



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, November 6, 2024

### **Agenda Item**

#### **Item 7. A. – 2025 LMRWD Work Plans**

#### **Prepared By**

Linda Loomis, Administrator

#### **Summary**

The 2025 Work Plans were presented at the October Board meeting. The Board asked for more time to review the plans and asked that approval of the 2025 LMRWD Work Plans be placed on the November 6, 2024, agenda.

#### **Attachments**

2025 LMRWD Work Plans

#### **Recommended Action**

Motion to approve 2025 LMRWD Work Plans or: revise 2025 LMRWD Work Plans and approve the revised Work Plans

## LOWER MINNESOTA RIVER WATERSHED DISTRICT

### 2025 Education and Outreach Plan

Work Plan—October 2, 2024

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

For the work plan, **education** is the action of sharing resources with the intent of educating a targeted audience about science-based problems and solutions related to water and natural resources. **Outreach** is the act of reaching out to targeted audiences, with the strategic intent of delivering key messages intended to build partnerships, drive engagement, and elicit a desired action. Outreach also refers to the sharing of news specific to the LMRWD.

#### Summary

Outcome:	2025 Education and Outreach Plan
Project Partners:	City partners, residents, and businesses of the LMRWD; US Fish and Wildlife Service; nongovernmental organizations (NGOs); Citizen Advisory Committee (CAC); and public and private schools
Timeline for Completion:	January 2025–December 2025
Total Fees:	\$84,700
Total Project Budget:	\$150,000

Note: The LMRWD has created a total budget of \$150,000 for education and outreach. This work plan introduces services and deliverables related only to Young Environmental.

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

#### *Target Audiences: Board of Managers, Subconsultants*

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

*Task 1.2. Consensus and partnership building.* Maintain alignment between the Education and Outreach Plan and the Board of Managers' goals and vision by soliciting feedback twice a year through a digital survey. Young Environmental will administer the survey, synthesize results, and propose adjustments to the work plan through a technical memo for approval. Young Environmental will also maintain one list of existing education and/or sustainability program

partnerships with local cities, counties, nonprofits, and NGOs, and potential new partnerships that the CAC will evaluate for relevancy.

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

*Task 1.4. Coordinate complementary communications.* Maintain a dual-purpose outreach strategy while differentiating roles of the Board and Young Environmental. Dual-purpose strategy consists of (a) Young Environmental providing education and outreach campaigns based on water resource science and watershed behavior best practices, and (b) the Board providing locally engaged advocacy as it sees fit to carry out its mission or achieve advocacy-oriented objectives. Young Environmental will work with external consultants and stakeholders as directed to publish advocacy work through maintained channels (Task 2.3–2.5). The Board and Young Environmental will reference this task through quarterly updates (Task 1.3) as appropriate to either party.

*Task 1.5. Printing, postage, and other expenses.* Printing, postage, and other expenses are covered as needed across any of the listed objectives and tasks. Expenses may include in-person events within the watershed (travel, materials) or production of educational handouts for community events. We may investigate the purchase and rental of interactive displays and present the cost findings to the Board. Displays and prints will be organized and maintained through a print memorandum. We have budgeted expenses up to \$5,000.

## **Objective 2. Districtwide Education and Outreach**

This objective includes districtwide education and outreach to inform a variety of audiences using many channels. The outreach and engagement activities that Young Environmental leads will reach the community of decision-makers and residents with water quality and natural resources messaging and will involve targeted outreach to the LMRWD's specific work, progress, and needs. Outreach will take place through both in-person and digital channels to reach a variety of stakeholders through a diversified approach.

### **Outreach Channels**

Young Environmental will plan and execute a number of special events to reach key decision-makers needed to promote the LMRWD's mission.

### ***Target Audiences: State Officials, County Boards, Legislators, and City Officials***

*Task 2.1. Minnesota River boat tour.* Young Environmental will coordinate the annual Minnesota River boat tour, including event promotion and staffing. The tour serves as a venue to gather valuable stakeholders such as soil and water conservation districts, local government staff and elected officials, and partners from county, school, nonprofit, and business representations. *To enhance engagement, targeted discussions will focus on specific policy areas, and stakeholders will receive structured engagement materials both before and after the event to foster continued dialogue.* The event is likely to occur in the fall; however, we will set the date in January 2025.

*Task 2.2. Adaptable community outreach and engagement for high-profile issues and special resources:* Adaptable community outreach and engagement uses funding resources to support

and provide adaptability to all objectives as they relate to community outreach and engagement throughout the year. Examples include but are not limited to special events such as a Flood Listening Session (January 2025), tabling activities, relevant training and seminars for the CAC or Board with partnering organizations, and invitation of specialists for speaking engagements, demonstrations, and workshops. The LMRWD Board will coordinate whatever communications it deems necessary to reach decision-makers (legislative, county, city, elected officials, and state agencies) with targeted messaging and opportunities. This task also includes coordination of the Fen Technical Work Group, developing education and outreach materials to assist the public in understanding fens' unique characteristics. We will provide materials to landowners during permitting and public events. This task also involves necessary coordination with the LMRWD's legislative advisor. *Instead of hosting independent events, the LMRWD will focus on supporting partner organizations by participating in their established community events through tabling and informational displays to build visibility and goodwill.*

### **Educational Channels**

Young Environmental will maintain the following educational channels to reach all intended audiences. In addition to educational themes on water quality best practices and water and natural resource management, the content will focus on LMRWD-specific issues, news, projects, and updates.

### ***Target Audiences: All Audiences***

*Task 2.3. Maintain social media accounts.* Manage social media sites on behalf of the LMRWD and publish content for a variety of project, event, and watershed best practices communications. Starting in 2025, we will audit the effectiveness of the current channels used and recommend discontinuations and adoption of new platforms (e.g., retiring X and adopting LinkedIn to reach commercial businesses). Young Environmental will monitor statistics, maintain public input, and report any significant conversations gained through social media. This social media monitoring will take place on a campaign basis, organized by a content calendar and using CAC input for photos and storytelling. Social media campaigns will target the LMRWD's mission-relevant goals and serve as a supplement to these goals. Campaigns may include networking and use of relevant partner content from counties and other local watershed organizations. If the Board authorizes work from advocacy groups and develops such content, Young Environmental will coordinate its publication through social media channels with citation of the contribution to the Board.

