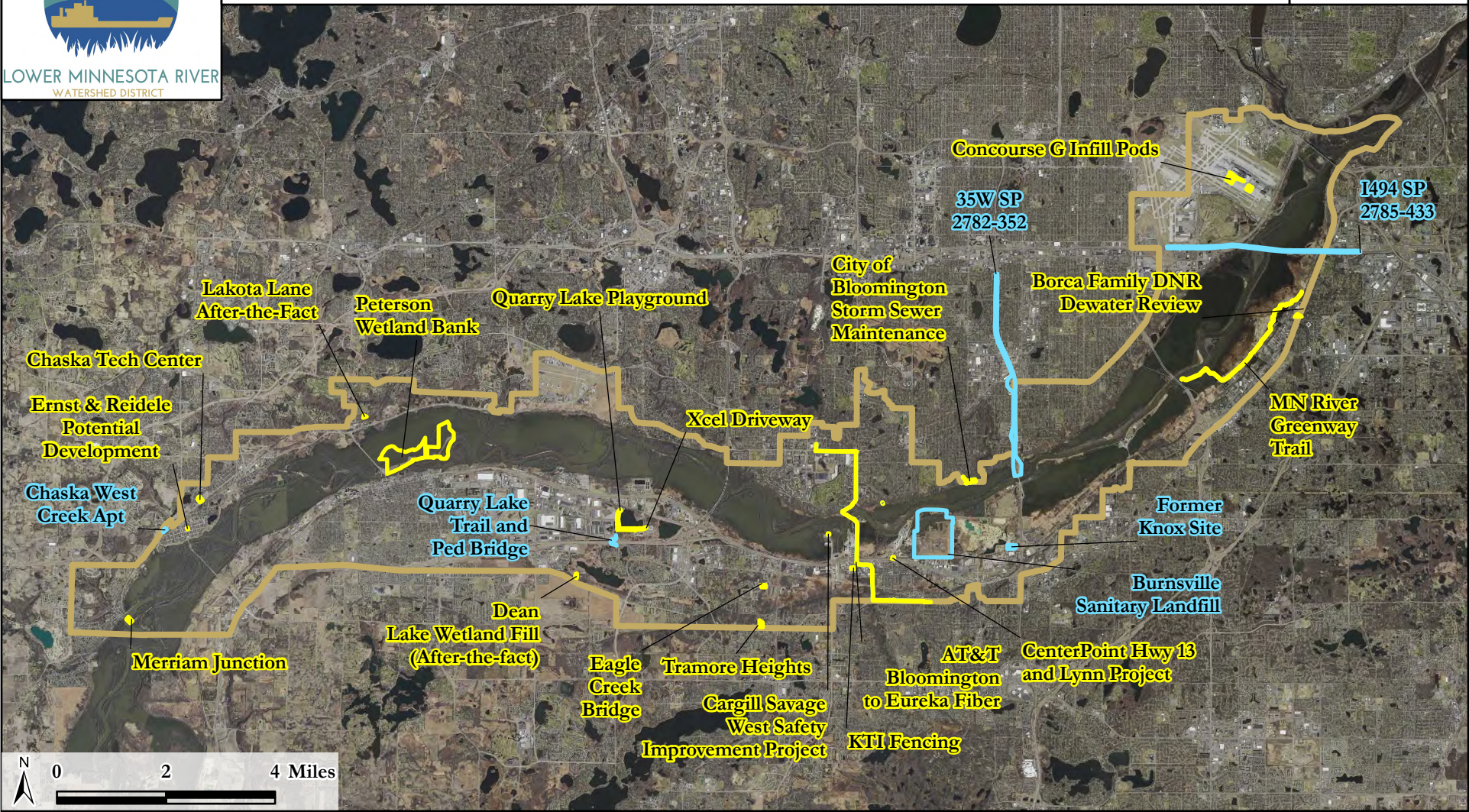
**Under Review:** Permit application is complete and under review by LMRWD staff

**Construction Complete:** project construction is complete but permit is not closed





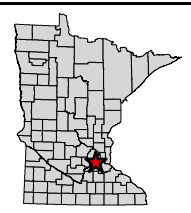
# 2023 Permit Program Summary



## Legend

- Permits Issued 2023
- Permits Received 2023
- LMRWD Boundary

## Location Map



Projects\LMRWD\00 Annual Review\GIS

## LOWER MINNESOTA RIVER WATERSHED DISTRICT

### **2024 Public Education and Outreach Plan**

Work Plan—September 1, 2023

*Young Environmental continues to administer the Lower Minnesota River Watershed District's (LMRWD's) public education and outreach program. The tasks below fulfill Goal 9 in the Watershed Management Plan: Public Education and Outreach, which functions to increase public participation and awareness of the Minnesota River and its unique natural resources.*

#### **Summary**

<i>Outcome:</i>	2024 Public Education and Outreach Plan
<i>Project Partners:</i>	City Partners, Residents, and Businesses of the LMRWD; US Fish And Wildlife Service; And Nongovernmental Organizations (NGOs); Public and Private Schools
<i>Timeline for Completion:</i>	January 2024–December 2024
<i>Total Fees:</i>	\$70,000
<i>Total Expenses:</i>	\$5,000
<i>Total Project Budget:</i>	\$75,000

#### **Objective 1. Project Management and Board of Managers Coordination**

*Task 1.1: Project plan development and project management.* Finalize the work plan, assign project tasks, determine whether additional resources are needed, set dates for deliverables, generate and maintain project schedule, and perform monthly invoicing.

*Task 1.2 Board Workshop.* To begin 2024 Education and Outreach in alignment with LMRWD priorities, our team will lead a Board Workshop in early 2024 to gain input and inform the direction of messaging and priorities for the year. Young Environmental will lead a workshop to discuss Education and Outreach priorities for 2024. We will facilitate a conversation to understand the 2024 goals and determine how to align the various program components to reach the intended audience and share key messages.

*Task 1.3. Quarterly Updates.* Young Environmental will provide quarterly updates on Education and Outreach program tasks and deliverables to keep the Board of Managers informed on progress, evolving needs, and lessons learned from the community.

*Timeline for Completion:* January 2024–December 2024

*Deliverables:* Board of Managers Kick-Off Workshop and Quarterly Updates

*Estimated Budget:* \$5,000



## **Objective 2. Citizen Advisory Committee (CAC)**

Young Environmental supports the CAC by preparing meeting agendas and minutes, securing educational presentations, tours, and learning opportunities, creating educational materials, coordinating attendance at local events, and increasing membership. In 2023, three new CAC members joined the committee. To boost this membership, targeted recruitment materials were sent to 15 partner cities and counties to be used as handouts, posting in facilities, inclusion in newsletters and/or on social media platforms. Recruitment postings were also shared quarterly on the LMRWD social media platforms. Eight meetings have been held so far this year with topics and tours ranging from the fish of the Minnesota River to wastewater treatment. CAC members have also been invited to additional learning opportunities such as salt reduction and best practices for pollinators. In 2024, Young Environmental hopes to continue the momentum with the CAC through the following tasks.

*Task 2.1: Maintain a CAC of five members or more and focus on retaining existing members.* Young Environmental will continue to search for CAC members using the LMRWD website and social media as well as through outreach at local tabling events. Current CAC members, municipal partners, and other groups within the LMRWD will also be asked to assist in reaching interested members of the community. Retaining our existing CAC membership is important so recognition of their impact and regular thanks will be incorporated. Young Environmental will continue to suggest and facilitate opportunities for unique and engaging educational experiences for CAC members to participate in on their own time to further their learning of water and natural resources.

*Task 2.2: Plan and facilitate CAC meetings.* Young Environmental will develop monthly meeting agendas with input from the LMRWD and the CAC. As part of agenda development, Young Environmental may also organize speakers and visits to projects and high-value resource sites.

*Task 2.3: Monitor and assist the CAC.* Young Environmental will draft a meeting summary or notes with the secretary, provide technical information, and support and host the virtual and/or in-person meetings.

*Task 2.4: Develop educational materials as directed by the CAC.* Over the course of the year, the CAC may need to have materials developed to convey the work of the LMRWD or to address recurring questions it has encountered. Young Environmental will draft up to four educational items in cooperation with the CAC and LMRWD Administrator.

*Deliverables:* CAC membership roster, list of education opportunities attended, meeting agendas, summaries, and CAC-guided educational materials

*Estimated Budget:* \$15,000

### **Objective 3. Social Media**

We understand that it can be difficult to measure return on investment with social media efforts. We have provided an attachment with summarized 2023 analytics to date where we compare LMRWD metrics with neighboring watershed districts and provide context to understand the progress we've made and future adjustments needed. From this data, we do fall behind our neighbors in terms of followers; however, the number of "likes" is very comparable and do have a wide reach (a reach an estimated number of people who saw any content from your page or about your page). There has also been a 26% increase in our Instagram reach since last year. We have not seen an increase in Facebook or Twitter so far in 2023, but still feel that social media is the best way to let people know about the LMRWD even though the complexity of measuring the influence of social media exists.

Example: Twitter post to the left. While it received only one "like" by the NRCS\_Minnesota but it has received 19 views in under 24 hours. It has three links. One to University of Minnesota-Extension, one to the LMRWD resident webpage, and one to the LMRWD rain garden and native plant handout. This drives people to our site regardless of how many followers we have or how many likes it gets.

Through our analytics, we have identified topics that perform well: salt, yard care, the CAC, and stormwater seem to be the topics most viewed across all platforms. In 2024, Young Environmental hopes to continue social media with the modifications to the program as noted below.

To maximize the proposed budget, we will make adjustments to focus energy on Instagram (which is performing well), grow our followers through partnership posts with neighboring collaborators and through our own internal network (CAC), and create targeted content pillars that align with our audiences' proven interests.

*Task 3.1: Maintain social media sites.* LMRWD Facebook, Instagram, and Twitter accounts were established in 2021. Young Environmental will continue to create quarterly content calendars and post content. Content will be based on trends noted with high engagement. Young Environmental will continue to gather and take photos of LMRWD resources/projects and perform weekly monitoring of all sites for partner content, follower comments, and analytic tracking. Because Instagram is performing well, we will focus on creating content that works well on this platform, including "how-to" conservation videos provided by CAC members.

*Task 3.2: Enhance social media messaging.* Young Environmental suggests adjustments to grow the social media audience and target unique users by enriching our social media messaging. In addition to best practice content, social media posts will include more posts about what makes the LMRWD special and its unique resources. Targeted campaigns may include personal connections to the Minnesota River,



recreation, and LMRWD project highlights. We will share knowledge and foster a sense of pride and ownership in the community and talk about the work LMRWD has done to protect resources through work on specific projects.

**Task 3.3: Grow social media following.** To continue intentionally growing the social media audience, we will explore partnerships for joint content with local organizations, tapping into existing networks. We will also research active neighborhood associations or conservation groups on Facebook who may have shared interests and invite them to follow our accounts. We will create signage for tabling events with links to the LMRWD website and an invitation to follow our social media accounts.

**Deliverables:** Quarterly content calendar, weekly posting to social media accounts, monitoring and maintenance of accounts, and image gathering, and design creation

**Estimated Budget:** \$10,000

**Objective 4. LMRWD Signage**

Young Environmental continued work on interpretive signs near high-value resource areas and at LMRWD project sites in 2023. Design is complete for Courthouse Lake (shown below) and a similar sign is currently being drafted for Quarry Lake. These signs will be fabricated over the fall and winter months for spring 2024 installation. Other sign projects that are progressing include conversations with the City of Burnsville for interpretive signs at the Rudy Kraemer Nature Preserve, interpretive and resource protection signs for Ike’s Creek in partnership with the City of Bloomington and the Minnesota Valley National Wildlife Refuge, and a co-branded creek crossing sign for Riley Creek in cooperation

# COURTHOUSE LAKE

**About Courthouse Lake**

Courthouse Lake sits in what was one of three open-pit clay mines in the City of Chaska, located within the Lower Minnesota River Watershed.

During the late 1800s and early 1900s, the brick-making industry excavated cream-colored clay here. The unique, yellow-colored bricks were used in many buildings.

With the clay removed, high-quality groundwater filled the mine and created a lake with cold and well-oxygenated water. These conditions are ideal for stream trout, leading the Minnesota Department of Natural Resources to take interest in it as a "put-and-take" fishery. The stream trout do not reproduce in lakes so annual stocking is required to maintain the fishery.

Other recreation at the lake includes a 0.7-mile path around the lake that meanders through areas of restored native plants. Native plants do well in the soils and climate of their original location. They typically need less water and pesticides, and their deep roots infiltrate water, maintain healthy soils, and reduce soil erosion. Sections of the lawn around Courthouse Lake were restored to native plants, increasing the pollinator corridor along the Minnesota River and reducing polluted runoff from entering Courthouse Lake.

**Lake Specs**

**SIZE:** 12 acres

**DEPTH:** 57 feet

**Q: WHAT ARE POLLINATORS?**

Pollinators are bees, wasps, butterflies, moths, birds, bats, beetles, flies, and other insects that travel among flowering plants to help produce many of the fruits, vegetables, and nuts we eat.

**FACT** Pollinators are responsible for one out of every three bites of food you eat!

**WHAT CAN YOU DO?**  
*Help keep this lake clean & cool*

**KEEP STORM DRAINS CLEAN:** Pick up pet waste and keep storm drains clear of litter, leaves, grass clippings, and other debris. Water from rain and snowmelt washes off lawns and enters drains on your street. This water is not treated before it enters the lake.

**USE SIDEWALK SALT MINIMALLY:** Shovel snow early and often so deicers are not needed. One teaspoon of salt permanently pollutes five gallons of water and harms freshwater systems, including the trout that are susceptible to changes in chloride.

**REDIRECT YOUR DOWNSPOUT:** Angle downspouts toward your lawns or gardens. This will help filter and cool rain and snowmelt before it enters the groundwater that supplies Courthouse Lake.

**Create pollinator habitats**

**REDUCE PESTICIDE USE:** Broad-spectrum insecticides used to kill unwanted pests often eliminate or harm a wide range of non-targeted insects as well. Be selective and reduce reliance on pesticides.

**INCORPORATE NATIVE PLANTS INTO YOUR YARD:** Attract bees, butterflies, and birds to your garden with native plants that provide color to your landscape and food and shelter for pollinators.

**INSTALL A BEE OR NATIVE BEE HOUSE:** Now that you have pollinators coming to your yard and garden, why not give them a place to call home?

**Q: WHAT ARE NATIVE PLANTS?**

Native plants are the type of flowers and vegetation that grow naturally in a particular area without human interaction. These types of plants are the indigenous species that have evolved and occur naturally in an ecosystem and habitat.

**Q: WHAT IS A "PUT-AND-TAKE" FISHERY?**

A put-and-take fishery means that hatchery-raised fish are stocked for fishing. Put-and-take management typically does not create a self-sustaining population of trout because few of the stocked fish reproduce.

**ABOUT THESE RESOURCES:**  
 Lower Minnesota River Watershed District (LMRWD) has partnered with communities, cities, and counties locally to preserve and protect water and natural resources.  
 Learn more at [lowerminnriverwd.org](http://lowerminnriverwd.org).

with the Riley Purgatory Bluff Creek Watershed District. Young Environmental also continues

communication with Dakota County Parks for potential signage opportunities along the Minnesota River Greenway/Big Rivers Regional Trail. Young Environmental hopes to keep this successful program moving in 2024 through the following tasks.

*Task 4.1: Interpretive signage.* Young Environmental will continue to identify sites for LMRWD project and LMRWD resource signage and will make recommendations for proposed interpretive sign locations. Young Environmental will continue to work with local partners on locations and messaging and with the current signage contractor for design and fabrication. The Board of Managers will receive estimates for the cost of up to five signs annually.

*Task 4.2: Resource identification and protection signs:* In 2023, Young Environmental designed in-house graphics for Riley Creek crossing sign and Ike's Creek clean water starts here sign. In 2024, Young Environmental will continue to investigate opportunities for in-house sign graphic design for small-scale resource signs.

*Deliverables:* Recommendations for LMRWD sign locations, design, and fabrication cost coordination

*Estimated Budget:* \$10,000 (design and fabrication costs not included)

### **Objective 5. Schools Engagement**

Young Environmental continued outreach to local schools. As part of this outreach, programming coordination with the Dakota County Soil and Water Conservation District (SWCD), the City of Burnsville, and Burnsville High School resulted in a request for proposal (RFP) for a consultant to develop in class curriculum and a field component for 9th grade science classes. The curriculum will be centered on water chemistry and testing. The RFP went out to consultants in May and this fall Bolton & Menk will deliver programming to three applied biology classes at the high school. This program may be replicable for other schools in LMRWD. The second round of the Educator Mini-Grant Program was also released in early 2023. Direct emails were sent to over 600 educators and organizations by Young Environmental about this program. The announcement was also shared on social media and city and county partners. Unfortunately, there were no applicants. For the 2023-24 school year direct mailing with information and a promotional handout went out to 106 schools in all partner cities in May before the end of the school year with hopes that more advance notice might increase applications. This fall an email blast and social media posts will be used to solicit applicants. With any new program, we understand the difficulty in start-up. In conversations with neighboring watershed districts, we understand these programs often take a year or so to gain interest and participants. We hope that in this round of educator grants, our second year of the program, we see increased interest. If necessary, Young Environmental will reevaluate engagement methods before proceeding with the winter/spring round of funding.

*Task 5.1: Partnerships.* Young Environmental will continue to explore educational opportunities for students within our partner cities to grow and expand our relationship with schools. Young Environmental will develop education plans for interested partners for the 2023–24 academic year. With any successful partnership, we will make sure to share the story on the website and social channels.

*Task 5.2: Grant program.* In 2022, Young Environmental developed the Educator Mini-Grant Program, providing schools, non-profits, educators, and students with funding opportunities. As part of this program, Young Environmental will assist in evaluating proposals, awarding grants, and compiling reports and reimbursement requests.

*Deliverables:* Relationship-building with partners, education plans, mini-grant outreach and promotion, and website updates

*Estimated Budget:* \$15,000

## **Objective 6. Community Outreach and Engagement**

Young Environmental continued outreach to local organizations and participated in conversations to reach the community with water quality and natural resource messaging. As part of that, Young Environmental participated in a workgroup made up of stakeholders from Hennepin County to discuss and share ideas for a portable aquatic invasive species (AIS) hands-on display. This display would be available for all partners to bring to local events throughout the county and would promote best practices when dealing with AIS. Young Environmental also developed a low-maintenance landscapes handout to bring to local events and for sharing on the LMRWD website. This handout encourages residents to adopt less intense lawn care practices for water conservation and pollinator habitat. In 2023, Young Environmental coordinated several tabling events for CAC members to provide outreach to the community. This is the first year the LMRWD has attended farmers markets. Young Environmental staff assisted at several of these events:

- Everything Spring Expo: Eden Prairie
- Arbor Day Walk & Green Fair: Eden Prairie
- Burnsville Native Plant Market
- Eagan Market Fest
- Chaska Farmers Market
- Bloomington Farmers Market
- Buzz Fest: Bloomington



These events provided one-on-one interaction with residents in several LMRWD communities. Informational handouts on cost-share and clean water practices were handed out and personal connections were made. Young Environmental looks forward to continuing this outreach in 2024.

*Task 6.1: Partnership.* Young Environmental will continue to evaluate existing and established education and/or sustainability program partnerships with local cities, counties, nonprofits, and NGOs in 2024.

*Task 6.2: Local events.* In 2022, Young Environmental developed criteria to help determine participation in events and programming and the CAC a list of potential events and programs based on these criteria. In 2024, Young Environmental and the CAC will revisit criteria and list of existing events to assess effectiveness and adjust if necessary. Young Environmental will coordinate participation in events and programs as directed and will support the CAC in the events that meet those criteria. We believe local events are a way to also grow our audience and community and solicit input from the public. These events will also help us grow our audience on social media by providing an accessible follow-up.

*Task 6.3: Tabling materials.* Young Environmental developed several handouts that may be brought to community tabling events. Based on guidance from the CAC, Young Environmental will continue to develop additional handouts and/or other materials and investigate the purchase of interactive displays and present cost findings to the board.

*Deliverables:* Event criteria, list of events, local event participation, handout development, and interactive display memorandum

*Estimated Budget:* \$15,000

## **Meeting Goals of the LMRWD Watershed Management Plan**

The Watershed Management Plan informs the day-to-day work of the LMRWD. Below, we have included the goals and strategies identified for the Education and Outreach program. These strategies have informed all the proposed objectives and will drive our ongoing work in this area.

