

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	4/20/2025		
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

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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	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	8/19/2022				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	135W Frontage Trail	Construction Complete		12/15/2021	12/22/2021		1/19/2022		11/3/2022	11/3/2023	11/3/2024		10/16/2023	
2021-039	River Bluffs Improvements	Closed		7/23/2021	8/12/2021		8/18/2021		10/1/2021	8/18/2022				10/12/2022
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	12/1/2024		
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	Active		1/18/2022			3/16/2022		4/25/2022	4/25/2023	10/31/2023	10/31/2024		
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	On Hold		1/27/2022										

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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	3/1/2025			
2022-011	Biffs, Inc.	Closed		2/28/2022	3/29/2022		4/20/2022		8/16/2022	8/16/2023	10/31/2023		9/30/2023	10/20/2023
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	11/6/2023
2022-014	TH41 & CSAH61 Improvements	Active	1/6/2022	3/23/2022	5/11/2022		5/18/2022		12/13/2022	12/13/2023	12/13/2024			
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	4/10/2025			
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	Active		5/10/2022	11/3/2023			11/15/2023	11/16/2023	11/16/2024				
2022-023	494 Corridors of Commerce	Pre-Permit	5/3/2022	5/19/2022		7/20/2022								
2022-024	Gedney Pickles Holding Pond Restoration	Closed	6/16/2022	8/10/2022			9/21/2022		11/14/2022	11/14/2023			8/30/2023	10/19/0223
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	8/24/2023
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	Closed		7/6/2022	7/8/2022		7/20/2022		7/22/2022	7/22/2023	12/31/2023			10/20/2023
2022-029	Reliakor	Cancelled		7/20/2022			8/17/2022		9/19/2022	9/19/2023				10/28/2022
2022-030	Frenchies Metals	Cancelled		7/22/2022										
2022-031*	RSI Marine	Conditional Approval		9/20/2023	1/24/2024	8/17/2022	2/21/2024							
2022-034	Valleyfair Parking	Cancelled		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				

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2022-041*	35W SP 2782-352	Active		12/15/2022	2/10/2023		2/15/2023		4/10/2023	4/10/2024	4/10/2025			
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	Active		3/1/2023	3/15/2023		4/19/2023		11/6/2023	11/6/2024				
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	4/5/2023										
2023-011*	Quarry Lake Playground	Construction Complete		4/19/2023	4/24/2023	5/9/2023		4/24/2023	4/24/2023	4/24/2024	4/24/2025		10/16/2023	
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	6/9/2023										
2023-017	MN Bluffs Regional Trail	Under Review	6/14/2023	12/28/2023										
2023-018	Sibley Memorial Hwy (1901-195-TH13A)	Upcoming	7/17/2023	6/6/2023										
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	Active	9/1/2023	8/21/2023	1/24/2024		2/21/2024	10/18/2023	10/20/2023					
2023-021	MAC Infiltration Pond	No Permit Required	9/27/2023	9/21/2023										
2023-022	Safety and Security Center Phase II	Incomplete		10/2/2023										
2023-023	Vernon Avenue Road Improvements	Conditional Approval		10/6/2023			11/15/2023							
2023-024	Carmeuse Savage Marine Improvements	Conditional Approval		10/11/2023	12/1/2023		12/20/2023							

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2023-025	35W SP1987-140	Upcoming	10/31/2023	8/23/2023										
2023-026*	CenterPoint Pipeline Abandonment	Conditional Approval		1/5/2024	1/24/2024	1/20/2024	2/21/2024							
2023-027	TH 41 ORF	On Hold	11/6/2023	12/12/2023		1/17/2024								
2023-028	Marystown Road and TH169	No Permit Required		11/7/2023										
2023-029	Tarnhill Pond	Active		11/15/2023	11/22/2023		12/20/2023		12/27/2023	12/27/2024				
2023-030	Bass Ponds Berm	No Permit Required		11/8/2023										
2023-031	Bohn Properties	No Permit Required	11/1/2023	10/30/2023										
2024-001	Saint John's Church	No Permit Required		1/15/2024										

*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, February 21, 2024

Agenda Item

Item 6. H. – Dredge Management

Prepared By

Linda Loomis, Administrator

Summary

i. Dredging at the mouth of the River

The LMRWD has not received an invoice for the cost to transport dredge material to the Vernon Avenue dredge placement site in Savage. Estimated of the cost of the transportation was close to \$116,000.

ii. Private Dredge material Placement

Payment for 2023 placement of material has been received from Savage Riverport. The LMRWD has been notified that payment has been ordered by CHS and Cargill.

iii. Vernon Avenue Rehabilitation and Culvert Replacement Project

In October, the LMRWD received authorization for the project from the U.S Army Corp of Engineers under the Transportation Regional General Permit. The LMRWD conditionally approved the project for an individual project permit from the LMRWD at the November board meeting. At the end of November, the LMRWD received the final Architectural History Reconnaissance Survey Report from the 106 Group which concluded that no potential impacts were assessed for the project. In January, the 100% plans, bid package (project manual and specifications), and engineer's opinion of probable cost was completed. The next step in the process is to advertise the project for bids. The LMRWD will follow the procedures laid out in MN Statute 103D.811. The project will be advertised online through QuestCDN.com, an online interface for bidding. Additionally, a bid notice will be published in the Star Tribune. After bids are opened, the LMRWD will award the project to the lowest responsible bidder. The Young Environmental plans to recommend that the project be completed by 10/11/2024.

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, February 21, 2024

Agenda Item

Item 6. J. – Lower MN River East One Watershed One Plan

Prepared By

Linda Loomis, Administrator

Summary

i. Review of Draft 1W1P

Young Environmental Consulting Group has reviewed the Draft Lower MN River East 1W1P on behalf of the LMRWD. Comments on the plan are attached. Young Environmental has also red-lined the draft and will share that with the Steering Committee. If Managers have additional comments, staff suggests that comments from individual Managers be sent separately from the official comments from the LMRWD.

ii. Review of draft Memorandum of Understanding

A comprehensive review of the Memorandum of Understanding has not been completed, as it may change after comments on the draft plan have been received and taken into account.

Attachments

Technical Memorandum – Lower Minnesota River East Comprehensive Watershed Management Plan – One Watershed, One Plan (1W1P) Technical Review Comments dated February 14, 2024

Recommended Action

Motion to approve comments and authorize distribution.

Project website: [website](#)

Technical Memorandum



To: Holly Bushman, Environmental Resources Specialist, Le Sueur County
Anne Sawyer, Board Conservationist, BWSR

From: Della Schall Young, CPESC, PMP, CTF, Principal Scientist
Derek Beauduy, PE, Senior Water Resources Scientist

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

Date: February 14, 2024

Re: Lower Minnesota River East Comprehensive Watershed Management Plan—One
Watershed, One Plan (1W1P) Technical Review Comments

This memo provides technical review comments on the Lower Minnesota River East Comprehensive Watershed Management Plan (Plan) on behalf of the Lower Minnesota River Watershed District (LMRWD). LMRWD Board Manager Laura Amundson was on the Policy Committee, and LMRWD Administrator Linda Loomis was on the Steering Team to develop the Plan; prioritize issues and measurable goals; and identify implementation plans, schedules, and actions. We appreciate the collaborative nature of the process and look forward to implementation actions that will lead to environmental and resource enhancements in the Lower Minnesota River East watershed over the next decade.

While the LMRWD values ongoing collaboration with the 1W1P team and stakeholders to develop strategies over the entire Planning Area, we note that the Plan generally prioritizes resources and implementation actions in areas outside of the LMRWD. The Plan does not target implementation actions toward resources that the LMRWD has identified as high value and in need of protection, such as Eagle Creek and Savage Fen. The Plan identifies Eagle Creek as a priority stream, but a local priority, indicating that the LMRWD and local jurisdictions must lead any efforts to protect and improve the creek outside of the 1W1P scope. In addition to Eagle Creek and Savage Fen, there are specific areas in the LMRWD that would benefit from targeted actions to improve watershed health and water quality (e.g., eroding bluffs, gullies, and ravines along the Minnesota River and urbanized areas where stormwater BMP implementation would provide benefit). These areas have not been included as priority or targeted areas in the Plan.

The LMRWD has a Watershed Management Plan and Rules that govern prioritization and implementation of targeted actions and projects within its jurisdiction. The LMRWD will continue to primarily rely on its Watershed Management Plan and Rules to target resources and implement actions in the district. We believe the 1W1P effort could fill a gap in identifying feasible implementation actions within the LMRWD in areas of need identified since the LMRWD Watershed Management Plan was approved in 2018 and before the scheduled 2027 comprehensive update. Although we generally support prioritizing the most impacted streams, lakes, and resources within the 1W1P Planning Area for targeted implementation, we encourage the 1W1P team to

reevaluate its prioritization strategy or include more flexible language in the Plan and implementation tables to address resources and areas outside the Plan's defined priorities.

The following are additional comments:

Chapter 3: Priority Issues, Targeting, and Measurable Goals

Comment: As noted above, we recognize that most of the priority issues and targets focus on parts of the Planning Area outside the LMRWD. Targeting implementation actions in upstream areas of the watershed, as the Plan does, will benefit downstream water quality, and we agree that the Plan has identified appropriate issues and goals that prioritize many of the Planning Area's most pressing needs. Although we support this larger watershed-scale approach, the LMRWD encourages the 1W1P team to revise the prioritization strategy to allow for broader consideration of priority resources for implementation.

Chapter 3.1: Surface Water Quality Goal A—Reduce upland and near-channel erosion contributing sediment to priority streams by 1,886 tons per year, page 82

Comment: We recommend including more detail on sediment and erosion sources in this section, including a graphic showing the different types of near-channel sediment sources—gully, ravine, bank, and bluff erosion. Please also specify whether the Plan considers bluff erosion as a near-channel sediment source. We encourage greater description and detail on bluff erosion issues in the Plan because it is a significant source of sediment in the Minnesota River. We also recommend including a map of HUC10 subwatersheds for the subwatersheds listed in Table 3.1.

Table 3.5 Priority Streams, page 91

Comment: Why is the Credit River not included in Table 3.5 but Eagle Creek is included? The Eagle Creek and Credit River footnotes in the table should be integrated into the body of the document with more detail, describing why these are local priorities and not 1W1P priorities. Although local entities such as the LMRWD and the Scott County Watershed Management Organization may prioritize both Eagle Creek and the Credit River, lessening the need to prioritize them in the Plan, greater acknowledgment of this should be made in the Plan itself. We also encourage revising the Plan's prioritization criteria to be broader, allowing for resources to be prioritized as part of the Plan, not just on the local level.

Figure 3.2: Priority Streams and Subwatersheds, page 92

Comment: No streams or subwatersheds in the LMRWD are identified as priorities in this figure, meaning there will be no 1W1P efforts to target actions toward LMRWD streams per the Figure 3.2 footnote "Efforts will be targeted to within subwatershed of priority streams." Again, we encourage revising the Plan's prioritization criteria to broaden the scope of resources that can be identified as priorities.

Chapter 3.2: Groundwater, page 93

Comment: Because of the lack of groundwater data currently available, the Plan should collect groundwater chemistry data from wells in and around Eagle Creek and Savage Fen.

Chapter 3.3: Habitat and Natural Resources Protection and Preservation—Measurable Goal A, page 98

Comment: The LMRWD has studied and identified high-value *natural* resources within the district. We encourage the Plan to include Scott County in identification efforts and protection strategies for high-value *cultural* resources. Although we fully support identifying and protecting high-value cultural resources, the Plan should expand on what actions or protection strategies are intended for cultural resources identified through this effort.

Chapter 3.3: Restoration Goal A and Figure 3.6, page 99

Comment: Prioritizing areas for habitat restoration based on the priority streams identified in Table 3.5 leaves out streams in the LMRWD and much of Scott County that would benefit from restoration, stabilization, increased perennial cover, and improved habitat connectivity. Although implementing projects to reduce pollutants and stressors in priority streams in Table 3.5 is appropriate from a water quality standpoint, we believe restoration, riparian enhancement, and habitat connectivity goals should be more widely targeted over a broader area. Areas that could benefit from gully and ravine stabilization, riparian enhancement projects, and creek restoration projects, especially those in or near high-value resources and the Minnesota River, should be part of this goal. This includes areas and resources within the LMRWD, such as Eagle Creek and Savage Fen. Please explain why all areas in the LMRWD and much of Scott County were left out of this prioritization and why the Plan only prioritizes those creeks and subwatersheds prioritized for water quality issues as applicable for habitat restoration.

Chapter 4: Implementation Schedules

Comment: The implementation schedules and tables appear to exclude areas and resources in the LMRWD from being targeted for implementation. For example, for BMP.3 – Urban BMPs, the Priority Areas are priority streams, lakes, and groundwater priority areas identified in the Plan. Because these priority streams, lakes, and groundwater areas are generally all outside the LMRWD, no urban BMPs would be targeted in the district. This is further supported by the 17 pages of detailed implementation tables in Appendix E that identify no LMRWD subwatersheds, water resources, or areas in any of the Priority Areas columns. We read this similarly for habitat restoration-type activities; no areas or resources in the LMRWD are prioritized in the detailed implementation tables in Appendix E for grade stabilization, native plantings, stream restorations, or stream stabilization. This translates to no implementation targeted at areas or resources in the LMRWD. Why have some implementation actions such as habitat/riparian restoration projects, stabilization projects, and planting projects not been prioritized and targeted on a more watershed-wide scale?

Comment: More detail on how cost estimates were determined would be helpful to include in the Plan. Some of the cost estimates like the estimate for urban stormwater BMPs seem low, considering typical costs for design, land, construction, and ongoing operation and maintenance. Similarly, many costs for other BMPs that require design and construction, such as stabilization projects, also seem low, and the Plan would benefit from more information on how costs were determined.

Chapter 5: Plan Implementation Programs

Comments: Table 5.1 should include a row identifying the LMRWD's Water Resources Restoration Fund.

Table 5.3: The LMRWD requires entities to operate and maintain stormwater BMPs, so it seems the LMRWD should be included as having existing O & M programs for stormwater facilities and maintenance. Please explain in the Plan the difference between stormwater facility maintenance and stormwater BMP maintenance.

Table 5.4: The LMRWD has a K–12 education program and a social media program. These should be reflected in the table.

Table 5.6: Should watershed districts and their stakeholders be included as Target Audience?

Table 5.10: The table should reflect that the LMRWD has Erosion Control and Stormwater Management regulatory programs (second row of table).

Table 5.12: The LMRWD provides funding to the Scott Soil and Water Conservation District to monitor Eagle Creek and Savage Fen. This could be included in a footnote or in the table itself.

Chapter 6: Plan Administration and Coordination

Comments: It is important to see and understand the LMRWD's involvement in the administration and coordination of this Plan. Please provide specific information.

Page 161: Include a list of the entities making up the Joint Powers Board (LMREWJPB).

Page 163: Collaboration with Other Units of Government: Please include the LMRWD in the list on Page 163.

Appendix E: Detailed Implementation Tables

Comment: See comment on chapter 4 above. The LMRWD does not have any priority streams, lakes, or areas identified in any of the detailed implementation tables in Appendix E. The LMRWD is listed as a Lead & Supporting Entity in the final table column in some tables.

In addition to the comments above, Young Environmental will provide a PDF markup of the Plan that includes suggested grammatical edits or areas of clarification.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 21, 2024

Agenda Item

Item 7. A. - LMRWD Communication Policy

Prepared By

Linda Loomis, Administrator

Summary

President Barisonzi asked that the LMRWD develop a policy for communications. His request for a policy would guide the LMRWD when communicating news and position on issues. Further it would define criteria for determining when it is appropriate for the Board to speak collectively on behalf of an issue.

President Barisonzi's suggested policies, for communication and advocacy are attached.

In addition, I researched communication policies of other public bodies, such as cities, watershed management organizations and the League of Minnesota Cities. An amalgam of those policies was adapted for the LMRWD and is attached as an example of what other public bodies have in place.

Attachments

Suggested Communication Policy

Suggested Advocacy Policy

Draft Communication Policy

Recommended Action

No action recommended

Lower Minnesota River Watershed District

Communications Policy

I. Purpose

The purpose of this policy is to establish guidelines for the Lower Minnesota River Watershed District (LMRWD) Board to thoughtfully and responsibly communicate news and stance on issues. The policy aims to define the criteria for determining when it is appropriate for the Board to speak collectively on behalf of an issue.

II. Principles

The LMRWD Board acknowledges the importance of representing the interests and concerns of the community within the watershed. The following principles will guide the Board's communication efforts:

- 1. Mission Alignment:** Communication efforts should primarily align with the mission and goals of the LMRWD, focusing on protecting and enhancing the water resources within the district. However, the Board may also consider communicating on news or issues outside of the district that significantly impact the water resources within the district.
- 2. Transparency:** For the communications aspect, transparency means reporting on the communications that have been made. All discussions of the positions that the Board has taken have happened at public meetings with opportunities for public input. This policy authorizes the Board, via the President and Administrator, to act in alignment with Board direction between meetings.
- 3. Informed Decision-Making:** Decisions to advocate for or against an issue should be based on thorough research, consideration of relevant facts, and understanding of potential impacts.
- 4. Non-Partisanship:** The LMRWD Board shall remain non-partisan in its communication efforts, prioritizing the well-being of the watershed above political affiliations.

III. Types of Communications

The Board may choose to speak collectively on four types of issues:

- 1. Issues that Have Followed the Board Process:** Issues that have been brought before the Board and followed the established process as defined by the Advocacy Policy.

2. Issues in Alignment with Board Actions: Communications in alignment with actions taken by the Board, such as supporting projects funded by the Board or advocating for legislation within the legislative agenda.

3. Immediate Situations Response: Communications in response to immediate situations, such as the newsworthy nature of a flood that has breached a levee, consistent with our plan and policies.

4. General Business and News: Communications about the appointments, actions, or general business of the Board.

V. Communication Strategies

When the Board determines to communicate, tailored strategies will be developed to effectively convey the stance on different types of issues to the public, stakeholders, and relevant authorities. The choice of communication channels will depend on the nature of the message and the type of communication. Strategies may encompass, but are not limited to, the following:

1. Issues that Have Followed the Board Process

For communications related to issues that have followed the established Board process, consider utilizing detailed newsletters, press releases, and targeted social media posts. These channels provide an in-depth exploration of the process and outcomes.

2. Issues in Alignment with Board Actions

Communications aligned with Board actions, such as support for funded projects or legislative advocacy, may benefit from press releases, editorials, and engaging social media posts. These channels help highlight the impact and significance of Board-supported initiatives.

3. Immediate Situations Response

In response to immediate situations, such as floods or emergencies, prioritize timely and concise communication. Utilize rapid press releases, urgent social media updates, and direct community engagement through newsletters to ensure swift dissemination of critical information.

4. General Business and News

Communications related to general business and news about the Board can be effectively conveyed through regular newsletters, press releases, and ongoing social media updates. These channels maintain transparency and keep the community informed about the Board's activities.

Regardless of the type of communication, all information will be promptly posted on the LMRWD website at [www.lmrwd.org](www.lmrwd.org). The Board will carefully consider the nature of each issue and select communication channels that are most suitable for delivering the message effectively and ensuring community engagement.

VI. Authorized Communication

The President and the Administrator, by mutual decision, are authorized to communicate on behalf of the Board on issues in accordance with this policy. All communications must be drafted in accordance with the Open Meeting Law and will be shared with the full board at the next public meeting. Open Meeting Law requires the President and Administrator to inform the Board of all ongoing communications at the official monthly meeting.

VII. Review and Revision

This policy will be periodically reviewed, at least once every two years, to ensure its effectiveness and relevance. Amendments may be proposed and adopted as needed to adapt to changing circumstances or community needs.

VIII. Adoption

This Communications Policy shall be adopted by the LMRWD Board through a majority vote and will become effective upon adoption.

Lower Minnesota River Watershed District

Advocacy Policy

I. Purpose

The purpose of this policy is to establish guidelines for the Lower Minnesota River Watershed District (LMRWD) Board to take a stand on specific issues thoughtfully and responsibly. The policy aims to define the criteria for determining when it is appropriate for the Board to speak collectively on behalf of an issue.

II. Principles

The LMRWD Board acknowledges the importance of representing the interests and concerns of the community within the watershed. The following principles will guide the Board's advocacy and communication efforts:

- 1. Mission Alignment:** Advocacy efforts should primarily align with the mission and goals of the LMRWD, focusing on protecting and enhancing the water resources within the district. However, the Board may also consider taking a stand on issues outside of the district that significantly impact the water resources within the district.
- 2. Transparency and Open Meeting Law Compliance:** The process of taking a stand on an issue shall be conducted with full transparency, adhering to all Open Meeting Law requirements. This involves clear communication with stakeholders and the community, ensuring that all discussions and decisions related to advocacy efforts are conducted in accordance with applicable legal standards.
- 3. Informed Decision-Making:** Decisions to advocate for or against an issue should be based on thorough research, consideration of relevant facts, and understanding of potential impacts.
- 4. Non-Partisanship:** The LMRWD Board shall remain non-partisan in its advocacy efforts, prioritizing the well-being of the watershed above political affiliations.

III. Criteria for Advocacy

The Board will consider the following criteria before taking a collective stand on an issue:

- 1. Direct Relevance:** The issue must directly impact the water resources or overall environmental health of the Lower Minnesota River Watershed.

2. **Consensus:** The Board will seek to reach a consensus on whether to advocate for or against an issue. If consensus is not achievable, the Board may choose to remain neutral.
3. **Legal and Ethical Considerations:** The proposed advocacy stance should comply with all relevant laws and ethical standards.
4. **Community Impact:** The Board will assess the potential impact of the advocacy stance on the community and stakeholders within the watershed.

IV. Advocacy Process

The Board recognizes the importance of a systematic process for advocating on specific issues. The following steps will be followed when engaging in advocacy:

1. **Initiation:** Any Board member or stakeholder can propose an advocacy initiative. Proposals should be submitted in writing and include relevant information about the issue.
2. **Review and Research:** The Board will conduct a thorough review and research process to understand the issue, its implications, and potential courses of action.
3. **Public Input:** The Board will seek input from the community and stakeholders through public forums, hearings, or other engagement methods. The timeframe for public input should be specified for each advocacy initiative.
4. **Decision-Making:** The Board will decide on whether to advocate for or against the issue based on the information gathered, consensus reached, and alignment with the established criteria.

V. Public Input Strategies

Public input is crucial in shaping the Board's advocacy efforts. The following strategies may be employed to gather public input:

1. **Public Forums:** Organize public forums to allow community members to express their opinions and concerns on the advocacy issue. Specify the timeframe for public forums.
2. **Surveys:** Utilize surveys to collect feedback from a wider audience and ensure diverse perspectives are considered.

- 3. Stakeholder Meetings:** Engage with key stakeholders through targeted meetings to gather input from groups directly affected by the advocacy issue.

VI. Authorized Communication Process

Communication of a Board position approved under this policy must be done in accordance with the Board Communications Policy. Provide details on the steps involved in the Authorized Communication Process, including responsibilities, collaboration between the President and Administrator, and the approval process.

VII. Review and Revision

This policy will be periodically reviewed, at least once every two years, to ensure its effectiveness and relevance. Amendments may be proposed and adopted as needed to adapt to changing circumstances or community needs.

VIII. Adoption

This Advocacy Policy shall be adopted by the LMRWD Board through a majority vote and will become effective upon adoption.

Lower Minnesota River Watershed District

Draft Communications, Social Media, Email and Text Message Guidelines

February 21, 2024

PURPOSE

The Lower Minnesota River Watershed District (LMRWD) strives to provide the public with accurate and timely information, communicated in a professional manner, and in accordance with laws regarding public information and data practices.

This policy provides guidelines for all external communications from the LMRWD using various mediums including:

- Printed materials such as newsletters, articles, and brochures.
- Electronic materials, such as email, postings to web sites or social media sites.
- Media relations such as requests interviews, news releases, and media inquiries
- LMRWD owned signs.

The LMRWD recognizes that appointed officials, representatives, or consulting professionals hereinafter (“LMRWD Representatives”) may sometimes comment on LMRWD matters outside of official roles. Therefore, this policy provides guidelines for LMRWD representatives when commenting as a private citizen on matters pertaining to LMRWD business.

GENERAL GUIDELINES FOR ALL COMMUNICATIONS (OFFICIAL AND PERSONAL)

All LMRWD Representatives have a responsibility to help communicate accurate and timely information to the public in a professional manner. If any mistakes are noticed or suspected in the information communicated to the public, such mistakes shall be brought to the attention of the LMRWD Administrator. Regardless of whether the communication is in the LMRWD Representatives’ official role or in a personal capacity, LMRWD Representatives must comply with all laws related to trademark, copyright, software use, etc. Examples include:

- **Mission Alignment.** Communications should align with the mission, goals, and strategies of the LMRWD Comprehensive Watershed Management Plan or other communications approved by the Board of Managers.
- **Data Practices Policy.** LMRWD Representatives cannot disclose private or confidential information and must route data practices requests to the responsible authority. LMRWD Representatives are also bound by the LMRWD Data Practices Policy with respect to access to data in the LMRWD’s Possession. This policy should be reviewed and complied with in full.
- **Respectful Workplace.** LMRWD representatives cannot publish information that is discriminatory, harassing, threatening or sexually explicit.
- **Political Activity Policy.** LMRWD representatives cannot participate in personal political activity while discharging LMRWD responsibilities. No LMRWD Representative may act in a manner that suggests that the LMRWD either supports or opposes a particular candidate or political issue, or endorses the personal political opinions of the LMRWD Representative.

ADDITIONAL GUIDELINES FOR OFFICIAL LMRWD COMMUNICATIONS

LMRWD Website

All Submissions for the LMRWD website must be directly related to a program or project of the LMRWD or promote LMRWD activities, public information and LMRWD sponsored events. Submission must be approved by the LMRWD Administrator. Outside groups or agencies requesting submissions into the LMRWD website may only be allowed to do so if the request is directly related to a current LMRWD program or project.