*Task 2.4. Maintain content updates on website.* Young Environmental will continue to maintain website content, periodically updating projects, technical resource pages, LMRWD staff and advisory group photos and bios, and the news page with relevant stories. Information published on the website will mirror campaigns on social media, and we will collaborate with the technical consultant to ensure resource information and data are up to date. Our team will contribute content updates up to the \$5,700 approved annual retainer and work in coordination with the LMRWD's technical website consultant, HDR.

*Task 2.5: District signage.* Identify sites for LMRWD project and resource interpretive signage and make recommendations for proposed interpretive sign locations. Young Environmental will continue to work with local partners and the CAC on locations and messaging and with the current signage contractor for design and fabrication. The Board of Managers will receive estimates for proposed signs as project completion occurs and as relevant local events promote public understanding. Signage may be large, small, permanent, or temporary depending on context and need.

### **Objective 3. Empowering Successful Advisory Committees (CAC and Technical Advisory Committee)**

*Target Audiences: Citizens (i.e., residents, homeowners' associations, recreationists, youth, businesses) accessed through the CAC and technical advisory partners (i.e., cities, soil and water conservation districts, counties, state agencies) accessed through the Technical Advisory Committee (TAC)*

**CAC:** Young Environmental supports the CAC by preparing meeting agendas and minutes; securing educational presentations, tours, and learning opportunities; creating educational materials; coordinating attendance at local events; and increasing membership. With success in growing membership throughout 2024, the current CAC has the numbers and enthusiasm to meet its education and outreach goals in 2025. Throughout the coming year, Young Environmental will continue to provide resources that empower the CAC to grow and lead meaningful work on the LMRWD's behalf. Based on the October 2024 CAC meeting and vision of the CAC's new membership, Young Environmental will create a structure that empowers an engaged, dedicated, and self-directed CAC. This includes creating CAC-approved roles, processes (scheduling assignments for content creation and member attendance at Board meetings), and meeting frameworks that give the CAC the required tools to succeed.

**TAC:** We understand that effective education and outreach will involve a high level of collaboration with TAC members. This targeted audience includes city, county, and state partners with concurrent education and outreach responsibilities. Our team will continuously look for opportunities to partner on projects and use of resources with aligned goals and expand outreach through existing networks by maintaining regular communication with these partners.

*Task 3.1. Maintain CAC recruitment support.* We will contribute to maintaining a strong CAC membership and incorporate CAC recruitment efforts as needed using a combination of digital announcements (website and social media), in-person events, and direct mail campaigns throughout the year. Young Environmental will also continue to provide resources for CAC members to engage in recruitment.

*Task 3.2. Plan and facilitate CAC meetings.* To create effective meetings that accomplish their intended purpose, we will plan and facilitate regular meetings, co-create agendas with input from the LMRWD and CAC as directed by the Board, and submit meeting minutes for Board approval. Young Environmental can serve as a timekeeper and offer support in keeping conversations targeted and on message. As part of agenda development, Young Environmental may also organize guest speakers and visits to projects and high-value resource sites. Young Environmental and the CAC will formulate agendas with a blend of opportunities for local and regional learning, networking, and outreach. To plan for 2025, we will audit the effectiveness of monthly meetings and explore models for frequency and venues (i.e., virtual and in-person) that are most engaging to recruiting and retaining members. This audit will explore the CAC's availability and align activities with the most return on investment to create an active group that lends unique talents to the LMRWD's mission. We will also promote the adoption of roles defined in the bylaws—chair, vice-chair, and secretary—to improve meeting function. *Sixty percent of the CAC's efforts will focus on providing quarterly reports and recommendations to the Board of Managers to align with the LMRWD's key initiatives. The remaining 40 percent will focus on outreach initiatives, particularly in collaboration with partner organizations.*

*Task 3.3. TAC and CAC assistance.* Provide communications support such as fielding questions or providing technical information to make necessary mission-related connections among the TAC, CAC, Board of Managers, and LMRWD staff. Young Environmental will draft technical memos and requests to formalize recommendations and requests from the CAC to the Board of Managers. In support of the TAC, we may employ regular meetings or communication to ensure that relevant education and outreach is occurring and that we are not duplicating work already done through existing programs (i.e., municipal separate storm sewer requirements). We will continue to coordinate with TAC members to ensure they align with LMRWD news, issues, projects and solutions, and opportunities for partnership. *Integrate River Watch and monitoring programs with Soil and Water Conservation Districts to ensure cohesive data collection and promote broader participation involving schools and local organizations.*

*Task 3.4. Develop and maintain CAC roles and responsibilities.* Young Environmental will work closely with the CAC to define and establish clear roles and responsibilities that empower members to contribute independently to the LMRWD’s mission. CAC members will take on various responsibilities, including representing the LMRWD at community events to promote initiatives and engage directly with the public, facilitating informal public tours of project and resource sites to enhance community understanding of water resource management, and conducting outreach activities on watershed best practices. They will also promote key LMRWD initiatives such as the mini-grant program through both digital and in-person outreach. Additionally, CAC members will assist in tracking and addressing recurring issues from the public and summarizing them for consideration by the Board of Managers. The CAC will also play a key role in recruitment efforts to expand membership and will support the development of localized educational resources and public outreach campaigns.

Young Environmental will provide templates and supportive structures and materials for the CAC to build familiarity and routines for the resulting roles and responsibilities. We will create a calendar of meetings and coordinate with both the Board and TAC to maintain the flow of communication annually. Young Environmental and the CAC will codevelop this effort in 2025, potentially developing subcommittees that the CAC and the Board identify. Young Environmental will serve as an editor to formalize and publish materials, ensuring that items are technically sound and compliant with LMRWD branding.

