



Please note the meeting will be held in person at the Carver County Government Center on the Wednesday, March 20, 2024. The meeting will also be available virtually using this [link](#).

# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Lower Minnesota River Watershed District

7:00 PM

Wednesday, March 20, 2024

Carver County Government Center

602 East Fourth Street, Chaska, MN 55318

| Agenda Item                        | Discussion  |
|------------------------------------|---|
| 1. Call to order                   | <p>A. Oath of Office<br/>Joseph Barisonzi, term of office expires, 2/28/2027 (reappointment)<br/>Apollo Lammers, term of office expires, 2/28/2026</p> <p>B. Roll Call</p>  |
| 2. Citizen Forum                   | <p><i>Citizens may address the Board of Managers about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 So are not needed for the Forum, the Board will continue with the agenda. The Board will take no official action on items discussed at the Forum, with the exception of referral to staff or a Board Committee for a recommendation to be brought back to the Board for discussion or action at a future meeting.</i></p>   |
| 3. Approval of Agenda              | <p>A. Additions, Corrections, and Deletions to Agenda</p>   |
| 4. Public Hearings & Presentations | <p>A. Presentation of report from Scott County Soil &amp; Water Conservation District on 2023 monitoring, technical, education and other conservation services</p> <ul style="list-style-type: none"> <li>○ accept and authorize execution of 2024 Agreement between the Lower Minnesota River Watershed District and the Scott Soil and Water Conservation District for Monitoring, Technical, Education and Other Conservation Services</li> </ul>  |
| 5. Consent Agenda                  | <p><i>All items listed under the consent agenda are routine by the Board of Managers and will be enacted by one motion and an affirmative vote of a majority of the members present. There will be no separate discussion of these items unless a Board Member or citizen request, in which event, the items will be removed from the consent agenda and considered as a separate item in its normal sequence on the agenda.</i></p> <p>A. Approve Minutes February 21, 2024 Regular Meeting</p> <p>B. Receive and file February 2024 Financial report</p> <p>C. Approval of Invoices for payment</p> <ul style="list-style-type: none"> <li>i. Clifton Larson Allen (CLA) – Financial services through February 2024</li> <li>ii. TimeSavers Off Site Secretarial – Preparation of January 2024 meeting minutes</li> <li>iii. Rinke Noonan, Attorneys at Law – November 2023 Legal Services</li> <li>iv. Daniel Hron – March &amp; April 2024 office rent</li> <li>v. US Bank Equipment Finance – March 2024 copier lease payment</li> </ul> |

|                           |   |
|---------------------------|---|
|                           | <ul style="list-style-type: none"> <li>vi. Young Environmental Consulting Group, LLC – January 2024 technical, and Education &amp; Outreach services</li> <li>vii. Naiad Consulting, LLC – January 2024 administrative services, mileage &amp; expenses</li> <li>viii. Naiad Consulting, LLC – accumulated 2023 hours in excess of contract</li> <li>ix. 106 Group – January 2024 services related to Area #3</li> <li>x. 106 Group – January 2024 services related to Vernon Avenue</li> <li>xi. Bolton &amp; Menk – Engineering Services through February 21, 2024, related to Vernon Avenue</li> <li>xii. WSB – Area #3 land acquisition services</li> <li>xiii. Liberty Mutual – payment of 2024-2025 Surety Bond</li> <li>xiv. <del>4M Fund – December 2023 Bank service charges</del></li> </ul> <p>D. Report from the Citizen Advisory Committee</p> <p>E. Adopt Resolution 24-04 Rescinding Resolution 23-14 Supporting Change of Boundary Between Minnehaha Creek Watershed District, and Lower Minnesota River Watershed District</p>   |
| 6. Permits                | <ul style="list-style-type: none"> <li>A. LMRWD Permit Renewals</li> <li>B. MN Bluffs Regional Trail (LMRWD No. 2023-017)</li> </ul>  |
| 7. Action Items           | <ul style="list-style-type: none"> <li>A. Lower MN River East One Watershed One Plan <ul style="list-style-type: none"> <li>o Review comments and cover letter and authorize submittal</li> </ul> </li> <li>B. Biennial Solicitation of Letters of Interest for legal, technical &amp; other professional services <ul style="list-style-type: none"> <li>o Legal Services</li> <li>o Technical Service</li> <li>o Engineering Pool</li> <li>o Education and Outreach</li> </ul> </li> <li>C. Education &amp; Outreach <ul style="list-style-type: none"> <li>o LMRWD Social Media Content and Strategy</li> <li>o Approve Educator Mini-Grants</li> </ul> </li> <li>D. Proposed Partnering with the MN River Collaborative on the Water Storage Study</li> <li>E. LMRWD Communication Policy</li> <li>F. MPCA Lower Minnesota River Watershed Surface Water Monitoring Request Guidance</li> <li>G. Fen Stewardship Plan <ul style="list-style-type: none"> <li>o Receive Stewardship Plans for LMRWD fens and authorize posting to website</li> <li>o Call for a Special Meeting discuss fen stewardship</li> </ul> </li> <li>H. Study Area #3 <ul style="list-style-type: none"> <li>o <u>The Board of Managers may close the meeting pursuant to statutes section 13D.05, subd. 3.c.3, to discuss the purchase of an easement or fee ownership interest of a portion of property located in Eden Prairie, Hennepin County PID #3511622230013</u></li> </ul> </li> </ul> |
| 8. Board Discussion Items | <ul style="list-style-type: none"> <li>A. Evaluation of Administrative Services Agreement</li> <li>B. 2024 Legislative Activities Update</li> <li>C. Education and Outreach (E&amp;O) Program Recommendations Summary Report</li> </ul>   |
| 9. Information Only       | <ul style="list-style-type: none"> <li>A. 535 Lakota Lane, Chanhassen – work without a permit</li> <li>B. LMRWD Permit Program Summary</li> </ul>   |
| 10. Communications        | <ul style="list-style-type: none"> <li>D. Administrator Report</li> <li>E. President</li> </ul>   |

|             |   |
|-------------|---|
|             | F. Managers<br>G. Committees<br>H. Legal Counsel<br>F. Engineer                   |
| 11. Adjourn | Next meeting of the LMRWD Board of Managers is 7:00 pm Wednesday, April 17, 2024. |

Upcoming meetings/Events

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

- Lower MN River East 1W1P Advisory Committee meeting – April 17, 2024, 10:00 am to 1:00 pm, Scott SWCD office, 7151 W 190th St, Jordan, Minnesota 55352
- Lower MN River East 1W1P Steering Committee meeting – Wednesday, March 20, 2024, 1:30 pm to 3:30 pm – virtual only
- Lower MN River East 1W1P Policy Committee – Thursday, March 21, 2024, 3:00 pm to 5:00 pm, In-person at Le Sueur SWCD office located at 181 W Minnesota St, Le Center, MN 56057 and [virtual on MS Teams](#)
- UMWA (Upper Mississippi Waterway Association) monthly meeting – Thursday, March 21, 2024, virtual only via Zoom
- LMRWD Citizen Advisory Committee meeting – Tuesday, April 2, 2023, 4:30pm, virtual
- Metro Watershed – Tuesday, April 16, 2024, 7:00 pm to 9:00 pm, Capitol Region Watershed District, 595 Aldine Street, St. Paul, MN 55104

For Information Only

- **WCA Notices**
  -
- **DNR Public Waters Work permits**
  - Carver County, City of Chaska – Amended permit issued – Sediment Removal, Erosion/Flood Prevention Chaska Creek
- **DNR Water Appropriation permits**
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# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### Agenda

**Item 4. A. – Presentation of report from Scott County Soil & Water Conservation District on 2023 monitoring, technical, education and other conservation services**

### Prepared By

Linda Loomis, Administrator

### Summary

Chase Emmers, Water Resource Specialist, & Troy Kuphal, District Director, of the Scott County Soil & Water Conservation District (SSWCD) will be present to report on the 2023 service provided to the LMRWD by the SSWCD. In addition, an agreement for 2024 services is attached.

Scott Soil & Water Conservation District has monitored water resources in Scott County on behalf of the LMRWD for many years. The LMRWD receives an annual report from the SSWCD before monitoring begins each calendar year. In addition to monitoring services, SSWCD provides technical assistance to Scott County residents that live in the LMRWD and Cost Share assistance.

Educational services are provided through the Scott County Water Education Partnership (SCWEP). This partnership includes the Scott County Water Management Organization, Prior Lake Spring Lake Watershed District, Lower Minnesota River Watershed District, Scott County, Vermillion River Watershed Joint Power Board, and the Cities of Credit River, Shakopee, Prior Lake, Savage, Spring Lake Township, Jackson Township, and Louisville Township. The 2023 Annual Report from the SCWEP is attached and the draft 2024 workplan is attached.

The following table shows the contracted cost for the services provided to LMRWD and the actual cost incurred over the past 6 years:

| <b>Services provided to the LMRWD by Scott Soil &amp; Water Conservation District</b> |                               |                      |                   |
|---|-------------------------------|----------------------|-------------------|
| Year  | Not to exceed contract amount | Actual Cost incurred | Over/under amount |
| 2023  | \$33,050.00                   | \$38,551.43          | \$ 5,501.43       |
| 2022  | \$33,050.00                   | \$29,011.00          | \$ (4,039.00)     |
| 2021  | \$40,050.00                   | \$25,963.00          | \$ (14,087.00)    |
| 2020  | \$40,050.00                   | \$23,811.41          | \$ (16,638.59)    |
| 2019  | \$40,050.00                   | \$28,091.36          | \$ (12,358.64)    |
| 2018  | \$36,250.00                   | \$30,895.13          | \$ (5,354.87)     |

Item 4.A - Presentation of report from Scott County Soil & Water Conservation District on 2023 monitoring, technical, education and other conservation services

Executive Summary

Wednesday, March 20, 2023

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**Attachments**

Agreement between the Lower Minnesota River Watershed District and the Scott Soil and Water Conservation District for Monitoring, Technical, Education and Other Conservation Services

2023 SCWEP Annual Report

Draft 2024 SCWEP Work Plan

**Recommended Action**

Motion to accept and authorize execution of 2024 Agreement between the Lower Minnesota River Watershed District and the Scott Soil and Water Conservation District for Monitoring, Technical, Education and Other Conservation Services

**AGREEMENT BETWEEN THE LOWER MINNESOTA RIVER WATERSHED DISTRICT  
AND THE SCOTT SOIL AND WATER CONSERVATION DISTRICT FOR MONITORING, TECHNICAL,  
EDUCATION, AND OTHER CONSERVATION SERVICES**

This Contract for Services (Contract) is made and entered into between the Lower Minnesota River Watershed District ("LMRWD"), a body corporate and politic, and the Scott Soil and Water Conservation District, is a special purpose unit of governmental and political subdivision of the State of Minnesota ("SWCD" or "Contractor").

**WHEREAS**, the LMRWD is in need of services from SWCD as set forth in the Statement of Work, attached hereto as Attachment 1, and the SWCD desires and is capable of providing such services.

**NOW, THEREFORE**, in consideration of the mutual promises and agreements contained herein the parties agree as follows:

1. TERM

This Contract shall be in effect as of January 1, 2024, notwithstanding the dates of the signatures of the parties, and shall continue through December 31, 2024, unless earlier terminated by law or according to the provisions herein.

2. CONTRACTOR'S OBLIGATIONS

The LMRWD hereby contracts with the SWCD to provide services related to monitoring (water quality, thermal and well), technical assistance and cost share, education, and other engineering, technical and administrative services, as set forth in Attachment 1 - 2024 Statement of Work.

The Services shall commence immediately upon receipt of notice to proceed from the LMRWD Administrator, who will serve as the LMRWD's agent for such services and will administer this Contract.

3. PAYMENT

3.1 Invoicing. The SWCD will invoice the LMWRD on a time and materials basis, except for services under Task III, Education, which will be invoiced in equal quarterly installments subject to progress and reporting acceptable to the LMRWD Administrator. The maximum amount for which the SWCD may invoice the LMRWD under this Agreement shall be \$38,600 as set forth in Attachment 1. The SWCD shall not invoice the LMRWD for any services or materials without prior authorization by the LMRWD Administrator.

3.2 Compensation. The SWCD will invoice for services according to the following hourly rates:

|   |      |
|---|------|
| Administrative Specialist, Resource Conservation Technician                                 | \$60 |
| Resource Conservationist I, Natural Resource Specialist I, Resource and Permit Specialist I | \$70 |
| Water Resource Specialist, Ag Program Specialist, Outreach and Education Specialist         | \$70 |
| Resource Conservationist II, Natural Resource Specialist II                                 | \$75 |
| Senior Resource Conservationist, Finance and Accounting Specialist                          | \$80 |
| District Director   | \$90 |
| Water quality monitoring equipment surcharge: YSI sonde or equivalent                       | \$10 |
| Flow measurement equipment surcharge: Flowtracker or equivalent                             | \$5  |

3.3 Time of Payment. The LMRWD shall make payment to SWCD within sixty (60) days of the date on which an itemized invoice is received. If the invoice is incorrect, defective, or otherwise improper, the LMRWD will notify the SWCD within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice from the SWCD, the LMRWD will make payment within thirty-five (35) days.

3.4 Payment for Unauthorized Claims. The LMRWD may refuse to pay any claim that is not specifically authorized by this Contract. Payment of a claim shall not preclude the LMRWD from questioning the propriety of the claim. The LMRWD reserves the right to offset any overpayment or disallowance of claim by reducing future payments.

3.5 Payment Upon Early Termination. In the event this Contract is terminated before the completion of services, the LMRWD shall pay to the SWCD, for services provided in a satisfactory manner, a sum based upon the actual time spent at the rates stated in paragraph 3.2. In no case shall such payment exceed the total contract price.

#### 4. COMPLIANCE WITH LAWS/STANDARDS

4.1 General. Contractor shall abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Contractor is responsible.

4.2 Minnesota Law to Govern. This Contract shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Contract shall be venued in the State of Minnesota, County of Scott.

#### 5. INDEPENDENT CONTRACTOR STATUS

The SWCD is an independent contractor and nothing herein contained shall be construed to create the relationship of employer and employee between LMRWD and the SWCD. The SWCD shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The SWCD shall have discretion as to working methods, hours and means of operation. The SWCD acknowledges and agrees that the SWCD is not entitled to receive any of the benefits received by LMRWD employees and is not eligible for workers' or unemployment compensation benefits. The SWCD also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the SWCD and that it is the SWCD's sole obligation to comply with the applicable provisions of all federal and state tax laws.

#### 6. SUBCONTRACTING

6.1 The parties shall not enter into any subcontract for the performance of the services contemplated under this Contract nor assign any interest in the Contract without prior written consent of all parties and subject to such conditions and provisions as are deemed necessary. The subcontracting or assigning party shall be responsible for the performance of its subcontractors or assignees unless otherwise agreed.

6.2 Any subcontractor approved by the LMRWD will be required to provide proof of insurance to the LMRWD in coverage and amount the same as the SWCD. Prior to or concurrent with execution of this Contract, the SWCD shall file certificates or certified copies of its subcontractor(s)' policies of insurance with the LMRWD. All fees for services and all job supervision will remain the obligation of the SWCD.

6.3 The SWCD agrees to pay any subcontractor within ten (10) days of the SWCD's receipt of payment from the LMRWD for undisputed services provided by the subcontractor. The SWCD agrees to pay interest of 1½ percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10.

#### 7. INDEMNIFICATION

Each party to this Contract shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents. Each party hereby agrees to indemnify, hold harmless and defend the other, its officers, employees or agents, against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other party, its officers, employees or agents, may sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its officers, employees or agents, in the

execution, performance, or failure to adequately perform its obligations pursuant to this Contract. Minn. Stat. Ch. 466 and other applicable laws shall govern the liability of the LMRWD.

8. INSURANCE

8.1 General Terms. At its own expense and in order to protect the SWCD and to protect the LMRWD under the indemnity provisions set forth above, The SWCD shall procure and maintain policies of insurance covering the term of this Contract, as set forth in the Insurance Terms, unless waived or amended by the LMRWD in writing.

8.2 Certificates. Prior to or concurrent with execution of this Contract, the SWCD shall file certificates or certified copies of such policies of insurance with the LMRWD.

8.3 Failure to Provide Proof of Insurance. The LMRWD may withhold payments or immediately terminate this Contract for failure of the SWCD to furnish proof of insurance coverage or to comply with the insurance requirements as stated above.

9. FORCE MAJEURE

Neither party shall be held responsible for delay or failure to perform when such delay or failure is due to any of the following unless the act or occurrence could have been foreseen and reasonable action could have been taken to prevent the delay or failure: fire, flood, epidemic, strikes, wars, acts of God, unusually severe weather, acts of public authorities, or delays or defaults caused by public carriers; provided the defaulting party gives notice as soon as possible to the other party of the inability to perform.

10. OWNERSHIP, COPYRIGHTS AND FUTURE USE OF WORK PRODUCT

Upon the completion of this Contract, all work product, data compilations, and materials of any kind, regardless of the format in which they exist will become the sole and exclusive property of the LMRWD. The SWCD, at the request of the LMRWD, shall execute any necessary documents to transfer ownership rights to the LMRWD. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time, actually or constructively reduced to practice by the SWCD or its employees or agents in the course of or in connection with this Contract, the SWCD shall immediately give the LMRWD's authorized representative written notice and complete information thereof.

In all publications or press releases or presentations to the public where data collected or compiled in the performance of this contract is disseminated. The SWCD shall acknowledge funding by the LMRWD for all or part of the costs of making such information available to the public.

11. TERMINATION

Either party may terminate this Contract for cause by giving seven (7) days' written notice or without cause by giving thirty (30) days' written notice, of its intent to terminate, to the other party. Such notice to terminate for cause shall specify the circumstances warranting termination of the Contract. Cause shall mean a material breach of this Contract and any supplemental agreements or amendments thereto. This Contract may also be terminated by the LMRWD in the event of a default by the SWCD. In the event this Contract is terminated for cause, the SWCD shall be entitled to payment determined on a pro rata basis for work or services satisfactorily performed. Notice of Termination shall be made by certified mail or personal delivery to the authorized representative of the other party. Termination of this Contract shall not discharge any liability, responsibility or right of any party, which arises from the performance of or failure to adequately perform the terms of this Contract prior to the effective date of termination.

12. CONTRACT RIGHTS/REMEDIES

12.1 Rights Cumulative. All remedies available to either party under the terms of this Contract or by law are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.



12.2 Waiver. Waiver for any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Contract shall not be construed to be modification for the terms of this Contract unless stated to be such in writing and signed by authorized representatives of the LMRWD and the SWCD.

13. AUTHORIZED REPRESENTATIVES

The following named persons are designated the authorized representatives of parties for purposes of this Contract. These persons have authority to bind the party they represent and to consent to modifications and subcontracts, except that, as to the LMRWD, the authorized representative shall have only the authority specifically or generally granted by the Board. Notification required to be provided pursuant to this Contract shall be provided to the following named persons and addresses unless otherwise stated in this Contract, or in a modification of this Contract.

**To the SWCD:**

Rob Casey, Chair  
Scott Soil and Water Conservation District  
7151 W. 190<sup>th</sup> Street, Suite 125  
Jordan, MN 55352  
Telephone: (952) 492-5425

**To the LMRWD:**

Joseph Barisonzi, President  
Lower Minnesota River Watershed District  
112 E 5<sup>th</sup> Street  
Chaska, MN. 55318  
(952) 856-5880

14. LIAISON

To assist the parties in the day-to-day performance of this Contract and to define services, ensure compliance and provide ongoing consultation, a liaison shall be designated by the SWCD and the LMRWD. The parties shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of execution of this Contract, the following persons are the designated liaisons:

**SWCD Liaison:**

Troy Kuphal, District Director  
Scott Soil and Water Conservation District  
7151 W. 190<sup>th</sup> Street, Suite 125  
Jordan, MN 55352  
Telephone: (952) 492-5425

**LMRWD Liaison:**

Linda Loomis, Administrator,  
Lower MN River Watershed District  
6677 Olson Memorial Highway  
Golden Valley, MN 55427  
763-545-4659

15. MODIFICATIONS

Any alterations, variations, modifications, or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, signed by authorized representatives of the LMRWD and SWCD.

16. SEVERABILITY

The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Contract with respect to either party.

17. MERGER

17.1 Final Agreement. This Contract is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings or agreements. There are no representations, warranties, or stipulations, either oral or written, not herein contained.

17.2 Attachments. Attachment 1 attached and incorporated herein by reference.

- Attachment 1 – 2024 STATEMENT OF WORK

**IN WITNESS WHEREOF**, the parties hereto have executed this Contract on the date(s) indicated below.

**FOR LOWER MINNESOTA RIVER WATESHED DISTRICT**

By: \_\_\_\_\_  
Joseph Barisonzi, Board President

Date: \_\_\_\_\_

**FOR SCOTT SOIL AND WATER CONSERVATION DISTRICT**

By: \_\_\_\_\_  
Rob Casey, Board Chair

Date: \_\_\_\_\_

## ATTACHMENT 1: 2024 STATEMENT OF WORK

This Statement of Work (SOW) is made pursuant to and governed by the approved 2024 Contract for Services between Lower Minnesota Watershed District (“LMRWD”) and Scott Soil & Water Conservation District (SSWCD), and defines the specific monitoring, education, technical assistance, and other related services the SWCD will provide to the LMRWD in connection with said Contract for Services.

### Task I. **Monitoring (\$23,660)**

#### **Scope of Work**

The SSWCD will assist the LMRWD with planning and implementing its water quality, thermal and well monitoring programs.

#### **A. Eagle Creek Water Quality Monitoring (\$9,100)**

- Collect monthly base-flow samples and storm event composite samples
- Deliver samples to the MCES lab
- Maintain and calibrate sonde
- Log, process and complete QA/QC of data

#### **B. Eagle Creek Thermal Monitoring (\$3,010)**

- Collect data from loggers
- Data management and analysis
- Maintain sites and equipment
- Includes continuing monitoring per approved 2018 project proposal

#### **C. Water Quality and Flow – Dean Lake (\$5,250)**

- Collect monthly base-flow samples and storm event composite samples
- Deliver samples to the MCES lab
- Maintain and calibrate sonde
- Collect flow measurements
- Log, process and complete QA/QC of data

#### **D. Well Monitoring (\$3,570)**

- Collect depth-to-water readings monthly
- Enter data into DNR database
- Maintain sites and well monitoring equipment

#### **E. Reporting (\$2,730)**

- Prepare written annual data and analysis report for all monitoring
- Prepare and deliver summary presentation
- Prepare and present proposed work plan and budget

### Task II. **Technical Assistance and Cost Share (\$6,200)**

#### **Scope of Work**

The SWCD will provide technical and cost share assistance to landowners within the DISTRICT in support of implementation of conservation behaviors and best management practices that reduce soil erosion, decrease runoff volume, and improve water quality. The SWCD will assist landowners who contact the SWCD directly or who are referred by the DISTRICT for conservation program information and/or technical assistance. Cost share may be provided for projects that meet eligibility and other relevant criteria in

accordance with the SSWCD's cost share program policy docket, subject to available funding.

**A. Technical Assistance (\$4,500)**

a) Conservation Marketing and Promotion

The SWCD will continue marketing initiatives to promote adoption of conservation practices aimed at phosphorus and sediment reductions. Focus in 2024 will be practices targeted in the SWCD's 2020 CWF grant, prioritizing the Spring Lake and Fish Lake watersheds. SWCD staff will also assist with outreach for the Upper Watershed Blueprint as requested. Activities generally include:

- Identifying targeted parcels and landowners and gathering contact information
- Preparing letters, mail lists, and informational materials
- Making personal calls and in-person visits
- Tracking and reporting progress

b) Livestock/Commodity Producer Assistance

The SWCD will provide technical support to livestock and commodity producers on conservation measures providing water quality benefits. Activities generally include:

- Provide Equipment Rental Program services for cover crops, no-till and other conservation seeding
- Assist with livestock facility, animal waste, and pasture management planning
- Provide information and assistance related to state feedlot regulations, including planning, permitting, inspections, complaint response and pollution discharge

c) Cost Share

The SWCD will administer cost share in accordance with the approved 2024 policy manual, or Docket (see Exhibit C). Services under this task will be provided to District landowners who respond with interest to marketing efforts under Task IA or who contact the SWCD on their own. Activities generally include any or all of the following depending on landowner interest and site-specific characteristics :

- Landowner consultation (communication, correspondence, decision-making)
- Site investigation and feasibility assessment
- Project survey and design
- Cost share contract development and payment administration
- Construction inspection and certification

d) Status Reviews

Projects installed using DISTRICT funds will be inspected to ensure the responsible party is complying with their signed cost share contract and related maintenance plan. Inspections are completed the 1st and 4th year following certification for contracts that have a 5-year term, and the 1st, 4th and 9th for contracts that have a 10-year term. Activities generally include:

- Conduct site visit and inspection of project site
- Prepare inspection report
- Conduct follow up inspection and landowner technical assistance, if necessary

**B. Cost Share (\$2,200)**

- a) This is pass-through to cooperators that install conservation practices
- b) Advance cost share application approval and final construction certification is required in accordance with SWCD cost share policies

**Task III. Education and Outreach (\$7,500)**

**Scope of Work**

The SWCD will provide various educational programming services, as described below.

**A. Natural Landscaping Workshop or Webinar**

The SWCD will plan, coordinate and host one event, to include the following activities:

- Plan workshop details in coordination with the District and Cities of Prior Lake, Savage and Shakopee
- Develop promotional and informational materials and resources
- Plan and deploy a marketing campaign, with targeting to include residents in the Cities of Prior Lake and Savage
- Coordinate and manage attendee registration and participation
- Prepare and present information
- Post-workshop review and follow up with landowners

**B. SCWEP Activities**

The SWCD will plan, coordinate and execute events and activities as identified in the 2024 Scott Clean Water Education Program (SCWEP) work plan. These services have multi-jurisdictional benefit and are supported by funding contributions by all SCWEP partners. At least three workshops in total will be planned

**C. Other Education Activities**

The SWCD will help provide support and assistance with other education efforts as may be requested by the District, including but not limited to developing education and promotion materials and assisting with special event planning and coordination.

**Task IV. Other Services (\$740)**

**Scope of Work**

The SWCD will provide the following and technical services on an as-needed basis:

- Provide consultation on activities related to soil and water resources within the LMRWD
- Conduct or assist with LMRWD compliance reviews
- Review development plans for compliance with LMRWD standards
- Conduct construction inspections and oversight to ensure compliance with LMRWD standards
- Assist with surveys, construction supervision, and/or project management for capital improvement projects
- Conduct or assist with inventory and/or mapping projects
- Assist with monitoring plan development
- Attend LMRWD-sponsored meetings, including but not limited to Board and TAC meetings
- Assist with development of plans, including but not limited to Comprehensive Water Resources Management Plan and TMDL Implementation Plans
- Assist with planning and development of LMRWD cost share program
- Other services as may be requested

# Scott Clean Water Education Program 2023 Annual Report



Prepared By:

Shelby Roberts, SCWEP Coordinator  
Scott Soil and Water Conservation District



## Background

The Scott Clean Water Education Program (SCWEP) started in 2010 to educate Scott County residents consistently and effectively on the topic of clean water. The program’s goal is to make clean water choices second nature for all who live and work in Scott County. SCWEP has incorporated the goal into marketing materials using the theme of “Clean Water Starts with Me!”

## 2023 Highlights

### Workshops

In 2023, SCWEP hosted four educational workshops on the topics of soil health implementation, shoreline restoration, raingarden installation, and shallow lake health. All workshops were free and hosted in-person at central locations throughout the county.

The workshops were promoted through social media, online blogs, and submissions to local papers and community calendars. Registration for the workshops was made simple by utilizing online registration tools including Eventbrite.com and Promotix.com.

2023 Workshop attendance:

- 12 participants at the “Let’s talk about soil health” workshop.
- 16 participants at the “How to build a raingarden” workshop.
- 15 participants at the “Stabilize your shoreline” workshop.
- 44 participants at the “Shallow Lakes Seminar” workshop.



### Conservation Leaders Program

Every year conservation leaders are recognized in Scott County to illustrate local ways of positive conservation-based behavior changes. In 2023, Adam Simon was featured for his community stewardship and his continuous use—and early-adoption of—soil health practices.

Adam Simon utilizes sustainable erosion control measures on his acres, including cover crops and no-till farming. He’s placed numerous waterways and contour strips on his fields to reduce soil erosion and has plans to implement fertilizer reduction strategies.

Adam Simon was recognized at the MASWCD convention at the Minnesota Metro Area 4 finalist for his outstanding achievements and representation.



## Conservation in the Classroom



SCWEP holds youth education at a high priority and hosts the Conservation in the Classroom (CIC) program to enable conservation lesson delivery to any third-through-eighth grade school in Scott County at any time of the year.

In 2023, the program moved from its pilot stage into implementation with execution of five new lesson plans from Mackin Learning consultants. The five CIC lessons offered focus on water conservation, native prairies, soil composition, runoff, and watersheds, and all lessons are compliant with Minnesota State education standards for their applicable age group. All lessons are provided for free by SWCD staff and delivered in classrooms or outside on school grounds.

In 2023, the Conservation in the Classroom program hosted four events, reaching 238 students across 10 classrooms and one boy scout group. Lessons brought students in close contact with local sustainable agriculture, ways to conserve water at home, and the different ways that water moves through the land they live in. This program has been well-received by teachers and educators, and its future outlook remains bright.

## Clean Water Clean-up

After pausing the event for the past several years, SCWEP partners were happy to bring back a resident favorite in 2023: The Prior Lake fall Clean Water Clean-up.

The event brought together 19 residents, lake association members, and high school volunteers for a morning cleaning up leaves and trash from lower Prior Lake. These efforts keep excess nutrients like nitrogen and phosphorous out of the waterbody, and the collected leaves are turned into viable compost for city parks. By the event's conclusion, 9.5 cubic yards of leaves had been collected and removed from the beach area.



The event was done in close collaboration with the Scott SWCD, the Prior Lake-Spring Lake Watershed District, and the City of Prior Lake.



## Outdoor Education Days

2023 hosted the 37<sup>th</sup> annual Outdoor Education Days. 1,245 third through sixth graders from 15 schools—including Belle Plaine, New Prague, Shakopee, Savage, Jordan, and Prior Lake—were part of the fall outing this year. The weather cooperated well with the event, and no rain days were needed.

2023 was the first year that five new lesson plans from Mackin Learning consultants were debuted. The five maintained focus on the program’s previous topics of forestry, the water cycle, pond macro-invertebrates, conservation, and agriculture, but were given updated activities and made to be compliant with Minnesota State education standards for grades 5-6. The new lesson plans and other incorporated changes were received well by staff, students, and teachers as documented by post-event surveys.



In 2023, SCWEP was delighted to welcome new and returning volunteers to the event; the stations were taught by staff from the Scott SWCD, the Scott Watershed Management Organization, the Prior Lake-Spring Lake Watershed District, University of Minnesota Master Gardeners, the National Resources Conservation Services, the Minnesota Department of Natural Resources, and community volunteers. At the end of each day, CLIMB Theatre put on a production about recycling and composting.

The Scott SWCD received \$1,000 from MVEC Operation Roundup Grant for presenter lunches, and the Scott SWCD provided bussing grants to Oak Crest Elementary. Outdoor Education Day remains the main activity that SCWEP utilizes to directly reach Scott County youth.

## News Releases

SCWEP continues to promote information, activities, and relevant news through various print publications available to Scott County citizens. This year SCWEP published 23 water-related articles to the county-wide Scott County SCENE newspaper and the Scott SWCD online blog. In addition, events, informational articles, and workshops continued to be promoted on partner’s social media platforms, websites, and other local papers including those a part of SWNewsmedia.

## Target audience expansion

As stated in the 2023 SCWEP work plan, special consideration was given to expanding targeted audiences to better reach Scott County’s underserved and ESL communities. The process began this year with expansion to underserved youth at several events, and by opening conversations with local community leaders within underserved populations. Program coordinators met with staff from the cities of Shakopee, Prior Lake, and Savage, and Scott County to brainstorm strategies and determine optimal community leaders to initiate conservation with. This is an initiative that will continue in development for the next several years as we build foundational relationships with these populations. Once trusted relationships are built, clean water messaging and behavior changes will increase.

## Partners

Members of the SCWEP partnership believe more can be accomplished by working together toward our common goal. By collaborating, we eliminate overlapping programs, prevent inconsistent and duplicative messaging, and achieve similar outcomes at lower costs. In 2023, SCWEP partners included:

- Scott Soil and Water Conservation District
- Scott Watershed Management Organization
- Scott County Government
- Prior Lake-Spring Lake Watershed District
- Vermillion River Watershed Joint Powers Organization
- Lower Minnesota River Watershed District
- City of Shakopee
- City of Savage
- City of Prior Lake
- Spring Lake Township
- Jackson Township
- Louisville Township
- City of Credit River

SCWEP also collaborates with other agencies, organizations and clubs implementing outreach programs with similar goals and objectives in Scott County. This collaboration achieves an even greater level of consistency, reach and cost effectiveness. In 2023, these agencies included:

- Scott County Library System
- Prior Lake Association
- Cedar Lake Improvement District
- O'Dowd Lake Association
- Spring Lake Association
- Scott County School System
- Three Rivers Park District
- Shakopee Mdewakanton Sioux Community

## Accomplishments

Every year, SCWEP’s work plan lists initiatives and activities that the partnership aims to complete within the calendar year. The annual report is a chance to reflect on what was accomplished based off the initial planned trajectory. Individual items may shift along the way, but the message of “clean water starts with me” always remains at the heart of everything SCWEP accomplished.

The 2023 SCWEP Work Plan targeted its “Clean Water Starts with Me!” campaign to three general audiences:

1. Agriculture/Rural Landowners
2. Urban and Shoreline Residents
3. Community Groups like Schools and Government.

Appendix 1 details the assembly of ongoing activities by targeted audiences SCWEP completed in 2023.

Appendix 2 details the assembly of events by targeted audiences SCWEP participated in during 2023.

## MS4 Activity

The 2023 Work Plan was designed to ensure member compliance with the educational requirements of their respective Stormwater Pollution Prevention Plans. There are six minimum control measures (MCMs) defined in the MS4 Permit, including:

1. Public Education and Outreach
2. Public Participation and Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Storm Water Runoff Control
5. Post Construction Storm Water Management in New and Redevelopment
6. Pollution Prevention/Good Housekeeping for Municipal Operations

Many SCWEP activities helped partners comply with the MCM1 requirements. Data used for MS4 reporting can be found in appendix 1 and 2.

## 2023 Projected SCWEP Budget

| Funding Agency     | Program Staff & Supplies |
|--------------------|--------------------------|
| SWMO               | \$65,000                 |
| SWCD               | \$10,000                 |
| PLSLWD             | \$4,500                  |
| LMRWD              | \$4,000                  |
| VRWJPO             | \$2,000                  |
| SL TWP             | \$2,000                  |
| City of Prior Lake | \$1,500                  |
| City of Shakopee   | \$1,500                  |
| City of Savage     | \$1,500                  |
| <b>Total:</b>      | <b>\$92,000</b>          |

### Other Contributing Funds

| Funding agency | Funding source                      | Total available in 2023 |
|----------------|-------------------------------------|-------------------------|
| SWMO           | 2021 Metro WBIF – K5-8 Enhancements | \$31,535*               |
| MVEC           | Operation Roundup (OED)             | \$1,000                 |
| <b>Total:</b>  |                                     | <b>\$32,535</b>         |

\*Includes funds for work being completed by Mackin Consulting (~21,000)

## 2023 Reported SCWEP Expenses

| Funding Agency     | Program Staff & Supplies |
|--------------------|--------------------------|
| SWMO               | \$65,000                 |
| SWCD               | \$10,706.05              |
| PLSLWD             | \$7,099.11               |
| LMRWD              | \$3,640                  |
| VRWJPO             | \$2,000                  |
| SL TWP             | \$2,000                  |
| City of Prior Lake | \$1,500                  |
| City of Shakopee   | \$1,500                  |
| City of Savage     | \$1,500                  |
| <b>Total:</b>      | <b>\$94,945.16</b>       |

### Other Contributing Funds

| Funding agency | Funding source                      | 2023 expenditures |
|----------------|-------------------------------------|-------------------|
| SWMO           | 2021 Metro WBIF – K5-8 Enhancements | \$31,535          |
| MVEC           | Operation Roundup (OED)             | \$1,000           |
| <b>Total:</b>  |                                     | <b>\$32,535</b>   |

## Outcomes, Evaluation and Reporting

The SCWEP goal – to make clean water choices second nature for all who live and work in Scott County – was reviewed throughout the year. Outcomes were evaluated primarily by number of participants and following-up with program participants. We also tracked follow-up requests for additional information and technical assistance in SWIMS database.

A large part of the Storm Water Pollution Prevention Program (SWPPP) requires identification and documentation of best management practices that will be undertaken to reduce the discharge of pollutants from the MS4 to the maximum extent practicable. A few of the metrics used to measure the impact of marketing strategies include:

- Number of participants at specific SCWEP hosted events or workshops
- Number of direct mailings, brochures and flyers distributed
- Number of submitted press releases articles
- Number of requests for technical assistance
- Number of best management practices completed through partner organizations

Staff recorded and quantified the above metrics to assess the success or benefit of each marketing strategy. Additionally, staff provided evaluations after educational workshops and outreach events (when applicable) to gauge how well topics were understood, how much project excitement was felt, and if adjustments to curriculum were recommended. Once results were received, staff used survey feedback to modify content and presentations as needed.