Handling General Requests

All LMRWD Representatives are responsible for communicating basic and routine information to the public in relation to their specific duties. Requests for private data or information outside the scope of an individual's job duties should be routed to the data practices compliance official.

Handling Media Requests

Except for routine events and basic information that is readily available to the public, all requests for interviews or information from the media shall be routed through the LMRWD Administrator. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and websites. When responding to media requests LMRWD Representatives should follow these steps:

1. If the request is for routine or public information (such as meeting time or agenda) provide the information and notify the LMRWD Administrator of the request.
2. If the request is regarding information about LMRWD personnel, potential litigation, controversial issues, an opinion on a LMRWD matter or if you are unsure if it is a "routine" question, forward the request to the LMRWD Administrator. An appropriate response would be "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as he/she can."
3. Ask the media representative's name, questions deadline and contact information. Then share the information with the LMRWD Administrator.

Communicating on behalf of the LMRWD

The LMRWD Administrator is to communicate on behalf of the LMRWD in interviews, publications, news releases, on social media sites and related communications. Other LMRWD Representatives may represent the LMRWD if approved by the Board of Managers to communicate on a specific topic. When speaking on behalf of the LMRWD:

- The person speaking must identify themselves as representing the LMRWD. Account names on social media sites must clearly be connected to the LMRWD and approved by the LMRWD Board of Managers.
- All information must be respectful, professional, and truthful. Corrections must be issued when needed.
- Personal opinions generally do not belong in official statements. One exception is communications related to promoting a LMRWD project, or initiative. LMRWD Representatives

who have been approved to use social media sites on behalf of the LMRWD should seek assistance from the LMRWD Administrator on this topic.

- The Board of Managers must be informed of communications made on behalf of the LMRWD.
- LMRWD Representatives should be aware that data transmitted or stored using personal technology (cell phones, home computers, cameras, etc) for LMRWD business should be aware that data transmitted or stored may be subject to the data practices act.

ADDITIONAL GUIDELINES FOR PERSONAL COMMUNICATIONS

It is important for LMRWD representatives to remember that the personal communications of LMRWD Representatives may reflect on the LMRWD especially if LMRWD Representatives are commenting on LMRWD business. The following guidelines apply to personal communications including various forms such as social media (Facebook X, Blogs, YouTube, Instagram, TikTok, etc.) letter to the editor of newspaper, and personal endorsements.

- Remember that what you write is public and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your boss or other LMRWD Representative to read, or that you would be embarrassed to see in the newspaper.
- The LMRWD expects LMRWD Representatives to be truthful, courteous and respectful towards other Managers, citizens, consultants, partners, state agencies and others associated with the LMRWD. Do not engage in name-calling or personal attacks.
- While every individual has a right to speak out on the issues facing the community, state, and nation, LMRWD Representatives must take great care to make it clear that their personal opinions are their own and do not represent the official policy position of the LMRWD.
- LMRWD resources, working time or official LMRWD positions cannot be used for personal profit or business interests, or to participate in personal political activity.
- Personal social media account names or email names should not be tied to the LMRWD.

LMRWD SOCIAL MEDIA SITES

To comply with the Data Practices Act, LMRWD Social Media Sites should be set up by an authorized LMRWD Representative. Comments and replies may be deactivated. This eliminates the need for constant monitoring of offensive or negative comments and provides easier compliance with data practices regulations. All accounts shall provide a contact email where comments and questions are to be directed.

All posts, comments and replies on any official social media account of the LMRWD are subject to the data practices and records retention policies.

EMAIL RETENTION GUIDELINES

Emails may contain information that qualifies as an official government record. These emails and any attached electronic documents must be kept in accordance with the LMRWD's record retention schedule. For example, an email from a citizen to the LMRWD Administrator complaining about violations of LMRWD rules on a neighbor's property is a government record. Pursuant to the General Records Retention Schedule for Minnesota Cities, it must be maintained for 7 years. However, the subject matter of most LMRWD emails does not qualify as a government record. Transitory or personal

emails should generally be deleted when they are no longer needed. Duplicate copies generally do not qualify as official government records.

Emails that do not qualify as government records do not need to be retained according to a record retention schedule. There are good reasons to dispose of emails and other electronic documents when they are no longer needed. Emails take up memory and affect the efficient operations of computers. Even if emails are not government records, they are still considered data under the Minnesota Government Data Practices Act and would have to be produced in response to a data practices request. Emails not qualifying as official government records should be deleted on a regular basis.

TEXT MESSAGING GUIDELINES

If LMRWD officials use text messages for official government business, their text messages may be official government records subject to records management laws. Text messages are also government data and subject to the Minnesota Government Data Practices Act.

QUESTIONS

Questions related to this policy should be directed to the LMRWD Administrator.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 21, 2024

Agenda Item

Item 7. B. - 2024 Legislative Action

Prepared By

Linda Loomis, Administrator

Summary

The Legislature convened Monday, February 12, 2024. Lisa Frenette has been meeting with legislators and attending committee meetings. Her perception is that not much is planned this session, other fixing some legislation passed last session and then a small bonding bill. We went through the MN Watershed Legislative Action Plan and there is much in there that the LMRWD can support and a few things that the LMRWD would not support.

There is no legislation that the LMRWD plans to introduce this session, the LMRWD will only be ensuring that dredge management funding continues and that in any year that the LMRWD does not use funding for dredge management left over funds can be used to address sediment reduction projects.

In addition to the dredge management funding, the LMRWD plans to support the following issues if legislation is introduced:

- Voluntary Certification with Limited Liability for Commercial Winter Maintenance Applicators and other legislation to reduce salt entering the natural environment;
- Invasive Carp Species – support actions to control the movement of invasive carp species;
- Support funding for statewide River Watch Programs;
- Support Native Fish Protection - "Respecting and protecting Minnesota's diverse native fish" - update regulation verbiage and adopt bag limits for ALL species;
- Support Water Storage Initiatives – this includes support for MN River hydrology studies that identify and prioritize areas that provide the most beneficial and cost-effective implementation for storage;
- Support legislative requests of partners of the LMRWD; Carver Levee Improvement Project, Shakopee River Bank Stabilization, etc.;
- Lower Minnesota River Landfill Remediation Projects.

Representative Hansen has introduced [House File 3550](#) relating to natural resources; modifying provisions for watersheds, soil and water conservation districts, and wetland management on the first day of the session. The bill was referred to the Committee on Environment and Natural Resources Finance and Policy. I have not yet reviewed the Bill.

Attachments

No attachments

Recommended Action

Motion to adopt legislative priorities



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 21, 2024

Agenda Item

Item 7. C. – Sponsorship of 2024 Salt Symposium

Prepared By

Linda Loomis, Administrator

Summary

The 2024 Salt Symposium has been scheduled for August 6th & 7th. The Lower Minnesota River Watershed District has been a sponsor of this event at the \$500 level since 2018. The 2024 LMRWD Budget has included \$500 for sponsorship of the event. By contributing \$500 (Bronze Sponsor) the LMRWD would be entitled to have its logo placed on conference pamphlets and other materials, one complimentary registration, two advertisement slides during break-periods, one customized audience poll or promotional link sent via conference chat.

Additionally, with one registration the symposium can be shared at a watch party. The Citizen Advisory Committee (CAC) did this in 2022. Nine Mile Creek Watershed District generously allowed the LMRWD CAC to watch from its Board room at its headquarters in Eden Prairie.

More information can be found at the Salt Symposium website using this link - <https://www.bolton-menk.com/salt-symposium/>

Attachments

No attachments

Recommended Action

Motion to authorize sponsorship of the 2024 Salt Symposium at the Bronze Sponsor level.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, February 21, 2024

Agenda Item

Item 7. D. – Sponsorship of 2024 Metro Children’s Water Festival

Prepared By

Linda Loomis, Administrator

Summary

The date for the 2024 Metro Children's Water Festival has been set for Wednesday, September 25, 2024. This year is the 26th year of the festival. The LMRWD has sponsored this event for as long as I have been with the LMRWD.

The 2024 LMRWD Budget include \$1,650.00 for sponsorship of the Festival. This is the same amount that was contributed last year.

Registration for classes is open now until March 15, 2024. The Festival is always looking for volunteers the day of the Festival. More information can be found using this link - <https://metrocf.org/>.

Attachments

No attachments

Recommended Action

Motion to authorize sponsorship of 2024 Metro Children's Water Festival



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 21, 2024

Agenda Item

Item 7. E. – Study Area #3

Prepared By

Linda Loomis, Administrator

Summary

The LMRWD is coordinating with the USACE, MPCA, MnDNR, and WCA LGU (Eden Prairie) to finalize wetland impacts and a potential mitigation plan. Once we have concurrence from the agencies, we can execute the 90% plans, which will take 2 to 3 months to complete. We are trying to work quickly to get the permits figured out, but we want to be diligent up front to make sure that we don't miss anything and delay the project down the road.

We also have not heard a definite answer from the property owner about acquiring property needed for the project.

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, February 21, 2024

Agenda Item

Item 8. B – Education & Outreach

Prepared By

Linda Loomis, Administrator

Summary

With the departure of Jen Dullum, Young Environmental and recent concerns expressed by some members of the Board of Managers, the LMRWD Social Media Strategy has been evaluated. Young Environmental has added new team members to bolster its education and communication services.

The new team has looked at the direction and effectiveness of the LMRWD social media activities and the 2024 LMRWD work plan. Recommendations based on the evaluation are attached and the LMRWD Board of Managers should provide direction and approve the recommendations made by the Young Environmental Education Team.

Educator Mini-Grant Program

The LMRWD extended the deadline for the next round of educator mini-grants to February 23, 2024. Notification of the grant program was sent to area educators. Three applications have been received so far. The Citizen Advisory Committee (CAC) will review the grants at the March CAC meeting. CAC recommendations will be presented to the LMRWD Board at the March 2024 Board meeting.

Attachments

Technical Memorandum – Lower Minnesota River Watershed District Social Media Content and Strategy dated February 14, 2024 with attachments

Recommended Action

Motion to approve shift in overall strategy, social media content, evaluation of cost-share program to understand how to best apply social media to increase awareness of the program and understanding of the roles of all parties involved.

Technical Memorandum

To: Lower Minnesota River Watershed District Board of Managers

From: Suzy Lindberg, Communications Manager
Della Schall Young, CPESC, PMP, CTF, Principal Scientist

CC: Linda Loomis, Administrator
Lower Minnesota River Watershed District

Date: February 14, 2024

Re: Lower Minnesota River Watershed District Social Media Content and Strategy

As part of the 2024 Education and Outreach Program Work Plan, Young Environmental is reconfiguring its strategy and content related to the Lower Minnesota River Watershed District's (LMRWD) social media presence. The following memo highlights the details of this ongoing effort, as shown in the winter content calendar presented for the Administrator's approval.

SUMMARY

Project Name: LMRWD Education and Outreach—Social Media

Purpose: Reconfigure the LMRWD's social media content and strategy to enhance social media messaging and grow social media following.

BACKGROUND

Young Environmental reviewed previous LMRWD social media content (Facebook, Instagram, and X) from 2023 to adjust its 2024 strategy. Based on this review by our new staff members, we conceptualized the following improvements to establish a clearer identity unique to the LMRWD on social media.

We present the suggested shifts in social media strategy below:

- **Reduce Redundant Content.**
 - Reduce the amount of redundant water quality information already being represented by other watershed districts and watershed management organizations, such as the following:
 - National water quality/world awareness days
 - Salt/chloride awareness
 - Reduce posting frequency to one to three times per week depending on news and events.

- Discontinue posting on the X platform (focus on Facebook and Instagram).
- **Increased Unique Content.**
 - Increase the spotlight of unique features of the LMRWD.
 - More placeholders in the content calendars for highlighting weather-dependent or seasonal facets such as native plants in bloom.
 - General picturesque views unique to the LMRWD captured by our team.
 - Timely LMRWD or partner project updates.
 - Engage citizens.
 - Increased awareness of the cost-share program and highlighting of previous cost-share projects.
 - Photo contest, calendar, or photographer-in-residence campaign.
 - Boost partnership awareness and collaboration.
 - Highlighting of partnership events and local outreach opportunities.
 - Increased awareness through youth outreach activities and internships hosted by partners.
 - Increased awareness of statewide grant initiatives like Lawns to Legumes.
 - Reposting other organization's evergreen content.

The overarching goals of the proposed changes are to enhance social media messaging through more unique and creative content, enhance partnership awareness, and grow LMRWD's social media following (Young Environmental Work Plan Tasks 3.2 and 3.3). Analytics will be collected to verify traction gained or additional improvement items needed. Additionally, Young Environmental has noted an underutilization of the cost-share program. Our staff can use social media as a means of integrating and promoting the cost-share program as an active component of the Education and Outreach Program.

JUSTIFICATION AND COMPARISON ANALYSIS

Upon review, the two local watersheds with the greatest social media success (measured in average number of likes for the five most recent posts, number of followers across platforms, etc.) are Capitol Region Watershed District (CRWD) and Ramsey-Washington Metro Watershed District (RWMWD).

To increase the engagement on LMRWD posts across social media platforms and expand the audience beyond other government agencies and units, we propose adjusting content and post frequency to mirror the success of the CRWD and RWMWD. Across platforms, the CRWD and RWMWD averaged roughly one post per week.

Topics presented in their recent posts included the following:

- Local projects and features within their district (e.g. the Trout Brook Storm Sewer Interceptor, and ice tracking on Como Lake).
- Reposts from other organizations.
- Seasonal posts: salting, and winter native seeding.
- Lawns to Legumes grant announcement.

Young Environmental noted these watershed districts found success in posting less frequently and focusing the content of their posts around unique projects and features of their district, presenting different seasonal ideas (e.g. winter native seeding), and reposting content from other organizations. These ideas guided Young Environmental's changes to social media content and strategy, beginning with the winter content calendar draft.

RECOMMENDATIONS

To accomplish this overall shift in strategy, Young Environmental recommends the LMRWD Board of Managers solidify goal(s) and desired target social media audience(s) to refocus attention on the LMRWD's unique identity. This solidification will improve Young Environmental's ability to curate social media content around targeted groups and overarching Board goals.

Young Environmental recommends the LMRWD Board of Managers approve the suggested shift in social media content upon reviewing the winter content calendar. We believe it more fully encompasses elements of the shift while maintaining the organization's current identity. Following Board approval and feedback, Young Environmental recommends curating future content calendars to reflect the continued shift envisioned by our staff.

In addition, Young Environmental recommends a more intricate look at the cost-share program to understand how to best apply social media to increase awareness of the program. This primarily includes understanding the roles of all parties involved (e.g. LMRWD Board of Managers, Administrator, Citizen Advisory Committee, Young Environmental) as well as how we can increase involvement in the program to maximize use of the cost-share funds.

Attachments

- Attachment 1—Winter Content Calendar
- Attachment 2—Social Media Analytics- Twin Cities Metro Watershed Districts

Week	Date	Topic	Platform	Post	Photo/Content Idea	Reoccurring?	Q1 Important Dates
Jan 8-12							
2	12-Jan	Jesse Hartmann retirement	Instagram Facebook X	<p>After nearly eight years, Manager Jesse Hartmann ended his service to the Lower Minnesota River Watershed District (LMRWD) in December 2023. Jesse held several roles, including Vice President and President and provided leadership to the watershed district during a critical period of infrastructure development and strategic planning. The LMRWD extends its appreciation and best wishes to Jesse for sharing his talents on the Board of Managers.</p> <p>To learn more about what inspired Jesse to serve and how the LMRWD will transition this role, visit our website: lowermnrriverwd.org/news.</p>	NA		<p>February 2: World Wetlands Day February 6 (4:30-6:30): CAC meeting February 11: International Day of Women and Girls in Science February 15: Registration for Metro Children's Water Festival opens February 21 (7-9 PM): Board meeting Last week of February: National Invasive Species Week February 29: Leap Day March 5 (4:30-6:30): CAC meeting March 10: Daylight savings March 10-16: National Groundwater Awareness Week March 18-24: USEPA Annual Fix a Leak Week March 19: First day of spring March 21: International Day of Forests March 22: World Water Day</p>
Jan 29-Feb 2							
5	31-Jan	In the News	Instagram Facebook X	<p>News Feature! Read about Lower Minnesota River Watershed District (LMRWD) in Eden Prairie Local News: https://bit.ly/49hVBPQ</p> <p>The news story highlights the importance of community involvement from Board Managers volunteers like Jesse Hartmann, who served from 2018-2023. Jesse's dedication demonstrates the lasting impact that private citizens can make on their local community and environment. Are you interested in getting involved in protecting natural resources? Find volunteer opportunities on our website and follow along on social media!</p>	NA		
Feb 5-9							
6	7-Feb	Star Tribune article	Instagram Facebook X	Share link to Star Tribune Article with Manager Barisonzi's opinion piece on a basin-wide approach.	Posted Feb. 7.		
Feb 12-16							
7	12-Feb	Mini-grants	Facebook	<p>Are you looking to bring additional water resource science into your classroom? Look no further than the Lower Minnesota River Watershed District (LMRWD)! LMRWD is currently accepting applications for its Educator Mini-Grant program. If you are an educator or know one looking to grow their students' water resource knowledge, we encourage you to apply.</p> <p>This program provides a maximum \$500 reimbursable grant for educators within LMRWD partner cities. Activities must have a water resources or wildlife habitat component. Please visit our website for more information and to apply: https://lowermnrriverwd.org/. The deadline for applications is February 23, 2024. Spread the word!</p>	"Feb 12- Mini Grants"		Add LMRWD branding to post
	12-Feb	Mini-grants	Instagram X	<p>The LMRWD is currently accepting applications for its Educator Mini-Grant program. If you are an educator or know one within our partner cities looking to grow their students' water resource knowledge, we encourage you to apply!</p> <p>This program provides a maximum \$500 reimbursable grant for a water resource or wildlife habitat activity. Apply on our website by February 23rd, 2024: https://lowermnrriverwd.org/. Spread the word!</p>	"Feb 12- Mini Grants"		Add LMRWD branding to post
	13-Feb	WMO Internship	Instagram Facebook X	<p>Our partners at the Carver County Water Management Organization are hiring one water education intern (closing on March 10) and three water resources interns (closing on Feb 29) for summer 202. The education internship serves to increase awareness in citizens and youth about lakes and rivers, common water pollutants, stormwater runoff, aquatic invasive species, and more. Tasks include teaching day camps; developing educational signs, posters, and displays; and coordinating, and staffing events. The water resources interns help with monitoring of lakes, streams, stormwater best management practices, aquatic life (fish, mussels, macroinvertebrates), and aquatic invasive species around the county. Tasks include water sampling, conducting snorkel and shoreline surveys, performing data analysis, running public education and outreach, and more. These internships are generally filled by college students interested in a career in natural resources. Learn more at: https://www.carvercountymn.gov/departments/health-human-services/public-health/about-us/internship-program</p>	Possible repost from CCWMO		
	14-Feb	Parking lot/sidewalk certification	Instagram Facebook X	<p>The Minnesota Pollution Control Agency (MPCA) has some informational salt trainings coming up! Despite our mild winter, these trainings are free to attend, and you can earn your Smart Salt certification (valid for five years). Make sure to get registered on the MPCA website: https://www.pca.state.mn.us/events-and-meetings?field_event_category_trainings_target_id=326#events</p> <p>February 20 and March 13: Smart Salting: parking lots and sidewalks certification training</p>	"Feb 14- Salt Training"		

	16-Feb	Announcement of board meeting	Instagram Facebook X	Please join the Lower Minnesota River Watershed District (LMRWD) for its upcoming Board meeting on February 21. Board meetings are held at the Carver County Government Center on the third Wednesday of every month beginning at 7 p.m. unless otherwise noted. Can't make the meeting in person? You can join the meeting virtually by using the link on the meeting page. All board packets are on the LMRWD website. https://lowermnriverwd.org/meetings	"Feb 16- Board Meeting"	Reoccurring	Add LMRWD branding to post
Feb 19-23							
8	20-Feb	Mini-grants	Instagram Facebook X	Last call! Applications for our mini-grant program are due on February 23. The program provides reimbursable grants for water resource/wildlife habitat activity supplies and programming. Please visit our website for more information and to apply!	"Feb 20- Mini Grants"		Add LMRWD branding to post
	21-Feb	Turf grass maintenance certification	Instagram Facebook X	Have you ever wondered how turf management affects Minnesota's local streams and lakes? Look no further than the Minnesota Pollution Control Agency (MPCA). The MPCA has upcoming helpful trainings for residents and contractors on turf grass maintenance. These events are free to attend, and registration is required by tomorrow (February 27). Please visit the MPCA website for more information and to register! March 12 & March 26: Turf grass maintenance certification training	"Mar 21- Turf Management"		Aimed at HOAs/Urban Residents and Private Contractors
	23-Feb	STEM on Tap (Riley-Purgatory shoutout)	Instagram Facebook X	Sending a shoutout to our neighbors to the north, Riley Purgatory Bluff Creek WD @rpbcwd! Next Monday (February 26) at 6 p.m. they will be hosting STEM on Tap at Boom Island Brewing. Open to 6th- to 12th-grade STEM educators looking to learn more about water resource management and protection. The topic is "Get Out(side)! STEM and Stormwater." Head on over to the Riley Purgatory Bluff Creek Watershed District website to get registered! https://rpbcwd.org/	Get desired photo from Riley-Purgatory	Partnership	Talk with Riley-Purgatory about shouting our Mini-Grant program earlier in the week, Suzy will reach out
Feb 26-Mar 1							
9	26-Feb	National Invasive Species Week	Instagram X	Happy National Invasive Species Week! Though they are undesirable critters, we want to highlight one pest of the District: the zebra mussel (<i>Dreissena polymorpha</i>). Zebra mussels were discovered in the Duluth-Superior Harbor area in 1989. They have since spread to waters all over the state of Minnesota, including in the Minnesota River. To do your part in preventing the spread of zebra mussels, make sure to remove plants, mud, and animals from boats and trailers following use. Also, drain bilge water and live wells, and wash boats and equipment.	"Feb 26- Invasive Species"		Content tailored to Minnesota River
	26-Feb	National Invasive Species Week	Facebook	The last week of February is National Invasive Species Week. Though they are undesirable critters, we want to highlight one pest of the District: the zebra mussel (<i>Dreissena polymorpha</i>). Zebra mussels were first discovered in the Duluth-Superior Harbor area in 1989. They now can be found within waters all over the state of Minnesota, including in the Minnesota River, which joined the Minnesota Department of Natural Resources list of infested waters in 2017. When summer rolls around and boating season is upon us, here are a few simple steps you can follow to help stop the spread of zebra mussels: 1. Inspect boats and trailers; remove all plants, mud, and animals. 2. Drain bilge water and live wells. 3. Wash boats or any equipment in contact with water.	"Feb 26- Invasive Species"		
	29-Feb	Scott County Board Manager Appointment (Placeholder)	Instagram Facebook X	Placeholder for potential board manager appointed during February board meeting	Personal photos of Board Manager		Add LMRWD branding to post
	29-Feb	(Placeholder for weather dependent post)	Instagram Facebook X	Will use one of the weather-dependent posts below (either ice maintenance or water storage/flood control)	See below		
Mar 4-8							
	5-Mar	Recreation opportunities (due to unseasonably warm weather)	Instagram Facebook X	Share with us how you are spending this unseasonably warm weather! The Lower Minnesota River Watershed District (LMRWD) has recreation galore to enjoy during this time! From hiking the River Trail at The Landing to birdwatching at the Minnesota Valley State Recreation Area, you are sure to be amazed. Email us a snapshot of how you best enjoy the District's natural amenities: info@lowermnriverwd.org	"Mar 5- Recreation"/or Jess's photos of River Bluff Trail		If weather changes will alter post to reflect winter activities or will substitute for the wetlands post (see below)