<b>Issues</b>	<b>Goals</b>	<b>Strategies</b>
Issue 8: Public Education and Outreach	Goal 9: Public Education and Outreach: To increase public participation and awareness of the Minnesota River and its unique natural resources	Strategy 1.2.1: Provide public information services Strategy 4.2.3: Provide educational opportunities Strategy 8.1.1: Promote safety education Strategy 9.1.1: Maintain Citizen Advisory Committee Strategy 9.1.2: Develop an outreach program Strategy 9.1.3: Engage volunteers Strategy 9.1.4: Provide opportunity for public input Strategy 9.2.1: Produce scientific studies and work products Strategy 9.2.2: Promote a variety of education programs Strategy 9.2.3: Use multiple outlets to distribute information


## Facebook

112 followers | 83 pages like our page

- Facebook reach decreased 20.5% in 2023 from 2022.
  - 2023 - January 1, 2023 - August 28, 2023
  - 2022 - January 1, 2022 - December 31, 2023

Reach: the number of people who saw any content from your Page or about your Page. This metric is estimated.

### Best Performing Facebook Post of 2023

Join the CAC	229 - reach	1 - link click	1 - share	June 14, 2023
<p>Do you care about the Minnesota River, lakes, streams, wetlands, and groundwater in your community? Do you wonder how you might help protect and restore them? The LMRWD is seeking interested residents, just like you, to join its Citizen Advisory Committee (CAC). The CAC is a volunteer advisory group appointed annually by the District's Board of Managers. You do not need to be an expert to apply. All you need is an interest and concern for our shared water and natural resources. Applications can be found here: <a href="https://bit.ly/LMRWDCAC">bit.ly/LMRWDCAC</a>.</p> <p>Lower Minnesota River Watershed District</p> 				

With Facebook we are:

- **Reaching** people with Salt, Volunteering (CAC), Educator Grants, District Learning
- People are **clicking** on **links** to Recreation, CAC, Yard Care
- People are **sharing** content about People, CAC, Yard Care, Stormwater

Comparing Facebook with our neighbors.

Watershed District	Number of Facebook Followers	Number of Last 5 Post Likes	District Size
Lower Minnesota	112	1, 1, 2, 3, 2	80 square miles
Nine Mile	922	1, 0, 4, 2, 17 (+1 share) - tag with 3 Rivers Park District	50 square miles
Riley Purgatory Bluff Creek	427	1, 2, 2, 3, 2	50 square miles

**Instagram**

250 followers

- Instagram reach increased 26.2% in 2023 from 2022.
  - 2023 - January 1, 2023 - August 28, 2023
  - 2022 - January 1, 2022 - December 31, 2023

Reach: the number of people who saw any content from your Page or about your Page. This metric is estimated.

**Best Performing Instagram Post of 2023**

Order a rain barrel	102 - reach	14 - likes	6 - share	March 1, 2023
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With Instagram we are:

- **Reaching** people with Yard Care, Stormwater, Volunteering (CAC), Recreation
- People are **liking** content about Yard Care, Stormwater
- People are **sharing** content about Yard Care, Stormwater

Comparing Instagram with our neighbors.

Watershed District	Number of Instagram Followers	Number of Last 5 Post Likes	District Size
Lower Minnesota	250	3, 9, 2, 2, 4	80 square miles
Nine Mile	1,057	1, 0, 5, 23 (tag with 3 Rivers), 9	50 square miles
Riley Purgatory Bluff Creek	467	9, 12, 22, 17, 26 *use videos/questions	50 square miles



## Twitter

92 followers

- Twitter impressions decreased 12% in 2023 from 2022
  - 2023 - January 1, 2023 - August 28, 2023
  - 2022 - January 1, 2022 - December 31, 2023

Impressions: how many total times a Tweet has been seen.

### Best Performing Tweet of 2023

Lawn care	824 - impressions	2 -likes	1 - retweet	3 - user profile clicks	4 - detail expands
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User profile click: how many times a user clicked on your username leading them to your Twitter page.

Detail expand: how many times a user clicks on the Tweet to view more details.



With Twitter we are:

- Making an **impression** with Yard Care, Recreation, Salt, Stormwater
- People are **liking** content about Salt, Stormwater, Yard Care
- People are **liking** content about Salt, Stormwater, Yard Care

Comparing Twitter with our neighbors.

Watershed District	Number of Twitter Followers	Number of Last 5 Post Likes	District Size
Lower Minnesota	92	0, 1, 1 (with retweet), 1, 0	80 square miles
Nine Mile	116	0, 1, 0, 2, 1	50 square miles
Riley Purgatory Bluff Creek	246	1, 2, 1, 1 (with retweet), 1	50 square miles

LOWER MINNESOTA RIVER WATERSHED DISTRICT

**Water Resources Restoration Fund**

Work Plan—September 13, 2023

*This broad-based fund implements Goals 2 and 3 of the Watershed Management Plan to protect, improve, and restore surface water and groundwater quality within the Lower Minnesota River Watershed District (LMRWD). This program will fund projects sponsored by local government units (LGUs) that reduce urban nonpoint source pollution, improve and protect groundwater quality, and promote surveys and studies of wetland (fen) health and management.*

**Summary**

<i>Outcome:</i>	Award project grant funds to eligible LGU projects in 2024.
<i>Project Partners:</i>	LGUs within the LMRWD
<i>Timeline for Completion:</i>	January 2024–December 2024
<i>Total Fees:</i>	\$10,000
<i>Total Expenses:</i>	\$90,000
<i>Total Project Budget:</i>	\$100,000

**Objective 1. Program Administration**

*Task 1-1: Program administration.* Funding criteria developed in 2023 will be used by LMRWD staff to solicit applications for funding requests and review eligible projects in 2024. A technical memorandum will be prepared to summarize applications received and provide recommendations to the Board of Managers to award the funds.

This is a summary of the review process and funding of Water Resources Restoration Fund applications:

1. Application materials for the Water Resources Restoration Fund will be developed by Young Environmental for approval at the January 2024 Board meeting.
2. Application materials will be distributed to LGUs within the LMRWD by January 19, 2024.
3. LGUs will have until February 29, 2024, to submit a completed Water Resources Restoration Fund Application.
4. Eligible, completed applications will be reviewed by Young Environmental according to the criteria and scoring metrics that were developed in 2023.
5. Young Environmental will provide a funding recommendation to the LMRWD Board of Managers in accordance with Table 1 at the April 2024 board meeting.

Table 1. LMRWD Funding Request Scoring Priority

Project Score	Priority	Recommended Action
0–19	Low	Do not recommend funding the request at this time; additional information may be needed to evaluate the potential project more fully.
20–40	Low-to-Moderate	Work with project sponsors to incorporate more LMRWD goals, policies, or strategies.
41–61	Moderate-to-High	Consider partial funding requests, with funding amount and design components that align with LMRWD priorities.
62–82	High	Recommend full funding request as presented.

The following items will be completed for each project that is awarded funds:

1. The LMRWD Board of Managers will vote on the funding recommendations. After a funding request has been approved, the LMRWD and the LGU will execute a grant contract and maintenance agreement, which will be developed by Young Environmental.
2. After the agreement has been signed by both parties, the LMRWD will provide funding on a reimbursement basis when receipts and summaries are submitted, up to 25% of the total project cost. Young Environmental will review summaries to ensure that work is performed as part of the grant contract. No invoices of work completed prior to an executed agreement may be submitted to the LMRWD for reimbursement.
3. For applicable construction projects, a site visit will be required to document project status and ensure that the work is being performed in compliance with the grant contract.
4. The LMRWD will hold 10% of the funds until the project is successfully completed, and a final report is submitted.

*Timeline for Completion:* January 2024-December 2024

*Deliverables:* Invoices and project updates, funding recommendations, and grant contracts and agreements

*Estimated Budget:* \$10,000

## LOWER MINNESOTA RIVER WATERSHED DISTRICT

### Minnesota River Study Area 3 Bluff Stabilization Project - Construction

Work Plan—September 13, 2023

*Area 3 is located on the north bank of the Minnesota River in the City of Eden Prairie. Previously, the Lower Minnesota River Watershed District (LMRWD) contracted Inter-Fluve to develop 90% plans to address the bluff slope stability, riverbank erosion, and removal of the City of Eden Prairie's failed stormwater pond. This work plan will build on previous tasks to advance the Area 3 stabilization measures to final design, permitting, and initiation of construction.*

#### **Summary**

<i>Outcome:</i>	Construction of bank stabilization measures at Area 3
<i>Project Partners:</i>	City of Eden Prairie, United States Army Corps of Engineers, Inter-Fluve, Houston Engineering Inc., 106 Group, Barr Engineering
<i>Timeline for Completion:</i>	January 2024–December 2024
<i>Total Consultant Fees:</i>	\$178,000
<i>Total Young Environmental Fees:</i>	\$47,000
<i>Total Project Budget:</i>	\$225,000

#### **Objective 1. Project Management**

*Task 1-1: Project plan updates and project management.* Young Environmental will update the project plan from 2023 to assign new project tasks, determine whether additional resources are needed, set dates for deliverables, generate, and maintain project schedule, and conduct monthly invoicing.

*Task 1-2: Contract management.* Young Environmental will provide contract management support including procuring, awarding, and monitoring consultant contracts supporting the project, including Barr Engineering, Inter-Fluve, Houston Engineering, and 106 Group.

*Task 1-3: Board updates.* Young Environmental will provide up to three update memos to the LMRWD Board summarizing project progress and recommendations as needed.

*Task 1-4: Grant administration.* As part of the State of Minnesota Capital Grant appropriated to the Area 3 project, Young Environmental will complete tasks necessary to obtain the funds. This includes providing information requested by the state agency, providing payment requests, and completing all necessary grant reporting.

*Timeline for Completion:* January 2024–December 2024

*Deliverables:* Project plan and schedule, executed contract with engineering consultants, meeting agendas and summaries, grant applications, invoices, and board updates

*Young Environmental Budget:* \$18,500

## **Objective 2. Permitting**

*Task 2-1: Specialty permitting.* Young Environmental will work with the 106 Group to complete historic and cultural resources specialty permitting for potential impacts to historic and cultural resources.

*Task 2-2: Permit applications and regulatory agency coordination.* Young Environmental will finalize any outstanding permit applications and consult with corresponding regulatory agencies to address agency comments. Young Environmental will also prepare and submit permit applications based on the final construction plans.

*Timeline for completion:* January 2024—March 2024

*Deliverables:* Permit applications, meeting agendas, and summary notes

*Young Environmental Budget:* \$7,500

## **Objective 3. Final Engineering Design**

*Task 3-1: 100% design package.* Inter-Fluve will update the 90% design plans to final 100% construction plans. Inter-Fluve will conduct a construction survey, finalize the design, and update construction drawings, engineer's cost estimate, and specifications. Houston Engineering will update the 90% design plans to final 100% construction plans for the storm sewer outlet.

*Task 3-2: 100% design package review.* Young Environmental will review the final design package, including revisions to construction plans, the design memorandum, technical specifications, and engineer's cost estimate to ensure all previous comments from LMRWD, stakeholders, and regulatory agencies have been addressed. Young Environmental will work closely with the consultants to ensure that LMRWD scope and goals are being met.

*Task 3-3: Coordination with project team.* Young Environmental will host and facilitate up to two meetings with the consultants at the final submittal to communicate project progress, discuss issues encountered, develop potential solutions, and share any new information. This task also includes coordination with consultants throughout 100% plan development.

*Timeline for Completion:* January 2024–June 2024

*Deliverables:* Final construction plans, specifications, and technical design memorandum

*Young Environmental Budget:* \$8,500

*Consultant Budget:* \$50,000

## **Objective 4. Construction Administration**

*Task 4-1: Preparation of bid package.* Inter-Fluve will prepare the bid package for advertisement. The bid package will include all relevant specifications, contract documents, and final signed construction plans. Inter-Fluve will coordinate on-site pre-bid meeting, address bidder's questions, issue addenda, and review bids for conformation with bid requirements during the bidding process.

*Task 4-2: Bid opening.* Young Environmental will coordinate the bid opening, tabulate the bids, and coordinate the contract award and execution with LMRWD.

*Task 4-3: Construction administration.* Inter-Fluve will complete construction staking, receive and respond to contractor questions throughout construction. Their team will lead project inspection activities during construction, providing weekly summary reports.

*Task 4-4: Construction management.* Young Environmental will facilitate construction coordination activities to ensure the LMRWD scope of work and goals are being met. This task includes attending the bid opening, recommending the best contractor for the project, facilitating document signatures, conducting site inspections to monitor project performance, and answering contractor and consultant questions when necessary. Depending on requirements for cultural resource permitting in Task 2-1, state and federal regulations may require an archeologist and/or tribal representative on-site during construction. If it is determined that this is necessary, an additional fee can be added to the work plan.

*Task 4-5: As-Built survey.* Inter-Fluve will complete a final as-built survey and produce record drawings to document final constructed conditions.

*Task 4-6: Project close-out.* Young Environmental will complete a final inspection for construction conditions and coordinate changes prior to final payment. This task also includes construction contract close-out.

*Timeline for Completion:* March 2024–December 2024

*Deliverables:* Bid package, comment/addenda log, meeting summary and notes, construction summary reports, record drawings, and closeout documents

*Young Environmental Budget:* \$12,500

*Consultant Budget:* \$128,000

## LOWER MINNESOTA RIVER WATERSHED DISTRICT

### Fen Stewardship Program

Work Plan—September 13, 2023

*The Lower Minnesota River Watershed District (LMRWD), in partnership with the Minnesota Department of Natural Resources (MnDNR), developed a fen stewardship program for LMRWD fens. In 2024, funds for fen stewardship will be allocated to implementing the actions defined in the completed stewardship plans, including but not limited to, ongoing monitoring efforts, public engagement, and vegetation survey and management.*

#### **Summary**

*Outcome:* Funds from the Fen Stewardship Program will be reserved for implementation of the actions that are defined in the completed stewardship plans.

*Project Partners:* MnDNR, Metropolitan Council

*Timeline for Completion:* January 2024–December 2024

*Total Project Budget:* \$125,000 (+\$12,500 from 2023 Workplan)

#### **Objective 1. Project Management**

*Task 1-1: Project plan development and project management.* Finalize the work plan, assign project tasks and determine additional resources needed, set dates for deliverables, and generate and maintain project schedule.

*Task 1-2: Contract management.* Young Environmental will provide contract management support including procuring, awarding, and monitoring consultant contracts supporting the project.

*Task 1-3: Coordination with the MnDNR.* Young Environmental will organize two meetings with the MnDNR to prioritize implementation strategies and pool resources to address actions from the completed stewardship plans. The first meeting will be held to reaffirm or modify the scope of the work and review data needs, and the second meeting will include discussing findings and recommendations with MnDNR staff.

*Timeline for Completion:* January 2024–December 2024

*Deliverables:* Project plan and schedule, meeting agendas and summaries, executed contract with engineering consultants, invoices, and project updates

*Estimated Budget:* \$12,500

## **Objective 2. Recharge Area Mapping**

*Task 2-1: Recharge area mapping.* Young Environmental will complete the recharge area mapping for Savage, Nicols, Gun Club Lakes, and Seminary fens. The mapping effort will include the collection of rainfall, land use, soil, and wetland extents data and scientific methods to determine how much groundwater is available in any particular area to recharge the local aquifer. The resulting hydrogeologic boundaries will be mapped in ArcGIS. If necessary, Young Environmental will engage LMRWD's consultant pool to complete this task.

*Timeline for Completion:* January 2024–December 2024

*Deliverables:* Recharge area maps for Savage, Nicols, Gun Club Lakes, and Seminary fens

*Estimated Budget:* \$25,000

## **Objective 3. Implementation of Stewardship Strategies**

*Task 3-1: Implementation of stewardship strategies.* The Savage, Nicols, and Gun Club Lakes Stewardship plans identify several strategies to protect and enhance fen resources. Young Environmental will assist the LMRWD in working with existing and potential stakeholders to implement both short- and long-term goals that ensure the future of the fens. Implementation will include close coordination with the MnDNR as the lead agency and authority for fen management. The LMRWD will focus on top priority items identified in partnership with the MnDNR.

*Timeline for Completion:* January 2024–December 2024

*Deliverables:* Stewardship strategies

*Estimated Budget:* \$37,500

## **Objective 4. Fen Land Acquisition**

*Task 4-0 (2023): Implementation of the Seminary Fen Stewardship Plan.* This task is Objective 5 from the 2023 Fen Stewardship Program work plan. The existing dollars allocated to this task (\$12,500) will roll over into the work plan for 2024. This task will initiate the potential land acquisition activity identified in the completed Seminary Fen Stewardship Plan. This includes coordination with the MnDNR to map and assess the value of private properties adjacent to Seminary Fen and to begin the process of acquisition. The private property northeast of the scenic and natural area where Fen Site E was identified is a notably valuable resource and will be the focus of the land acquisition study. Young Environmental will investigate historical and current conditions, provide information on potential properties for acquisition, and prepare a draft technical memorandum to summarize the findings from this review to share with the MnDNR. A final technical memorandum will be submitted to the LMRWD and the MnDNR.

*Task 4-1: Coordination with the MnDNR.* The potential land acquisition activity identified in the completed Savage, Nicols, and Gun Club Lakes Stewardship plans will also be initiated. This includes coordination with the MnDNR to map and assess the value of private properties adjacent to the fens and to begin the process of acquisition. Young Environmental will organize



two meetings with the MnDNR. The first meeting will be held to reaffirm or modify the scope of the work and review data needs, and the second meeting will discuss findings and recommendations with MnDNR staff.

*Task 4-2: Develop a draft technical memorandum.* Young Environmental will investigate historical and current conditions around each fen, provide information on potential properties for acquisition, and prepare a draft technical memorandum to summarize the findings from this review to share with the MnDNR.

*Task 4-3: Final technical memorandum.* Submit the final technical memorandum to the District and the MnDNR, incorporating the written feedback from Task 3-2.

*Timeline for Completion:* January 2024–December 2024

*Deliverables:* Agendas and meeting summaries, draft technical memorandum, and final technical memorandum

*Estimated Budget:* \$50,000 (+\$12,500 from the 2023 Workplan)

## LOWER MINNESOTA RIVER WATERSHED DISTRICT

### **Gully Restoration Feasibility Studies**

Work Plan—September 13, 2023

*In 2023, the Lower Minnesota River Watershed District (LMRWD) reevaluated 315 gullies through a field assessment and gully ranking process. Through the ranking process, the LMRWD identified gullies within the watershed district that should be prioritized for restoration. A restoration feasibility study will be conducted for four recommended gullies. In addition to feasibility studies, the 2023 project recommended completing a high-level assessment of public pipe outfalls and their connection to gullies on private property, a desktop analysis using new Light Detection and Ranging (LiDAR) data to identify gullies that have not yet been inventoried, and an accessibility assessment of the gullies that were considered inaccessible by foot.*

#### **Summary**

*Outcome:* Make recommendations for restoration of four gullies and complete further assessment of high priority gullies within the LMRWD.

*Project Partners:* Minnesota Department of Natural Resources (MnDNR), US Fish and Wildlife Service (USFWS), Cities and Counties of LMRWD, Drone Consultant (TBD)

*Timeline for Completion:* January 2024–December 2024

*Total Project Budget:* \$150,000

#### **Objective 1. Project Management**

*Task 1-1: Project plan development and project management.* Finalize the workplan, assign project tasks, determine whether additional resources are needed, set dates for deliverables, generate and maintain project schedule, and perform monthly invoicing.

*Task 1-2: Contract management.* Young Environmental will provide contract management support including procuring, awarding, and monitoring consultant contracts supporting the project. The LMRWD consulting pool will be utilized.

*Timeline for Completion:* January 2024–December 2024

*Deliverables:* Project approach and schedule, invoices, and project updates

*Estimated Budget:* \$8,500

#### **Objective 2. Coordination with Project Partners**

*Task 2-1: Municipal meetings.* There are three gullies recommended for restoration in Shakopee, and one gully recommended for restoration in Burnsville. Young Environmental will host and facilitate a meeting with Burnsville and Shakopee to communicate project objectives, discuss

issues, develop potential solutions, and share any new information. This task includes developing meeting agendas and summaries.

*Task 2-2: Partner Coordination.* Beyond the municipal meetings, Young Environmental will coordinate with Burnsville, Shakopee, and other project partners to collect background information, if necessary, to complete the feasibility studies.

*Timeline for Completion:* January 2024–December 2024

*Deliverables:* Meeting agendas and summaries

*Estimated Budget:* \$3,500

### **Objective 3. Gully Feasibility Studies**

The following Objective 3 tasks will be completed for each of the four recommended gully restoration sites. However, for Task 3-3, a request for information (RFI) will be drafted to select one consulting firm from the LMRWD consulting pool to collect drone imagery of all the gullies.