Evaluation was and continues to be an important component in understanding the effectiveness of reaching “Clean Water Starts with Me!” campaign goals.

Appendix 1: 2023 SCWEP SCWEP Events defined as active marketing initiatives that provided outreach during a singular event.

| 2023 SCWEP events |   |    |   |    |                                |                        |                 |                               |                |   |                    |            |   |
|-------------------|---|----|---|----|--------------------------------|------------------------|-----------------|-------------------------------|----------------|---|--------------------|------------|---|
| R                 | B | CF | I | LO | SCWEP audience                 | Activity category      | Event type      | Event                         | Audience reach | Materials distributed                     | Amount distributed | Date       | Notes   |
| X                 |   |    |   | X  | Agriculture & Rural Landowners | Soil Health            | Workshop        | Lets Talk About Soil Health   | 12             | Rack cards                                | 30                 | 3/7/2023   | Materials distributed include brochure pamphlets on the topics of cover crops, manure management, and erosion control practices.  |
| X                 |   |    |   | X  | Urban & Shoreline Residents    | Natural Landscaping    | Workshop        | How to Build a raingarden     | 16             | Raingarden starter packet                 | 16                 | 4/12/2023  | Packet contained a list of native prairie consultants, seed & plant distributors, and burn consultants and information on the management of prairie meadows   |
| X                 |   |    |   | X  | Agriculture & Rural Landowners | Wildlife habitat       | Tabling event   | Spring Tree sale              | 500            | Native trees                              | 38252              | 4/28/2023  |   |
| X                 | X | X  | X | X  | Agriculture & Rural Landowners | Groundwater protection | Tabling event   | Nitrate testing clinic        | 224            | DOH pamphlets                             | 224                | 4/28/2023  | Materials distributed include DOH guidance on homeowner's nitrate level test results from water sample  |
| X                 |   |    |   | X  | Community Groups               | Illicit discharge      | Youth lesson    | Conservation in the Classroom | 168            | "Water conservation at home" lesson plan  | 168                | 6/1/2023   | Hosted water conservation lesson for 168 5th-3rd graders at the Eagle Creek Garden Day  |
| X                 |   |    |   |    | Agriculture & Rural Landowners | Illicit discharge      | Tabling event   | Summer plant sale             | 15             | Rain barrels                              | 15                 | 6/2/2023   |   |
| X                 |   |    |   | X  | Agriculture & Rural Landowners | Conservation cover     | Tabling event   | Summer plant sale             | 37             | Seed mixes                                | 43                 | 6/2/2023   |   |
| X                 |   |    |   | X  | Agriculture & Rural Landowners | Conservation cover     | Tabling event   | Summer plant sale             | 143            | Plant kits                                | 246                | 6/2/2023   |   |
| X                 |   |    |   | X  | Urban & Shoreline Residents    | Natural Landscaping    | Workshop        | Stabilize your Shoreline      | 15             | Rack cards & program flyers               | 20                 | 6/14/2023  | Materials distributed include brochure pamphlets on the topics of "Don't leave leaves", natural landscaping, and Scott SWCD cost share opportunities.   |
| X                 |   |    |   | X  | Community Groups               | Soil health            | Youth lesson    | Conservation in the Classroom | 22             | "Agriculture in Scott County" lesson plan | 22                 | 7/13/2023  | Hosted agriculture lesson plan for 9-10th graders with new materials provided through the Conservation in the Classroom program that are compliant with MN State education standards.   |
| X                 |   |    |   | X  | Community Groups               | Soil health            | Youth lesson    | Conservation in the Classroom | 34             | "Agriculture in Scott County" lesson plan | 34                 | 8/9/2023   | Hosted agriculture lesson plan for 9-10th graders with new materials provided through the Conservation in the Classroom program that are compliant with MN State education standards.   |
| X                 |   |    |   | X  | Community Groups               | Illicit discharge      | Youth lesson    | Conservation in the Classroom | 14             | "Whats in your watershed" lesson plan     | 14                 | 8/26/2023  | Hosted agriculture lesson plan for 8th grade boy scout troop with new materials provided through the Conservation in the Classroom program that are compliant with MN State education standards.                                    |
| X                 | X | X  | X | X  | Urban & Shoreline Residents    | Natural Landscaping    | Tabling event   | Scott County Fair             | 15,000         | Rack cards                                | 200                | 7/26/2023  | Materials distributed include brochure pamphlets on the topics of raingardens, shoreline restoration, native prairie restoration, and Scott SWCD cost share opportunities.  |
| X                 |   |    |   | X  | Community Groups               | Water quality          | Youth lesson    | Outdoor Education Days        | 1,285          | Field guides                              | 1,285              | 9/25/2023  | Hosted 37th annual event. Hosted students from 15 schools (Belle Plaine, New Prague, Shakopee, Jordan, Prior Lake and Savage) on 9/25/2023 - 9/29/2023.   |
| X                 | X | X  | X | X  | Urban & Shoreline Residents    | Water quality          | Workshop        | Shallow Lakes Seminar         | 44             | Rack cards                                | 44                 | 10/11/2023 | Materials distributed include brochure pamphlets on the topics of "Don't leave leaves", natural landscaping, and Scott SWCD cost share opportunities. Materials distributed also include informatino packet on local shallow lakes. |
| X                 | X |    |   | X  | Urban & Shoreline Residents    | Water quality          | Community event | Clean Water Clean up          | 26             | Rack cards                                | 10                 | 10/28/2023 | Materials distributed include brochure pamphlets on the topics of "Don't leave leaves", natural landscaping, and Scott SWCD cost share opportunities.   |
| X                 | X |    |   | X  | Urban & Shoreline Residents    | Water quality          | Community event | Clean Water Clean up          | 26             | Dog waste bags                            | 8                  | 10/28/2023 | Materials distributed include brochure pamphlets on the topics of "Don't leave leaves", natural landscaping, and Scott SWCD cost share opportunities.   |
| X                 |   |    |   | X  | Community Groups               | Soil Health            | Community event | Fall Conservation Tour        | 25             | Conservation highlight folder             | 25                 | 9/18/2023  | Folder contained details of notable conservation projects accomplished on tour route meant to inform local leaders on the importance of conservation work.  |
| X                 |   |    |   | X  | Urban & Shoreline Residents    | Water quality          | Community event | Prior Lake Fall Fest          | 150            | Chloride kits                             | 75                 | 9/18/2023  | Chloride kits contain information on the dangers of chloride pollution a reusable bag, and a plastic cup to measure the proper amount of sidewalk salt in the winter.   |

| MS4 Audiences |                     |
|---------------|---------------------|
| R             | Resident            |
| B             | Business            |
| CF            | Commercial Facility |
| I             | Institutions        |
| LO            | Local Organizations |

Appendix 2: 2023 SCWEP Activities defined as passive marketing initiatives that provided outreach over extended periods of time.

| 2023 SCWEP activities |   |    |   |    |                                |                         |                        |                                |                |                        |                                |   |
|-----------------------|---|----|---|----|--------------------------------|-------------------------|------------------------|--------------------------------|----------------|------------------------|--------------------------------|---|
| R                     | B | CF | I | LO | SCWEP audience                 | Activity category       | SCWEP program category | Activity                       | Audience reach | Materials distributed  | Quantity distributed/completed | Notes   |
| X                     | X | X  |   |    | Agriculture & Rural Landowners | Conservation cover      | N/A                    | Certified project installation | 4              | N/A                    | 22                             | The "amount distributed" refers to acres of new plantings installed.  |
| X                     | X | X  |   |    | Urban & Shoreline Residents    | Natural landscaping     | N/A                    | Certified project installation | 2              | N/A                    | 2                              | The "amount distributed" refers to square footage of new raingardens installed.                                   |
| X                     | X | X  |   |    | Urban & Shoreline Residents    | Natural landscaping     | N/A                    | Certified project installation | 8              | N/A                    | 96,758                         | The "amount distributed" refers to square footage of pollinator plantings installed.                              |
| X                     | X | X  |   |    | Urban & Shoreline Residents    | Shoreline BMP's         | N/A                    | Certified project installation | 1              | N/A                    | 100                            | The "amount distributed" refers to linear feet of shoreline restoration/streambank protection.                    |
| X                     | X | X  |   |    | Agriculture & Rural Landowners | Cover Crops             | N/A                    | Certified project installation | 16             | N/A                    | 1,078.40                       | The "amount distributed" refers to acres of cover crops planted.  |
| X                     |   | X  |   |    | Agriculture & Rural Landowners | Groundwater nitrate     | N/A                    | Certified project installation | 6              | N/A                    | 6                              | The "amount distributed" refers to the amount of well that were decommissioned.                                   |
| X                     |   |    | X |    | Urban & Shoreline Residents    | Nutrient management     | Targeted O/R           | Facility display               | 8,000          | Dog waste bags         | 150                            | Distributed to partner city and township halls for display throughout the year.                                   |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Ice management          | Targeted O/R           | Facility display               | 3,000          | Chloride kits          | 50                             | Distributed to township halls for display and distribution.   |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Ice management          | Print media            | Facility display               | 1,000          | Rack card              | 30                             | "Salt Pollutes. Shovel first" rack cards displayed at partner offices.  |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Ice management          | Print media            | Facility display               | 5,000          | Informational brochure | 157                            | Salt alternative brochures displayed at partner offices.  |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Illicit discharge       | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "Don't Throw it Out, take it to the County" rack cards displayed at partner offices.                              |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Illicit discharge       | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "The unfiltered truth" rack cards displayed at partner offices.   |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Illicit discharge       | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "Have gutters and downspouts? Catch rain in a barrel" rack cards displayed at partner offices.                    |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Illicit discharge       | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "For a much healthier lawn, leave your leaves" rack cards displayed at partner offices.                           |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Natural landscaping     | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "Landscape naturally" rack cards displayed at partner offices.  |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Natural landscaping     | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "Beautiful lawn. Healthy environment. You can have both" rack cards displayed at partner offices.                 |
| X                     |   |    |   |    | Agriculture & Rural Landowners | Nutrient management     | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "Manage manure. Store and dispose of it safely" rack cards displayed at partner offices.                          |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Shoreline BMP's         | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "Have waterfront property? Don't let it wash away. Restore it naturally" rack cards displayed at partner offices. |
| X                     |   |    |   |    | Agriculture & Rural Landowners | Soil health BMP's       | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "Gullies destroy landscapes. Repair these monsters" rack cards displayed at partner offices.                      |
| X                     |   |    |   |    | Agriculture & Rural Landowners | Soil health BMP's       | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "If you are growing crops, you are losing soil" rack cards displayed at partner offices.                          |
| X                     |   |    |   |    | Agriculture & Rural Landowners | Soil health BMP's       | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "Cover crops make dollars and sense" rack cards displayed at partner offices.                                     |
| X                     |   |    |   |    | Agriculture & Rural Landowners | Soil health BMP's       | Signage/brochures      | Facility display               | 1,000          | Rack card              | 15                             | "Are your animals jealous? Don't overstock your pasture" rack cards displayed at partner offices.                 |
| X                     |   |    | X |    | Urban & Shoreline Residents    | Nutrient management     | Targeted O/R           | Facility display               | 500            | Dog waste bags         | 80                             | Distributed to partners for display at local parks during events.   |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Ice management          | Targeted O/R           | Facility display               | 8,000          | Chloride kits          | 60                             | Distributed to city halls for display and distribution.   |
|                       |   |    | X | X  | Community groups               | Conservation assistance | Targeted O/R           | Monthly activity update        | 6              | Activity report        | 9                              | Provided regular updates and reports to the WPC Board on a monthly basis.   |
|                       |   |    | X | X  | Community groups               | Conservation assistance | Targeted O/R           | Monthly activity update        | 5              | Activity report        | 12                             | Provided regular updates and reports to the Scott SWCD Board on a monthly basis.                                  |
| X                     |   |    |   |    | Agriculture & Rural Landowners | Conservation cover      | Signage/brochures      | Project sign display           | N/A            | Prairie sign           | 5                              | Pam Brinkhouse (1), Ray Soller (3), Shakopee Landing Park (1).  |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Natural landscaping     | Signage/brochures      | Project sign display           | N/A            | Shoreline buffer sign  | 2                              | Maxine Hughes (2)   |
| X                     |   |    |   |    | Urban & Shoreline Residents    | Natural landscaping     | Signage/brochures      | Project sign display           | N/A            | Lawns to Legumes sign  | 1                              | Kim Henke (1), Jim Lally (1), Renee Stapleton (1).  |
| X                     | X | X  |   |    | Agriculture & Rural Landowners | Buffers & filter strips | N/A                    | Serviced landowner requests    | 33             | N/A                    | N/A                            |   |
| X                     | X | X  |   |    | Agriculture & Rural Landowners | Conservation cover      | N/A                    | Serviced landowner requests    | 39             | N/A                    | N/A                            |   |
| X                     | X | X  |   |    | Urban & Shoreline Residents    | Natural landscaping     | N/A                    | Serviced landowner requests    | 11             | N/A                    | N/A                            |   |
| X                     | X | X  |   |    | Urban & Shoreline Residents    | Natural landscaping     | N/A                    | Serviced landowner requests    | 24             | N/A                    | N/A                            |   |
| X                     | X | X  |   |    | Urban & Shoreline Residents    | Shoreline BMP's         | N/A                    | Serviced landowner requests    | 15             | N/A                    | N/A                            |   |
| X                     | X | X  | X | X  | Agriculture & Rural Landowners | Conservation cover      | Digital media          | Social media outreach          | 822            | Social media post      | 2                              |   |
| X                     |   |    |   | X  | Agriculture & Rural Landowners | Groundwater             | Digital media          | Social media outreach          | 822            | Social media post      | 2                              |   |
| X                     | X | X  | X | X  | Urban & Shoreline Residents    | Ice management          | Digital media          | Social media outreach          | 822            | Social media post      | 5                              |   |
| X                     | X | X  | X | X  | Urban & Shoreline Residents    | Illicit discharge       | Digital media          | Social media outreach          | 822            | Social media post      | 5                              |   |
| X                     |   |    |   | X  | Urban & Shoreline Residents    | Natural landscaping     | Digital media          | Social media outreach          | 822            | Social media post      | 15                             |   |
| X                     | X | X  | X | X  | Urban & Shoreline Residents    | Shoreline BMP's         | Digital media          | Social media outreach          | 822            | Social media post      | 9                              |   |
| X                     |   |    |   | X  | Agriculture & Rural Landowners | Soil health BMP's       | Digital media          | Social media outreach          | 822            | Social media post      | 17                             | Partnered with the Prior Lake-Spring Lake Watershed District to promote the Lake-friendly farm program's efforts. |
| X                     | X | X  | X | X  | Urban & Shoreline Residents    | Water quality BMP's     | Digital media          | Social media outreach          | 822            | Social media post      | 9                              |   |
| X                     | X | X  | X | X  | Agriculture & Rural Landowners | Wildlife habitat        | Digital media          | Social media outreach          | 822            | Social media post      | 7                              |   |

| MS4 Audiences |                     |
|---------------|---------------------|
| R             | Resident            |
| B             | Business            |
| CF            | Commercial Facility |
| I             | Institutions        |
| LO            | Local Organizations |

Appendix 3: 2023 SCWEP News Articles

| 2023 SCWEP news articles |   |    |   |    |                                |                        |  |                      |                     |                |                    |
|--------------------------|---|----|---|----|--------------------------------|------------------------|--|----------------------|---------------------|----------------|--------------------|
| R                        | B | CF | I | LO | SCWEP audience                 | MS4 activity category  | Article title  | Distribution method  |                     | Audience reach | Publishing partner |
|                          |   |    |   |    |                                |                        |  | Digital media (blog) | Print media (SCENE) |                |                    |
| X                        |   |    |   |    | Agriculture & Rural Landowners | Wildlife habitat       | Shakopee resident plants over 8,000 trees                            | X                    | X                   | 57,242         | SWCD               |
| X                        | X |    | X | X  | Agriculture & Rural Landowners | Groundwater protection | Free nitrate testing for well water on April 28                      | X                    | X                   | 57,154         | SWCD               |
| X                        |   |    |   |    | Agriculture & Rural Landowners | Soil health            | Funding available for conservation in Scott County                   | X                    |                     | 373            | SWCD               |
| X                        |   |    |   |    | Urban & Shoreline Residents    | Soil health            | Funding available for pollinator projects in Scott County            | X                    |                     | 374            | SWCD               |
| X                        |   |    |   |    | Urban & Shoreline Residents    |                        | Spring maintenance tips for pollinators                              |                      | X                   | 57,000         | SWMO               |
| X                        |   |    |   | X  | Urban & Shoreline Residents    | Illicit discharge      | Ask a recycler   |                      | X                   | 57,000         | SWCD               |
| X                        |   | X  |   |    | Agriculture & Rural Landowners | Water quality          | Local producers receive water quality certification                  | X                    | X                   | 57,013         | SWCD               |
| X                        |   |    |   |    | Agriculture & Rural Landowners | Soil health            | Local farmer changes operation for water and soil quality            | X                    | X                   | 57,018         | SWCD               |
| X                        | X |    |   |    | Urban & Shoreline Residents    | Shoreline BMP's        | Stabilize your Shoreline workshop June 14                            | X                    | X                   | 57,057         | SWCD               |
| X                        |   |    |   |    | Agriculture & Rural Landowners | Wildlife habitat       | Landowners add 38,000 trees to Scott County's landscape              |                      | X                   | 57,000         | SWCD               |
| X                        |   |    |   |    | Urban & Shoreline Residents    | Shoreline BMP's        | O'Dowd locals go above and beyond for water quality                  | X                    | X                   | 57,147         | SWCD               |
| X                        | X |    | X | X  | Agriculture & Rural Landowners | Soil health            | Rental program helps farmers and landowners make conservation happen |                      | X                   | 57,000         | SWCD               |
| X                        |   |    |   |    | Urban & Shoreline Residents    | Illicit discharge      | The do's and don't's of storm drains                                 |                      | X                   | 57,000         | SWCD               |
| X                        |   |    |   |    | Urban & Shoreline Residents    | Shoreline BMP's        | Two methods for shoreline restoration                                | X                    |                     | 148            | SWCD               |
| X                        |   |    | X |    | Urban & Shoreline Residents    | Illicit discharge      | Rain barrels and compost bins for sale                               |                      | X                   | 57,000         | SWCD               |
| X                        |   |    |   |    | Urban & Shoreline Residents    | Illicit discharge      | Become a recycling ambassador  |                      | X                   | 57,000         | SWCD               |
| X                        |   |    |   |    | Agriculture & Rural Landowners | Wildlife habitat       | Emerald ash borer in local ash trees                                 | X                    |                     | 45             | SWCD               |
| X                        |   |    |   | X  | Urban & Shoreline Residents    | Water quality          | Shallow Lakes Seminar October 11                                     | X                    |                     | 93             | SWCD               |
| X                        | X |    | X | X  | Urban & Shoreline Residents    | Shoreline BMP's        | Clean Water Clean-up October 28                                      | X                    |                     | 19             | SWCD               |
| X                        |   |    |   |    | Community groups               | Soil health            | Simon family named 2023 Conservation Leaders                         | X                    | X                   | 57,034         | SWCD               |
| X                        | X | X  | X | X  | Community groups               | Water quality          | Outdoor Education Days recap   |                      | X                   | 57,000         | SWCD               |
| X                        |   |    |   |    | Urban & Shoreline Residents    | Ice maintenance        | Salt use in winter   |                      | X                   | 57,000         | SWCD               |
| X                        |   |    |   |    | Agriculture & Rural Landowners | Wildlife habitat       | Scott SWCD native tree sale opens Jan 1                              |                      | X                   | 57,000         | SWCD               |

| MS4 Audiences |                     |
|---------------|---------------------|
| R             | Resident            |
| B             | Business            |
| CF            | Commercial Facility |
| I             | Institutions        |
| LO            | Local Organizations |



# Scott Clean Water Education Program 2024 Work Plan



Prepared by:  
Shelby Roberts, SCWEP Program Coordinator  
Scott Soil and Water Conservation District



# Introduction

The Scott Clean Water Education Program (SCWEP) began in 2010. This program’s work plan builds off the progress and momentum that has developed since then and focuses on improving and expanding activities that the current partnership believes will provide the greatest, most cost-effective impact to improving water quality in Scott County.

The goal of SCWEP is to make clean water choices second nature for all who live and work in Scott County. SCWEP will utilize the “Clean Water Starts with Me!” message to help create a new “normal” in terms of how citizens of Scott County think of stormwater runoff and their roles in making a difference. The objective throughout implementation of this work plan is to make this message personal. “Clean Water Starts with Me!” can be paired with outreach targeted at agricultural, rural, shoreline, and urban residents, which allows the clean water message to be tailored to reach a wide audience. SCWEP will work towards their goal with consistent and long-term, broad-based messaging, hands-on workshops, and engagement events tailored to target-specific audiences.



Scott County has a bountiful share of natural water resources, including more than 90 lakes totaling over 11,600 acres, thousands of wetland basins totaling more than 33,500 acres, and approximately 280 miles of public rivers, streams, and creeks. This includes Eagle Creek and headwaters of the Vermillion River, both classified trout streams. SCWEP’s partners envision a future where clean water flows throughout Scott County.

## Partners

Members of the SCWEP partnership believe more can be accomplished by working together. By collaborating, we eliminate overlapping programs, prevent inconsistent and duplicative messaging, and achieve similar outcomes at lower costs. The 2024 SCWEP partners are:

- Scott Soil and Water Conservation District
- Scott Watershed Management Organization
- Scott County Government
- Prior Lake-Spring Lake Watershed District
- Vermillion River Watershed Joint Powers Board
- Lower Minnesota River Watershed District
- City of Credit River
- City of Shakopee
- City of Prior Lake
- City of Savage
- Spring Lake Township
- Jackson Township
- Louisville Township

When and where possible, SCWEP will also collaborate with other agencies and organizations to implement outreach programs with similar goals and objectives in Scott County. Other entities with which collaboration will be sought include but will not be limited to: the Cities of Belle Plaine, Elko New Market, Jordan, and New Prague; the University of Minnesota Extension Service; Scott County Environmental Services; Shakopee Mdewakanton Sioux Community; and the Three Rivers Park District.

# Priorities

As in past years, the SCWEP Work Plan will target and prioritize its “Clean Water Starts with Me!” campaign to three general audiences. These audiences and the respective goals and objectives include the following:

| <b>AUDIENCE: Agriculture/Rural Landowners</b>                  |  |
|--|--|
| <b>Goal</b>  | Land management decisions are made with conservation in mind and to minimize detrimental impacts to water resources.   |
| <b>Objectives</b>  | <ol style="list-style-type: none"> <li>1) Educate producers and landowners on local water quality impairments and show them how implementing BMPs can have a positive impact.</li> <li>2) Promote technical assistance and cost-share opportunities for the adoption of priority practices including but not limited to gully erosion control, cover crops, filter strips and riparian buffers, livestock manure management and appropriate fertilizer use.</li> </ol> |
| <b>2024 High priority items</b>                                | Promotion of soil health and regenerative agriculture, groundwater protection, runoff reduction, and wetlands.   |
| <b>AUDIENCE: Community Groups, Schools, and Government</b>     |  |
| <b>Goal</b>  | Enhance the quality of and opportunities for conservation leadership, education, and outreach.   |
| <b>Objectives</b>  | <ol style="list-style-type: none"> <li>1) Provide speaking engagements and educational opportunities that introduce soil and water conservation topics.</li> <li>2) Encourage volunteerism and foster relationships that will result in improved water quality and personal accountability.</li> </ol>   |
| <b>2024 High priority items</b>                                | Development of watershed organization guidance tools for local leaders. Relationship building and distribution of accessible outreach to traditionally underserved and ESL communities. Regulatory and permitting education for residents and local officials.   |
| <b>AUDIENCE: Urban and Shoreline* Residents and Businesses</b> |  |
| <b>Goal</b>  | Landscape design and maintenance choices are made to protect water quality and reduce runoff.  |
| <b>Objectives</b>  | <ol style="list-style-type: none"> <li>1) Educate residents on how water is managed in urban environments and about ways they can positively impact water quality in their everyday lives.</li> <li>2) Offer information, workshops, and technical assistance on the adoption of suitable BMPs, such as water-wise lawn care, native shorelines, increased natural landscaping, raingardens, and chloride reduction.</li> </ol>  |
| <b>2024 High priority items</b>                                | Promotion of local water quality and aquatic plant species expectations. Chloride and pet waste reduction in developed landscapes. Residential education on stormwater runoff pollution and prevention.  |

\*Includes both lakeshore and streambank

# Programming Highlights

## Workshops

Free educational workshops catered to County residents are offered throughout the year. A workshop on establishing shoreline stabilization and restoration will be offered in 2023. Previous webinar recordings will be advertised through social media. Workshops help start the conversation about technical assistance and cost share, which may ultimately lead to conservation practices being installed. Content for workshops continue to change and improve every year through post-workshop surveys and continuous information updates.

## Conservation in the Classroom

Through this youth education classroom visitation program, Conservation in the Classroom enables delivery of conservation-themed educational lessons to any fifth-eighth grade Scott County school at any time. This expansion is especially important for under-served and non-traditional education populations. This program began development in 2021 and will continue to be implemented this year and beyond.

## Outdoor Education Day

Every fall, middle school students from across Scott County attend Outdoor Education Day to learn about conservation. Students rotate through six stations focused on forestry, wildlife, conservation, agriculture, the water cycle, and pond macro-invertebrates. Outdoor Education Days allow for opportunities to teach the value of clean water from a young age.

## News articles and Success Stories

News articles, including personal accounts from residents who have installed conservation projects, will be used to promote SCWEP activities and events. Success stories highlight those who are doing their part for clean water and begin to create a new normal by showing that residents are changing their behaviors.

## Conservation Leaders Program

Each year, a local resident or organization is chosen as a Conservation Leader and recognized for their contributions to conservation practices that benefit clean water. Many times, the Conservation Leader is also nominated for the MASWCD Outstanding Conservationist Award. Recognizing conservation leaders each year helps show Scott County residents that their neighbors are changing their behaviors.

## Project Signage

Signs will be offered to landowners who installed raingardens, shoreline restorations, and native prairie identifying their projects. These signs give landowners a sense of pride in their project and show others in the community that conservation practices are happening all around them.

## Participation in Community Events

SCWEP participates in community expos and other relevant events. These community events involve putting up the "Clean Water Starts with Me!" display, staffing a table with rack cards and information, and interacting with the community. Attendance at community events gives residents that may not otherwise get exposed to SCWEP messaging a chance to talk with staff and start a conversation.

A timeline of proposed articles for 2024 is provided in the appendix.

# Strategies

SCWEP's marketing strategy includes selecting behaviors to change, identifying the barriers and benefits of the change, developing strategies, testing the strategies, and implementing the strategies on a large scale. SCWEP will continue to apply both passive and active marketing and outreach techniques to connect with the identified audiences in Scott County.

Active techniques consist of activities that are hands-on, engage with specific audiences, and happen in accordance with seasonal relevance. They take significant time and resources to plan and implement but are more likely to have a greater impact of desired outcomes. Examples include workshops, field demonstrations, targeted mailings, tours, and one-on-one landowner meetings.

Passive activities are intended to reach large audiences and deliver consistent, base messaging. They have a lower impact relative to active techniques but are comparatively easy and inexpensive to implement. Examples include news articles, social media posts, blog posts, and event displays.

Hands-on approaches paired with the broader spreading of information will help SCWEP reach a wide audience and get residents to make changes. The SCWEP Partnership is committed to providing an inclusive and welcoming environment for all Scott County residents by valuing the equity and inclusion of diverse perspectives. SCWEP extends their programming to under-represented communities through this work plan.

Changes and adaptations to implementation will be acknowledged in the 2024 Annual Report.

## **Digital Engagement Strategies**

SCWEP recognizes the effectiveness and long-term benefits of remote communication and outreach and will continue to offer digital outreach as an option to maintain and enhance program objectives. Strategies include online webinars, educational video demonstrations, and increased social media presence.

## **Audience expansion**

To best serve and provide clean water messaging to all residents of Scott County, SCWEP is dedicated to building new and maintain existing relationships with underserved and ELS communities. Such an initiative requires time and resources that will extend benefits to land and people as such relationships are built. Expansion will be targeted to each of SCWEP's three identified audience groups. Strategies for such audience expansions will include but are not limited to maintaining dialogue with community leaders, providing targeted outreach materials to community gathering places, and structuring messaging to ensure relevance for a community's land use.

## **Partnership Meetings**

The SCWEP Partnership meets annually to discuss accomplishments of the previous year, and goals for the upcoming one. In 2024, the partnership will conduct a mid-year meeting to discuss the program's 2025 budget and the future sustainability of SCWEP.

# Planned Activities for 2024

Applicable audience groups for individual Events and Activities will be notated under their numerical description and subgroups will be listed as applicable.

New SCWEP activities for 2024 are highlighted.

| Events and Activities  | Dates           | Audience and Subgroup                | Objective | MS4 Activity |
|--|-----------------|--------------------------------------|-----------|--------------|
| Mail postcard to residents who recently purchased 2+ acres about SWCD services           | March           | Ag & rural residents                 | 1         | X            |
|  |                 | Urban & Shore residents              | 1         | X            |
| Host nitrate water testing clinic  | April 26        | Ag & Rural residents                 | 1         | X            |
|  |                 | Urban & Shore residents              | 1         | X            |
| Host tree/native seed mix sale pickup  | April 26        | Ag & rural residents                 | 1         |              |
| Attend Raven Stream Classroom Day  | May             | Community groups & Schools           | 1         | X            |
| Host Prescribed Burns Workshop   | May             | Ag & Rural residents                 | 1         | X            |
|  |                 | Urban & Shore residents              | 1         | X            |
| Permitting requirements material development and distribution*                           | Spring          | Ag & rural residents                 | 1         | X            |
|  |                 | Community groups, Gov                | 1         | X            |
|  |                 | Urban & shore residents              | 1         | X            |
| Elected official training*   | Spring          | Community groups, Gov                | 1         |              |
| Host clean-water clean-up, rake the lake event   | Spring and Fall | Community Groups                     | 3         | X            |
|  |                 | Urban & shore residents & businesses | 2         | X            |
| Host native plant sale pickup  | June            | Urban & shore residents              | 1         | X            |
| Host Natural Landscaping workshop  | July            | Urban & shore residents              | 2         | X            |
| Attend Scott County Fair   | July            | Ag & rural residents                 | 1         | X            |
|  |                 | Community groups, Gov                | 1         | X            |
| Distribute nutrient management and related program information to applicable landowners  | Summer          | Ag & Rural residents                 | 1         | X            |
| Distribute program information to natural landscaping cooperators with seasonal updates. | Summer          | Ag & rural residents                 | 2         | X            |
|  |                 | Community groups, Gov                | 2         | X            |
|  |                 | Urban & shore residents              | 2         | X            |
| Participate in Conservation Leaders/Awards   | Fall/Winter     | Ag & rural residents                 | 1         |              |
|  |                 | Community groups, Gov                | 2         |              |
|  |                 | Urban & shore residents              | 2         |              |
| Host Fall Conservation Tour  | September       | Government                           | 1         |              |
| Host Outdoor Education Days  | September       | Community groups & Schools           | 2         | X            |
| Attend Prior Lake Autumn Fest  | October         | Urban & Shore residents              | 2         | X            |
|  |                 | Urban & Shore residents              | 1         | X            |

|   |                    |                            |   |   |
|---|--------------------|----------------------------|---|---|
| Develop and distribute materials to targeted landowners on topical areas  | As requested       | Ag & Rural residents       | 1 | X |
| Promote projects and conservation topics via local library kiosks   | Rotated seasonally | Urban & Shore residents    | 1 | X |
|   |                    | Community Groups & Schools | 2 | X |
| Publish conservation success stories  | Quarterly          | Urban & Shore residents    | 1 | X |
|   |                    | Ag & Rural residents       | 1 | X |
|   |                    | School, Gov, etc.          | 1 | X |
| Rent out storm drain stencil kit and provide illicit discharge lessons  | As requested       | Community Groups, Gov      | 1 | X |
|   |                    | Urban & Shore residents    | 1 | X |
| Conduct education presentations to community leaders (WPC, Citizen Advisory Committees, etc.)                             | As requested       | Community Groups, Gov      | 1 | X |
| Provide educational lessons for 3-8 grade through the Conservation in the Classroom program                               | As requested       | Community Groups & Schools | 1 | X |
| Educate residents on pet waste pollution  | Ongoing            | Urban & Shore residents    | 1 | X |
| Work with county, cities, and community groups to identify effective venues/methods for reaching nontraditional audiences | Ongoing            | Community groups, Gov      | 1 | X |
| Display promotional materials for conservation practices in areas of influence  | Ongoing            | Ag & Rural residents       | 1 | X |
|   |                    | Groups, Gov, & schools     | 1 | X |
|   |                    | Urban & Shore residents    | 1 | X |
| Build relationships with Lake Associations and other local improvement districts  | Ongoing            | Community groups, Gov      | 3 | X |
| Display project signage: raingarden, native prairie, native shoreline, cover crops  | Ongoing            | Urban & Shore residents    | 1 | X |
| Provide technical assistance and cost share for agricultural and erosion control BMPs                                     | Ongoing            | Ag & Rural residents       | 2 | X |
| Provide technical assistance and cost share for shoreline BMPs  | Ongoing            | Urban & Shore residents    | 2 | X |
| Provide technical assistance and cost share for Natural Landscaping BMPs  | Ongoing            | Urban & Shore residents    | 2 | X |

**\*SCALE Water Committee initiative**

In addition to the above programming, SCWEP will provide ongoing outreach in the following areas via print and digital media throughout the year.

|  |                            |   |   |
|--|----------------------------|---|---|
| Promote “unintentional” pollution and illicit discharge prevention | Ag & Rural residents       | 1 | X |
|  | Urban & Shore residents    | 1 | X |
| Promote proper disposal of hazardous waste via HHW facility        | Urban & Shore residents    | 1 | X |
|  | Ag & Rural residents       | 1 | X |
| Promote yard waste and maintenance BMP’s                           | Urban & Shore residents    | 1 | X |
| Promote environmentally healthy snow and ice management            | 3: Urban & Shore residents | 1 | X |

# 2024 Budget

| Partner              | Program Staff & Supplies |
|----------------------|--------------------------|
| SWMO                 | \$60,000                 |
| SWCD                 | \$9,020                  |
| PLSLWD               | \$6,500                  |
| LMRWD                | \$7,100                  |
| Spring Lake Twp      | \$2,000                  |
| VRWJPO               | \$2,080                  |
| City of Prior Lake   | \$1,600                  |
| City of Savage       | \$1,500                  |
| City of Shakopee     | \$2,700                  |
| City of Credit River | \$500                    |
| <b>Total:</b>        | <b>\$93,000</b>          |

## Other Contributing Funds

| Partner       | Funding source                        | Amount          |
|---------------|---------------------------------------|-----------------|
| USDA-NRCS     | Cooperative Partnership for Education | \$18,000        |
| MVEC          | Operation Roundup (OED)               | \$1,000         |
| <b>Total:</b> |                                       | <b>\$19,000</b> |



# Outcomes, Evaluation and Reporting

SCWEP's goal – to make clean water choices second nature for all who live and work in Scott County – will be reviewed throughout the year. It can be difficult to track progress towards this goal because behavior changes are not easily measured. There are, however, some metrics that act as indicators of change, and that is what the SCWEP evaluation is based on. These measurements include:

- Number of participants at SCWEP hosted events and workshops
- Number of direct mailings, brochures and flyers distributed
- Number of published press releases and articles
- Number of requests for technical assistance
- Number of best management practices completed through partner organizations

These numbers can be found in SWCEP's annual reports. They are an important part of SCWEP, as these numbers are used in many partners' MS4 reporting. Evaluation continues to be an important component in understanding the effectiveness of the "Clean Water Starts with Me!" campaign.

## MS4 Activity Detail

There are six minimum control measures (MCMs) defined in the MS4 Permit, including:

1. Public Education and Outreach
2. Public Participation and Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Storm Water Runoff Control
5. Post-Construction Stormwater Management
6. Pollution Prevention/Good Housekeeping for Municipal Operations

This work plan is designed in part to meet the requirements of MCM 1 for partner MS4 permitted communities. In addition to the public education and outreach, staff at the SWCD and WMO are available to assist MS4 communities in preparing their annual SWPPP and public meetings and MS4 audits when requested.

## Goals Beyond 2024

The activities outlined in this report are geared toward achieving positive behavior change for the long term. Many of these activities will be repeated in future years as a constant reminder to the public that "Clean Water Starts with Me!" As new ideas and opportunities emerge, new activities will be added to keep SCWEP relevant and reaching as many people as possible. SCWEP goals beyond 2024 include:

- Providing support and programming to partner agencies and others
- Showing the public that their everyday decisions do matter by including personal success stories in press releases and outreach
- Increasing workshop participation numbers to create greater impact and personal behavior change
- Building and enhancing partnerships between SCWEP and local citizen groups (i.e., lake associations, lake residents, sportsmen's clubs, existing social networks, community service clubs, etc.)