10	8-Mar	"State of the Waters"	Instagram Facebook X	<p>Did you know that Nine Mile Creek passes through the Minnesota Valley National Wildlife Refuge before draining into the Minnesota River? The waters of the Lower Minnesota River Watershed District (LMRWD) are influenced by many surrounding districts, including Nine Mile Creek Watershed District.</p> <p>Nine Mile Watershed District is hosting its annual "State of the Waters" presentation on March 13. Here you can learn more about the watershed as well as current and future projects. Make sure to pay a visit at Discovery Point on March 13. Did we mention that it's free?!</p>	Get desired photo from Nine Mile	Partnership	Suzy is communicating with Nine Mile
Mar 11-15							
11	11-Mar	National Groundwater Awareness Week	Facebook	<p>It's National Groundwater Awareness Week! According to the Minnesota Department of Natural Resources, approximately 75% of Minnesota's drinking water is derived from groundwater.</p> <p>Though generally thought of as separate entities, surface water and groundwater are very much connected! Surface water and groundwater interact as part of the hydrologic cycle. As the amount of groundwater extracted increases, there can be effects on the ground surface, such as wetland depletion.</p> <p>There are simple ways to implement sustainable groundwater use such as reducing non-essential water use, implementing water conservation practices, and many more! How do you best practice groundwater sustainability?</p>	Suzy has photos provided by Lan		
		National Groundwater Awareness Week	Instagram X	<p>It's National Groundwater Awareness Week! According to the Minnesota Department of Natural Resources, approximately 75% of Minnesota's drinking water is derived from groundwater.</p> <p>There are simple ways to implement sustainable groundwater use, such as reducing nonessential water use, implementing water conservation practices, and many more! How do you best practice groundwater sustainability?</p>	Suzy has photos provided by Lan		
	13-Mar	History of Lower Minn	Facebook	<p>The Lower Minnesota River Watershed District was established on March 23, 1960. Quite uniquely, it was established to provide local participation to the US Army Corps of Engineers in construction and maintenance of a nine-foot navigation channel of the Minnesota River. Since then, the District's responsibilities have grown to include protecting natural resources. Various distinctive resources such as trout streams and calcareous fens call the District home!</p> <p>One important responsibility of the District is to provide floodplain and flood management. Pictured here is an image of Chaska in 1965 following a monumental flood. Improvements to flood management have since improved conditions like this!</p>	"Mar 13- History of MN River"		
		History of Lower Minn	Instagram X	<p>The Lower Minnesota River Watershed District was established on March 23, 1960. Originally, the District's responsibility was to assist in the construction and maintenance of a navigation channel in the Minnesota River. Now, the District's responsibilities have grown to include practices such as protecting natural resources and flood management.</p> <p>Pictured here is an image of Chaska in 1965 following a monumental flood.</p>	"Mar 13- History of MN River"		
	15-Mar	Announcement of board meeting	Instagram Facebook X	Please join the Lower Minnesota River Watershed District (LMRWD) for its upcoming Board meeting on March 20. Board meetings are held at the Carver County Government Center on the third Wednesday of every month beginning at 7 p.m., unless otherwise noted. Can't make the meeting in person? You can join the meeting virtually by using the link on the meeting page. All board packets are on the LMRWD website: https://lowermnrivewd.org/meetings	TBD	Reoccurring	Create LMRWD branded post
Mar 18-22							
12	18-Mar	USEPA Fix a Leak Week	Instagram Facebook X	<p>It's Fix a Leak Week! According to the Minnesota Department of Natural Resources, a leaky toilet can waste 200 gallons daily and a dripping faucet can waste 2,700 gallons daily. That's like dumping \$20 down the drain!</p> <p>Simple home repairs and maintenance can save big money in the long run! For more information on how to check for leaks, visit the US Environmental Protection Agency website. Happy fixing! https://www.epa.gov/watersense/fix-leak-week</p>	"Mar 18- Fix a Leak"		
	20-Mar	Reminder of Board Meeting	Instagram Facebook X	Please join the Lower Minnesota River Watershed District (LMRWD) for its upcoming Board meeting this evening. Board meetings are held at the Carver County Government Center on the third Wednesday of every month beginning at 7 p.m. unless otherwise noted. Can't make the meeting in person? You can join the meeting virtually by using the link on the meeting page. All board packets are on the LMRWD website: https://lowermnrivewd.org/meetings	"Mar 20- Board Meeting"	Reoccurring	
	22-Mar	Construction permits	Instagram Facebook X	Construction season is fast approaching! Do you have a permit for that project? Visit the Lower Minnesota River Watershed District website to check whether that project of yours needs a permit! https://lowermnrivewd.org/regulatory-1	"Mar 22- Construction"		
Mar 25-29							

13	26-Mar	Tree pruning	Instagram Facebook X	The winter and early spring is the best time to take a whack (pun intended) at tree pruning! Here are a few pruning guidelines from the University of Minnesota that are sure to make your trees happier and healthier: •Remove diseased and/or dead branches •Remove branches that exceed the diameter of the tree's trunk •If limbs are entangled, remove one at its base •When removing a branch, make sure to remove at the branch's base	"Mar 26- Tree Pruning"		
	28-Mar	Wetlands	Facebook	To celebrate, we thought we'd give a shoutout to one unique water resource that calls the Lower Minnesota River Watershed District (LMRWD) home. Did you know that the LMRWD is home to four calcareous fens? Calcareous fens are a rare type of wetland fed by calcium-rich groundwater and have existed in the Minnesota River Valley for more than 10,000 years! Calcareous fens are heavily protected because of their ecological and historical significance. These environments are especially susceptible to disturbances such as flooding or loss of groundwater supply. Fens are rich in biodiversity, and many endangered species call them home. The small white lady's slipper, a cousin to our state flower the showy lady slipper, is found in calcareous fens.	Seminary fen (Jess/Lan have photos)		If Wetlands Post is used for the March 5th post, substitute for the Recreation Post
		Wetlands	Instagram X	Did you know that the LMRWD is home to four calcareous fens? Calcareous fens are a rare type of wetland fed by calcium-rich groundwater and have existed in the Minnesota River Valley for more than 10,000 years! They are both ecologically and historically rich.	Seminary fen (Jess/Lan have photos)		
	29-Mar	(Placeholder for weather dependent post)	Instagram Facebook X	Proactive measures within the Minnesota River Watershed can enhance natural water storage, ensuring responsible developmen	See below		

WEATHER DEPENDENT POSTS

Week	Date	Topic	Platform	Post	Photo/Content Idea
	Weather dependent	Species in bloom	Instagram Facebook X	Species specific. Will update with info about the species when viewed in bloom.	Species in bloom in Lower Minn (Need to capture)
	Weather dependent	How to maintain ice on walkable areas without use of salt (seasonal tips)	Instagram Facebook X	Look for places around your home that are constantly making ice. Perhaps it's a downspout emptying onto the driveway—you could move that onto the grass and stop ice from forming in the first place! Prevention is a great way to help reduce salt pollution in winter.	"Weather Dependent-Salt"
	Weather dependent	Pet waste	Instagram Facebook X	Does your yard have extra doggie doo from the winter months? It's time to dispose of any that you can find to prevent the spring rains from washing it into the nearest storm drain. These storm drains are directly connected to your local creek or lake and that poo will add unwanted nutrients and bacteria into the environment.	
	Weather dependent	Water storage/flood control/cost share program	Instagram Facebook X	As we head into the season of snowmelt and precipitation, we want to highlight a District program that actively improves water quality.	"Weather Dependent-Rain Garden"

WETLANDS POST

5 (this week)	2-Feb	World Wetlands Day	Facebook	To celebrate, we thought we'd shoutout one unique water resource that calls the Lower Minnesota River Watershed District (LMRWD) home. Did you know that the LMRWD is home to 4 calcareous fens? Calcareous fens are a rare type of wetland fed by calcium-rich groundwater and have existed in the Minnesota River Valley for more than 10,000 years! Calcareous fens are heavily protected due to their ecological and historical significance. These environments are especially susceptible to disturbances such as flooding or loss of groundwater supply. Fens are rich in biodiversity and many endangered species call them home. The Small White Lady's Slipper, a cousin to our state flower the Showy Lady Slipper, is found in calcareous fens.	Seminary fen (Jess/Lan have photos)		
	2-Feb	World Wetlands Day	Instagram X	Did you know that the LMRWD is home to 4 calcareous fens? Calcareous fens are a rare type of wetland fed by calcium-rich groundwater and have existed in the Minnesota River Valley for more than 10,000 years! They are both ecologically and historically rich.	Seminary fen (Jess/Lan have photos)		

	Instagram followers	Following	Recent content	Avg. likes over last 5 posts	Avg. posts per month	Facebook followers	Following	Recent content	Avg. likes over last 5 posts	Avg. posts per month
Riley Purgatory	498	164	<ul style="list-style-type: none"> ▪Sediment coring in lake ▪Promoting calendar ▪Halloween/drain cleaning ▪Flat stanley electrofishing for carp ▪Gravel bed planting 	14.4	1 to 6 (varies)	491	82	<ul style="list-style-type: none"> ▪Sediment coring in lake ▪City of Chanhassen commission vacancies (repost) ▪WI Salt wise (repost) ▪Spring native planting (repost) ▪Watershed photo contest 	5	Roughly 3 times per week
Nine Mile	1110	257	<ul style="list-style-type: none"> ▪2024 project highlight ▪Discovery point greenhouse plant ▪Hiring ▪Winter Salt Awareness week ▪Winter Salt Awareness week 	5	5 to 20	947	88	<ul style="list-style-type: none"> ▪Education and outreach class with Metro South Adult Basic Education ▪City feature on MPR for pilot testing of Low Salt Design from Bolton&Menk ▪2024 project highlight ▪Hiring ▪Nine Mile newsletter 	4	5 to 20
Minnehaha Creek	1091	251	<ul style="list-style-type: none"> ▪Naturalized goldfish ▪Bearded stonewort ▪What is it Wednesday? ▪Paddling storymap ▪Long Lake Creek subwatershed assessment 	26	0	2700	??	<ul style="list-style-type: none"> ▪Chorus Park apartment opening ▪Director of Projects recognition ▪New website promo ▪Thanks to NWS and NOAA ▪Happy Holidays 	8	1 (or less)
Coon Creek	358	92	<ul style="list-style-type: none"> ▪Hiring ▪Winterfest (Event promo) ▪Rock salt ▪Ice safety ▪Office closure 	3	2 to 7	339	59	Same as Insta	3	Same as Insta
Comfort Lake/Forest Lake	196	27	<ul style="list-style-type: none"> ▪Two water quality improvement projects ▪Arts in the Park ▪Arts in the Park ▪Forest Lake high school presentation ▪Water monitoring presentation 	10	1 (or less)	461	56	<ul style="list-style-type: none"> ▪Ice safety ▪Cleaning storm drains ▪Lower St. Croix Watershed Partner hiring (repost) ▪Lower St. Croix Watershed Partner hiring (repost) ▪Alum treatment 	4.6	4-Feb
Bassett Creek	161	139	<ul style="list-style-type: none"> ▪Thriving soil ▪Pollinator habitat ▪Virtual children's water fest ▪Watercraft cleaning ▪Shoreline planting? 	0	0	460	23	NA	NA	NA
Capitol Region	829	124	<ul style="list-style-type: none"> ▪Sidewalk salting ▪Trout Brook Storm Sewer Interceptor ▪Ice tracking on Como Lake ▪Minnesota Watersheds Conference ▪Prescribed burning 	28	1 to 3	1400	190	<ul style="list-style-type: none"> ▪National Seed Swap Day ▪Water and Weather Conscious Salting ▪Snow and Ice Management ▪Trout Brook Storm Sewer Interceptor ▪Ice tracking on Como Lake 	10	4

Carnelian-Marine St. Croix	NA	NA	NA	NA	NA	417	36	<ul style="list-style-type: none"> ▪MPCA Community Conservationist Award ▪When Development Comes to Town video ▪2023 Watershed of the Year ▪Salt usage ▪2023 Watershed of the Year 		
South Washington	NA	NA	NA	NA	NA	267	15	<ul style="list-style-type: none"> ▪Chicken grit (repost) ▪Outstanding conservationist (repost) ▪Partner Employment Opportunity ▪Washington Conservation District promo ▪2023 education highlight 	2	5
Rice Creek	286	161	<ul style="list-style-type: none"> ▪Grant awarded ▪Centerville city council meeting ▪Salting ▪CAC member search ▪Mini-grant program 	9	10	874	160	<ul style="list-style-type: none"> ▪Winter icing (repost) ▪Centerville city council post ▪Smart salting (repost) ▪Dakota County Soil and Water Conservation District Garden Maintenance Workshop ▪Ice warning (repost) 	4	10
Ramsey- Washington	907	171	<ul style="list-style-type: none"> ▪Classroom water quality demonstration ▪Video on native seeding in winter ▪Salting ▪Minnesota Watershed Conference ▪Lawn to Legumes grant 	23	4	1600	?	<ul style="list-style-type: none"> ▪Free tree & shrub care and pruning class (repost) ▪Winter fish kill ▪Rain gardens (repost) ▪Winter seeding ▪Salting 	14	4



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, February 21, 2024

Agenda Item

Item 8. C. - Biennial Solicitation of Letters of Interest for legal, technical & professional services

Prepared By

Linda Loomis, Administrator

Summary

Notice of the LMRWD solicitation for letters of interest for legal, technical and professional services was published in the February 5, 2024 State Register and on the LMRWD website ([Bids & RFPs webpage](#)). Notice was sent to all current providers as well.

All letters must be received by close of business March 6, 2024.

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, February 21, 2024

Agenda Item

Item 9. A. – Evaluation of Administrative Services

Prepared By

Linda Loomis, Administrator

Summary

President Barisonzi requested that the LMRWD Board of Managers discuss conducting a review of the performance of the LMRWD District Administrator.

From time-to-time performance reviews are conducted for consultants that provide services to watershed management organizations. The last time a performance review of the LMRWD Administrator services was conducted was in 2015. At that time the Board President prepared a survey through Survey Monkey, that was sent to all LMRWD Managers and partners of the LMRWD. That survey (and results) is attached for the Board's reference.

Additionally, I was able to contact the Bassett Creek Watershed Management Commission (BCWMC), a Joint Powers Organization that also contracts for administrative services. They recently conducted a performance review of their Administrator. The questionnaire used by BCWMC is attached.

Attachments

2015 LMRWD Administrator performance survey questions

2015 Survey Monkey results – LMRWD Administrator performance survey

2015 LMRWD Stakeholder list

2024 Bassett Creek Watershed Management Commission Administrator performance review questionnaire

Administrative services agreement between Naiad Consulting, LLC and the LMRWD

Recommended Action

No action recommended

Lower Minnesota River Watershed District Administrator Evaluation

ADMINISTRATOR--Roles and Responsibilities

1. Facilitates the implementation of the LMRWD's Watershed Management Plan.
2. Establishes processes to increase the organization's efficiency and to reduce duplication of effort.
3. Acts as the primary point of contact and maintains direct communication with Board of Managers, TAC members, cities, consultants, state and local agencies, the public, the media, and other partners.
4. Provides coordination with representatives of city, county, state and federal agencies and other stakeholder groups.
5. Coordinates consultants' projects and activities; reviews invoices and recommends payment as appropriate.
6. Provides primary coordination during the development of Watershed Management Plan or amendments thereto, policy manuals, and other organizational documents.
7. Identifies opportunities to secure grant funding and develop partnerships to accomplish the LMRWD's Watershed Management Plan.
8. Tracks implementation of watershed-funded water quality projects and activities to ensure that established objectives, project budgets and schedules are met.
9. Develops an annual operation and capital budget for consideration by the Board of Managers.
10. Develops an annual work plan and reporting system in consultation with the Board of Managers.
11. Develops agendas for meetings; attends monthly Board meetings, special [Board meetings](#), TAC meetings and other internal meetings as necessary.
12. Represents the LMRWD at various outside meetings and through correspondence with partners and outside interests or groups.
13. Maintains a list of items that need to be completed by the Administrator, Managers and other consultants and the expected completion date for each item.
14. Prepares a monthly summary of work completed and time expended by work task and budget item.
15. Implements the strategic direction as set by the Board of Managers.
16. Performs other duties or activities as may be directed by the Board of Managers.

1. Your role with the Lower Minnesota River Watershed District. I am a

- Board Member
- TAC member
- Consultant Under Contract with the District
- Other: Please Describe

2. Working relationships and leadership. Constructive cooperation and positive working relationships with Managers, the District's professional staff (legal, District engineer, etc.), and representatives of the Technical Advisory Committee. Includes attendance at District, TAC, and committee meetings, preparation of agendas and agenda materials, communications, and general leadership in helping to formulate and implement the District's strategic direction.

- Exceeds
- Meets
- Below
- Not Sure or Don't Know

Comments or Suggestions for Improvement

3. Relationships with other stakeholders. Relationship with and responsiveness to stakeholders--individual residents and citizen groups; State (DNR, BSWR), Hennepin County, Dakota County, Scott County, Carver County, West Metro Water Alliance, and Met Council officials. Includes media relations, education, and outreach for creating a broader understanding of District mission and accomplishments to facilitate continued District success.

- Exceeds
- Meets
- Below
- Not Sure or Don't Know

Comments or Suggestions for Improvement

4. Watershed Management Plan update. Leads responsibility for coordinating the development of the District's Watershed Management Plan update.

- Exceeds

- Meets
- Below
- Not Sure or Don't Know

Comments or Suggestions for Improvement

5. *Policies.* Leads responsibility for updating the District's Policy Manual and ensuring that ongoing District activities and operations are consistent with policy directives.

- Exceeds
- Meets
- Below
- Not Sure or Don't Know

Comments or Suggestions for Improvement

6. *Fiscal and Business Management.* Lead role in preparation and communication of the District's annual budget, monthly reports of revenues and expenditures, budget updates, annual work plan, and annual report. Includes review and approval of individual invoices as well as sound fiscal management to prevent budget shortfalls and to achieve cost-effective use of resources. Includes communications to member counties about annual assessments and levy amounts, if any. Also includes oversight and evaluation of all agreements and contracts with consultants and other outside entities.

- Exceeds
- Meets
- Below
- Not Sure or Don't Know

Comments or Suggestions for Improvement

7. *Capital Improvement Program.* Works with the TAC and the District Engineer to: (a) develop annual updates to the list of possible projects, (b) provide guidance on the selection and scheduling of projects, and (c) track the status of projects. Also coordinates Plan amendments as required.

- Exceeds

- Meets
- Below
- Not Sure or Don't Know

Comments or Suggestions for Improvement

8. *Grants.* Works with and provides support to the District Engineer on grant applications, tracking, and reporting, on identifying new partnerships, and on securing new sources of outside revenue, grants, and donations.

- Exceeds
- Meets
- Below
- Not Sure or Don't Know

Comments or Suggestions for Improvement

9. *Guidance on priorities.* Provides guidance to the Board of Managers on establishing scheduling priorities for competing projects based their technical merit and their relative cost-effectiveness in meeting District goals and policies.

- Exceeds
- Meets
- Below
- Not Sure or Don't Know

Comments or Suggestions for Improvement

10. *Organizational Creativity and Innovation.* Provides creativity, leadership, and communication in helping find ways to improve the efficiency, effectiveness, and viability of the District.

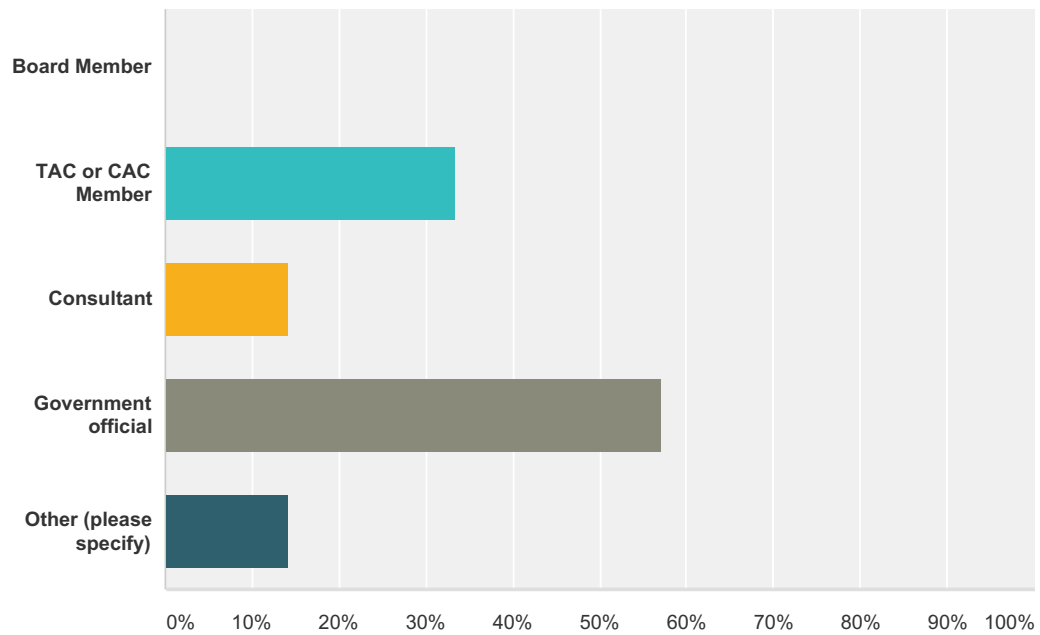
- Exceeds
- Meets
- Below
- Not Sure or Don't Know

Comments or Suggestions for Improvement

Powered by **SurveyMonkey**
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Q1 What is your relationship to the LMRWD?

Answered: 21 Skipped: 0

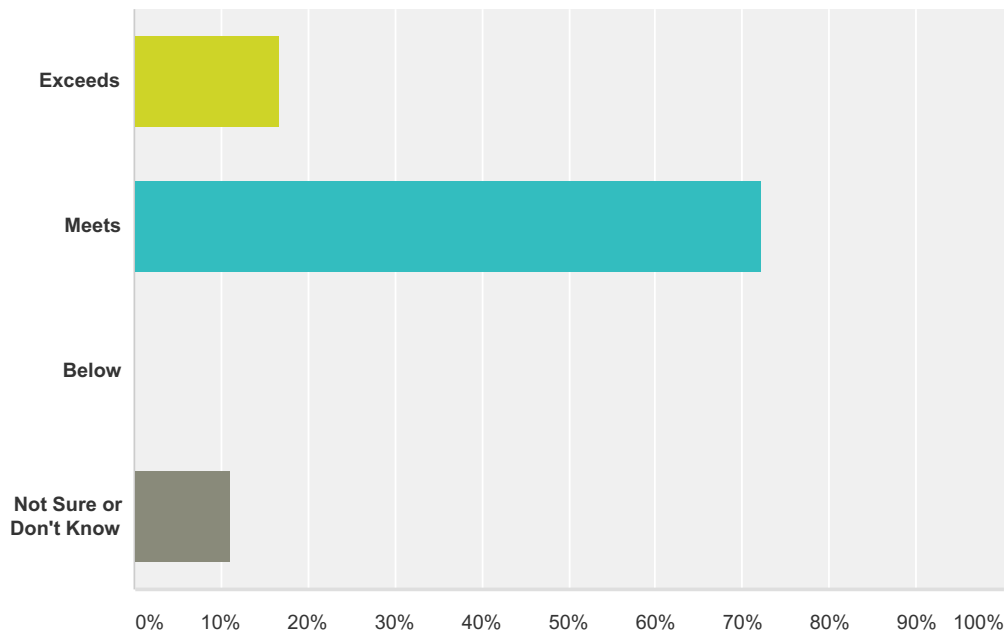


Answer Choices	Responses
Board Member	0.00% 0
TAC or CAC Member	33.33% 7
Consultant	14.29% 3
Government official	57.14% 12
Other (please specify)	14.29% 3
Total Respondents: 21	

#	Other (please specify)	Date
1	MnDOT Ports and Waterways	6/4/2015 3:43 PM
2	Municipal storm and surface water manager	6/4/2015 12:18 PM
3	MN DNR Fisheries	6/4/2015 9:52 AM

Q2 Facilitates the implementation of the LMRWD's Watershed Management Plan.

Answered: 18 Skipped: 3

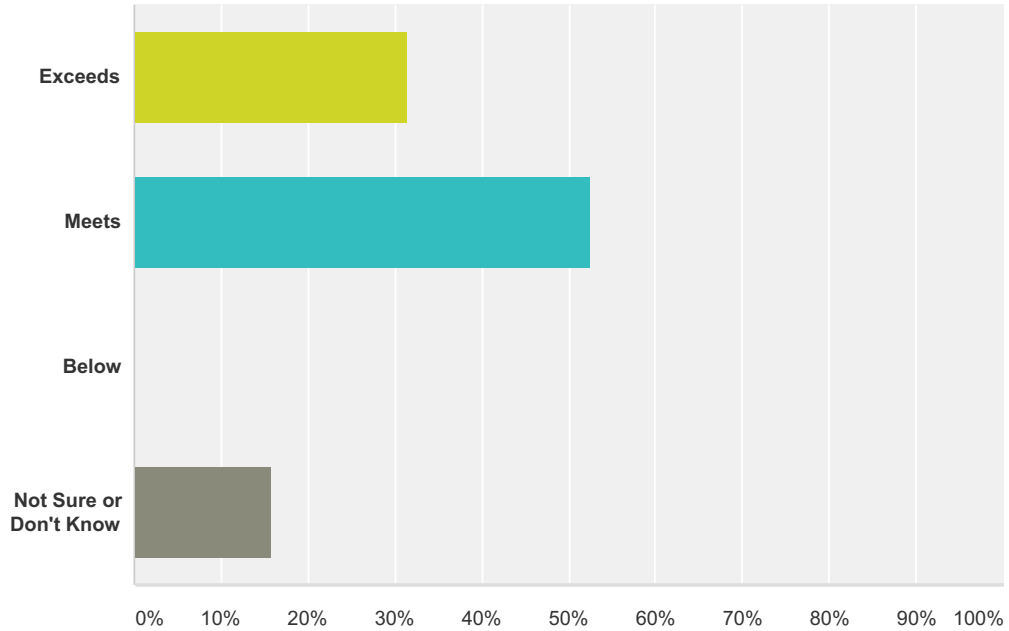


Answer Choices	Responses
Exceeds	16.67% 3
Meets	72.22% 13
Below	0.00% 0
Not Sure or Don't Know	11.11% 2
Total	18

#	Comments	Date
1	It has been a difficult process with the new Board and new staff member, but Linda is very good to work with.	6/5/2015 4:37 PM
2	Linda has been making good strides at making operation change at the WD	6/4/2015 12:19 PM
3	Linda has always refernced her instructions to me back to WMP	6/4/2015 12:18 PM
4	Linda has done a great job ensuring the Plan is implemented.	6/4/2015 9:53 AM

Q3 Establishes processes to increase the organization's efficiency and to reduce duplication of effort.