*Task 3-1: Desktop analysis.* Use available background resource information to identify the potential causes of gully erosion and gain a holistic perspective of the factors playing a part in the gully erosion. Contact the public entity that owns the property to assess the progress of gully erosion and determine the primary issues and concerns.

*Task 3-2: Field condition assessment.* Conduct a site visit at the gully to collect photographs, waypoint locations, and notes detailing the conditions of the area using field collection sheets. Determine if drone imagery may be helpful to fully assess the site conditions. If drone imagery is deemed necessary, it can be collected as part of Task 3-3.

*Task 3-3: Drone imagery.* This task includes collecting drone imagery to help assess site conditions at each gully. If necessary, Young Environmental will engage LMRWD’s consulting pool to complete this task.

*Task 3-4: Hydrologic and hydraulic modeling.* Evaluate historic and current drainage area to the gully to determine if recent changes may be contributing to the erosion. Utilize publicly available LiDAR data to build a hydraulic model to further assess the current stability of the gully and potential for continued erosion to inform the proposed restoration design.

*Task 3-5: Restoration design practices.* Identify the primary cause of erosion based on the desktop analysis, field assessment, and hydraulic analysis. Determine the appropriate restoration/stabilization practices to address the gully erosion and provide an engineer’s opinion of probable cost for the recommended restoration design.

*Task 3-6: Draft feasibility study report.* Develop a draft feasibility report that will document the data collected, methods and software used, results from the analysis, and recommendations for stabilization based on the concept drawings. The draft memo will be submitted to the LMRWD and project partners for consideration and written feedback.

*Task 3-7: Final feasibility study report.* Submit the final feasibility report and findings to the LMRWD and project partners incorporating the written feedback from Task 3-6.

*Timeline for Completion:* January 2024–October 2024

*Deliverables:* Maps, photographs, field notes and collection sheets, survey staking, survey data, topographic map, RFI and Board recommendation for drone inspection, hydraulic model, geomorphic assessment, engineer’s opinion of probable cost, draft report, and final report

*Estimated Budget:* \$123,500

#### **Objective 4. Further Gully Assessments**

*Task 4-1: Private property gully assessment.* Notify landowners of the gullies present on their properties and provide educational materials on managing and monitoring gully erosion. Complete a high-level assessment of public pipe outfalls to determine if any gullies located on private property are directly caused by a public pipe outfall, in which case public funding and partnership may be more readily available for restoration.

*Task 4-2: LiDAR and digital elevation model (DEM) Assessment.* Use the new LiDAR data collected by the United States Geological Survey (USGS) department and conduct a desktop analysis to identify gullies in the watershed district that have not yet been inventoried.

*Task 4-3: Accessibility assessment.* Conduct an accessibility assessment of the gullies that were considered inaccessible by foot during the 2023 gully inventory and coordinate with the municipalities and county public works departments to determine the best method of study. Alternative ways to monitor gully erosion may include drone survey, access by boat, or desktop analysis to compare old DEM data to new DEM data. This task includes providing recommendations on alternative assessment methods for inaccessible gullies.

*Timeline for Completion:* October 2024–December 2024

*Deliverables:* Outfall assessment, LiDAR comparison, accessibility assessment

*Estimated Budget:* \$14,500

LOWER MINNESOTA RIVER WATERSHED DISTRICT

**Spring Creek Sites 1 and 2 Stabilization Project - Construction**

Work Plan—September 1, 2023

*The Spring Creek Sites 1 and 2 Stabilization Project (Project) is located in the City of Carver. Site 1 is located at 112 5th Street West, and Site 2 is located at 404 Broadway. In 2023, the Lower Minnesota River Watershed District (LMRWD) awarded the design for final construction plans for the stabilization of Sites 1 and 2 to ISG Inc., a firm from the LMRWD consultant pool. This work plan includes construction of the bank stabilization measures at Spring Creeks Sites 1 and 2 proposed from the design prepared by ISG.*

**Summary**

*Outcome:* Construction of bank stabilization measures at Spring Creek Sites 1 and 2

*Project Partners:* Sites 1 and 2 Landowners; Carver Soil and Water Conservation District (SWCD); Engineering Consultant (ISG); and Contractor (TBD)

*Timeline for Completion:* June 2024–December 2024

*Total Project Budget:* \$100,000

**Objective 1. Construction**

This work plan solely covers construction of the project. Tasks from the 2023 work plan may carry over into 2024 depending on permit timelines and conditions. Funds from the 2023 work plan will be used to execute final permitting, bidding, and construction management.

*Task 1-1: Project Construction.* This task includes the construction activities necessary to build the project to permitted and approved design specifications. Depending on the final construction cost, the project may need to be completed in phases. Winter construction is recommended.

*Timeline for Completion:* Two (2) months from contractor selection (construction may extend into 2025)

*Estimated Budget:* \$100,000

## LOWER MINNESOTA RIVER WATERSHED DISTRICT

### **Eagle Creek Bank Restoration at Town & Country RV Park Feasibility Study**

Work Plan—September 13, 2023

*Signs of hillslope failure and bank erosion have been observed near the campground on Main Branch of Eagle Creek, which is an added environmental stressor on the stream. The Lower Minnesota River Watershed District (LMRWD) will assess the eroding banks at the campground and determine how much sediment is contributing to the stream and what stabilization options may be feasible.*

#### **Summary**

*Outcome:* Complete a feasibility study to inform the need for stabilization measures for the hillslope failure on Eagle Creek.

*Project Partners:* Town & Country RV Park and Campground, City of Savage, Minnesota Department of Natural Resources (MnDNR), Scott Soil and Water Conservation District (SWCD)

*Timeline for Completion:* January 2024–December 2024

*Total Project Budget:* \$30,000

#### **Objective 1. Project Management**

*Task 1-1: Project plan development and project management.* Finalize the work plan, assign project tasks and determine additional resources needed, set dates for deliverables, generate and maintain project schedule; and conduct monthly invoicing.

*Task 1-2: Coordination with project partners.* Young Environmental will host and facilitate up to two meetings with the City of Savage and Town & Country RV Park and Campground to communicate project progress, discuss issues encountered, develop potential solutions, and share any new information. This task includes developing meeting agendas and summaries.

*Timeline for Completion:* January 2024–December 2024

*Deliverables:* Project approach, project schedule, meeting agendas and summaries, invoices

*Estimated Budget:* \$4,500

#### **Objective 2. Desktop Analysis**

*Task 2-1: Data collection and review.* Use available background resource information and modeling to review, verify, and update data, where needed. Contact property owner to assess the progress of the erosion and determine primary issues and concerns. Young Environmental will contact public resources such as the City of Savage, the MnDNR, and the Scott SWCD to collect additional background information. The data used will be summarized in a data matrix and used in Objective 4 – Restoration Design.

*Task 2-2: Develop Permit Matrix.* Young Environmental’s permitting team will gather data and review regulatory requirements to develop a permit matrix to identify specific permit requirements. This task includes coordination with identified agencies to present the general project outline and confirm permit requirements and timelines. The permitting team will outline estimated permitting timelines and potential additional contracts that may be required to obtain the required permits.

*Timeline for Completion:* February 2024—April 2024

*Deliverables:* Data matrix, Permit matrix

*Estimated Budget:* \$4,500

### **Objective 3. Field Work**

*Task 3-1: Field condition assessment.* Conduct a site visit to assess the condition of the bank failure at the campground. Young Environmental will collect photographs, waypoint locations, and notes detailing the conditions of the area using field collection sheets. Determine if drone imagery may be helpful to fully assess site conditions and bank stabilization. If drone imagery is deemed necessary, it can be added to the work plan as an additional cost.

*Timeline for Completion:* March 2024–April 2024

*Deliverables:* Maps, photographs, field notes and collection sheets

*Estimated:* \$1,500

### **Objective 4. Restoration Design**

*Task 4-1: Geomorphic Assessment.* Compile existing data from the project area to conduct a geomorphic assessment that includes creek bed and water surface elevation profiles, channel cross sections, bankfull measurements, computations of bankfull dimensions, flood dimensions, dimensionless ratios, and analysis of creek bed material. Use the data from the geomorphic assessment to determine the current stability of the creek. This task also includes estimating the rate of erosion and contribution of sediment to the river using past survey data and additional information from the MnDNR.

*Task 4-2: Hydrologic and Hydraulic Modeling.* Utilize collected survey data from the 2024 Trout Streams Geomorphic Assessment project to build a hydraulic model to estimate bankfull flow, shear stress, and velocity. Use the model results to further assess the current stability of the creek and potential for continued erosion and to inform the proposed restoration design.

*Task 4-3: Restoration Design Practices.* Identify the primary cause of erosion based on the geomorphic assessment and hydraulic analysis. Determine appropriate restoration/stabilization practices to address the bank erosion and provide an engineer’s opinion of probable cost for the recommended restoration design.

*Timeline for Completion:* April 2024–October 2024

*Deliverables:* Hydraulic model, geomorphic assessment, engineer’s opinion of probable cost

*Estimated Budget:* \$9,500

## **Objective 5. Documentation**

*Task 5-1: Board updates.* Young Environmental will provide one update memo to the LMRWD board summarizing project progress and recommendations.

*Task 5-2: Draft feasibility study report.* Develop a draft feasibility report that documents the data collected, methods and software used, results from the analysis, and recommendations for stabilization based on the concept drawings. The draft report will be submitted to the LMRWD and project partners for consideration and written feedback.

*Task 5-3: Final technical memorandum.* Submit the final feasibility report and findings to the LMRWD and project partners, incorporating the written feedback from Task 5-2.

*Timeline for Completion:* February 2024–December 2024

*Deliverables:* Board update, draft technical memorandum, final technical memorandum

*Estimated Budget:* \$10,000



## LOWER MINNESOTA RIVER WATERSHED DISTRICT

### Trout Streams Geomorphic Assessments

Work Plan—September 13, 2023

*Previously, Young Environmental completed a geomorphic assessment of trout streams in the Lower Minnesota River Watershed District (LMRWD). The project will continue in 2024 to expand on previous work and implement recommendations from the original assessment. Trout streams will be resurveyed to assess changes in stream alignment, cross-sectional geometry, and baseflow. Stream width-to-depth ratios, stream bed slope, meander pattern, and other bed features will be analyzed to assess stream health and stability.*

#### **Summary**

*Outcome:* The trout streams will be resurveyed, both quantitatively and qualitatively, to determine how they are changing over time.

*Project Partners:* Minnesota Department of Natural Resources (MnDNR), US Fish and Wildlife Service (USFWS), Trout Unlimited, Metropolitan Council, University of Minnesota, and LMRWD Municipalities and Counties

*Timeline for Completion:* January 2024–December 2024

*Total Project Budget:* \$100,000

#### **Objective 1. Project Management**

*Task 1-1: Project plan development and project management.* Finalize the work plan, assign project tasks and determine additional resources needed, set dates for deliverables, and generate and maintain project schedule. If necessary, Young Environmental will provide contract management including procuring, awarding, and monitoring contracts supporting the project.

*Timeline for Completion:* January 2024–December 2024

*Deliverables:* Project plan and schedule, invoices, and project updates

*Estimated Budget:* \$7,500

#### **Objective 2. Database Organization**

*Task 2-1: Database development and organization.* Data from previous geomorphic assessments requires organization to effectively structure relationships between the existing survey data and new survey data. This task includes data mapping, database development, and data migration to transition existing data into a database that will comprehensively organize past information and streamline data management for trout stream management.

*Task 2-2: Survey method development.* Young Environmental will develop an effective survey collection method to be used during field work. This task will include coordination with project partners to determine if collaboration is feasible to provide survey equipment and training to support the data collection process. \$5,000 will be reserved for purchasing or renting survey equipment if equipment cannot be obtained through project partners.

*Timeline for Completion:* January 2024–March 2024

*Deliverables:* Completed geodatabase, method for field survey and documentation

*Estimated Budget:* \$3,500

Estimated Equipment Cost: Up to \$5,000

### **Objective 3. Data Collection and Review**

After the 2019 geomorphic assessment, Barr Engineering summarized the completed work and provided recommendations for additional investigations and surveys. The recommendations are included in the attached table (Table 9-1) and are referenced in the following tasks.

*Task 3-1: Review background information.* Young Environmental will review the data collected from the previous geomorphic assessments and identify data and equipment needs for the 2024 geomorphic assessments. This task includes reviewing past reports and completing a literature review to inform the geomorphic assessment. In addition, Young Environmental will contact the MnDNR to determine if they have background information and past survey data that can be shared to help with the investigation.

*Task 3-2: Coordination with project partners.* The compiled information from Task 3-1 will be reviewed, and municipalities within this study area may be contacted for additional information and to determine new areas of concern, proposed projects, and completed projects that may affect future field work. Young Environmental will also coordinate with the MnDNR to review data and assess potential for collaboration (Table 9-1: Task 2).

*Task 3-3: Initial field condition assessment.* This task includes a desktop analysis to determine appropriate survey collection locations for each trout stream. Background information, past survey data, and aerial imagery will be compiled to aid in this determination. Depending on weather and flood conditions, Young Environmental will also conduct initial field condition assessments in early spring, before leaf-on, to provide insight into the general morphology of the stream and assess whether survey collection locations are feasible (Table 9-1: Tasks 3 and 4).

*Timeline for Completion:* March 2024–May 2024

*Deliverables:* Data matrix, meeting agendas, summary notes, and field condition maps

*Estimated Budget:* \$8,000

### **Objective 4. Field Work**

*Task 4-1: Collect survey data.* Conduct site visits to resurvey each of the trout streams (Table 9-1: Task 11). Our team will collect field data, measurements, and notes detailing the condition of

each of the trout streams. Data will focus on geomorphic characteristics of the streams including longitudinal profile of the stream bed, water surface elevations, riffle and pool cross sections, bankfull indicators, and completion of a pebble count.

*Task 4-2: Geomorphic Assessment.* Compile survey data to conduct a geomorphic assessment that includes stream bed and water surface elevation profiles, channel cross sections, bankfull measurements, computations of bankfull dimensions, flood dimensions, dimensionless ratios, and a pebble count. Use the geomorphic assessment to analyze stream health and stability and compare new survey data to the 2019 survey as well as past surveys completed by the MnDNR (Table 9-1: Task 1).

*Task 4-3: Fish Passage Evaluation.* Young Environmental will use the *Minnesota Guide for Stream Connectivity and Aquatic Organism Passage Through Culverts* as well as other guidance developed by the MnDNR to evaluate culverts and bridges for fish passage. Staff will use field data to support the evaluation and identify which culverts and bridges may require replacement to better support fish passage (Table 9-1: Task 5).

*Task 4-4: Assumption Creek, Eagle Creek, and Unnamed Stream 1 Investigation.* Young Environmental will investigate the geomorphic and hydrologic issues identified for Assumption Creek, Eagle Creek, and Unnamed Stream 1 during the 2019 assessment. This includes Tasks 5, 6, 7, and 10 from Table 9-1.

*Timeline for Completion:* April 2024–October 2024

*Deliverables:* Maps, photographs, field notes, field inspection reports, survey data, geomorphic assessments, and structure evaluation

*Estimated Budget:* \$52,000

### **Objective 5. Documentation**

*Task 5-1: Board updates.* Young Environmental will provide up to two update memos to the LMRWD Board, summarizing project progress and recommendations as necessary.

*Task 5-2: Development of the draft 2024 Trout Stream Geomorphic Assessment Report.* Prepare the 2024 Trout Stream Geomorphic Assessment Report. The draft report will be provided to the LMRWD and partners for comment.

*Task 5-3: Finalization of the 2024 Trout Stream Geomorphic Assessment Report.* Finalize the report and submit the final report to the LMRWD and project partners.

*Timeline for Completion:* May 2024–September 2024

*Deliverables:* Board updates, draft 2024 Trout Stream Geomorphic Assessment Report, final 2024 Trout Stream Geomorphic Assessment Report

*Estimated Budget:* \$24,000

**Table 9-1 Recommendations for future work**

Task No.	Description	Creek	Priority Level	Frequency	Notes
1	Compare survey data to past surveys completed by DNR	All	Medium	Once	
2	Meet with DNR staff to review the data and potential for collaboration	All		Once	
3	Walk the length of each stream; complete a qualitative assessment; document observed erosion and habitat issues	All		Once every 2 years	Best completed in spring or early summer before vegetation is high;
4	Walk the lower sections of each stream that were unable to be accessed in 2019	All	Medium	Once	Assumption, Eagle and Ike's Creeks are highest priorities
5	Evaluate all culverts and bridges for fish passage	All	Medium	Once	
5	Investigate the formation of mid-channel bars	Assumption and Eagle	High	Once	
6	Measure flows upstream and downstream of Seminary Fen to quantify the flow input	Assumption	Low	5-10 times	This could be done while walking the stream in Task 3.
7	Investigate the diversion into a long culvert and how that may impact geomorphology	Assumption	Low	Once	
8	Assess the eroding banks at the campground and determine urgency for stabilization	Eagle	Medium	Once	
9	Determine if over-widened channel at Ike's creek is a systemic instability or a result of Marl deposits	Ike's	High	Once	
10	Assess erosion on Unnamed Stream 1 and determine if feasible stabilization options exist	Unnamed 1	High	Once	
11	Resurvey cross sections to determine if changes have occurred	All	High	Once every 3 years	Streams could be prioritized and/or different placed on a different frequency schedule
11 (alt)	Select specific subreaches on each stream to survey more intensively (see discussion)	All	Medium	Once every 3 years	This is an alternative option for Number 11.

Source: Barr Engineering, 2019 Geomorphic Assessment Report

## **Rudy Kraemer Nature Preserve Interpretive Signage Wish List**

### **Existing Conditions/Situation**

- Rudy Kraemer Nature Preserve is a City natural area that is about 95 acres in size. There are about 2 miles of paved, packed gravel or wood chip trails for park users to utilize, including a section of the Lake Marion Greenway Trail. There are two sections of boardwalk into wetland areas. The site contains a mixture of calcareous fen associated wet prairie plant species, along with other areas of restored prairie and wetland. At least two threatened plant species have been found on the site, along with one special concern species. Rusty-patch bumblebees have also been found on the site. The site was purchased by the Kraemer Mining Company as part of a mitigation for an expansion of the Burnsville landfill and was donated to the City in 1996. Since that time, the City has done substantial habitat restoration at the park, including controlled burning and invasive species control.
- An existing trailhead kiosk is present at the site but it currently is empty due to the existing signage being outdated and worn. A self-guided nature trail is also in place but in need of new signage. New kiosk and self-guided natural trail signage are needed to highlight the unique environmental aspects of this site.

### **Request from Lower MN Watershed District**

- \$12,000 budget provided by Lower MN Watershed.
- A proposal process is initiated between different design companies to get their proposal on how to creatively re-vamp the signage for the kiosk and the nature trial walk. The proposal would include costs for a basic “refresh” of existing signage, as well as a section for companies to list their new, out of the box ideas for interpretive engagement at the site.
- A graphic designer with an expertise in environmental signage is hired to create the signage.
- City would pay for cost of production of park maps and rules signage. City will install signage.
- Signage would have to include City logo and branding, though it could be blended with Lower MN logo/branding.
- City communications staff would be involved in design review process.

### **Actual items provided (or similar if selected proposal has different ideas)**

- Design time
- 4 large sign panels that are 2.5' by 4.5' in size. 2 additional panels will be purchased by the City, covering the park trail map, regional trail map and park rules.
- 5 small signs 12" x 8" along the nature trail walk

### **Goals:**

- Signage is as accessible to all as we can make it. We are still researching whether that would mean a multi-lingual sign or just using as accessible language as possible.

- Sign is kid friendly without large blocks of text – maybe provides some opportunity for engagement with a eco-elsa nature walk?
- Sign educates the public about the natural features of the park and the area
- Sign informs the public about some of the active management done by the City to protect the site
- Sign provides some action items for what people can do to help the environment.

### **Ideal Timeline**

- Signage would be worked on over the winter (Nov-March time period) and produced/installed in April 2024.

### **Additional Info**

Link to City page for the park - <https://www.burnsvillemn.gov/facilities/facility/details/Rudy-Kraemer-Nature-Preserve-26>.

**Photos of existing kiosk, existing signage and general scenery at the park -**



*Figure 1 - Main trailhead kiosks at Rudy Kraemer Nature Preserve. These kiosks could have up to 6 large signs if front and back of panels are utilize*

The signs below are from the self-guided nature trail and are in need of replacement.







## A Place in the Sun



Look closely for wildlife basking in the sun.

Turtles need logs, rocks and other places out of the water to bask in the sun. Sunlight warms their bodies, discourages parasites such as leeches, and helps them produce Vitamin D, needed for strong bones.



Logs are also great places to look for food and watch out for predators. Do you see any animals using basking spots?

