



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 15, 2024

Agenda Item

Item 5. F. - Request for Reimbursement for Minnesota Valley Refuge Friends Educator Mini-grant

Prepared By

Linda Loomis, Administrator

Summary

At the March 20, 2024, meeting of the LMRWD Board of Managers, the Board approved an educator mini grant of \$500 for the Minnesota Valley Refuge Friends.

The goals the Minnesota Valley Refuge Friends hoped to achieve were to educate students understanding of natural systems and how human activities can change the environment in ways that can be beneficial or harmful to humans and other organisms. Alison Schaub, Executive Director of Minnesota Valley Refuge Friends, has provided the LMRWD with a report project, that includes invoices and pictures. The Board should authorize reimbursement to Minnesota Valley Refuge Friends for \$450.

Attachments

Educator mini-grant application
March 20, 2024 meeting minutes excerpt
Educator Mini-grant agreement
Minnesota Valley Refuge Friends final report with invoices and pictures

Recommended Action

Motion to authorize reimbursement of Educator Mini Grant for Minnesota Valley Refuge Friends



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–5th grade

6–12th 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

President Barisonzi made a motion to authorize the personnel committee, with the support of the Administrator to conduct interviews for the applicants for Legal Counsel including the following steps; review applicants and proposed rubric, revise rubric as necessary, evaluate the existing candidates and choose those to be interviewed, draft question for candidates (same questions for all candidates) send questions and request interview for all candidates interview candidates and make recommendations to the Board. Manager Kuplic seconded the motion [the audio does not indicate this motion was seconded; President Barisonzi responded that Manager Kuplic seconded the motion when asked by the Administrator]

Manager Kuplic thought it would be beneficial to include Ms. Schall Young when considering which legal counsel to choose.

Ms. Schall Young said that the relationship between the District Engineer and Legal Counsel is a critical relationship, especially when it comes to implementation of the permitting program. It is key that the relationship has confidence and trust. President Barisonzi asked if Manager Kuplic would like to add “with the support of the District Engineer” to the motion. Manager Kuplic said that she would like to add that to the motion. President Barisonzi said he would accent that as a friendly amendment.

Upon a vote being taken the motion carried.

C. Education & Outreach

President Barisonzi introduced this item.

Manager Kuplic made a motion to table item 7.C. -LMRWD Social Media Content and Strategy. Manager Salvato seconded the motion. Upon a vote being taken, the motion carried unanimously.

Manager Salvato made a motion to approve the recommendations of the Citizen Advisory Committee and award educator min-grant as follows: Integrated Arts Academy - \$475; Friends of the Mississippi – Environmental Stewardship Institute - \$500; Shakopee Area Catholic Schools - \$500; Prior Lake High School - \$500; and Minnesota Valley Refuge Friends - \$500. Manager Amundson seconded the motion. Upon a vote being taken, the motion carried unanimously.

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

President Barisonzi introduced this item.

The Board discussed the project overall and the proposed recommendation by staff. President Barisonzi noted there were no financial commitments in the motion being considered.

Manager Salvato made a motion to adopt Resolution 24-05 – Developing a Scope of Study to Identify Areas of the Minnesota River Basin Suitable for Upland Storage. Manager Kuplic seconded the motion. Upon a vote being taken, the motion carried unanimously.

~~**E. LMRWD Communication Policy**~~ – This item was removed from the agenda.

E. Evaluation of Administrative Services

President Barisonzi introduced this item. He explained that he and Manager Salvato prepared a memo that has been shared with the Board. He noted that this is not an evaluation of the performance of the current administrator but is looking to the future to make sure the LMRWD has the capacity to accomplish the goals of the LMRWD.

LOWER MINNESOTA RIVER WATERSHED DISTRICT
2024 Educator Mini-Grant Program
Cost Share Grant Agreement

This grant agreement made this 20th day of March 2024 is between the Lower Minnesota River Watershed District, a Minnesota Watershed District ("LMRWD") a public body with purposes and powers set forth in Minnesota Statutes Chapters 103B and 103D, and Alison Schaub, ("GRANTEE"), a Part-time Executive Director at Minnesota Valley Refuge Friends. The GRANTEE's address is Minnesota Valley Refuge Friends, 3815 American Blvd. E, Bloomington MN 55425.

1. Scope of Work. GRANTEE will use funds for the purposes identified in the Educator Mini-Grant Program Application, attached to this Agreement as Exhibit 1.
2. Grant Agreement Period. The GRANTEE will have until the end of the current calendar year to complete the project.
3. Reimbursement. The GRANTEE may request reimbursement in an amount not to exceed \$500. At the time reimbursement is requested, GRANTEE will provide the LMRWD a reimbursement and reporting request form, receipts for all direct purchases, and project photos.
4. Indemnification. The LMRWD will be held harmless against all liability and loss in connection with the Project.
5. Notices. Any notice or demand, authorized or required under this Agreement shall be in writing and shall be addressed to the other party as follows:

To LMRWD:

Administrator
Lower Minnesota River Watershed District
112 East Fifth Street, Suite 102 Chaska, MN 55318

To GRANTEE:

Alison Schaub
Minnesota Valley Refuge Friends
3815 American Blvd. E
Bloomington MN 55425

The parties agreeing to be signed as follows:

GRANTEE:

By:  _____

Its: Executive Director, Alison Schaub

Date: 03/26/2024

LOWER MINNESOTA RIVER WATERSHED DISTRICT:

By: _____

Its: President

Date: _____



Educator Mini-Grant Program Reimbursement and Reporting Request Form

Name of School/Organization:

First Name:

Last Name:

Email:

Phone:

Address of School/Organization

Street Address:

Address line 2:

City:

State:

Zip Code:

When and where did the activity/project take place?

Describe how your activity or project engaged participants?

Total number of participants:

List your relevant expenses:

Refund amount (cannot be more than the original award amount):

\$

Please provide information for the check recipient:

First Name:

Last Name:

Street Address:

Address line 2:

City:

State:

Zip Code:

To complete the reimbursement process, please submit the following items via email to admin@lowermnriverwd.org:

- 1) Completed reimbursement form.
- 2) Receipts for your purchases matching the refund amount requested.
- 3) Photos of your activity or project in action. Please include the photographer's name for photo credit.



Photos: Chris Pregler, Richfield Public Schools

Jim Emery
9909 Pleasant Av. S.
Bloomington, MN 55420
jemery1967@gmail.com
612-408-3471

April 30, 2023

Alison Schaub
Minnesota Valley Refuge Friends
3815 American Boulevard East
Bloomington, MN 55425

INVOICE

Re: Invoice for services rendered 4/1/2023-4/30/2023
MNTU environmental education program

Alison:

This invoice covers services which I have provided to Minnesota Valley Refuge Friends for the Watershed Education Project. Pursuant to my contract with MVRF, I am compensated for all time spent assisting with the program at the rate of twenty-five dollars (\$25.00) per hour.

Date	Description of services provided	Hours
April, 12 2023	Prep/classroom sessions for Bloomington 5th grade	4
April 18, 2023	Program administration/Field trip prep	4
April 19, 2023	Prep/classroom sessions for Bloomington 5th grade	4
April 26, 2023	Prep/classroom sessions for Bloomington 5th grade	4
April 27, 2023	Program administration/Field trip prep	2

Total Hourly Charges: 18 hours X \$25.00 per hour = \$450
Invoice total due - \$450

Thank you,

Jim Emery