Answered: 19 Skipped: 2

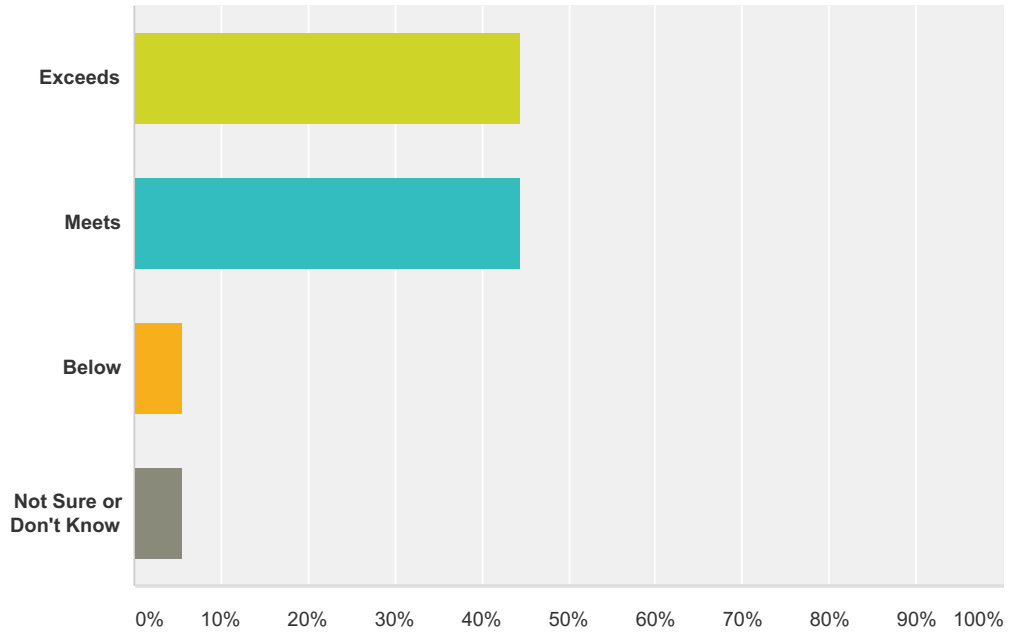


Answer Choices	Responses
Exceeds	31.58% 6
Meets	52.63% 10
Below	0.00% 0
Not Sure or Don't Know	15.79% 3
Total	19

#	Comments	Date
1	Linda has undertaken a tremendous effort to organize the WD's records and to reconstruct much of the historical documentation of past actions. I have seen these efforts create efficiencies in the current actions of the WD.	6/4/2015 12:18 PM

Q4 Acts as the primary point of contact and maintains direct communication with the Board of Managers, TAC members, cities, consultants, state and local agencies, the public, the media, and other partners.

Answered: 18 Skipped: 3

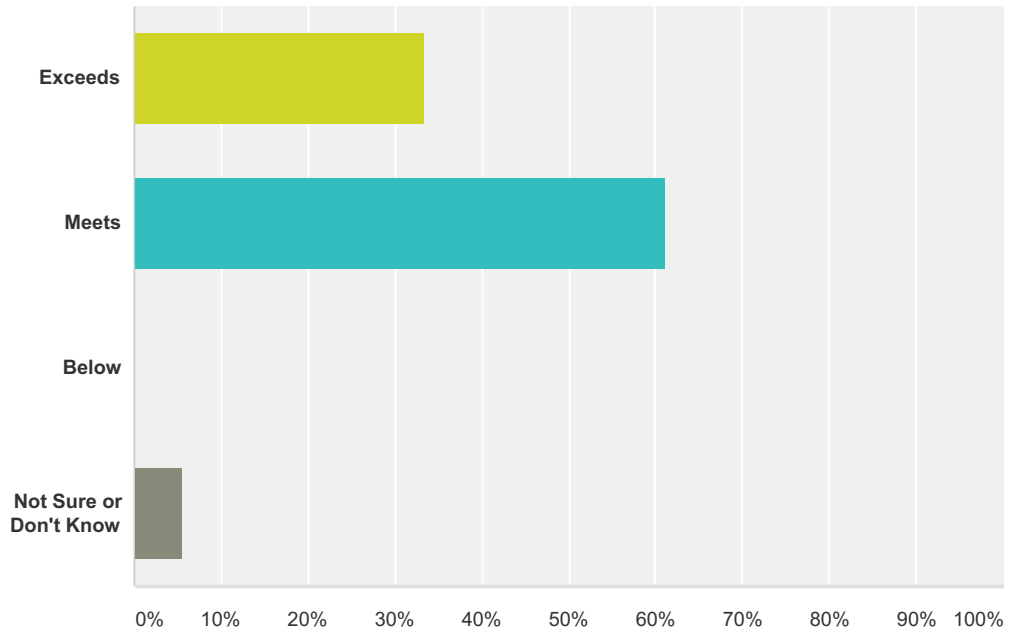


Answer Choices	Responses	Count
Exceeds	44.44%	8
Meets	44.44%	8
Below	5.56%	1
Not Sure or Don't Know	5.56%	1
Total		18

#	Comments	Date
1	Needs to have latitude to make more decisions without Board approval; other administrators do.	6/5/2015 7:43 AM
2	In my experience Linda is a proactive communicator	6/4/2015 12:19 PM

Q5 Provides coordination with representatives of city, county, state and federal agencies and other stakeholder groups.

Answered: 18 Skipped: 3

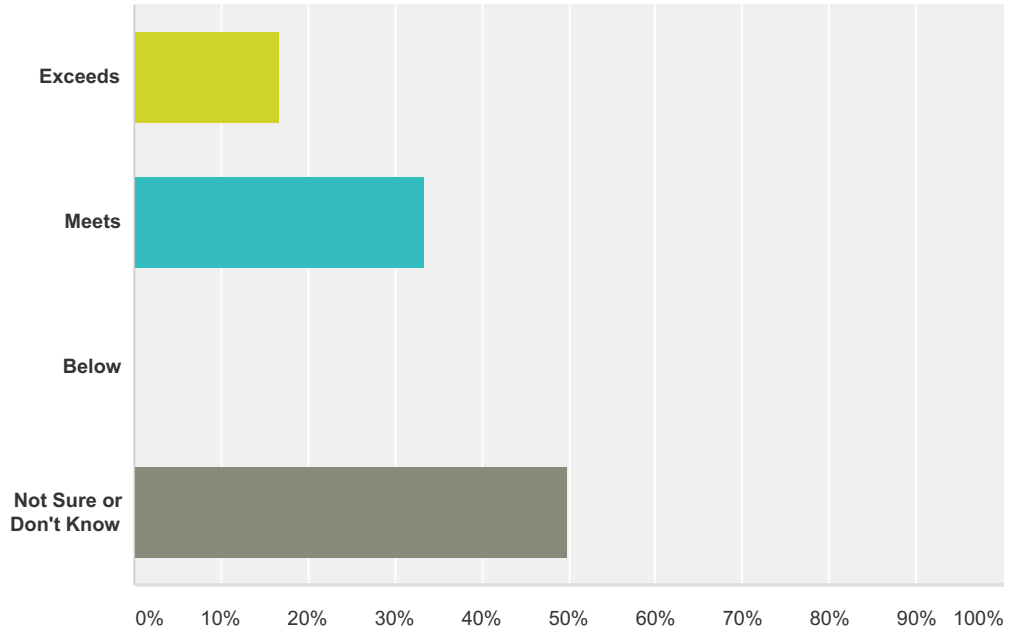


Answer Choices	Responses
Exceeds	33.33% 6
Meets	61.11% 11
Below	0.00% 0
Not Sure or Don't Know	5.56% 1
Total	18

#	Comments	Date
1	I only see a portion of this activity, but what I do see is clear and timely	6/4/2015 12:19 PM

Q6 Coordinates consultants' projects and activities; reviews invoices and recommends payment as appropriate.

Answered: 18 Skipped: 3

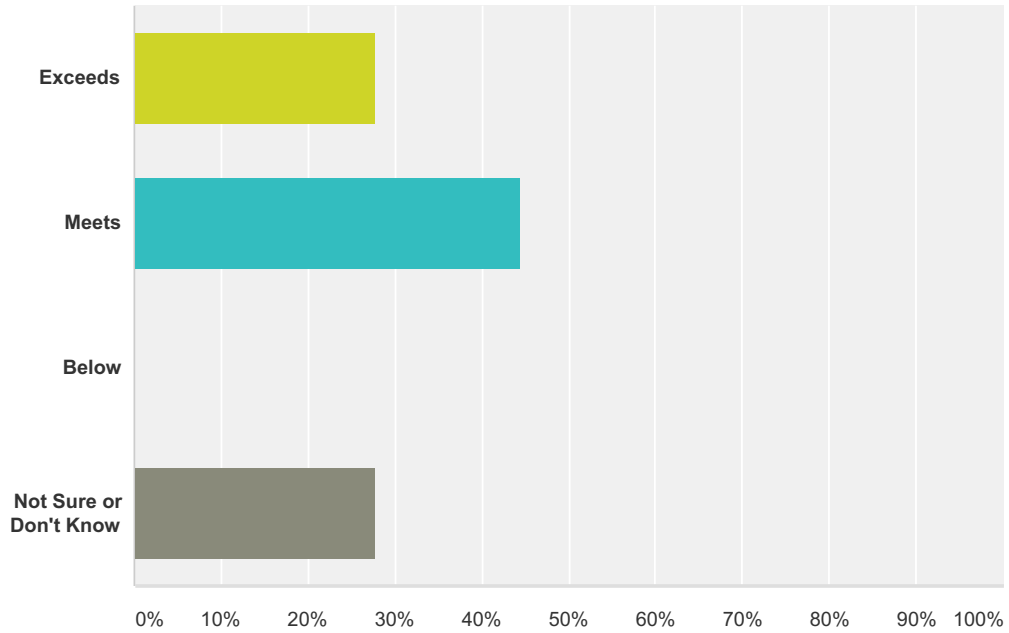


Answer Choices	Responses
Exceeds	16.67% 3
Meets	33.33% 6
Below	0.00% 0
Not Sure or Don't Know	50.00% 9
Total	18

#	Comments	Date
1	She keeps my informed and on task	6/4/2015 12:20 PM

Q7 Provides primary coordination during the development of Watershed Management Plan or amendments thereto, policy manuals, and other organizational documents.

Answered: 18 Skipped: 3

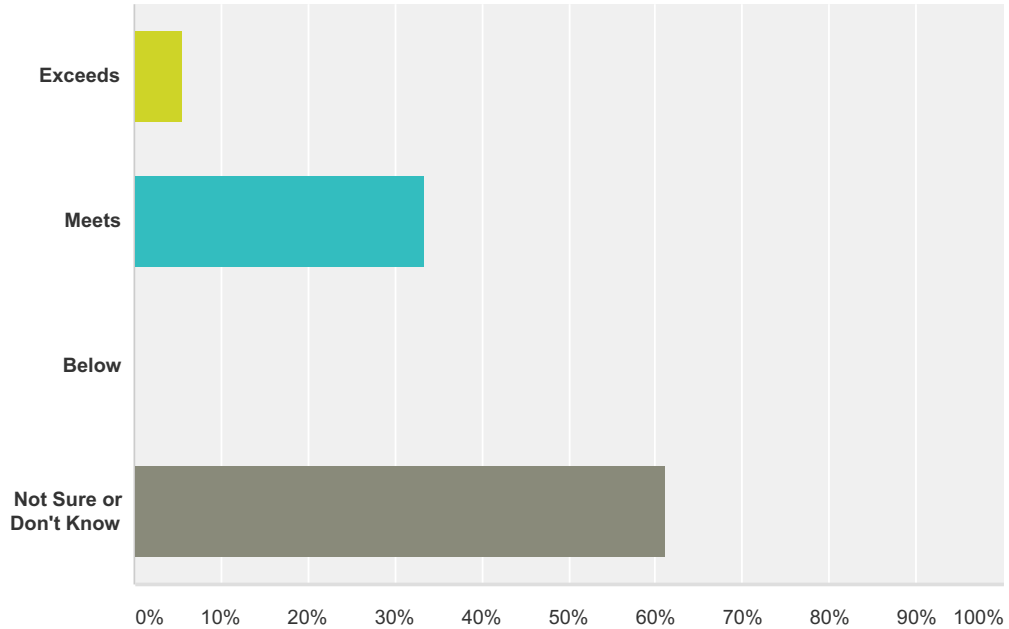


Answer Choices	Responses
Exceeds	27.78% 5
Meets	44.44% 8
Below	0.00% 0
Not Sure or Don't Know	27.78% 5
Total	18

#	Comments	Date
1	I have not observed this	6/4/2015 12:20 PM

Q8 Identifies opportunities to secure grant funding and develop partnerships to accomplish the LMRWD's Watershed Management Plan.

Answered: 18 Skipped: 3

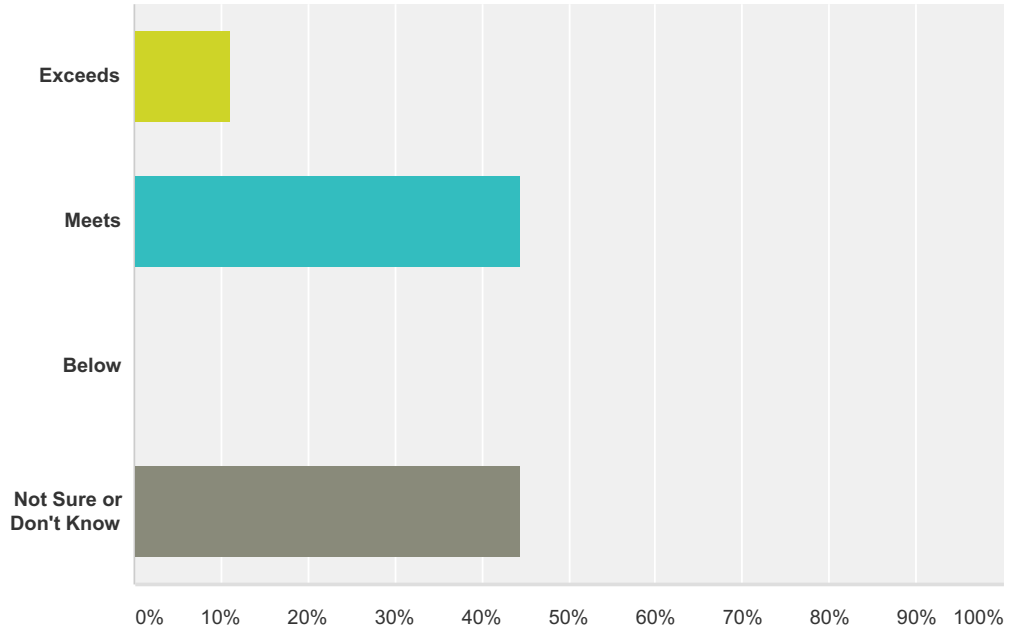


Answer Choices	Responses
Exceeds	5.56% 1
Meets	33.33% 6
Below	0.00% 0
Not Sure or Don't Know	61.11% 11
Total	18

#	Comments	Date
1	The WD seems to be on par with others in its grant competition	6/4/2015 12:21 PM

Q9 Tracks implementation of watershed-funded water quality projects and activities to ensure that established objectives, project budgets and schedules are met.

Answered: 18 Skipped: 3

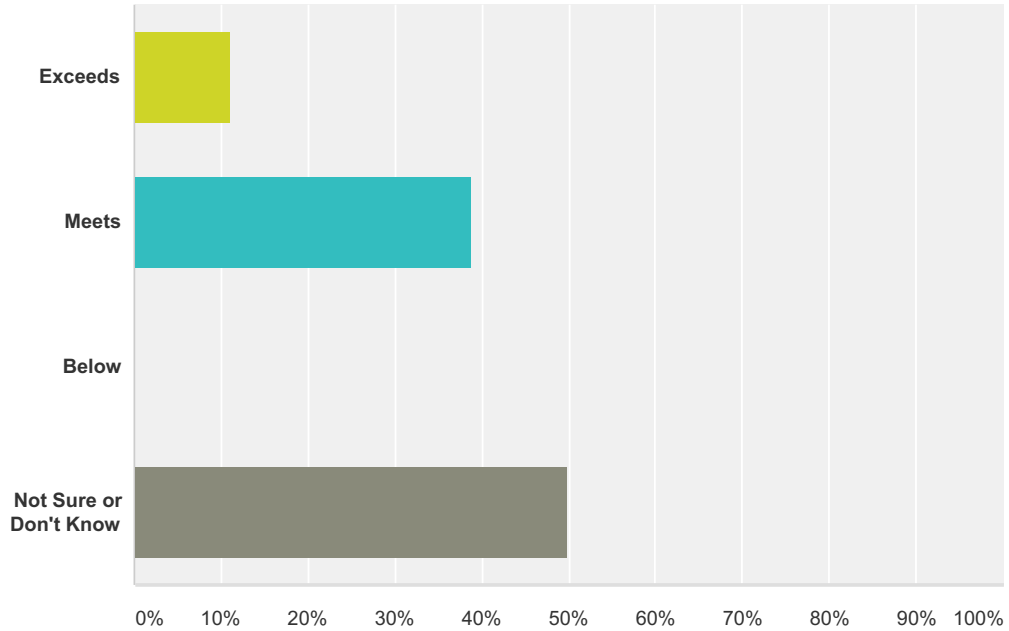


Answer Choices	Responses
Exceeds	11.11% 2
Meets	44.44% 8
Below	0.00% 0
Not Sure or Don't Know	44.44% 8
Total	18

#	Comments	Date
1	I have not observed this activity	6/4/2015 12:21 PM

Q10 Develops an annual operation and capital budget for consideration by the Board of Managers.

Answered: 18 Skipped: 3

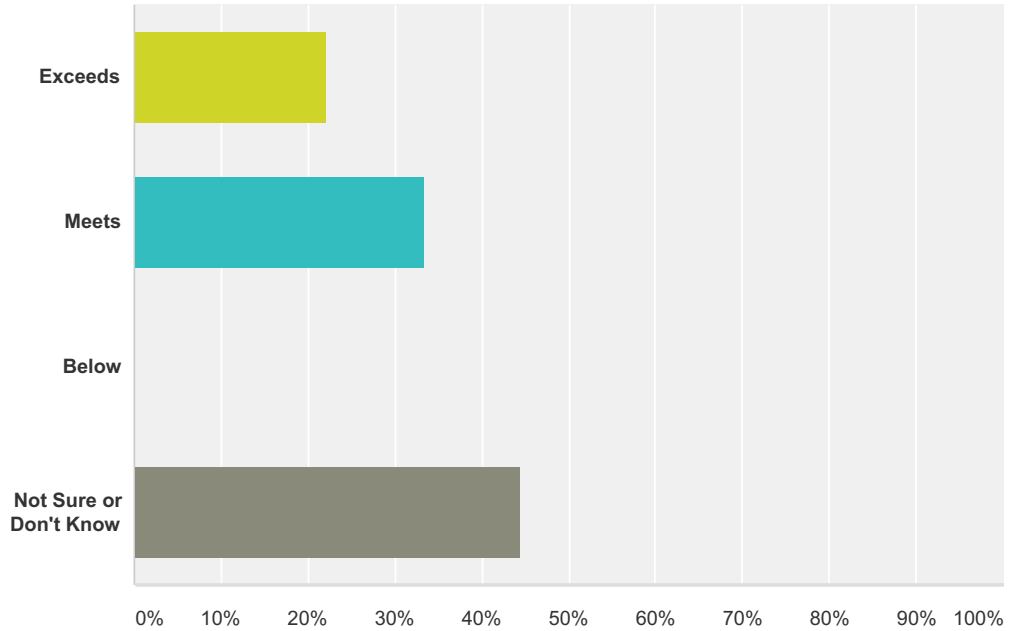


Answer Choices	Responses
Exceeds	11.11% 2
Meets	38.89% 7
Below	0.00% 0
Not Sure or Don't Know	50.00% 9
Total	18

#	Comments	Date
1	I have only observed one cycle of budgeting but she appears to marshall the process well	6/4/2015 12:23 PM

Q11 Develops an annual work plan and reporting system in consultation with the Board of Managers.

Answered: 18 Skipped: 3

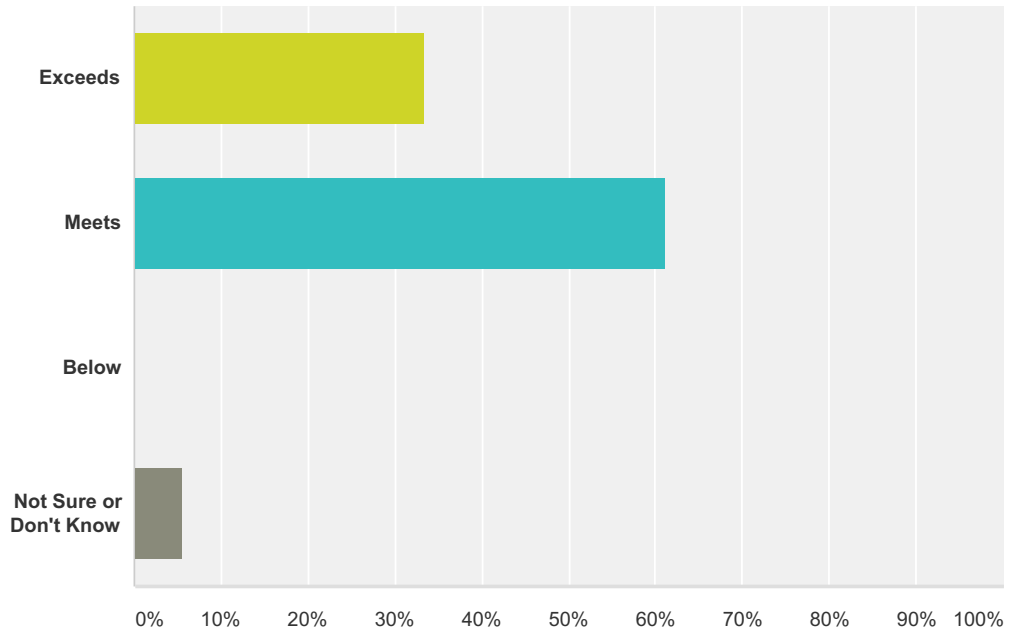


Answer Choices	Responses
Exceeds	22.22% 4
Meets	33.33% 6
Below	0.00% 0
Not Sure or Don't Know	44.44% 8
Total	18

#	Comments	Date
1	the annual report and work plan was well organized, a better report and plan than most I have seen	6/4/2015 12:23 PM

Q12 Develops agendas for meetings; attends monthly Board Meetings, special TAC meetings and other internal meetings as necessary.

Answered: 18 Skipped: 3

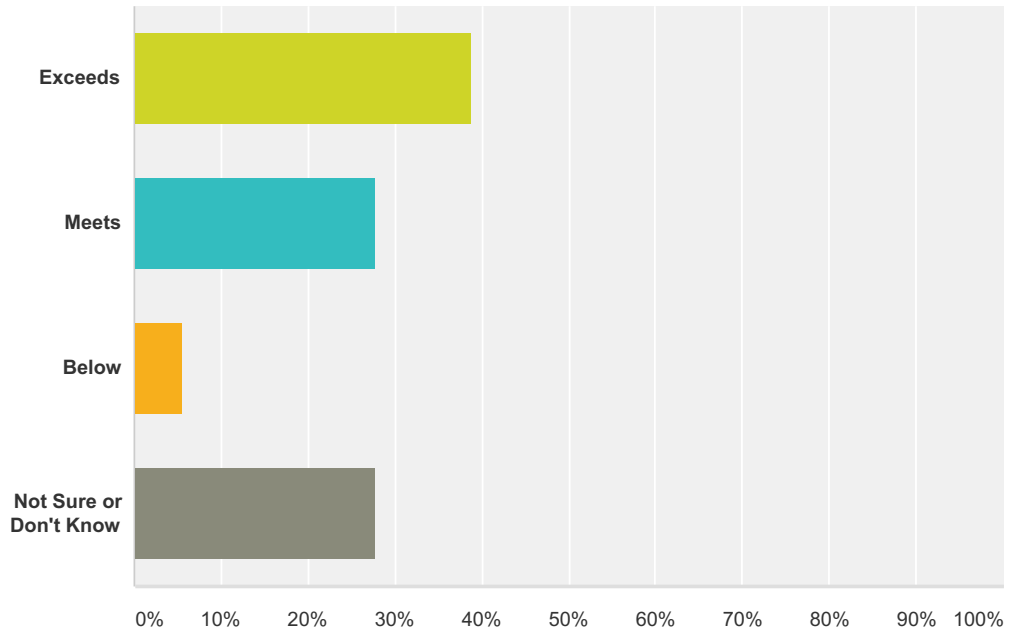


Answer Choices	Responses
Exceeds	33.33% 6
Meets	61.11% 11
Below	0.00% 0
Not Sure or Don't Know	5.56% 1
Total	18

#	Comments	Date
1	Well organized and detailed	6/4/2015 12:23 PM

Q13 Represents the LMRWD at various outside meetings and through correspondence with partners and outside interests or groups.

Answered: 18 Skipped: 3

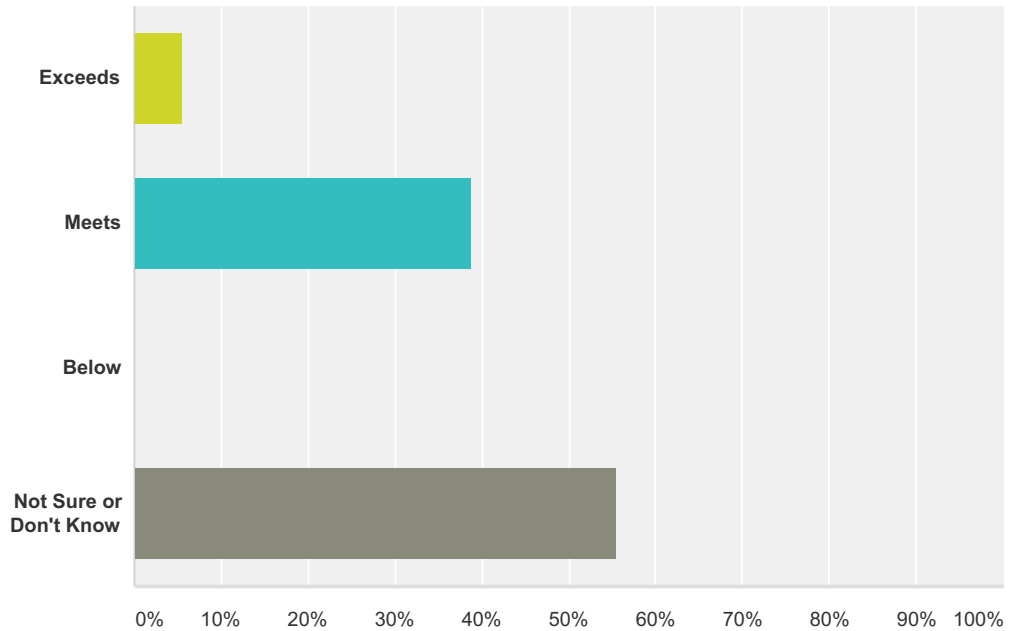


Answer Choices	Responses
Exceeds	38.89% 7
Meets	27.78% 5
Below	5.56% 1
Not Sure or Don't Know	27.78% 5
Total	18

#	Comments	Date
1	Limited active participation observed.	6/5/2015 7:45 AM
2	I have not observed	6/4/2015 12:23 PM

Q14 Maintains a list of items that need to be completed by the Administrator, Managers and other consultants and the expected completion date for each item.