Stacked shell to shell, painted turtles share limited basking space on a log.

6

Kauai Nature Trail













# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, October 18, 2023

### Agenda Item

#### Item 5. B. – Discussion of Friends of the MN Valley funding request

### Prepared By

Linda Loomis, Administrator

### Summary

This item was tabled at the September 20, 2023, Board of Managers meeting. Friends of the MN Valley requested funding for its River Watch Program and would like to repeat the County Fair project.

At the September meeting it was consensus that the Board wished to repeat the County Fair Project one more year to see if it can reach more people. There was agreement by the Board regarding changes to the program that they would like to see in 2024. Changes such as, be more targeted in selecting which fairs to attend, making it more apparent that the booth is the LMRWD, making the message clearer and possibly borrowing displays from the DNR, MPCA and Forever Green, developing engaging hand-outs, some kind of activity to engage fair-goers and finding partners to share booth space with similar missions to the LMRWD.

The 2024 budget reflects both projects. It is the Board's decision whether to proceed with the projects.

### Attachments

- Request from FMV to repeat County Fair Project
- Request from FMV to fund River Watch Program
- 2022-2023 FMV River Watch Report

### Recommended Action

Motion to authorize participation in 2024 County Fair Project

Motion to authorize funding of 2023-2024 River Watch Program



## Friends of the Minnesota Valley

Post Office Box 20697  
Bloomington, MN 55420  
FriendsMNValley@gmail.com  
Ted L. Suss, Executive Director  
507-828-3377

August 7, 2024

To: Members of the Lower Minnesota River Watershed District Board to Directors

From: Ted L Suss

Subject: 2024 County Fair Project

As of this date, the 2023 County Fair Project has been proceeding with excellent success. LMRWD/FMV fair booths have been staffed in Waseca, Redwood, Scott, Watonwan, Blue Earth and Sibley Counties. This week, fair booths will be staffed in Nicollet, Carver, and Brown Counties. The project will wrap up the following weekend at the Le Sueur County Fair.

I request a spot on the LMRWD Board agenda for a formal final 2023 Fair Project report at the September meeting of the Lower Minnesota Valley Watershed District Board.

We have learned a great deal during the 2023 fairs which will be invaluable should the LMRWD Board choose to support a similar project in 2024. I personally worked five day-long shifts at two fairs to date and will be working another five days this coming weekend and probably three days at the LeSueur County Fair. This work has given me a deep insight into how we can increase traffic to our booths and increase the impact of our message in future years.

**I formally request that the LMRWD support a repeat of the County Fair Project during the summer of 2024 and ask that as the LMRWD prepares your 2024 budget, you include an allocation of \$10,000.**

As I mentioned above, we are learning a great deal while staffing the fair booths in 2023. This knowledge can make our 2024 efforts even more effective.

First, we have learned that our booths need a **HOOK**, most likely in the form of a significant prize drawing or gift item, to draw people to the booth. We used the Darby Nelson book to great effect this summer. On behalf of Friends of the Minnesota Valley, I will begin to solicit 1-3 significant prize donations that might include a gift certificate for Cover Crop seed, perhaps up to \$1,000, a Kayak or Canoe, and an Electric Powerboat engine. I will begin this solicitation if and as soon as LMRWD commits to 2024 sponsorship.

Second, I would like to work with LMRWD to develop a fair-specific handout and support materials that fully describes the harm done and costs to downstream areas by increased flow on the Minnesota River.

Third, given more time, I hope to secure on-message handout materials from other organizations.

If a fair project support commitment is made by the LMRWD Board before the end of 2023, we can have adequate time to accomplish each of the objectives described above.

Thank you again for the support LMRWD provided for the 2023 County Fair Booth Project.

Ted





**Friends of the Minnesota Valley**

Post Office Box 20697  
Bloomington, MN 55420  
FriendsMNValley@gmail.com  
Ted L. Suss, Executive Director  
507-828-3377

August 7, 2023

To: LMRWD Board  
From: Ted L. Suss, FMV Executive  
Subject: River Watch Support

As I believe you are aware, the Friends of the Minnesota Valley operates a youth Water Quality Monitoring and River Education Program called River Watch in the Minnesota River basin.

Funding this program is a challenge each year. On behalf of the Friends of the Minnesota Valley, I am requesting funding from LMRWD in the amount of \$20,000 in 2024 for River Watch programming that FMV will provide through school districts that overlap the LMRWD boundaries.

At present, River Watch serves students from Prior Lake and Shakopee High Schools and elementary and middle school programs for students from Bloomington, Burnsville, and Shakopee. In Shakopee and Prior Lake, we work with multiple classrooms of students.

With support from LMRWD, I am quite confident we can expand our high school teams to include Bloomington Kennedy and Jefferson, Eden Prairie, Chanhassen and Chaska.

It costs FMV approximately \$2,500 per year in consumable materials and staff time to conduct four "at the river" water quality sampling events. LMRWD support would fund two sampling events in spring of 2024 and two sampling events in fall of 2024 with students from each school. I expect we will expand participation to at least five schools in the LMRWD area in 2024 at a total cost in the LMRWD area of \$12,500. We may exceed five schools in the LMRWD area. In addition to the water quality monitoring, Friends has worked with a professional curriculum developer to develop a comprehensive Water Quality Curriculum that aligns with the Minnesota Science standards. this curriculum is taught in participating schools by our River Watch staff.

One hindrance to school participation is the cost of transporting students from their schools to and from the river. Should LMRWD chose to fund secondary school River Watch programs in the LMRWD, FMV will set aside a portion of any LMRWD funds help offset some of school-incurred student transportation expense. For planning purposes, I would suggest FMV set aside \$2,500, assuming a \$20,000 LMRWD support level, for River Watch student transportation during 2024.

During the summer of 2023, Friends of the Minnesota Valley, working in cooperation with the Minnesota Valley Chapter of the Izaak Walton League, began a program called Green Summer. Through this program, students enrolled in school-based summer-school programs come to the Minnesota Valley Ikes Chapter house one day each week for an intensive day of education including water quality monitoring, water quality education, macro invertebrate surveys, and other related environmental subjects. Two of the schools that participated in this inaugural 2023 Green Summer program are LMRWD area schools Burnsville and Bloomington.

Again, the "lesson" portion of these Green Summer days is based on the professionally developed Water Quality curriculum and is aligned with Minnesota state Science standards.

As part of this \$20,000 request, I am requesting \$5,000 that will be devoted to providing Green Summer 2024 programming for schools from the LMRWD area. This \$5,000 would help offset a portion of the 2024 Green Summer for LMRWD area schools.

With the support of LMRWD, Green Summer 2024 can provide an extensive and intensive summer long water quality and macroinvertebrate education to many dozens. likely over 200, of students from school districts, that overlap territory with LMRWD.

Thank you in advance for your consideration.

Ted

# Minnesota River Basin River Watch

2022-2023 PROGRAM REPORT



Prepared For  
MPCA & FMV





# Table of Contents

- 3) Program Overview
- 4) Program Area Descriptions
- 5) Water Quality Monitoring
- 6) Water Sampling Fieldwork
- 7) River of Dreams
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- 9) Community Engagement
- 10) Program Management & Reporting
  - Appendix A: 2022 River Watch Water Monitoring Participation Data
  - Appendix B: Educational Material Samples
  - Appendix C: Curriculum Alignment with MN's Next Generation Science Standards
  - Appendix D: Project Workplan

## Program Overview

River Watch (RW) engages high school, middle school, and elementary school students in a multidisciplinary study of Minnesota's water health and management through hands-on, field based experiential watershed science. Schools across the Minnesota River Basin monitor the quality of their local river and stream, and investigate potential impacts to the water. The in-class and field activities are designed to prepare future scientists and stewards to understand the complex nature of water quality and advocate for solutions to improve the health of our most important resource.

Funding for River Watch during the current FY22-FY23 biennium is provided by the Minnesota Legislature through an appropriation of the Clean Water Legacy Funds to the Minnesota Pollution Control Agency. Beginning during the 2018-2019 school year with five high school teams, River Watch has grown to a program including twenty-two high school teams. Over the 5 years River Watch has operated in the Minnesota River Basin, it has engaged an increasing number of students in water quality data collection, which is shared with the MPCA to supplement their Surface-Water Database. Across 2022- 2023 school year, River Watch Staff worked with nearly 3300 students from the following 22 high school teams, 2 middle school classes. and 10 elementary classes, to collect water quality field data and investigate topics in water science.

- The Blake School
- Bloomington - Jefferson
- Burnsville
- Cedar Mountain
- Comfrey
- Eden Prairie
- Madelia
- Mankato East
- Mankato Loyola
- Minnesota Valley Lutheran
- Morgan
- Nicollet Middle School
- New Ulm Cathedral
- MN Valley Izaak Walton League Green Crew Team
- New Ulm Public
- Prior Lake
- Redtail Elementary
- School of Environmental Studies
- Sibley East
- Shakopee
- Sleepy Eye Public
- Sleepy Eye St. Mary's
- Springfield
- Tri-City United
- Waseca

When possible, River Watch empowers its teams to act as educators of younger students and the greater community. The "River of Dreams" workshops pair student leaders with younger learners to explore topics in water science. One macroinvertebrate workshop partnered 167 high schoolers with 379 elementary students to study benthic macroinvertebrate (water bugs). The "Community River Walks" had students leading hikes focused on educating community members on the history and health of the Minnesota River watershed. The expansion of activities is the result of River Watch's partnership with the Minnesota Valley Chapter of the Izaak Walton League, which provides outdoor classroom facilities, and access to the Minnesota River floodplain.

## **Water Quality Monitoring**

Students collect and record water quality conditions of local rivers and streams using state-of-the-art YSI Sonde monitors to gather “Grab” Samples. Teams also collect and identify macroinvertebrates to further assess the health of the river or stream.



## **River of Dreams Workshops**

Student leaders facilitate water science workshops and day camps for middle and elementary school students. The workshops cover a wide range of water conservation topics, focusing on hands-on exploration of water conservation, aquatic fauna, and their natural environment.



## **Community River Walks**

Student-led hikes, supervised by professional River Watch staff, along the floodplain of the Minnesota River aimed at educating community members on water conservation practices and human-driven impacts on the Minnesota River.



## **Project Progress**

This report is for the Minnesota River Basin River Watch Project covering January 2022 through June 2023. The Friends of the Minnesota Valley is the project sponsor with programmatic support provided by the Izaak Walton League. The remainder of this report is organized by activities undertaken between 2022-2023.

## Water Quality Monitoring

The beginning of the Spring 2022 sampling season welcomed a new Program Coordinator, Tom Crawford. In preparation for the imminent sampling, MN River Watch staff redesigned the educational materials, creating a more visually engaging and academically thorough in-class presentation (Appendix A). River Watch staff also completed the “Getting Ready for the New MN Science Standards” program offered by the Minnesota Department of Education. Every effort was made to incorporate Minnesota STEM standards into the classroom instruction and the hands-on water quality monitoring and macroinvertebrate identification (Appendix B).



The in-class lesson includes discussions on the following topics: water monitoring equipment, proper field-sampling methods, water quality metrics (pH, temperature, dissolved oxygen), pollutants (nitrates, phosphates, sediment, salt), the impact of natural and constructed environments on water quality, personal water conservation measures, common macroinvertebrates, and their varying sensitivity to pollution.



## Water Sampling Fieldwork

All of these topics are revisited as students participate in collecting water quality field data and making environmental observations of the riparian ecosystem surrounding their local sampling site. Students are separated into groups and rotate between using the various pieces of equipment to collect water quality data.

A field sampling event includes the use of:

- YSI Sonde Handhelds - to collect water quality measures
- A Van Dorn sampler - to collect water samples from the middle of the watercourse
- A Secchi Tube - to assess the turbidity or clarity of the water sample
- A Phosphate Test Kit - to assess the level of phosphate in the water sample
- A Weighted Tape Measure - to determine the stage, or height of the water level in relation to the sampling point
- Aquatic D-Nets - to collect macroinvertebrates from the watercourse
- Macroinvertebrate Assessment Tools: Collection Tray, Taxonomy Charts, Magnifying Lens, Macroinvertebrate Pollution Sensitivity Index



Beginning in May 2022, River Watch partnered with 12 schools across 23 sampling events. By the end of October 2022, we added 6 more new River Watch teams, bringing the number of participants up to 1450 across 48 sampling events. After a productive winter building partnerships and curriculum, River Watch brought on 4 more high school teams, 2 middle school teams, and partnered with 10 elementary classes for a one day “River of Dreams” [RoD] workshop. In 2023 the number of participants from the 25 schools, across 50 sampling events and 4 RoD workshops, totaled 1613. River Watch is thrilled to have engaged so many young minds in hands-on investigation of complex water systems across our state and world; and to have collected crucial water quality data for the MPCA.





# **River of Dreams Workshops**

Summer 2022 marked the start of the “River of Dreams” program, aimed at involving middle and elementary school students in a hands-on, place-based investigation of the basics of hydrology. “River of Dreams” events included: a Cross-grade Collaborative Workshop (CCW) exploring the importance of macroinvertebrates; and Green Camp, a multi week day camp exploring topics in water science and conservation. All “River of Dreams” activities were designed to fulfill the Next Generation Science Standards content requirements, and structured to emphasize the three dimensions of science learning: core knowledge, scientific practices, and crosscutting concepts.

## **Cross-Grade Collaborative Workshop**

As a year-end project, the River Watch team from Prior Lake High School took on the role of an educator, preparing and facilitating a lesson for Redtail Elementary students. To prepare, the River Watch team members had to learn about macroinvertebrates: how to collect and identify them, what their populations can tell us about the health of the water, and how to communicate these ideas to younger learners. Once the lesson content was established, the River Watch members collected and identified macroinvertebrates to share with the young learners.

The day of the workshop, the young learners were paired off with River Watch members, who led the chosen activity, a game of memory using macroinvertebrates. Each learner tried to collect pairs of the bugs associated with low pollution tolerance/high quality water. The goal was to show how populations of macroinvertebrates can indicate high or low water quality. After the activity, the young learners were able to observe the real macroinvertebrates (collected by the River Watch team) under microscopes. It was amazing to see both groups of students, young and old, energize each other and share their growing knowledge of water and conservation in general. Overall, the one workshop involved over 550 participants.



# **River of Dreams Workshops (Continued)**

## **Green Camp**

Green Camp is a multi-week day camp that partners with school district summer programs to provide an outdoor, hands-on, place-based exploration of water science, environmental ethics, and conversation service. Piloted with Blake Schools during the summer of 2022, the 2023 Green Camp program grew to include 4 summer programs (Blake Schools, Burnsville, Bloomington, and Hiawatha College Prep HS). Each week campers explore a new topic in water science through hands-on experiments, and spend the afternoon collecting water quality data from streams in the Minnesota River Valley.

Green Camp is located on the Izaak Walton League of America’s Minnesota River Valley Chapter (IWLA-MNV) property along the border of the Minnesota Valley National Wildlife Refuge. This proximity to a designated wildlife refuge allowed students to explore the natural riparian environment and directly observe the seasonal changes in the nearby wetlands, floodplain, and river channel.

Green Camp was implemented in partnership with the IWLA-MNV Chapter’s Green Crew and the AmeriCorps Climate Resilience Fellows. The IWLA-MV Chapter Green Crew is a youth environmental and conservation leadership training program for high school and college students. The Green Crew, which draws young leaders from across the state, has its own River Watch team within the Friends of the Minnesota Valley program.



## **Leave No Trace Statement**

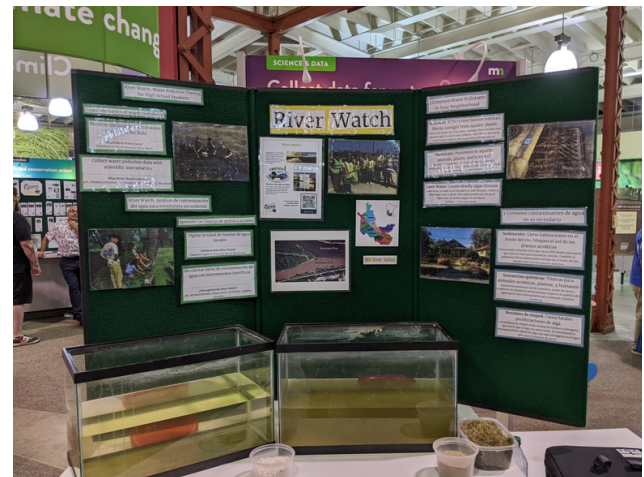
Friends of the Minnesota Valley believes the River Watch program must not only engage the scientifically minded individuals, but also the environmentally conscious ones. As such, we integrate the Leave No Trace principles into every facet of our outdoor education programs.

The seven Leave No Trace principles support ethical and environmentally conscious decision-making in both natural and constructed environments. Furthermore, Leave No Trace provides a framework for stewardship that will serve students throughout their whole personal and professional lives.

## Community Engagement

In an effort to build awareness of water quality issues in the broader community, River Watch, in collaboration with the Green Crew River Watch team, hosted a number of outreach events in 2022-2023. During the warm months, the high school students of the Green Crew River Watch team led Community River Walks; a hike along the Minnesota River from the Izaak Walton property to a MPCA testing site at the Bloomington Ferry Bridge. These events were open to the Public, which provided the Green Crew team members an opportunity to share the lessons learned from River Watch, and deepen their understanding of water science through teaching others. The aim of these River Walks was both networking with other young scientists interested in water conservation and educating community members on the importance of water quality and the extent of human's impact on our natural water resources. This Community Engagement effort reached over 50 community members across 8 River Walk events.

Presenting at the Minnesota State Fair as part of the MPCA's Eco-Experience Showcase allowed River Watch Professional Staff to interact with individuals and families across the US, prompting them to consider the health of Minnesota's largest rivers, the Mississippi and the Minnesota. Due to the geographically diverse audience, the exhibit was designed to encourage conversations around how one can reduce their impact on water quality, instead of focusing on recruitment to the program. As such, the day was filled with conversations about peoples' past and present experiences with the Minnesota and Mississippi Rivers.



# Project Management & Reporting

This final 2022 report is to be submitted to the MPCA project manager. The report will also be submitted to the Board of Friends of the Minnesota Valley. Invoices have been submitted quarterly and the final summary of the project budget is shown below.