## APPENDIX: PROPOSED 2024 NEWS RELEASES

| <b>Quarter</b> | <b>News Article</b>                                    |
|----------------|--|
| Mar/Apr/May    | Free nitrate testing for well water on April 28        |
|                | Stream Restoration through Cedar Revetments            |
|                | Ag Equipment for Rent                                  |
|                | Funding available for conservation in local watersheds |
|                | NRCS Office returns to SWCD                            |
|                | Prescribed burning workshop in May                     |
| Jun/July/Aug   | Natural Landscaping workshop and open house            |
|                | Tree Sale wrap-up                                      |
|                | Wetland permitting regulations (WCA)                   |
|                | Landowner success story                                |
| Sept/Oct/Nov   | Outdoor Education Days recap                           |
|                | Illicit discharge prevention                           |
|                | Permit resources in Scott County                       |
|                | Landowner success story                                |
| Dec/Jan/Feb    | 2025 Scott SWCD tree sale open                         |
|                | Conservation tour features water-saving projects       |
|                | A little salt goes a long way                          |
|                | Landowner success story – Conservation Leader          |



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, March 20, 2024

### **Agenda Item**

#### **Item 5. D. – Report from Citizen Advisory Committee**

#### **Prepared By**

Linda Loomis, Administrator

#### **Summary**

On Tuesday, March 5, 2024, the Citizen Advisory Committee (CAC) met virtually. There was not a quorum of the CAC present. The CAC discussed Educator Mini-Grant applications received and made recommendations to the Board. Members of the CAC that were not present were asked to rank the applications too.

The CAC discussed opportunities for outreach and resources that they would like to use when tabling at events.

The March CAC meeting packet is attached

#### **Attachments**

March CAC meeting packet

#### **Recommended Action**

No action recommended – for information only



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Agenda

### Citizen Advisory Committee

Tuesday, March 5, 2024 | 4:30 p.m.

Virtual via WebEx

1. Call to Order and Roll Call
2. Citizen Input on Non-agenda Items
3. Consent Agenda
  - a. Approval of the March Agenda
  - b. Approval of the February Minutes
4. Old Business
  - a. Winter Salt Use Video Review – CAC provide status update
  - b. Update on MN River Journey video – Sent for Board approval in February 2024
  - c. Update on Education and Outreach Priorities Meeting (January CAC Meeting)
  - d. Refresher of CAC Role in LMRWD (Linda)
5. CAC Discussion Items
  - a. 2024 Calendar Planning (*see attached calendars in packet, updated with dates*)
    - CAC Meetings (i.e. group events, learning opportunities, and tours)
    - Outreach Events (i.e. group volunteering and tabling)
    - Arbor Day Event (Eden Prairie)- Exhibitor Application due **Monday, March 11th**
  - b. Finalize Ideas for Spring/Summer Newsletter Draft: **Discuss and Prioritize**
    - i. Show photos of rain gardens from cost-share grants.
    - ii. Share ways to reduce water use and introduce rain barrels.
    - iii. Showcase spring pollinator gardens.
    - iv. Share information on the use of fertilizers vs. native plants.
    - v. Provide information about keeping storm drains clean and impact to waterways.
    - vi. Continue to repeat pet waste topic for any season.
    - vii. Share information that's unique to the Minnesota River – i.e. presentations on Minnesota Department of Natural Resources fisheries or fishing on the river.
    - viii. Show Ike's Creek (information from resource signs?)

- ix. Introduce nature viewing opportunities and waterfowl migration that can be viewed in the spring.
- c. Educator mini-grant applications review
  - a. Tammy Hakanson (Integrated Arts Academy, Chaska)
  - b. Natalie Warren (Friends of the Mississippi River's Environmental Stewardship Institute)
  - c. Alexis Buesgens (Chaska Middle School West)
  - d. Amy Conniff (Shakopee Area Catholic School)
  - e. Maggie Ekrem (Prior Lake High School)
6. Communications
  - a. Administrator Report
    - Update on Watershed Activities
    - Board Transitions
  - b. CAC Report
    - Open Floor for Announcements and Information Sharing
7. Adjournment

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



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Agenda

### Citizen Advisory Committee (CAC)

Tuesday, February 6, 2024 | 4:30 p.m.

Virtual via WebEx

#### 1. Call to Order and Roll Call

- a. The meeting was called to order by Suzy Lindberg. The following members were present: Judy Berglund (CAC Member), Lee Peterson (CAC Member), Linda Loomis (Lower Minnesota River Watershed District [LMRWD] Administrator), Della Schall Young (Young Environmental), Suzy Lindberg (Young Environmental), Jess Norby (Young Environmental), and Rachel Kapsch (Young Environmental).
- b. The following CAC members were absent: Greg Genz, Thomas Hartle, Kevin Kedrowski, Patty Thomsen. **It was noted that the meeting will not have a quorum with only two CAC members present.**

#### 2. Citizen Input on Non-agenda Items

#### 3. Consent Agenda

- a. Approval of the February Agenda. Peterson motioned; Berglund seconded.
- b. Approval of the December Minutes. No quorum = no action was taken.

#### 4. Old Business

- a. Fall Newsletter – Sent for Board approval in February 2024. It was noted that the fall newsletter will be on the Board meeting agenda this month and then advanced to publication on website.
- b. Winter Salt Use Video Review – This topic was tabled as the owner of the item was not present at the meeting. The group noted that without snow this year, it has been difficult to get the chloride content the CAC planned for.
- c. Update on MN River Journey video – Sent for Board approval in February 2024. It was noted that the video will be on the Board meeting agenda this month and then advanced to publication on website and social media.

#### 5. CAC Discussion Items

- a. **2024 Calendar Planning** (*see attached calendars in packet*)
  - CAC Meetings (i.e. group events, learning opportunities, and tours)
    - i. Discussion: Peterson noted that he would like to see the CAC/LMRWD go out and visit with farmers and have a two-way

discussion about issues and solutions. Originally from northeastern Iowa, he noted that he has connections there to the local soil and water conservation district (SWCD) that has done the largest implementation of cover crops. He offered to employ this connection to create a demonstration about their large-scale work in Iowa and how it could apply to the upstream LMRWD communities. **Action item: Work with Lee Peterson to explore arranging this meeting for July 2024.**

- ii. Discussion: Berglund noted she is specifically interested in visiting Cargill to see the work on the river and interested in touring cost-share projects to give the CAC experience to talk about what can be done when they meet with community members.
  - iii. Next steps: Peterson and Berglund generally noted their agreement with the 2024 meeting calendar as it stands; however, they recommended repeating the topic for concurrence at the March 2024 meeting to gain full input from the rest of the group.
- **Outreach Events** (i.e. group volunteering and tabling)
    - i. Discussion: Berglund asked if there are tabling opportunities with farmers in Carver County and through other events. Loomis noted the need for more discussion about how to reach farmer groups and the use of handouts to influence topics such as cover crops.
    - ii. Peterson noted he lives near Black Dog and Berglund recommended the Eden Prairie event as a fun event to get an introduction to tabling in March. Berglund noted she is located conveniently to do Chaska and Chanhassen events, noting the Burnsville market is a successful event for native plants.
    - iii. Berglund recommended we remove the Hennepin County Fair listing in Corcoran, MN, as there is limited connection to the LMRWD. She also noted there was a lot of interest in the Carver County and Eden Prairie Arbor Day Celebrations, requesting those dates be researched and added. Everything Spring and Egan Expo were noted to be the same event.
    - iv. Discussion: Farmer's market dates should be spread throughout the summer, allowing two CAC members to staff each event or run the event in shifts for longer events. For example, the Eden Prairie event had shifts for an all-day event where farmer's markets may just be morning shifts.
    - v. Noted that tabling should focus on promoting the cost-share program; this leads to a lot of excitement. Many visitors are interested in rain gardens. Loomis noted that other watershed districts offer a class in how to plant gardens.
    - vi. Next steps: It was requested that the tabling event list be refined with dates and details to coordinate CAC sign-ups for volunteer shifts. SignUpGenius was recommended as a tool to use. Recommendation was made to repeat this topic for concurrence at the March 2024 meeting to gain full input from the rest of the group. Note one of the early events is in March with the opportunity to work next to Wild Ones.
- b. Refresher of CAC Role in LMRWD
    - a. Loomis noted that the CAC is an important function of the organization and volunteers can serve in an advisory role and be engaged with LMRWD work. The CAC provides ideas and information to the Board of

Managers to guide decision-making from a citizen level.

- c. Update on Education and Outreach Priorities Meeting (January CAC Meeting): Lindberg shared an update that the workshop summary will be presented to the LMRWD at the February Board meeting and made available to the CAC once approved. The summary will provide updates and next steps to focus in on priorities of the Education and Outreach Program.
- d. Brainstorm Ideas for Spring/Summer Newsletter Draft:
  - a. Discussion and ideas:
    - i. Show photos of rain gardens from cost-share grants.
    - ii. Share ways to reduce water use and introduce rain barrels.
    - iii. Showcase spring pollinator gardens.
    - iv. Share information on the use of fertilizers vs. native plants.
    - v. Provide information about keeping storm drains clean and impact to waterways.
    - vi. Continue to repeat pet waste topic for any season.
    - vii. Share information that's unique to the Minnesota River – i.e. presentations on Minnesota Department of Natural Resources fisheries or fishing on the river.
    - viii. Show Ike's Creek (information from resource signs?)
    - ix. Introduce nature viewing opportunities and waterfowl migration that can be viewed in the spring.
  - b. Berglund noted a recent Star Tribune article highlighting chloride awareness; however, the group confirmed this topic is better for the fall/winter newsletter.
  - c. Action Item: Young Environmental can start a Word document with initial ideas and get CAC input to advance this project.

## 6. Communications

- a. Administrator Report
  - I. Update on Watershed Activities: More information will be shared at March meeting due to attendance.
- b. CAC Report
  - I. Open Floor for Announcements and Information Sharing
    - I. Judy Berglund noted she will be out of town for the March CAC meeting and recommended Kevin facilitate the March meeting. Action item: Young Environmental sent a note to Kevin.
    - II. Della Schall Young noted Jess Norby and Rachel Kapsch are new members of the team on the call and invited them to share a bit about their background:
      - Rachel Kapsch is a Water Resources Scientist with experience in consulting. She has worked in watershed management through her time at the Coon Creek Watershed District, which included water quality and permitting projects as well as education and outreach work for the Metro Children's Festival and farmers markets promoting science education and outreach.
      - Jess Norby is a Senior Water Resources Scientist who joined Young Environmental from Carver County Watershed Management Organization, where she worked for six years. She helped support the Education and Outreach Program there, which gives her a lot of ideas for how to be successful.



She is a Chaska native and has done monitoring within the LMRWD, including Seminary Fen and Clay Hole Lake. Jess led the stormwater monitoring program, which included cost-share grants and she is familiar with rain gardens on local properties.

7. Adjournment: Peterson motioned; Berglund seconded.

*\*\*Note: Future need to obtain RSVPs to confirm a quorum\*\**

# 2024 Citizen Advisory Monthly Meeting Calendar

## Events, Tours, Topics, and Talks

| January   | February   | March   | April  | May   | June  |
|---|--|---|--|---|---|
| <p><b>Joint Workshop with Board/Staff</b><br/>Connect to discuss priorities of the Education and Outreach Program</p> | <p><b>Standard Virtual Meeting</b><br/>Focus on confirming 2024 calendar.</p>                        | <p><b>Standard Virtual Meeting</b><br/>Review Educator Mini-Grants.</p>                               | <p><b>Waterfowl Migration Viewing</b><br/>Outdoor viewing of birds at a Minnesota River location.</p>  | <p><b>CHS/Cargill Tour</b><br/>Learn more about local commerce's connection to the Minnesota River.</p> | <p><b>Cost-Share Tour</b><br/>Visit cost-share sites in the LMRWD to see dollars at work for the environment.</p> |
| July  | August   | September   | October  | November  | December  |
| <p><b>Standard Virtual Meeting</b><br/>Presentation about best practices with conservation farming.</p>               | <p><b>Ike's Creek Tour</b><br/>Tour Ike's Creek with the summer interns to learn about the site.</p> | <p><b>Minnesota River Boat Tour</b><br/>Watch the leaves change as you enjoy the Minnesota River.</p> | <p><b>Standard Virtual Meeting</b><br/>Presentation about water quality monitoring in waterbodies.</p> | <p><b>Standard Virtual Meeting</b><br/>Presentation from an engineer about</p>                          | <p><b>Standard Virtual Meeting</b><br/>End-of-year recap, celebration, and recognition of CAC.</p>                |



To-Do List/Wishlist

In December 2023, the group discussed tours and presentations they would like to participate in during 2024. Below is a list of potential opportunities and recommendations:

| CAC Brainstorm   | Staff Recommendations   |
|--|---|
| <b>Boiling Springs tour</b>  | Recommend avoiding Boiling Springs as sacred ground.  |
| <b>Ike's Creek or other trout stream tour</b>  | Ike's Creek is a good site visit: the Citizen Advisory Committee could do a joint tour with the summer interns in July/August following their geomorphic assessment work.   |
| <b>CHS or Cargill tour</b>   | Linda has connections to pursue a tour. Goal for spring 2024.<br><b>Action Item: Linda supply contacts to arrange tour.</b>   |
| <b>Water treatment plant tour</b>  | Back-burner tour based on number of ideas. <b>Action Item: Research potential partners for tour in late 2024.</b>   |
| <b>Waterfowl migration outing on the Minnesota River (Minnesota Valley Wildlife Refuge or Minnesota Department of Natural Resources (MNDNR) mentioned as potential partners)</b> | The Minnesota River at the Old Cedar Bridge is noted as an ideal place for wildlife viewing. Goal for late April or May 2024 to do a bird-watching activity along the river. <b>Action Item: Research potential partners/events through either the Minnesota Department of Natural Resources or the Saint Paul Audubon Society.</b> |
| <b>LMRWD cost-share project tours</b>  | June should be a good time of year to tour cost-share projects.   |
| <b>Conservation farming presentation demonstrating farming along the Minnesota River (Sever Peterson mentioned as a potential partner)</b>                                       | <b>Action Item: Research potential partners and discuss whether an in-person site visit or web-based presentation is the best method.</b>   |
| <b>Wetland bank tour</b>   | We recommend this is not the best fit with the LMRWD's work. Could consider fens as a resource to visit at another time in the future.  |

|   |  |
|---|--|
| <p><b>Presentation from an engineer about how water and natural resources issues are identified and solved</b></p>  | <p><b>Action Item: Schedule and confirm an engineer/scientist speaker from the technical consultant pool to present on the process of taking a project from start to finish.</b></p>   |
| <p><b>Minnesota River water quality and monitoring presentation<br/>Presentations on other resources monitored in the LMRWD (Minnesota Pollution Control Agency and US Army Corps of Engineers (USACE) mentioned as potential partners)</b></p> | <p><b>Action Item: Schedule and confirm a volunteer speaker to discuss the topic virtually.</b></p>  |
| <p><b>Additional Recommendations from Staff:</b></p>  |  |
| <p><b>Minnesota River Boat Tour</b></p>   | <p>This has been successful in the past. Increase connection to the Minnesota River. <b>Action Item: Inquire with Greg Genz about whether he could provide the boat for a tour.</b></p>  |
| <p><b>Annual Report</b></p>   | <p>Staff can present the draft 2023 Annual Report before it is finalized and sent to the Minnesota Board of Water and Soil Resources (BWSR). This will give the CAC an understanding of the report and a chance to provide any feedback.</p> |

Item 5.B.  
 LMRWD 3-22-2024

|                                       |  |              |                        |
|---------------------------------------|--|--------------|------------------------|
| <b>BEGINNING BALANCE</b>              | <b>31-Jan-24</b>   |              | <b>\$ 1,014,613.62</b> |
| <b>ADD:</b>                           |  |              |                        |
| <b>General Fund Revenue:</b>          |  |              |                        |
| February 2024 Interest                |  | \$ 4,218.93  |                        |
|                                       |  |              | \$ 4,218.93            |
| <b>Total Revenue and Transfers In</b> |  |              | <b>\$ 4,218.93</b>     |
| <b>DEDUCT:</b>                        |  |              |                        |
| <b>Debits/Reductions</b>              |  |              |                        |
| Dakota County SWCD                    | Q4 2023 monitoring & education services                  | \$ 1,440.00  |                        |
| Marianne Cartwright                   | reimbursement of expenses under 2023 Cost Share          | \$ 1,743.04  |                        |
| Bolton & Menk, Inc.                   | Engineering for Vernon Avenue through January 17,2024    | \$ 2,445.00  |                        |
| Redpath and Company                   | Preparation of FY 2022 Financial Audit (partial pmt. #1) | \$ 3,000.00  |                        |
| 106 Group                             | January 2024 services related to Area #3                 | \$ 940.50    |                        |
| 106 Group                             | January 2024 services related to Vernon Avenue           | \$ 444.00    |                        |
| Clifton Larson Allen, LLP (CLA)       | January 2024 financial services                          | \$ 4,520.52  |                        |
| Frenette Legislative Advisors         | January & February 2024 legislative services             | \$ 3,333.34  |                        |
| Naiad Consulting                      | January 2024 administrative services & expenses          | \$ 14,424.59 |                        |
| Safeguard Business Systems            | Invoice for endorsement stamp & deposit tickets          | \$ 186.35    |                        |
| TimeSaver Off Site Secretarial, Inc.  | Preparation of December 2023 meeting minutes             | \$ 246.00    |                        |
| US Bank Equipment Finance             | February 2024 copier lease payment                       | \$ 206.75    |                        |
| WSB                                   | Property acquisition services for Area #3                | \$ 223.00    |                        |
| Young Environmental Consulting        | January 2024 technical, & E & O services                 | \$ 34,597.53 |                        |
| 4M Fund                               | December 2023 bank service fee                           | \$ 40.00     |                        |
|                                       |  |              | \$ 67,790.62           |
| <b>Total Debits/Reductions</b>        |  |              | <b>\$ 67,790.62</b>    |
| <b>ENDING BALANCE</b>                 | <b>29-Feb-24</b>   |              | <b>\$ 951,041.93</b>   |

1406.25

|  | 2024 Budget            | February Actuals    | YTD 2024            | Over (Under) Budget      |
|--|------------------------|---------------------|---------------------|--------------------------|
| <b>Administrative expenses</b>                 | \$ 377,838.00          | \$ 35,714.84        | \$ 36,619.32        | \$ (341,218.68)          |
| <b>Cooperative Projects</b>                    |                        |                     |                     |                          |
| Eden Prairie Bank Stabilization Area #3        | \$ 100,000.00          | \$ 1,163.50         | \$ 1,163.50         | \$ (98,836.50)           |
| Gully Erosion Contingency Fund                 | \$ -                   | \$ -                | \$ -                | \$ -                     |
| Seminary Fen Ravine Restoration site A         | \$ -                   | \$ -                | \$ -                | \$ -                     |
| Seminary Fen Ravine Restoration site C-2       | \$ 90,000.00           | \$ -                | \$ -                | \$ (90,000.00)           |
| Eagle Creek Bank Restoration: Town & Country R | \$ 30,000.00           | \$ -                | \$ -                | \$ (30,000.00)           |
| Shakopee River Bank Stabilization              | \$ 50,000.00           | \$ -                | \$ -                | \$ (50,000.00)           |
| <b>509 Plan Budget</b>                         |                        |                     |                     |                          |
| <i>Resource Plan Implementation</i>            |                        |                     |                     |                          |
| Watershed Resource Restoration Fund            | \$ 82,500.00           | \$ -                | \$ -                | \$ (82,500.00)           |
| Fen Private Land acquisition study             | \$ 50,000.00           | \$ -                | \$ -                | \$ (50,000.00)           |
| Gully Inventory                                | \$ 150,000.00          | \$ -                | \$ -                | \$ (150,000.00)          |
| MN River Floodplain Model Feasibility Study    | \$ -                   | \$ 2,350.00         | \$ 2,350.00         | \$ 2,350.00              |
| Downtown Shakopee Stormwater BMPs              | \$ 50,000.00           | \$ -                | \$ -                | \$ (50,000.00)           |
| Spring Creek stabilization project             | \$ 100,000.00          | \$ 656.25           | \$ 656.25           | \$ (99,343.75)           |
| Sustainable Lakes Mgmt. Plan (Trout Lakes)     | \$ 50,000.00           | \$ -                | \$ -                | \$ (50,000.00)           |
| Geomorphic Assessments (Trout Streams)         | \$ 100,000.00          | \$ -                | \$ -                | \$ (100,000.00)          |
| Fen Stewardship Program                        | \$ 75,000.00           | \$ 1,942.50         | \$ 1,942.50         | \$ (73,057.50)           |
| District Boundary Modification                 | \$ -                   | \$ -                | \$ -                | \$ -                     |
| Local Water Management Plan reviews            | \$ 5,000.00            | \$ -                | \$ -                | \$ (5,000.00)            |
| Project Reviews                                | \$ 50,000.00           | \$ 10,564.50        | \$ -                | \$ (50,000.00)           |
| Project inspections                            | \$ -                   | \$ -                | \$ -                | \$ -                     |
| <i>Monitoring</i>                              | \$ 75,000.00           | \$ -                | \$ -                | \$ (75,000.00)           |
| <i>Watershed Management Plan</i>               | \$ -                   | \$ 1,592.75         | \$ 1,592.75         | \$ 1,592.75              |
| <i>Public Education/CAC/Outreach Program</i>   | \$ 115,000.00          | \$ 4,730.99         | \$ 4,730.99         | \$ (110,269.01)          |
| <i>Cost Share Program</i>                      | \$ 20,000.00           | \$ -                | \$ -                | \$ (20,000.00)           |
| <b>Nine Foot Channel</b>                       |                        |                     |                     |                          |
| Return of unused state funds                   | \$ -                   | \$ -                | \$ -                | \$ -                     |
| Dredge Site Improvements                       | \$ 240,000.00          | \$ 5,606.25         | \$ 5,606.25         | \$ (234,393.75)          |
| <b>Bonded Debt Levy</b>                        |                        |                     |                     |                          |
| Scheduled Area #3 Bond payments                | \$ 300,000.00          | \$ -                | \$ -                | \$ -                     |
| <b>Total:</b>                                  | <b>\$ 2,110,338.00</b> | <b>\$ 64,321.58</b> | <b>\$ 54,661.56</b> | <b>\$ (2,055,676.44)</b> |

|  | 2023 Budget            | Year end totals    | YTD 2023               | Over (Under) Budget  |
|--|------------------------|--------------------|------------------------|----------------------|
| <b>Administrative expenses</b>               | \$ 250,000.00          | \$ 286.00          | \$ 380,451.26          | \$ 130,451.26        |
| <b>Cooperative Projects</b>                  |                        |                    |                        |                      |
| Eden Prairie Bank Stabilization Area #3      | \$ -                   | \$ -               | \$ 166,585.70          | \$ 166,585.70        |
| Gully Erosion Contingency Fund               | \$ -                   | \$ -               | \$ -                   | \$ -                 |
| Seminary Fen Ravine Restoration site A       | \$ -                   | \$ -               | \$ -                   | \$ -                 |
| Seminary Fen Ravine Restoration site C-2     | \$ 20,000.00           | \$ -               | \$ -                   | \$ (20,000.00)       |
| <b>509 Plan Budget</b>                       |                        |                    |                        |                      |
| <i>Resource Plan Implementation</i>          |                        |                    |                        |                      |
| Watershed Resource Restoration Fund          | \$ 100,000.00          | \$ -               | \$ -                   | \$ (100,000.00)      |
| Gully Inventory                              | \$ 90,500.00           | \$ -               | \$ 81,264.54           | \$ (9,235.46)        |
| MN River Corridor Management Project         | \$ -                   | \$ -               | \$ -                   | \$ -                 |
| Carver Levee Improvement Project             | \$ -                   | \$ -               | \$ 25,000.00           | \$ 25,000.00         |
| Assumption Creek Hydrology Restoration       | \$ -                   | \$ -               | \$ -                   | \$ -                 |
| Groundwater Screening Tool Model             | \$ -                   | \$ -               | \$ -                   | \$ -                 |
| MN River Floodplain Model Feasibility Study  | \$ 75,000.00           | \$ -               | \$ 10,329.10           | \$ (64,670.90)       |
| Schroder Acres Park                          | \$ -                   | \$ -               | \$ -                   | \$ -                 |
| Downtown Shakopee Stormwater BMPs            | \$ 50,000.00           | \$ -               | \$ -                   | \$ (50,000.00)       |
| PLOC Realignment/Wetland Restoration         | \$ -                   | \$ -               | \$ -                   | \$ -                 |
| Spring Creek Project                         | \$ 90,000.00           | \$ -               | \$ 56,927.92           | \$ (33,072.08)       |
| West Chaska Creek                            | \$ -                   | \$ -               | \$ 22,559.00           | \$ 22,559.00         |
| Sustainable Lakes Mgmt. Plan (Trout Lakes)   | \$ -                   | \$ -               | \$ -                   | \$ -                 |
| Geomorphic Assessments (Trout Streams)       | \$ -                   | \$ -               | \$ -                   | \$ -                 |
| Fen Stewardship Program                      | \$ 75,000.00           | \$ -               | \$ 70,218.25           | \$ (4,781.75)        |
| District Boundary Modification               | \$ -                   | \$ -               | \$ -                   | \$ -                 |
| MN River Sediment Reduction Strategy         | \$ -                   | \$ -               | \$ -                   | \$ -                 |
| Local Water Management Plan reviews          | \$ 5,000.00            | \$ -               | \$ 31.25               | \$ (4,968.75)        |
| Project Reviews                              | \$ 50,000.00           | \$ -               | \$ 136,900.93          | \$ 86,900.93         |
| <i>Monitoring</i>                            | \$ 75,000.00           | \$ 1,440.00        | \$ 92,994.69           | \$ 17,994.69         |
| <i>Watershed Management Plan</i>             | \$ -                   | \$ -               | \$ 95,093.84           | \$ 95,093.84         |
| <i>Public Education/CAC/Outreach Program</i> | \$ 85,000.00           | \$ -               | \$ 92,857.64           | \$ 7,857.64          |
| <i>Cost Share Program</i>                    | \$ 20,000.00           | \$ 1,743.04        | \$ 38,594.54           | \$ 18,594.54         |
| <b>Nine Foot Channel</b>                     |                        |                    |                        |                      |
| Return of unused state funds                 | \$ -                   | \$ -               | \$ 182,742.77          | \$ 182,742.77        |
| Dredge Site Improvements                     | \$ 240,000.00          | \$ -               | \$ 320,767.85          | \$ 80,767.85         |
| <b>Total:</b>                                | <b>\$ 1,225,500.00</b> | <b>\$ 3,469.04</b> | <b>\$ 1,773,319.28</b> | <b>\$ 547,819.28</b> |



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### Agenda Item

**Item 5. E. - Adopt Resolution 24-04 Rescinding Resolution 23-14 Supporting Change of Boundary Between Minnehaha Creek Watershed District, and Lower Minnesota River Watershed District**

### Prepared By

Linda Loomis, Administrator

### Summary

In December 2023, the Board of Managers adopted Resolution 23-14 Supporting Change of Boundary between Minnehaha Creek Watershed District (MCWD) and the Lower Minnesota River Watershed District (LMRWD). After the Resolution was adopted staff from the MCWD, LMRWD, and the Metropolitan Airport Commission (MAC) met to confirm the boundary change. At the time alterations were made to the boundary change. The petition for the boundary change was submitted to the MN Board of Water and Soil Resources (BWSR), who asked that the LMRWD amend the language of Resolution 23-14 to reflect the alterations made after adoption of the Resolution by the LMRWD.

After consultation with legal counsel Resolution 24-04 has been drafted. Resolution 24-04 rescinds Resolution 23-14 and adopts new language to support the change of boundary between the MCWD and the LMRWD. In addition to Resolution 24-04, the petition is attached for the Boards information.

### Attachments

- Resolution 24-04 Rescinding Resolution 23-14 Supporting Change of Boundary Between Minnehaha Creek Watershed District, and Lower Minnesota River Watershed District
- Petition for Boundary Change between Lower Minnesota River Watershed District and Minnehaha Creek Watershed District pursuant to Minnesota Statutes section 103B.215

### Recommended Action

Motion to adopt Resolution 24-04 Rescinding Resolution 23-14 Supporting Change of Boundary Between Minnehaha Creek Watershed District, and Lower Minnesota River Watershed District



Manager \_\_\_\_\_ offered the following Resolution and moved its adoption:

**RESOLUTION 24-04**

**RESOLUTION OF THE LOWER MINNESOTA RIVER WATERSHED DISTRICT BOARD OF MANAGERS**

**Rescinding Resolution 23-14 Supporting Change of Boundary Between Minnehaha Creek Watershed District, and Lower Minnesota River Watershed District**

**WHEREAS**, on November 15, 2023, the Board of Managers of the Lower Minnesota River Watershed District (LMRWD) adopted Resolution 23-13 to support the submission of a petition to the Minnesota Board of Water and Soil Resources pursuant to Minnesota Statutes 103D to alter the boundaries between the LMRWD and the Minnehaha Creek Watershed District (MCWD); and

**WHEREAS**, after adoption of said Resolution, the parties further reviewed the topography, in geographic information system format, to confirm the storm sewer drainage areas around the proposed boundary change and amended the portions of the parcels divided between the two districts; and

**WHEREAS**, the LMRWD and the MCWD continue to support alteration of the legal boundary of each watershed to include the identified parcels, as amended.

**NOW, THEREFORE, BE IT RESOLVED**, that, the Board of Managers of the Lower Minnesota River Watershed District rescinds Resolution 23-14 and adopts the following in its place:

**WHEREAS**, the Lower Minnesota River Watershed District (LMRWD), a public body with purposes and powers set forth in Minnesota Statutes Chapters 103B and 103D, hereby petitions the Minnesota Board of Water and Soil Resources for an order approving the adjustment of the common jurisdictional boundary between the LMRWD and the Minnehaha Creek Watershed District (MCWD) pursuant to Minnesota Statutes Section 103B.215, and;

**WHEREAS**, as a result of storm sewer updates at the Minneapolis/St. Paul Airport (MSP) by the Metropolitan Airport Commission (MAC) which changed the drainage boundaries between the LMRWD and MCWD within MAC boundaries; and

**WHEREAS**, the MAC requested a watershed boundary change due to said updates; and

**WHEREAS**, the LMRWD completed a review of the boundary change requested by examining the storm sewer connections in the MAC 2019 Master Drainage Plan and area topography; and

**WHEREAS**, topography, in geographic information system format, was then used to confirm storm sewer drainage areas around the proposed boundary change and connections were confirmed to drain to either the LMRWD or the MCWD; and

**WHEREAS**, the analysis results show that six (6) parcels should be reassigned from the MCWD to the LMRWD to ensure that the boundary more closely conforms to the hydrologic watershed divide between the two districts; and

**WHEREAS**, the parcels changing watersheds are listed on Exhibit A, attached to and incorporated into this Resolution; and

**WHEREAS**, the purpose of Minnesota Statutes Chapters 103B and 103D is to facilitate water resource management on a watershed basis, and that the legal boundaries of watershed management organizations should conform as closely as is practicable to hydrologic boundaries; and

**WHEREAS**, the parcels to be allocated to each district are contiguous to each, and the alteration of the legal boundary of each watershed to include the identified parcels will advance the purposes of Minnesota Statutes Chapters 103B and 103D.

**BE IT FURTHER RESOLVED**, the Lower Minnesota River Watershed District supports the submission of a petition to the Minnesota Board of Water and Soil Resources pursuant to Minnesota Statutes 103D to alter the boundaries between the LMRWD and MCWD.

The question on the adoption of the Resolution was seconded by Manager \_\_\_\_\_.

Upon a vote being taken there were \_\_ yeas and \_\_ nays as follows:

|           | <u>Yea</u>               | <u>Nay</u>               | <u>Absent</u>            | <u>Abstain</u>           |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|
| AMUNDSON  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BARISONZI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| KUPLIC    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LAMMERS   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SALVATO   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Adopted by the Board of Managers of the Lower Minnesota River Watershed District this 20th day of March, 2024.

\_\_\_\_\_  
Joseph Barisonzi, President

ATTEST:

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

I, Lauren Salvato, Secretary of the Lower Minnesota River Watershed District, do hereby certify that I have compared the above Resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I hereunto set my hand this 20<sup>th</sup> day of March 2024.

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

LOWER MINNESOTA RIVER WATERSHED DISTRICT  
PETITION FOR BOUNDARY CHANGE

-----  
In the matter of boundary change between the  
Lower Minnesota River Watershed District and  
Minnehaha Creek Watershed District  
Pursuant to Minnesota Statutes section 103B.215  
-----

TO: Board of Water and Soil Resources  
520 Lafayette Road North  
Saint Paul, MN 55155

Lower Minnesota River Watershed District (LMRWD; petitioner), a Minnesota special-purposes unit of government with powers set forth at Minnesota Statutes chapters 103B and 103D, hereby petitions the Board of Water and Soil Resources for an order approving the adjustment of the common jurisdictional boundary between Lower Minnesota River Watershed District and Minnehaha Creek Watershed District (MCWD), pursuant to Minnesota Statutes section 103B.215, for the following reasons:

1. LMRWD is an existing watershed district within jurisdiction entirely within the Twin Cities metropolitan area, as defined at Minnesota Statutes section 471.121, subdivision 2;
2. In 2023, Metropolitan Airports Commission (MAC), requested a watershed boundary change due to storm sewer updates at MAC which changed the drainage boundaries between LMRWD and MCWD within MAC boundaries. LMRWD completed a review of the boundary change request by examining the storm sewer connections in the MAC 2019 Master Drainage Plan and area topography. The storm sewer connections were confirmed to drain to either MCWD or the LMRWD. Topography, in geographic information system format, was then used to confirm storm sewer drainage areas around the proposed boundary change. The analysis results show that six (6) parcels, totaling approximately 579 acres, should be reassigned from MCWD to LMRWD (specified in Exhibit A, attached to and incorporated into this petition) to ensure that the boundary more closely conforms to the hydrologic watershed divide between the two districts.
3. The six parcels to be reassigned are within the jurisdictional borders of the Metropolitan Airports Commission (MAC). Maps of the proposed reassignments are attached hereto and incorporated herein as Exhibit B.
4. The petitioned adjustments will serve the public benefit by causing the common jurisdictional boundary to more closely conform to the hydrological divide between the two entities and would facilitate watershed-based water resource planning and management, making the petitioned adjustment consistent with the purposes and requirements of the Metropolitan Surface Water Management Act, Minnesota Statutes sections 103B.205 to 103B.255;

5. In fulfillment of the requirements of Minnesota Statutes section 103B.215, subdivision 2(c), the watershed management organizations and governing body (Metropolitan Airports Commission) affected by the boundary change have concurred in this petition, as evidence by the resolution and letter from each attached to and incorporated into this petition as follows: Minnehaha Creek Watershed District (Exhibit C) and Metropolitan Airports Commission (Exhibit D);
6. LMRWD, as a petitioner, represents that none of the parcels in the area of the proposed boundary change, as listed in Exhibit A, are subject to any outstanding indebtedness or assessment from either LMRWD or MCWD and that the boundary change will not affect any benefits or damages for previously constructed improvements, making the petition consistent with Minnesota Statutes 103B.225, as required by Minnesota Statutes section 103B.215, subdivision 2(b)(3).
7. A copy of the LMRWD Board of Managers resolution is attached hereto and incorporated herein as Exhibit E.

WHEREFORE, in accordance with Minnesota Statutes 103B.215, LMRWD respectfully petitions the Board of Water and Soil Resources to issue an order implementing the boundary change requested herein.