Answered: 18 Skipped: 3

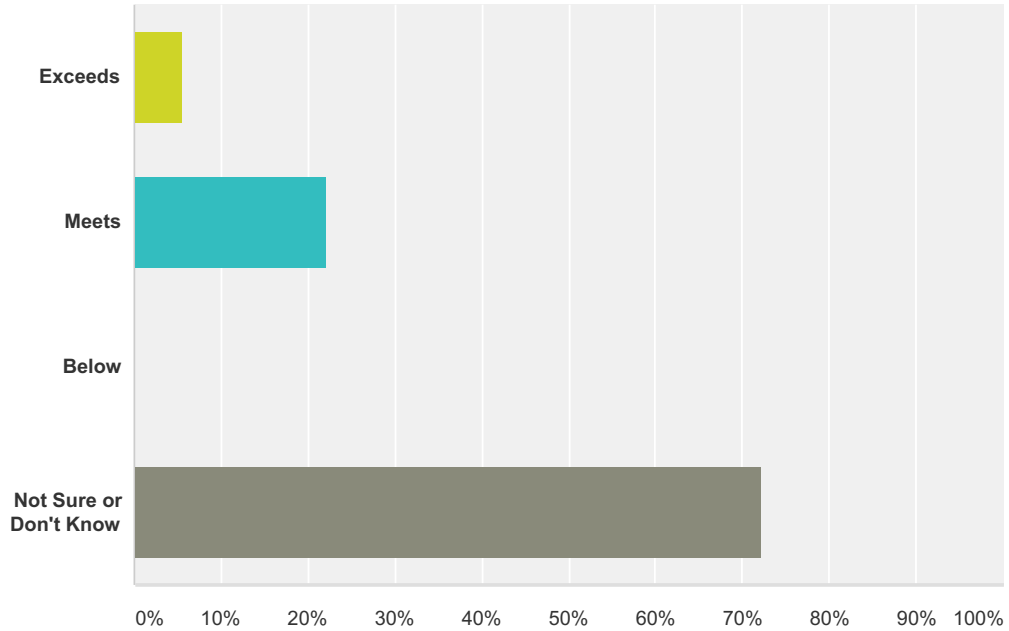


Answer Choices	Responses
Exceeds	5.56% 1
Meets	38.89% 7
Below	0.00% 0
Not Sure or Don't Know	55.56% 10
Total	18

#	Comments	Date
1	I have only seen a portion of this activity, as it related to me, she seems to balance several competing interests well and, again, keeps me on task	6/4/2015 12:24 PM

Q15 Prepares a monthly summary of work completed and time expended by work task and budget item.

Answered: 18 Skipped: 3

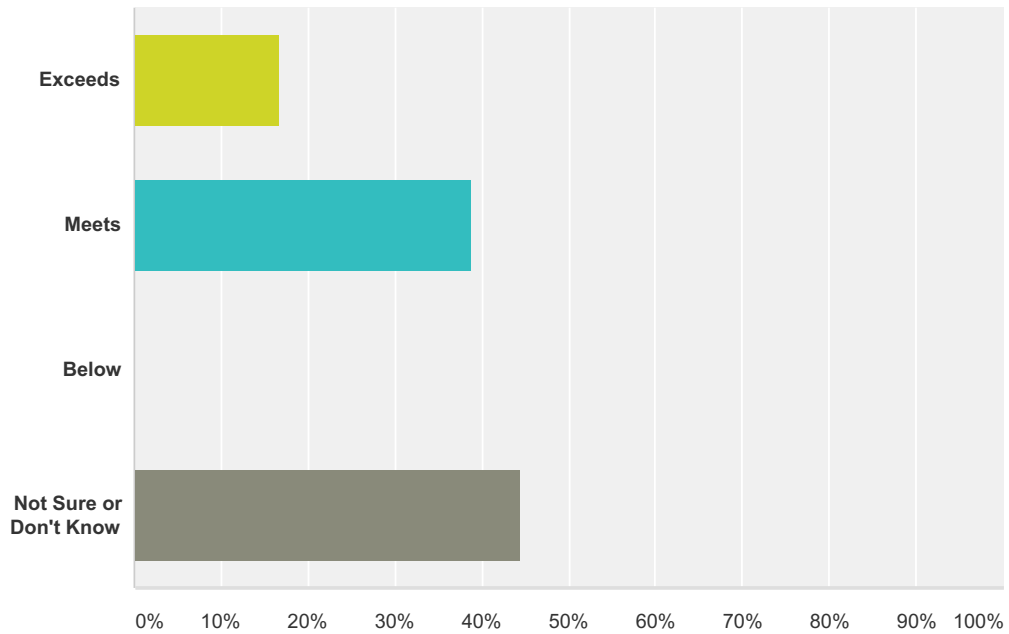


Answer Choices	Responses
Exceeds	5.56% 1
Meets	22.22% 4
Below	0.00% 0
Not Sure or Don't Know	72.22% 13
Total	18

#	Comments	Date
1	I have not observed	6/4/2015 12:24 PM

Q16 Implements the strategic direction of the LMRWD as set by the Board of Managers.

Answered: 18 Skipped: 3

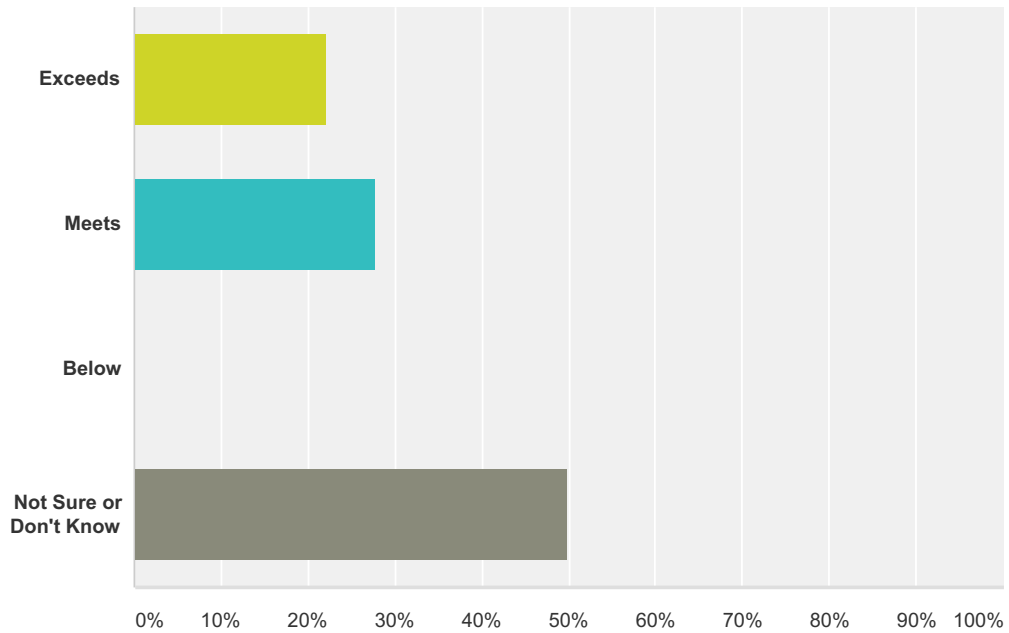


Answer Choices	Responses	Count
Exceeds	16.67%	3
Meets	38.89%	7
Below	0.00%	0
Not Sure or Don't Know	44.44%	8
Total		18

#	Comments	Date
1	Have only partially observed	6/4/2015 12:25 PM
2	Problem is I am uncertain what the strategic direction of the Board of Managers is.	6/4/2015 9:54 AM

Q17 Performs other duties or activities as may be directed by the Board of Managers.

Answered: 18 Skipped: 3



Answer Choices	Responses
Exceeds	22.22% 4
Meets	27.78% 5
Below	0.00% 0
Not Sure or Don't Know	50.00% 9
Total	18

#	Comments	Date
1	Have only partially observed	6/4/2015 12:25 PM
2	Again, I am uncertain as to what the primary objective of the Board of Managers is.	6/4/2015 9:54 AM

**Q18 Please provide any additional
comments or suggestions for improvement
here.**

Answered: 10 Skipped: 11

#	Responses	Date
1	Linda is great to work with. She values partnerships and coordinating efforts.	6/8/2015 8:18 AM
2	I see Linda at a number of meetings, and I am glad to see her reaching out to others for ideas and assistance. She does a great job as far as I can tell.	6/5/2015 4:39 PM
3	The District Administrator has demonstrated a strong ability to carry out the responsibilities of the position along with taking an active role in seeking out opportunities for partnerships and grant funding.	6/5/2015 1:49 PM
4	From my limited involvement I believe that Linda does a great job.	6/5/2015 10:35 AM
5	Most administrators/district staff I deal with exhibit more freedom to make decisions without Board direction.	6/5/2015 7:47 AM
6	Linda stepped with confidence into a challenge position with the WD. My observations of her performance are all positive. I believe that continued focus on the objectives in the WMP and continued organization of the WD's records will be of benefit to the efficiency of the WD	6/4/2015 12:54 PM
7	I believe Linda has been instrumental in changing the way the LMRWD does business. She regularly engages with local partners on behalf of the District, participates in other agency meetings, and is responsive to email and phone inquiries. I believe Linda has done an outstanding job as the LMRWD Administrator,	6/4/2015 12:26 PM
8	It seems like the LMRWD has moved away from the reason it was established (support to navigation). The district seems more intereted in enviromental projects, then it does navigation related issues, rather than having a balanced program. District needs more focus on projects that will help reduce the amount of sediment going into the Minn River.	6/4/2015 10:31 AM
9	I have felt that the LMRWD has not been a partner with other LGU and agencies and has not worked to find solutions to existing water quality issues. I feel that the Administrator is trying to bridge this gap to the best of her abilities as did Mr. Schwalbe before her. However, the clear and concise direction and support of the managers is imperative for any administrator to succeed.	6/4/2015 9:56 AM
10	I think Linda is doing a fantastic job carrying out her duties for the LMRWD. She is very organized and personable, and it has been a pleasure working with her.	6/4/2015 9:55 AM



LOWER
MINNESOTA RIVER
WATERSHED DISTRICT

Stakeholder list

COUNTIES			
Name	Title	Email Address	Additional Information
Hennepin	701 4th Avenue South, Minneapolis, MN 55415 Telephone: 612+348-3777		
*Ellen Sones	Environmental Services	Ellen.Sones@co.hennepin.mn.us	Hennepin County Environmental Services
*Randy Anhorn	Environmental Services	Randy.Anhorn@co.hennepin.mn.us	Hennepin County Environmental Services
Scott	7151 West 190th Street, Jordan, MN 55352 Telephone 952-492-5425		
*Troy Kuphal	District Manager	tkuphal@co.scott.mn.us	Scott County SWCD
Scott Schneider	Resource Conservationist	sschneider@co.scott.mn.us	Scott County SWCD
Jon Hess			
Carver	11360 Highway 212, Suite 6 Cologne, MN 55322 Telephone 952-466-5230		
*Mike Wanous	CSWCD District Manager	mwanous@co.carver.mn.us	Carver County SWCD
Dakota	4100 220th Street West, Suite 102 Farmington, MN 55024 Telephone 651-480-7777		
Brian Watson	District Manager	brian.watson@co.dakota.mn.us	Dakota County SWCD
*Jessica Van der Werff	Water Resource Specialist	Jessica.VanDerWerff@co.dakota.mn.us	Dakota County SWCD
CITIES			
Bloomington	1700 West 98th Street, Bloomington, MN 554 31-2501 Telephone: 952-563-4557		
*Bryan Gruidl	Water Resource Manager	bgruidl@ci.bloomington.mn.us	
*Scott Anderson		smanderson@ci.bloomington.mn.us	
Burnsville	Natural Resource Department 13713 Frontier Court, Burnsville, MN 55337 Telephone 952-895-4574		
Daryl Jacobson	Water Resource Specialist	daryl.jacobson@ci.burnsville.mn.us	
Terry Schultz	Director of Parks & Recreation	terry.schultz@ci.burnsville.mn.us	Telephone: 952-895-4505
Julie Dorshak	Community Services Manager	julie.dorshak@ci.burnsville.mn.us	
Carver			
Chanhassen	7700 Market Boulevard, P.O. Box 147, Chanhassen, MN 55317 Telephone 952-227-1100		
*Terry Jeffrey	Water Resource Coordinator	tjeffery@ci.chanhassen.mn.us	
Mendota			
Mendota-Heights			
Chaska	One City Hall Plaza, Chaska, MN 55318 Telephone 952-448-9200		
*Bill Monk	City Engineer	BMonk@chaskamn.com	
Eagan			
*Eric Macbeth	Water Resource Coordinator	EMacbeth@cityofeagan.com	
Eden Prairie	8080 Mitchell Road, Eden Prairie, MN 55344 Telephone 952-949-8327		
*Leslie Stovring	Environmental Coordinator	lstovring@ci.eden-prairie.mn.us	
Lilydale			
		cityoflilydale@comcast.net	
Minneapolis	City of Lakes Building, 309 South Second Avenue, Minneapolis, MN 55401 Telephone:		
Lois Eberhardt	Water Resource Administrator	lois.eberhart@minneapolismn.gov	
Savage	6000 McColl Drive, Savage, MN 55378		

*Sam Lucido	Associate Civil Engineer	slucido@ci.savage.mn.us	Telephone: 952-882-2686
Terri Dill	Planner	tdill@ci.savage.mn.us	Telephone: 952-882-2698
John Powell	Public Works Director		Telephone: 952-882-2672
Shakopee			
*Bruce Loney	Director of Public Works	bloney@ci.shakopee.mn.us	
*Joe Swentek	Project Engineer	JSwentek@ci.shakopee.mn.us	
Jackson Township			
Rose Menke	Township Clerk	mrrmenke1@comcast.net	
Louisville Township			
	Township Clerk	town_clerk@hotmail.com	
STATE AGENCIES			
MPCA			
*Brooke Asleson		brooke.asleson@state.mn.us	
Chris Zadak		chris.zadak@state.mn.us	
Barb Peichel		barbara.peichel@state.mn.us	
BWSR			
*Brad Wozney	Clean Water Specialist	Brad.Wozney@state.mn.us	
*Steve Christopher	Board Conservationist	steve.christopher@state.mn.us	
DNR			
*Mark Nemeth	West Metro Fisheries	Mark.nemeth@dnr.state.mn.us	
Kate Drewry	Area Hydrologist	Kate.drewry@state.mn.us	West Metro Area Hydrologist
*Jennie Skancke	South Metro Area Hydrologist	Jennie.skancke@state.mn.us	South Metro Area Hydrologist
MDH			
MnDoT			
Patric Phenow	Ports & Waterways	patrick.phenow@state.mn.us	Telephone: 651-366-3672
*Nick Tiedeken	Hydrology and Aquatics	Nick.Tiedeken@state.mn.us	
*Beth Neuendorf	Water Resource Enigneer		
MAC			
*Al Dye	Airport Project Manager	Al.Dye@mspmac.org	
Met Council			
Judy Sventek	Water Resource Assessment Manager	judy.sventek@metc.state.mn.us	Telephone: 651-602-1156
*Joe Mulcahy		joe.mulcahy@metc.state.mn.us	
Leigh Harrod	Geologist	leigh.harrod@metc.state.mn.us	Telephone: 651-602-8085
FEDERAL AGENCIES			
USACOE			
*Steven D. Tapp	Operations Manager	steven.d.tapp@usace.army.mil	Telephone: 651-290-5151
*Paul Machajewski	Channel Maintenance Coordinator	Paul.R.Machajewski@usace.army.mil	Telephone: 651-290-5866
Joseph Willging	District Counsel	joseph.m.willging@usace.army.mil	
Kevin Baumgard	Assistant Chief - Operations	Kevin.I.baumgard@usace.army.mil	Telephone: 651-290-5320
Zach Kimmel			
USGS			
James Fallon	Supervisory Hydrologist	jfallon@usgs.gov	Telephone: 763-783-3255
Chris Ellison		cellison@usgs.gov	
USFWS			
Charles Blair	Regional Chief		Telephone: 952-854-5900
James Bodine	Manager		Telephone: 952-877-5900
OTHER WATERSHED DISTRICTS AND WMOS			
Nine Mile Creek WD			
*Kevin Bigalke	District Administrator	kbigalke@ninemilecreek.org	
Riley/ Purgatory WD			
*Claire Bleser	District Administrator	cbleser@rpbcwd.org	
Prior Lake/Spring Lake WD			
Diane Lynch	District Administrator	dlynch@plslwd.org	
Carver WMO			
*Paul Moline	Administrator	PMoline@co.carver.mn.us	

Charlie Sawdey	Water Resource Analyst	csawdey@co.carver.mn.us	Telephone: 952-361-1810
Scott WMO			
Melissa Bokman	Sr. Water Resource Planner	mbokman@co.scott.mn.us	Telephone: 952-486-8887
*Paul Nelson	District Administrator	pnelson@co.scott.mn.us	Telephone: 952-496-8054
Credit River			
MN River Board Disbanded in 12/2013			
Shannon Fisher			
Three Rivers Park District 3000 Xenium Lane North, Plymouth, MN 55441			
John Barton	Water Resource Manager		Telephone: 763-559-9000
Gun Club Lake Disbanded			
Eagan/Inver Grove Heights WMO			
Eric Macbeth	Administrator	EMacbeth@cityofeagan.com	
Black Dog Watershed WMO			
Terry Schultz	Director of Parks & Recreation	terry.schultz@ci.burnsville.mn.us	Telephone: 952-895-4505
Vermillion River WMO			
Mark Zabel	District Administrator		Telephone: 651-297-3491
OTHER INTERESTED PARTIES			
Xcel Energy			
Jim Bodensteiner			
LS Marine			
Taylor Luke		TaylorL@lsmarine.com	
Lobbyist			
Ron Harnack		harnackcreek@hotmail.com	651-341-7651
MN River Congress			
Scott Sparlin			
Cargill			
Michael Murphy	Plant Manager	M_Murphy@cargill.com	
CHS, Inc.			
Clint Gergen		clint.gergen@chsinc.com	
Greg Oberle		Greg.oberle@chsinc.com	
Riverland Ag			
Keith Simonson			
MN Corn Growers			
MN Ag Water Resource Coalition			
Warren Formo			
Upper Mississippi Waterway Association			
*Greg Genz	President	gj92@att.net	
Russ Eichman	Executive Director	umwa@umwa.net	
Metro Blooms/Blue Thumb			
Watershed Partners			

* Technical Advisory Committee Member

Performance Review for Administrator Jester

Review Period:	2023
Client:	Bassett Creek Watershed Management Commission

For the questions below, feel free to write your comments and observations – noting what Laura does well or where improvements are needed. Or, you can simply indicate whether Laura MEETS, EXCEEDS, or performs BELOW expectations.

PERFORMANCE REVIEW QUESTIONS:

1. Does Laura live up to her commitments to the BCWMC? (scope, schedule, budget, communication)?
2. Does Laura demonstrate that she understands the needs of the BCWMC? (priorities, working towards a common goal, invoicing)?
3. Does the quality of Laura's work and work products meet BCWMC needs and requirements including meeting materials and communications, reports, accessibility, and timely replies/responsiveness?
4. Does Laura make and maintain good relationships with member cities and other partners including State agencies, park districts, lake groups, residents, Hennepin County, and others?

Performance Review for Administrator Jester

5. Does Laura appropriately direct the work of other consultants?

OTHER QUESTIONS:

6. What are your goals for the BCWMC? Is the BCWMC focusing on the right things? What trends do you see affecting the BCWMC?

Overall Assessment:

very satisfied

satisfied

dissatisfied

very dissatisfied

Areas of Improvement and/or Changes to Duties:

AMENDMENT #3 TO

ADMINISTRATOR AGREEMENT

THIS AMENDMENT is made as of this 17th day of January, 2024 by and between the Lower Minnesota River Watershed District, a Minnesota Watershed District established in accordance with the Minnesota Watershed Act ("LMRWD") and Naiad Consulting, LLC, a Minnesota limited liability company (the "Contractor")

RECITALS

WHEREAS, LMRWD and Contractor entered into that certain Administrator Agreement dated November 25, 2013, amended October 21, 2015 and January 7, 2019 and attached as Exhibit 1 ("Agreement"); and

WHEREAS, LMRWD and Contractor wish to continue the Agreement with the amendments specified below:

NOW, THEREFORE, the parties agree as follows:

1. Section 2, Compensation of the agreement shall be replaced with the following:

"COMPENSATION: Contractor will be paid for Services at the rate of \$90 per hour. Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including postage, photocopies, audiotapes, and printing. Mileage and time will be reimbursed for travel with the Minneapolis/ St. Paul seven-county metropolitan area. Travel outside the seven-county metropolitan area including mileage (State of Minnesota rate), meals and overnight accommodations must have the prior approval of the Board or its designee. The Board may specify vendors to be used by Contractor for reimbursable expenses, which vendors may include existing LMRWD consultants, member cities or other entities.

Contractor's billable hours will not exceed 150 hours per month, without the prior written approval of the Board or its authorized officers."

2. In all other respects, the provisions set forth in the Agreement, as amended, shall remain unchanged.

WHEREUPON, the undersigned hereunder set their hands to this Amendment as of the day first above written.

NAIAD CONSULTING, LLC

BY: Linda R. Loomis

Its: Owner/Principal

LOWER MINNESOTA RIVER WATERSHED DISTRICT

BY: [Signature]

Its: President

AMENDMENT #2 TO
ADMINISTRATOR AGREEMENT

THIS AMENDMENT is made as of this 7th day of January, 2019 by and between the Lower Minnesota River Watershed District, a Minnesota Watershed District established in accordance with the Minnesota Watershed Act ("LMRWD") and Naiad Consulting, LLC, a Minnesota limited liability company (the "Contractor")

RECITALS

WHEREAS, LMRWD and Contractor entered into that certain Administrator Agreement dated November 25, 2013, amended October 21, 2015 and attached as Exhibit 1 ("Agreement"); and

WHEREAS, LMRWD and Contractor wish to continue the Agreement with the amendments specified below:

NOW, THEREFORE, the parties agree as follows:

1. Section 2, Compensation of the agreement shall be replaced with the following:

"COMPENSATION: Contractor will be paid for Services at the rate of \$75 per hour. Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including postage, photocopies, audiotapes, and printing. Mileage and time will be reimbursed for travel with the Minneapolis/ St. Paul seven-county metropolitan area. Travel outside the seven-county metropolitan area including mileage (State of Minnesota rate), meals and overnight accommodations must have the prior approval of the Board or its designee. The Board may specify vendors to be used by Contractor for reimbursable expenses, which vendors may include existing LMRWD consultants, member cities or other entities.

Contractor's billable hours will not exceed 150 hours per month, without the prior written approval of the Board or its authorized officers."

2. In all other respects, the provisions set forth in the Agreement, as amended, shall remain unchanged.

WHEREUPON, the undersigned hereunder set their hands to this Amendment as of the day first above written.

NAIAD CONSULTING, LLC

By: Linda R. Loomis

Its: Owner/Principal

LOWER MINNESOTA RIVER
WATERSHED DISTRICT

By: [Signature]

Its: President

**AMENDMENT TO
ADMINISTRATOR AGREEMENT**

THIS AMENDMENT is made as of this 21st day of October, 2015, by and between the Lower Minnesota River Watershed District, a Minnesota Watershed District established in accordance with the Minnesota Watershed Act ("LMRWD") and Naiad Consulting, LLC, a Minnesota limited liability company (the "Contractor").

RECITALS

WHEREAS, LMRWD and Contractor entered into that certain Administrator Agreement dated November 25, 2013, and attached as **Exhibit 1** ("Agreement"); and

WHEREAS, LMRWD and Contractor wish to continue the Agreement with the amendments specified below:

NOW, THEREFORE, the parties agree as follows:

1. Section 11, Insurance, of the Agreement shall be replaced with the following:

"INSURANCE: Contractor shall, at all times during the Agreement and at its sole cost and expense, carry and maintain Commercial General Liability insurance covering claims for bodily injury, death, personal injury or property damage occurring or arising out of the performance of this Agreement, including coverage for independent contractor's protection (required if any work will be subcontracted), premises-operations, and contractual liability with respect to the liability assumed by Contractor hereunder. The limits of insurance shall not be less than:

Each Occurrence	\$ 1,000,000
General Aggregate Limit	\$ 1,000,000
Broad Form Property Damage	\$ 1,000,000

LMRWD shall be listed as an additional insured on each insurance policy required hereunder. Each insurance policy shall provide that it will not be canceled or amended except after thirty (30) days advance written notice to the additional insured parties. Contractor shall provide evidence of such insurance policies (certificates of insurance) to LMRWD upon execution of this Agreement and when requested by LMRWD in the future.