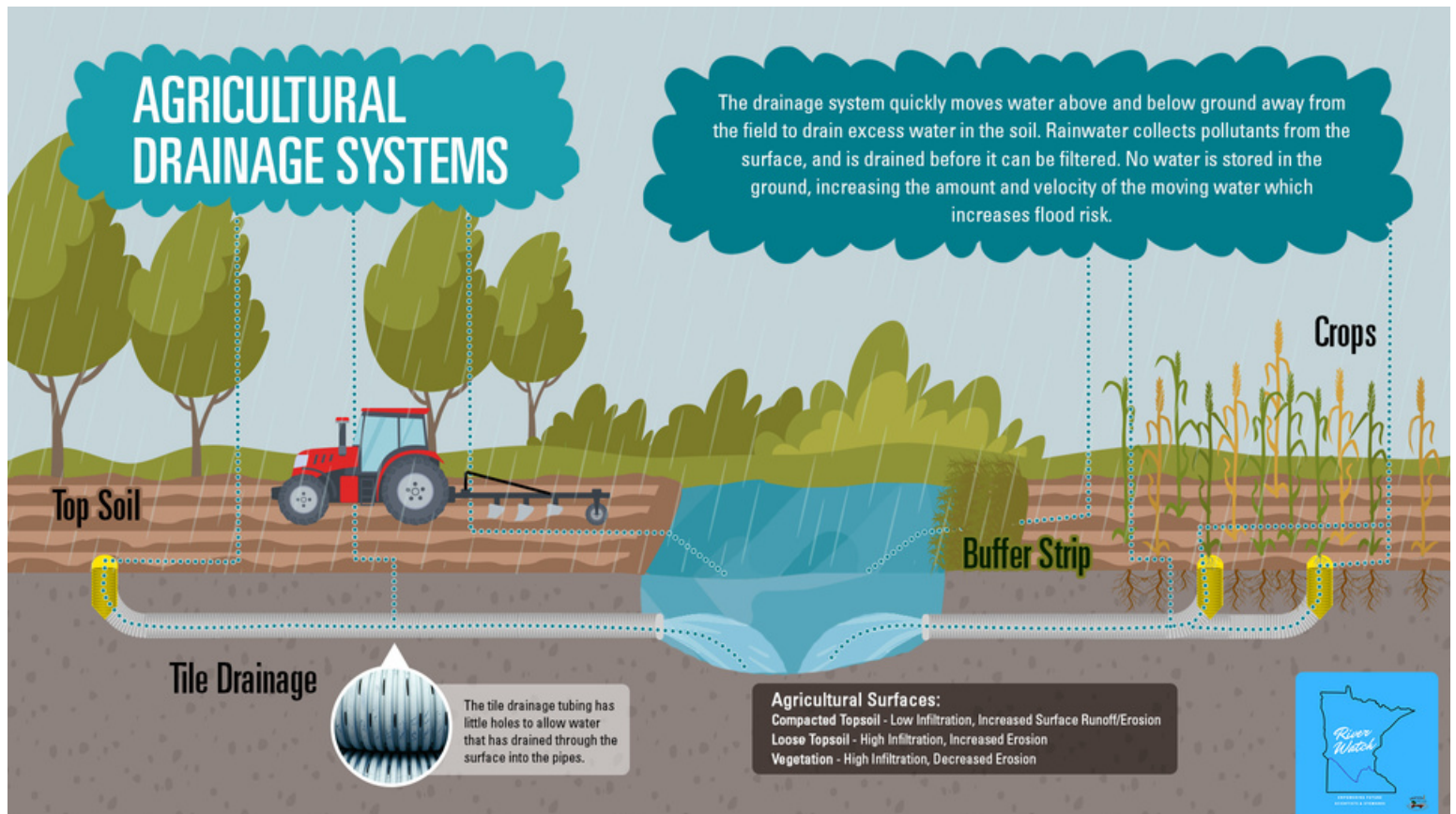
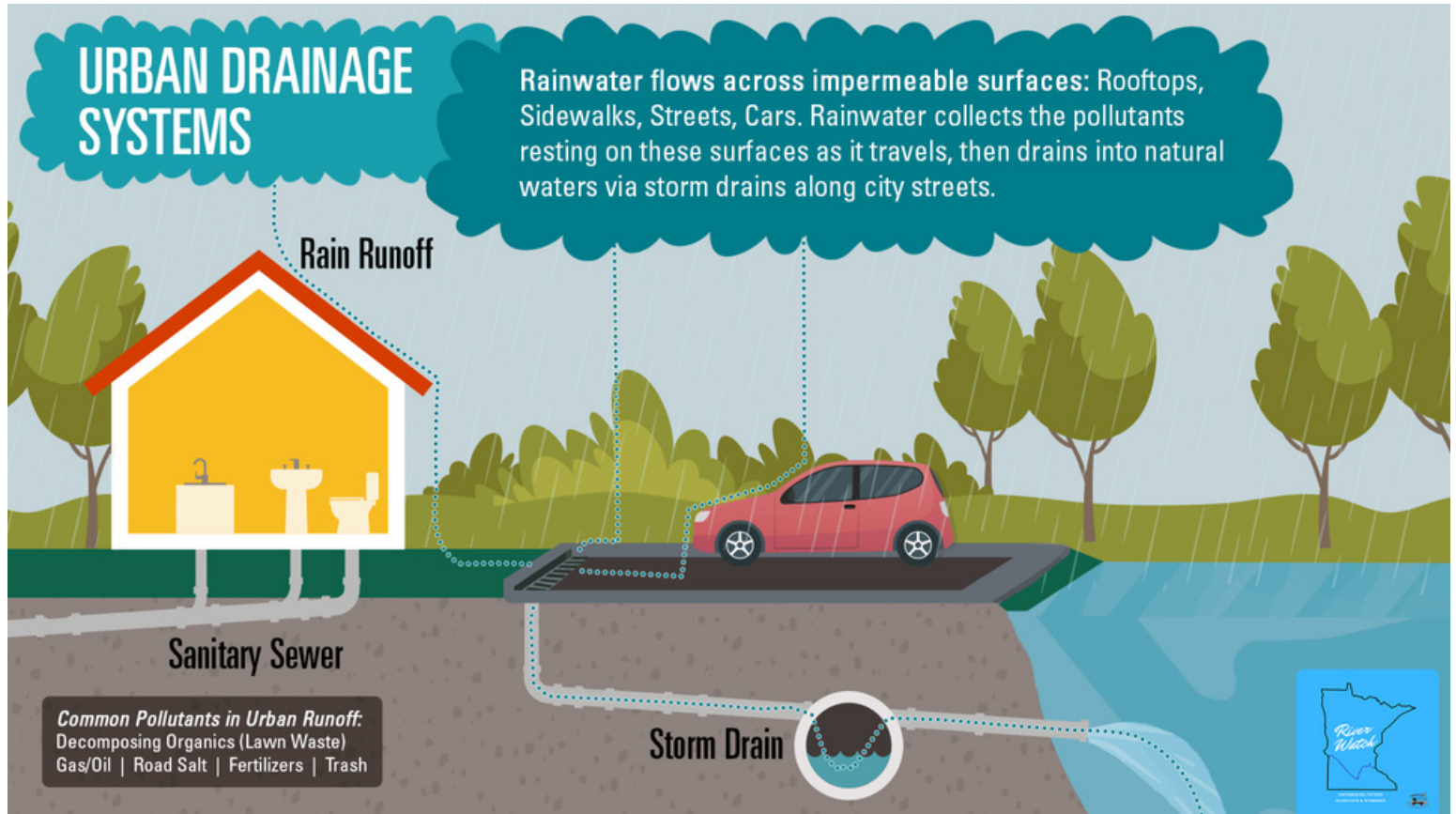
Line Item	Adjusted MPCA Funds Awarded	MPCA Funds Expended	Balance	Budget Expended (%)
Personnel	\$69,958.75	\$69,958.75	\$0.00	100%
Travel Reimbursement	\$4,700.07	\$4,700.07	\$0.00	100%
Equipment & Supplies	\$25,273.61	\$25,243.38	\$30.23	100%
Lodging and Meals	\$67.57	\$67.57	\$0.00	100%
<b>Total:</b>	<b>\$100,000.00</b>	<b>\$99,969.77</b>	<b>\$30.23</b>	<b>100%</b>



## Appendix A: 2022-2023 River Watch Water Monitoring Participation Data

School	Sampling Events	Students Involved
Bloomington - Jefferson	2	49
Burnsville	2	29
Cedar Mountain	3	75
Comfrey	2	28
Eden Prairie	2	41
MN Valley Izaak Walton League Green Crew Team	7	40
Madelia	6	67
Mankato East	4	50
Mankato Loyola	5	80
Minnesota Valley Lutheran	2	40
New Ulm Cathedral	8	139
New Ulm Public	11	297
Prior Lake	25	747
School of Environmental Studies	4	113
Sibley East	1	4
Shakopee	9	267
Sleepy Eye Public	4	39
Sleepy Eye St. Mary's	1	7
Springfield	4	83
Tri-City United	3	68
Waseca	3	20
<b>22 River Watch Teams</b>	<b>104 Sampling Events</b>	<b>2,368 Students</b>
<i>River of Dreams Workshops</i>	<i>10</i>	<i>645 Participants</i>
<i>Community River Walks</i>	<i>8</i>	<i>50 Participants</i>
<b>Totals</b>	<b>122 Learning Events</b>	<b>3,063 Participants</b>

## Appendix B: Newly Developed Educational Materials



## Appendix C: Curriculum Alignment with MN's Next Generation Science Standards

Program Level	Applicable Standards	Benchmark
High School	9E.4.2.2.1	Apply place-based evidence, including those from Minnesota American Indian Tribes and communities and other cultures, to construct an explanation of how a warming climate impacts the hydrosphere, geosphere, biosphere, or atmosphere.
	9C.2.1.1.1	Analyze patterns in air or water quality data to make claims about the causes and severity of a problem and the necessity to remediate or to recommend a treatment process.
Middle School	6E.3.2.1.3	Apply scientific principles to design a method for monitoring and minimizing a human impact on the environment.
	6E.3.1.1.3	Develop a model, based on observational and experimental evidence, to describe the cycling of water through Earth's systems driven by energy from the sun and the force of gravity.
	7L.3.2.1.1	Construct an explanation based on evidence for how environmental and genetic factors influence the growth of organisms and/or populations.
Elementary	1E.4.2.1.1	Communicate solutions that will reduce the impact of humans on the land, water, air, and/or other living things in the local environment.
	4E.1.2.1.1	Make observations and measurements to provide evidence of the effects of weathering or the rate of erosion by the forces of water, ice, wind, or vegetation.

# Appendix D: Project Workplan



# Friends of the Minnesota Valley Project Workplan

*Doc Type: Contract*

SWIFT Contract number:  
Purchase Order number:  
Agency Interest ID:191308  
Activity ID:PRO20210001

Project title: Friends of the MN Valley River Watch

## 1. Project summary:

Organization: Friends of the MN Valley  
Contractor contact name: Thomas Crawford  
Title: Project Coordinator  
Address: 6601 Auto Club Rd Bloomington, MN 55438  
Phone: (763)-656-9179  
Email: tom@friendsmnvalley.org

MPCA project manager: Kelly O'Hara  
Title: Program Coordinator  
Phone: (651) 757-2226  
Email: kelly.ohara@state.com

### Project information

Counties: Blue Earth, Carver, Chippewa, Cottonwood, Dakota, Hennepin, Lac qui Parle, Lyon, Martin, Nicollet, Renville, Scott, Sibley, Swift, Waseca, Watonwan, Yellow Medicine.  
Start date: 09/20/21  
End date: 06/30/2023  
Total cost: \$100,000.00  
Full time equivalents: 1.4

### Major watershed(s):

- |   |  |  |   |  |
|---|--|--|---|--|
| <input checked="" type="checkbox"/> Chippewa River  | <input checked="" type="checkbox"/> Lac qui Parle    | <input checked="" type="checkbox"/> Pomme de Terre | <input checked="" type="checkbox"/> Yellow Medicine River | <input checked="" type="checkbox"/> Hawk Creek       |
| <input checked="" type="checkbox"/> Redwood River   | <input checked="" type="checkbox"/> Cottonwood River | <input checked="" type="checkbox"/> Watonwan River | <input checked="" type="checkbox"/> Le Sueur River        | <input checked="" type="checkbox"/> Blue Earth River |
| <input checked="" type="checkbox"/> Middle MN River | <input checked="" type="checkbox"/> Lower MN River   |  |   |  |

Organization Type  Non-profit

Project type:  Education/Outreach/Engagement  Monitoring  Research

### Brief project summary

River Watch (RW) enhances watershed understanding and awareness for tomorrow's decision-makers through direct hands-on, field-based experiential watershed science. High School based teams throughout the Minnesota River Basin participate in a variety of unique and innovative watershed engagement opportunities such as Water Quality Monitoring and Macroinvertebrate surveys that are suited to their school, community, and watershed needs.



## Goal of project

Provide classroom instruction and a hands-on learning experience on water quality and water quality monitoring to 16 high school based teams during the 2021-2022 school year and 20 high school based teams during the 2022-2023 school year. These students, tomorrow's adult citizens and decision makers, will learn about water quality, science skills, and the importance of water quality.

## 2. Workplan Detail/Measurable Outcomes

**OBJECTIVE 1:** Develop and Implement Science, Technology, Engineering, and Mathematics (STEM) Curriculum for River Watch Team Water Quality and Macroinvertebrate Monitoring Programs. Curriculum to Include MPCA Water Quality and Macroinvertebrate Standard Operating Procedures.

**Task 1:** Implement STEM education into professional teacher development training in the 2022-2023 program year. Provide professional teacher development on Water Quality Monitoring and Macroinvertebrate Monitoring through one-on-one training sessions between teachers and FMV staff during fall of 2021. Regional summer or fall kick-off training in summer/fall of 2022.

- *Measurable Outcome 1; Develop and secure a STEM curriculum suitable for training teachers of High School level, Middle School level, and Elementary School level education. Completed May 2022 (Elementary/Middle School) Completed December 2022 (High School)*
- *Measurable Outcome 2; 16 teachers trained. At least one teacher in each of 16 different teams will be engaged in and complete a River Watch Training session during late summer/early fall of 2021. Completed August 2022.*
- *Measurable Outcome 3; 20 teachers trained. At least one teacher in each of 20 different teams will be engaged in and complete a River Watch Training session during late summer/early fall of 2022. Completed May 2023*

**Task 2:** Utilize STEM curriculum while engaging 16 River Watch Teams during the 2021-2022 school year in at least four monitoring events during the school year and engaging 20 River Watch Teams in at least four monitoring events per team during the 2022-2023 school year.

- *Measurable Outcome 1; 16 teams will be recruited and will participate in four Water Quality and Macroinvertebrate monitoring events during 2021-2022. Completed June 1, 2022.*
- *Measurable Outcome 2; 20 teams will be recruited and will participate in four Water Quality and Macroinvertebrate monitoring events during 2022-2023. Completed June 1, 2023.*
- *Measurable Outcome 3; Water Quality monitoring data will be submitted to MPCA for each of the planned 64 monitoring events in 2021-2022. Completed November 2022.*
- *Measurable Outcome 4; Water Quality monitoring data will be submitted for each of the planned 80 monitoring events in 2022-2023. Data submittal will be completed using the EQUIS platform by 11/1/21, 11/1/22 and 6/30/23 respectively. Completed June 2023*

**OBJECTIVE 2:** Development of Elementary/Middle School River Education Program

**Task 1:** Design and test implement an elementary and middle school component (possibly River of Dreams) that engages High School River Watch students in teaching younger students.

- *Measurable Outcome 1; Identify and secure a curriculum suitable for use by High School team members teaching younger students. Completed January 1, 2022.*
- *Measurable Outcome 2; Create and share media from educational events via River Watch website and social media, these posts can include photo images, maps, and participant observations at least 1 time per month. In Progress January 2023.*

**Task 2:** Secure participation and Implement Elementary and Middle School Program Component

- *Measurable Outcome 1; During the 2021-2022 school year, test and implement the elementary/middle school program in at least 4 schools. Completed June 2022.*
- *Measurable Objective 2; During the 2022-2023 school year, implement the elementary/middle school program in at least 10 schools. Completed June 2023.*

**Objective 3:** Project Oversight, Reporting, and Invoicing

**Task 1:** Track project grant-related expenditures. Compile and organize invoices, pay bills and submit for expense reimbursements in a timely manner.

- *Grant-related expenditures tracked, bills paid, and expense reimbursements submitted quarterly at-minimum.*

**Task 2:** Track objectives, tasks, and FTE to ensure outcomes are being met. Prepare and complete reports and results from the program as follows:

- *Interim report and initial evaluation to MPCA, Legislative and Education Committees by February 15, 2023.*
- *Final report of project outcomes, budget/FTE, and final evaluation results by June 15, 2023 to all entities who are receiving the February 15, 2023 report noted above.*
- *Annual site visit with MPCA project manager completed by Spring 2022 and Spring 2023.*

### 3. Project Budget

<i>Staff total cost*</i>		<del>\$68,000.00</del> <del>\$70,021.25</del> <u>\$69,958.75</u>
<i>Travel reimbursement**</i>		<del>\$4,000</del> <del>\$4,519.29</del> <u>\$4,700.07</u>
<i>Equipment, supplies, and shipping (see detailed list below)</i>		<del>-\$27,500</del> <del>\$25,391.89</del> <u>\$25,273.61</u>
<i>Meals***</i>		<del>\$500</del> <u>\$67.57</u>
	<b>Total:</b>	<b>\$100,000.00</b>
<i>Estimated FTE: 1.4 (Final Report shall include actual FTE)</i>		
<i>* Staff rates shall not exceed the following:</i>		
<i>Staff 1 rate: Project Coordinator</i>	\$ 30.00	
<i>Staff 2 rate: Contracted Area School Monitoring Coordinator (4 staff)</i>	\$ 25.00	
<i>Staff 3 rate: Contracted Project Fiscal and Accounting</i>	\$ 25.00	

\*\*Mileage billed at current IRS Mileage Rate

\*\*\* Meals billed at current Commissioner's Plan Rate

<b>Equipment and Supplies List</b>			
<i>Equipment - limited to items greater than \$500 with a life expectancy greater than 1 year</i>	<i>Quantity needed</i>	<i>Unit Cost</i>	<i>Total Cost</i>
<i>YSI Sonde Monitor with Probes</i>	2	\$5,500	<u>\$11,000</u>
<i>Supplies (Field and Safety) - items less than \$500 Consumable chemicals, replacement parts, shipping.</i>			<del>\$16,500</del> <del>\$14,391.89</del> <u>\$14,273.61</u>
<b>Total:</b>			<del>-\$27,500</del> <del>\$25,391.89</del> <u>\$25,273.61</u>



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, October 18, 2023

### **Agenda Item**

#### **Item 6. A. – 2021/2022 Financial Audit**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

The audit is still in progress. There is not any new information to report to the Board. It is possible that some Board members will be contacted by the auditor, if you have not been contacted already, to express any concerns about the LMRWD financial operations.

The LMRWD advertised for proposals to conduct the 2023/2024 audit and received no proposals. I spoke with our accountant Christopher Knopick at CLA, who advised that it is likely we did not receive any proposals because of the incomplete status of the 2021 and 2022 audits.

### **Attachments**

No attachments

### **Recommended Action**

No action recommended



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, October 18, 2023

### Agenda Item

#### Item 6. D. – Dredge Management

#### Prepared By

Linda Loomis, Administrator

#### Summary

##### i. Dredging at the mouth of the MN River

The LMRWD received notice from the US Army Corps of Engineers that dredging at the mouth of the Minnesota River would begin October 2, 2023. The MOA has been received from Division, but will be sent to the LMRWD once it has been signed. The Order to Dredge and Dredge Notice 23-43 is attached for the Board's Information.

##### ii. Sale of Dredge Material

No new information has been received on this agenda item, since the last update.

##### iii. Private Dredge Material Placement

A check has been received by CHS, Inc. Cargill was notified a second time, but no response has been received. LS Marine will be contacted to check to see how they submit invoices to Cargill.

##### iv. Vernon Avenue reconstruction and culvert replacement project

A Joint Application for WCA was submitted to the US Army Corps of Engineers (USACE) on October 3, 2023. The initial response from the USACE was that a permit shouldn't be necessary, as they consider this a maintenance project for one of their sites. ISG, on behalf of the LMRWD, has asked for confirmation of this decision in writing.

An application for the project was submitted to the DNR. The DNR confirmed receipt of the application, October 13, 2023.

The Phase II historical evaluation of the area is still in progress.

90% design of the project by Bolton & Menk was completed and reviewed by the City of Savage. The City requested two-foot shoulders be added to the roadway. A compromise was reached to reduce the width of the bituminous and to add a 1.75-foot shoulder. Bolton & Menk completed the 100% design, which is being reviewed by the LMRWD and the City of Savage.

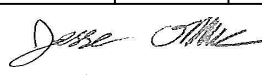
#### Attachments

- Order to Dredge dated September 28, 2023
- Dredge Notice 23-43

#### Recommended Action

No action recommended

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. W912ES19D0006		2. DELIVERY ORDER/ CALL NO. W912ES23F0124		3. DATE OF ORDER/ CALL (YYYYMMDD) 2023 Sep 28		4. REQ./ PURCH. REQUEST NO. W81G6732653214		5. PRIORITY	
6. ISSUED BY CONTRACTING DIVISION USACE - ST PAUL 180 FIFTH STREET EAST SUITE 700 SAINT PAUL MN 55101-1678				7. ADMINISTERED BY (if other than 6) EASTERN AREA ENGINEER OFFICE USACE - EASTERN AREA OFF 902 E 2ND ST STE 302 WINONA MN 55987-4649		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR L S MARINE INC NAME TAYLOR LUKE AND 6010 CONCORD BLVD ADDRESS INVER GROVE HEIGHTS MN 55076-1806		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15									
14. SHIP TO CHANNELS & HARBORS PROJ OFC DANIEL COTTRELL 431 NORTH SHORE DRIVE FOUNTAIN CITY WI 54629-0397			15. PAYMENT WILL BE MADE BY USACE FINANCE CENTER ST. PAUL DISTRICT (B6) 5722 INTEGRITY DRIVE MILLINGTON TN 38054-5005			MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE									
<b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: 651-290-5444 EMAIL: jesse.l.onkka@usace.army.mil BY: JESSE L ONKKA		 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$409,832.00		
27a. QUANTITY IN COLUMN 20 HAS BEEN		<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			35. BILL OF LADING NO.					
37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.				

Section SF 30 - BLOCK 14 CONTINUATION PAGE

SCOPE OF WORK

Plant 2 Dredging at Mouth of MN River (DO 0130)

NOTES:

1. The contractor is to mobilize the Second Plant to Mouth of MN River, approximate Minnesota River mile 0.8 and begin dredging/excavation. Material shall be placed at the Cargill East River Placement Site MN-14.1-RMP.
2. The Contractor shall be provided detailed channel drawings at the dredge location prior to commencing dredging.
3. The Contractor shall proceed with work no later than 29 September 2023 and complete the work no later than 19 October 2023.
4. All work performed on this task order is within the scope of work provided in the contract documents.
5. Pursuant to the contract clause entitled "Adjustment to Fuel Price (AFP)", the affected contract line item prices have been adjusted based upon the Current Fuel Index (CFI) as published by the Energy Information Administration (EIA) in effect on September 1, 2023.