**Lower Minnesota River Watershed District**

\_\_\_\_\_  
President

Date: \_\_\_\_\_

Exhibit A  
Parcels to be reassigned from MCWD to LMRWD

*Portions of parcels reassigned from MCWD to LMRWD*

| <i>Map ID</i> | <i>Property Identification Number</i> | <i>Property Owner</i>            | <i>Area (acres)</i> |
|---------------|---------------------------------------|----------------------------------|---------------------|
| 1             | 2502824110002                         | Metropolitan Airports Commission | 464.3               |
| 2             | 2502824210015                         | Metropolitan Airports Commission | 1.5                 |
| 3             | 2502824210030                         | Metropolitan Airports Commission | 2.4                 |
| 4             | 2502824230153                         | Metropolitan Airports Commission | 80.6                |
| 5             | 2502824240057                         | Metropolitan Airports Commission | 15.5                |
| 6             | 2502824330070                         | Metropolitan Airports Commission | 14.6                |
|               |                                       | <b>Total Acres</b>               | <b>578.9</b>        |

Exhibit B  
Map

Figure 1 Proposed LMRWD boundary change

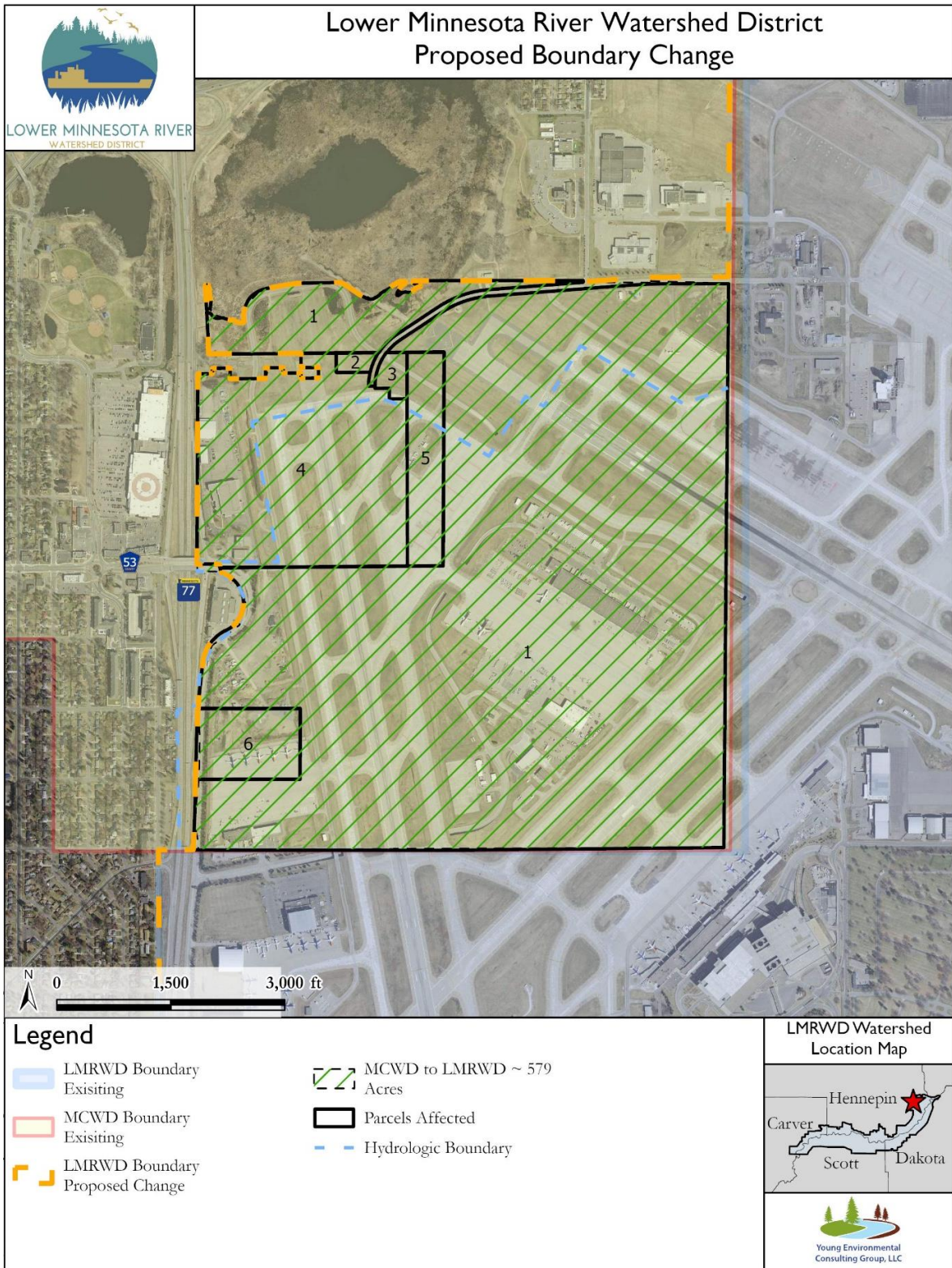




Exhibit C  
Minnehaha Creek Watershed District – Resolution & Letter of Concurrence

**MINNEHAHA CREEK**

QUALITY OF WATER



**WATERSHED DISTRICT**

QUALITY OF LIFE

January 16, 2024

Lower Minnesota River Watershed District  
ATTN: Linda Loomis, Administrator  
Naiad Consulting, LLC  
112 5th Street East, Suite 102  
Chaska, MN 55318

Ms. Loomis,

The Minnehaha Creek Watershed District has considered the petition to change the common legal boundary between Lower Minnesota River Watershed District and Minnehaha Creek Watershed District. Pursuant to Resolution 24-005, the Minnehaha Creek Water District Board of Managers concurs with the petition titled "*Lower Minnesota River Watershed District Petition for Boundary Change*" approved by Lower Minnesota River Watershed District on November 15, 2023 via Resolution 23-14.

Minnehaha Creek Watershed District looks forward to continued coordination and collaboration with Lower Minnesota River Watershed District on projects and permits that occur along our shared legal boundary.

Please contact me at [jwisker@minnehahacreek.org](mailto:jwisker@minnehahacreek.org) as necessary regarding this concurrence and the proposed boundary change petition.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Wisker', written over a light blue horizontal line.

James Wisker, Administrator  
Minnehaha Creek Watershed District

*We collaborate with public and private partners to protect and improve land and water for current and future generations.*



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**RESOLUTION**

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**Resolution number:** 24-005

**Title:** Resolution Supporting Boundary Adjustment Between Lower Minnesota River Watershed District and Minnehaha Creek Watershed District

WHEREAS, as a result of more precise topographic and storm sewer data, the hydrologic boundaries between the Lower Minnesota River Watershed District (LMRWD) and the Minnehaha Creek Watershed District (MCWD) can be more precisely determined; and

WHEREAS, storm sewer updates at the Minneapolis/St. Paul Airport (MSP) by the Metropolitan Airport Commission (MAC) changed the drainage boundaries between LMRWD and MCWD; and

WHEREAS, improved data allow for the common legal boundary between MCWD and LMRWD to better follow the hydrologic boundary; and

WHEREAS, the purpose of Minnesota Statutes Chapters 103B and 103D is to facilitate water resource management on a watershed basis, and the legal boundaries of watershed management organizations should conform as closely as is practicable to hydrologic boundaries; and

WHEREAS, Minnesota Statutes Chapter 103B establishes a procedure for petition to the Minnesota Board of Water and Soil Resources (BWSR) to adjust watershed management organization boundaries; and

WHEREAS, the parcels to be allocated to each district are contiguous to each, and the alteration of the legal boundary of each watershed to include the identified parcels will advance the purposes of Minnesota Statutes Chapters 103B and 103D; and

WHEREAS, the parcels changing watersheds are listed in Attachment B and shown in Attachment A; and

WHEREAS, MCWD and LMRWD will continue to closely coordinate on projects and permits along the shared legal boundary at MSP;

NOW, THEREFORE, BE IT RESOLVED that the Board of Managers supports the submission LMRWD's petition to BWSR pursuant to Minnesota Statutes 103B to alter the boundaries of the LMRWD and MCWD.

BE IT FURTHER RESOLVED that the MCWD Board of Managers supports a boundary adjustment as described in Attachment B, and authorizes the MCWD District Administrator to sign a Letter of Concurrence in accordance with Minnesota Statutes 103B to be included in the petition to BWSR to adjust the common boundary of the LMRWD and MCWD; and

BE IT FURTHER RESOLVED that the MCWD Administrator is authorized to fulfill all responsibilities of the MCWD to implement the boundary adjustment as approved by BWSR.

Resolution Number 24-005 was moved by Manager Olson, seconded by Manager Sardo. Motion to adopt the resolution 6 ayes, 0 nays, 0 abstentions. Date: 1/11/2024

Ernie J. Mahall  
Secretary

Date: 1-11-2024

Exhibit D  
Metropolitan Airports Commission – Letter of Concurrence



## Metropolitan Airports Commission

6040 - 28th Avenue South, Minneapolis, MN 55450 • 612-726-8100 • metroairports.org

December 7, 2023

Minnesota Board of Water and Soil Resources  
520 Lafayette Road North  
Saint Paul, MN 55155

Re: In the Matter of Boundary Change Between the Lower Minnesota River Watershed District and Minnehaha Creek Watershed District Pursuant to Minnesota Statutes Section 103B.215

To Whom It May Concern:

Earlier this year, the Metropolitan Airports Commission (MAC), a public corporation established pursuant to Minnesota Statutes chapter 473, submitted a request to the Lower Minnesota River Watershed District (LMRWD) to change the watershed-district boundary between LMRWD and Minnehaha Creek Watershed District (MCWD) within MAC's jurisdiction at the Minneapolis-St. Paul International Airport (MSP). The purpose of the requested change was to align the watershed-district boundaries with the actual hydrological boundaries, which have changed following recent storm sewer updates at MSP.

MAC has engaged in productive conversations with LMRWD and MCWD regarding the proposed boundary change and has carefully reviewed LMRWD's petition to the Board. Based upon these conversations and upon MAC's review, MAC concurs with the petition and urges the Board to issue an order granting the requested boundary change.

MAC has appreciated the opportunity to work with LMRWD and MCWD on this matter and looks forward to assisting in any way we can as the Board reviews LMRWD's petition.

Sincerely,

DocuSigned by:  
  
CB1F3ED5E9AD4C1...

Brian Ryks  
Executive Director/CEO  
Metropolitan Airports Commission

Exhibit E  
Lower Minnesota River Watershed District Resolution



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### Agenda Item

#### Item 6. B. – MN Bluffs Regional Trail (LMRWD No. 2023-017)

### Prepared By

Linda Loomis, Administrator

### Summary

The MN Bluff Regional Trail will complete a segment of trail through the City of Chaska. Young Environmental Consulting Group reviewed the application and documentation for the construction on behalf of the LMRWD.

Approval of a permit for the project is recommended subject to the receipt of the following:

- Copy of the NPDES construction stormwater permit.
- Final Construction plans signed by a professional engineer.
- Contact information for the contractor(s).
- Contact information for the person(s) responsible for erosion and sediment control inspections and maintenance.
- Documentation of approval from the City of Chaska.
- Documentation of approval from the Minnesota Department of Natural Resources.
- Signed JPA between Carver County Regional Rail Authority and the City of Chaska.
- Designation of an individual who will remain liable to the LMRWD for performance under Rule B and Rule C from the time permitted activities commence until vegetation is established and the LMRWD has certified satisfaction with erosion and sediment control requirements.

### Attachments

Technical Memorandum – MN Bluffs Regional Trail (LMRWD No. 2023-017) dated March 13, 2024

### Recommended Action

Motion to conditionally approve a permit for MN Bluffs Regional Trail (LMRWD No. 2023-017) subject to the contingencies listed above

# Technical Memorandum



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

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

**Date:** March 13, 2024

**Re:** MN Bluffs Regional Trail (LMRWD No. 2023-017)

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The City of Chaska has applied for an individual project permit from the Lower Minnesota River Watershed District (LMRWD) for a 10-foot-wide recreational trail along an old railroad corridor through the City of Chaska. The trail will start near West 1st Street and end near Old Audubon Road in Chaska, MN, 55318 (Figure 1). The applicant's engineer, Bolton & Menk, Inc., submitted the permit application, associated application exhibits, and construction plans for the MN Bluffs Regional Trail Project.

The project proposes to construct a 10-foot-wide recreational trail along the old Carver County Railroad Corridor. The project proposes 8.8 acres of disturbance. There are currently 2.1 acres of impervious surfaces along the existing railroad embankment and the project proposes 0.2 acres of new impervious surfaces for a total of 2.3 acres of impervious surfaces. The existing railroad embankment is considered impervious as part of the project because it is highly compacted. The topsoil and turf will be added on top of the embankment, but the underlying soils will not be regraded since the railroad ballast and track were removed. This does not meet the LMRWD's definition of reconstruction. Because the project is proposing less than 1 acre of new and reconstructed impervious surfaces, the project will not trigger LMRWD Rule D—Stormwater Management. In addition, LMRWD Rule D has an exemption for recreational trails that are 10 feet wide or less with downgradient pervious surfaces at least as wide as half the trail width (Rule D, Section 5.3.D).

The project proposes a new bridge crossing within the floodplain of East Chaska Creek (Figure 2). The project is not located within the High Value Resource Area or Steep Slopes Overlay District; however, it is located in the floodplain of East Chaska Creek. Therefore, the project triggers LMRWD Rule B—Erosion and Sediment Control and Rule C—Floodplain and Drainage Alteration.

The application was received prior to the authorization of the Chaska local governmental unit (LGU) Permit for Rule B and Rule D, and therefore the project requires an individual permit for Rule B and Rule C and is subject to an LMRWD permitting review.



## SUMMARY

**Project Name:** MN Bluffs Regional Trail

**Purpose:** Recreational regional trail

**Project Size:**

| Area Disturbed | Existing Impervious Area | Proposed Impervious Area | Net Increase | Cut/Fill              |
|----------------|--------------------------|--------------------------|--------------|-----------------------|
| 8.8 acres      | 2.1 acres                | 2.3 acres                | +0.2 acres   | 11.9 cubic yards cut. |
|                |                          |                          |              | 2.9 cubic yards fill. |

**Location:** Trail begins near West 1st Street, running southwest to northeast, and ends near Old Audubon Road in Chaska, MN, 55318.

**LMRWD Rules:** Rule B – Erosion and Sediment Control  
Rule C – Floodplain and Drainage Alteration

**Recommended Board Action:** Conditional approval

## DISCUSSION

The LMRWD received the following documents for review:

- LMRWD online permit application; received December 28, 2023.
- LMRWD permit narrative by Bolton & Menk, dated December 28, 2023; revised and received February 1, 2024.
- HydroCAD analysis by Bolton & Menk; received December 28, 2023.
- Construction plans by Bolton & Menk, no date; received February 1, 2024.
- Erosion control plans by Bolton & Menk, no date; received February 1, 2024.
- Overview map exhibit by Bolton & Menk, no date; received February 1, 2024.
- Trail typical section from Bolton & Menk; received February 1, 2024.
- Signed Authorization of Agent form from Bolton and Menk, dated January 25; received February 1, 2024.
- Erosion control details from Bolton & Menk; received February 26, 2024.
- Trail cross sections from Bolton and Menk; received February 26, 2024.
- HEC-RAS model by Bolton & Menk; revised and received February 26, 2024.
- Hydraulic memorandum by Bolton & Menk dated February 21, 2024; revised and received February 26, 2024.
- Floodplain cut and fill calculations by Bolton and Menk; received February 26, 2024.

The application was deemed complete on February 26, 2024, and the documents received provide the minimum information necessary for permit review.

### ***Rule B – Erosion and Sediment Control***

The LMRWD regulates land-disturbing activities that affect one acre or more under Rule B. The proposed project would disturb approximately 8.8 acres within the LMRWD boundary. The applicant has provided an erosion and sediment control plan and a Stormwater Pollution Prevention Plan (SWPPP). The project generally complies with Rule B, but a copy of the National Pollutant Discharge Elimination System (NPDES) construction stormwater permit as well as the contact information for the contractor and person(s) responsible for the inspection and maintenance of erosion and sediment control features are needed before the LMRWD can issue a permit.

In addition, the City of Chaska is currently working on a Joint Powers Agreement (JPA) with Carver County for authority to construct on the railroad property. Carver County has signed the LMRWD Authorization of Agent Form and the final JPA will be required before the LMRWD can issue a permit.

### ***Rule C – Floodplain and Drainage Alteration***

The LMRWD requires the applicant to provide documentation that the proposed floodplain fill will not cause an increase in 100-year water surface elevations. The project is located within the East Chaska Creek 100-year floodplain, as seen on the Flood Insurance Rate Map (FIRM) Panel 27019C0236D, effective December 21, 2018, and in Figure 2. The project proposes 11.9 cubic yards of cut and 2.9 cubic yards of fill for the proposed bridge. The proposed bridge is a prefabricated single span steel truss bridge that will support a concrete walking trail. The bridge will be 60 feet long and 14 feet wide. The applicant submitted cut and fill calculations, a work map, and a HEC-RAS model showing the updated changes to the proposed bridge. The model showed no change in the 100-year water surface elevation, meeting the minimum requirements of Rule C.

The project also crosses the Chaska Creek floodplain on the west end of the project limits; however, there is only resurfacing work taking place in the floodplain with no proposed geometry changes to the river at that crossing location. Therefore, modeling was not required. The applicant submitted trail cross sections for the project for verification.

### ***Recommendations***

Based on review of the project, we recommend conditional approval contingent on the receipt of the following:

- Copy of the NPDES construction stormwater permit.
- Final construction plans signed by a professional engineer.
- Contact information for the contractor(s)
- Contact information for the person(s) responsible for erosion and sediment control inspections and maintenance.
- Documentation of approval from the City of Chaska.
- Documentation of approval from the Minnesota Department of Natural Resources.
- Signed JPA between Carver County Regional Rail Authority and the City of Chaska.
- Designation of an individual who will remain liable to the LMRWD for performance under Rule B and Rule C from the time permitted activities commence until vegetation is established and the LMRWD has certified satisfaction with erosion and sediment control requirements.

*Attachments*

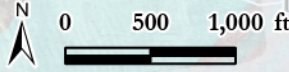
- Figure 1—MN Bluffs Regional Trail Project Location Map
- Figure 2—East Chaska Creek Trail Crossing



Figure I: MN Bluffs Regional Trail Project Location  
LMRWD No. 2023-017



Figure 2  
Proposed Bridge  
Replacement



**Legend**

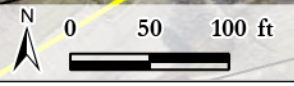
- Project Location
- Proposed Bridge Replacement
- Public Waters
- Public Waterbodies
- High Value Resource Area
- Steep Slope Overlay District
- 100-yr Floodplain
- Floodway

**LMRWD Watershed Location Map**

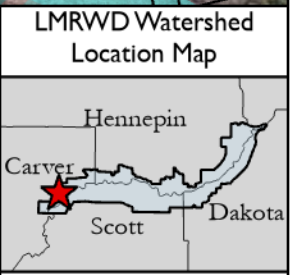




Figure 2: MN Bluffs Regional Trail Bridge Replacement  
LMRWD No. 2023-017



- Legend**
-  Project Location
  -  Proposed Bridge Replacement
  -  Public Waters
  -  100-yr Floodplain
  -  Floodway



Location: Projects \LMRWD\Project Reviews\02 In Process\2023-017 MN River Bluffs Regional Trail\04 GIS



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, March 20, 2024

### **Agenda Item**

#### **Item 6. A. – LMRWD Permit Renewals**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

There is a total of 6 permits that require renewing this month. Table 1 of the Technical Memorandum – March 2024 Permit Renewal Requests, dated March 13, 2024, is attached listing the Permits that have requested renewal.

### **Attachments**

Technical Memorandum – March 2024 Permit Renewal Requests dated March 13, 2024

### **Recommended Action**

Motion to approve renewal requests listed in Table 1. Summary of March 2024 LMRWD permit renewal requests detailed in Technical Memorandum – March 2024 Permit Renewal Requests dated March 13, 2024

# Technical Memorandum



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

**From:** Hannah LeClaire, PE, Project Manager  
Rachel Kapsch, Water Resources Scientist

**Date:** March 13, 2024

**Re:** March 2024 Permit Renewal Requests

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

Table 1 summarizes the permittees who have received permit expiration reminder emails. If a project is not complete, the LMRWD will renew the permit to maintain permitting authority throughout all close out procedures. Requests for information regarding changes to project scope since the original permit issuance and project close out materials are also included on permit expiration reminder emails.

## SUMMARY

*Table 1. Summary of March 2024 LMRWD Permit Renewal Requests*

| LMRWD No. | Project Name  | City                             | Previous Expiration Date | Recommended Expiration Date |
|-----------|---|----------------------------------|--------------------------|-----------------------------|
| 2021-025  | TH13/Dakota Ave Improvement                                       | Savage                           | May 20, 2024             | May 20, 2025                |
|           | Reason for Extension: Final site stabilization and punchlist work |                                  |                          |                             |
| 2023-008  | Chaska Tech Center  | Chaska                           | May 15, 2024             | May 15, 2025                |
|           | Reason for Extension: Construction is not complete                |                                  |                          |                             |
| 2023-012  | Concourse G Infill Pods 2-3                                       | Metropolitan Airports Commission | May 31, 2024             | May 31, 2025                |
|           | Reason for Extension: Final site stabilization                    |                                  |                          |                             |

*Recommendations*

Based on review of the permit expirations, we recommend approval of permit renewals.





# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### Agenda Item

#### Item 7. A. – Lower MN River East One Watershed One Plan

### Prepared By

Linda Loomis, Administrator

### Summary

At the February 21, 2024, Board of Managers meeting, Mr. Eric Evenson expressed to the Board his concerns after reviewing the Draft Lower Minnesota River East One Watershed One Plan (LMRE Plan). The Board asked Managers Amundson and Salvato to meet with LMRWD staff to develop a response/cover letter to accompany the technical review and comments for the draft LMRE Plan.

Manager Salvato prepared a letter to be sent to the LMRE Steering and Policy Committees, which was reviewed by Manager Amundson and LMRWD staff. The letter has been placed on letterhead and is attached for the Board's review and approval.

Young Environmental Consulting Group has made edits to the comments presented to the Board at the February 21, 2024, Board of Managers meeting.

### Attachments

- Technical Memorandum – Lower Minnesota River East Comprehensive Watershed Management Plan – One Watershed, One Plan (1W1P) Technical Review Comments dated February 14, 2024 (Revised March 12, 2024)
- Letter to Lower Minnesota River

### Recommended Action

Motion to approve technical review comments, Letter from the Board 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 (Revised March 12, 2024)

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

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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.

This page also notes that the BWSR Water Erosion Pollution Reduction Estimator was used to quantify the pollutant reductions for near channel sources, and that the model assumptions are included in Appendix G. There is no Appendix G in the plan. It appears that Appendix F should contain this information, but there is no discussion of model assumptions for the Water Erosion Pollution Reduction Estimator. Please update the appendix to include the model assumptions.

#### **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 quality data currently available, one of the goals should include the collection of 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

### Carver

Lauren Salvato  
Secretary

### Dakota

Theresa Kuplic  
Vice President

### Hennepin

Joseph Barisonzi  
President

Laura Amundson  
Treasurer

### Scott

Apollo Lammers

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

112 East 5th Street  
Suite 102  
Chaska, MN 55318

E-mail:  
admin@lowermnriverwd.org

To the Lower Minnesota River East Steering Committee:

The Lower Minnesota River Watershed District (LMRWD) Board of Managers and Staff appreciate the opportunity to provide comments on the Lower Minnesota River (LMR) East Comprehensive Watershed Management Plan (herein called "Plan") and for being a part of the development of Plan to date. In addition to the LMRWD technical review comments, please consider our broader comments below about the Plan's importance and potential to make significant impacts both to LMR east watershed as well as downstream.

The LMRWD was founded in 1960 initially to serve as a local sponsor for the U.S. Army Corps of Engineer's dredging and maintenance of the 9-foot navigation channel in the navigable portions of the Minnesota River. The LMRWD's (herein called the "District") responsibilities have expanded substantially since then to include surface and groundwater quality and management; floodplain and flood management; erosion and sediment control; and public education and outreach. The boundaries of the LMRWD do not conform to a watershed but instead span bluff to bluff. As a result, the District is challenged by upstream land management and associated runoff that reaches the main stem of the LMR. According to the Collaborative for Sediment Source Reduction Report, one third of the discharge and two thirds of the sediment in Lake Pepin is delivered from the Minnesota River (Wilcock et al., 2016). More sediment in the channel has increased dredging responsibilities, all of which are funded by taxpayers. Climate change impacts, including increasing discharge and precipitation have further exacerbated the District's ability to manage and protect its natural resources.

The District's Board wants to commend the partnership and expertise that came together to develop the Plan. The development of the Plan is the first step, and we recognize the significant role of working with landowners to install best management practices. The counties and soil and water conservation districts are uniquely positioned to provide that technical assistance and knowledge of the local landscape. While we recognize this is an initial effort to set measurable goals to improve water quality, the District Board strongly encourages that as the implementation of this Plan is underway, that routine updates be made to both adaptively manage, continuously learn, and ultimately set more ambitious goals to improve and protect surface and groundwater resources.

The success of this Plan goes beyond the boundaries of the LMR watershed east. The Plan has the potential to improve water resources locally and improve the quality of life for residents, businesses, and everyone in between. More importantly, meeting the milestones laid out in this Plan can reduce downstream impacts including reducing the sedimentation that is filling in Lake Pepin, and all the way down to the Gulf of Mexico Hypoxic Dead Zone. As a headwater state, it is imperative that we do our fair share to reduce downstream impacts.

Thank you for considering the comments in this letter. Please feel free to reach out to Laura Amundson (Treasurer) at [jlamu107@gmail.com](mailto:jlamu107@gmail.com) or Lauren Salvato (Secretary) at [lauren salvato@gmail.com](mailto:lauren salvato@gmail.com) with any questions.

Sincerely,

The Lower Minnesota River Watershed District Board of Managers



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### **Agenda Item**

#### **Item 7. C – Education & Outreach**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

This item was tabled at the February 21, 2024, Board of Managers meeting.

#### ***LMRWD Social Media Content and Strategy***

President Barisonzi has asked to table this item until the Board has determined an Education and Outreach Coordinator.

Here is a link to the February agenda item: [https://lowermnriverwd.org/download\\_file/view/3624/646](https://lowermnriverwd.org/download_file/view/3624/646)

#### ***Educator Mini-Grant Program***

The LMRWD extended the deadline for the Educator Mini-Grant program. An email was sent to the LMRWD mailing list advising of the extension. A total of 6 applications was received, requesting \$2,475 in funding. There is \$11,000 in the LMRWD 2024 budget for educator mini-grants, which is to be distributed twice a year. Guidelines for the Educator Mini-Grant program can be found on the LMRWD website using this link:

<https://lowermnriverwd.org/makeadifference/educator-mini-grants>

The applications were shared with the Citizen Advisory Committee (CAC) who ranked the programs and has provided recommendations to the LMRWD Board of Managers. There was not a quorum of the CAC at the March 5, 2024, meeting, so Suzy Lindberg and Jess Norby checked in with the CAC members that were absent.

The recommendations made by the CAC are provided in Technical Memorandum – Educator Mini-Grant Recommendations – Spring Round 2024, dated March 13, 2024.

### **Attachments**

Technical Memorandum – Educator Mini-Grant Recommendations – Spring Round 2024, dated March 13, 2024

### **Recommended Action**

- Motion to table Lower Minnesota River Watershed District Social Media Content and Strategy
- Motion to approve Educator Mini-Grants as recommended by the Citizen Advisory Committee

# Technical Memorandum



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

**From:** Jess Norby, Senior Water Resources Scientist  
Suzy Lindberg, Communications Manager

**Date:** March 13, 2024

**Re:** Educator Mini-Grant Recommendations – Spring Round 2024

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The Educator Mini-Grant program is a key component of the Education and Outreach Program, focusing on educating school-aged students within and surrounding the LMRWD. The program provides up to 10 grants per school year – each up to \$500 – to help cover the cost of materials and/or programming that focuses on water resources.

On behalf of the LMRWD, Young Environmental released a new call for educator mini-grants in February and received **six applications**, requesting a total of **\$2,975** in funding. Young Environmental pre-screened the applications for compliance and funding eligibility and created review packets that were distributed to the Citizen Advisory Committee (CAC) for discussion at the March 5, 2024 meeting. Our team led the discussion on the applications, providing recommendations and justification for the educational relevance and cost-effectiveness of each grant application. Based on the resulting discussion, and further clarifications made with one applicant, the CAC has provided the following recommendations for Board approval.

## SUMMARY

Based on the review process, our team and the CAC recommends authorizing funding for 5/6 of the applications, noting their alignment with LMRWD mission and goals for watershed-focused education, which includes authorizing **\$2,475** in funding to five current applicants. With this approach, there will also be budget remaining for up to five grants in the fall season of the school year. We have included a detailed scoring matrix and comments from the CAC on page 2, followed by the full mini-grant applications received for reference.

| Mini Grant  | Summary  | Total Average Score | Recommended Board Action                               |
|---|--|---------------------|--|
| <b>Mini-Grant 1:</b> Integrated Arts Academy          | Funds for waders and materials to lead an experiential field trip on water sampling. | 6.8                 | Recommend approving funding request for <b>\$475</b> . |
| <b>Mini-Grant 2:</b> Friends of the Mississippi River | Funds will be used for transportation for a canoe-trip on                            | 7                   | Recommend approving funding request for <b>\$500</b> . |



| Mini Grant   | Summary  | Total Average Score | Recommended Board Action   |
|--|--|---------------------|--|
| – Environmental Stewardship Institute                  | the Minnesota River, which can include the LMRWD’s CAC.  |                     |  |
| <b>Mini-Grant 3:</b> Chaska Middle School West         | Requested funds to support the Deep Portage Learning Center programming.   | 4.4                 | Recommend <u>not approving</u> the funding request for <b>\$500</b> because the project is not focused on watershed education. |
| <b>Mini-Grant 4:</b> Shakopee Area Catholic Schools    | Funds will be used for Cedar Lake Farms Field trip programming, led by Scott County Watershed District, including transportation funds and purchase of National Geographic Kids Water! Book. | 7                   | Recommend approving funding request for <b>\$500.</b>  |
| <b>Mini-Grant 5:</b> Prior Lake High School            | Funds will be used to purchase Credit River stream experiment equipment  | 7.6                 | Recommend approving funding request for <b>\$500.</b>  |
| <b>Mini-Grant 6:</b> Minnesota Valley Refuge Friends   | Funds will be used to design curriculum relating to watershed, stormwater, and habitat education.  | 7.4                 | Recommend approving funding request for <b>\$500.</b>  |
| <b>TOTAL GRANT AMOUNT REQUESTED FOR BOARD APPROVAL</b> |  |                     | <b>\$2,475</b>   |

Attachment I:



## Lower Minnesota River Watershed District - Educator Mini-Grant Evaluation Spring 2024 Round

| Mini-Grant Summary  | Amount Requested | Applicant Contact  | Citizen Advisory Committee (CAC) Members |            |                |                  |              |               | Staff Vote                   |                         | TOTAL AVG SCORE | CAC Recommendation   | Notes  |
|---|------------------|--|--|------------|----------------|------------------|--------------|---------------|------------------------------|-------------------------|-----------------|--|--|
|   |                  |  | Judy Berglund                            | Greg Genz* | Thomas Hartle* | Kevin Kedrowski* | Lee Peterson | Patty Thomsen | Linda Loomis (Administrator) | Jess Norby (Young Env.) |                 |  |  |
| <b>Mini-Grant 1:</b><br><i>Integrated Arts Academy</i><br><br>Money will be spent on waders and materials for an experiential field trip on water sampling.                             | \$475            | Tammy Hakanson<br><a href="mailto:hakanson.t@isd112.org">hakanson.t@isd112.org</a> | 6  | ---        | ---            | ---              | 8            | 6             | 7                            | 7                       | 6.8             | Based on the total average score, the CAC recommends the Mini-Grant for <b>Board Approval.</b> | The CAC wished to ensure that activities are communicated effectively for water quality. They suggested providing professional help to guide activities (if funds allow) or connecting with a water professional who may be willing to volunteer time to ensure the supplies are used effectively. |
| <b>Mini-Grant 2:</b><br><i>Friends of the Mississippi River – Environmental Stewardship Institute</i><br><br>Money will be spent on transportation for a canoe trip on Minnesota River. | \$500            | Natalie Warren<br><a href="mailto:nwarren@fmr.org">nwarren@fmr.org</a>             | 6  | ---        | ---            | ---              | 7            | 6             | 8                            | 8                       | 7               | Based on the total average score, the CAC recommends the Mini-Grant for <b>Board Approval.</b> | Project had a strong connection to the Minnesota River and the group is providing an opportunity for the CAC to participate in tour with students, which can help with relationship-building.  |

# Lower Minnesota River Watershed District - Educator Mini-Grant Evaluation Spring 2024 Round



LOWER MINNESOTA RIVER  
WATERSHED DISTRICT

| Mini-Grant Summary   | Amount Requested | Applicant Contact   | Citizen Advisory Committee (CAC) Members |            |                |                  |              |               | Staff Vote                   |                         | TOTAL AVG SCORE | CAC Recommendation   | Notes   |
|--|------------------|---|--|------------|----------------|------------------|--------------|---------------|------------------------------|-------------------------|-----------------|--|---|
|  |                  |   | Judy Berglund                            | Greg Genz* | Thomas Hartle* | Kevin Kedrowski* | Lee Peterson | Patty Thomsen | Linda Loomis (Administrator) | Jess Norby (Young Env.) |                 |  |   |
| <b>Mini Grant 3:</b><br><i>Chaska Middle School West</i><br><br>Money will be used to support the Deep Portage Learning Center programming | \$500            | Alexis Buesgens<br><a href="mailto:Buesgens_a@district112.org">Buesgens_a@district112.org</a> | 3  | ---        | ---            | ---              | 6            | 5             | 4                            | 4                       | 4.4             | Based on the total average score, the CAC recommends the Board <b>not approve</b> the mini grant for this grant cycle for a lack of direct alignment with goals. | The group determined the Deep Portage programming lacks a direct connection to watershed education and therefore recommended against funding based on competition this round. |
| <b>Mini-Grant 4:</b><br><i>Shakopee Area Catholic Schools</i><br><br>Money will be used for Cedar Lake Farms Field Trip programming        | \$500            | Amy Conniff<br><a href="mailto:aconniff@sacsschools.org">aconniff@sacsschools.org</a>         | 6  | ---        | ---            | ---              | 7            | 6             | 8                            | 8                       | 7               | Based on the total average score, the CAC recommends the Mini-Grant for <b>Board Approval.</b>   | Staff clarified the educational value by further researching the Cedar Lake Farms program and determined it aligns with goals.  |
| <b>Mini-Grant 5:</b><br><i>Prior Lake High School</i><br><br>Money will be invested in Credit River stream experiment equipment            | \$500            | Maggie Ekrem<br><a href="mailto:mekrem@plsas.org">mekrem@plsas.org</a>                        | 6  | ---        | ---            | ---              | 8            | 8             | 8                            | 8                       | 7.6             | Based on the total average score, the CAC recommends the Mini-Grant for <b>Board Approval.</b>   | The CAC greatly appreciated the level of detail included in itemized costs and believed the educational tools were highly in alignment.                                       |

# Lower Minnesota River Watershed District - Educator Mini-Grant Evaluation Spring 2024 Round



LOWER MINNESOTA RIVER  
WATERSHED DISTRICT

| Mini-Grant Summary   | Amount Requested | Applicant Contact   | Citizen Advisory Committee (CAC) Members |            |                |                  |              |               | Staff Vote                   |                         | TOTAL AVG SCORE | CAC Recommendation   | Notes |
|--|------------------|---|--|------------|----------------|------------------|--------------|---------------|------------------------------|-------------------------|-----------------|--|-------|
|  |                  |   | Judy Berglund                            | Greg Genz* | Thomas Hartle* | Kevin Kedrowski* | Lee Peterson | Patty Thomsen | Linda Loomis (Administrator) | Jess Norby (Young Env.) |                 |  |       |
| <b>Mini-Grant 6:</b><br>Minnesota Valley Refuge Friends<br><br>Design of curriculum for watershed, stormwater, habitat | \$500            | Alison Schaub<br><a href="mailto:hello@mnvalleyrefugefriend.org">hello@mnvalleyrefugefriend.org</a> | 6  | ---        | ---            | ---              | 7            | 8             | 8                            | 8                       | 7.4             | Based on the total average score, the CAC recommends the Mini-Grant for <b>Board Approval.</b> |       |

\*Note: Three CAC members were absent from the March 5 monthly meeting and did not contribute to the scoring. They were provided with the mini-grant application package and our staff followed up with them offline to request scores. While we did not receive input from every CAC member, there was general consensus with members and staff in attendance on their review of applications.



# Educator Mini-Grant Program Application Evaluation Form

Integrated Arts Academy, Chaska, MN

## Purpose

This document provides information on the funding decision process for the educator mini-grant program application.

## Screening

All applications received on or before the deadline will be prescreened. Staff and members of the Citizen Advisory Committee will then review applications based on the project quality metrics below. Each application will be given a numerical score by each reviewing member. While funds last, funding recommendations will be presented to the Board of Managers using the assigned scores.

**Incomplete or late applications will not be considered for funding.**

## Scoring

Applicants who do not meet the required prescreening criteria will not be considered for funding (i.e., if there is a “no” response to any of the questions). Applications who meet prescreening eligibility are then scored numerically based on project quality. Project quality will be ranked as follows:

Five or more points..... Forward to managers for funding approval

Under five points..... Will not be considered for funding

**Note:** Instructions on this form are for grant reviewers. No action is required by grant applicants.

## Eligibility Prescreening

Is the applicant located within the LMRWD or a member city? .....  Yes / No

Is this the first mini-grant for this recipient for the current academic year? .....  Yes / No

Are all application questions complete? .....  Yes / No

Project Quality

Instructions for reviewer: Rate all questions on a 0–2 scale and calculate the total score.

How satisfactory is the level of detail in the project application?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

How well does this project address the LMRWD goals around education and awareness relating to water quality, water conservation, and wildlife habitat?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

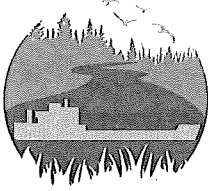
How well does the activity or project enhance participant learning and engagement?

not well    (0)    (1)    (2)    very well

Does the proposed activity or project seem like a sensible use of funds to further LMRWD goals?

very unreasonable    (0)    (1)    (2)    very reasonable

|                    |       |
|--------------------|-------|
| <b>Total Score</b> | _____ |
|--------------------|-------|



LOWER MINNESOTA RIVER  
WATERSHED DISTRICT

# Educator Mini-Grant Program Application

Name of School/Organization:

Integrated Arts Academy

First Name:

Tammy

Last Name:

Hakanson

Email:

hakansont@isd112.org

Phone:

952-556-6200

Describe your current role?