## **Objective 4. Facilitate Schools Engagement**

### ***Target Audiences: Youth and Educators***

School-age youth and college students are a primary targeted audience for education and outreach. Education not only involves community members in watershed management from a young age, but it also provides inroads to other adult family members who can take action. Throughout the previous years, Young Environmental has actively built a mailing list of educators within and surrounding the LMRWD and continued to gain more traction for mini-grant opportunities. We recommend a systematic approach that packages curriculum, resources, and grant opportunities to local educators, allowing replicable outreach to multiple schools rather than infrequent one-off events. Our team can also serve as a conduit to connect educators with resources such as local county technical partners and nonprofit organizations.

*Task 4.1. Develop formal education resources.* Develop water resource curriculum and supplemental educational resources for students within our partner cities to grow and expand our relationship with schools. Young Environmental will develop education plans for the 2024–2025

and 2025–2026 academic years. Resources may include strategies such as a DIY curriculum for teachers, local resources such as county and state education tools, and/or local guest speakers. Based on CAC discussion, consider outreach to colleges in the district with environmental programs.

*Task 4.2. Administer mini-grant program.* Evaluate proposals, award grants, and compile reports and reimbursement requests for the educator mini-grant program. Young Environmental and the CAC will collaborate on grant promotion, planning, and the sharing of success stories. *Collaborate with partner organizations to use microgrants for expanding their reach within our district rather than run the mini-grant program independently. This could support watershed monitoring projects, educational programs, or habitat restoration efforts. Launch two joint projects annually in collaboration with partner organizations and expand existing programs.*

## **Objective 5. Sponsorships**

As part of the overall education and outreach budget, the LMRWD contributes a number of sponsorships. Young Environmental typically does not provide services related to sponsorships; however, we will publicize them as part of Objective 2.

*Task 5.1. Sponsorship support.* The LMRWD will continue its membership in and support of the **Scott County Water Education Program.**

*Task 5.2. Sponsorship support.* The LMRWD will continue its sponsorship of the **Minnesota River Congress.**

*Task 5.3. Sponsorship support.* The LMRWD will continue its sponsorship of the **Salt Symposium and Water Summit events.**

*Task 5.4. Sponsorship support.* The LMRWD will continue its sponsorship of the **Metro Children’s Water Festival.**

*Task 5.5. Sponsorship support.* The LMRWD will continue its membership in and support of the **Friends of the Minnesota (MN) Valley River Watch.**

*Task 5.6. Sponsorship support.* The LMRWD will continue its membership in and support of the **Coalition for a Clean MN River.**

<b>Task</b>	<b>Deliverable description</b>	<b>Measurable (if applicable)</b>	<b>Budget</b>
<b>Objective 1: Project Management and Board of Managers Coordination</b>			
1.1	Maintain work plan, tasks, schedule, and invoicing	Monthly invoices	\$10,000
1.2	Digital survey	Two per year	
1.3	Quarterly updates	Four per year	

<b>Task</b>	<b>Deliverable description</b>	<b>Measurable (if applicable)</b>	<b>Budget</b>
1.4	Maintain outreach strategy per work plan, reference as needed	N/A	
1.5	Printing, postage, tabling materials, and other expenses (\$5,000)	Printing, mileage, and supply expenses (as needed).	
<b>Objective 2: Districtwide Education and Outreach</b>			
2.1	Minnesota River boat tour (\$4,000)	One boat tour	\$44,700
2.2	Adaptable community outreach and engagement for high-profile issues and special resources (\$15,000)	Minimum one fen outreach campaign per permitting or earth moving activities; other campaigns as needed and relevant	
2.3	Maintain social media accounts (\$10,000)	Minimum of four campaigns per year with minimum three posts per campaign, one content calendar	
2.4	Maintain content updates on website (\$5,700)	Monthly content contributions, updates, or housekeeping as needed	
2.5	District signage (\$10,000)	Minimum of three permanent or temporary signs per year	
<b>Objective 3: Empowering Successful Advisory Committees</b>			
3.1	Recruitment efforts and resources to CAC members for recruitment	Minimum of six recruitment efforts per year	\$15,000
3.2	Facilitate CAC meetings	Minimum of eight CAC meetings and minutes per year	
3.3	CAC assistance	On call	
3.4	Develop CAC roles and responsibilities	Minimum of five role outlines	
<b>Objective 3: Facilitate Schools Engagement</b>			
4.1	Develop formal education resources	Minimum of five DIY teacher activities, minimum of five local partnership opportunities	\$15,000
4.2	Administer mini-grant program	Essential tasks according to number of grant applications	
<b>Objective 5: Sponsorships</b>			



<b>Task</b>	<b>Deliverable description</b>	<b>Measurable (if applicable)</b>	<b>Budget</b>
5.1	Scott County Water Education Program	Outside of Young Environmental Work Plan	\$7,500
5.2	Sponsorship of MN River Congress	Outside of Young Environmental Work Plan	\$400
5.3	Sponsorship of Salt Symposium and Water Summit	Outside of Young Environmental Work Plan	\$500
5.4	Sponsorship of Metro Children's Water Festival	Outside of Young Environmental Work Plan	\$1,650
5.5	Friends of the MN Valley River Watch	Outside of Young Environmental Work Plan	\$20,000
5.6	Coalition for a Clean MN River	Outside of Young Environmental Work Plan	\$5,000
Young Environmental/Consultant Services			<b>\$84,700</b>
Total LMRWD Education and Outreach Budget			<b>\$150,000</b>

LOWER MINNESOTA RIVER WATERSHED DISTRICT

**Water Resources Restoration Fund**

Work Plan—October 2, 2024

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

**Summary**

<i>Outcome:</i>	Award project grant funds to eligible LGU projects in 2025
<i>Project Partners:</i>	LGUs within the LMRWD
<i>Timeline for Completion:</i>	January 2025–December 2025
<i>Total Fees:</i>	\$ up to 10,000
<i>Total Expenses:</i>	\$90,000
<i>Total Project Budget:</i>	\$100,000

**Objective 1. Program Administration**

*Task 1-1: Program administration.* LMRWD staff will use funding criteria developed in 2023 to solicit applications for funding requests and review eligible projects in 2025. Staff will prepare a technical memorandum to summarize applications received and provide recommendations to the board of managers to award the funds.

