



Please note the meeting will be held in person at the Carver County Government Center on the Wednesday, May 21, 2025. The meeting will also be available virtually using this [link](#).

LOWER MINNESOTA RIVER WATERSHED DISTRICT

Lower Minnesota River Watershed District

7:00 PM – Wednesday, May 21, 2025

Carver County Government Center

602 East Fourth Street, Chaska, MN 55318

Agenda Item	Discussion
1. Call to order	A. Roll Call
2. Citizen Forum	<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>
3. Approval of Agenda	A. Additions, Corrections, and Deletions to Agenda
4. Public Hearings & Presentations	A. Presentation of 2024 monitoring results by Dakota County SWCD B. 2025 Legislative Report from Park Street Public C. May 2025 Administrator Report D. 2025 Workplan progress report
5. Consent Agenda	<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> A. Approve Minutes March 19, 2025, and April 16, 2025, Regular Meetings B. Receive and file April 2025 Financial report C. Presentation of Invoices for payment i. Clifton Larson Allen (CLA) – Financial services April 2025 ii. Rinke Noonan, Attorneys at Law –March 2025 general legal services & Area #3 iii. Daniel Hron –May 2025 office rent iv. US Bank Equipment Finance – May 2025 copier lease payment

	<ul style="list-style-type: none"> v. Young Environmental Consulting Group, LLC –April 2025 technical, and Education & Outreach services vi. Naiad Consulting, LLC – April 2025 administrative services, mileage & expenses vii. Bolton & Menk, Inc. – Engineering services related to Area #3 viii. Bolton & Menk, Inc. – Engineering services related to Vernon Avenue ix. Bolton & Menk, Inc. – Engineering services related to Vernon Avenue x. Braun Intertec Corp. – Soil testing services for Vernon Avenue xi. I & S Group, Inc. – April engineering services related to Spring Creek xii. Park Street Public – April 2025 Government Relations Services xiii. Redpath and Company – progress payment for FY 2022 Audit xiv. Scott County Soil & Water Conservation District – Q1 2025 invoice xv. First American Title Insurance Company – title investigation for purchase of Area #3 property xvi. HDR Engineering, Inc. – Website maintenance service through May 3, 2025 xvii. 4M Fund – March 2025 fund service charges <p>D. Citizen Advisory Committee Report</p> <p>E. Authorize reimbursement of Educator Mini-grant for Pilot Knob STEM Magnet School</p> <p>F. Adding and Removing Authorized Officials for Lower Minnesota River Watershed District Funds</p> <p>G. Authorize Pay App #1 for Vernon Avenue</p> <p>H. Minutes of Board Committees</p> <ul style="list-style-type: none"> o Personnel Committee – May 14
6. Permits	A. LMRWD Permit Renewals
7. Action Items	<ul style="list-style-type: none"> A. Award 2025 Cost Share Incentive and Water Quality Restoration Program B. Administrative Services Succession Update C. Fen Invasive Species Mapping Project D. Authorize Next Generation Management Plan E. Education & Outreach <ul style="list-style-type: none"> o Award Educator Mini-Grant o Public Relations Firm Subcontract and Public Listening Session Next Steps
8. Board Discussion Items	<ul style="list-style-type: none"> A. SkyWater Technology B. LMRWD 65th Anniversary
9. Information Only	<ul style="list-style-type: none"> A. Study Area #3 Update B. Vernon Avenue Update C. Distribution of Managers D. LMRWD Permit Program Summary
10. Communications	<ul style="list-style-type: none"> A. Administrator Report B. President C. Managers D. Committees E. Legal Counsel F. Engineer
11. Adjourn	Next meeting of the LMRWD Board of Managers is Wednesday, June 18, 2025.

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.