2. Section 14, Notices, of the Agreement shall be replaced with the following:

"NOTICES: Any notice or demand, authorized or required under this Agreement shall be in writing and shall be sent by certified mail to the other party as follows:

ADMINISTRATOR AGREEMENT

THIS AGREEMENT is made as of this 25th day of November, 2013, by and between the Lower Minnesota River Watershed District, a Minnesota Watershed District established in accordance with the Minnesota Watershed Act ("LMRWD") and, Naiad Consulting, LLC, a Minnesota limited liability company (the "Contractor").

1. **SCOPE OF SERVICES:** Contractor will perform the following services as prioritized and assigned by the LMRWD Board of Managers ("Board") under this Agreement, together with such other administrative services as may be assigned from time to time:

- Facilitate the implementation of the updated LMRWD's Watershed Management Plan that sets strategic direction, goals, policies and work plans for the next 10 years.
- Establish processes to increase the organization's efficiency and to reduce duplication of effort.
- Serve as the primary point of contact for LMRWD's business and coordinate activities among consultants.
- Provide coordination with representatives of City, County, State and Federal agencies and other stakeholder groups.
- Coordinate consultants' projects and activities; review invoices and recommend payment.
- Identify opportunities to secure grant funding and develop partnerships to accomplish the LMRWD's Watershed Management Plan.
- Track implementation of watershed-funded annual water quality projects and activities to ensure that established objectives, project budgets, and schedules are met.
- Develop an operation and capital budget on an annual basis for consideration by the Board.
- Develop an annual work plan and reporting system in consultation with the Board.
- Develop agendas for meetings; attend the monthly Board meetings, special TAC meetings and others as necessary.
- Maintain a list of items that need to be completed by the Consultant, Managers and other consultants and the expected completion date for each item.
- Prepare a monthly summary of work completed and time expended by work task and budget item.
- Perform other duties or activities as may be directed by the Board.

(hereinafter "Services").

For the remainder of 2013 the LMRWD sets aside \$8,800.00 for time and expenses related to the Contractor's position. Contractor will prepare and maintain a work plan and schedule of priorities, in consultation with the Board or its authorized

benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the LMRWD. Contractor (and any person working for or employed by Contractor) shall not be considered an employee of the LMRWD for any purpose including, but not limited to income tax withholding; workers' compensation; unemployment compensation; FICA taxes; liability for torts; and eligibility for benefits.

Contractor will not be provided with a place of business and will retain control over the manner and means of the services provided by Contractor as an independent contractor. Contractor will provide, at Contractor's expense, necessary office space, transportation, computer capability, an internet email address and incidental office supplies needed to provide the Services.

This Agreement is non-exclusive. Contractor may take other employment or contracts that do not interfere with Contractor's duties hereunder.

8. **DATA PRACTICES AND RECORDS:** All records, information, materials and other work product, in written, electronic, or any other form, developed in connection with providing services under this Agreement shall be the exclusive property of the LMRWD. All such records shall be maintained with the records of the LMRWD and in accordance with the instructions of the Board. When operating under standard business practices, the Contractor will not be held liable for the loss of LMRWD's records which may be held by Contractor outside of the LMRWD's offices. The Contractor will comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. If Contractor receives a request for data pursuant to the Data Practices Act, Minnesota Statutes Chapter 13 (DPA), that may encompass data (as that term is defined in the DPA) Contractor possesses or has created as a result of this Agreement, it will inform the LMRWD immediately and transmit a copy of the request to the Board. If the request is addressed to the LMRWD, Contractor will not provide any information or documents, but will direct the inquiry to the Board. If the request is addressed to Contractor, Contractor will notify and consult with the Board and its legal counsel before replying. Nothing in the preceding sentence supersedes Contractor's obligations under this Agreement with respect to protection of LMRWD's data, property rights in data or confidentiality. Nothing in this section constitutes a determination that Contractor is performing a governmental function within the meaning of Minnesota Statutes Section 13.05, subdivision 11, or otherwise expands the applicability of the DPA beyond its scope under governing law.
9. **COMPLIANCE WITH LAWS:** Contractor shall comply with all applicable federal, state and local laws, regulations or ordinances in performance of Contractor's duties hereunder, such laws including but not limited to those relating to non-discrimination in hiring or labor practices.
10. **AUDIT:** The Contractor agrees that the LMRWD, the State Auditor, or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary shall have access to and the right to examine, audit, excerpt,

Bruce D. Malkerson
Malkerson Gunn Martin LLP
220 South Sixth Street, Suite 1900
Minneapolis, MN 55402

WHEREUPON, the undersigned hereunder set their hands to this Agreement as of the day first above written.

NAIAD CONSULTING, LLC

By: Rinda Loomis
Its: President

LOWER MINNESOTA RIVER WATERSHED
DISTRICT

By: Kent Francis
Its: President



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 21, 2024

Agenda Item

Item 9. B. – Letter to the Editor in response to AP article re: “Latest EPA assessment shows almost no improvement in river and stream nitrogen pollution”

Prepared By

Linda Loomis, Administrator

Summary

President Barisonzi prepared a letter to the editor in response to the Associated Press article regarding the EPA report on nutrient levels in the Mississippi River. The article and the letter sent by President Barisonzi are attached for the Board's information. The letter was published in the Minneapolis Star Tribune, on February 1, 2024, electronic version.

This letter was written and submitted before the Board was able to approve and authorize the letter. President Barisonzi has asked for this item to be placed on the agenda for discussion.

Attachments

AP Article “Latest EPA assessment shows almost no improvement in river and stream nitrogen pollution”
“Minnesota River needs urgent, basin-wide protection” Star Tribune – February 1, 2024

Recommended Action

No action recommended

CLIMATE

Latest EPA assessment shows almost no improvement in river and stream nitrogen pollution



FILE - Ships travel along the Mississippi River in LaPlace, La., as the sun sets on Oct. 20, 2023. The nation's rivers and streams remain stubbornly polluted with nutrients that can contaminate drinking water, degrade aquatic life and feed the so-called "dead zone" in the Gulf of Mexico, according to a recently released Environmental Protection Agency assessment. (AP Photo/Gerald Herbert, File) [Read More](#)

BY [MELINA WALLING](#) AND [MICHAEL PHILLIS](#)

Updated 8:40 AM CST, January 21, 2024

ST. LOUIS (AP) — The nation's rivers and streams [remain stubbornly polluted with nutrients](#) that contaminate drinking water and fuel a gigantic dead zone for aquatic life in the Gulf of Mexico, according to a recently released Environmental Protection Agency assessment.

It's a difficult problem that's concentrated in agricultural regions that drain into the Mississippi River. More than half of the basin's miles of rivers and streams were in poor condition for nitrogen and phosphorus from fertilizer that drains into waterways, the agency found. For decades, federal and state officials have struggled to control farm runoff, the biggest source of nutrient pollution that is not typically federally regulated.

It's a problem only expected to get harder to control as climate change produces more intense storms that dump rain on the Midwest and South. Those heavy rains flood farm fields, pick up commercial fertilizers and carry them into nearby rivers.

“It’s really worrying that we are clearly not meeting the goals that we’ve set for ourselves,” said Olivia Dorothy, director of river restoration with the conservation group American Rivers.

The assessment is based on samples collected in 2018 and 2019 and it allows experts to compare river conditions from previous rounds of sampling, although different sampling sites were used. It takes years for the agency to compile the results and release the report, which is the most comprehensive assessment of the nation’s river and stream health. Phosphorus levels dipped slightly while nitrogen levels remained almost exactly the same.

About half of all river miles were found to be in poor condition for snails, worms, beetles and other bottom dwelling species that are an important indicator of biological health of the river. About a third were also rated as having poor conditions for fish based on species diversity.

“Controlling pollution is a big job. It is hard work,” said Tom Wall, director of watershed restoration, assessment and protection division at EPA. “Things are not getting worse, despite the tremendous pressures on our waterways. And we would like to see more progress.”

Water pollution from factories and industry is typically federally regulated. The Biden administration recently proposed toughening regulations on meat and poultry processing plants to reduce pollution, Wall said.

When nutrient pollution flows into the Gulf of Mexico, it spurs growth of bacteria that consume oxygen. That creates a so-called “dead zone,” a vast area where it’s difficult or impossible for marine animals to survive, fluctuating from about the size of Rhode Island to the size of New Jersey, according to Nancy Rabalais, professor of oceanography and wetland studies at Louisiana State University.

That affects the productivity of commercial fisheries and marine life in general, but nutrient pollution is also damaging upstream. Too much nitrate in drinking water can affect how blood carries oxygen, causing human health problems like headaches, nausea and abdominal cramps. It can especially affect infants, sometimes inducing “blue baby syndrome,” which causes the skin to take on a bluish hue.

The EPA established the hypoxia task force in the late 1990s to reduce nutrient pollution and shrink the dead zone, but it relies on voluntary efforts to reduce farm runoff and hasn’t significantly reduced the dead zone.

Anne Schechinger, Midwest director with the Environmental Working Group, said new regulations are needed, not voluntary efforts. She said the Biden administration has done a lot to improve drinking water, but not enough to reduce agricultural runoff.

Methods to prevent runoff include building buffers between farmland and waterways, creating new wetlands to filter pollutants and applying less fertilizer.

It’s a politically fraught issue, especially in major Midwest farming states that significantly contribute to the problem. Many of those states cite their voluntary conservation programs as evidence they’re taking on the problem, yet the new EPA data shows little progress.

Minnesota is one of the few states that has a so-called “buffer law” that requires vegetation to be planted along rivers, streams and public drainage ditches. But because groundwater and surface water are closely connected in much of the Upper Midwest, nutrient pollution can end up leaching underground through farm

fields and eventually bypass those buffers, ending up in streams anyway, said Gregory Klinger, who works for the Olmsted County, Minnesota soil and water conservation district.

There should also be a focus on preventing over-fertilizing – about 30% of farmers are still using more than the recommended amounts of fertilizer on their fields, said Brad Carlson, an extension educator with the University of Minnesota who communicates with farmers about nutrient pollution issues.

Martin Larsen, a farmer and conservation technician in southeast Minnesota, said he and other farmers are interested in practices that reduce their nutrient pollution. He's broken up his typical corn and soybean rotation with oats and medium red clover, the latter a kind of plant that can increase nitrogen levels in the soil naturally. He's been able to get by with about half as much fertilizer for a corn crop that follows a clover planting as compared to a corn-corn rotation.

Growing oats and red clover as cover crops improves soil, too. But Larsen said it's [difficult for many farmers to plant them](#) when they often rely on an immediate payback for anything they grow. Cover crops are planted on just 5.1% of harvested farmland, [according to 2017 data from the U.S. Department of Agriculture](#).

Larsen said since regulations are so unpopular, more should be done to incentivize better practices. For example, he said that could include companies shifting the makeup of feed they use for animals, giving farmers an opening to plant some crops that use less fertilizer. Or government programs that do more to subsidize things like cover crops.

He said that many farmers in his community acknowledge the need to do things differently. "But we also feel very trapped in the system," he said.

Walling reported from Chicago.

Follow Melina Walling on X: [@MelinaWalling](#).

The Associated Press receives support from the Walton Family Foundation for coverage of water and environmental policy. The AP is solely responsible for all content. For all of AP's environmental coverage, visit <https://apnews.com/hub/climate-and-environment>



MELINA WALLING

Walling covers the intersections of climate change and agriculture in the Midwest and beyond for The Associated Press. She is based in Chicago.



OPINION EXCHANGE

Minnesota River needs urgent, basin-wide protection

We need to work together to ensure that no one community disproportionately bears the burden of mitigating damages.

By Joseph Barisonzi | FEBRUARY 1, 2024 — 5:30PM

Opinion editor's note: *Star Tribune Opinion publishes a mix of national and local commentaries (<https://www.startribune.com/a-guide-to-editorial-and-commentary/394172491/>) online and in print each day. To contribute, click here.*

...

An EPA assessment (<https://www.startribune.com/latest-epa-assessment-shows-almost-no-improvement-in-river-and-stream-nitrogen-pollution/600337410/>) released last month showed that despite years of efforts to address nutrient contamination in the Upper Mississippi River Basin, including the Minnesota River, things are not getting better (Associated Press, Jan. 22). We can and must do better.

Striking the right balance between environmental responsibility and sustainable development is paramount for the well-being of our communities and the Minnesota River.

The EPA findings highlight a troubling reality for the Minnesota River. Urgent attention is required to address high nutrient levels from urban, suburban and agricultural runoff. The increased runoff not only impacts our local water quality but also imposes a significant financial burden on taxpayers. Costs associated with habitat degradation, dredging to maintain crucial ports in Savage and the downstream navigation channel, fortifying eroding riverbanks and enhancing levees to protect our communities from floods create a pressing financial strain on our community.

As stewards of the Minnesota River, the Lower Minnesota River Watershed District, on whose board I serve, participates in federal and state efforts to reduce nutrient pollution. However, the voluntary approach, while essential, is not sufficient. A blend of more fully enforcing current law, adding strategic regulations and increasing incentives for the agriculture industry to adopt best practices is essential. Comprehensive measures are needed to ensure that no one community disproportionately bears the burden of mitigating damages caused by past land management practices encouraged by state and federal agricultural policies.

State-level initiatives, such as Minnesota's "buffer law," represent commendable attempts to mitigate river pollution. Stronger measures, guided by a basin-wide perspective, are essential. A basin-wide strategy is crucial, ensuring that actions taken by each water management authority consider the cumulative impact on downstream homeowners, businesses and ecosystems.

Upstream drainage projects which do not consider flow volumes, flow rates and cumulative impacts to the downstream reaches, constitute a significant threat to the Minnesota River. This facilitates the conveyance of elevated water, sediment and nutrients into the river environment. Measures such as restoring natural storage in wetlands, creating innovative storage solutions, improving soil health, and implementing regenerative agricultural farming and suburban landscape practices are pivotal to managing excessive water, nutrients and sediment runoff.



STAR TRIBUNE

Using tap water as a basis for comparison, far left, Minnesota River basin samples.

Proactive measures within the Minnesota River Watershed can enhance natural water storage, ensuring responsible development that contributes to the overall health of the river. Cover crops and perennials, like Kernza and Camelina, are vital to enhance soil health. Widespread adoption requires tailored incentives, acknowledging the diversity within the farming community and offering financially viable solutions.

The critical state of the Minnesota River demands immediate attention. Addressing agriculture and municipal runoff, implementing stringent regulations, fostering public awareness and proactively managing upstream issues are imperative. Urgency is paramount in our collective responsibility to safeguard the Minnesota River.

Joseph Barisonzi is president of the Lower Minnesota River Watershed District. The opinions expressed here are solely his own



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 21, 2024

Agenda Item

Item 9. C. - Proposed Partnering with the MN River Collaborative on the Water Storage Study

Prepared By

Linda Loomis, Administrator

Summary

At the January 17, 2024, Board of Managers meeting, Suzanne Jiwani, Lori Cox, and Len Kremer, as the Minnesota River Collaborative, requested the LMRWD Board consider join them to request the US Army Corps of Engineers (USACE) conduct a hydrological study of the MN River Basin to determine cost effective locations for upland water storage. Since appearing before the LMRWD Board of Managers, the Collaborative met with Rita Weaver from BWSR. A message from Len Kremer summarizing the meeting is attached.

In addition, BWSR issued a press release announcing that it is accepting applications for water storage grants (this is reported in the February Administrator report, President Barisonzi asked the this be added to the discussion of the request by the collaborative).

This request made by the Collaborative is in line with the goals and strategies of the LMRWD. This is not the first time that the LMRWD has asked the USACE for this exact study.

In 2008, the Minnesota River Basin Interagency Study (MRBI) was started. Partners in this study included the following agencies:

- Minnesota Environmental Quality Board
- Minnesota Department of Agriculture
- Minnesota Board of Water and Soil Resources (MBWSR)
- Minnesota Department of Natural Resources (MNDNR)
- Minnesota Pollution Control Agency (MPCA)
- Metropolitan Council (Twin Cities metropolitan area)
- Minnesota River Board
- U.S. Army Corps of Engineers (USACE, Corps), St. Paul District
- Lower Sioux Indian Community
- Shakopee Mdewakanton Sioux Community
- Upper Sioux Community
- U.S. Environmental Protection Agency (EPA)
- U.S. Fish and Wildlife Service (USFWS)

- U.S. Geological Survey (USGS)
- U.S. Natural Resources Conservation Service
- Federal Emergency Management Agency
- National Park Service
- National Weather Service

In 2015, the LMRWD and its lobbyist Ron Harnack, began meeting with the USACE to discuss if there were actions the LMRWD could take to complete the MRBI. The LMRWD began to meet regularly with the USACE to discuss the status of the MRBI.

In 2018, the USACE informed the LMRWD that spin-off studies were possible once the MRBI was released. The LMRWD asked two spin-off studies be considered. One would be to determine how land-use changes influence sediment delivery rates to the MN River and the ecological and economic impacts of sedimentation on the Lower MN River Watershed. The second spin-off study would assess water storage opportunities and benefits associated with water storage. The LMRWD sent an official Letter of Interest. The LMRWD was informed that the USACE was not able to get funding for either study.

In 2020, the MRBI was released and the USACE again approached the LMRWD about spin-off studies. The LMRWD sent a formal letter of interest to the USACE. Once again funding for spin-off studies was not available. This was just before the COVID Health Emergency locked down everything.

The LMRWD was not able to get any state agency to join the LMRWD in its request. A hydrological study of the Minnesota River basin to assess storage has long been a goal of the LMRWD. The LMRWD has supported requests at the legislature to fund upland water storage in the MN River Basin as demonstrated by the funding of the activities of the Coalition for a Clean Minnesota River reported in the Executive Summary for Agenda Item 4. A. of this meeting.

Attachments

- Email message from Len Kremer dated February 16, 2024
- [News release: BWSR accepting applications for water storage grants](#)
- May 16, 2028, LMRWD Agenda Item 5. E. - Corps of Engineers - Lower Minnesota River Watershed District Storage Assessment
- Letter of Interest to Colonel Samuel Calkins dated June 13, 2018
- Letter of Interest to Karl Jansen dated February 20, 2020
- [Minnesota River Basin Interagency Study dated March 27, 2020](#)

Recommended Action

Motion to provide direction to staff



Linda Loomis <naiadconsulting@gmail.com>

Fw: Minnesota River Watershed Storage Plan

Len kremer <lenkremer@msn.com>
To: Linda Loomis <naiadconsulting@gmail.com>
Cc: Joseph Barisonzi <jbarisonzi@iwlamnvalley.org>

Fri, Feb 16, 2024 at 6:05 AM

Linda, we just recently were able to meet with Rita Weaver, the State Engineer for the Board of Water and Soil Resources to discuss the possible involvement of the Lower Minnesota River Watershed District in the preparation of a Storage Plan for the Minnesota River Watershed by the Corps of Engineers. The Plan was identified as a need in the 2020 Minnesota Interagency Study. Rita has been working with the Corps in the development of a scope of work for the preparation of the plan. We were unable to meet with her sooner because of her work schedule and her need to deal with family medical issues.

The Plan is to be developed in three phases. The first phase is a reconnaissance investigation to identify work that has been completed in the past that can be incorporated in the Plan. The second phase involves the identification of potential storage sites and the hydrologic modeling of alternatives that would meet total suspended solids reduction goals. The third phase is an evaluation of the cumulative effects of alternative scenarios for implementing the plan.

The BWSR board has just issued a request-for-proposal for a competitive **Water Quality and Storage Grants Program**. A portion of the program is set aside for modeling of storage plans and Rita agreed that it would be appropriate for the LMRWD to apply for a grant from that set aside for a portion of phase two of the development of the Storage Plan. The proposal for the grant is due April 11th so we need the permission of the District to submit a proposal on behalf of the District. The grant funds would be used to match Federal Funds so the Corps could start the modeling of the storage plan. We will prepare the proposal at no cost to the District for our work. We will provide review copies of the proposal for District review prior to submittal. Rita indicated that subsequent phases of the development of the plan would likely be funded by 2025 legislative appropriations.

We will also work on identifying possible grants for phase one, the reconnaissance investigation. We have been meeting with the Corps this week to determine the amount needed for phase one and we will apply for that grant when potential sources are identified. I will be available to respond to questions as needed.

Thanks,
Len Kremer



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 16, 2018

Agenda Item

Item 5. E. - Corps of Engineers - Lower Minnesota River Watershed District Storage Assessment

Prepared By

Linda Loomis, Administrator

Summary

The Corps of Engineers informed the LMRWD that the Corps has an opportunity to get approval for an assessment that would look at issues on the Lower Minnesota River Basin. Nathan Campbell from the Corps asked if the Lower Minnesota River Watershed District would have an interest in such a study.

I asked him for more details and explained the LMRWD is concerned with sediment transport from the upper basin and tributaries and the impact the sediment has on the Lower MN River Valley.. Mr. Campbell said the Corps would like to be involved with a study like that. He explained that these types of projects generally require congressional approval however there is a mechanism built into the watershed assessment guidance that will allow for spin-off studies to take place in an area where a study authority is already present.

In this case the Minnesota River Basin assessment would qualify for that existing authority. In the final report for the Minnesota River Basin assessment, the Corps needs to identify potential "spin-offs". Mr. Campbell thinks that a flood risk assessment as a result of sedimentation would work really well as a spin-off. They could potentially receive funding next FY for it. There would be a 50/50 cost share requirement that could come in the form of work-in-kind. Cost share could come from state grants as well.

Mr. Campbell asked if it would be possible for the Watershed District to send a letter of interest for such a study. The letter of interest does not legally bind any one to anything; it just helps the Corps prioritize funding. If there is an interest and motivated sponsor, they are more likely to receive funding.

Mr. Campbell recommended that a letter of support should confirm that the watershed district would have a possible interest in pursuing the following:

- Impacts of sedimentation on flood risk in the Lower Minnesota River Watershed
- Assessment of water storage opportunities and benefits associated with water storage in the Minnesota river basin
- Study of how land-use changes may increase or decrease sediment delivery rates to the lower Minnesota river

He then provided explanations of two possible spin-off studies, which is attached. If the Board determines that it would benefit the LMRWD to participate we could also speak with the state agencies and urge participation.

Attachments

Spin off study explanations

Recommended Action

Motion to participate in spin-off study and direct preparation of a letter of interest

Spin-Off Study Explanations

Minnesota River Basin Assessment

5/10/2018

- 1) Analysis of how land-use changes may increase or decrease sediment delivery rates to the lower Minnesota River and an assessment of the ecological and economic impacts of sedimentation has on the Lower Minnesota River Watershed.

Sponsor: Lower Minnesota River Watershed District and Minnesota Pollution Control Agency

General Scope: This detailed look at sedimentation in the Lower Minnesota River Watershed will require monitoring, modeling, and analysis of sediment sources, sinks, and pathways in the watershed, a summary of how sources, sinks, and pathways may have changed over time, and estimates of the economic and ecological effects of sedimentation including:

- changes in stage-discharge relationships, which may affect flooding,
- effects on the cost to maintain a commercial navigation channel on the Minnesota River
- effects on the ecological conditions on the LMRW

Through these analyses a new baseline can be established and an understanding for how changes in land-use will alter that baseline in the Lower Minnesota River Watershed and create a new future condition.

Analysis needed to accomplish:

- Research available sediment rating relationships for tributaries
- Integrate the most simplistic sediment routing within existing HEC_RAS model from Mankato to the mouth.
- Link HSPF hydrograph outputs for existing condition 12-year simulations at tributary confluences and route for a baseline
 - Assess natural reaches of sediment sources and sinks
 - Compare to USGS monitoring data
- Use HECRAS+sediment to route another land use condition with the same period of record (12 years).

Budget: \$600,000 (50% non-fed/50% fed)

- 2) Assessment of water storage opportunities and benefits associated with water storage in the Minnesota River basin

Sponsor: Lower Minnesota River Watershed District and Board of Water and Soil Resources

General Scope: Utilize the Agricultural Conservation Planning Framework (ACPF) and the Prioritize, Target, and Measure Application (PTMApp) efforts going on in the basin to determine the flow reduction benefits received from placing storage measures in key locations throughout the basin.

This analysis will achieve a better understanding for the threshold for meaningful change realized in the basin and recommend specific levels of storage in the basin.

Analysis needed to accomplish:

- Hydro-corrected DEMs for the lower watershed where storage impacts are desired
- Run ACPF on priority sub-basins to determine where storage opportunities exist.
- Develop a detailed Hydrologic model if one doesn't exist.
- Run existing and storage scenario to determine how much discharges could be lowered for hypothetical rainfall events ranging from 10 year to 100 year events.
- Summarize the saturation of storage and the maximum change anticipated in the specific agroecoregion.

Time and Budget: \$600,000 (50% non-fed/50% fed)

June 13, 2018



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

Carver

Vacant

Dakota

Yvonne Shirk
President

Hennepin

David Raby
Secretary/Treasurer

Vacant

Scott

Jesse Hartmann
Vice President

Colonel Samuel L. Calkins
U.S. Army Corps of Engineers
St. Paul District
180 Fifth Street Suite 700
St. Paul, Minnesota 55101

Dear Colonel Calkins:

This is in reference to the United States Army Corps of Engineers (Corps) Minnesota River Watershed Study "spinoff study" opportunity. The Lower Minnesota River Watershed District would like to state our interest in partnering with the Corps to further assess the following:

1. Analysis of how land-use changes may increase or decrease sediment delivery rates to the lower Minnesota River and an assessment of the ecological and economic impacts of sedimentation has on the Lower Minnesota River Watershed.
2. Assessment of water storage opportunities and benefits associated with water storage in the Minnesota River basin .

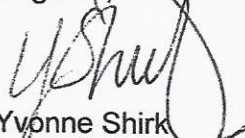
The Board wishes to support the further study of the Minnesota River Basin. We have particular interest in both possible studies detailed. Addressing issues critical to the understanding of increasing sediment transport in the Minnesota River is in line with the goals of the LMRWD and is consistent with the strategies and policies of the Watershed District.