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

1. The Water Resources Restoration Fund application materials that Young Environmental developed for 2024 will be reused in 2025.
2. Application materials will be distributed to LGUs within the LMRWD by Friday, January 10, 2025.
3. LGUs will have until Friday, February 28, 2025, to submit a completed Water Resources Restoration Fund application.
4. Young Environmental will review eligible, complete applications according to the criteria and scoring metrics that have been developed.
5. Young Environmental will provide a funding recommendation to the LMRWD Board of Managers, in accordance with Table 1, at the April 2025 board meeting.

Table 1. LMRWD Funding Request Scoring Priority

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

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

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

*Timeline for Completion:* January 2025–December 2025

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

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

## LOWER MINNESOTA RIVER WATERSHED DISTRICT

### Fen Stewardship Program

Work Plan—October 2, 2024

*The Lower Minnesota River Watershed District (LMRWD), in partnership with the Minnesota Department of Natural Resources (MnDNR), developed a fen stewardship program for fens within the district. In 2025, LMRWD allocated funds for fen stewardship to implement the actions defined in the completed stewardship plans, including but not limited to ongoing monitoring and mapping efforts, public engagement, and vegetation management.*

#### **Summary**

*Outcome:* Completion of drain tile mapping at Gun Club and Savage Fens; reconvening Fen Technical Work Group and holding two meetings; completion of invasive species mapping and development of fen invasive species management plans (which includes strategies) for Gun Club, Nicols, Seminary, and Savage Fens.

*Project Partners:* MnDNR, Metropolitan Council

*Timeline for Completion:* January 2025–December 2025

*Total Project Budget:* \$85,000

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

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

*Task 1-2: Contract management.* Young Environmental will provide contract management support, including procuring and awarding a contract for fen invasive species mapping and managing the contract throughout the project.

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

*Timeline for Completion:* January 2025–December 2025

*Deliverables:* Project plan and schedule, meeting agendas and summaries, completed contract document with consultants for board consideration as necessary, invoices, and project updates.

*Estimated Budget:* \$8,500

## **Objective 2. Mapping**

*Task 2-1: Drain tile mapping.* Young Environmental staff will utilize GPS equipment to conduct drain tile mapping within Gun Club North, Gun Club South, and Savage Fen. This information will be placed into ArcGIS, with the intent to use the data in future planning efforts to assess whether existing drain tiles alter the hydrology of the fen. This effort is a crucial tool for protecting and preserving fen resources because drain tiles can disrupt the balance of water flow by artificially lowering water levels and altering the natural hydrology of the fen.

*Timeline for Completion:* January 2025–December 2025

*Deliverables:* Drain tile maps for Gun Club North, Gun Club South, and Savage Fen.

*Estimated Budget:* \$24,500

## **Objective 3. Fen Technical Work Group Coordination**

*Task 3-1: Stewardship plan engagement.* Young Environmental staff will hold two meetings with stakeholders to discuss ongoing stewardship plans and activities. These meetings will be held in conjunction with existing community events to increase participation.

*Task 3-2: Fen work group.* Young Environmental staff will hold two Fen Technical Work Group meetings with the intent of coordinating and discussing past, present, and future work as it relates to the fens, reviewing gaps and issues/concerns, and discussing potential resources available (including funding and staff) and opportunities to collaborate.

*Timeline for Completion:* January 2025–December 2025

*Deliverables:* Agendas and meeting summaries and supplemental reports.

*Estimated Budget:* \$2,000

## **Objective 4. Fen Invasive Species Management Program**

*Task 4-1: Plan and program development.* As outlined in the stewardship strategies, Young Environmental staff will develop a tiered approach to control invasive species in Gun Club, Nicols, Seminary, and Savage fens. This approach will involve mapping and identifying invasive species (including buckthorn) at each fen site and creating a comprehensive management plan that includes both short-term and long-term strategies to address ongoing issues. The mapping will serve as a baseline for determining the severity of the invasives. The developed plans will include a management approach that will be scaled based on severity and magnitude and consider future long-term management options for continued success. At the end of the plan development, Young Environmental will hold a meeting with LMRWD and MnDNR staff to discuss results and options to move forward, including the development of a fen invasive species management program (as noted in the stewardship strategies).

*Task 4-2: Develop a draft fen invasive species management plan.* Young Environmental will develop a draft fen invasive species management plan for each fen, which will include strategies

and future actions to aid in successful removal of invasive species at each fen. Each plan will be provided to MnDNR and LMRWD for review.

*Task 4-3: Develop a final fen invasive species management plan.* Submit the final plan to the District and the MnDNR, incorporating the written feedback from Task 4-2.

*Timeline for Completion:* January 2025–December 2025

*Deliverables:* Invasive species mapping at Gun Club, Nicols, Seminary, and Savage Fens; development of invasive species management plans; and agenda and summary from LMRWD and MnDNR meeting.

*Estimated Budget:* \$50,000

## LOWER MINNESOTA RIVER WATERSHED DISTRICT

### Gully Restoration Feasibility Studies

Work Plan – October 2, 2024

*In 2023 the Lower Minnesota River Watershed District (LMRWD) reevaluated 315 gullies through a field assessment and gully ranking process to identify gullies in the district that should be prioritized for restoration. We will conduct a restoration feasibility study for the recommended gullies. In addition to the feasibility studies, the survey identified additional gullies and inaccessible gullies as part of the 2024 gully assessment and required field survey. In 2024 a feasibility study should be completed for Shakopee Gully 16 (SHK16), which will lead to a final design by a consultant from the engineering pool.*

#### **Summary**

*Outcome:* Conduct feasibility studies for prioritized gullies, add gullies to the LMRWD gully inventory, and complete the final design for Gully SHK16

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

*Timeline for Completion:* January 2025–December 2025

*Total Project Budget:* \$160,000

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

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

*Timeline for Completion:* January 2025–December 2025

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

*Estimated Budget:* \$5,000

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

*Task 2-1: Municipal meetings.* In 2023 Young Environmental prioritized gullies in the district for restoration. Young Environmental will host meetings with LMRWD partner municipalities to discuss these gullies to determine if 2023 recommendations align with City goals and priorities. The purpose of this task is to identify overlapping efforts being completed by the Cities and determine if the Cities are interested in partnering on a feasibility study or restoration project. This task includes developing meeting agendas and summaries.