Science Teacher

If you are a student, please provide the name and email of your supervising educator.

Address of School/Organization

Street Address:

11 Peavey Rd

Address line 2:

City:

Chaska

State:

MN

Zip Code:

55318

Name and Address Where Activity Will Take Place (if Different from Above)

Street Address:

Address line 2:

City:

State:

Zip Code:

What age(s) are the participants?

K-5<sup>th</sup> grade

6-12<sup>th</sup> grade

18+ years

Senior

Estimated number of participants:

70

Describe your proposed activity or project and how it relates to water resources and wildlife habitat education. Include project goals and learning objectives for participants.

Our proposed project would center on water quality testing and habitat observation/protection for an onsite pond and resident wildlife. Goals would include getting students to be involved in the quality testing, better understanding of the ecosystem, human impact and how we can protect it for the future. Students would explore our pond with a macro and microscopic lens. They would then research the connections our pond has to the community and watershed.

When is this activity/project scheduled to take place?

Spring or Fall 2024

Total requested amount (maximum \$500):

\$475.00

Specify how funds will be allocated (e.g. supplies, materials, and transportation):

4 pair of waders, 10 dip nets, petri dishes, field trip to another location for sampling and comparison

**I understand that if my funding request is approved, I must complete and submit the Program Project Reporting and Reimbursement form to receive payment. Any photos submitted may be used by the LMRWD in future communications.**

Signature:



Date:

02/14/2024





# Educator Mini-Grant Program Application Evaluation Form

Friends of the Mississippi River's Environmental Stewardship Institute, St. Paul, MN

## Purpose

This document provides information on the funding decision process for the educator mini-grant program application.

## Screening

All applications received on or before the deadline will be prescreened. Staff and members of the Citizen Advisory Committee will then review applications based on the project quality metrics below. Each application will be given a numerical score by each reviewing member. While funds last, funding recommendations will be presented to the Board of Managers using the assigned scores.

**Incomplete or late applications will not be considered for funding.**

## Scoring

Applicants who do not meet the required prescreening criteria will not be considered for funding (i.e., if there is a "no" response to any of the questions). Applications who meet prescreening eligibility are then scored numerically based on project quality. Project quality will be ranked as follows:

Five or more points..... Forward to managers for funding approval

Under five points..... Will not be considered for funding

**Note:** Instructions on this form are for grant reviewers. No action is required by grant applicants.

## Eligibility Prescreening

Is the applicant located within the LMRWD or a member city? ..... Yes/No

Is this the first mini-grant for this recipient for the current academic year?..... Yes/No

Are all application questions complete? ..... Yes/No

Project Quality

Instructions for reviewer: Rate all questions on a 0–2 scale and calculate the total score.

How satisfactory is the level of detail in the project application?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

How well does this project address the LMRWD goals around education and awareness relating to water quality, water conservation, and wildlife habitat?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

How well does the activity or project enhance participant learning and engagement?

not well    (0)    (1)    (2)    very well

Does the proposed activity or project seem like a sensible use of funds to further LMRWD goals?

very unreasonable    (0)    (1)    (2)    very reasonable

|                    |       |
|--------------------|-------|
| <b>Total Score</b> | _____ |
|--------------------|-------|



# Educator Mini-Grant Program Application

Name of School/Organization:

First Name:

Last Name:

Email:

Phone:

Describe your current role?

If you are a student, please provide the name and email of your supervising educator.

Address of School/Organization

Street Address:

Address line 2:

City:

State:

Zip Code:

Name and Address Where Activity Will Take Place (if Different from Above)

Street Address:

Address line 2:

City:

State:

Zip Code:

What age(s) are the participants?

K–5<sup>th</sup> grade

6–12<sup>th</sup> grade

18+ years

Senior

Estimated number of participants:

Describe your proposed activity or project and how it relates to water resources and wildlife habitat education. Include project goals and learning objectives for participants.

When is this activity/project scheduled to take place?

Total requested amount (maximum \$500):

\$

Specify how funds will be allocated (e.g. supplies, materials, and transportation):

**I understand that if my funding request is approved, I must complete and submit the Program Project Reporting and Reimbursement form to receive payment. Any photos submitted may be used by the LMRWD in future communications.**

Signature:



Date:



# Educator Mini-Grant Program Application Evaluation Form

Chaska Middle School West, Chaska, MN

## Purpose

This document provides information on the funding decision process for the educator mini-grant program application.

## Screening

All applications received on or before the deadline will be prescreened. Staff and members of the Citizen Advisory Committee will then review applications based on the project quality metrics below. Each application will be given a numerical score by each reviewing member. While funds last, funding recommendations will be presented to the Board of Managers using the assigned scores.

**Incomplete or late applications will not be considered for funding.**

## Scoring

Applicants who do not meet the required prescreening criteria will not be considered for funding (i.e., if there is a “no” response to any of the questions). Applications who meet prescreening eligibility are then scored numerically based on project quality. Project quality will be ranked as follows:

Five or more points..... Forward to managers for funding approval

Under five points..... Will not be considered for funding

**Note:** Instructions on this form are for grant reviewers. No action is required by grant applicants.

## Eligibility Prescreening

Is the applicant located within the LMRWD or a member city? .....  Yes / No

Is this the first mini-grant for this recipient for the current academic year? .....  Yes / No

Are all application questions complete? .....  Yes / No

Project Quality

Instructions for reviewer: Rate all questions on a 0–2 scale and calculate the total score.

How satisfactory is the level of detail in the project application?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

How well does this project address the LMRWD goals around education and awareness relating to water quality, water conservation, and wildlife habitat?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

How well does the activity or project enhance participant learning and engagement?

not well    (0)    (1)    (2)    very well

Does the proposed activity or project seem like a sensible use of funds to further LMRWD goals?

very unreasonable    (0)    (1)    (2)    very reasonable

|                    |       |
|--------------------|-------|
| <b>Total Score</b> | _____ |
|--------------------|-------|



LOWER MINNESOTA RIVER  
WATERSHED DISTRICT

## Educator Mini-Grant Program Application

Name of School/Organization: Chaska Middle School West

First Name: Alexis

Last Name: Buesgens

Email: Buesgensa@district112.org

Phone: 952-556-7441

Describe your current role?

Deep Portage Coordinator

If you are a student, please provide the name and email of your supervising educator.

Address of School/Organization

Street Address: 140 Engler Blvd.

Address line 2:

City: Chaska

State: MN

Zip Code: 55318

Name and Address Where Activity Will Take Place (if Different from Above)

Street Address: 2197 Nature Center Dr. NW

Address line 2:

City: Hackensack

State: MN

Zip Code: 56452

What age(s) are the participants?

K-5<sup>th</sup> grade

6-12<sup>th</sup> grade

18+ years

Senior

Estimated number of participants:

275

Describe your proposed activity or project and how it relates to water resources and wildlife habitat education. Include project goals and learning objectives for participants.

Chaska Middle School West provides students with the opportunity to attend Deep Portage Learning Center. Deep Portage's mission is that through the exploration of woods, water, and wildlife to prepare and inspire learners of all ages to sustain and celebrate our natural world.

When is this activity/project scheduled to take place?

November 4<sup>th</sup> 2024 - November 8<sup>th</sup> 2024

Total requested amount (maximum \$500):

\$ 500

Specify how funds will be allocated (e.g. supplies, materials, and transportation):

These funds would be used to provide students who might not have had the opportunity to attend a chance to go and learn more about the natural world.

I understand that if my funding request is approved, I must complete and submit the Program Project Reporting and Reimbursement form to receive payment. Any photos submitted may be used by the LMRWD in future communications.

Signature:

Alexis Bryson  
Principal

Date:

2/21/24

2/16/24

Please submit your application to [info@lowermnrivewd.org](mailto:info@lowermnrivewd.org).





# Educator Mini-Grant Program Application Evaluation Form

Shakopee Area Catholic School, Shakopee, MN

## Purpose

This document provides information on the funding decision process for the educator mini-grant program application.

## Screening

All applications received on or before the deadline will be prescreened. Staff and members of the Citizen Advisory Committee will then review applications based on the project quality metrics below. Each application will be given a numerical score by each reviewing member. While funds last, funding recommendations will be presented to the Board of Managers using the assigned scores.

**Incomplete or late applications will not be considered for funding.**

## Scoring

Applicants who do not meet the required prescreening criteria will not be considered for funding (i.e., if there is a “no” response to any of the questions). Applications who meet prescreening eligibility are then scored numerically based on project quality. Project quality will be ranked as follows:

Five or more points..... Forward to managers for funding approval

Under five points..... Will not be considered for funding

**Note:** Instructions on this form are for grant reviewers. No action is required by grant applicants.

## Eligibility Prescreening

Is the applicant located within the LMRWD or a member city? .....  Yes / No

Is this the first mini-grant for this recipient for the current academic year? .....  Yes / No

Are all application questions complete? .....  Yes / No

Project Quality

Instructions for reviewer: Rate all questions on a 0–2 scale and calculate the total score.

How satisfactory is the level of detail in the project application?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

How well does this project address the LMRWD goals around education and awareness relating to water quality, water conservation, and wildlife habitat?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

How well does the activity or project enhance participant learning and engagement?

not well    (0)    (1)    (2)    very well

Does the proposed activity or project seem like a sensible use of funds to further LMRWD goals?

very unreasonable    (0)    (1)    (2)    very reasonable

|                    |       |
|--------------------|-------|
| <b>Total Score</b> | _____ |
|--------------------|-------|



# Educator Mini-Grant Program Application

Name of School/Organization:

First Name:

Last Name:

Email:

Phone:

Describe your current role?

If you are a student, please provide the name and email of your supervising educator.

Address of School/Organization

Street Address:

Address line 2:

City:

State:

Zip Code:

Name and Address Where Activity Will Take Place (if Different from Above)

Street Address:

Address line 2:

City:

State:

Zip Code:

What age(s) are the participants?

K–5<sup>th</sup> grade

6–12<sup>th</sup> grade

18+ years

Senior

Estimated number of participants:

Describe your proposed activity or project and how it relates to water resources and wildlife habitat education. Include project goals and learning objectives for participants.

When is this activity/project scheduled to take place?

Total requested amount (maximum \$500):

\$

Specify how funds will be allocated (e.g. supplies, materials, and transportation):

**I understand that if my funding request is approved, I must complete and submit the Program Project Reporting and Reimbursement form to receive payment. Any photos submitted may be used by the LMRWD in future communications.**

Signature:

Date:



# Educator Mini-Grant Program Application Evaluation Form

Prior Lake High School, Savage, MN

## Purpose

This document provides information on the funding decision process for the educator mini-grant program application.

## Screening

All applications received on or before the deadline will be prescreened. Staff and members of the Citizen Advisory Committee will then review applications based on the project quality metrics below. Each application will be given a numerical score by each reviewing member. While funds last, funding recommendations will be presented to the Board of Managers using the assigned scores.

**Incomplete or late applications will not be considered for funding.**

## Scoring

Applicants who do not meet the required prescreening criteria will not be considered for funding (i.e., if there is a “no” response to any of the questions). Applications who meet prescreening eligibility are then scored numerically based on project quality. Project quality will be ranked as follows:

Five or more points..... Forward to managers for funding approval

Under five points..... Will not be considered for funding

**Note:** Instructions on this form are for grant reviewers. No action is required by grant applicants.

## Eligibility Prescreening

Is the applicant located within the LMRWD or a member city? .....  Yes / No

Is this the first mini-grant for this recipient for the current academic year? .....  Yes / No

Are all application questions complete? .....  Yes / No

Project Quality

Instructions for reviewer: Rate all questions on a 0–2 scale and calculate the total score.

How satisfactory is the level of detail in the project application?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

How well does this project address the LMRWD goals around education and awareness relating to water quality, water conservation, and wildlife habitat?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

How well does the activity or project enhance participant learning and engagement?

not well    (0)    (1)    (2)    very well

Does the proposed activity or project seem like a sensible use of funds to further LMRWD goals?

very unreasonable    (0)    (1)    (2)    very reasonable

|                    |       |
|--------------------|-------|
| <b>Total Score</b> | _____ |
|--------------------|-------|



# Educator Mini-Grant Program Application

**Name of School/Organization:** Prior Lake High School

**First Name:** Maggie

**Last Name:** Ekrem

**Email:** [mekrem@plsas.org](mailto:mekrem@plsas.org)

**Phone:** 763-213-9224

**Describe your current role?** Environmental Science and Biology teacher

**If you are a student, please provide the name and email of your supervising educator.**

Address of School/Organization

**Street Address:** 7575 150th St. W

**Address line 2:**

**City:** Savage

**State:** MN

**Zip Code:** 55378

Name and Address Where Activity Will Take Place (if Different from Above)

**Street Address:** Multiple spots along the Credit River (about 0.5 miles from the high school) and on the Prior Lake High School property

**What age(s) are the participants?**

K–5<sup>th</sup> grade

6–12<sup>th</sup> grade

18+ years

Senior

Estimated number of participants: 110 students

**Describe your proposed activity or project and how it relates to water resources and wildlife habitat education. Include project goals and learning objectives for participants.**

Our activity will be composed of multiple parts. We'd like to first educate students on stream ecology, erosion, stream dynamics, and the importance of streams in the ecosystem (stream tables). We'll also discuss the pollutants that can impact the stream and how we can measure them. After students have gained an understanding of these concepts, we'll head out into the field. Prior Lake High School is located close enough to the Credit River to allow for frequent visits. Students will determine the stream health of this river by catching and identifying macroinvertebrates (dip nets and macroinvertebrate identification guides). In addition, we will measure stream velocity, measure pH, and assess the quality of the sediment and surrounding plant life.

**Minnesota State Standards Addressed:**

- 9-12 Earth and Space Sciences: 9E.1.2.1.1 Plan and conduct an investigation of the properties of water and its effects on Earth materials and surface processes. (P: 3, CC: 6, CI: ESS2)
- 9-12 Earth and Space Sciences: 9E.1.2.1.2 Plan and conduct an investigation of the properties of soils to model the effects of human activity on soil resources. (P: 3, CC: 2, CI: ESS3, ETS2)
- 9C.2.1.1.1 Analyze patterns in air or water quality data to make claims about the causes and severity of a problem and the necessity to remediate or to recommend a treatment process. (P: 4, CC :2, CI: PS1)
- 9C.2.1.1.1 Analyze patterns in air or water quality data to make claims about the causes and severity of a problem and the necessity to remediate or to recommend a treatment process. (P: 4, CC :2, CI: PS1)

**When is this activity/project scheduled to take place?** This activity takes place in August, September, and October as well as in April and May of the school year.

**Total requested amount (maximum \$500):** \$ 500.00

Specify how funds will be allocated (e.g. supplies, materials, and transportation):

-2 stream tables (\$118.50 each) >>> \$237.00

-Smithsonian Institution Land and Water Use Student Investigations Book >>> \$10.95

-3 Stream Dip Nets with Net Guard (\$66.85 each) >>> \$200.55

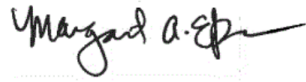
-6 Dichotomous Macroinvertebrate Identification Books >>> \$49.00

Total: \$498.00



I understand that if my funding request is approved, I must complete and submit the Program Project Reporting and Reimbursement form to receive payment. Any photos submitted may be used by the LMRWD in future communications.

Signature:

A handwritten signature in black ink, appearing to read "Margaret A. Spivey", written over a dotted line.

Date: 2/20/2024

Please submit your application to  
[info@lowermnriverwd.org](mailto:info@lowermnriverwd.org).



# Educator Mini-Grant Program Application Evaluation Form

Minnesota Valley Refuge Friends, Bloomington, MN

## Purpose

This document provides information on the funding decision process for the educator mini-grant program application.

## Screening

All applications received on or before the deadline will be prescreened. Staff and members of the Citizen Advisory Committee will then review applications based on the project quality metrics below. Each application will be given a numerical score by each reviewing member. While funds last, funding recommendations will be presented to the Board of Managers using the assigned scores.

**Incomplete or late applications will not be considered for funding.**

## Scoring

Applicants who do not meet the required prescreening criteria will not be considered for funding (i.e., if there is a “no” response to any of the questions). Applications who meet prescreening eligibility are then scored numerically based on project quality. Project quality will be ranked as follows:

Five or more points..... Forward to managers for funding approval

Under five points..... Will not be considered for funding

**Note:** Instructions on this form are for grant reviewers. No action is required by grant applicants.

## Eligibility Prescreening

Is the applicant located within the LMRWD or a member city? .....  Yes / No

Is this the first mini-grant for this recipient for the current academic year? .....  Yes / No

Are all application questions complete? .....  Yes / No

Project Quality

Instructions for reviewer: Rate all questions on a 0–2 scale and calculate the total score.

How satisfactory is the level of detail in the project application?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

How well does this project address the LMRWD goals around education and awareness relating to water quality, water conservation, and wildlife habitat?

very unsatisfactory    (0)    (1)    (2)    very satisfactory

How well does the activity or project enhance participant learning and engagement?

not well    (0)    (1)    (2)    very well

Does the proposed activity or project seem like a sensible use of funds to further LMRWD goals?

very unreasonable    (0)    (1)    (2)    very reasonable

|                    |       |
|--------------------|-------|
| <b>Total Score</b> | _____ |
|--------------------|-------|



# Educator Mini-Grant Program Application

Name of School/Organization:

First Name:

Last Name:

Email:

Phone:

Describe your current role?

If you are a student, please provide the name and email of your supervising educator.

Address of School/Organization

Street Address:

Address line 2:

City:

State:

Zip Code:

Name and Address Where Activity Will Take Place (if Different from Above)

Street Address:

Address line 2:

City:

State:

Zip Code:

What age(s) are the participants?

K–5<sup>th</sup> grade

6–12<sup>th</sup> grade

18+ years

Senior

Estimated number of participants:

Describe your proposed activity or project and how it relates to water resources and wildlife habitat education. Include project goals and learning objectives for participants.

When is this activity/project scheduled to take place?

Total requested amount (maximum \$500):

\$

Specify how funds will be allocated (e.g. supplies, materials, and transportation):

**I understand that if my funding request is approved, I must complete and submit the Program Project Reporting and Reimbursement form to receive payment. Any photos submitted may be used by the LMRWD in future communications.**

Signature:



Date: 02/16/2024



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### **Agenda Item**

**Supplemental - Item 7. B. – Biennial Solicitation of Letters of Interest for legal, technical, and other professional services**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

On Wednesday, March 13, 2024, the Managers were sent an email with links to the letters of interest/proposals for professional services received. An Executive Summary was also sent with my observations and recommendations.

The LMRWD has received multiple proposals in the past and the Board has asked for my recommendations, since the Administrator is the person that works most closely with the consultants. It is always up to the Board to retain the service providers they are most comfortable with and with the proposed services that they believe will serve the best interests of the Lower Minnesota River Watershed District, regardless of recommendations from the Administrator.

Since the message was sent to the Board, I have been informed that some of the providers were invited to submit only letters of interest. That explains why some of the submittals provided less information than what was asked for through the information posted to the LMRWD website.

The current Board should understand that current professional service providers have been giving service to the LMRWD for a long time. If the Board is unhappy with the service that the District is receiving, the Board should sit down with those firms to discuss those services. The Board will likely do this with any new providers that are selected. If it is a matter of the cost of the services, then the Board can make a decision how much the District should pay for services.

The Board may choose to interview representatives from firms that have submitted proposals or letters of interest. The Board should remember that there is an element of fairness to be considered. Those firms/individuals that have submitted letters of interest rather than proposals may have been able to see the proposals submitted by others and are able to use those proposals to prepare for an interview.



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### Agenda Item

#### Item 7. A. – Biennial Solicitation of Letters of Interest for legal, technical, and other professional services

#### Prepared By

Linda Loomis, Administrator

On February 5, 2024, the Lower Minnesota River Watershed (LMRWD), in accordance with MN Statutes 103B.227, released a request for letters of interest from firms interested in providing professional services to the LMRWD. Letters were requested for firms interested in being included in an engineering pool, a primary technical/engineering support firm, legal counsel and education and outreach services.

Letters of interest were to be submitted on or before Wednesday, March 6, 2024. The LMRWD received eight responses from firms interested in being included in an engineering pool, one response for primary technical/engineering support, four responses for firms interested in becoming legal counsel and two responses to provide education & outreach services.

An evaluation of the responses received follows along with supporting information. Managers will be provided with a link to review all the responses received prior to the March 20, 2024 Board meeting.

### 2024 Engineering Pool Evaluation

The LMRWD issued a Request for Qualifications to update its engineering pool. The intent of an engineering pool is to have a prequalified group of firms the LMRWD can call upon to provide specific types of services or projects. The service areas solicited are listed below:

1. Watershed, Sub-watershed and Water Resource Management and Planning
2. Lake, Wetland and Stream Restoration and Management
3. Hydrologic, Hydraulic and Water Quality Modeling Analysis
4. Groundwater and Hydrogeological Modeling, Monitoring and Analysis
5. Natural Resources Management (e.g., wetlands, fens)
6. Slope Stability and Geotechnical Services
7. Urban Stormwater Best Management Practice (BMP) Design and Construction Management
8. Water Resource Permitting
9. Land Surveying
10. Geographic Information Systems
11. Civil Engineering (e.g., roadway and site design)

The LMRWD asked responders to submit Statements of Qualifications, demonstrating their firm's experience with one or more of the service areas. The LMRWD received eight SOQs from Barr Engineering, Bolton & Menk,

CK Wetlands Services, Inc., Emmons & Oliver Resources, Inc. (EOR), Geosyntec Consultants, ISG, MNL, and Ulteig, CK Wetlands Services, Geosyntec Consultants and MNL are new firms this year. HR Green, IMO Consulting Group, Windsor Engineers and WSB were included in the 2022 Pool, but the LMRWD did not receive SOQs from these firms in 2024.

Staff has reviewed the SOQs and offer the following observations and recommendations.

### *Observations*

Table 1 provides a summary of each firm's service areas Proposals and SOQs received from professional service providers were shared with the Board. Barr, Bolton & Menk, EOR, and ISG provided qualifications for all 11 service areas. Geosyntec and Ulteig provided qualifications for several service areas. CK Wetlands and MNL provided lake wetland and stream restoration and management services. Table 2 summarizes the billing rates provided in the SOQs based on the general job-type category.

### *Conflicts of Interest*

Several of the firms the LMRWD is considering for the engineering pool also work within the LMRWD boundaries for partner municipalities and counties. However, only Barr Engineering and EOR included a section about potential real or perceived conflicts of interest.

### *Recommendations*

Based on the review of proposals, all firms we found to be qualified in the services areas in Table 1. It is recommended that the LMRWD accept all firms into the engineering pool for service areas identified in Table 1, pending receipt of the following:

- All firms should provide a conflicts of interest statement, including how they would address the occurrence of a real or perceived conflict.

## **2024 Primary Engineer**

Young Environmental Consulting Group, LLC (YECG) was the only response received to provide primary technical/engineering support services to the LMRWD. YECG has provided this service to the LMRWD since its inception in 2016, and that prior to that, YECG Principal, Della Young provided the same services through the firms she worked with; Burns & McDonnell and HDR Engineering.

### *Recommendations*

Based on the relationship YECG has with the LMRWD and services provided to date, YECG is qualified to continue this service. It is recommended that YECG be retained to provide technical/engineering support services to the LMRWD.

## **2024 Legal Counsel**

Four responses were received from firms interested in providing legal services to the LMRWD. The LMRWD asked responders to submit letters of interest with general information about the company, the experience of the individual(s) who propose to perform services for the LMRWD, resumes of staff that would assist in providing contractual services and rates of the individuals. The LMRWD received four letters of interest from Flaherty|Hood P.A., Ojanen Law Office, Rinke Noonan, Attorneys at Law, and Smith Partners.

### *Observations*

Two firms have watershed experience, Rinke Noonan, and Smith Partners. Ojanen Law Office did not provide references but did offer a summary of legal experiences. Flaherty|Hood does not have watershed experience but has a variety of other services such as lobbying and human resources, that might be of benefit to the LMRWD if at some point the LMRWD were to hire staff. It is possible that Rinke Noonan, Smith Partners and Ojanen Law Office offer similar expertise, but it was not cited in the proposals. Table 3 summarizes the billing rates provided in the proposals received.



### *Conflicts of Interest*

The LMRWD did not ask for conflicts of interest, potential or perceived, to be addressed. Only Flaherty|Hood addressed conflicts of interest and noted they do not represent any cities within the boundaries of the LMRWD. They do, however, represent cities with Municipal Separate Storm Sewer System permits within the MN River basin, upstream of the LMRWD. Based on proposals received the potential or perceived conflicts of interest exist among all respondents. Of the firms that responded only Rinke Noonan and Smith Partners have watershed management experience. Flaherty|Hood has experience that might be of benefit to the LMRWD in the future, such as Human Resources.

### *Recommendations*

It is recommended that the LMRWD continue its relationship with Rinke Noonan Attorneys at Law and accept the proposal from Rinke Noonan. There are current legal issues that will benefit from continued representation by Attorney Kolb.

## **2024 Education & Outreach Services**

Two responses were received for Education & Outreach services. The LMRWD asked respondents to submit a cover letter, curriculum vitae, three references with contact information and an example of a successful grant application. Responses received were from Young Environmental Consulting Group LLC and Meeks & Schultz. Meeks & Schultz did not provide references with contact information or an example of a successful grant application. Rates for services were not provided.

### *Observations*

The application from Michelle Meeks and Maddie Schultz are more suited to an advertising and marketing position, rather than an education and outreach position. While advertising and marketing certainly can be a component of an education and outreach strategy, it is not identified explicitly in the LMRWD Comprehensive Watershed Management Plan, other than working with partners to foster sustainable behavior.

One of the main reasons the Education & Outreach position was developed was to recruit and manage the Citizen Advisory Committee (CAC). The Citizen Advisory Committee is established in MN Statutes 103D.331. Efforts to create a CAC were begun with the development of the 2009 Comprehensive Watershed Management Plan, but the LMRWD was not able to sustain the CAC. The main purpose of the Education & Outreach Coordinator was to establish and manage the CAC.

### *Recommendations*

It is recommended that the LMRWD accept the proposal from Young Environmental Consulting Group, LLC for education and outreach services.

## **Attachments**

A link to SharePoint was provided to the Board to

## **Recommended Action**

Motion to accept proposals as recommended and authorize preparation of professional services agreements with recommended firms

Table 1. Summary of Service Area Qualifications by Firm

| Service Area  | Barr | Bolton & Menk | CK Wetlands | EOR | Geosyntec | ISG | MNL | Ultieg |
|---|------|---------------|-------------|-----|-----------|-----|-----|--------|
| 1. Watershed, subwatershed and water resource management and planning | X    | X             | -           | X   | X         | X   | -   | -      |
| 2. Lake, wetland and stream restoration and management                | X    | X             | X           | X   | X         | X   | X   | X      |
| 3. Hydrologic, hydraulic, and water quality modeling analysis         | X    | X             | -           | X   | X         | X   | -   | X      |
| 4. Groundwater and hydrogeological modeling, monitoring, and analysis | X    | X             | -           | X   | X         | X   | -   | -      |
| 5. Natural resources management (wetlands and fens)                   | X    | X             | X           | X   | -         | X   | X   | X      |
| 6. Slope Stability and geotechnical services                          | X    | X             | -           | X   | X         | X   | -   | -      |
| 7. Urban Stormwater BMP design and construction management            | X    | X             | -           | X   | X         | X   | -   | X      |
| 8. Water resource permitting  | X    | X             | X           | X   | X         | X   | -   | X      |
| 9. Land surveying   | X    | X             | -           | X   | -         | X   | -   | -      |
| 10. Geographic information systems (GIS)                              | X    | X             | X           | X   | X         | X   | -   | X      |
| 11. Design, construction and maintenance of the built environment     | X    | X             | -           | X   | X         | X   | -   | -      |

Table 2. Summary of 2024 Billing rates in US Dollars per Hour (White Rows indicate the Minimum Rate, and the Blue Rows indicate the Maximum Rate)

| General Job Type        | Barr | Bolton & Menk | CK Wetlands | EOR | Geosyntec | ISG        | MNL        | Ultieg |
|-------------------------|------|---------------|-------------|-----|-----------|------------|------------|--------|
| Administrative/support  | 60   | 50            | 60          | 85  | 100       | 70         | 85         | 60     |
|                         | 200  | 176           | 60          | 85  | 100       | 130        | 85         | 84     |
| Engineer                | 120  | 115           | 85          | 123 | 230       | <b>130</b> | <b>115</b> | 100    |
|                         | 200  | 216           | 150         | 208 | 255       | 250        | 115        | 226    |
| Designer/technician     | 70   | 85            | 75          | 88  | 205       | 100        | 155        | 90     |
|                         | 200  | 216           | 125         | 130 | 205       | 190        | 155        | 166    |
| Environmental scientist | 80   | -             | 75          | -   | -         | 115        | 105        | 136    |
|                         | 200  | -             | 75          | -   | -         | 180        | 105        | 204    |
| GIS Specialist          | 70   | -             | 80          | -   | 100       | 115        | -          | 115    |
|                         | 200  | -             | 115         | -   | 155       | 170        | -          | 172    |
| Project manager         | 205  | 145           | 150         | -   | 230       | 125        | 135        | 115    |
|                         | 325  | 261           | 150         | -   | 230       | 210        | 135        | 216    |
| Principal               | 170  | 165           | 200         | 254 | 275       | 250        | 170        | 240    |
|                         | 350  | 320           | 200         | 254 | 295       | 250        | 170        | 240    |

Item 7. A. – Biennial Solicitation of Letters of Interest for legal, technical, and other professional service  
 Executive Summary  
 Wednesday, March 20, 2023  
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*Table 3. Summary of 2024 Billing rates in US Dollars per Hour (White Rows indicate the Minimum Rate, and the Blue Rows indicate the Maximum Rate)*

| General Job Type              | Flaherty Hood | Ojanen Law Office | Rinke Noonan | Smith Partners |
|-------------------------------|---------------|-------------------|--------------|----------------|
| Principal/Senior attorney     | 235           | 250               | 415          | 289            |
|                               | 250           | 250               | 415          | 319            |
| Attorneys                     | 220           | -                 | 290          | 269            |
|                               | 220           | -                 | 330          | 293            |
| Litigation Matters Attorneys  | 285           | -                 | -            | -              |
|                               | 285           | -                 | -            | -              |
| Paralegals                    | 125           | 125               | 145          | -              |
|                               | 125           | 125               | 255          | -              |
| Law Clerks                    | 115           | -                 | *            | 125            |
|                               | 115           | -                 | *            | 125            |
| Legal Assistant               | -             | -                 | -            | 80             |
|                               | -             | -                 | -            | 80             |
| Case Assistant                | -             | -                 | -            | 70             |
|                               | -             | -                 | -            | 70             |
| *No charge for clerical staff |               |                   |              |                |



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### Agenda Item

#### Item 7. D. - Proposed Partnering with the MN River Collaborative on the Water Storage Study

#### Prepared By

Linda Loomis, Administrator

#### Summary

At the February 21, 2024, Board of Manager Meeting, the Board directed staff to explore how the LMRWD might partner with the LMRWD with the Minnesota River Collaborative (Collaborative). The Collaborative is not a registered legal entity, so it would be problematic to enter into an agreement.

An email was sent to the Board in the time between the February and March Board meetings. In addition, Lisa Frenette and I met with Rita Weaver. In addition, a meeting was held with the US Army Corps of Engineers (USACE), Della Young, and Rita Weaver. David Wall, MPCA, was invited to attend, but had a conflict. Suzanne Jiwani from the Collaborative was invited to the meeting.

At the meeting with Rita Weaver and Lisa Frenette, Rita cautioned that only \$3 million of the \$17 million water storage funds has been released for this round of competitive grants. She also explained the priorities for evaluation of grant requests. The evaluation team will be looking for projects that are shovel ready and that have willing landowners to implement projects. She said that studies such as Minnesota River Hydrology study will lose points automatically.

At the meeting with the USACE, the USACE suggested funding a project under the Planning Assistance for States program. No commitments for funding were made by any agency. It was suggested that the scope of the project needs to be developed to be considered for funding. The scope should be more manageable and not as large a project as including the entire Minnesota River basin. It was also suggested that a lot of work has been done and many of the studies that have already been done might be used to inform the scope for this project.

This was discussed with President Barisonzi and there are a couple of options to proceed:

1. Developing a scope of study could be assigned to the Citizen Advisory Committee (CAC). Members of the Collaborative could then apply to be appointed to the CAC.
2. A separate committee could be formed and volunteers from the Collaborative could be appointed to the Committee.

I am not sure which option would be the most expedient. The timing would depend a lot on when applications for appointment to the CAC were received. Under the second option the committee could be formed as soon as the Board has names of persons who are interested. In either case I would suggest that the Board adopt a Resolution detailing the charge to the CAC/Committee.

Item 7. D. – Proposed Partnering with the MN River Collaborative on the Water Storage Study

Executive Summary

Wednesday, March 20, 2023

Page 2

There is no guarantee that funding will be available once the scope of study is complete. The attached Resolution will be circulated to Young Environmental, BWSR, the USACE, MPCA and the Collaborative for input.

The Board can plan to adopt the Resolution at the April Board meeting.

BWSR has a final draft of a report [“Water Storage: A Planning and Decision Support Framework”](#) that may be of interest to the Board. BWSR currently has water storage studies underway in several watersheds, one of which is the Yellow Medicine Watershed in the Minnesota River basin.

**Attachments**

Draft Resolution 24-05 Forming a Committee to Develop a Scope of Study to Identify Areas of the Minnesota River Basin Suitable for Upland Storage.

**Recommended Action**

Review Resolution, make recommendations and determine committee appointment procedure

Manager \_\_\_\_\_ introduced the following resolution and moved its adoption:

LOWER MINNESOTA RIVER WATERSHED DISTRICT

RESOLUTION 24-05

RESOLUTION DEVELOPING A SCOPE OF STUDY TO IDENTIFY  
AREAS OF THE MINNESOTA RIVER BASIN SUITABLE FOR UPLAND STORAGE

**WHEREAS**, in 2018, the Lower Minnesota River Watershed District (LMRWD), a public body with purposes and powers set forth in Minnesota Statutes Chapters 103B and 103D, identified the need for a study to assess water storage opportunities and benefits associated with water storage in the Minnesota River basin, and;

**WHEREAS** the LMRWD, as the local sponsor to the United States Army Corps of Engineers (USACE) maintenance of the Minnesota River navigation channel, has an interest in reducing the amount of sediment accumulating in the lower Minnesota River; and

**WHEREAS** water storage is one component of integrated water management at a watershed scale; and

**WHEREAS** the USACE was asked to partner in the assessment of water storage opportunities and indicated willingness to consider funding under its Planning Assistance to States program for said assessment; and

**WHEREAS**, the Minnesota Board of Water and Soil Resources (BWSR) and the Minnesota Pollution Control Agency (MPCA) have grants available that may be suitable to match funds provided by the USACE; and

**WHEREAS**, after a meeting between the USACE, BWSR and the LMRWD, to discuss a study to assess water storage opportunities and benefits associated with water storage in the Minnesota River basin, that an assessment of the entire Minnesota River basin is too broad and expensive; and

**WHEREAS** it has been determined that a more targeted and manageable scope of study be developed; and

**WHEREAS** the LMRWD Board of Managers supports development of a scope of study.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Managers of Lower Minnesota River Watershed District supports the development of a scope of study that would address the following:

- The purpose of an assessment of water storage opportunities
- Measurable Goals and Objectives of an Assessment, including:
  - Identify a manageable study area;
  - Utilize existing efforts going on in the basin to determine flow reduction benefits received from placing storage measures in key locations in the study area;
  - Identify water storage options and set priorities to achieve goals;
  - Connect storage goals to actual reductions in peak flows; and
  - Consideration of water management partnerships

- Potential Audiences
- Estimated Cost
- Proposed Phases, including:
  - Goals and Objectives by Phase;
  - Estimated timelines ; and
  - Estimated Cost per Phase
- Resource needed

**BE IT FURTHER RESOLVED**, the scope of study will be submitted to the USACE for consideration for funding under the Planning Assistance to States and that the LMRWD will apply to BWSR, LCCMR and other state partners for funds to be used as the match required by the USACE.

The question on the adoption of the Resolution was seconded by Manager \_\_\_\_\_.

Upon a vote being taken there were \_\_\_ yeas and \_\_\_ nays as follows:

|           | <u>Yea</u>               | <u>Nay</u>               | <u>Absent</u>            | <u>Abstain</u>           |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|
| AMUNDSON  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BARISONZI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| KUPLIC    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LAMMERS   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SALVATO   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Adopted by the Board of Managers of the Lower Minnesota River Watershed District this 20th day of March 2024.

\_\_\_\_\_  
Joseph Barisonzi, President

ATTEST:

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

I, Lauren Salvato, Secretary of the Lower Minnesota River Watershed District, do hereby certify that I have compared the above Resolution with the original thereof as the same appears of record and on file with the LMRWD and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I hereunto set my hand this 20th day of March 2024.

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



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### Agenda Item

#### Item 7. E. – LMRWD Communication Policy

#### Prepared By

Linda Loomis, Administrator

#### Summary

This item was tabled at the February 21, 2024, Board of Managers meeting.

Since the February 21, 2024, meeting the three documents have been rolled into one policy. A redlined version of all documents is attached and also a clean copy of each document.