We therefore fully support this initiative. We encourage the US Army Corps of Engineers to fund this project and wish every success to finding additional partners and for the accomplishment of the proposed work.

The Lower Minnesota River Watershed District understands study costs will be shared 50/50 pursuant to the terms of a Feasibility Cost Share Agreement and that other partners will be sought. This document is not legally binding in character.

Please contact District Administrator, Linda Loomis, by telephone at 763-545-4659 or by email at naiadconsulting@gmail.com to arrange a further discussion of this inquiry.

Regards,


Yvonne Shirk
President

Linda Loomis, Administrator
Home/Office: (763) 545-4659
Cell: (763) 568-9522

112 East 5th Street
Suite 102
Chaska, MN 55318

E-mail: lowermnriverwd.org

February 20, 2020



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

Carver

Vacant

Dakota

Vacant

Hennepin

David Raby
Secretary/Treasurer

Adam Frey
Vice President

Scott

Jesse Hartmann
President

Colonel Karl Jansen
U.S. Army Corps of Engineers
St. Paul District
180 Fifth Street Suite 700
St. Paul, Minnesota 55101

Dear Colonel Jansen:

In June of 2018, the Lower Minnesota River Watershed District expressed its interest in participating with the US Army Corps of Engineers in possible "spinoff studies" related to the Minnesota River Watershed Study. Specifically the Lower Minnesota River Watershed District would be interested to partner with the Corps to further assess the following:

1. Analysis of how land-use changes may increase or decrease sediment delivery rates to the lower Minnesota River and an assessment of the ecological and economic impacts of sedimentation has on the Lower Minnesota River Watershed.
2. Assessment of water storage opportunities and benefits associated with water storage in the Minnesota River basin .

The Board wishes to support the further study of the Minnesota River Basin. We have particular interest in both possible studies detailed. Addressing issues critical to the understanding of increasing sediment transport in the Minnesota River is in line with the goals of the LMRWD and is consistent with the strategies and policies of the Watershed District.

We therefore fully support this initiative. We encourage the US Army Corps of Engineers to fund this project and wish every success to finding additional partners and for the accomplishment of the proposed work.

The Lower Minnesota River Watershed District understands study costs will be shared 50/50 pursuant to the terms of a Feasibility Cost Share Agreement and that other partners will be sought. This document is not legally binding in character.

Please contact District Administrator, Linda Loomis, by telephone at 763-545-4659 or by email at naiadconsulting@gmail.com to arrange a further discussion of this inquiry.

Regards,

Jesse Hartmann
President

Linda Loomis, Administrator
Home/Office: (763) 545-4659
Cell: (763) 568-9522

112 East 5th Street
Suite 102
Chaska, MN 55318

E-mail: lowermnriverwd.org



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 21, 2024

Agenda Item

Item 9. D. - MPCA Lower Minnesota River Watershed Surface Water Monitoring Request Guidance

Prepared By

Linda Loomis, Administrator

Summary

On October 31, 2023, the MPCA held a kick-off meeting for Cycle 2 of the Lower Minnesota River Monitoring and WRAPS Update. The MPCA explained that they would be looking for partners to identify monitoring locations and to conduct the actual monitoring. President Barisonzi expressed interest in becoming a monitoring partner after the October meeting.

A second meeting was held January 31, 2024, to explain the monitoring process and grant availability for partners. Young Environmental Consulting Group attended the January meeting on behalf of the LMRWD and has developed recommendations. The MPCA made it clear that this round of assessment will not consider monitoring of the Minnesota River. The current recommendation from Young Environmental will develop and analysis of possible monitoring locations. Once an analysis has been done, the Board can decide if it wants to actually conduct the monitoring.

Attachments

Technical Memorandum – Minnesota Pollution Control Agency Meeting and Lower Minnesota Watershed Surface Water Monitoring Requests dated February 14, 2024

Recommended Action

Motion to complete an assessment of Cycle 1 intensive watershed monitoring report (2013) compare to the proposed monitoring sites for Cycle 2 (2025) as they relate to the LMRWD and identify monitoring gaps that should be addressed according to LMRWD goals (as identified in the LMRWD Comprehensive Watershed Management Plan)

Technical Memorandum



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

From: Jess Norby, Senior Water Resources Scientist
Della Schall Young, CPESC, PMP, CTF, Principal Scientist

Date: February 14, 2024

Re: Minnesota Pollution Control Agency Meeting and Lower Minnesota Watershed
Surface Water Monitoring Requests

The Minnesota Pollution Control Agency (MPCA) hosted a meeting on January 31, 2024, to prepare for the next round of Intensive Watershed Monitoring (IWM) for the Lower Minnesota River Watershed. The meeting outlined the monitoring plan for Cycle 2 of statewide watershed monitoring for the larger Lower Minnesota River Watershed, which spans from Ottawa, MN, (south of Le Sueur) to Mendota Heights, MN, where LMRWD has been identified as a local partner. The MPCA has selected preliminary surface water monitoring site locations (streams and lakes) that fit location criteria and will be used to inform the Total Maximum Daily Load (TMDL) studies and Watershed Restoration and Protection Strategy (WRAPS) updates. Local partners can review the preliminary sampling locations and propose additional sampling locations that fit local priorities before April 1, 2024. Monitoring in the watershed will start in spring of 2025 and continue through approximately October 2026.

BACKGROUND

The MPCA takes a watershed approach to statewide monitoring with the primary goal of evaluating the condition of surface water to inform management decisions. The information is used to track water quality status and trends, identify stressors associated with impairments, determine effectiveness of monitoring, inform on WRAPS strategies, and address permitting needs. The watershed approach evaluates all of Minnesota's 80 major watersheds over a 10-year cycle. Cycle 1 of Intensive Watershed Monitoring was completed for the Lower Minnesota River in 2013. The full Cycle 1 report (published in 2017) is available on the [MPCA website](#).

For Cycle 2, the goal is to measure progress and fill in monitoring data gaps to inform WRAPS and local planning efforts. The MPCA is reducing biological and chemistry monitoring points from Cycle 1 based on sites that did not work well, utilizing data from other existing monitoring efforts, and choosing fewer headwater sites where biology isn't reflective of the overall watershed. Since the number of monitoring sites are being reduced, the MPCA is asking for local partners to submit requests for monitoring sites to inform management strategies.

RECOMMENDATIONS

Based on what was discussed in the Surface Water Monitoring Request meeting, Young Environmental staff recommend that the LMRWD complete an assessment of the Cycle 1 intensive watershed monitoring report (2013), compare the proposed monitoring sites for Cycle 2 (2025) as they relate to LMRWD, and identify monitoring gaps that should be addressed according to District goals.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 21, 2024

Agenda Item

Item 9. E. – Request from Hennepin County Commissioner Debbie Goettel

Prepared By

Linda Loomis, Administrator

Summary

On February 7, 2024, I received an email from Karen Galles, Hennepin County Environment and Energy, with a request from Commissioner Debbie Goettel. Commissioner Goettel is interested in advocating on behalf of the Minnesota River.

Ms. Galles made some suggestions, which would be appropriate for the Commissioner to assist with, such as finding individuals to appoint to the Board, advocating for additional Area #3 funding.

The LMRWD is not intending to ask for legislation this session but will follow legislation introduced by others (see Legislative Agenda), so advocacy as the legislature is somewhat unknown at this point. Advocacy on behalf of limited liability legislation is always welcome. It might be helpful to discuss the Commissioner's relationship with upstream County Board's and if advocacy in the counties upstream is appropriate.

The Board should discuss how offers to advocate on behalf of the Minnesota River can be directed.

Attachments

Email message from Karen Galles

Recommended Action

Motion providing direction to staff



Linda Loomis <naiadconsulting@gmail.com>

LMRWD needs/interests; MN River basin legislative priorities?

Karen Galles <Karen.Galles@hennepin.us>

Wed, Feb 7, 2024 at 2:39 PM

To: "naiadconsulting@gmail.com" <naiadconsulting@gmail.com>, Della Young <della@youngecg.com>

Linda and Della,

We've been hearing from Commissioner Goettel that she'd really like to get more involved in advocating for the Minnesota River and we're trying to figure out how to help her channel that interest in a way that best supports the river and the various groups (such as LMRWD) that are out there working away on doing just that!

I'm interested in your thoughts at both a very local-scale as well as from a broader perspective:

- Are there program/project/operationally-specific things that LMRWD wants or needs that a county commissioner's advocacy/amplification/interest could help you achieve?
 - A few things that come to mind for me just off the top of my head are things like: a full board, engaging county commissioners in Dakota/Scott/Carver, engaging city electeds, etc.; advocating for additional Area 3 project funding (if necessary)... Are there other things that come to mind for you?
- Do you engage with partners throughout the rest of the Minnesota River Basin on river-related legislative/policy priorities? Is there a champion or an advocate for the river basinwide these days?

I'm also going to be reaching out to Nine Mile and Riley-Purg, since I know partnering with those tributary stream watershed jurisdictions is a really important part of addressing pollution before it reaches the river. I know that this is core the way LMRWD works, and it's something that we'll communicating to the commissioner too. Just for your awareness, I've also floated the idea internally of putting together a project tour day for her in May or June just to help us get a better sense of what's on her mind.

Happy to chat about this too – I'm just in exploratory mode trying to understand what's out there and how/if it might align with the commissioner's goals and interests. I certainly appreciate any thoughts, ideas, or suggestions you might be able to throw my way!

Thanks – hope you're both well!

Karen

[Karen Galles](#)

[Hennepin County Environment and Energy](#)

Pronouns: she/her

612-348-2027 (office) | 612-235-0712 (mobile)

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Minneapolis, Minnesota 55415-1842

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LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 21, 2024

Agenda Item

Item 9. F. - Education and Outreach (E&O) Program Recommendations Summary Report

Prepared By

Linda Loomis, Administrator

Summary

On January 11, 2024, the LMRWD Board of Managers and the Citizen Advisory Committee held a workshop facilitated by Young Environmental Consulting Group. A summary of the workshop, outcomes and recommendations is attached.

Attachments

Transmittal Letter - Education and Outreach (E&O) Program Recommendations Summary Report dated February 15, 2024

Recommended Action

Motion providing direction to staff



Transmittal Letter

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

From: Della Schall Young, PMP, CPESC, CTF, Principal Scientist
Suzy Lindberg, Communications Manager

Date: February 15, 2024

Re: Education and Outreach (E&O) Program Recommendations Summary Report

Young Environmental facilitated a joint workshop for the LMRWD Board of Managers and Citizen Advisory Committee (CAC) in January to discuss the 2024 priorities for the ongoing E&O Program as they connected to the board-approved 2024 work plan. During the workshop, it became clear that the collective group was eager to discuss not only the approved 2024 E&O work plan but a more comprehensive, organization-wide approach to education and outreach. The following documents have been provided to comprise a summary report of the workshop and proposed next steps to advance the programmatic goals identified in January.

Technical Memo—Education and Outreach (E&O) Program 2024 Priorities Workshop Summary

The resulting workshop discussion is summarized in the attached technical memo. What took place in January was a rich discussion filled with strategic ideas and a commitment to the organization's doing its best to use resources effectively to engage the appropriate targeted audience. Through a series of facilitated activities, the group brainstormed targeted audiences and the desired messages for each audience. At the end of the discussion, it was determined that Young Environmental would synthesize information from the workshop to facilitate next steps.

Draft Action Plan

Following the workshop, our team developed a draft Action Plan document (attached).

This plan explores the audiences identified in the workshop and begins to link them to internal E&O program tasks and/or potential partners who are already working in this space. The draft Action Plan ensures that the LMRWD is using its programmatic budget most effectively and not working in a way that duplicates the efforts of partner organizations. The draft Action Plan is considered a living document that all LMRWD staff and managers can use to define work plan priorities, partnerships, and gaps in offerings needed to successfully engage with its targeted audience. The draft Action Plan can be provided as a Word document to facilitate ongoing strategic discussion as a tool to effectively advance education and outreach priorities.

Draft Responsible, Accountable, Consulted, Informed (RACI) Matrix

The workshop also highlighted the need for a breakdown of roles and responsibilities among the various contributors to the LMRWD's vision, including the Board of Managers, LMRWD staff, CAC, and the E&O program consultant. Young Environmental has established the attached draft RACI matrix to document the E&O work plan tasks and other desired deliverables outside of this contract. The chart identifies who is Responsible (performing the work), Accountable (authorizing and approving the work), Consulted (providing feedback and guidance to those performing the work), and Informed (receiving updates on ongoing work). The draft RACI document includes two sheets for (1) the E&O work plan (tasks contracted to be performed by Young Environmental) and (2) additional priorities outside of the work plan (i.e., website updates, public relations, and special projects).

Please note: the current layout of the draft RACI matrix requires more discussion and final approval.

- Sheet 1 has already been approved as Young Environmental's existing work plan. Young Environmental is responsible for these tasks.
- Sheet 2 is considered a living draft document that details LMRWD staff and managers' roles and responsibilities, identifying areas of confusion that need to be resolved. Having a highly functional team moving in parallel without duplication will allow the LMRWD to continuously reach and exceed its goals.

Attachments

- Technical Memo: Education and Outreach E&O Program—2024 Priorities Workshop Summary
 - Attachment 1: Presentation on History of LMRWD E&O Program
- Draft Action Plan
- Draft RACI Matrix



Technical Memorandum

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

From: Della Schall Young, PMP, CPESC, CTF, Principal Scientist
Suzy Lindberg, Communications Manager

Date: February 15, 2024

Re: Education and Outreach Program—2024 Priorities Workshop Summary

On January 11, 2024, Young Environmental facilitated a joint workshop for the LMRWD Board of Managers and Citizen Advisory Committee (CAC) to discuss the 2024 priorities for the ongoing Education and Outreach (E&O) program, connected to the work plan approved at the October 2023 Board meeting.

The workshop was designed to inform program goals, including the following:

- Continuing a successful program that connects the goals and objectives of the Board, CAC, and staff with the intended audience, driving engagement and action
- Creating and delivering key messaging through education and outreach campaigns, high-priority materials, and memorable events

The three-hour workshop was held at the Chaska Community Center to provide educational background information on the program; foster a facilitated conversation; and provide a space for the Board, CAC, and staff to collaborate with one another. The meeting was designed to identify priorities for the E&O program, establish consensus on shared goals, and create a targeted wish list for ongoing watershed district education and community outreach. Additional goals included establishing benchmarks and metrics to assess the success of the E&O program and a process to adjust the strategy as needed.

Below is a summary of the workshop and recommended next steps.

Summary

Welcome Message

A welcome message was shared with the group, noting the meeting objectives:

- Identify and set the priorities for the E&O program.
- Establish consensus on shared goals and a targeted wish list for ongoing watershed district education and community outreach.
- Establish benchmarks and metrics to assess the success of the E&O program and a process to adjust the strategy during the year, if needed.
- Provide a space for the Board managers and the CAC to connect and get to know one another.

Introductions

The group in the room/hybrid shared introductions, noting their name/role/bio/one thing they wished the public knew about the district. Several members were absent because of scheduling conflicts or illness.

- **Joseph Barisonzi, President | Board of Managers.** Joseph's background is in community economic development, and he has worked professionally for venture capital firms for impact investment projects. He is a regular volunteer with several environmental organizations that work closely with the LMRWD. He would like the public to know what a great place [the LMRWD] is for recreation.
- **Lauren Salvato, Secretary | Board of Managers.** Lauren is the policy and programs director at the regional Upper Mississippi River Basin Association and lives in downtown Chaska by the Minnesota River. She brings a background understanding of water challenges through her day-to-day work on a regional level. She would like the public to know about [LMRWD's] struggle because the organization does not conform to a typical watershed district, and its challenges are unique. She noted that an understanding of this situation would be helpful.
- **Patti Thompsen, CAC Member.** Patty is a retired elementary school art teacher who taught in Arizona but came to Minnesota to care for her parents, who live by the Minnesota River. She wishes people knew about pollution; human-caused climate change; and the devastating effects such as algae blooms, salt pollution, and flooding issues.
- **Lee Peterson, CAC Member.** Lee is a retired farmer and youth conservation worker from Northeast Iowa who has always had conservation in his blood. He is a former teacher. Lee would like the public to know, "What is one thing I could tell my neighbor that would make the [Minnesota River] better?"

- **Greg Genz, CAC Member.** Greg has been involved in the Minnesota River through his work and living by the river in Newport, Minnesota. He is also involved with Friends of the Minnesota Valley and Friends of Pool 2. Greg noted ongoing worry about what is going on in the Minnesota River Valley and started paying attention to the LMRWD 35 years ago because of the dredging. He would like the public to know about what is happening with development in the LMRWD and with the watershed spreading out. He noted that 1,500 ravines in Scott County drain to the river and that rain is moving through the watershed much more quickly than it has historically, which is a point of concern.
- **Nathan Dull, Board of Managers.** Nathan noted he is participating in the January 11 meeting as a member of the public but will be sworn into the Board of Managers at the January 17 meeting, representing Scott County. Nathan's background is in energy and consensus-building for renewable energy. He works with farmers, landowners, and community and resources groups. He wishes people would know what they can do in their everyday lives to not pollute the Minnesota River but improve it.
- **Theresa Kuplic, Vice President | Board of Managers.** Theresa has an environmental studies degree, works with nonprofit groups, and is trying to work with farmers to reduce runoff and increase cover crops. She would like the public to know how much the Minnesota River has contributed runoff to the Mississippi River and, ultimately, the Gulf of Mexico.
- **Linda Loomis, Administrator | Staff.** Linda has been the LMRWD administrator since 2014 and was previously the mayor of the city of Golden Valley. She would like people to take the time to learn how small changes they make can have a big impact on the environment.
- **Suzy Lindberg, E&O Program Staff Member | Young Environmental Consulting Group.** Suzy is the communications manager at Young Environmental, where she supports the work products of the E&O program. She has 15 years of marketing and communications experience, 10 of which have been in the water and natural resources field. She wishes the public knew how long the watershed district has existed because its history gives it a lot of credibility in managing complex and important resources.
- **Della Schall Young, E&O Program Manager | Young Environmental Consulting Group.** Della is the owner and principal scientist of Young Environmental, the company that leads the E&O program and provides technical guidance for the LMRWD day-to-day. She has nearly 30 years of experience in the water and natural resources industry and is a practicing hydrologist.

E&O Program Background

Young Environmental shared background information about the history of the E&O program, the key work pillars, and successes and challenges to date, with the goal of creating a shared understanding of the E&O program. *See Attachment 1: Presentation.*

Questions and requests for clarifications led to the following discussion about the history and current pillars of the program:

- Cost-share programs are not specifically part of the E&O program.
- The group requested additional definition of what is specifically part of the E&O program contract (e.g., Ted Suss and the County Fair contract; funding of the River Watch Program and the CAC).
- The LMRWD has funded E&O programs that fall outside of the watershed district (e.g., the Metro Children’s Water Festival).
- There was a request to lay out the comprehensive Education and Outreach priorities outside of the Young Environmental E&O program contract, including all of the LMRWD’s efforts such as those noted above and the Texas A&M students and barge tours
- The group noted that the mayor of Carver decided to run for mayor after being impacted by a barge tour: The group noted that it is difficult to quantify the impact of the E&O program work when many of the most positive outcomes are anecdotal versus quantitative.
- The group noted they would like priorities to be organized and communicated so that everyone has the same understanding of what the LMRWD is leading.
 - The LMRWD provided sponsorship for the Bolton & Menk, Inc. chloride symposium. The LMRWD could lead more work on chloride instead of lobbyist spending and should consider all the ways to target messages rather than spreading itself too thin. The LMRWD should define how deep it wants to go on each topic.
 - A question was asked about how LMRWD measures its success. For social media, the LMRWD can see the clicks and measurements, and that information is tracked against data from other districts to determine whether it aligns. For outreach programs to schools, the LMRWD can track the number of recipients. By capturing everything under the same umbrella, the LMRWD can start identifying what is working and generating the metrics to measure success. The LMRWD can decide what format is preferred and what should be included in these reports.

Workshop to Generate 2024 E&O Program Priorities

Participants were then put into teams by their tables and participated in two activities.

In the first activity, the teams identified target audiences. These are the outcomes of each group narrowing in on their target audiences:

Table 1

1. Residents who live inside district
2. Commercial businesses and industry inside district
3. New residents—welcome basket with informational papers (people who have just moved into the area)
4. People who live upstream from the LMRWD whose behavior influences water quality
5. Everybody in the world!

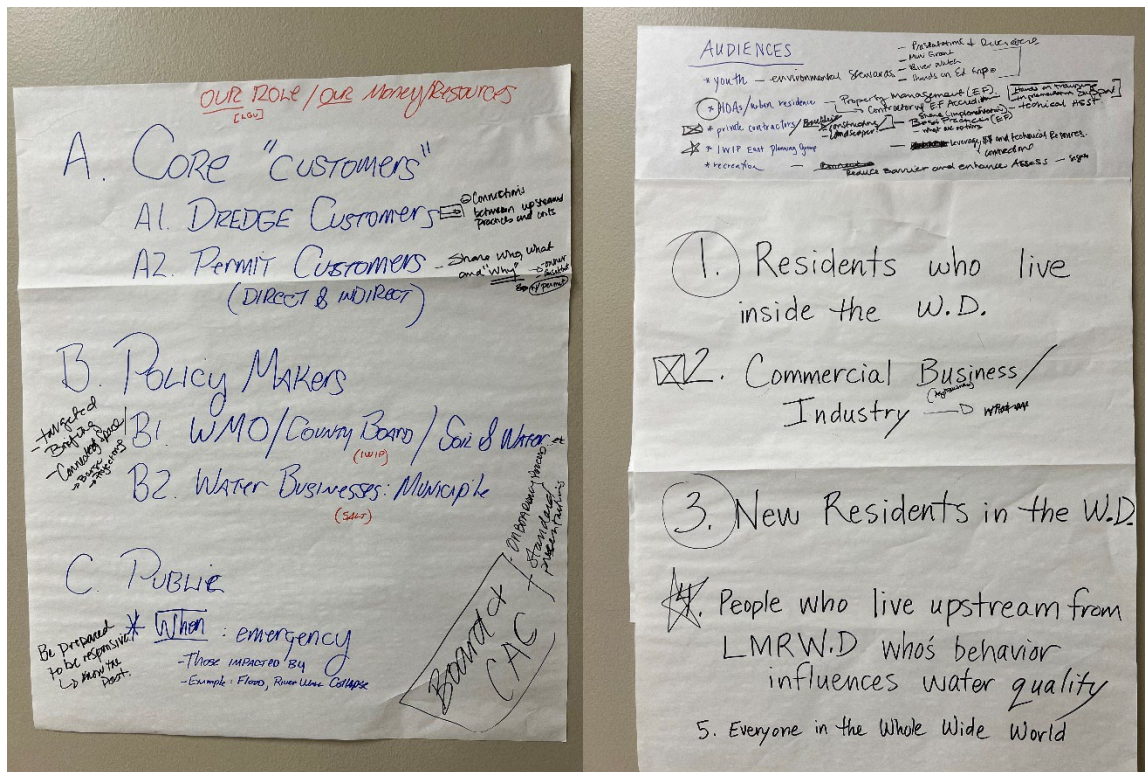
Table 2

1. Youth
2. Homeowners associations (HOAs)/urban residents
3. Private contractors
4. One Watershed, One Plan (1W1P) East Planning Group (this is a way to reach farmers through the planning group—reaching farmers through this group of Soil and Water Conservation Districts [SWCDs], farmer participants)
5. Recreationists

Table 3

1. Core customers = people who need [the LMRWD] to complete the dredging
Note: Companies that dredge are CHS, Cargill, Superior Minerals; they pay a private company to come in and load their barge slips
2. Core customers = permit customers
3. Policymakers = Watershed districts and watershed management organizations, county boards, SWCDs
4. Policymakers = municipal; we need [policymakers] to buy into [the LMRWD's] mission
5. Public—it takes a lot of money to reach the public; if there is an emergency along the river, people will be paying attention, and we can be there with our stories/messages at that time

Whiteboard Notes on Audience



At this point, the group acknowledged that there were 15 individual audiences that could not be grouped together any further, and participants voted on their top audiences in the hopes of narrowing them further.

Participants deliberated on the efficacy of voting for top audiences, with varying opinions on the ability to address broader strategic concerns regarding the organization's focus. Participants discussed resource allocation, particularly in relation to the LMRWD's objectives and alignment with the Minnesota River Congress. Participants acknowledged past barge tours for their mixed impact, and there was a proposal to continue them while engaging policymakers. The potential of the 1W1P group to meet LMRWD goals sparked a conversation about delegating tasks to other entities.

Participants then made suggestions to strengthen relationships across different levels within the organization and to improve communication beyond the traditional E&O program to capitalize on missed opportunities. As a result of the deliberations, the group pivoted to brainstorming the educational needs of each identified audience.