- [2025 Agricultural Drainage + Future of Water Quality Field Tour](#) – Thursday, May 29, 2025, Field Tour 11:00 AM to 3:30 PM and Social Hour 3:30 to 5:00 PM, Tour Bus pick-up, Drop-off and Social at [Dudley's Garage Restaurant and Bowling](#), Lakefield, MN
- LMRWD CAC meeting – Tuesday, June 3, 2025, 6:00 PM to 8:00 PM – City of Carver Cost Share projects, meet in-person at Carver City Hall, 316 Broadway St, Carver, MN
- LMRWD Finance Committee meeting – Wednesday, June 4, 2025, 7:00 PM, location to be announced
- LMRWD Personnel Committee meeting – Wednesday, June 11, 2025, 7:00 PM, County Board Room, Carver County Government Center, 602 East 4th Street, Chaska, MN
- Minnesota Stormwater Seminar Series – [Managing Stormwater Ponds for Optimal Function: Characterizing Phosphorus and HAB Export, Plus a New Tool for Prioritizing Maintenance Needs](#), Thursday, June 12, 2025, 10:00 AM to 12:00 noon, in-person at the St. Anthony Falls Lab, 2 SE 3rd Ave, Minneapolis, MN 55414 and virtual on zoom
- [MN Watersheds Summer Tour](#) – June 24-26, 2025, hosted by the Roseau River Watershed District, MN Watersheds is chartering a bus from the Twin Cities
- [2025 Salt Symposium](#) – Tuesday, August 5, 2025, [Live stream registration](#)
- LMRWD River Boat tour – Thursday August 14, 2025, 3:00 PM departure
- [MN Water Resources Conference](#) – Tuesday, October 14, 2025, and Wednesday October 15, 2025, St. Paul RiverCentre, 175 Kellogg Blvd, St Paul, MN 55102

For Information Only

- **WCA Notices**
 - None
- **DNR Public Waters Work permits**
 - None
- **DNR Water Appropriation permits**
 - None
- **Well Head Protection Plans**
 - City of South St. Paul



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 4. A. Presentation of 2024 monitoring results by Dakota County SWCD

Prepared By

Linda Loomis, Administrator

Summary

The 2024 Fen Well Monitoring Report prepared by the Dakota County Soil & Water Conservation District is attached for the Board's information. Lindsey Albright, Monitoring & Outreach Coordinator, will join the meeting to present the findings of the 2024 monitoring and to answer any questions the Managers may have.

Attachments

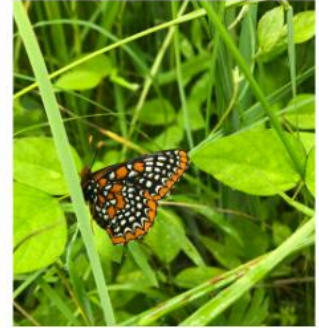
2024 Fen Well Monitoring Report prepared by Dakota County Soil and Water Conservation District

Recommended Action

Receive and file report



LOWER MINNESOTA RIVER
WATERSHED DISTRICT



2024 Fen Well Monitoring Report

Prepared for the Lower Minnesota River Watershed District
by Dakota County Soil and Water Conservation District



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Introduction

The Minnesota River corridor, just upstream of the confluence with the Mississippi River, is a unique habitat consisting of calcareous fens, intersected with small trout streams (see map in Appendix 1). Flora and fauna of the fens and streams rely on groundwater input to maintain water levels and provide cool water. The abundance of dissolved minerals, particularly calcium carbonate, causes the water to be more alkaline (higher pH), a typical signature of streams and wetlands with a significant groundwater influence. This calcium-rich environment supports highly diverse and unique rare plant species.



As a result of development in the area, little natural fen remains and there is concern over the quality of the fen habitat and the ability to support the wildlife that is well adapted to its unique characteristics.

Groundwater pumping, infrastructure, and stormwater input have had a noticeable effect on water quality and quantity. Several assessments of this natural resource and the need for continued monitoring were done, and in 2007 the Lower Minnesota River Watershed District began working with the Dakota County Soil and Water Conservation District (SWCD) to conduct annual fen well monitoring.



Weather Summary

Monthly precipitation data was retrieved from the Minnesota Department of Natural Resources (MNDNR) [website](#) for the Minneapolis/St. Paul airport weather station (Figure 1).