*Timeline for Completion:* January 2025–December 2025

*Deliverables:* Meeting agendas and summaries

*Estimated Budget:* \$6,000

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

The team will complete each of the recommended gully restoration sites based on the outcomes from Objective 2.

*Task 3-1: Desktop analysis.* Use available background resource information to identify potential causes of gully erosion and gain a holistic perspective of important factors in gully erosion. Contact property owner to assess progression of gully erosion and determine primary issues and concerns.

*Task 3-2: Field condition assessment.* Conduct site visit at gully to collect photographs, waypoint locations, and notes detailing area conditions by using field collection sheets. Determine if drone imagery may be helpful to fully assess site conditions.

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

*Task 3-4: Restoration design practices.* Identify primary cause of erosion based on desktop analysis, field assessment, and hydraulic analysis. Determine appropriate restoration and stabilization practices to address gully erosion and provide an engineer's opinion of probable costs of recommended restoration design.

*Task 3-5: Feasibility study report.* Develop a feasibility report to document data collection, methods and software used, analysis results, and recommendations for stabilization based on concept drawings. Submit draft memo to LMRWD and project partners for consideration and written feedback for incorporation into final report.

*Timeline for Completion:* January 2025–October 2025

*Deliverables:* Maps, photographs, field notes and collection sheets, survey data, topographic map, hydraulic model, geomorphic assessment, engineer's opinion of probable cost, draft report, and final report

*Estimated Budget:* \$27,000/gully feasibility study (planning for two studies for a total of \$54,000)

### **Objective 4. Gully Inventory**

*Task 4-1: Gully Field Survey.* As part of the 2024 gully assessment, LiDAR (updated in 2023) was reviewed to identify gullies in the watershed district that have not yet been inventoried. Additionally, Young Environmental, in partnership with property owners and municipal partners, identified access routes for inaccessible gullies during the 2023 Gully Inventory. This task includes conducting a field survey of the newly identified gullies and previously inaccessible gullies and adding them to the LMRWD Gully Inventory. We will share the new surveys with LMRWD municipal partners. We recommend that field surveys be conducted in the fall after leaf-off to avoid access being obstructed by heavy vegetation.



*Timeline for Completion:* October 2025–December 2025

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

*Estimated Budget:* \$10,000

### **Objective 5. Final Design of Gully Restoration at SHK16**

*Task 5-1: Request for proposal.* Young Environmental will develop a request for design and construction for the LMRWD consultant pool, review proposals, and recommend the best consultant to move forward for the final design of gully restoration at SHK16. LMRWD will execute the consultant contract, and Young Environmental will manage it, including specific deliverables.

*Task 5-2: Project kickoff meeting.* After choosing a consultant for design, Young Environmental will host a project kickoff meeting with the LMRWD and the consultant to introduce the project team, reaffirm or modify work scope and schedule, and review preliminary data needs. This task includes developing a meeting agenda and summary.

*Task 5-3: Data collection and topographic survey.* Use available background resource information and modeling developed as part of the SHK16 Gully Feasibility Study in 2024. Verify and update data as needed. If necessary, complete a topographic survey to support detailed design development and hydraulic updates.

*Task 5-4: Engineering design.* This task includes using the data collected in Task 5-3 to support the development of final design plans for stabilization measures at gully SHK16, final specifications, preparation of a technical design memorandum, and engineer's opinion of probable construction costs (EOPCC). The engineering consultant selected from the LMRWD pool will be expected to submit 60 percent, 90 percent, and final plans to the LMRWD for review and concurrence. Additionally, we will update the hydraulic model from the feasibility study with survey information and develop a model based on the proposed stabilization measures.

*Task 5-5: Permits.* This task includes preparation and submission of appropriate permit applications based on final design plans. The engineering consultant will coordinate with identified permitting agencies to present the project and confirm permit requirements and timelines as well as reconcile agency comments to meet permit requirements.

*Task 5-6: Design review.* Young Environmental will review the design, hydraulic model, and construction plans and provide comments and feedback for incorporation. Reviews will be completed at 60 percent, 90 percent, and final submittal. Young Environmental will work closely with consultant to ensure that LMRWD scope and goals are met.

*Timeline for Completion:* March–December 2025

*Deliverables:* Final construction plans, hydraulic modeling, EOPCC, specifications, technical design memorandum, permit applications

*Budget:* \$85,000 (Young Environmental Budget: \$5,000 and **Consultant Budget: \$80,000**)

LOWER MINNESOTA RIVER WATERSHED DISTRICT

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

Work Plan—October 2, 2024

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

**Summary**

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

*Project Partners:* Sites 1 and 2 landowners; Carver Soil and Water Conservation District (SWCD); engineering consultant (ISG); and contractor (TBD)

*Timeline for Completion:* January 2025–June 2025

*Total Project Budget:* \$110,000

**Objective 1. Construction**

This work plan covers the construction of the Project. Funding for construction administration tasks from the 2023 work plan will carry over into 2025.

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

*Timeline for Completion:* Construction will be completed in the winter during low flows. Vegetation planting and establishment will extend through late spring 2025.

*Estimated Budget:* \$110,000

## **LOWER MINNESOTA RIVER WATERSHED DISTRICT**

### **Sustainable Lake Management Plans of Trout Lakes in District**

Work Plan, October 2, 2024

*The Lower Minnesota River Watershed District (LMRWD), in partnership with the cities of Shakopee and Chaska, has developed sustainable lake management plans for Courthouse, Brickyard Clayhole, and Quarry Lakes. In 2025, were allocated to implement the actions identified in these plans, including but not limited to assessing the shoreline condition of Quarry Lake, reviewing and adjusting the high-value resource area for Quarry Lake, and conducting bathymetric surveys on each lake.*

#### **Summary**

*Outcome:* Completion of the request for proposal and execution of the consultant contract; bathymetric survey work at Quarry, Brickyard Clayhole, and Courthouse Lakes; and the shoreline assessment mapping and finalization of the shoreline assessment memo provided to the LMRWD.