CUT 1 (120 x 1600) 15,717 CY @ 12'

CUT 2 (60 x 825) 3,417 CY @ 12'

ACCESS CUT (35 x 150) 46 CY @ 7'

TOTAL MATERIAL TO PROJECT DEPTH: 16,517 CY

TOTAL ALLOWABLE OVERDEPTH: 2,663 CY

TOTAL PAY PLACE: 19,180 CY

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
4015		19,180	Cubic Yard	\$10.30	\$197,554.00	
EXERCISED OPTION	Dredging FFP Dredging - Plant 2: Option Year 4 (Reference Technical Specification General Requirements Section 01 22 00.00 13 Part 1.6) FOB: Destination PURCHASE REQUEST NUMBER: W81G6732653214 PSC CD: Z2PZ					
					NET AMT	\$197,554.00
ACRN AA CIN: W81G67326532140001						\$197,554.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
4016		76,536	Cubic Yard	\$1.39	\$106,385.04	
EXERCISED OPTION	Transport Material 4-8 River Miles FFP Transportation of Dredge Material 4-8 River Miles - Plant 2: Option Year 4 (Reference Technical Specification General Requirements Section 01 22 00.00 13 Part 1.7) Pricing is for one (1) cubic yard for each one (1) mile. FOB: Destination PURCHASE REQUEST NUMBER: W81G6732653214 PSC CD: Z2PZ					
					NET AMT	\$106,385.04
ACRN AA CIN: W81G67326532140002						\$106,385.04

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4017		101,410	Cubic Yard	\$0.45	\$45,634.50

EXERCISED OPTION  
 Transport Material over 8 River Miles  
 FFP  
 Transportation of Dredge Material Over 8 River Miles - Plant 2: Option Year 4  
 (Reference Technical Specification General Requirements Section 01 22 00.00 13  
 Part 1.8) Pricing is for one (1) cubic yard for each one (1) mile.  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: W81G6732653214  
 PSC CD: Z2PZ

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NET AMT	\$45,634.50
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ACRN AA CIN: W81G67326532140003	\$45,634.50
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4018		50.40	Miles	\$206.16	\$10,390.46

EXERCISED OPTION  
 Transport of Plant Between Dredge Sites  
 FFP  
 Transportation of Plant Between Dredge Sites - Plant 2: Option Year 4 (Reference  
 Technical Specification General Requirements Section 01 22 00.00 13 Part 1.9)  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: W81G6732653214  
 PSC CD: Z2PZ

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NET AMT	\$10,390.46
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ACRN AA CIN: W81G67326532140004	\$10,390.46
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4020		19,180	Cubic Yard	\$2.60	\$49,868.00

EXERCISED  
OPTION

Overland Transport - 0.5 Mile  
FFP  
Overland Transportation of Dredged Material Up To And Including 0.5 Miles At  
Placement Sites With Special Consideration - Plant 2: Option Year 4 (Reference  
Technical Specification General Requirements Section 01 22 00.00 13 Part 1.11)  
FOB: Destination  
PURCHASE REQUEST NUMBER: W81G6732653214  
PSC CD: Z2PZ

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NET AMT \$49,868.00

ACRN AA \$49,868.00  
CIN: W81G67326532140005

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
4015	POP 29-SEP-2023 TO 19-OCT-2023	N/A	CHANNELS & HARBORS PROJ OFC DANIEL COTTRELL 431 NORTH SHORE DRIVE FOUNTAIN CITY WI 54629-0397 651-290-5155 FOB: Destination	965605
4016	POP 29-SEP-2023 TO 19-OCT-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	965605
4017	POP 29-SEP-2023 TO 19-OCT-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	965605
4018	POP 29-SEP-2023 TO 19-OCT-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	965605
4020	POP 29-SEP-2023 TO 19-OCT-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	965605

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 96X31230000 32306KK25H011310 NA 96215  
AMOUNT: \$409,832.00

ACRN	CLIN/SLIN	CIN	AMOUNT
AA	4015	W81G67326532140001	\$197,554.00
	4016	W81G67326532140002	\$106,385.04
	4017	W81G67326532140003	\$45,634.50
	4018	W81G67326532140004	\$10,390.46
	4020	W81G67326532140005	\$49,868.00

DN 23-43

DREDGING NOTICE  
U.S. ARMY CORPS OF ENGINEERS  
ST. PAUL DISTRICT

NOTICE DATE: September 29 <sup>th</sup> , 2023	DREDGING CATEGORY: Imminent
MEETING DATE: If requested	MEETING TIME:
BOAT REQUIREMENT:	MEETING LOCATION:
<hr/>	
DREDGE CUT NAME: Mouth of the MN River	RIVER MILE: MN River 0.6 – 1.0

HISTORIC DATA

Frequency: 4 %	Avg. Quantity/Job: 16,117 yd <sup>3</sup>
Last Date Dredged: November 15 <sup>th</sup> , 1993	Avg. Quantity/Year: 608 yd <sup>3</sup>

SURVEY DATA

Date Surveyed: September 21<sup>st</sup>, 2023  
Water Surface Elevation: 686.8  
Low Control Pool Elevation: 686.8  
Net Difference: +0.0'  
5 Day River Forecast: holding steady

DREDGING DATA

Recommended Channel Width: 100 feet  
Recommended Dredging Depth: 12 feet  
Estimated Quantity: 19,134 yd<sup>3</sup> plus 46 yd<sup>3</sup> for placement site access  
Type of Dredge: Contract Mechanical Plant 2  
Proposed Dredging Date: October 2<sup>nd</sup>, 2023  
Estimated Duration: 10 dredging days  
Justification for Dredging: The navigation channel is reduced to 155' between the 9.0' contours and closed between the 10.5' contours.

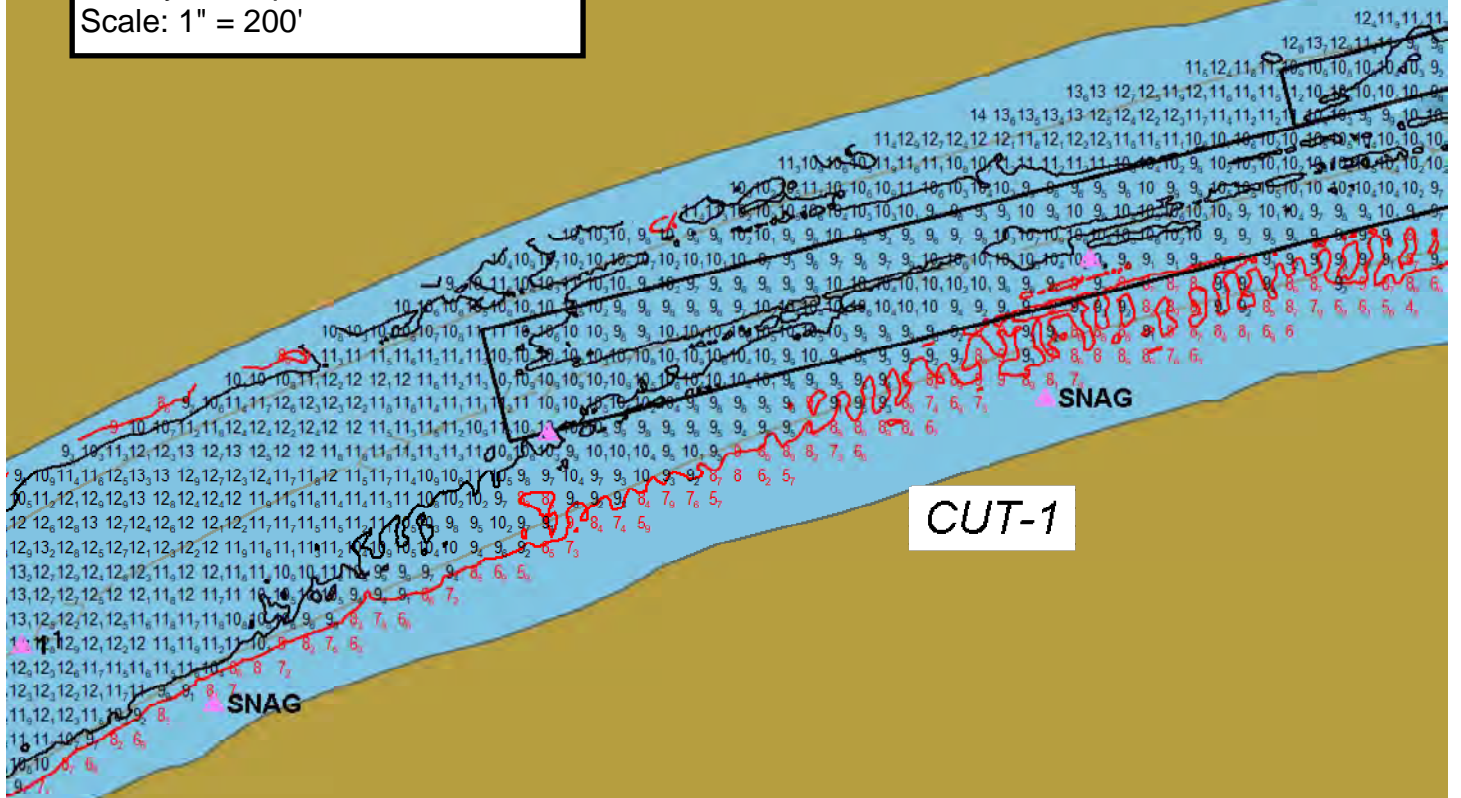
MATERIAL PLACEMENT DATA

Proposed Placement Site: Cargill East River  
Location: MN-14.1-RMP  
Site Characteristics: This is an upland beneficial use stockpile site provided to the Corps by the Lower MN River Watershed District.

If you have any questions concerning this project or want to request an on-site meeting please call me at (651) 290-5155.

Dan Cottrell  
Dredging Manager

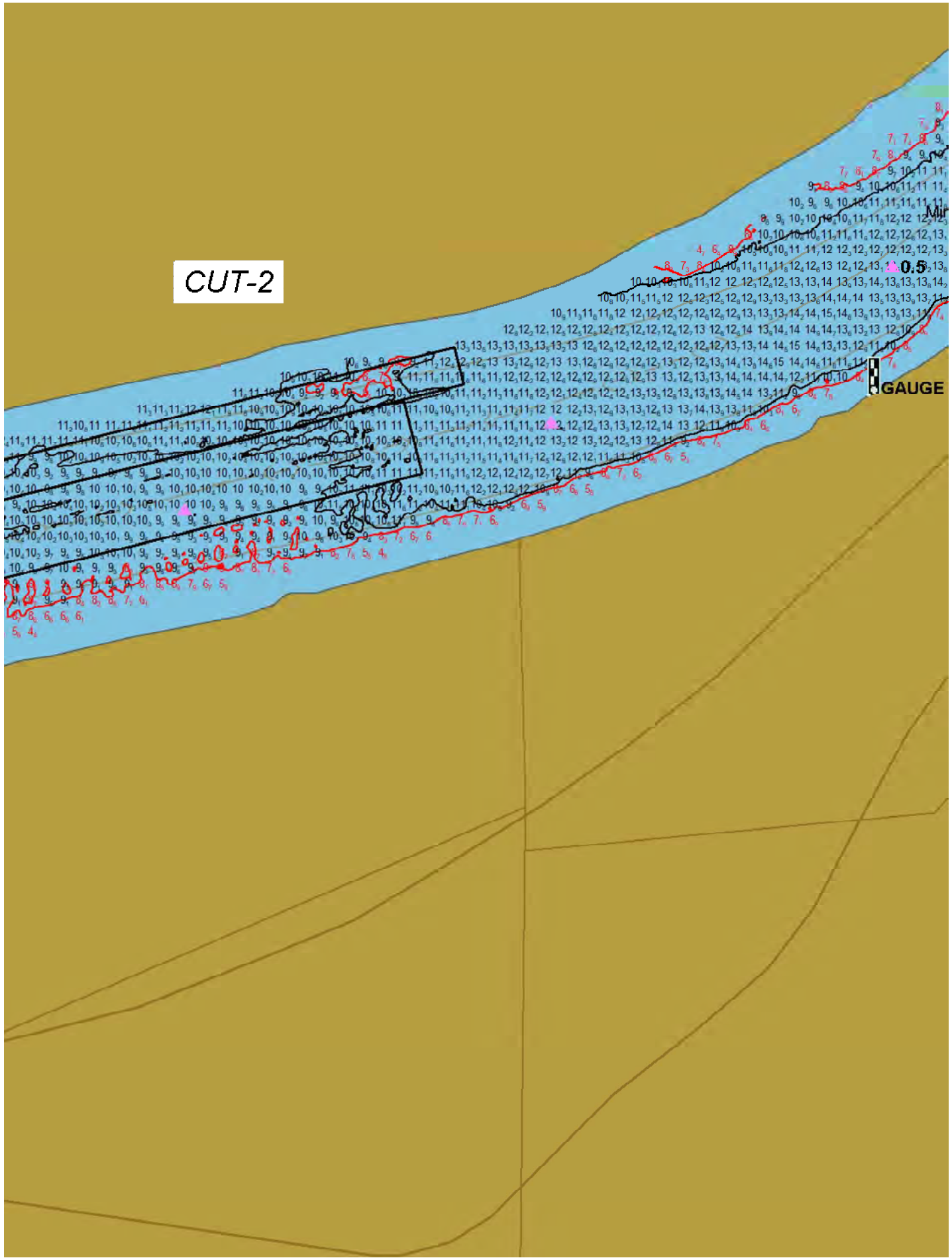
MN River, Mouth of the MN River  
River Mile: 0.6 - 1.0  
Surveyed: September 21st, 2023  
Scale: 1" = 200'



CUT-1

+

CUT-2





# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, October 18, 2023

### Agenda Item

#### Item 6. E. – Watershed Management Plan

#### Prepared By

Linda Loomis, Administrator

#### Summary

The LMRWD has relied on municipalities to implement the standards of the LMRWD Comprehensive Watershed Management Plan (Plan). Prior to the 2018 update to the (Plan), the LMRWD relied on Memorandum of Understandings between the LMRWD and the municipalities. The Board of Managers desired to have a program that would audit the municipalities implementation of the LMRWD standards. With the implementation of the 2018 Plan rules were developed and adopted by the LMRWD. A permit program was developed as part of the rule development. The LMRWD policy has been that the public would be best served if municipalities were allowed to implement the LMRWD rules as part of the municipal approval process. This would make development simpler for those planning projects within the LMRWD and would reduce redundancies.

As a result of this policy, the LMRWD rules developed a Municipal (LGU) Permit, whereby the LMRWD approves municipalities the authority to issue permits on behalf of the LMRWD. A Municipal (LGU) Permit is authorized once a municipality adopts ordinances that conform to the LMRWD rules and standards. Municipal (LGU) Permits are granted by the Board of Managers.

At the August 16<sup>th</sup> Board of Managers meeting, Young Environmental Consulting Group presented findings of inspections of projects permitted by the LMRWD. The Board asked about the process to monitor projects permitted by Cities with Municipal (LGU) Permits. On October 2<sup>nd</sup>, LMRWD staff met with representatives from cities with Municipal (LGU) Permits to discuss the process the LMRWD has established to monitor projects approved under those permits.

An agenda for the meeting is attached. Municipalities were provided with guidance regarding the audit process and asked to complete a survey. All cities have complied with the LMRWD request or asked for an extension to provide the information. The Board of Manager will be presented the finding of the audit process once LMRWD staff has completed its review.

#### Attachments

- Meeting Agenda – October 2, 2023 LMRWD Municipal (LGU) Permit Audit
- LMRWD Municipal (LGU) Permit Audit – Project List Instructions
- LMRWD Municipal (LGU) Permit Audit Survey Questions

#### Recommended Action

No action recommended

# Meeting Agenda



**Project Name:** Lower Minnesota River Watershed District  
(LMRWD) Municipal (LGU) Permit Audit

**Date:** October 2, 2023

**Time:** 11am–12pm [CST]

**Location:** Virtual via MS Teams

## MEETING OBJECTIVES:

- To initiate the LMRWD audit process as expressed in Rule A.
- To provide information about the Municipal (LGU) Permit Audit Process.
- To address initial questions for municipal partners.

**INVITEES:** Steve Gurney, Bryan Gruidl, Jack Distel – City of Bloomington  
Aaron Schmidt – City of Carver  
John Gorder, Jenna Olson – City of Eagan  
Krista Preiter, Ryan Ruzek – City of Mendota Heights  
Kirby Templin – City of Shakopee

**HOSTS:** Linda Loomis – Naiad Consulting and Lower Minnesota River Watershed District  
Della Schall Young, Hannah LeClaire, Karina Weelborg – Young Environmental Consulting Group

## AGENDA:

### 1. Welcome (Linda Loomis)

### 2. Introductions (All)

- a. State your name and title, City, and role administering the City's permitting program

### 3. LGU Permit (Hannah LeClaire)

- a. Rule A: Administrative and Procedural Requirements Section 2.1.5 Audit Process

### 4. Overview of the LGU Permit Audit Process (Della Schall Young)

- a. Projects for review
  - i. City will be asked to provide 1 or 2 projects for independent review.
    - 1 active permitted project that triggers Rule D – Stormwater Management
    - 1 project granted a variance, if any have been granted since approval of LMRWD LGU Permit
    - Specify the City person that will be responsible for providing the information.
  - b. Program survey and interview of permitting personnel
    - i. City will be asked to complete a comprehensive survey on their permitting program.
      - Specify City personnel responsible for completing the survey and addressing potential follow up questions, if different from the individual providing the projects



# Meeting Agenda

for review.

- c. Field Inspection
  - i. LMRWD will coordinate with City designated personnel to conduct a field inspection of the 1 active permitted project reviewed
- d. Audit Conclusion/Debrief
  - i. Following completion of the program review, LMRWD will share our findings and recommendations with each city.
  - ii. Depending on the findings, an optional or encouraged debrief meeting will be coordinated.
- e. Action items and tentative schedule

Task	Completion Date	Responsible Party
Send out survey and request projects for review	After kick-off meeting	LMRWD
Return 1–2 projects with materials for review	10/6/2023	City
Field inspections	10/16/2023	LMRWD
Return completed survey	10/17/2023	City
Municipal coordination meetings	11/8/2023 – 11/17/2023	City / LMRWD
Send audit debrief memos	12/11/2023	LMRWD

- i. Are there any concerns with the dates proposed?
- f. LMRWD will send a follow up email with the following attachments:
  - i. LMRWD Municipal (LGU) Permit Audit – Project List
  - ii. LMRWD Municipal (LGU) Permit Audit – Survey Questions
- g. Coordinate audit of Municipal Permits
  - i. Audit contacts:
    - Karina Weelborg – Coordinate the documents and survey review and conduct field inspections.
    - Karina, Della Schall Young and Linda Loomis – Draft and communicate findings and recommendations.

## 5. LMRWD Internal Audit Findings and Recommendations (Karina Weelborg)

## 6. Next Steps (Karina Weelborg)

- a. Questions and Clarifications



## LMRWD Municipal (LGU) Permit Audit—Project List Instructions

For the project review, the LMRWD will review one or two projects.

### Project Review Requirements:

- 1) Must be in the LMRWD
- 2) Permit issued after LGU permit was received
- 2) Provide one project that triggers at a minimum, Rule D
- 3) If you've issued a variance since the beginning of your LGU Permit, provide one project with a variance.

<b>KEY</b>	
<b>Project Description</b>	
Category	Description
Project No.	Provide the project permit number used to identify the permitted project.
Project Name	Provide the project name used to identify the permitted project.
Date Application Received	Provide the date that the initial project application was received
Date Permit Issued	Provide the date that the project permit was issued
Project Inspection Frequency	Provide how often the project is inspected (yearly, monthly, weekly, after rain events, etc..)
Date of Most Recent Project Inspection	Provide the date of the most recent project inspection
Project Closed Date	Provide the date the project permit was closed
Address	Provide the project address.
Area Disturbed	Provide the total area disturbed by the project in acres or square feet.
New/Reconstructed Impervious Area	Provide the total new and reconstructed impervious area created by the project in acres or square feet.
<b>Variance</b>	
Was a variance granted for this project?	If a variance was granted for the project, indicate yes. If not, indicate no.
<b>LMRWD Rule Triggered</b>	
Rule B, Rule C, Rule D, Rule F	Indicate yes, if a rule was triggered and no, if a rule was not triggered
<b>HVRA Information</b>	
Category	Description
In HVRA (Y/N)	If project is located within or drains to an HVRA, indicate yes. If project is not located in and does not drain to an HVRA, indicate no.
If yes, what HVRA?	If project is located within or drains to an HVRA, indicate which HVRA the project is associated with.
<b>Floodplain</b>	
Category	Description
Located in a Floodplain? Y/N	If project is located within the floodplain of a public water, indicate yes. If project is not located within the floodplain of a public water, indicate no.
<b>Steep Slopes Overlay District (SSOD)</b>	
Category	Description
Located in or Drains to a Steep Slopes Overlay District? Y/N	If project is located within or drains to the SSOD, indicate yes. If project is not located in and does not drain to the SSOD, indicate no.