After incorporating major portions of the Communication policy drafted by President Barisonzi into the General Communication Policy, much of what was left was either unnecessary or redundant, so there is not a clean copy of that document.

There are couple of large gaps in two of the documents, so be careful when reviewing.

#### Attachments

- Draft LMRWD Communication Policy - redlined version\_03202024
- Draft LMRWD Communication - clean copy\_03202024
- Draft Communication Policy (as suggested by President Barisonzi) – redlined\_03202024
- Draft Advocacy Policy (as suggested by President Bariosonzi) – redlined\_03242024
- Draft Advocacy Policy – clean copy\_03202024

#### Recommended Action

Motion to adopt Communication Policy (Advocacy Policy will become part of the Communication Policy)



Lower Minnesota River Watershed District  
Draft Communications, Social Media, Email and Text Message Guidelines  
March 20, 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, [focusing on protecting and enhancing water resources within the District](#) 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.** [The LMRWD Board shall remain non-partisan in its communication efforts.](#) 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~~ ~~issue~~ or endorses the personal political opinions of the LMRWD Representative.

- **Transparency.** LMRWD Representatives will report on communications that have been made, when communications did not receive prior approval by the Board of Managers at the following meeting of the LMRWD Board of Managers. Discussions of positions of the LMRWD will take place at public meetings, with opportunities for public input. LMRWD Representatives making communications without prior approval of the Board will notify the LMRWD Administrator of the communication before it is released publicly.

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.

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DRAFT

## **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 will report on communications that have been made, when communications did not receive prior approval by the Board of Managers at the following meeting of the LMRWD Board of Managers.
- LMRWD Representatives should be aware that data transmitted or stored using personal technology (cell phones, home computers, cameras, ~~ete~~etc.) for LMRWD business should be aware that data transmitted or stored may be subject to the data practices act.

The LMRWD Board of Managers may choose to speak collectively on the following types of issues:

- 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.
- 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.
- Immediate Situations Response: Emergency communications will defer to the appropriate public emergency agency. The LMRWD will endeavor to reinforce the messaging of public safety officials, such as reposting of communications from public safety officials. LMRWD may issue communications in response to immediate situations, such as the impacts from a flood event that has breached a levee or caused other damages.
- General Business and News: Communications about the appointments, actions, or general business of the Board.

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#### 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~~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

### Draft Communications, Social Media, Email and Text Message Guidelines

March 20, 2024

#### **PURPOSE**

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## **QUESTIONS**

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

DRAFT

# Lower Minnesota River Watershed District

## Communications Policy

### I. Purpose

The purpose of this policy is to ~~further set establish~~ guidelines for ~~for communications by~~ Representatives of the Lower Minnesota River Watershed District (LMRWD) Board to ~~thoughtfully and responsibly~~ communicate news and ~~stance LMRWD positions~~ 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.

**Commented [LL1]:** It seems this is not necessary as most of this document has been incorporated into the General Communication Policy and other parts are either not necessary or are redundant.

### 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.~~

**Commented [LL2]:** This is covered by the general guidelines

**Commented [LL3]:** This has been incorporated to the general guidelines

**Commented [LL4]:** This is an advocacy issue

**Commented [LL5]:** This is covered and additional wording has been added to the general guidelines

### III. Types of Communications

**Commented [LL6]:** This has all been added to the general communications policy

~~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](http://www.lmrwd.org) ([www.lmrwd.org](http://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.~~

**Commented [LL7]:** This section is largely redundant and repeats the above section which has been incorporated into the General Communication Policy

**Commented [LL8]:** This is not necessary. It seems targeted to a certain situation and suggests that previous communications have not been carefully considered.

#### **IV.V. 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.

**Commented [LL9]:** Not sure that this is necessary. It seems the General Communication Policy provides enough lee-way for this to happen.

#### **VI.VI. 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.~~

**Commented [LL10]:** This has been added to the General Policy

#### **VIII.VI. Adoption**

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

**Commented [LL11]:** This is not necessary. All policies are adopted by majority votes of the Board

# 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 of Managers to take a stand-position on specific issues ~~thoughtfully and responsibly~~. The policy aims to define the criteria for determining when it is appropriate for the LMRWD Board of Managers to speak collectively on behalf of an issue.

### II. Principles

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

- 1. Mission Alignment:** Advocacy efforts should primarily align with the mission and goals of the LMRWD 2018-2027 Comprehensive Watershed Management Plan as amended, focusing on protecting and enhancing the water resources within the ~~district~~LMRWD. However, the Board may also consider taking a stand-position on broader issues ~~outside of the district that that~~ significantly impact the LMRWD's operations and water resources within the ~~district~~LMRWD.
- 2. Transparency and Open Meeting Law Compliance:** ~~The process of taking a stand~~Advocacy positions must be adopted 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 of Managers shall remain non-partisan in its advocacy efforts, prioritizing the well-being of the LMRWD watershed above political affiliations.

### III. Criteria for Advocacy

The LMRWD Board of Managers will consider the following ~~criteria~~ before taking a collective standposition on an issue:

- 1. Direct Relevance:** The issue must directly impact the water resources or overall

**Commented [LL1]:** This may be redundant as the Advocacy Policy is a sub-policy of the Communication Policy that has addressed non-partisanship.

environmental health of the Lower Minnesota River Watershed [District](#).

2. **Consensus:** The LMRWD Board of Managers will seek to reach a consensus on whether to advocate for or against an issue. If consensus is not achievable, the LMRWD Board of Managers ~~may choose~~ will 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 LMRWD Board of Managers will assess the potential impact of the advocacy stance on the community and stakeholders within the watershedLMRWD.

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#### IV. Advocacy Process

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

1. **Initiation:** Any ~~Board~~ member of the LMRWD Board of Managers or stakeholder can propose an advocacy initiative. Proposals ~~should~~ will be submitted in writing to the LMRWD Board of Managers and include relevant information about the issue.
2. **Review and Research:** The LMRWD Board of Managers will conduct a thorough review and ~~research—process~~ investigation—to understand the issue, its implications, and potential courses of action.
3. **Public Input:** The LMRWD Board of Managers will seek input from the community and stakeholders through public forums, hearings, or other public engagement methods. The timeframe for public input should be specified for each advocacy initiative.
4. **Decision-Making:** The LMRWD Board of Managers 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.~~

**Commented [LL2]:** The Advocacy Policy is a sub-policy of the Communications Policy and these items are covered under that policy, Leave this is, if the Advocacy Policy will be a stand alone policy.

# 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 of Managers to take a position on specific issues. The policy aims to define the criteria for determining when it is appropriate for the LMRWD Board of Managers to speak collectively on behalf of an issue.

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

- 1. Mission Alignment:** Advocacy efforts should primarily align with the mission and goals of the LMRWD 2018-2027 Comprehensive Watershed Management Plan as amended, focusing on protecting and enhancing the water resources within the LMRWD. However, the Board may also consider taking a position on broader issues that significantly impact the LMRWD's operations and water resources within the LMRWD.
- 2. Transparency and Open Meeting Law Compliance:** Advocacy positions must be adopted 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 of Managers shall remain non-partisan in its advocacy efforts, prioritizing the well-being of the LMRWD watershed above political affiliations.

### III. Criteria for Advocacy

The LMRWD Board of Managers will consider the following before taking a position on an issue:

1. **Direct Relevance:** The issue must directly impact the water resources or overall environmental health of the Lower Minnesota River Watershed District.
2. **Consensus:** The LMRWD Board of Managers will seek to reach a consensus on whether to advocate for or against an issue. If consensus is not achievable, the LMRWD Board of Managers will remain neutral.
3. **Legal and Ethical Considerations:** The proposed advocacy stance should comply with all relevant laws and ethical standards.
4. **Community Impact:** The LMRWD Board of Managers will assess the potential impact of the advocacy stance on the community and stakeholders within the LMRWD.

#### **IV. Advocacy Process**

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

1. **Initiation:** Any member of the LMRWD Board of Managers or stakeholder can propose an advocacy initiative. Proposals will be submitted in writing to the LMRWD Board of Managers and include relevant information about the issue.
2. **Review and Research:** The LMRWD Board of Managers will conduct a thorough review and investigation to understand the issue, its implications, and potential courses of action.
3. **Public Input:** The LMRWD Board of Managers will seek input from the community and stakeholders through public forums, hearings, or other public engagement methods. The timeframe for public input should be specified for each advocacy initiative.
4. **Decision-Making:** The LMRWD Board of Managers 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.

DRAFT



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, March 20, 2024

### **Agenda Item**

**Item 7. F. - MPCA Lower Minnesota River Watershed Surface Water Monitoring Request Guidance**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

This item was tabled at the February 21, 2024, meeting of the Board of Managers of the Lower Minnesota River Watershed District.

Since the February meeting, Young Environmental Consulting Group, LLC, on behalf of the LMRWD, reviewed the list of proposed monitoring sites and prepared Technical Memorandum – LMRWD Monitoring Recommendation for the Surface Water Monitoring Request from the Minnesota Pollution Agency – dated March 14, 2024. Three additional sites are suggested for monitoring – Ike’s Creek, Unnamed Creek #1 and Spring Creek.

Requests for additional monitoring sites are due to the Minnesota Pollution Control Agency (MPCA) April 1, 2024.

Grants to conduct monitoring will be available to conduct the monitoring. A timeline from the MPCA for Monitoring Planning is attached.

### **Attachments**

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

### **Recommended Action**

Motion to submit recommended creeks (Ike’s Creek, Unnamed Creek #1, and Spring Creek) to the MPCA for monitoring.

# Timeline for 2025 Watershed Monitoring Planning

| Date                  | Action  |
|-----------------------|---|
| November 2023         | Meeting with Local Partners to kick off site selection process  |
| Jan/Feb 2024          | Meeting with Local partners to introduce and develop monitoring needs (Surface Water Monitoring Request (SWMR) meeting) |
| April 1, 2024         | Monitoring Site Requests are due to the MPCA monitoring staff   |
| Spring/Summer 2024    | MPCA review proposals, budgeting, etc. <b>SWMR Approval list sent to local partners in late summer</b>                  |
| Mid October 2024      | Meeting with Local Partners to discuss SWMR approved sites and start the <b>SWAG contracting process</b>                |
| October/November 2024 | <b>SWAG work plan and budget development by Local Partners</b>  |
| Dec/Jan/Feb 2025      | SWAG Monitoring Contract developed/finalized by MPCA  |
| March 2025            | <b>SWAG contract executed</b> ; prep for field season begins  |
| May – September 2025  | Field Season 1  |
| May – September 2026  | Field Season 2  |
| January 2027          | Contract ends; water quality assessments begin  |

# Technical Memorandum



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

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

**Date:** March 14, 2024

**Re:** LMRWD Monitoring Recommendations for the Surface Water Monitoring Request from the Minnesota Pollution Control Agency (MPCA)

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## 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 MPCA uses the information provided by this Intensive Watershed Monitoring (IWM) program to track water quality status and trends, identify stressors associated with impairments, determine effectiveness of monitoring, inform on watershed restoration and protection 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.

The MPCA and its partners are in the second cycle of a watershed-based management approach for the Lower Minnesota River. Each cycle year begins with the selection of lake and stream water quality and biological monitoring stations. The MPCA is developing a list of Cycle 2 state and local IWM stations within watersheds scheduled for monitoring in 2025. The Surface Water Monitoring Request (SWMR) process provides an opportunity to submit requests that align with this management approach while documenting and addressing local priorities. The submission of a request does not guarantee the approval of funding for monitoring. The MPCA is compiling all requests and selecting those that fall under the condition monitoring objectives of the IWM approach for the 2025-2026 monitoring seasons. The Watershed Project Charter will document all requests (approved or deferred). The watershed project manager will prioritize and compile all requests in alignment with each watershed's charter. This compiled information may also help set priorities for monitoring opportunities funded outside the IWM approach.

## RECOMMENDATIONS

Young Environmental has identified three creeks, listed below, that we would like to

submit to the MPCA on behalf of the LMRWD for the SWMR:

(1) Ike's Creek

Ike's Creek has been monitored on LMRWD contracts in the past, but it lacks monitoring data for sediment and nutrient concentrations, which are two major indicators of water quality. Although Ike's Creek has not been officially designated as a trout stream, it has received priority from the Geomorphic and Habitat Assessments of Trout Streams in the Lower Minnesota River Watershed District (2019) study and will continue to be studied in the 2024 follow-up trout stream project. We believe it would be beneficial to receive water quality and bioassessment monitoring from the MPCA in 2025 to aid in planning for projects that might take place in Ike's Creek.

(2) Unnamed Creek 1

An inlet to Black Dog Lake, Unnamed Creek 1, has been a subject of the Geomorphic and Habitat Assessments of Trout Streams in the Lower Minnesota River Watershed District (2019) and the 2024 follow-up trout stream project. Concerns arose in 2019 about the stability of the creek, and we believe monitoring data collected in 2025 would aid in any planning efforts for the creek.

(3) Spring Creek (Carver)

Spring Creek is impaired for fecal coliform and has been on rotation for intensive monitoring of E. coli by the Carver County Water Management Organization (CCWMO), but it hasn't received sediment or nutrient concentration sampling since 2009. Landowners along Spring Creek and on top of the bluffs that feed the creek have been vocal in noticing erosion near or on their properties. The Spring Creek Sites 1 and 2 Design and Construction Stabilization Project will be commencing construction next winter (2024/2025) to address the erosion issues. We are recommending that Spring Creek be added to the CCWMO monitoring contract for the 2024 season to capture water quality information before the project breaks ground. We also recommend that it be included in the SWMR for data collection in the 2025 season for post-construction data collection to help inform project success.

**Table 1.** A list of existing and proposed monitoring sites for 2025 Intensive Watershed Monitoring shown in Map 1 (including LMRWD) from the MPCA Surface Water Monitoring Request statewide map. The site number corresponds to the number on Map 1.



| <b>MPCA existing or proposed sites for 2025 IWM monitoring</b> | <b>Monitoring activity</b>    |
|--|-------------------------------|
| 1. Sand Creek near US169                                       | Water quality, bioassessments |
| 2. Bevens Creek  | Water quality, bioassessments |
| 3. Carver Creek  | Water quality, bioassessments |
| 4. Chaska Creek-West   | Bioassessments                |
| 5. Chaska Creek-East   | Bioassessments                |
| 6. Riley Creek   | Bioassessments                |
| 7. Purgatory Creek   | Water quality, bioassessments |
| 8. Prior Lake outlet near MN River                             | Water quality, bioassessments |
| 9. Prior Lake outlet near Eagle Creek Blvd.                    | Bioassessments                |
| 10. Eagle Creek  | Bioassessments                |
| 11. Credit River   | Water quality, bioassessments |
| 12. Nine Mile Creek  | Water quality, bioassessments |
| 6 sites along Minnesota River from Jordan to Mendota Heights   | Bioassessments                |
| <b>Lake Water Chemistry</b>                                    |                               |
| Lake Riley (Chanhassen)  |                               |
| Fish Lake (Eagan)  |                               |
|  |                               |

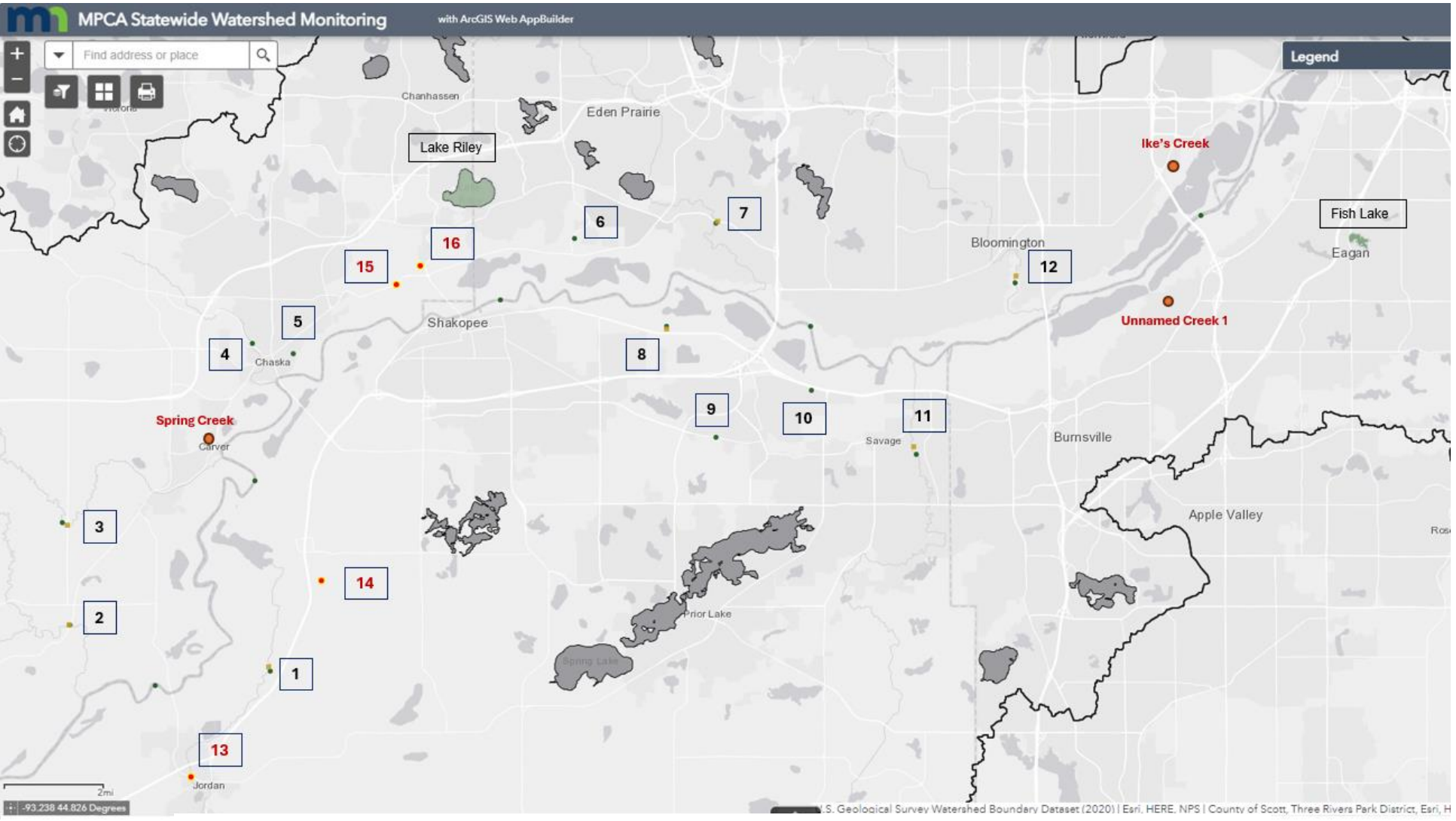
| <b>Proposed sites for 2025 (entity requesting)</b> | <b>Monitoring activity</b>  | <b>Reasoning</b>   |
|--|---|--|
| <b>13.</b> Sand Creek in Jordan (MCES)             | E. coli, aquatic life bioassessments (fish and macros), nutrients, DO, temp, production of wild rice, sulfate   | Previous pollutant loads have been calculated for this site  |
| <b>14.</b> Picha Creek (MPCA)                      | Fish bioassessments, macro bioassessments   | Ravine stabilization restoration work will happen just upstream of 14MN200   |
| <b>15.</b> Assumption Creek (MCES)                 | Aquatic life bioassessments (fish and macros), <sup>1</sup> aquatic life assessment, <sup>2</sup> river eutrophication, <sup>3</sup> dissolved oxygen, <sup>4</sup> temperature | High-value resource and designated trout stream  |
| <b>16.</b> Bluff Creek (MPCA)                      | Fish bioassessments, macro bioassessments   | Dam removal on creek by City of Chanhassen   |
| <b>LMRWD suggested requests</b>                    |   |  |
| <b>Ike's Creek</b>                                 | Aquatic life bioassessments (fish and macros), aquatic life: assessment suite   | Lack of monitoring data, ongoing trout stream project, possibility for future projects   |
| <b>Unnamed Creek 1</b>                             | Aquatic life bioassessments (fish and macros), aquatic life: assessment suite   | Lack of monitoring data, ongoing trout stream project, possibility for future projects   |
| <b>Spring Creek (Carver)</b>                       | Aquatic life bioassessments (fish and macros), aquatic life: assessment suite   | Restoration project on bluff this winter. Suggested that LMRWD add site to CCWMO monitoring route in 2024 for pre-project data |

<sup>1</sup>Aquatic Life: Assessment level stream chemistry suite (10 times over May – September, 1 year; Total Suspended Solids, Total Phosphorus, Field parameters: Dissolved oxygen, Temperature, Conductivity, pH, Secchi tube transparency).

<sup>2</sup>Aquatic Life: River Eutrophication monitoring add-in to assessment level chemistry suite (total phosphorus and chlorophyll-a).

<sup>3</sup>Aquatic Life: Dissolved oxygen monitoring (deployment of dissolved oxygen meter for 2-week period between July and early September OR early morning [pre-9 a.m.] dissolved oxygen monitoring).

<sup>4</sup>Aquatic Life: Temperature logger deployment.



**Map 1.** Screenshot and site clarifications (refer to Table 1) of the Statewide Watershed Monitoring Map of points that are included or proposed in the 2025 Intensive Watershed Monitoring of Lower Minnesota River



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### Agenda Item

#### Item 7. G. – Fen Stewardship Plan

#### Prepared By

Linda Loomis, Administrator

#### Summary

On February 21, 2024, at the LMRWD Board of Managers meeting, Lan Tornes and Jim Berg, Young Environmental Consulting Group, LLC presented the fen stewardship plans for [Gun Club Lakes Fen](#), [Nicols Meadow Fen](#), [Savage Fen](#), and [Seminary Fen](#). The final Plans are available and can be found by following the links provided in the previous sentence.

President Barisonzi asked that the Board consider calling a special meeting, to discuss the Plans and to consider further actions to be taken by the LMRWD. The Citizens Advisory Committee and report authors would be invited to join and inform the discussion.

The Board should set a date, time, location of, and purpose for a special meeting. The attached Notice of Special Meeting will be appropriately completed and distributed as required by MN Statutes 13D.04.

#### Attachments

Draft Notice of Special Meeting

#### Recommended Action

- Motion to receive Fen Stewardship Plans and post to LMRWD website
- Motion to set date, time, location of and purpose for a special meeting.

**LOWER MINNESOTA RIVER WATERSHED DISTRICT  
CHASKA, MINNESOTA**

**NOTICE OF SPECIAL MEETING  
(this is an open meeting)**

**XXXday, \_\_\_\_\_, 2024  
\_\_\_\_\_ p.m.**

NOTICE IS HEREBY GIVEN that the Lower Minnesota River Watershed District will hold a Special Meeting pursuant to Minnesota Statutes, Section 13D.04, subdivision 2, on \_\_\_\_\_, \_\_\_\_\_, 2024, commencing at \_\_\_\_\_ p.m., at the Carver County Government Center, 602 East 4<sup>th</sup> Street, Chaska, Minnesota, for the following purposes:

1. General discussion concerning fen stewardship plans for:
  - Gun Club Lakes Fen
  - Nicols Meadow Fen
  - Savage Fen
  - Seminary Fenand to take actions necessary to preserve, protect and restore the fens mentioned.
  
2. ADJOURN

---

Lauren Salvato, Secretary

DATED: March 20, 2024.



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### **Agenda Item**

**Item 7. H. – Study Area #3**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

The LMRWD acquisition specialist received a response from the property owner. It is recommended that the Board close the meeting pursuant to MN Statutes 13D.05, Subd. 3.c.3, to discuss the purchase of an easement or fee ownership interest of a portion of property located in Eden Prairie, Hennepin County PID #3511622230013.

In addition, the LMRWD received a draft cooperative agreement from the City of Eden Prairie for the project. The agreement has been forwarded to legal counsel for review.

### **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, March 20, 2024

### **Agenda Item**

#### **Item 8. A. – Evaluation of Administrative Services Agreement**

#### **Prepared By**

Linda Loomis, Administrator

#### **Summary**

This item was tabled at the February 21, 2024, to the March 20, 2024, meeting.

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

President Barisonzi also pointed out that the Administrative Services Agreement was missing the even numbered pages. That has been corrected.

#### **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 with amendments

#### **Recommended Action**

The Board should appoint a committee to bring a recommendation to the Board of Managers as to how to proceed.

# 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.**

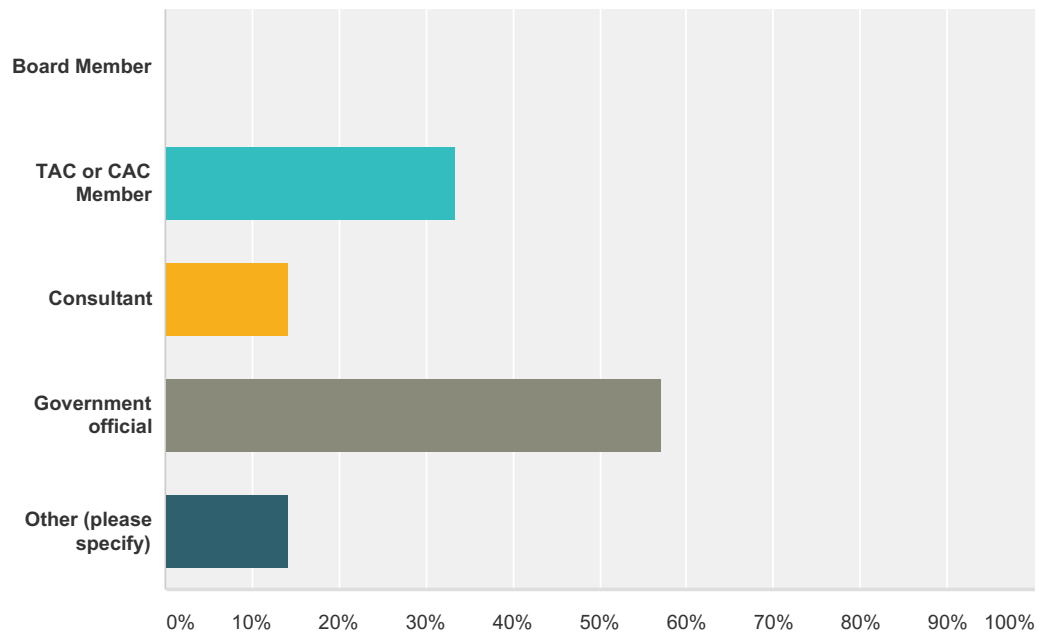
- Exceeds
- Meets
- Below
- Not Sure or Don't Know

Comments or Suggestions for Improvement

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Check out our [sample surveys](#) and create your own now!

### Q1 What is your relationship to the LMRWD?

Answered: 21 Skipped: 0

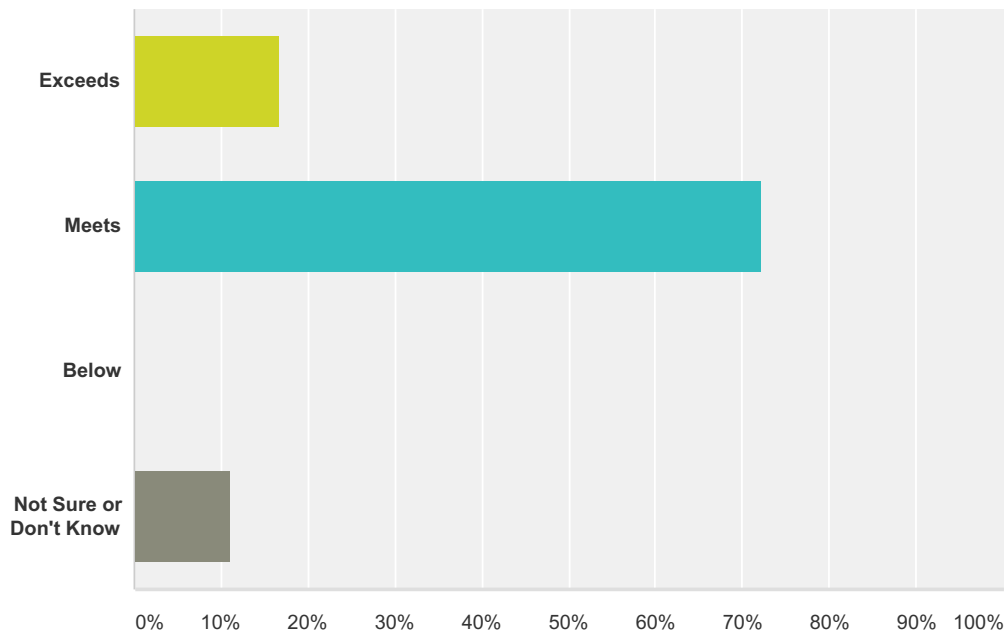


| Answer Choices               | Responses |
|------------------------------|-----------|
| Board Member                 | 0.00% 0   |
| TAC or CAC Member            | 33.33% 7  |
| Consultant                   | 14.29% 3  |
| Government official          | 57.14% 12 |
| Other (please specify)      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

| # | 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

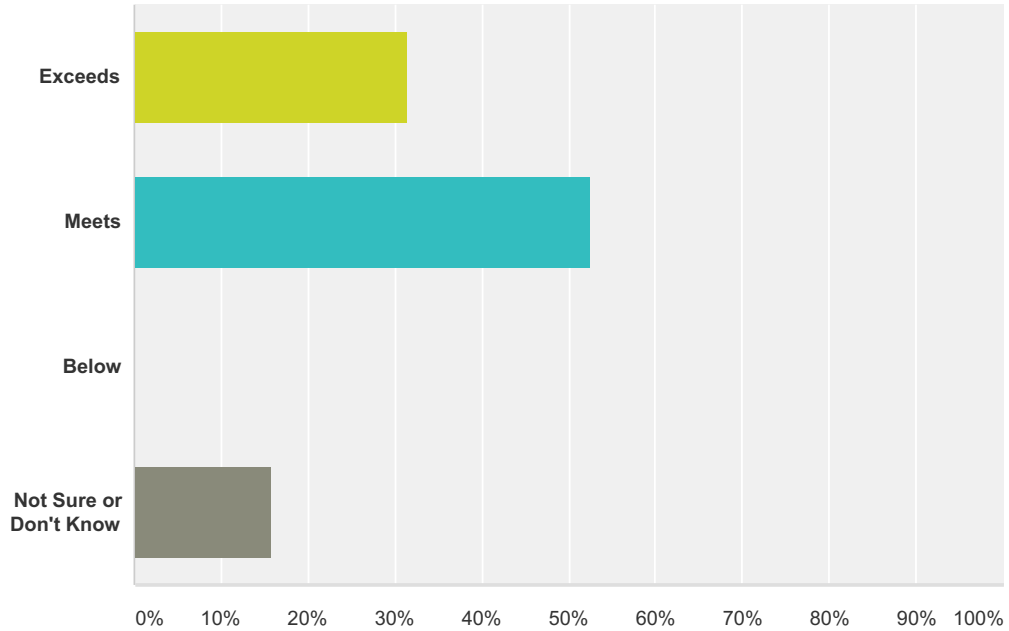


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 16.67% 3  |
| Meets                  | 72.22% 13 |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 11.11% 2  |
| <b>Total</b>           | <b>18</b> |

| # | 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

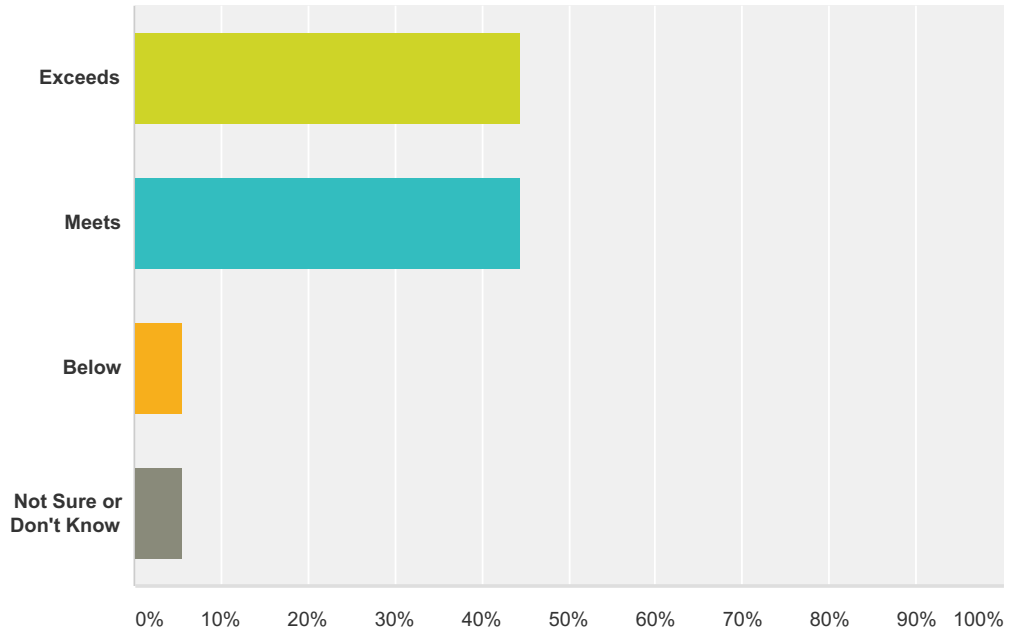


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 31.58% 6  |
| Meets                  | 52.63% 10 |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 15.79% 3  |
| <b>Total</b>           | <b>19</b> |

| # | 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



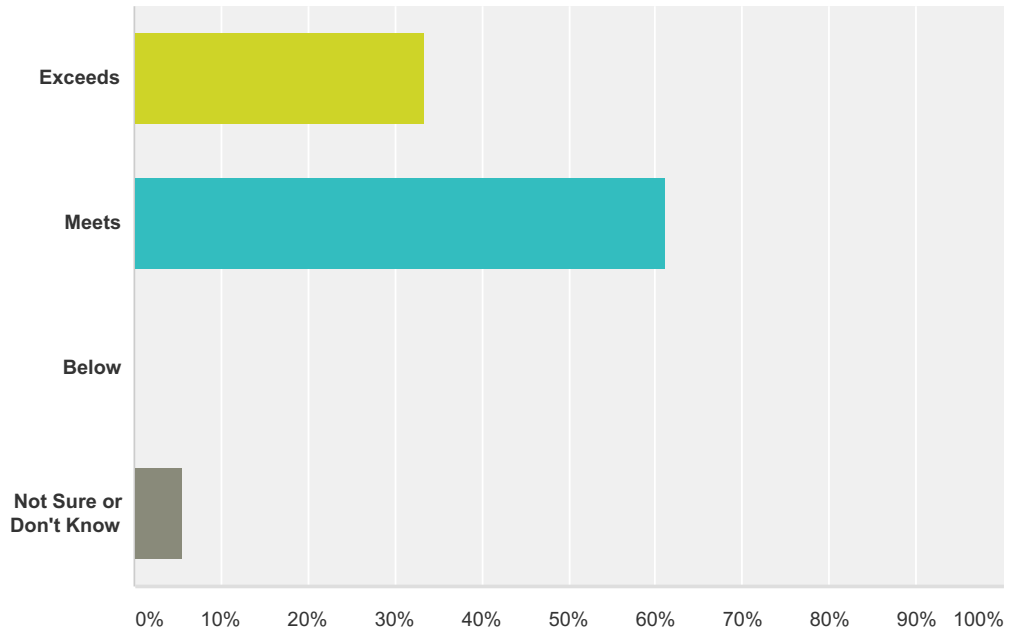
| Answer Choices         | Responses | Count     |
|------------------------|-----------|-----------|
| Exceeds                | 44.44%    | 8         |
| Meets                  | 44.44%    | 8         |
| Below                  | 5.56%     | 1         |
| Not Sure or Don't Know | 5.56%     | 1         |
| <b>Total</b>           |           | <b>18</b> |

| # | 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

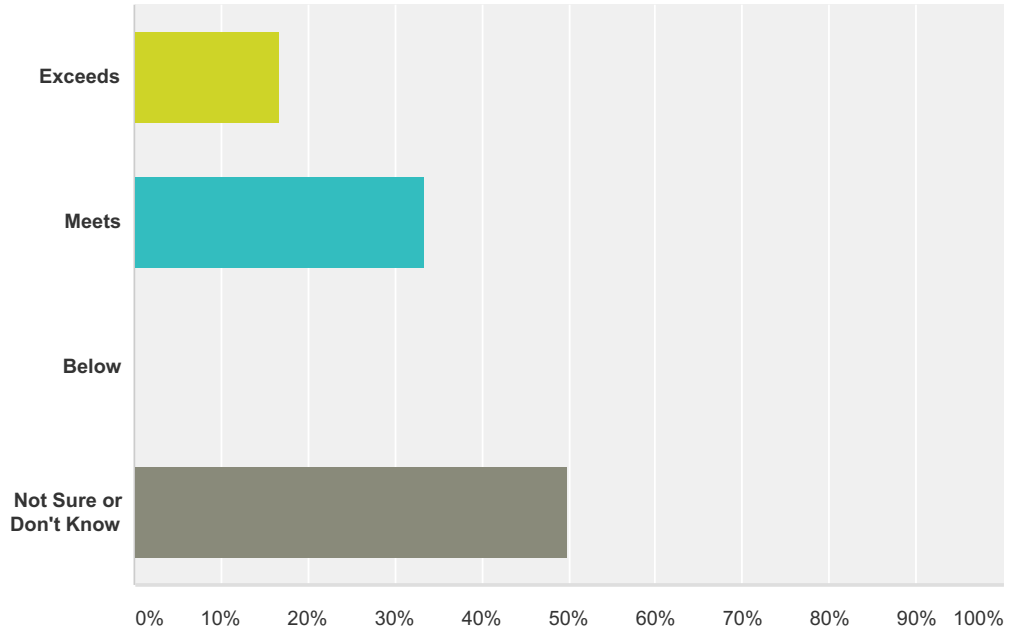


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 33.33% 6  |
| Meets                  | 61.11% 11 |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 5.56% 1   |
| <b>Total</b>           | <b>18</b> |