*Project Partners:* Minnesota Department of Natural Resources (MnDNR), Metropolitan Council, and Cities of Shakopee and Chaska

*Timeline for Completion:* January 2025–October 2025

*Total Project Budget:* \$55,000

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

*Task 1.1: Project Plan Development and Project Management.* Finalize the work plan, assign project tasks, and determine necessary additional resources. In addition, specify dates for deliverables and generate and maintain the project schedule. If necessary, Young Environmental will provide contract management, including procuring, awarding, and monitoring contracts supporting the project.

*Timeline for Completion:* January 2025–October 2025

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

*Estimated Budget:* \$5,500

#### **Objective 2. Bathymetric Survey**

*Task 2.1: Request for Proposal.* Young Environmental will develop a request for proposal for the bathymetric survey work at Quarry, Brickyard Clayhole, and Courthouse Lakes. Young Environmental will also review proposals, recommend a consultant, and administer the consultant's contract, including specifying the required deliverables.

*Task 2.2: Depth Sounding and Bathymetric Survey.* The consultant will conduct surveys to determine the maximum depth, create detailed maps, and assess general features. The survey will also measure the depth at various points (as recommended by industry standards) and analyze the collected data to create depth profiles and contour maps.

*Timeline for Completion:* May 2025–September 2025

*Deliverables:* Bathymetric maps, depth profiles, and a report summarizing the findings for Quarry, Brickyard Clayhole, and Courthouse Lakes.

*Estimated Budget:* \$32,500–\$37,500

### **Objective 3. Assess Shoreline Conditions**

*Task 3.1: Assess Shoreline Conditions.* Young Environmental will first gather background information by analyzing existing lidar data. Once completed, Young Environmental will validate the shoreline conditions. Quarry Lake is a 70-acre, MnDNR-designated trout lake. Staff from MnDNR’s Restore Your Shore Program will supervise Young Environmental as it validates the shoreline conditions.

*Task 3.2: Draft Shoreline Assessment Memo.* Young Environmental will develop a draft memo that includes a description of the assessment methodology, results of the assessment and mapping, and future recommendations.

*Task 3.3: Finalize Shoreline Assessment Memo.* Young Environmental will incorporate comments and finalize the shoreline assessment memo.

*Timeline for Completion:* May 2025–September 2025

*Deliverables:* Shoreline assessment mapping and shoreline assessment memo with recommendations for Quarry Lake

*Estimated Budget:* \$12,000

## LOWER MINNESOTA RIVER WATERSHED DISTRICT

### **Individual Project Permit Program**

Work Plan—October 2, 2024

*On February 19, 2020, the Lower Minnesota River Watershed District (LMRWD) Board of Managers adopted rules to govern soil erosion and sediment control, floodplain and drainage alteration, stormwater management, and development on steep slopes within the boundaries of the district. The board adopted these rules to protect the public's health and welfare as well as the natural resources of the district. Young Environmental oversees the permitting program that enforces these rules. An individual permit is required for projects the Minnesota Department of Transportation proposes as well as all projects occurring in the Fort Snelling Historic District or other unincorporated areas of the district (i.e., where there is no local government unit exercising official controls).*

#### **Summary**

*Outcome:* Issue individual permits to qualifying projects that comply with watershed district rules and protect the health of water and natural resources within the LMRWD.

*Project Partners:* Landowners in the LMRWD, LMRWD municipalities, other regulating agencies

*Timeline for Completion:* January 2025–December 2025

#### **Task 1. Pre-Application Meetings**

Applicants are strongly advised to contact the LMRWD early in the project development process. This early contact allows for a nonbinding, informal review to assess conformity with LMRWD rules. Task 1 includes scheduling and hosting pre-application meetings with potential applicants to the LMRWD individual permit program. In addition to attending the meeting, Young Environmental may need to review project documents and materials before and after the meeting to address applicant questions. Young Environmental will take notes during the meeting and share a concise summary with all attendees via email.

*Deliverables:* Meeting agendas, meeting notes and summaries, and email correspondence

#### **Task 2. Completeness Review**

All permit applications must include a completed application form, all required exhibits, and a check (if applicable). Upon receipt of a permit application, Young Environmental sends an acknowledgement email to the applicant notifying them of the 15-business-day timeline for a completeness review. After we download the permit application materials, we perform a completeness review. The completeness review involves identifying the LMRWD rules that the project triggers and using the associated required exhibits and information that are outlined in the

applicable rules to determine if the applicant has submitted all the appropriate materials. Incomplete applications will be returned to the applicant within 15 business days with a request for additional information. Upon receipt of a complete application, Young Environmental will proceed to a more detailed review as outlined in Task 3. The completeness review includes regular communication with the applicant through emails, phone calls, and meetings.

*Deliverables:* Acknowledgement email, meeting agendas, meeting notes and summaries, completeness review spreadsheet, and email correspondence

### **Task 3. Project Evaluation**

After a complete application is received, Young Environmental can begin a more detailed review of the project to determine whether the project complies with LMRWD rules. Depending on the complexity of the project, project evaluation includes review of one or more of the following project materials:

- Project narrative
- Stormwater management plan
- Construction plans (grading plans, storm sewer plans, plan and profiles, erosion and sediment control plans, etc.)
- Hydrologic and hydraulic models (HydroCAD, XPSWMM, HEC-RAS)
- No-rise certification memo
- SWPPP

If a project fails to comply with the LMRWD rules, Young Environmental will notify the applicant of the deficiencies and request necessary information or modifications to guide the applicants toward compliance. Throughout the project evaluation process, we will maintain regular communication with the applicant through email, phone calls, and meetings. For projects that comply with LMRWD rules, Young Environmental will notify the applicant and prepare a technical memorandum detailing the proposed project and its adherence to LMRWD regulations. Additionally, the memorandum will feature at least one location map created in ArcGIS Pro, highlighting the proposed project's location and key components.