# LMRWD Municipal (LGU) Permit Audit Survey Questions

<b>City Name:</b> _____	<b>Contributing Staff Name:</b> _____
<b>Contact Name:</b> _____	<b>Contributing Staff Name:</b> _____
<b>Contact Email:</b> _____	<b>Contributing Staff Name:</b> _____
<b>Date:</b> _____	<b>Contributing Staff Name:</b> _____
	<b>Contributing Staff Name:</b> _____

**Instructions:** The LMRWD Municipal (LGU) Permit Audit Survey Questions were developed to collect program-specific information from LGU permittees. This information will be used to inform the LGU permit audit process. Please fill out the following survey and answer all questions to the best of your ability. There may be more than one staff member needed to answer the questions sufficiently (please include their name/s above). If you have any questions during completion of the survey, please reach out to LMRWD staff.

## Permit Review Process

- Please describe the overall project review process from receipt of an application to issuance of a permit for projects involving erosion control, stormwater, floodplain, and/or steep slope components. In addition to the review process, please include what staff/department(s) conduct reviews and how applications and permits are tracked.
- Approximately how many erosion control/stormwater/floodplain/steep slopes permits were issued in 2022? (Only include permits that trigger LMRWD rules.)
- Does the LGU have a permit review fee?    Yes \_\_\_\_\_    No \_\_\_\_\_
- What items are commonly missing from permit applications?
- What parts of the permit application process seem to be most confusing to applicants?
- What parts of the permit review process seem to be most confusing for reviewers?
- Upon receipt of a permit application, how are permit reviews delegated to reviewers?
- What actions are taken if an application is incomplete?
- During review of a permit application, how is the review documented (e.g., standard checklist)? Describe the materials used to conduct a permit review.
- Regarding recordkeeping, how long are permit records kept on file? Are they archived at a certain point?

11. Describe the process for approving a variance request.
  - a. What information/exhibits are required as proof for need of a variance?
  - b. Who is notified of a variance request? Are they given the opportunity to provide comment?
  - c. How many variances did the LGU approved in 2022?
12. How are long-term stormwater BMP operation and maintenance agreements recorded and tracked? How often are private post-construction stormwater BMPs inspected by LGU staff?

## Permit Amendments

13. When is a permit amendment required for project changes? What information must be submitted?

## Field Inspections

14. What LGU staff/department(s) are responsible for conducting project inspections?
15. Are all permitted projects inspected by LGU staff? If not, how does the LGU determine what projects do not require inspections?
16. How do inspectors prepare for their first inspection? Outline the process in detail below, including what materials and information is compiled for the inspection. If a standard inspection checklist or standard operating procedure is used, provide a copy of it. How often is the checklist or procedure reviewed and revised?
17. Schedule/Frequency
  - a. How often are projects inspected?
  - b. Are some projects prioritized for more frequent inspections?
  - c. What conditions may warrant changes to the inspection frequency?
18. Training
  - a. What type of training do inspectors receive if they are responsible for field inspections (e.g., U of M Erosion and Stormwater Management Construction Site Manager)?
  - b. How often is training conducted?
19. Documentation
  - a. What kind of report is generated as a result of the inspection? Does it detail all problems found at the site or does it document only that the inspection occurred?
  - b. Are findings from the inspection tracked in a central location or data management system?

## Enforcement

20. Describe the LGU overall approach to noncompliance and enforcement of the official controls, including enforcement mechanisms used to obtain compliance.

21. What are the most common construction and/or post-construction violations requiring enforcement actions?

22. Are verbal warnings documented?

23. Who follows up on enforcement actions?

## Permit Close-Out

24. How is the LGU notified a project is complete?

25. What information/exhibits are required to close-out a permit?

26. Are field inspections completed by City staff before a permit is closed? Yes \_\_\_\_\_ No \_\_\_\_\_

27. What is the LGU process if required permit close-out information is not provided or if information is incorrect?

## After-the-Fact Permits

28. How is the LGU informed of work without a permit?

29. Regarding after-the-fact permits for completed and incomplete work, is process same as regular permit review?  
Yes \_\_\_\_\_ No \_\_\_\_\_

30. If the process is different, please answer the following questions.

a. What is the LGU process once informed about work completed without a permit?

b. What information/exhibits are required to perform an after-the-fact permit review?

31. What is the LGU process if the work completed does not meet LGU standards?

32. When are after-the-fact permitted projects inspected?

a. If the inspection process differs from normal project inspections, outline the inspection process.

33. Does the LGU utilize enforcement mechanisms for projects that start without a permit, and if so, what enforcement mechanism is used to obtain compliance?

## Emergency Work

34. How is the LGU informed of emergency work and what activities qualify as emergency work?

35. What actions are taken once the LGU is informed about emergency work? If the review process differs from a regular permit review, briefly describe the process.

36. What is the LGU process if emergency work does not meet LGU standards?

37. Does the LGU inspect emergency work projects? If the inspection process differs from normal project inspections, outline the inspection process.

## Regulations

38. Have any code/ordinances that implement and enforce LMRWD Rules been updated or changed since [application date/last audit date/other]? Yes \_\_\_\_\_ No \_\_\_\_\_

a. If yes, please describe what prompted the updates or changes.

b. If yes, please provide a copy of the revised code/ordinances for review.

39. Are any applicable LGU Rules more stringent than the LMRWD rules? If yes, please describe.



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, October 18, 2023

### **Agenda Item**

**Item 6. F. – 2024 Legislative action**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

Information provided to the Board at the September meeting is attached again. I have asked Lisa Frenette to join/attend the meeting. In speaking with Lisa, it may be that the LMRWD just monitor activity at the Legislature and be on the defense or if anything comes through that we might partner on. I suggest that we (Ms. Frenette and I) meet with Rita Weaver, Chief Engineer at BWSR, as she has been in charge of the Water Storage Initiative.

### **Attachments**

Executive Summary for 2024 Legislative Action from September 20, 2023 Board of Managers meeting

### **Recommended Action**

Provide direction to staff





# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, September 20, 2023

### Agenda Item

#### Item 7. F. – 2024 Legislative Action

#### Prepared By

Linda Loomis, Administrator

#### Summary

At the August 16, 2023, Board of Managers meeting, the Board asked for information regarding the history of LMRWD legislative action. Most of the legislative action in the past 10 years was around securing state funding to assist with the management of dredge material.

2013	Efforts were to secure funding for dredge material management or relieve the LMRWD as local sponsor responsibilities
2014	No legislative activities were undertaken
2015	<p>LMRWD introduced SF2204 to establish a Minnesota River Basin Commission. This was met with some opposition in int Basin.</p> <p>LMRWD supported legislation to store more precipitation on the land and the following:</p> <ul style="list-style-type: none"> <li>• Require that engineers’ reports for drainage projects and repairs under Minnesota Statutes §§103E.245, 103E.705 and 103E.715 evaluate impacts of proposals on wetlands, flow conditions, water storage and pollution, consistent with drainage system requirements.</li> <li>• Provide statutory confirmation in Minnesota Statutes §103E.011, subdivision 5, that drainage authorities are eligible to receive external sources of funding for local watershed-based planning and implementation.</li> <li>• Establish ad valorem levy authority for counties which serve as drainage authorities. The up-front cost of implementing multipurpose drainage may otherwise prove prohibitive.</li> </ul> <p>Designate Clean Water Funds to share the costs incurred by drainage authorities in designing and installing multi-purpose drainage systems.</p>
2016	<p>In addition to supporting 2015 requests, the LMRWD introduced HF3677/SF2563 asking for the following:</p> <ul style="list-style-type: none"> <li>• Make the Board of Water and Soil Resources (BWSR) as the agency responsible for setting goals and strategies for reducing sediment, flow and nutrients by the end of 2017</li> <li>• Set a goal to complete plans (One Watershed, One Plan) for each of the 13 major watersheds that make up the basin by the end of 2020.</li> <li>• Provides authority for BWSR to establish watershed district under chapter 103D, if plans are not completed or once completed, a plan is not implemented.</li> </ul>

2016 (cont.)	<ul style="list-style-type: none"> <li>Establishes a local advisory committee to work with BWSR in developing goals and strategies.</li> <li>Appropriates \$1,250,000 in fiscal year 2017 to BWSR to implement, setting aside \$250,000 for local government units to initiate comprehensive watershed management plans.</li> </ul>
2017	<p>HF821/SF701 Appropriation: sites for Minnesota River Dredge Spoil. Requests \$480 in 2018 and \$480,000 in 2019 – appropriation of \$480,000 was appropriated per biennium:                      HF 1498/SF1131 Minnesota River Basin Management</p> <ul style="list-style-type: none"> <li>BWSR must coordinate development and implementation of goals &amp; strategies for sediment reduction, flow reduction and nutrient reduction</li> <li>Ensure use of sound science with hydrologic and hydraulic modeling</li> <li>Comprehensive watershed management plans throughout MN River Basin</li> <li>Establish Advisory Committees and biannual reporting</li> </ul> <p>Appropriation to accomplish the above</p>
2018	The LMRWD supported MN River Basin Management and then weighed in on multiple legislation that was introduced by other this session;
2019	In 2019 the LMRWD continues to ask the State to reauthorize funding to manage dredge material management, fund the MN River Basin Center at Minnesota State University Mankato, address liability issues related to winter maintenance, fund spin-off studies from the MN River Basin Integrated Watershed Study, establish water quality goals for the Minnesota River, and address clean-up of Freeway Dump and Landfill.
2020	Authorize LMRWD to redirect dredge assistance funding to Seminary Fen Ravine stabilization project. (the LMRWD did not receive the second half of a CWF grant and used dredge assistance funding to replace the lost grant.
2021	Reauthorize funding for assistance with dredge management; Received authorization to redirect \$110,500 to Seminary Fen Ravine project
2022	Request state assistance to fund Area #3 riverbank stabilization
2023	LMRWD secured \$2,750,000 of State funding to stabilize riverbank at Area #3
2021	Reauthorize funding for assistance with dredge management; Received authorization to redirect \$110,500 to Seminary Fen Ravine project
2022	Request state assistance to fund Area #3 riverbank stabilization
2023	LMRWD secured \$2,750,000 of State funding to stabilize riverbank at Area #3

BWSR has asked how much longer the LMRWD wants assistance managing dredge material. The LMRWD has asked BWSR if dredge assistance could be used to reduce sediment. BWSR is not responsive when asked. It may be that the LMRWD should consider asking the legislature to amend the language that authorized the dredge material management assistance. Funding.

Lisa Frenette recommended that the LMRWD may want to consider membership if [Agri-Growth](#). The Board asked for more information as to why Ms. Frenette made that recommendation. Ms. Frenette said that Agri-Growth shares many of the same priorities as the LMRWD and they are not viewed negatively by agricultural interests in the MN River Basin. She it would be good for the LMRWD to partner with another organization. She cautioned that the Board should not put off by the name of the organization.

Manager Barisonzi offered other organizations that the LMRWD may want to support. Here is a list provided by Manager Barisonzi: [Sustainable Farming Association](#) (membership), [Land Stewardship Project](#) (membership), [CURE](#) (Clean Up the River Environment) (donation), MCEA (Minnesota Center for Environmental Advocacy),

(donation), Citizens for a Clean Minnesota River (I assume this is the [Coalition for a Clean Minnesota River](#), as I could not find any organization called “Citizens for a Clean Minnesota River”).

The LMRWD does support the Coalition for a Clean Minnesota River. The LMRWD has provided matching funds for its efforts to secure funding for Water Storage. The LMRWD has supported the MN River Congress since 2014, which is organized by the Coalition for a Clean Minnesota River.

Some of the organizations suggested by Manager Barisonzi are not membership organizations. Support would be in the form of a donation to the organization. There are numerous other organizations besides the ones listed. The last time the Board considered supporting watershed organizations (other than MN Watersheds) was in 2015. The organizations considered at that time were [Freshwater](#) (membership), [Blue Thumb](#) (partnership), [Watershed Partners](#) (now Clean Water Minnesota – partnership), and [Metro Blooms](#) (donation). The Board did not authorize membership in any of the organizations at that time.

The LMRWD has contracted with Freshwater to conduct studies, such as the [altered hydrology study](#), the [nonylphenol and its ethoxylates study](#), [landslide study](#), and [paleolimnology study of floodplain lakes](#). The LMRWD has supported Freshwater by purchasing a table it is annual fundraising galas (prior to COVID).

If the Board is interested, there are other organizations to consider, such as [Adopt a Drain](#), [MN Soil Health Coalition](#) (membership or partner), [Conservation Minnesota](#) (donation), [Environmental Initiative](#) (donation), [Great River Greening](#) (donation) and more.

Manager Salvato has expressed interest in a strategic planning session, which may help to decide whether to support any organization. The Watershed Management is the strategic Plan for the LMRWD. Manager Salvato, Della Young and I have been meeting with Dara Wald from Texas A & M to develop key messaging and determine how to reach target audiences. The work with Ms. Wald may help to inform what organizations the LMRWD want to partner with. The project that Manager Salvato has arranged with Ms. Wald, is a project done by students at the University and other than time commitments from Manager Salvato, Young Environmental Consulting Group and myself, there is no cost to the LMRWD.

**Attachments**

No attachments

**Recommended Action**

No recommendations



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, October 18, 2023

### Agenda Item

#### Item 6. G. – Education & Outreach

#### Prepared By

Linda Loomis, Administrator

#### Summary

The LMRWD has received an application from a resident of Burnsville to the Citizen Advisory Committee. Resolution 23-15 has been prepared for the Board to consider appointing Lee Peterson to the CAC. A brief description of the applicant is attached.

The Q4 2023 Social Media Calendar is attached for the Board's information. Any suggestions can be directed to the Administrator.

The deadline for the educator mini-grants is October 20, 2023. So far, three applications have been received. The CAC will review the applications and bring its recommendations to the November 15, 2023 Board of Managers meeting.

#### Attachments

- Technical Memorandum – Applicant for LMRWD Citizen Advisory Committee
- Resolution 23-15 – Appointment of Lee Peterson to LMRWD Citizen Advisory Committee
- Q4 2023 Social Media Content Calendar

#### Recommended Action

Motion to adopt Resolution 23-15 - Appointment of Lee Peterson to LMRWD Citizen Advisory Committee



# Technical Memorandum

**To:** Linda Loomis, Administrator  
Lower Minnesota River Watershed District (LMRWD)

**From:** Jen Dullum, Education and Outreach Coordinator  
Suzy Lindberg, Communications Manager

**Date:** October 18, 2023

**Re:** Applicant for LMRWD Citizen Advisory Committee

---

Young Environmental received an application from Lee Peterson, who is interested in joining the LMRWD Citizen Advisory Committee (CAC). We introduce the applicant below for your consideration:

**Lee Peterson** lives in a High Value Resource Area adjacent to the Minnesota River in Burnsville, MN. Lee is concerned about lawn care practices and their effects on the water quality of the Minnesota River. Lee is a retired conservation practice farmer and former northeast Iowa Soil and Water Conservation District technician. Lee also has a background as a wetland restoration project manager and is knowledgeable in native grass and flower seeding. As an avid boater, canoer, and kayaker, Lee would like to keep the Minnesota River clean.

Young Environmental reviewed the candidate's application and has no concerns. As such, we recommend that the Board of Managers approve the candidate for a one-year appointment to serve on the CAC. The application is available upon request.

RESOLUTION 23-15

RESOLUTION OF THE LOWER MINNESOTA RIVER WATERSHED DISTRICT BOARD OF MANAGERS

Appointment of Lee Peterson to LMRWD Citizen Advisory Committee

Manager \_\_\_\_\_ offered the following Resolution and moved its adoption, seconded by Manager \_\_\_\_\_:

WHEREAS, pursuant to Minnesota Statute 103D.331, the Lower Minnesota River Watershed District (LMRWD) Board of Managers must annually appoint a Citizen Advisory Committee (CAC); and

WHEREAS, the CAC is organized to assist the LMRWD Board of Managers on matters affecting the interests of the watershed district; and

WHEREAS, statute requires the committee consist of at least five (5) members; and

WHEREAS, the District advertised openings for new CAC membership on the LMRWD website, distributed the notice through a press release to all LMRWD partners and stakeholders, and handed out invitations at tabling events; and

WHEREAS, in 2023 the LMRWD received an application from Lee Peterson to become a member of the CAC; and

WHEREAS, LMRWD staff has reviewed the applicant's background, experience, community service and geographic representation within the watershed and recommends the appointment.

NOW, THEREFORE, BE IT RESOLVED NOW, THEREFORE, BE IT RESOLVED that the Lower Minnesota River Watershed District Board of Managers hereby appoint the following individuals to the 2023 Citizen Advisory Committee for a one year appointment:

Lee Peterson

The question was on the adoption of the Resolution and there were \_\_\_ yeas and \_\_\_ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
AMUNDSON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BARISONZI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HARTMANN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KUPLIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SALVATO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the President declared the Resolution adopted.

(signature on following page)

---

Jesse Hartmann, President

ATTEST:

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Lauren Salvato, Secretary

I, Lauren Salvato, Secretary of the Lower Minnesota River Watershed District, do hereby certify that I have compared the above Resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I hereunto set my hand this 19th day of July 2023.