In the second activity, the group brainstormed the educational needs of our target audience that programming must address:

- **Youth:** This audience needs to care about water resources and understand what their impacts are on the resources and how to spread the word to peers and families. Specific examples referenced included River Watch program or hands-on experiences, excursions, and classroom programs. The group noted that youth today are visual, and options to get them on the river, view speakers in classrooms, or experience projects through educator mini grants are the most effective. The group suggested presentations and river events.
- **HOAs/urban residents:** This audience needs property management (i.e., grass and salt). The LMRWD can recommend contractors who are using the practices we want and have accreditation in sustainable methods. The group suggested that people may want to change, but they need help with implementation (helpline, training, converting lawn to native plants, etc.), such as the technical assistance program available from the LMRWD through the SWCDs.
- **Private contractors:** This audience is bottom-line driven, so they need content that makes it easy to employ best practices. This audience includes builders and landscapers and needs raised awareness on best practices. They may be concerned about slip-and-fall liability, whereas the LMRWD is concerned about chloride use.
- **1W1P East Planning Group:** This audience can connect the LMRWD to project opportunities by linking [the LMRWD] to groups improving water quality. This involves leveraging dollars in planning opportunities to help mitigate issues in the LMRWD. The LMRWD still needs to define what a partnership looks like: Is this lobbying for money at a federal level? Leveraging financial and technical assistance? Providing a direct connection to landowners? Note: it was recommended that this group be added to “people who live upstream.”
- **Recreationists:** This audience needs information about recreational activities but also needs an avenue to direct information back to the LMRWD. The group discussed misconceptions around recreation, such as what fish can be eaten safely and what can and cannot be fished. Connecting this audience with reliable information can help enhance access and reduce barriers. One example was generating signage for bluffs or boat access about what fish can be eaten and how to learn more.
- **Commercial businesses and industry:** This audience needs educational resources on best practices and general awareness. Agribusinesses and dredge customers could also be considered as part of this group. Note: it was recommended that this group be added to “private contractors.”

- **Dredge customers:** This audience needs the connection between practices upstream and the costs they are incurring. The LMRWD wants this audience to become advocates with [the organization] the realistic understanding that many customers may just pay the costs to continue using barges for commerce.
- **Permit customers:** This audience needs to understand the need beyond filling out a form to receiving a permit. Permit customers can be involved in keeping costs low. The group wanted a distinction about whether the LMRWD is targeting the permitting consultant or the end client. The decision is that the LMRWD hopes to reach the end client, noting there is often a “telephone game” of what messaging gets back to the end customer. The group discussed a cover letter with permit approval, an explanation of additional regulation based on high-value resources, and general messaging to indicate the spirit and intent of LMRWD permitting.
- **LMRWD board, CAC, staff:** At this point, the group noted that this audience was missed. This audience needs an onboarding process and knowledge sharing, and it must become a resource of the E&O program to amplify the messaging. The group requested a standard presentation that LMRWD staff, board of managers, and the CAC could have as a resource to inform meetings.
- **Policymakers:** This audience needs to understand the value in partnership and advocacy for shared goals with the LMRWD. The group would like to see a standard presentation that anyone on the board can be prepared to give when the opportunity allows (e.g., “who we are,” “what we regulate”). A goal would be to lead annual meetings with different contacts and give targeted briefings. There is an opportunity for collective connections and creating relationships with others (i.e., project tours, barge trips).
- **Public during an emergency:** During an emergency, this audience needs to hear that there are organizations working to manage and prevent future emergencies. The 1965 Carver floods are an example of a public emergency that has stayed in memory and regular parlance—floods will continue happening with increased frequency.

Closing

The attendees discussed various aspects of the E&O program, including the potential of collaborating with Texas A&M students, the quality of their work products, the enthusiasm and abundance of ideas within the group, the reminder that the program is still evolving, and the coordination needed to implement the ideas. The meeting concluded with a reminder to tap into the room's collective experience. At the end of the meeting, Young Environmental determined it would synthesize information from the workshop and provide next steps and recommendations.

Recommendations

- Ensure all LMRWD Board members and CAC members complete a comprehensive onboarding process.
- Establish a standard presentation for Board members to give to various audiences.
- Build on the Draft Action Plan for 2024 to explore audiences and potential partners to lead a successful E&O program without rework, incorporating constructive feedback from the Board of Managers and staff.
- Document the comprehensive E&O opportunities beyond the tasks contracted in the work plan, providing a breakdown of roles and responsibilities using the Responsible, Accountable, Consulted, Informed (RACI) matrix to be used internally to clarify responsibilities between the Board of Manager, Citizen Advisory Committee, district administrator, and E&O program consultant (Young Environmental).

Attachment

- Attachment 1: Presentation on History of LMRWD E&O Program

Attachment 1

Education and Outreach 2024 Priorities Workshop

January 11, 2024



LOWER MINNESOTA RIVER
WATERSHED DISTRICT



Young Environmental
Consulting Group, LLC

2. Education and Outreach Program Background

Issues	Goals	Strategies
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



History of the Education and Outreach Program

Driven by priorities in the 2016 Watershed Management Plan



History of the Education and Outreach Program

Program established in 2020



History of the Education and Outreach Program

Young Environmental and Barr Engineering selected as consultant through competitive bid process



Audience

- Residents within the district and outside of it.
- Various ages – adults, students, etc.
- Focus on mitigating duplicate information development and sharing.

Education & Outreach Program Pillars

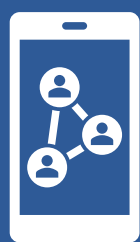
1

**Citizen
Advisory
Committee**



2

**Social
Media**



3

**District
Signage**



4

**Schools
Engagement**



5

**Community
Outreach &
Engagement**



6

**Website
Assistance**



Citizen Advisory Committee (CAC)

WHAT?

A volunteer advisory group appointed by the Board of Managers annually.

WHY?

Empowering citizens to lead activities that engage the public in resource protection and improvement.



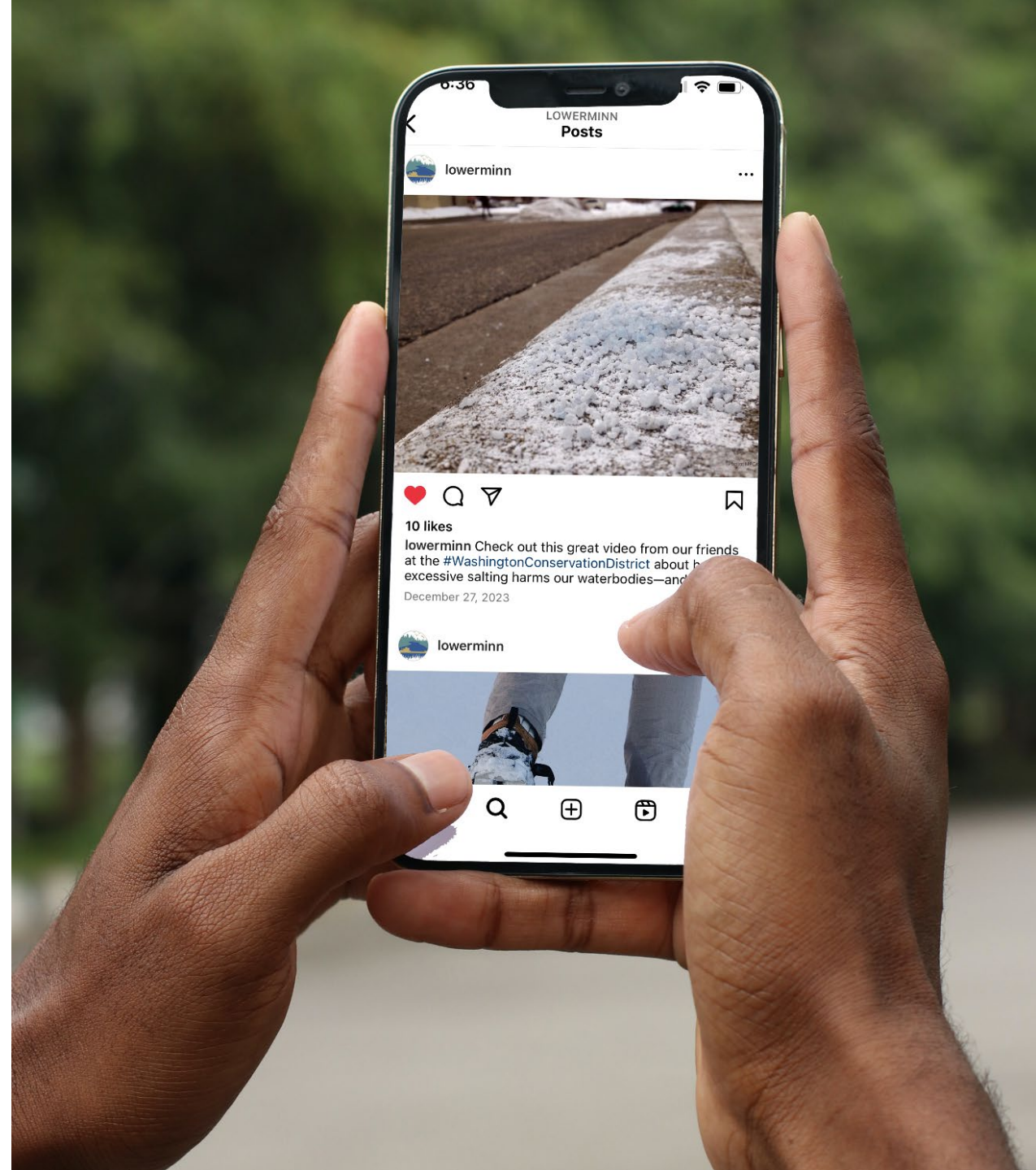
Social Media

WHAT?

A digital presence to encourage and inform resource conversations and topics in a real-time channel.

WHY?

Providing educational and outreach information in a way that's engaging, non-technical, and action-oriented.



District Signage

WHAT?

Interpretive signs placed outdoors, near high-value resource areas and project sites.

WHY?

Educating the public about valuable resources, how to protect them, and introducing the LMRWD.

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!

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.

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 downsports 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 BAT 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 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.

Logos: CARVER COUNTY, City of Chaska, LOWER MINNESOTA RIVER WATERSHED DISTRICT

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 lowermnriverwd.org.

Schools Engagement

WHAT?

An initiative to build partnerships with local schools within and adjacent to the watershed district.

WHY?

Driving education for school-aged students on environmental topics including resource management, protection, and improvement.



Community Outreach and Engagement

WHAT?

An initiative targeting outreach and targeted conversations with local community stakeholders.

WHY?

Increasing the LMRWD presence at local events related to natural resources (i.e. farmers markets) and partnerships with cities, counties, nonprofits, etc. to work toward shared goals.



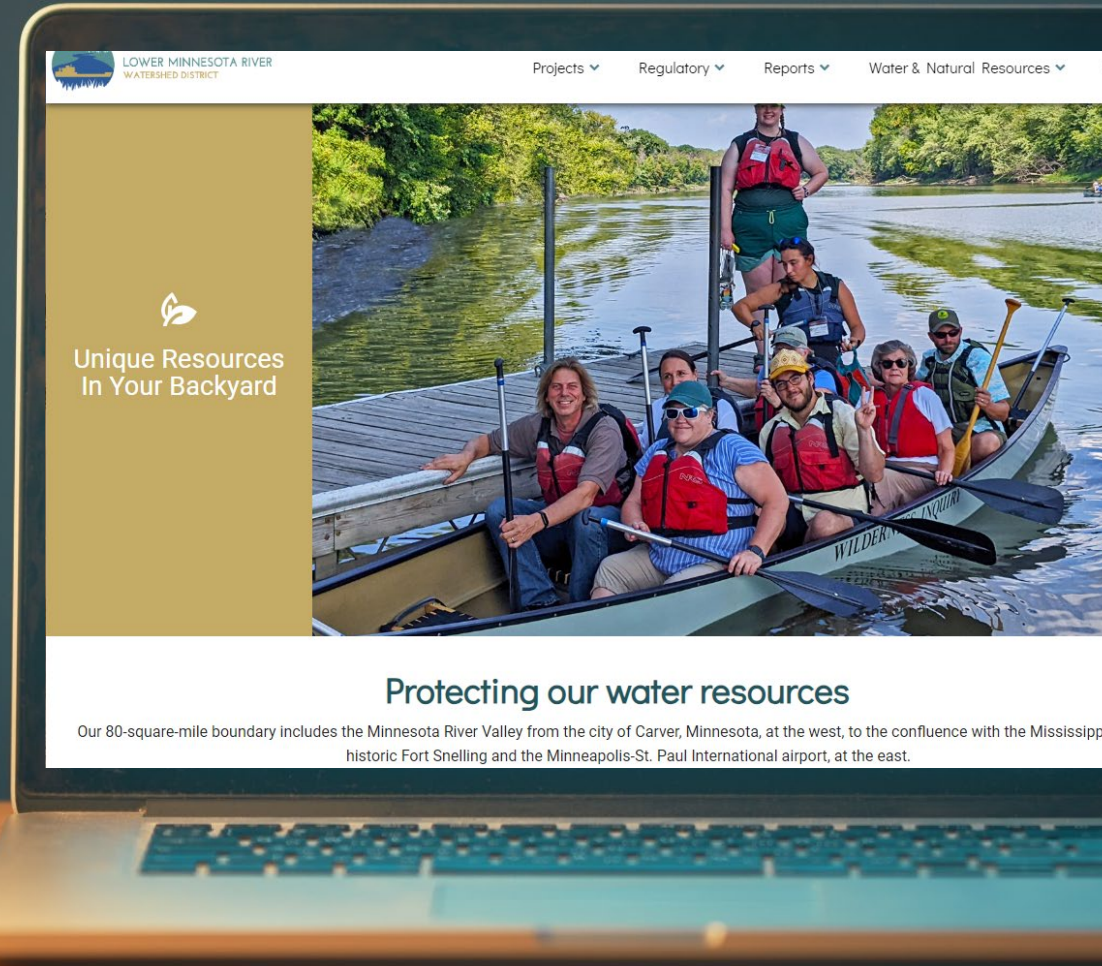
Website Assistance

WHAT?

A digital tool to educate, engage, and communicate with the LMRWD's audience.

WHY?

Providing relevant educational information, news and events, and links to help the community engage with the LMRWD mission.



Measuring Progress

Successes



- Citizen Advisory Committee:
 - Establishment
 - Facilitation
 - Creativity
- Partnerships & Collaborations
- Educator Mini-Grants
- 60th Anniversary Video
- 2023 Website Refresh
- District Signage Installed
- Team Engagement at Tabling Events
- Content Creation

Challenges


- Mixed Value Proposition of Social Media
- Mix of Residential and Commercial Land Use of LMRWD
- Broadening scope outside of LMRWD boundary

Lower Minnesota River Watershed District Draft Action Plan

Education and outreach priority audiences and messaging needs

 Workshop Target Audience: YOUTH			
Audience Need	LMRWD Offerings (see RACI Document)	Partner Organizations	Action Items
Hands-on experiences, excursions, and classroom programs	CAC Work Plan: tabling events (hands-on experience at exhibit)	<p>Nine Mile Creek Watershed District: classroom presentations</p> <p>City of Burnsville and Dakota County Soil and Water Conservation District (SWCD): classroom curriculum</p> <p>Metro Children's Water Festival (LMRWD sponsors)</p>	<ul style="list-style-type: none"> Continue to explore partnerships to engage youth in the LMRWD through city, SWCD, and county partners in classroom and excursion settings. Expand ideas for youth activities at CAC tabling events. Continue to explore sponsorship of existing partner events targeted at youth to create visibility without the added cost of organizing.
Enhancement of mini-grant program	Schools Engagement Work Plan: Educator Mini-Grant Program		<ul style="list-style-type: none"> Continue to grow network of teachers and educators to share educator mini-grant promotions.
 Workshop Target Audience: HOMEOWNERS ASSOCIATIONS (HOAs)/URBAN RESIDENTS			
Audience Need	LMRWD Offerings	Partner Organizations	Action Items
Contractor recommendations (sustainable practices)	Technical Assistance Cost-Share Program	<p>Minnesota Pollution Control Agency: Smart Salting Training, Turf Grass Maintenance Training, Guidance for Construction Stormwater, Sustainable Building Group Process</p> <p>Explore partner MS4 cities to determine overlap of education and outreach</p>	<ul style="list-style-type: none"> Review existing materials and identify gaps. Consider developing materials as part of the permit customer audience need. Continue to promote partner resources on LMRWD digital platforms.
Property management training	Social Media Work Plan:	Nine Mile Creek Watershed District:	<ul style="list-style-type: none"> Continue to promote partner resources on LMRWD digital platforms.


(low-salt, no-salt Minnesota smart salting, grass/turf management)	Promoting Best Practices and Partner Resources	<p>Turf Grass Management</p> <p>Hennepin County: Chloride Initiative (Low-Salt, No Salt)</p> <p>Minnesota Pollution Control Agency: Smart Salting Training</p> <p>Explore partner MS4 cities to determine overlap of education and outreach.</p>	
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 **Workshop Target Audience: PRIVATE CONTRACTORS/COMMERCIAL BUSINESSES AND INDUSTRY/DREDGE CUSTOMERS**




Audience Need	LMRWD Offerings	Partner Organizations	Action Items
Raised awareness on best management practices/general awareness	Social Media Work Plan: General Best Practices Awareness Campaigns	Minnesota Pollution Control Agency: Smart Salting Training, Turf Grass Maintenance Training, Guidance for Construction Stormwater, Sustainable Building Group Process	<ul style="list-style-type: none"> • Review existing materials and identify gaps. Consider developing materials as part of the permit customer audience need. • Continue to promote partner resources on LMRWD digital platforms. • Focus on need of industry/dredge customers to further identify gaps and opportunities for education and outreach.


 **Workshop Target Audience: ONE WATERSHED, ONE PLAN (1W1P) EAST PLANNING GROUP**

Audience Need	LMRWD Offerings	Partner Organizations	Action Items
Definition of what partnership looks like		Partners in 1W1P East Planning Group Process	<ul style="list-style-type: none"> • Work with this group to engage with upstream partners that can affect agriculture/conservation practices with an impact to the health of the Minnesota River. • Develop an understanding of relationship network and how it can be employed on mutually beneficial projects.

 **Workshop Target Audience: RECREATIONISTS**

Audience Need	LMRWD Offerings	Partner Organizations	Action Items
Connection of the audience with reliable information (e.g., what	Website—Recreation	Minnesota Department of Natural	<ul style="list-style-type: none"> • Identify additional information needed and how to disseminate it in addition to the website and social media (i.e., newsletter or flyer at tabling events or proactive

fish can be eaten safely?)	Landing Page	Resources Minnesota River Congress— Recreation Team	connection to local recreation groups).
Increased signage to convey information to this audience	Signage Work Plan		<ul style="list-style-type: none"> • Consider recreational signs as part of interpretive sign placement and development.
 Workshop Target Audience: PERMIT CUSTOMERS (END CLIENTS)			
Audience Need	LMRWD Offerings	Partner Organizations	Action Items
Cover letter with permit approval (potentially BMP specific/giving maintenance advice)	Permit Program		<ul style="list-style-type: none"> • Consider investment in promotional piece to be included to permit customers and end clients (i.e., a cover letter from the LMRWD): Additional communications services.
 Workshop Target Audience: LMRWD BOARD, CAC, STAFF			
Audience Need	LMRWD Offerings	Partner Organizations	Action Items
Standard presentation for staff, Board of Managers, and the CAC to use as a resource to inform meetings	Internal Communications		<ul style="list-style-type: none"> • Consider investment in promotional presentation to be used regularly by Board of Managers, LMRWD staff, and CAC if relevant: Additional communications services. • Identify list of targeted partnership groups and key influencers to schedule Board of Managers outreach presentations. Populate in “Partner Organizations” for future use.
More active involvement in E&O program	Internal Communications		<ul style="list-style-type: none"> • Continue communicative feedback among all members identified in the RACI document to ensure progress.
 Workshop Target Audience: POLICYMAKERS			
Audience Need	LMRWD Offerings	Partner Organizations	Action Items
Standard presentation to give when the opportunity allows (e.g., “who we are,” “what we	Internal Communications		<ul style="list-style-type: none"> • Consider investment in promotional presentation to be used regularly by Board of Managers, LMRWD staff, and CAC if relevant: Additional communications services. • Identify list of targeted partnership groups and key influencers to schedule Board of

regulate”)			Managers outreach presentations. Populate in “Partner Organizations” for future use.
Annual meeting procedure and targeted briefing with different contracts	Internal Communications		<ul style="list-style-type: none"> Consider investment in promotional materials and event planning: Additional communications services.
 Workshop Target Audience: PUBLIC DURING EMERGENCY			
Audience Need	LMRWD Offerings	Partner Organizations	Action Items
Promotion of the District’s work to manage and prevent future emergencies.	Public Relations (PR) /External Communications Social Media Work Plan Website—News and Home Page	Media Contact Relationships	<ul style="list-style-type: none"> Develop process for PR and external communications: Additional communications services. Evaluate (continuously) social media and website’s effectiveness at rolling out information to the public in a time-sensitive manner to prepare for urgent events.



Draft Responsible, Accountable, Consulted, Informed (RACI) Matrix

Internal tool to highlight chain of communication and responsibility

	Program Pillars and Tasks	BOARD OF MANAGERS	STAFF	CITIZEN ADVISORY COMMITTEE	YOUNG ENVIRONMENTAL
Task #	Workplan Objective 1: Project Management and Board of Managers Coordination				
1.1	Project plan development and project management	Informed	Accountable	Informed	Responsible
1.2	Board Workshop	Consulted	Informed	Consulted	Responsible
1.3	Quarterly Updates	Informed	Authority	Informed	Responsible
	Workplan Objective 2: Citizen Advisory Committee				
2.1	Maintain a CAC of five members or more and focus on retaining existing members	Accountable	Consulted	Informed	Responsible
2.2	Plan and facilitate CAC meetings	Informed	Accountable	Informed	Responsible
2.3	Monitor and assist the CAC	Accountable	Consulted	Informed	Responsible
2.4	Develop educational materials as directed by the CAC (up to 4 items throughout 2024)	Accountable	Consulted	Informed	Responsible
	Workplan Objective 3: Social Media				
3.1	Maintain social media sites with approved content calendars	Consulted	Accountable	Informed	Responsible
3.2	Enhance social media messaging by adjusting content towards highlighting the uniqueness of LMRWD	Consulted	Accountable	Informed	Responsible
3.3	Grow social media following by increasing visibility of accounts	Consulted	Accountable	Informed	Responsible
	Workplan Objective 4: LMRWD Signage				
4.1	Identify sites for interpretive signage while working with local partners on locations and messaging (up to 5 signs completed in 2024)	Accountable	Consulted	Consulted	Responsible
4.2	Resource identification and protection signs	Accountable	Consulted	Consulted	Responsible
	Workplan Objective 5: School Engagement				
5.1	Explore education opportunities in schools and build on partnerships to increase awareness of existing youth programs relevant to LMRWD (i.e. CCWMO internships, Evening with the Bugs program)	Informed	Accountable	Consulted	Responsible
5.2	Mini-grant program for educators	Accountable	Consulted	Consulted	Responsible
	Workplan Objective 6: Community Outreach and Engagement				
6.1	Maintain and build partnerships that promote community outreach	Accountable	Consulted	Consulted	Responsible
6.2	Coordinating involvement of CAC members and staff for local events	Accountable	Consulted	Consulted	Responsible
6.3	Creating relevant tabling materials for outreach events	Accountable	Consulted	Consulted	Responsible

R= Responsible for accomplishing the task
 A= Accountable for approval over the task
 C= Consulted about the task
 I= is Informed about the task

Note: Work plan has been approved, this is a day-to-day approval process.



Draft Responsible, Accountable, Consulted, Informed (RACI) Matrix

Internal tool to highlight chain of communication and responsibility

Program Pillars and Tasks	BOARD OF MANAGERS	STAFF	CITIZEN ADVISORY COMMITTEE	YOUNG ENVIRONMENTAL
Additional Education and Outreach Needs				
<i>Public Relations/Communication Services (Internal, External)</i>				
7.1 Create branded materials for internal and external use (i.e. press releases, presentations, process documents)	Accountable	Responsible /Consulted	Informed	Responsible /Consulted
7.2 Increase communications to recreationists (i.e. create Recreation Landing page on website, safe fish consumption guidance or signage)	Accountable	Consulted	Consulted/Informed	Responsible
7.3 Increase LMRWD visibility with permit holders (i.e. LMRWD cover letter materials/informational page or BMP specific information page)	Accountable	Consulted	Informed	Responsible
7.4 Increase outreach to HOAs/private contractors by improving awareness of technical events hosted by partners (Turf grass management training, Smart salt training, etc.)	Accountable	Consulted	Informed	Responsible
<i>Website Content Updates (Regular)</i>				
8.1 Maintain website with up-to-date content, news, and events	Accountable	Responsible /Consulted	Informed	Responsible /Consulted
<i>Annual Reporting</i>				
9.1 Develop annual report as part of BWSR requirement and communication with LMRWD community	Accountable	Responsible /Consulted	Informed	Responsible /Consulted
<i>Hennepin County Monitoring Program (in effect, on-going)</i>				
10.1 Continue chloride monitoring efforts (sampling and analyses)	Informed	Consulted	Informed	Accountable/Responsible
10.2 Final report and possible chloride outreach initiatives presented to Board/CAC	Accountable	Consulted	Informed	Responsible
<i>Cost-Share Grants</i>				
11.1 Manage cost share grant applications	Accountable	Responsible /Consulted	Informed	Responsible /Consulted
11.2 Create cost share promotional items	Accountable	Consulted	Consulted/Informed	Responsible /Consulted
11.3 Outreach initiatives to commercial property owners in LMRWD	Accountable	Responsible /Consulted	Informed	Responsible /Consulted
<i>Increase CAC involvement/awareness</i>				
12.1 Find gaps in CAC outreach and visibility, determine expectations of members, and revise CAC meetings to increase attendance and involvement	Accountable	Responsible /Consulted	Consulted/Informed	Responsible/Consulted
<i>Presentations to Council Members</i>				
13.1 Board of Managers provide regular presentations to targeted partner audiences.	Responsible	Consulted	Informed	Consulted
<i>Special Project: Texas A&M Student Research</i>				
14.1 Work with students to develop strategy for education and outreach for basin-wide approach.	Responsible	Consulted	Informed	Informed
<i>Special Project: Izaak Walton League County Fairs (discontinued 2024, reevaluate in future)</i>				
15.1 Work with students to present at upstream county fairs	Responsible	Consulted	Informed	Consulted

R= Responsible for accomplishing the task
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Note: These responsibilities are proposed and open to discussion and approval.