*Deliverables:* Meeting agendas, meeting notes and summaries, technical memorandum, location map(s), and email correspondence

### **Task 4. Board Recommendation**

The technical memorandum prepared by Young Environmental in Task 3 will include a recommendation for project approval, conditional approval, or denial. The memorandum will be circulated to the board of managers prior to the LMRWD board meeting for review. If the board of managers approves the project, Young Environmental will issue the permit. For conditional approval, Young Environmental will inform the applicant of the necessary requirements for permit issuance. In the case of denial, the applicant will be notified of their option to resubmit a permit application if they wish to make revisions and attempt to comply with LMRWD rules.

*Deliverables:* Board recommendations, email correspondence, permits

## LOWER MINNESOTA RIVER WATERSHED DISTRICT

### **Municipal Permit Program**

Work Plan—October 2, 2024

*On February 19, 2020, the LMRWD Board of Managers adopted rules to govern soil erosion and sediment control, floodplain and drainage alteration, stormwater management, and development on steep slopes within the boundaries of the district. These rules were adopted to protect the public's health and welfare as well as the district's natural resources. Young Environmental oversees the permitting program that enforces these rules. The municipal local government unit (LGU) permit allows local municipalities to issue permits and manage actions as the primary permitting authority and allows the LMRWD to act in the event the LGUs are unable to permit.*

#### **Summary**

*Outcome:* Provide a Municipal LGU permit to qualifying LGUs that comply with watershed district rules and protect the health of LMRWD water resources.

*Project Partners:* LMRWD municipalities and LGUs

*Timeline for Completion:* January 2025 – December 2025

#### **Task 1. Pre-application Meetings**

Applicants are strongly advised to contact the LMRWD before beginning the official application process to allow for nonbinding information review of the official controls. This task includes scheduling and hosting pre-application meetings with potential LGU permit applicants. In addition to attending the meeting, Young Environmental may need to review official control documents before and after the meeting to address applicant questions. Young Environmental will take notes during the meeting and share a concise summary with all attendees via email.

*Deliverables:* Meeting agendas, meeting notes and summaries, and email correspondence

#### **Task 2. Official Control and Standards Review**

LGUs that wish to obtain a municipal permit must submit a permit application that addresses how they intend to implement and enforce the LMRWD rules through official controls. All municipal permit applications must include a completed application form and all required exhibits. Upon receipt of a municipal permit application, Young Environmental will send an acknowledgement email to the applicant notifying them of the 15 business day timeline for a completeness review. After we download the permit application materials, we perform a completeness review. The completeness review involves identifying the LMRWD rules that the LGU is requesting a municipal permit for and determining if the applicant has submitted all the appropriate materials. Incomplete applications will be returned to the applicant within 15 business days with a request for additional information. Upon receipt of a complete application, Young Environmental will proceed to a more detailed review of the LGU's official controls as

outlined in Task 3. The completeness review involves regular communication with the applicant through emails, phone calls, and meetings.

*Deliverables:* Acknowledgement email, meeting agendas, meeting notes and summaries, and email correspondence

### **Task 3. Project Evaluation**

After a complete application is received, Young Environmental can begin a more detailed review of the LGU's official controls to determine whether the LGU has implemented the appropriate mechanisms to enforce LMRWD rules. If an LGU's official controls fail to comply with the LMRWD rules, Young Environmental will notify the LGU of the deficiencies and request necessary information or modifications to guide the LGU toward compliance. Throughout the project evaluation process, we will maintain regular communication with the applicant through emails, phone calls, and meetings. For LGUs that comply with LMRWD rules, Young Environmental will notify the LGU and prepare a technical memorandum detailing the LGU's official controls and standards and their adherence to LMRWD regulations.

*Deliverables:* Meeting agendas, meeting notes and summaries, technical memorandum, official controls review table, and email correspondence

### **Task 4. LGU Permit Program Audit**

Young Environmental will perform regular audits of the LGUs to maintain continuous compliance with and efficacy of the Municipal LGU permit program. These audits will assess whether the LGUs continue to implement and enforce the LMRWD rules appropriately. The audit process will include the review of documentation, site visits, and interviews with key personnel. Young Environmental will prepare an audit report summarizing the findings and provide recommendations for any necessary improvements.

*Deliverables:* Audit schedules, audit reports, meeting notes and summaries, and email correspondence

### **Task 5. Board Recommendation**

The technical memorandum prepared by Young Environmental in Task 3 will include a recommendation for municipal permit approval, conditional approval, or denial. The memorandum will be circulated to the board of managers prior to the LMRWD board meeting for review. If the board of managers approves the municipal permit, Young Environmental will issue the permit. For conditional approval, Young Environmental will inform the LGU of the necessary requirements for permit issuance. In the case of denial, the LGU will be notified of their option to resubmit a permit application if they wish to make revisions to better comply with LMRWD rules.

*Deliverables:* Board recommendations, email correspondence, permits



## LOWER MINNESOTA RIVER WATERSHED DISTRICT

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

Work Plan—October 2, 2024

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

#### **Summary**

<i>Outcome:</i>	Construction of bank stabilization measures at Area 3
<i>Project Partners:</i>	City of Eden Prairie, United States Army Corps of Engineers, Inter-Fluve, Houston Engineering Inc., 106 Group, Barr Engineering
<i>Timeline for Completion:</i>	January 2024–December 2024
<i>Total Consultant Fees:</i>	\$220,000
<i>Total Young Environmental Fees:</i>	\$40,000
<i>Construction Costs:</i>	\$40,000
<i>Total Project Budget:</i>	\$300,000

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

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

*Task 1-2: Contract management.* Young Environmental will provide contract management support including procuring, awarding, and monitoring contracts with consultants supporting the project, including Barr Engineering, Inter-Fluve, Houston Engineering, and 106 Group. As part of the State of Minnesota Capital Grant appropriated to the Area 3 project, Young Environmental will complete all tasks necessary to obtain the funds. This includes providing information requested by the state agency, handling payment requests, and completing all necessary grant reporting.