| # | 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

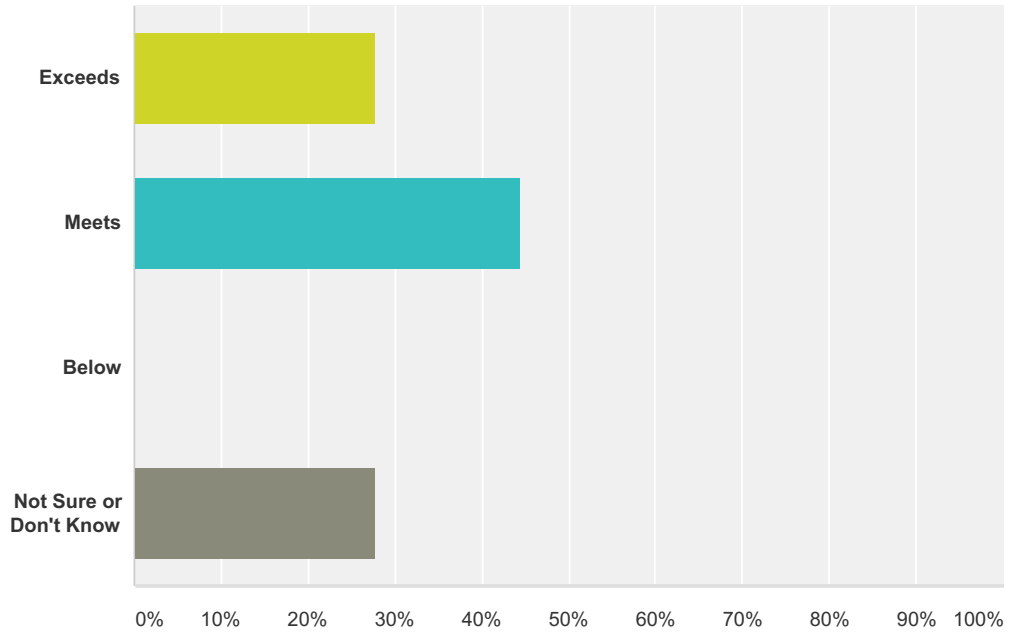


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 16.67% 3  |
| Meets                  | 33.33% 6  |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 50.00% 9  |
| <b>Total</b>           | <b>18</b> |

| # | 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

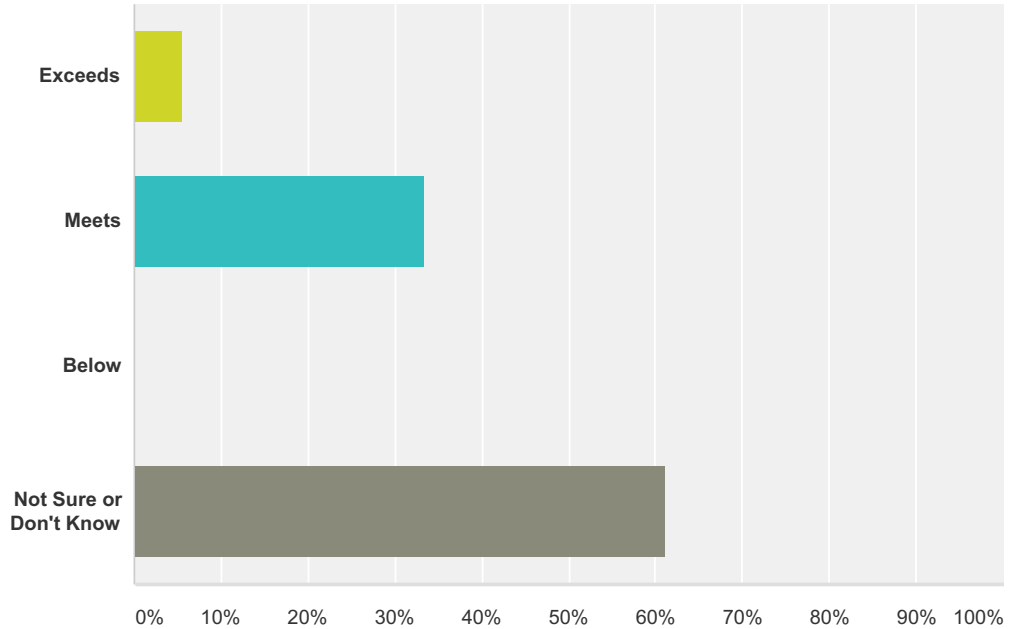


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 27.78% 5  |
| Meets                  | 44.44% 8  |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 27.78% 5  |
| <b>Total</b>           | <b>18</b> |

| # | 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

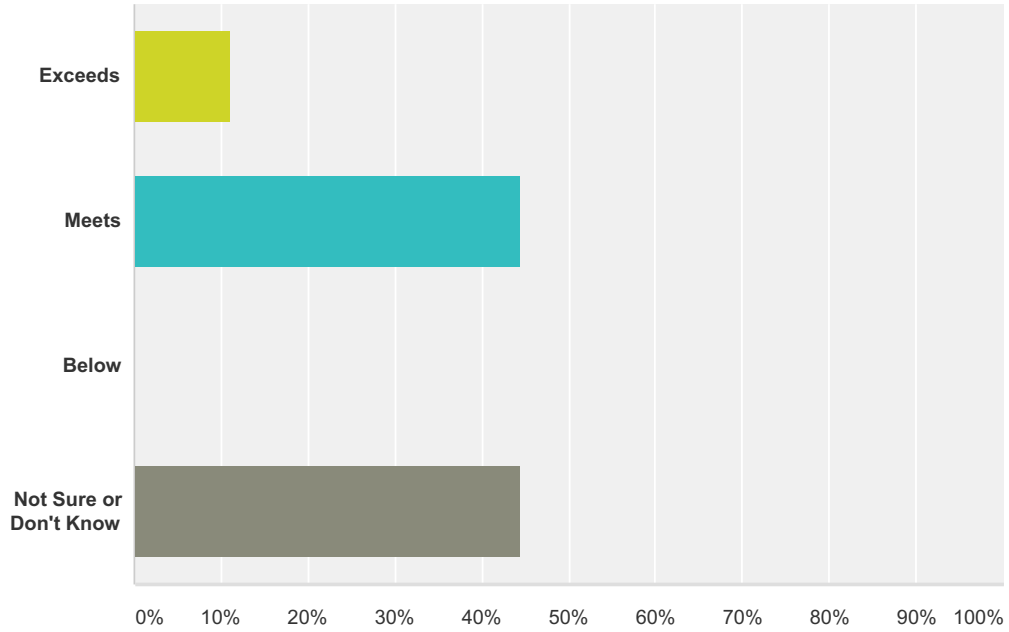


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 5.56% 1   |
| Meets                  | 33.33% 6  |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 61.11% 11 |
| <b>Total</b>           | <b>18</b> |

| # | 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

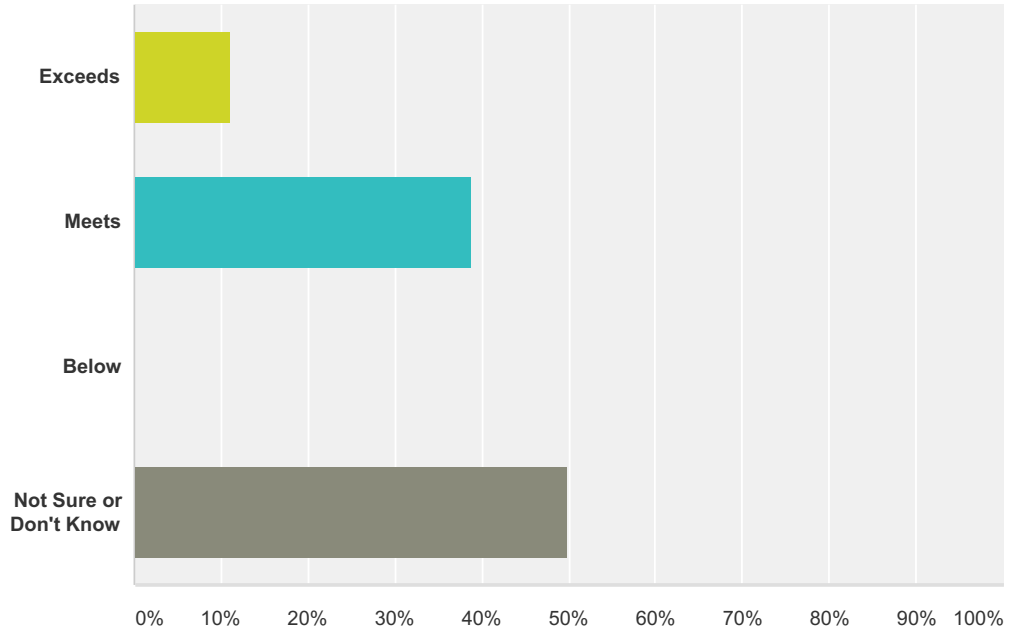


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 11.11% 2  |
| Meets                  | 44.44% 8  |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 44.44% 8  |
| <b>Total</b>           | <b>18</b> |

| # | 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

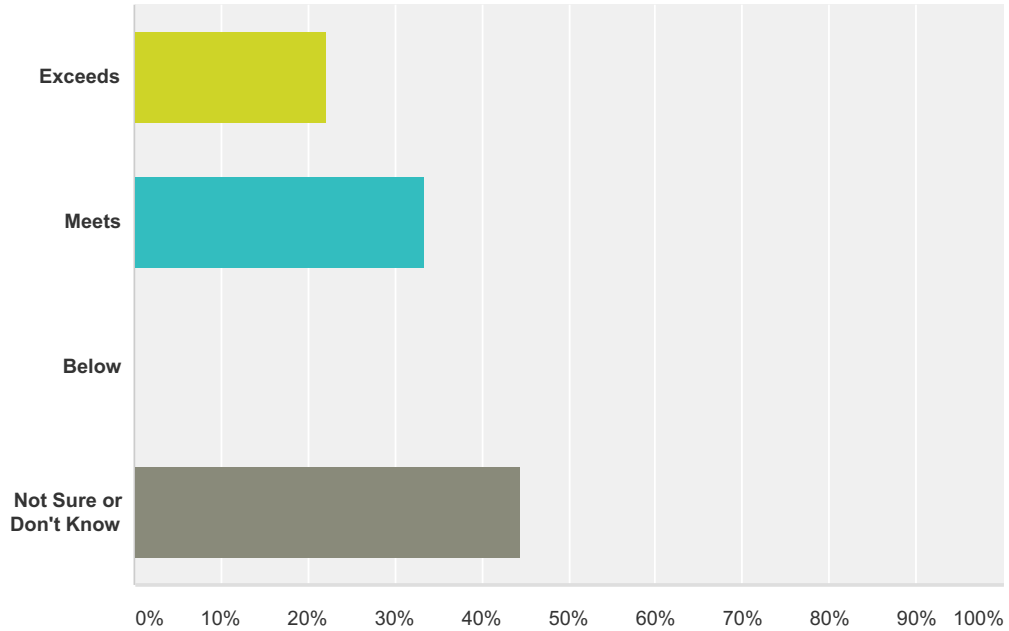


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 11.11% 2  |
| Meets                  | 38.89% 7  |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 50.00% 9  |
| <b>Total</b>           | <b>18</b> |

| # | 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

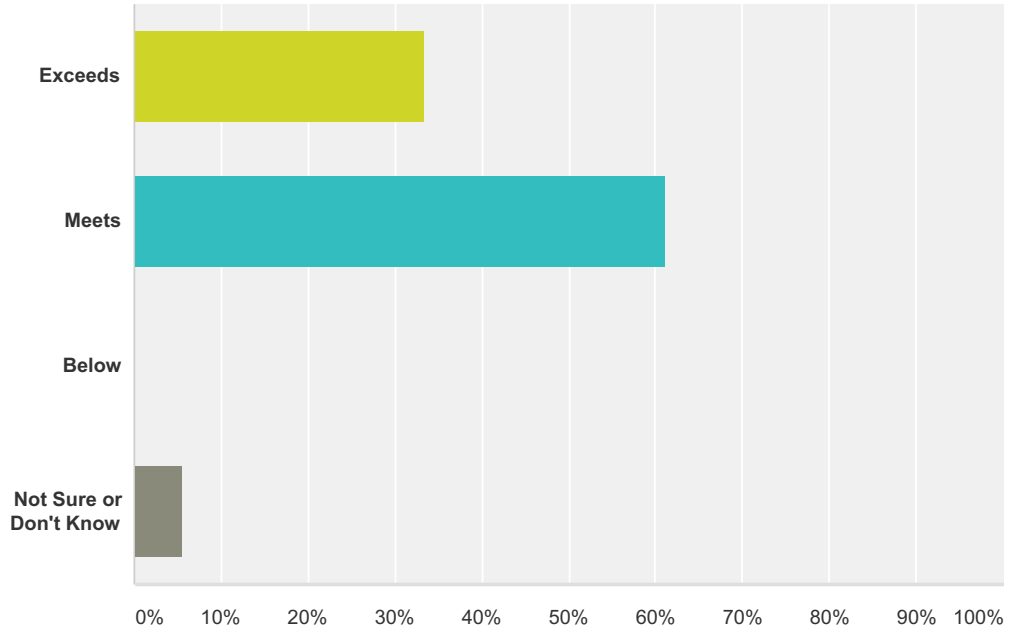


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 22.22% 4  |
| Meets                  | 33.33% 6  |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 44.44% 8  |
| <b>Total</b>           | <b>18</b> |

| # | 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



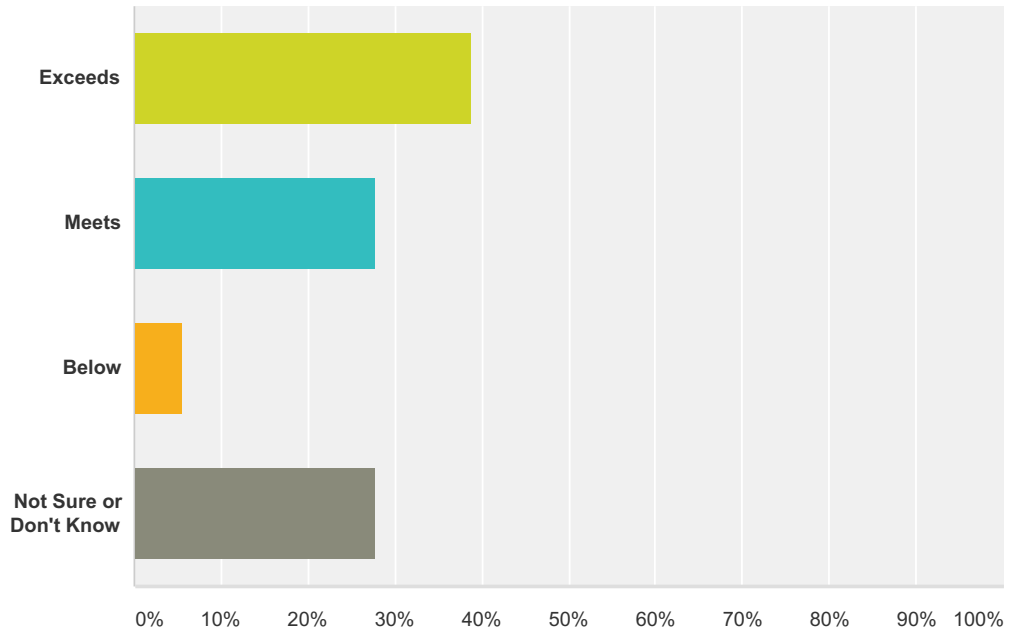
| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 33.33% 6  |
| Meets                  | 61.11% 11 |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 5.56% 1   |
| <b>Total</b>           | <b>18</b> |

| # | 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

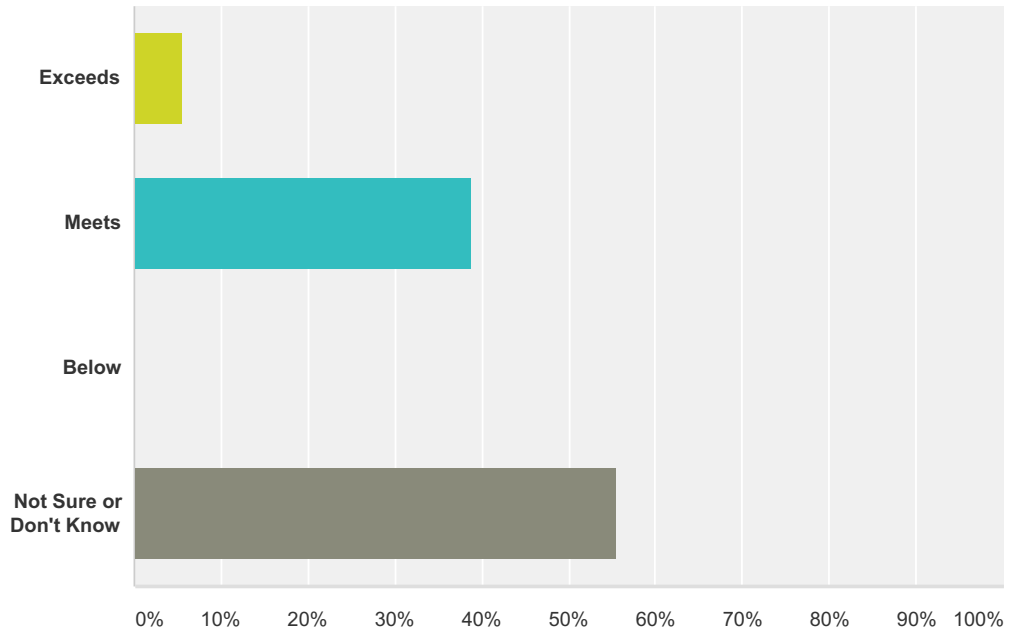


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 38.89% 7  |
| Meets                  | 27.78% 5  |
| Below                  | 5.56% 1   |
| Not Sure or Don't Know | 27.78% 5  |
| <b>Total</b>           | <b>18</b> |

| # | 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

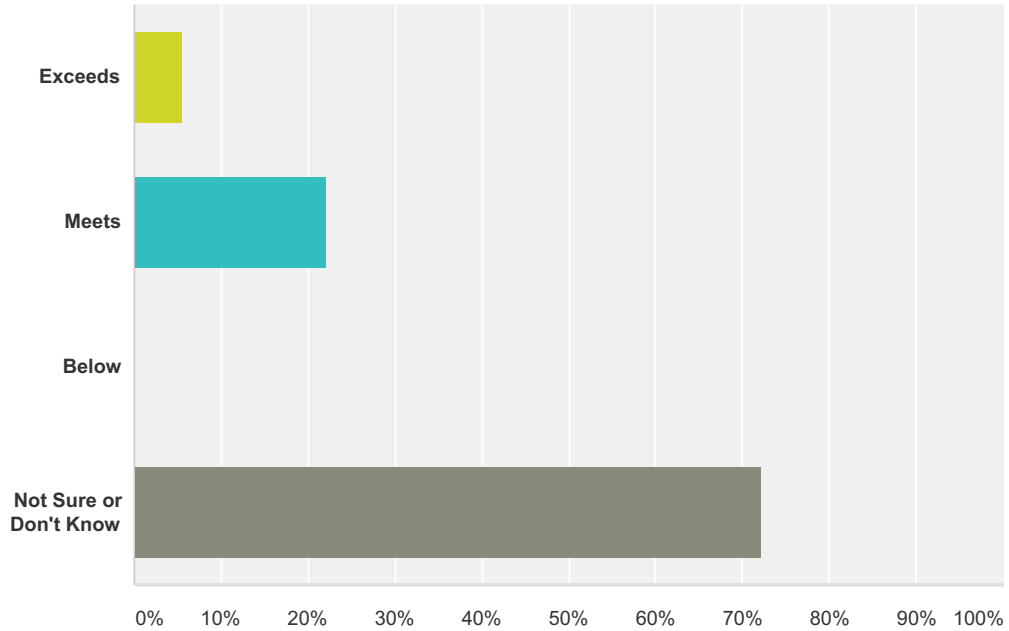


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 5.56% 1   |
| Meets                  | 38.89% 7  |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 55.56% 10 |
| <b>Total</b>           | <b>18</b> |

| # | 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

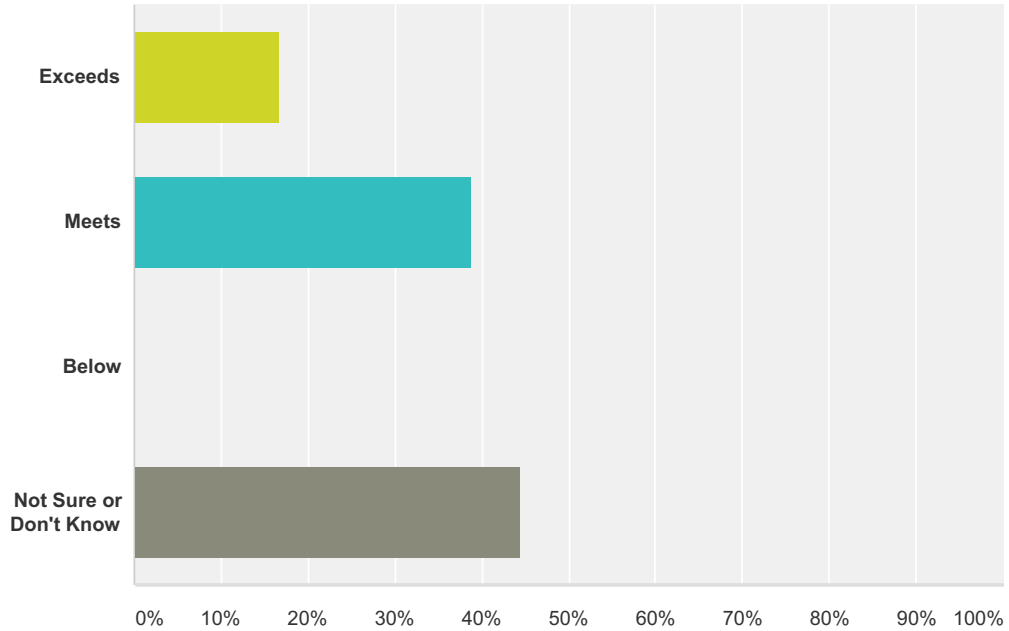


| Answer Choices         | Responses |
|------------------------|-----------|
| Exceeds                | 5.56% 1   |
| Meets                  | 22.22% 4  |
| Below                  | 0.00% 0   |
| Not Sure or Don't Know | 72.22% 13 |
| <b>Total</b>           | <b>18</b> |

| # | 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

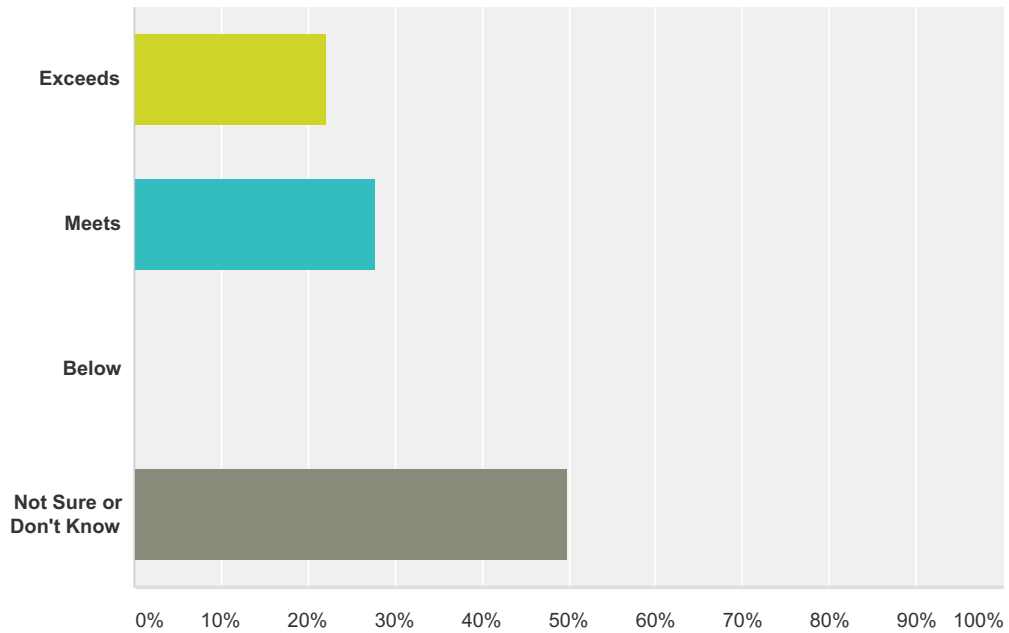


| Answer Choices         | Responses | Count     |
|------------------------|-----------|-----------|
| Exceeds                | 16.67%    | 3         |
| Meets                  | 38.89%    | 7         |
| Below                  | 0.00%     | 0         |
| Not Sure or Don't Know | 44.44%    | 8     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

| # | 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  |
| <b>Total</b>           | <b>18</b> |

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

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



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

\* Technical Advisory Committee Member



# 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 21<sup>st</sup> 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 25<sup>th</sup> 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 \$8,500 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

representatives, to facilitate determining and achieving the LMRWD's highest priority goals within its budget.

2. **COMPENSATION:** Contractor will be paid for the Services at the rate of \$ 65<sup>00</sup> 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 within the Minneapolis/St. Paul seven-county metropolitan area. Travel outside of 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 125 hours per month, without, the prior written approval of the Board or its authorized officers.

3. **PAYMENT:** Contractor may not incur reimbursable expenses prior to the date of this Agreement without permission from the Board. The Contractor will submit monthly invoices for services providing detailed time records of services provided and time spent and receipts for reimbursable expenses.

Invoices and records, together with supporting information, shall be submitted in a form acceptable to the LMRWD. The LMRWD will pay invoices within 45 days of receipt thereof. Invoices received by the first Wednesday of the month will ordinarily be authorized for payment at that month's regular Board meeting.

4. **TERM AND TERMINATION:** This Agreement shall continue in effect indefinitely unless terminated in accordance with this Agreement. Notwithstanding any language in this Agreement to the contrary, this Agreement may be terminated by either party at any time, and for any reason, on 30 days' written notice. Within 90 days of the date of this Agreement and annually thereafter, the LMRWD will review this Agreement. Contractor reserves the right to renegotiate the Agreement at the time of the review.
5. **SUBSTITUTION AND ASSIGNMENT:** Services provided by Contractor will generally be performed by Linda Loomis, who is an employee of Contractor. Upon approval by the LMRWD, the Contractor may substitute other persons to perform the services set forth in this Agreement. No assignment of this Agreement shall be permitted without a prior written amendment signed by the LMRWD and the Contractor.
6. **AMENDMENTS:** No amendments to this Agreement may be made except in writing signed by both parties.
7. **INDEPENDENT CONTRACTOR:** The Contractor (including the Contractor's employees, if any) is not an employee of the LMRWD. Contractor (and any person working for or employed by Contractor) will act as independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation



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, except

and transcribe any books, documents, papers, and records that are relevant to and involve transactions relating to this Agreement.

11. **INSURANCE:** Contractor shall maintain insurance providing coverage for general and professional liability in the amounts and providing the coverage generally described in Exhibit A attached to this Agreement. Contractor can rely on work provided by the LMRWD's other contractors. *Exhibit A not attached -*
12. **APPLICABLE LAW:** The laws of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement will be in and under those courts located within the County of Carver, State of Minnesota, regardless of the place of business, residence, or incorporation of Contractor.
13. **NO AGENCY:** Contractor is an independent contractor and shall not be considered to be the agent or servant of the LMRWD for any purpose and shall have no authority to enter into any contracts, create any obligations, or make any warranties or representations on behalf of the LMRWD unless specifically given such authority in writing or by motion of the Board.
14. **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:

To the Contractor: Naiad Consulting, LLC  
c/o Linda Loomis  
6677 Olson Highway  
Golden Valley, MN 55427

To the LMRWD: President  
Lower Minnesota River Watershed District  
112 East Fifth Street, Suite 102  
Chaska, MN 55318

With a copy to: Whoever is the President of the LMRWD.  
Kent Francis currently is the President and  
his address is:

Kent Francis  
623 Griffin Street  
Carver, MN 55315

And to: Whoever is the attorney for the LMRWD.  
Bruce Malkerson currently is the attorney  
and his address is:

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: Linda Loomis  
Its: President

LOWER MINNESOTA RIVER WATERSHED  
DISTRICT

By: Kent Francis  
Its: President

Mar 20, 2024

To: LMRWD Board Members  
From: Personnel Committee  
Re: Administrator Position Evaluation - March Update

The Personnel Committee was formed by appointment of the President at the February Board meeting. The charge was to design and implement a process for the evaluation of the Administrator position. President Barisonzi and Secretary Salvato were appointed.

The Committee has met several times over the past month to scope the evaluation process. This was informed by reviewing the Administrator Agreement with a focus on the Scope of Service and the past evaluations which have been completed. We were additionally informed of a solicitation to other Watersheds for their evaluation processes and products.

Based on this material we have drafted the following evaluatory forms:

*For Board Members*

1. **Evaluation of the Current Scope of Services for the Administrator Position.** This evaluation is to be completed by members of the Board of Managers (present/immediate past).
2. **Evaluation of the Current Administrator:** (Exclusive for Board Members)

*For the Administrator:*

3. **Administrator's Self-Evaluation Form.** Please use this form to evaluate your own performance in fulfilling the Scope of Service, provide feedback on the Scope of Service itself, and suggest changes to any other elements of the Administrator's agreement.

We have additionally put together an evaluation rubric to aggregate the resulting information received:

4. **Administrator Evaluation Rubric:** This will be the guide for aggregating and analyzing the qualitative and quantitative data.

*For Stakeholders*

We have decided that it is not appropriate to survey community-based stakeholders, general community members, vendors or partners in the context of the review of either the Administrator Position or the Administrator. We believe that it is essential to collect their feedback, opinions, and ideas about the LMRWD, but that will be best done in a general feedback about the organization, not specific contractors.

**Recommended Action:**

The Personnel Committee requests authorization from the Board to solicit, collect and aggregate information about the Administrator Position using the materials provided. The

resulting information will be presented with recommendations for next steps at the next Board meeting.

## Evaluation of the Current Scope of Services for the Administrator Position

*This evaluation is to be completed by members of the Board of Managers (present/immediate past). The results will be one data point used by the personnel committee in the evaluation and consideration of the Administrator's Current Scope of Services. While all comments will be aggregated, anonymity is not guaranteed due to the relatively small sample size.*

<include the scope of service>

[0 = unclear or unknown; 1 is not at all, 10 is perfectly]

1. Alignment with Organizational Goals:
  - 1.1. To what extent does the Scope of Service align with the strategic direction, goals, and policies outlined in the LMRWD's Watershed Management Plan? (0-10)
  - 1.2. Does the Scope of Service effectively support the organization's mission and objectives? (0-10)
  - 1.3. How well does the Scope of Service facilitate the implementation of the updated Watershed Management Plan? (Open Text)
2. Clarity and Specificity:
  - 2.1. Is the Scope of Service clearly defined and specific in outlining the contractor's duties and responsibilities? (0-10)
  - 2.2. Are there any ambiguities or gaps in the Scope of Service that need to be addressed? (0-10)
  - 2.3. How well does the Scope of Service specify the development of annual operation and capital budgets? (Open Text)
3. Efficiency and Effectiveness:
  - 3.1. Does the Scope of Service establish processes and mechanisms to increase organizational efficiency and reduce duplication of effort? (0-10)
  - 3.2. Are there any opportunities to streamline or improve the effectiveness of the outlined responsibilities? (0-10)
  - 3.3. How effectively does the Scope of Service address the establishment of processes to increase organizational efficiency? (Open Text)
4. Stakeholder Engagement and Communication:
  - 4.1. Does the Scope of Service adequately address the need for the contractor to engage with stakeholders, including representatives from City, County, State, and Federal agencies? (0-10)
  - 4.2. Are there clear expectations for communication and coordination with stakeholders? (0-10)

- 4.3. How well does the Scope of Service ensure the contractor serves as the primary point of contact for LMRWD's business? (Open Text)
5. Financial Management and Resource Allocation:
  - 5.1. Does the Scope of Service provide sufficient guidance on financial management, including budgeting, invoicing, and grant funding opportunities? (0-10)
  - 5.2. Are there any areas where the Scope of Service could be strengthened to better support financial stewardship? (0-10)
  - 5.3. How effectively does the Scope of Service address identifying opportunities to secure grant funding and develop partnerships? (Open Text)
6. Project Tracking and Reporting Requirements:
  - 6.1. Are the project tracking and reporting requirements outlined in the Scope of Service sufficient to ensure accountability and transparency? (0-10)
  - 6.2. Does the Scope of Service specify the frequency and format of reporting on project progress and expenditures? (0-10)
  - 6.3. How well does the Scope of Service ensure the tracking of implementation of watershed-funded annual water quality projects? (Open Text)
7. Meeting Management and Governance:
  - 7.1. Does the Scope of Service adequately address the contractor's role in managing meetings, developing agendas, and attending Board meetings? (0-10)
  - 7.2. Are there any additional governance or oversight responsibilities that should be included in the Scope of Service? (0-10)
  - 7.3. How effectively does the Scope of Service ensure the development of agendas for meetings and attendance at monthly Board meetings? (Open Text)
8. Flexibility and Adaptability:
  - 8.1. Does the Scope of Service allow for flexibility and adaptability to accommodate changing organizational needs and priorities? (0-10)
  - 8.2. Are there mechanisms in place for periodic review and revision of the Scope of Service as needed? (0-10)
  - 8.3. How well does the Scope of Service allow for flexibility to accommodate changing organizational needs? (Open Text)
9. Performance Metrics and Evaluation Criteria:
  - 9.1. Are there clear performance metrics and evaluation criteria outlined in the Scope of Service to assess the contractor's performance? (0-10)
  - 9.2. Do the performance metrics align with the organization's goals and objectives? (0-10)
  - 9.3. How effectively does the Scope of Service establish performance metrics for assessing the completion of tasks and responsibilities? (Open Text)
10. Stakeholder Feedback and Continuous Improvement:

- 10.1. Does the Scope of Service include provisions for soliciting feedback from stakeholders, the Board of Managers, and the contractor to inform ongoing improvements? (0-10)
- 10.2. Are there mechanisms in place to ensure continuous improvement in the execution of the Scope of Service over time? (0-10)
- 10.3. How well does the Scope of Service address the preparation of a monthly summary of work completed and time expended? (Open Text)
11. Legal and Regulatory Compliance:
  - 11.1. Does the Scope of Service ensure compliance with relevant laws, regulations, and contractual obligations? (0-10)
  - 11.2. Are there any legal or regulatory considerations that need to be addressed in the Scope of Service? (0-10)
  - 11.3. How effectively does the Scope of Service ensure compliance with relevant laws, regulations, and contractual obligations? (Open Text)
12. Resource Allocation and Workload Distribution:
  - 12.1. Does the Scope of Service appropriately allocate resources and distribute workload responsibilities to ensure the successful execution of tasks? (0-10)
  - 12.2. Are there any resource constraints or workload imbalances that need to be addressed? (0-10)
  - 12.3. How well does the Scope of Service address the development of an operation and capital budget on an annual basis? (Open Text)
13. Sustainability and Long-Term Planning:
  - 13.1. Does the Scope of Service support the long-term sustainability of the organization's activities and initiatives? (0-10)
  - 13.2. Are there provisions for long-term planning and strategic foresight embedded within the Scope of Service? (0-10)
  - 13.3. How effectively does the Scope of Service support long-term planning and strategic foresight? (Open Text)
14. Integration with Organizational Structure:
  - 14.1. Does the Scope of Service integrate seamlessly with the existing organizational structure and processes? (0-10)
  - 14.2. Are there any opportunities to improve alignment and coordination with other departments or functions within the organization? (0-10)
  - 14.3. How well does the Scope of Service integrate with the existing organizational structure and processes? (Open Text)
15. Overall Effectiveness and Satisfaction:
  - 15.1. How satisfied are you with the overall effectiveness of the Scope of Service in guiding the contractor's responsibilities and activities? (0-10)



- 15.2. Are there any specific areas where the Scope of Service could be enhanced or improved to better meet the organization's needs? (0-10)
- 15.3. How well does the Scope of Service develop an annual work plan and reporting system in consultation with the Board? (Open Text)

***Rubric:***

- 1-3: Needs Improvement
- 4-6: Fair
- 7-8: Good
- 9-10: Excellent

\*Please select "0" for "Unknown" or "N/A" where applicable.\*

## Administrator Evaluation Rubric

### 1. Overall Assessment:

- Quantitative Rating: 1-10
- Qualitative Descriptor:
  - 1-3: Needs Improvement
  - 4-6: Fair
  - 7-8: Good
  - 9-10: Excellent

### 2-17. Individual Sections (e.g., Alignment with Organizational Goals, Efficiency and Effectiveness, etc.):

- Quantitative Rating: 1-10
- Qualitative Descriptor:
  - 1-3: Needs Improvement
  - 4-6: Fair
  - 7-8: Good
  - 9-10: Excellent

### 18. Feedback on Administrator's Agreement

- Qualitative Assessment
- Administrator's feedback on any proposed changes or updates to the Administrator's agreement will be considered and evaluated for relevance, feasibility, and alignment with organizational goals and legal requirements.