---

Lauren Salvato, Secretary

Week	Date	Topic	Platform	Post
40	10/2/2023	Fall Yard care	Facebook Twitter Instagram	Fall is here. So is the time for leaf raking—even in the street! Rake and bag leaves and debris in your street to clear the nearest storm drain. Anything that enters a storm drain makes its way to our local water. A quick 5-minute rake or sweep can help protect our waters. <a href="https://lowermnrivewd.org/makeadifference/take-action">lowermnrivewd.org/makeadifference/take-action</a>
	10/4/2023	Meet the CAC	Facebook Instagram	@LowerMinn final CAC member to introduce: Tom Hartle. Tom lives on the Minnesota River Bluffs, and he has a vested interest in better understanding how to protect the land from erosion. By participating in the Citizen Advisory Committee (CAC), he hopes to learn more about the environmental factors that affect his community's waterways, take part in decisions that benefit the environment, participate in being a good steward of his community resources, and educate and inform others. Welcome Tom! <a href="https://lowermnrivewd.org/makeadifference/citizen-advisory-committee">lowermnrivewd.org/makeadifference/citizen-advisory-committee</a>
	10/5/2023	Educator Mini-Grant	Facebook Twitter Instagram	The due date for the Educator Mini-Grant Program applications will be here sooner than you think! Applications are due October 20. Submit yours today and be considered for reimbursable grants up to \$500 for water resources programming. Need ideas for how to spend the money? We've got lots on our website. <a href="https://lowermnrivewd.org/resources/links">@LowerMinn</a>
	10/10/2023	MN River Campaign	Facebook Twitter Instagram	It's sweater weather! Time to enjoy the beauty of the Minnesota River Valley. Nature viewing and experiencing the lush falls colors are just a couple of ways. How do you connect to the Minnesota River? <a href="https://lowermnrivewd.org/recreation/land-activities-nature-viewing">lowermnrivewd.org/recreation/land-activities-nature-viewing</a> <a href="http://www.dnr.state.mn.us/fall_colors/index.html">www.dnr.state.mn.us/fall_colors/index.html</a>
	10/11/2023	Educator Mini-Grant	Facebook Twitter Instagram	Have you told your favorite educator about the @LowerMinn mini-grant program yet? Applications are due soon. Share the word so we can share the grants! Due date is October 20. Find out more <a href="https://lowermnrivewd.org/resources/links">@lowermnrivewd.org/resources/links</a> .
	10/11/2023	Board Meeting	Facebook Twitter	Please join @LowerMinn for its upcoming Board meeting. Board meetings are held at the Carver County Government Center on the third Wednesday of every month. They begin at 7 p.m. unless otherwise noted. Can't make the meeting? All board packets are on our website. <a href="https://lowermnrivewd.org/utility-nav/meetings/agendas-minutes">lowermnrivewd.org/utility-nav/meetings/agendas-minutes</a>
42	10/16/2023	Educator Mini-Grant	Facebook Twitter Instagram	Last call! Educator Mini-Grant Program applications are due on October 20. @LowerMinn is accepting applications from local educators for grants to offset the costs of materials and programming that focus on water resource themes. Whether you need waders, microscopes, or have a field trip planned, the possibilities for environmental education are endless. Visit our website for more information and to apply. <a href="https://lowermnrivewd.org/resources/links">lowermnrivewd.org/resources/links</a>



	10/20/2023	Metro Children's Water Festival	Facebook Twitter Instagram	Did you miss the Metro Children's Water Festival? Check out their website for both a virtual festival and additional education resources. Our own Manager Salvato participates in the event and the @LowerMinn contributes annually to this one-of-a kind learning experience. We believe in educating our young learners! metrocwf.org lowermnrivewd.org/makeadifference
43	10/24/2023	Cost Share Grants	Facebook Twitter Instagram	Did you know that the @LowerMinn has cost-share grants for residents? Start planning your project and apply for 2024 funds. Native plants, pervious pavers, and much more is eligible for funding. lowermnrivewd.org/makeadifference/cost-share-grants
	10/25/2023	MN River Campaign	Facebook Twitter Instagram	Are you still getting out with your rod and reel? The @LowerMinn has many fishing options meet your needs. Grab your bait and tackle and find a new spot or stick to your favorite. Fish on! How do you connect to the Minnesota River? lowermnrivewd.org/recreation/water-activities-fishing
	10/26/2023	Rain Barrels	Facebook Twitter Instagram	If you haven't already, it's about time to empty your rain barrel and put it away for the winter. Drain the barrel, spigot, and all hoses so nothing will freeze. Rain barrels can help save potable water in times of drought, like this past summer. Every drop counts! lowermnrivewd.org/application/files/8116/7666/7380/Rain_BarrelV2.pdf
44	10/30/2023	Adopt-A Drain	Facebook Twitter Instagram	Fall is a 'grate' time to adopt a drain! It's easy. Just clear leaves and trash from the storm drain grate twice a month for cleaner water. Go to mn.adopt-a-drain.org to learn more. @AdoptADrainMN
	11/2/2023	LMRWD Project Update - Area #3	Facebook Twitter Instagram	Study Area 3 in @cityofedenprairie is a steep bluff that is estimated to be eroding at a rate of 3 feet per year. Stabilizing the area is necessary to prevent large amounts of sediment from entering the Minnesota River. The @LowerMinn received \$2.75 million in state funding to put towards on the ground efforts to fix this issue. Learn more at lowermnrivewd.org/projects/study-area-3-eden-prairie.
45	11/8/2023	National STEM/STEAM Day	Facebook Twitter Instagram	It's National STEM day: The @LowerMinn is committed to youth education. Our Educator Mini-Grant program works to inspire the next generation students and educators working in science and natural resources. We've also partnered with @CityofBurnsville and @DakotaSWCD to bring new hands-on, real-world learning to @BurnsvilleHS this school year. #NationalSTEMDay #NationalSTEAMDay
	11/9/2023	CAC Recruitment	Facebook Twitter Instagram	The @LowerMinn is always looking for more members for our Citizen Advisory Committee (CAC). Are you interested in learning more about our shared water resources and engaging with the public? Find out more here: lowermnrivewd.org/makeadifference/citizen-advisory-committee.

46	11/15/2023	Board Meeting	Facebook Twitter	Please join @LowerMinn for its upcoming Board meeting. Board meetings are held at the Carver County Government Center on the third Wednesday of every month. They begin at 7 p.m. unless otherwise noted. Can't make the meeting? All board packets are on our website. <a href="http://lowermnrivewd.org/utility-nav/meetings/agendas-minutes">lowermnrivewd.org/utility-nav/meetings/agendas-minutes</a>
	11/16/2023	LMRWD Project Update - Carver Levee	Facebook Twitter Instagram	The @CityofCarver is working to update the aging Carver Levee originally constructed in 1965. The levee protects parts of the community and downtown Carver from major flood events but is no longer up to federal standards. @LowerMinn and the City matched at \$150K @MNDNR grant to help offset costs of the project. <a href="http://lowermnrivewd.org/projects/city-carver-levee-improvements">lowermnrivewd.org/projects/city-carver-levee-improvements</a>
	11/17/2023	National Take a Hike Day	Facebook Twitter Instagram	There is still time for biking, hiking, and leisurely walks this fall. Tag a friend you want to check out a new trail with! How do you connect to the Minnesota River? <a href="http://lowermnrivewd.org/recreation/land-activities-trails">lowermnrivewd.org/recreation/land-activities-trails</a> #TakeAHikeDay
47	11/20/2023	Buckthorn Removal	Facebook Twitter Instagram	Are you removing buckthorn or other vegetation this fall? Are you on a steep slope and need some advice on how to manage vegetation? Download our guide for helpful tips for removing vegetation, keeping soil in place, and adding beneficial vegetation back in. <a href="http://lowermnrivewd.org/application/files/9716/9575/2790/Steep_SlopesV2.pdf">lowermnrivewd.org/application/files/9716/9575/2790/Steep_SlopesV2.pdf</a>
	11/24/2023	Opt Outside	Facebook Twitter Instagram	Looking for an outdoor adventure? We've made it easy! There is something for everyone on the @LowerMinn recreation page. How do you connect to the Minnesota River? <a href="http://lowermnrivewd.org/recreation">lowermnrivewd.org/recreation</a> #OptOutside
48	11/28/2023	Construction Permits	Facebook Twitter Instagram	Starting a construction project? You might need a permit. Our updated permit page makes understanding when you need a permit easy if you are a homeowner, developer, city, or unincorporated area. Visit the @LowerMinn website to see if your project needs a permit. <a href="http://lowermnrivewd.org/regulatory-1/individual-permit">lowermnrivewd.org/regulatory-1/individual-permit</a>
	11/30/2023	Mini-Grant Recipients	Facebook Twitter Instagram	Congratulations to our Educator Mini-Grant Program recipients! Educators from .... applied for \$...., which will be reimbursed after their projects are complete. Projects range from .... to .... We are excited to hear all about the education and engagement they are providing. A second round of funding will be available in early 2024. More information can be found on our website: <a href="http://lowermnrivewd.org/resources/links">lowermnrivewd.org/resources/links</a> .
	12/5/2023	International Volunteer Day	Facebook Twitter Instagram	We want to take this time to thank our fantastic group of citizen advisory committee members. This year our CAC volunteered at 7 community events, advised on our educator mini-grant program, created a newsletter and how-to social media videos and took time out of their days to engage and learn with us each month! Thank you for all that you do! <a href="http://lowermnrivewd.org/makeadifference/citizen-advisory-committee">lowermnrivewd.org/makeadifference/citizen-advisory-committee</a>

49	12/6/2023	LMRWD Project Update - HCCI	Facebook Twitter Instagram	The @LowerMinn continues its work to address chloride concerns in the Twin Cities Metro area. As part of the Hennepin County Chloride Project, a chloride reduction grant was created to help reduce salt loading to local water resources with our partners @RPBCWD @NMCWD @RBWMO. Learn more at <a href="http://lowermnriverwd.org/projects/hennepin-county-chloride-project">lowermnriverwd.org/projects/hennepin-county-chloride-project</a> .
	12/8/2023	Pet Waste	Facebook Twitter Instagram	Even in the winter, remember to pick up after your pet. Pet waste contains bacteria that can make animals and people sick and pollute local water, whatever the temperature outside. <a href="http://bit.ly/3hCGCdN">http://bit.ly/3hCGCdN</a> <a href="https://www.poopfairy.university/">https://www.poopfairy.university/</a> #ThereIsNoPoopFairy Twin Ports RSPT
50	12/12/2023	Ice safety	Facebook Twitter Instagram	Remember, ice is never 100% safe. Check ice thickness frequently this winter. <a href="https://bit.ly/3VymZDI">https://bit.ly/3VymZDI</a> <a href="http://lowermnriverwd.org/recreation/water-activities-fishing">lowermnriverwd.org/recreation/water-activities-fishing</a>
	12/13/2023	Board Meeting	Facebook Twitter	Please join @LowerMinn for its upcoming Board meeting. Board meetings are held at the Carver County Government Center on the third Wednesday of every month. They begin at 7 p.m. unless otherwise noted. Can't make the meeting? All board packets are on our website. <a href="http://lowermnriverwd.org/utility-nav/meetings/agendas-minutes">lowermnriverwd.org/utility-nav/meetings/agendas-minutes</a>
51	12/19/2023	Salt	Facebook Twitter Instagram	Chloride from deicing salt is polluting our local waterbodies at increasing rates. Just 1 teaspoon of salt is enough to permanently pollute 5 gallons of water. Learn steps to use less salt and be salt smart this winter. <a href="http://lowermnriverwd.org/makeadifference/chloride">lowermnriverwd.org/makeadifference/chloride</a>
	12/21/2023	First Day of Winter	Facebook Twitter Instagram	It's the #FirstDayOfWinter! Are you ready for some snowshoeing or skiing? Did you know you can also find areas for snowmobiling in the @LowerMinn? Get out and enjoy your local Minnesota River watershed! Tag a friend and have some winter fun! How do you connect to the Minnesota River? <a href="http://lowermnriverwd.org/recreation/land-activities-trails">lowermnriverwd.org/recreation/land-activities-trails</a>
52	12/27/2023	Salt	Facebook Twitter Instagram	Check out this great video from our friends @mnwcd about how excessive salting harms our waterbodies—and what you can do to help. <a href="https://bit.ly/3CDpplk">https://bit.ly/3CDpplk</a>
	12/31/2023	Top 10 Highlights of 2023	Facebook Twitter Instagram	The @LowerMinn had a great 2023. We hope you did too! Here's a look back at our Top 10 Highlights from 2023. Happy New Year!



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, October 18, 2023

### Agenda Item

#### Item 6. H. – LMRWD Projects

#### Prepared By

Linda Loomis, Administrator

#### Summary

##### i. Area #3

WSB is working with legal counsel and the property owner to obtain an easement to the property. 106 Group is working on the Phase II evaluation. They have made two sites visits and have had issues with access to the properties. On the last visit, they were able to complete the survey work they needed. Based on the work completed so far, it appears that the recommendation is that all properties are not eligible for listing.

The City of Eden Prairie issued a Notice of Decision for the wetland delineation.

The next step will be to apply for permits from the Corps of Engineers, DNR, City of Eden Prairie and the LMRWD.

##### ii. Spring Creek

ISG was in the field to conduct the wetland delineation the last week of September. An application will be submitted to the City, who will arrange a field inspection of the TEP (Technical Evaluation Panel)

#### Attachments

No attachments

#### Recommended Action

No action recommended



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, October 18, 2023

### Agenda Item

#### Item 6. I. – Permits & Project Reviews

#### Prepared By

Linda Loomis, Administrator

#### Summary

##### i. **Tramore Heights Addition Rule B (LMRWD No. 2023-020)**

This is a project to construct a new single family on a subdivided lot in the City of Savage. Young Environmental Consulting Group, LLC, has reviewed the documentation on behalf of the LMRWD. More details about the project and recommendation are contained in Technical Memorandum - Tramore Heights Addition Rule B (LMRWD No. 2023-020) dated October 11, 2023.

#### Attachments

Technical Memorandum - Tramore Heights Addition Rule B (LMRWD No. 2023-020) dated October 11, 2023

#### Recommended Action

Motion to approve a permit for Rule B only, which includes initial site preparation and grading only and require staff to ensure that the project complies with Rule F before a permit can be issued for construction of any impervious surface and filtration basin.

##### ii. **535 Lakota Lane – work without a permit**

Legal Counsel will update the Board at the meeting if there is new information to report.

#### Attachments

No attachments

#### Recommended Action

No action recommended



# Technical Memorandum

**To:** Linda Loomis, Administrator  
Lower Minnesota River Watershed District (LMRWD)

**From:** Karina Weelborg, Water Resources Scientist  
Hannah LeClaire, PE, Project Manager

**Date:** October 11, 2023

**Re:** Tramore Heights Addition Rule B (LMRWD No. 2023-020)

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Larry Hassler has applied for an individual project permit from the LMRWD to split a residential lot for the construction of a new single-family home in Savage, MN (Figure 1). The applicant's engineer, ISG Inc., has provided site plans for the Tramore Heights Addition Project (Project) along with the permit application.

The proposed project consists of constructing a single-family home, driveway, and filtration basin. The project would disturb approximately 2 acres and create 0.17 acres of new impervious surface. The project is not located within a High Value Resource Area or floodplain, but it does result in a net increase in impervious surface to the Steep Slopes Overlay District (SSOD). The applicant proposes to begin initial site preparation activities and mass site grading in October 2023 and construction of impervious surfaces and stormwater management facilities in 2024. The project triggers Rule B – Erosion and Sediment Control and Rule F – Steep Slopes. Because the City of Savage does not have its LMRWD municipal permit, this project requires an LMRWD individual permit.

Following discussion with the applicant in September 2023, project time constraints became apparent. In previous permit applications with similar time constraints, permits have been issued in phases to allow the applicant to begin initial site preparation activities and mass grading ahead of other approvals. Because of construction schedule concerns, we have segregated our permit review to include just the initial site preparation activities and mass grading activities (Rule B). The initial permit will explicitly forbid construction of impervious surfaces and stormwater management facilities until LMRWD staff can confirm the project meets all requirements for Rule F.

## Summary

**Project Name:** Tramore Heights Addition

**Purpose:** Construction of a single-family home, associated driveway, and a filtration basin

**Project Size:**

Area Disturbed	Existing Impervious Area	Proposed Impervious Area	Net Increase Impervious Area
2 acres	0.08 acres	0.25 acres	0.17 acres

**Location:** 8260 McColl Drive  
Savage, MN, 55378

**LMRWD Rules:** Rule B – Erosion and Sediment Control  
Rule F – Steep Slopes

**Recommended Board Action:** Approval of Rule B (initial site preparation activities and mass grading only)

## Discussion

The LMRWD received the following documents for review:

- LMRWD individual permit application; received August 21, 2023.
- National Pollutant Discharge Elimination System (NPDES) Construction Stormwater Permit; dated August 16, 2023; received August 21, 2023.
- LMRWD permit fee; received August 30, 2023.
- Authorization of Agent form; dated August 21, 2023; received September 19, 2023.
- HydroCAD Report by ISG Inc.; revised October 3, 2023; received October 3, 2023.
- Draft Stormwater Maintenance and Operation Agreement; received September 19, 2023.
- Stormwater Management Report by ISG Inc.; dated September 15, 2023; revised October 3, 2023; received October 3, 2023.
- Tramore Heights Addition Civil Plans by ISG Inc.; dated August 23, 2023; revised September 25, 2023; received October 3, 2023.
- Savage City Council Minutes; dated September 5, 2023; received October 3, 2023.

The application was deemed complete on October 4, 2023, and the documents received provide the minimum information necessary for a permit review for Rule B – Erosion and Sediment Control.

**Rule B – Erosion and Sediment Control**

Under Rule B, the LMRWD regulates land-disturbing activities that affect one acre or more. The proposed project would disturb approximately 2 acres within the LMRWD boundary. The applicant has provided an erosion and sediment control plan and a Stormwater Pollution Prevention Plan (SWPPP). The contractor and individuals responsible and liable for the inspection and maintenance of erosion and sediment control features are:

Bituminous Roadways Inc.  
Garrett Jedlicki  
1520 Commerce Drive  
Mendota Heights, MN 55120  
[Garrett.jedlicki@bitroads.com](mailto:Garrett.jedlicki@bitroads.com)  
651.686.7001

Bituminous Roadways Inc.  
Cole Denver  
[Cole.denver@bitroads.com](mailto:Cole.denver@bitroads.com)  
715.566.0482

The applicant has provided a copy of the project's NPDES construction stormwater permit. The project complies with Rule B.

**Recommendations**

Based on review of the project, we recommend approval of the project for initial site preparation and grading only in accordance with Rule B.

This permit will allow the applicant to begin site preparation, including mass grading, but does not allow for the construction of any new impervious surface or stormwater management facilities. Staff will continue to work with the applicant to ensure that the project complies with Rule F before a permit can be issued for construction of impervious surface and filtration basin.

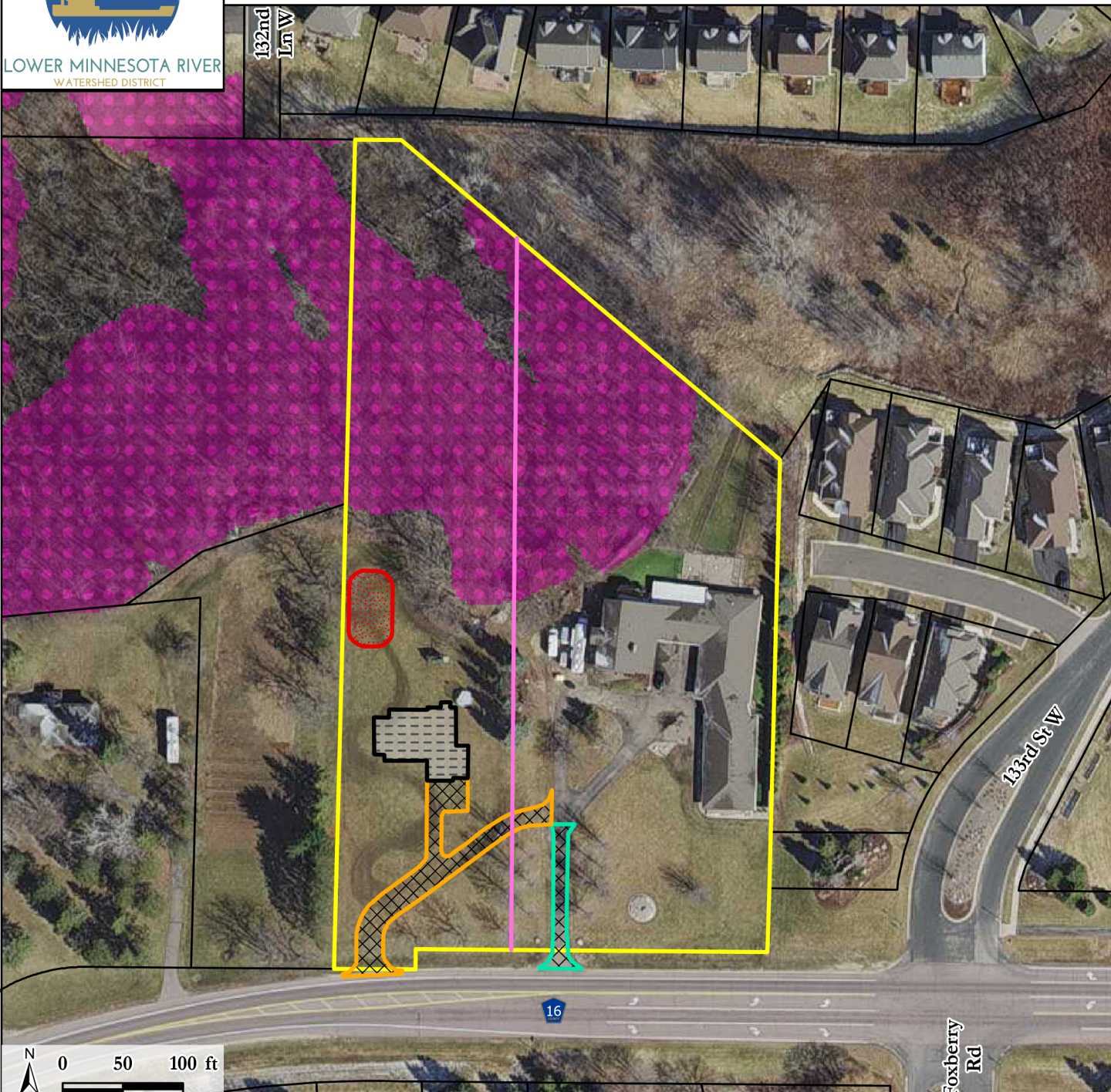
**Attachments**

- Figure 1—Tramore Heights Project Location Map



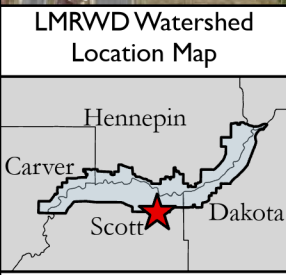


Figure I: Tramore Heights Addition Project Location  
LMRWD No. 2023-020



**Legend**

- Project Location
- Proposed Lot Line
- Filtration Basin
- Proposed Building
- Proposed Bituminous
- Steep Slope Overlay District



Location: Projects\LMRWD\Project Reviews\02 In Process\2023-020 Tramore Heights Addition\04 GIS