*Timeline for Completion:* January 2025–December 2025

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

*Young Environmental Budget: \$12,000*

### **Objective 2. Permitting**

*Task 2-1: Permit applications and regulatory agency coordination.* Young Environmental will continue to correspond as necessary with regulatory agencies to keep them informed about project updates as the project moves through the 90% and 100% plans. Young Environmental will submit 90% and final construction plans to the appropriate agencies for final approval.

*Timeline for completion: January 2025—June 2025*

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

*Young Environmental Budget: \$7,000*

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

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

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

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

*Timeline for Completion: January 2025–June 2025*

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

*Young Environmental Budget: \$11,000*

*Consultant Budget: \$70,000*

### **Objective 4. Construction Administration**

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

*Task 4-2: Bid opening.* Inter-Fluve will coordinate the bid opening, tabulate the bids, and coordinate the contract award and execution.

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

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

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

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

*Timeline for Completion:* March 2025–December 2025

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

*Young Environmental Budget:* \$10,000

*Consultant Budget:* \$150,000

LOWER MINNESOTA RIVER WATERSHED DISTRICT

**Comprehensive Watershed Management Plan (CWMP) Initiation**

Work Plan—October 2, 2024

As required by M.S. 103B and 103D and Minnesota Rules 8410, the LMRWD staff is recommending this workplan to use leftover funds from the gullies inventory project. Approximately \$75,000 remains unused, providing an opportunity to update the Comprehensive Watershed Management Plan (CWMP) earlier than initially scheduled. The process will begin with the completion of an updated Land and Natural Resources Inventory, followed by a facilitated visioning process to establish priorities and set a strategic direction before engaging with communities and partnering agencies. The Board of Water and Soil Resources (BWSR) Metro Update process highlights the importance of early coordination, starting with a comprehensive inventory of land and water resources. This will include updating data on surface water, climate, precipitation, geology, water quality and quantity, groundwater, and other critical components. The updated inventory will guide subsequent phases of the CWMP and lay the foundation for an effective stakeholder engagement process.

**Summary**

*Outcome:* The updated Land and Natural Resources Inventory will provide a solid data foundation for the CWMP update, along with four facilitated workshops that will establish a clear vision and strategic direction for the district. The workplan will also yield a comprehensive stakeholder engagement framework, ensuring effective involvement from the Technical Advisory Committee (TAC), Citizen Advisory Committee (CAC), and other stakeholders. Additionally, a detailed project plan with regular board updates will maintain alignment and transparency, supporting a well-coordinated approach to effective watershed management.

*Project Partners:* BWSR, MPCA, MDH, MDA, MnDNR, Metropolitan Council, Cities, Counties

*Timeline for Completion:* January 2025–December 2025

*Total Project Budget:* \$75,000

**Objective 1: Project Management**

*Task 1-1: Project Plan Development, Gantt Chart, Board Updates, and Facilitation Consultant Management.* Develop a comprehensive project plan, assign project tasks, determine additional resources needed, set dates for deliverables, and generate and maintain a project schedule. Develop a Gantt chart outlining key milestones and accomplishments necessary for the CWMP update. Young Environmental will manage the project, including hiring and managing a

facilitation consultant as a subconsultant to conduct facilitated workshops. Regular updates will be provided to the board to ensure alignment and transparency throughout the planning process.

*Timeline for Completion:* January 2025–September 2025

*Deliverables:* Project plan, Gantt chart, schedule, board updates, invoices, and project updates

*Estimated Budget:* \$5,000

## **Objective 2: Consultant-Led Facilitation, Visioning, and Stakeholder Engagement Preparation**

*Task 2-1: Facilitation Services and Visioning Workshops.* Conduct a series of four facilitated workshops with board and staff (consulting staff) members. Young Environmental’s subconsultant will lead these workshops to initiate the CWMP update, capturing legacy data, identifying key issues, and guiding the board through a visioning process to establish shared goals and desired outcomes for the district.

*Timeline for Completion:* January 2025–August 2025

*Deliverables:* Four facilitated workshops, including agendas, meeting summaries, and a visioning document to guide subsequent planning phases

*Task 2-2: Stakeholder Mapping.* Conduct a stakeholder mapping exercise to determine the involvement of the Technical Advisory Committee (TAC), Citizen Advisory Committee (CAC), and other stakeholders. This will ensure inclusion of the right voices throughout the planning process.

*Timeline for Completion:* June 2025–August 2025

*Deliverables:* Stakeholder mapping report identifying TAC, CAC, and other key stakeholders

*Task 2-3: Engagement Approach Framework.* Develop an engagement approach framework aligned with the initial visioning outcomes. This framework will outline the structure, goals, and timeline for TAC, CAC, and community meetings, ensuring stakeholders are effectively engaged at the appropriate stages of the planning process.

*Timeline for Completion:* June 2025–September 2025

*Deliverables:* Engagement approach framework, including a meeting structure, goals or objectives, timeline of accomplishments, and key questions for each engagement

*Estimated Budget for Objective 2:* \$40,000

## **Objective 3: Land and Natural Resources Inventory Update**

*Task 3-1: Review of Existing Inventory.* Review existing data on hydrological, biological, physical, and land components, ensuring alignment with recent changes in land use and other significant factors. The updated inventory will be crucial for informed decision-making and future planning stages.

*Task 3-2: Draft Land and Natural Resources Inventory.* Compile updated information on surface water, climate, geology, water quality, groundwater, soils, unique resources, and land use impacts. This draft will form the basis for discussions in the facilitated workshops.

*Task 3-3: Finalization of Inventory.* Review and adjust based on feedback, with the finalized Land and Natural Resources Inventory serving as a foundation for the CWMP update.

*Timeline for Completion:* January 2025–September 2025

*Deliverables:* Updated Land and Natural Resources Inventory

*Estimated Budget:* \$30,000