### Integration of Data

- The quantitative ratings provided by stakeholders, including Board Members and General Stakeholders, will be aggregated to calculate an average score for each section of the evaluation.
- The Administrator's self-evaluation ratings will also be included in the calculation of average scores for each section.
- Feedback provided by stakeholders and the Administrator on specific areas for improvement, suggestions for changes to the Scope of Service, and proposed updates to the Administrator's agreement will be analyzed and considered during the evaluation process.
- An overall evaluation score will be calculated by averaging the scores from all sections of the evaluation, providing a comprehensive assessment of the Administrator's performance.

### Reporting and Action Plan:

- A detailed report will be generated summarizing the evaluation results, including quantitative ratings, qualitative feedback, and proposed changes or updates.
- Based on the evaluation findings, an action plan will be developed to address any identified areas for improvement, implement suggested changes to the Scope of Service

or Administrator's agreement, and support the Administrator in achieving excellence in their role.

## Administrator's Self-Evaluation Form

As a Board, we are offering you a set of questions that we hope will help you effectively highlight and clarify your work as the LMRWD administrator and performance in 2023. We hope this process is supportive of your continued good work. Please use this form to evaluate your own performance in fulfilling the Scope of Service, provide feedback on the Scope of Service itself, and suggest changes to any other elements of the Administrator's agreement.

The Board will review your answers prior to the meeting, and we will be prepared to offer our thoughts and perspectives on your activities, performance, and opportunities.

Self-assessments of work performance can be challenging. Please do your best to be objective about the work and your performance. The discussion is designed to celebrate good work and identify opportunities to make work in 2024 and beyond even better.

1. Alignment with Organizational Goals
  - 1.1. How effectively has the implementation of the updated Watershed Management Plan been implemented? (1-10)
  - 1.2. Provide some examples which demonstrate alignment with strategic direction, goals, and policies outlined in the plan. (Open Text)
2. Clarity and Specificity
  - 2.1. How well-defined and specific do you consider the Scope of Service in outlining your duties and responsibilities? (1-10)
  - 2.2. Identify any ambiguities or gaps in the Scope of Service and suggest improvements. (Open text)
3. Efficiency and Effectiveness
  - 3.1. What processes have been established to increase organizational efficiency and reduce duplication of effort? (Open Text)
  - 3.2. Provide examples showcasing streamlining or improvements in effectiveness of outlined responsibilities. (Open Text)
4. Stakeholder Engagement and Communication
  - 4.1. How effective has the engagement of the LMRWD been with representatives from various agencies and stakeholders? (1-10)
  - 4.2. Describe your communication and coordination practices with stakeholders. (Open Text)
  - 4.3. How could stakeholder engagement and communications be improved? (Open Text)
5. Financial Management and Resource Allocation
  - 5.1. Explain your financial management practices, including budgeting, invoicing? (Open Text)

- 5.2. Explain the grant writing efforts of the LMRWD? (Open Text)
- 5.3. Provide examples illustrating identification of funding opportunities. Highlight which have been successful. (Open text)
6. Project Tracking and Reporting Requirements
  - 6.1. Describe methods used to track project implementation and ensure objectives, budgets, and schedules are met? (1-10)
  - 6.2. Share samples of project progress reports and expenditure tracking. (Open text)
7. Meeting Management and Governance
  - 7.1. Explain your responsibilities related to managing meetings, developing agendas, and attending Board meetings? (1-10)
  - 7.2. In what ways could the management and governance of the LMRWD be improved? What is the role of the Administrator to support these efforts?
8. Flexibility and Adaptability
  - 8.1. How does the Scope of Service allow for flexibility and adaptability to changing organizational needs and priorities? (1-10)
  - 8.2. - Describe mechanisms in place for periodic review and revision of the Scope of Service
9. Performance Metrics and Evaluation Criteria
  - 9.1. Explain the performance metrics and evaluation criteria outlined in the Scope of Service
  - 9.2. Discuss how these metrics align with organizational goals and objectives
10. Stakeholder Feedback and Continuous Improvement
  - 10.1. Describe provisions for soliciting feedback from stakeholders and incorporating it for continuous improvement (1-10)
  - 10.2. Provide examples demonstrating ongoing improvements in the execution of the Scope of Service
11. Legal and Regulatory Compliance
  - 11.1. Explain measures taken to ensure compliance with relevant laws, regulations, and contractual obligations
  - 11.2. Share examples showcasing adherence to legal and regulatory requirements
12. Resource Allocation and Workload Distribution
  - 12.1. Describe how resources are allocated and workload responsibilities distributed to ensure successful execution of tasks
  - 12.2. Identify and suggest solutions for resource constraints or workload imbalances
13. Sustainability and Long-Term Planning

- 13.1. Discuss how the Scope of Service supports long-term sustainability of organizational activities and initiatives
  - 13.2. Provide suggestions for long-term planning and strategic foresight
14. Integration with Organizational Structure
- 14.1. Explain how the Scope of Service integrates with existing organizational structure and processes
  - 14.2. Identify any opportunities to improve alignment and coordination with other departments or functions (e.g. Engineering, Legal, Education & Outreach, Public Affairs, CAC)
15. Board Role and Responsibility
- 15.1. How has the Board supported the Administrator position (1-10)
  - 15.2. In what ways has the Board supported the Administrator position?(Open Text)
  - 15.3. In what ways could the Board better support the Administrator position?(Open Text)
16. Overall Effectiveness and Satisfaction
- 16.1. Rate your satisfaction with the overall effectiveness of the Administrator position (1-10)
  - 16.2. Identify specific areas for enhancement or improvement for the Administrator Position to better meet organizational needs. (Open Text)
  - 16.3. Are there any elements of the Administrator's agreement that you believe need to be changed or updated? If so, please provide details. (Open Text)
17. Conclusion
- 17.1. Please recap key accomplishments and successes in fulfilling the Scope of Service. (Open Text)
  - 17.2. Commit to ongoing improvement and alignment with organizational goals. (Open Text)
  - 17.3. Any additional feedback or comments you would like to provide regarding your performance, the Scope of Service, or any other aspect of your role? (Open Text)

**Evaluation of the Current Administrator**  
*(Exclusive for Board Members)*

This evaluation is exclusively for Board Members of the District. The results will be one data point used by the personnel committee in the evaluation and consideration of the Administrator's performance. While all comments will be aggregated, since it is a relatively small sample size, anonymity is not guaranteed.\*

[0 = unclear or unknown; 1 is not at all, 10 is perfectly]

1. Strategic Direction and Planning:
  - 1.1. How effectively has the administrator facilitated the implementation of the updated Watershed Management Plan? (1-10)
  - 1.2. Has the administrator demonstrated an understanding of the strategic direction, goals, and policies outlined in the plan? (1-10)
  - 1.3. How well does the administrator identify opportunities to secure grant funding and develop partnerships to support the Watershed Management Plan? (1-10)
  - 1.4. Please provide additional comments or examples on Strategic Direction and Planning: (Open text)
  
2. Efficiency and Coordination:
  - 2.1. Has the administrator established processes to increase organizational efficiency and reduce duplication of effort? Please provide examples. (0-10)
  - 2.2. How well has the administrator coordinated activities among consultants and served as the primary point of contact for LMRWD's business? (0-10)
  - 2.3. How effectively does the administrator maintain a list of items to be completed by consultants and ensure timely completion? (0-10)
  - 2.4. Please provide additional comments or examples on Efficiency and Coordination (Open text)
  
3. Stakeholder Engagement:
  - 3.1. How effectively has the administrator engaged with representatives from City, County, State, and Federal agencies, as well as other stakeholders? (0-10)
  - 3.2. Have you observed any improvements in stakeholder coordination and communication since the administrator assumed their role? (0-10)
  - 3.3. How well does the administrator solicit feedback from stakeholders, the Board of Managers, and the contractor to inform ongoing improvements? (0-10)
  - 3.4. Please provide additional comments or examples on Stakeholder Engagement (Open text)
  
4. Financial Management:
  - 4.1. How well has the administrator managed financial aspects, such as coordinating consultants' projects, reviewing invoices, and recommending payments? (0-10)

- 4.2. Has the administrator successfully identified opportunities to secure grant funding and develop partnerships to support the Watershed Management Plan? (0-10)
  - 4.3. How effectively does the administrator develop an operation and capital budget on an annual basis for consideration by the Board? (0-10)
  - 4.4. Please provide additional comments or examples on Financial Management (Open text)
5. Project Tracking and Reporting:
  - 5.1. How thorough has the administrator been in tracking the implementation of watershed-funded projects and ensuring that objectives, budgets, and schedules are met? (0-10)
  - 5.2. Are you satisfied with the quality and frequency of the administrator's reporting on project progress and expenditures? (0-10)
  - 5.3. How well does the administrator track the implementation of watershed-funded annual water quality projects? (0-10)
  - 5.4. Please provide additional comments or examples on Project Tracking and Reporting (Open text)
6. Budgeting and Planning:
  - 6.1. How effectively has the administrator developed annual operation and capital budgets for consideration by the Board? (0-10)
  - 6.2. Have you found the annual work plans and reporting systems developed by the administrator to be comprehensive and useful for decision-making? (0-10)
  - 6.3. How well does the administrator develop agendas for meetings and attend the monthly Board meetings? (0-10)
  - 6.4. Please provide additional comments or examples on Budgeting and Planning (Open text)
7. Meeting Management:
  - 7.1. How well has the administrator managed meetings, including developing agendas and attending monthly Board meetings and other necessary gatherings? (0-10)
  - 7.2. Have you observed any improvements in meeting efficiency or effectiveness under the administrator's leadership? (0-10)
  - 7.3. How effectively does the administrator attend monthly Board meetings, special TAC meetings, and others as necessary?(0-10)
  - 7.4. Please provide additional comments or examples on Meeting Management (Open text)
8. Task Management and Accountability:
  - 8.1. How effectively has the administrator maintained a list of items to be completed by consultants and ensured timely completion? (0-10)
  - 8.2. Are you satisfied with the level of accountability demonstrated by the administrator in completing assigned tasks and activities? (0-10)



- 8.3. How well does the administrator prepare a monthly summary of work completed and time expended by work task and budget items? (0-10)
- 8.4. Please provide additional comments or examples on Task Management and Accountability (open text)

9. 1. Overall Assessment:

- 9.1. How would you rate the administrator's performance in fulfilling the scope of services outlined in the contract? (0-10)
- 9.2. Are you satisfied with the administrator's overall performance? Please explain your rating. (0-10)
- 9.3. Please provide additional comments or examples on Overall Assessment (Open text)

10. Final Comments:

- 10.1. Is there any final feedback or comments you would like to provide regarding the administrator's performance or the scope of services outlined in the contract? (Open text)

**Rubric:**

- 1-3: Needs Improvement
- 4-6: Fair
- 7-8: Good
- 9-10: Excellent

Please select "0" for "Unknown" or "N/A" where applicable.



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### Agenda Item

#### Item 8. B. – 2024 Legislative Activities Update

#### Prepared By

Linda Loomis, Administrator

#### Summary

Lisa Frenette has been following the items identified on the LMRWD Board of Managers legislative priorities list.

- **Voluntary Certification with Limited Liability for Commercial Winter Maintenance Applicators and other legislation to reduce salt entering the natural environment:**

Bills have been introduced to study the amount of salt purchased by MnDOT, HF 4624 (Hansen) -passed out of Environments Finance and Policy Committee and sent on to Transportation; Its companion in the Senate, SF 4850 (Morrison) – no hearing has been scheduled.

Liability for Commercial Salt Applicators – HF 3565 (Hollins) and its companion SF 3954 (Putnam). On March 6, 2024, I received an update on this legislation at the MN Association of Watershed District Administrators meeting. The legislation as written will not pass either body. A coalition of organizations; MN Watersheds, MN Center for Environmental Advocacy, MN Association for Justice, Stop Over Salting and Freshwater, have come together and agreed in principle to support any legislation the would include language defining a standard for negligence, require applicators attend training, that would result in certification by the MPCA and would require recertification no longer that every five years. At this stage in the legislative session, new bills cannot be introduced, but legislation already introduced can be modified. The Coalition was working to have the bill authors modify the legislation. This may end up waiting until 2025.
- **Invasive Carp Species:**

HF 3377 (Hansen) requests \$1.21 million in funding from the ENR (Environmental and Natural Resources) Trust Fund; House file passed; SF 3507 (Hawj) – waiting for action.
- **Support funding for statewide River Watch Programs:**

HF 2796 (Brand) – No hearing has been scheduled; SF 3946 (Kunesh) – bill hearing scheduled for Tuesday March 19, 2024. The LMRWD sent a letter to the author, committee Chair and Committee members (copy attached). The bill will most likely be laid over for inclusion in the Legacy Bill.
- **Support Native Fish Protection:**

Legislation has been introduced which would define native fish; it includes provisions to deny licenses for native fish, protect native fish from being harvested in a natural environment but would allow aquaculture farming. Two bills have been introduced in each body and are similar if not identical. HF 4015 (Jordan) -second reading on floor; Its companion SF4898 (Hoffman) – passed from Environments Finance and Policy committee to State and Local Government Committee.

HF 4420 (Hansen) – Referred to House Environment Finance and Policy Committee for possible inclusion in Omnibus bill; Its companion SF4142 (Hawj) – Passed out of Environment Finance and Policy committee to State and Local Government.

- **Support Water Storage Initiatives:**

No language has been discussed this year to include support for MN River hydrology studies that identify and prioritize areas that provide the most beneficial and cost-effective implementation for storage; BWSR received \$17 million in 2023 to work in collaboration with constituencies to implement storage upstream.

- **Support legislative requests of partners of the LMRWD:**

Capital Investment committees are going through the motions hearing from all the agencies on their requests. No single-issue items have been moved for possible inclusion in the bills.

*Carver Levee Improvement Project*

HF 3727 (Harder); Its companion SF 3897 (Gruenhagen) - referred to the committee on Capital Investment in both bodies; no hearings scheduled.

*Shakopee River Bank Stabilization*

HF 243 (Tabke); Its companion SF 38 (Pratt) - referred to the committee on Capital Investment in both bodies; no hearings scheduled.

*Merriam Junction Regional Trail*

HF 3936 (Tabke); Its companion SF 3628 (Pratt)- referred to the committee on Capital Investment in both bodies; no hearings scheduled.

- **Lower Minnesota River Landfill Remediation Projects**

There has been no discussion of landfill remediation. Language is moving forward to ensure that money can't be taken out of the Closed Landfill Program to offset deficiencies in the state budget.

There is a BWSR Technical bill modifying watershed and soil and water conservation district provisiond – HF 3550 (Hansen) – referred back to Environment Finance and Policy Committee and its companion SF 3559 (Hawj) which is on the Senate floor. MN Watersheds recommended that watershed districts should have legal counsels look at these bills to see what impacts its enactment will have.

**Attachments**

River Watch Funding Letter of Support

**Recommended Action**

No action recommended



LOWER MINNESOTA RIVER  
WATERSHED DISTRICT

### Carver

Lauren Salvato  
Secretary

### Dakota

Theresa Kuplic  
Vice President

### Hennepin

Joseph Barisonzi  
President

Laura Amundson  
Treasurer

### Scott

Apollo Lammers

March 17, 2024

Chair Hawj, Senator Kunesh, and Committee Members:

The Lower Minnesota River Watershed district writes this letter in support of the River Watch program (SF 3946) for the Minnesota River.

The Lower Minnesota has a valuable partnership with the Friends of the Minnesota Valley (FMV) in promoting water quality. This funding will allow the FMV to continue and expand the existing water quality and watershed monitoring river watch activities in schools in the Minnesota River Valley.

This River Watch works directly with teachers and students in the 13 major watersheds that comprise the Minnesota River basin to work with high school science classes to collect water quality data across the Minnesota River Basin. The data collected by the students is submitted to the Minnesota Pollution Control Agency. The program not only gives these students the opportunity to get outside and monitor the environment but it offers valuable information to the MPCA by allowing them to monitor the health of less studied waterways. It also has potential to introduce students to careers in engineering and science.

This particular River Watch program has four goals:

- **Knowledge:** Develop an understanding of the factors affecting water quality, in general, and the Minnesota River Basin, in particular.
- **Practice:** Collect water quality data at field testing sites to assist the Minnesota Pollution Control Agency in monitoring the health of understudied waterways in the Minnesota River Basin.
- **Investigation:** Reflect on what the data can tell us about the overall health/quality of the waterway, identifying issues facing the water; as well as solutions to reduce pollutants.
- **Stewardship/Community:** Foster a sense of responsibility towards improving the health of the local water resources we all rely on for our well-being and survival.

On behalf of the Lower Minnesota River Watershed District, we appreciate this hearing and your support.

Linda Loomis  
Administrator  
Lower Minnesota River Watershed District

Linda Loomis, Administrator  
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# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, March 20, 2024

### **Agenda Item**

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

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

This item was on the February 21, 2024 LMRWD Board of Managers meeting agenda and was tabled to the March 20, 2024 meeting.

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

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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!

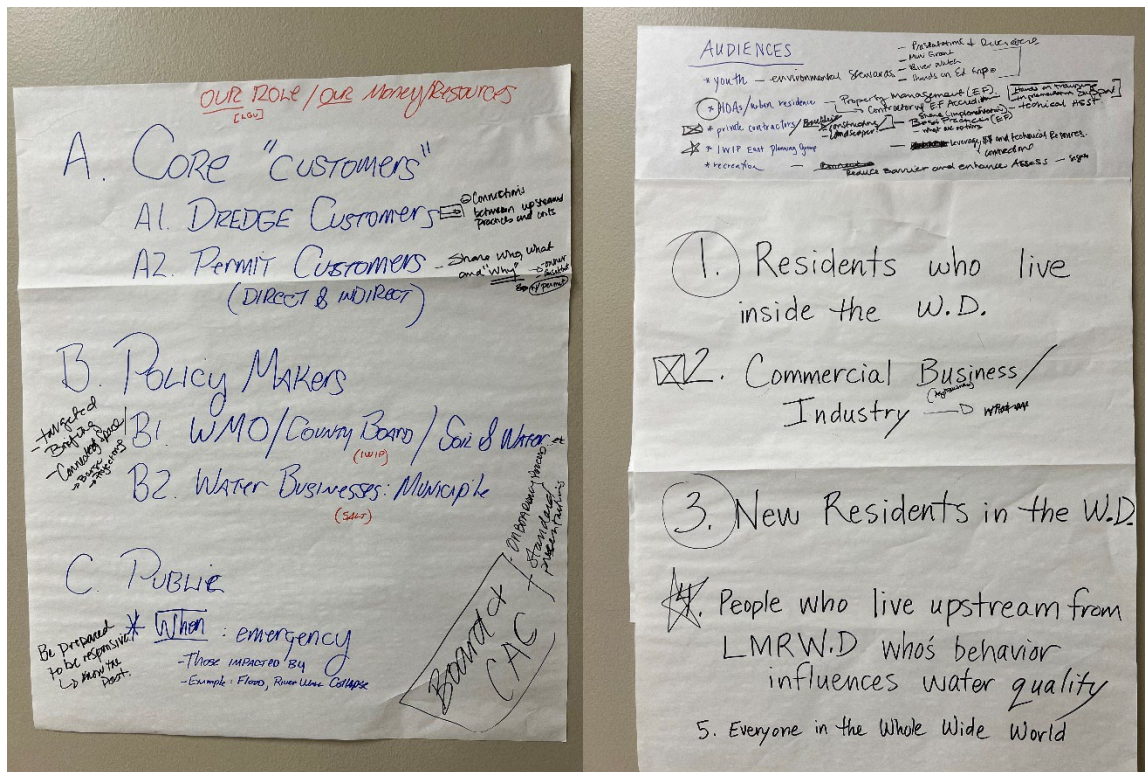
**Table 2**

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<br>Strategy 4.2.3: Provide educational opportunities<br>Strategy 8.1.1: Promote safety education<br>Strategy 9.1.1: Maintain Citizen Advisory Committee<br>Strategy 9.1.2: Develop an outreach program<br>Strategy 9.1.3: Engage volunteers<br>Strategy 9.1.4: Provide opportunity for public input<br>Strategy 9.2.1: Produce scientific studies and work products<br>Strategy 9.2.2: Promote a variety of education programs<br>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.





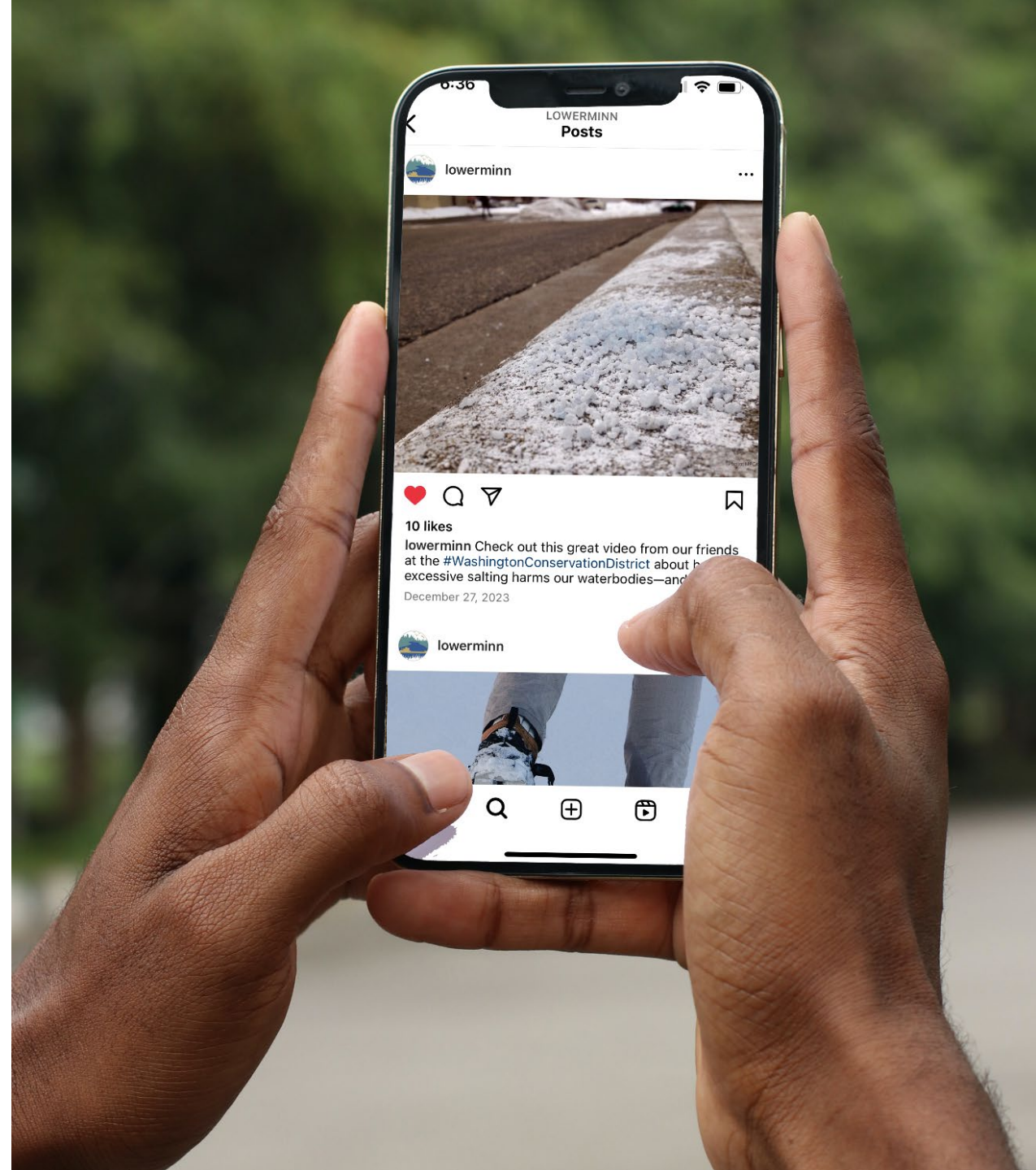
# Social Media

## 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](http://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.



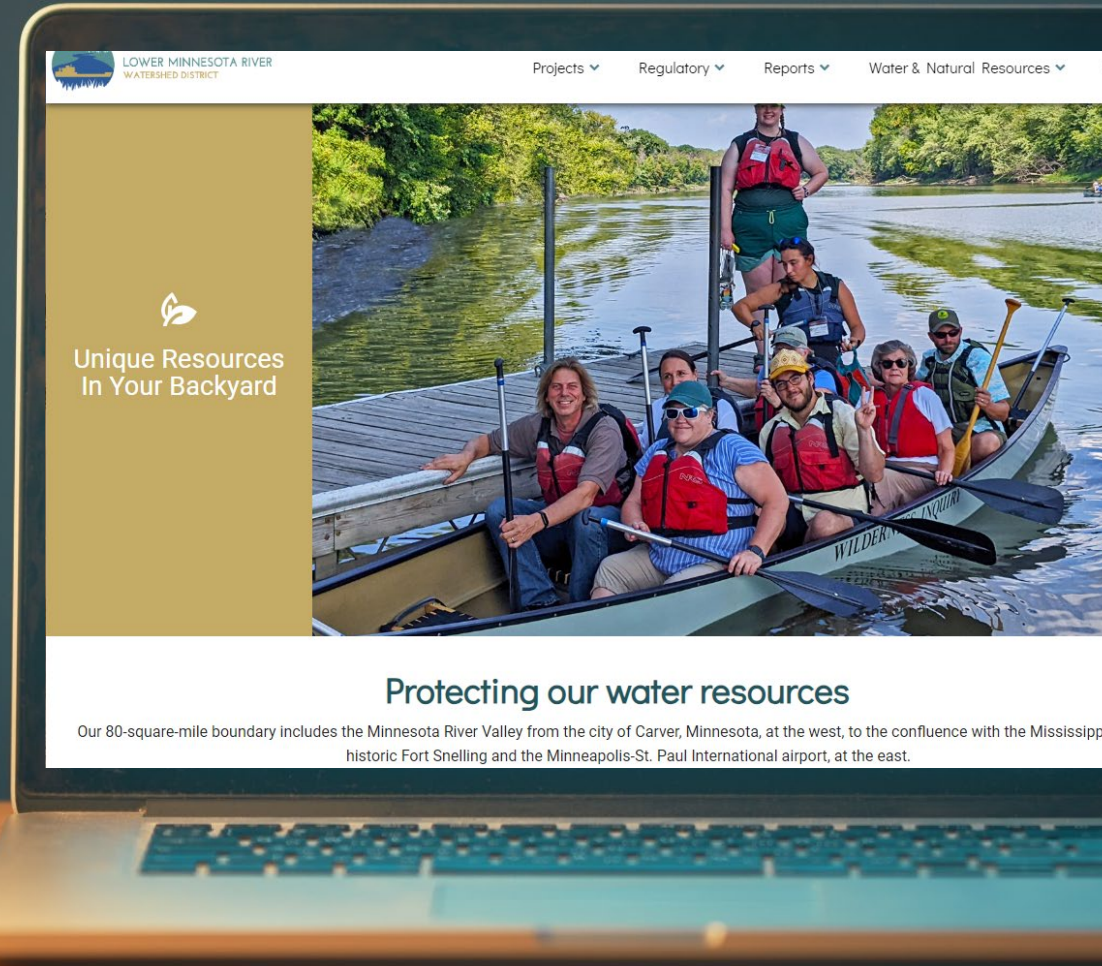
# Website Assistance

## 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
- 60<sup>th</sup> 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

|  <b>Workshop Target Audience: YOUTH</b>  |  |   |   |
|---|--|---|---|
| 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"> <li>Continue to explore partnerships to engage youth in the LMRWD through city, SWCD, and county partners in classroom and excursion settings.</li> <li>Expand ideas for youth activities at CAC tabling events.</li> <li>Continue to explore sponsorship of existing partner events targeted at youth to create visibility without the added cost of organizing.</li> </ul> |
| Enhancement of mini-grant program   | Schools Engagement Work Plan: Educator Mini-Grant Program      |   | <ul style="list-style-type: none"> <li>Continue to grow network of teachers and educators to share educator mini-grant promotions.</li> </ul>   |
|  <b>Workshop Target Audience: HOMEOWNERS ASSOCIATIONS (HOAs)/URBAN RESIDENTS</b> |  |   |   |
| 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"> <li>Review existing materials and identify gaps. Consider developing materials as part of the permit customer audience need.</li> <li>Continue to promote partner resources on LMRWD digital platforms.</li> </ul>   |
| Property management training  | Social Media Work Plan:  | Nine Mile Creek Watershed District:   | <ul style="list-style-type: none"> <li>Continue to promote partner resources on LMRWD digital platforms.</li> </ul>   |


|  |  |  |  |
|--|--|--|--|
| (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> |  |
|--|--|--|--|

 **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"> <li>• Review existing materials and identify gaps. Consider developing materials as part of the permit customer audience need.</li> <li>• Continue to promote partner resources on LMRWD digital platforms.</li> <li>• Focus on need of industry/dredge customers to further identify gaps and opportunities for education and outreach.</li> </ul> |




 **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"> <li>• 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.</li> <li>• Develop an understanding of relationship network and how it can be employed on mutually beneficial projects.</li> </ul> |

 **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"> <li>• 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</li> </ul> |



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

|  |  |                              |   |
|--|--|------------------------------|---|
| 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"> <li>• Consider investment in promotional materials and event planning: Additional communications services.</li> </ul>  |
|  <b>Workshop Target Audience: PUBLIC DURING EMERGENCY</b> |  |                              |   |
| <b>Audience Need</b>   | <b>LMRWD Offerings</b>   | <b>Partner Organizations</b> | <b>Action Items</b>   |
| Promotion of the District’s work to manage and prevent future emergencies.   | Public Relations (PR) /External Communications<br>Social Media Work Plan<br>Website—News and Home Page | Media Contact Relationships  | <ul style="list-style-type: none"> <li>• Develop process for PR and external communications: Additional communications services.</li> <li>• 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.</li> </ul> |



## 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 # | <b>Workplan Objective 1: Project Management and Board of Managers Coordination</b>  |                   |             |                            |                     |
| 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         |
|        | <b>Workplan Objective 2: Citizen Advisory Committee</b>   |                   |             |                            |                     |
| 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         |
|        | <b>Workplan Objective 3: Social Media</b>   |                   |             |                            |                     |
| 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         |
|        | <b>Workplan Objective 4: LMRWD Signage</b>  |                   |             |                            |                     |
| 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         |
|        | <b>Workplan Objective 5: School Engagement</b>  |                   |             |                            |                     |
| 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         |
|        | <b>Workplan Objective 6: Community Outreach and Engagement</b>  |                   |             |                            |                     |
| 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     |
|---|-------------------|------------------------|----------------------------|-------------------------|
| <b>Additional Education and Outreach Needs</b>  |                   |                        |                            |                         |
| <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&amp;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  
 A= Accountable for approval over the task  
 C= Consulted about the task  
 I= is Informed about the task

Note: These responsibilities are proposed and open to discussion and approval.



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 20, 2024

### **Agenda Item**

**Item 9. A. – 535 Lakota Lane, Chanhasen – work without a permit**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

The LMRWD has received a communication from the property owner. He has informed the LMRWD that he has retained the services of an engineer and has given the LMRWD his (the engineer's) contact information. The LMRWD gave the engineer some time to reach out to us. When there was no communication from the engineer, the LMRWD contacted him.

The engineer representing the property owner has asked to schedule a meeting with the LMRWD. The LMRWD is working to schedule a meeting this coming week.

### **Attachments**

No attachments

### **Recommended Action**

No recommended action – for information only

# 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                           | On Hold |                    | 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          |

| Permit Number | Project Name                                 | Status                | Pre-Permit Meeting | Date Received | Date Considered Complete | Board Actions    |                      |           | Permit Issued | Permit Expiration Date | First Renewal Expiration | Second Renewal Expiration | Construction Completed | Date Permit Closed |
|---------------|--|-----------------------|--------------------|---------------|--------------------------|------------------|----------------------|-----------|---------------|------------------------|--------------------------|---------------------------|------------------------|--------------------|
|               |  |                       |                    |               |                          | Information Only | Conditional Approval | Approval  |               |                        |                          |                           |                        |                    |
| 2021-016      | Whispering Waters                            | Active                |                    | 4/14/2021     | 6/4/2021                 |                  | 6/16/2021            |           | 7/13/2021     | 7/13/2022              | 7/13/2023                | 7/13/2024                 |                        |                    |
| 2021-017      | Capstone35                                   | Closed                |                    | 4/20/2021     | 5/12/2021                |                  | 5/19/2021            |           | 8/19/2021     | 8/17/2022              |                          |                           |                        | 11/22/2022         |
| 2021-018      | Jefferson Court                              | Closed                |                    | 4/22/2021     | 5/17/2021                |                  | 6/2/2021             |           | 6/3/2021      | 6/2/2022               | 6/2/2023                 | 6/2/2024                  |                        | 8/11/2023          |
| 2021-019      | Cretex Site                                  | Closed                | 4/23/2021          | 4/26/2021     | 4/30/2021                |                  | 5/5/2021             |           | 5/7/2021      | 5/5/2022               |                          |                           |                        | 5/5/2022           |
| 2021-020      | Core Crossing Apartments (Prev. Southbridge) | Closed                |                    | 6/14/2021     | 7/13/2021                |                  | 7/21/2021            |           | 8/5/2021      | 6/15/2023              | 6/17/2023                |                           | 11/1/2022              | 9/21/2023          |
| 2021-022      | 2021 Security & Safety Center                | Active                |                    | 5/18/2021     | 10/29/2021               |                  | 11/17/2021           |           | 3/18/2022     | 3/18/2023              | 3/18/2024                | 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                | 5/20/2025                 |                        |                    |
| 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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|---------------|---|-----------------------|--------------------|---------------|--------------------------|------------------|----------------------|------------|---------------|------------------------|--------------------------|---------------------------|------------------------|--------------------|
|               |   |                       |                    |               |                          | Information Only | Conditional Approval | Approval   |               |                        |                          |                           |                        |                    |
| 2022-005      | Chaska West Creek Apt                   | Active                |                    | 2/8/2022      | 3/29/2023                |                  | 4/19/2023            |            | 6/6/2023      | 6/6/2024               |                          |                           |                        |                    |
| 2022-007      | Engineered Hillside                     | Active                |                    | 2/15/2022     | 3/14/2022                |                  |                      | 4/20/2022  | 4/21/2022     | 4/21/2023              | 9/20/2024                |                           |                        |                    |
| 2022-008      | Ivy Brook Parking West                  | Closed                |                    | 2/16/2022     | 2/25/2022                |                  | 3/16/2022            |            | 5/31/2022     | 5/31/2023              |                          |                           | 2/27/2023              | 8/1/2023           |
| 2022-010      | Quarry Lake Trail and Ped Bridge        | Active                |                    | 2/24/2022     |                          |                  | 4/20/2022            |            | 3/1/2023      | 3/1/2024               | 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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|               |  |                       |                    |               |                          | Information Only | Conditional Approval | Approval   |               |                        |                          |                           |                        |                    |
| 2022-041      | 35W SP 2782-352                                | Active                |                    | 12/15/2022    | 2/10/2023                |                  | 2/15/2023            |            | 4/10/2023     | 4/10/2024              | 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              | 5/15/2025                |                           |                        |                    |
| 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              | 5/31/2025                |                           |                        |                    |
| 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                       | Conditional Approval  | 6/14/2023          | 12/28/2023    | 2/26/2024                |                  | 3/20/2024            |            |               |                        |                          |                           |                        |                    |
| 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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|               |                                  |                      |                    |               |                          | Information Only | Conditional Approval | Approval |               |                        |                          |                           |                        |                    |
| 2023-025      | 35W SP1987-140                   | Under Review         | 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     |                          |                  |                      |          |               |                        |                          |                           |                        |                    |
| 2024-002      | MnDOT Pond Maintenance           | Upcoming             |                    |               |                          |                  |                      |          |               |                        |                          |                           |                        |                    |
| 2024-003      | Port Cargill Savage              | Upcoming             | 2/18/2024          |               |                          |                  |                      |          |               |                        |                          |                           |                        |                    |
| 2024-004      | 35W Early Release                | Under Review         |                    | 2/20/2024     |                          |                  |                      |          |               |                        |                          |                           |                        |                    |
| 2024-005      | Fort Snelling Cemetary           | Upcoming             | 2/27/2024          |               |                          |                  |                      |          |               |                        |                          |                           |                        |                    |
| 2024-006      | T2 North Expansion               | Under Review         |                    | 2/28/2024     |                          |                  |                      |          |               |                        |                          |                           |                        |                    |
| 2024-007      | Chalet Driving Range             | No Permit Required   |                    | 2/18/2024     |                          |                  |                      |          |               |                        |                          |                           |                        |                    |

\*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