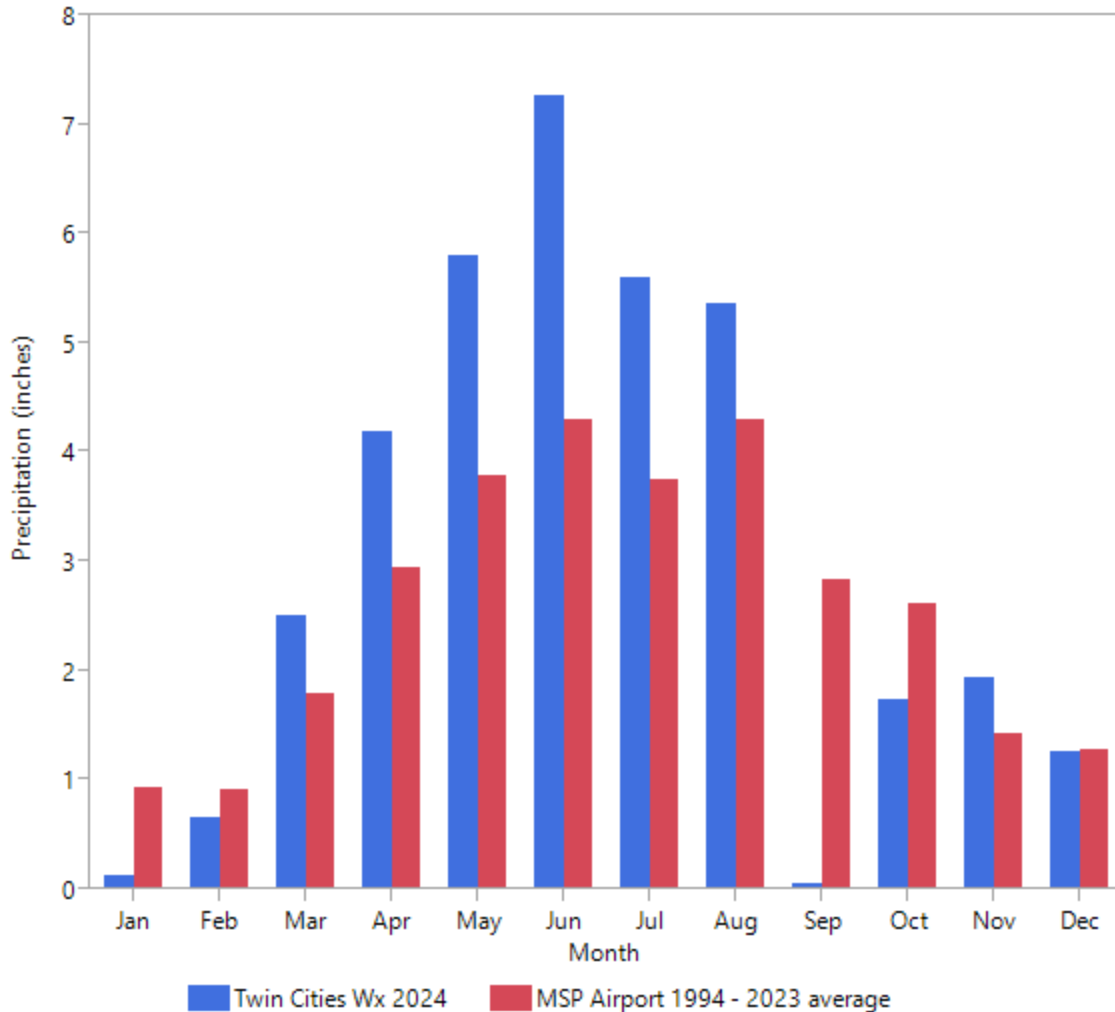


Figure 1. Monthly rainfall (blue) and 30-year (1994-2023) monthly average precipitation at Minneapolis/St. Paul weather station, data courtesy of the MNDNR.

2024 was marked by extreme weather events, with a combination of persistent drought, record-breaking floods, excessive rainfall, and some of the warmest temperatures ever recorded across the state. After experiencing warm, but very dry conditions in the late winter and very early spring months, wetter conditions and warmer temperatures arrived and continued into June.

June 2024 was the fourth-wettest June and the fifth-wettest of any month on record in Minnesota. After the return of more "normal" hydroclimatic conditions for July and August, a dry spell took hold during September and much of October resulting in the 10th-driest autumn on record.

Since 2006, there have been a mix of years with precipitation above (2007, 2010, 2013, 2014, 2015, 2016, 2017, 2018, 2019) and below (2006, 2008, 2009, 2011, 2012, 2020, 2021, 2022, 2023) the 30-year average, as shown in Figure 2. The 2024 annual precipitation (36.55 inches) was above average (30.9 inches) for the first time since 2019.

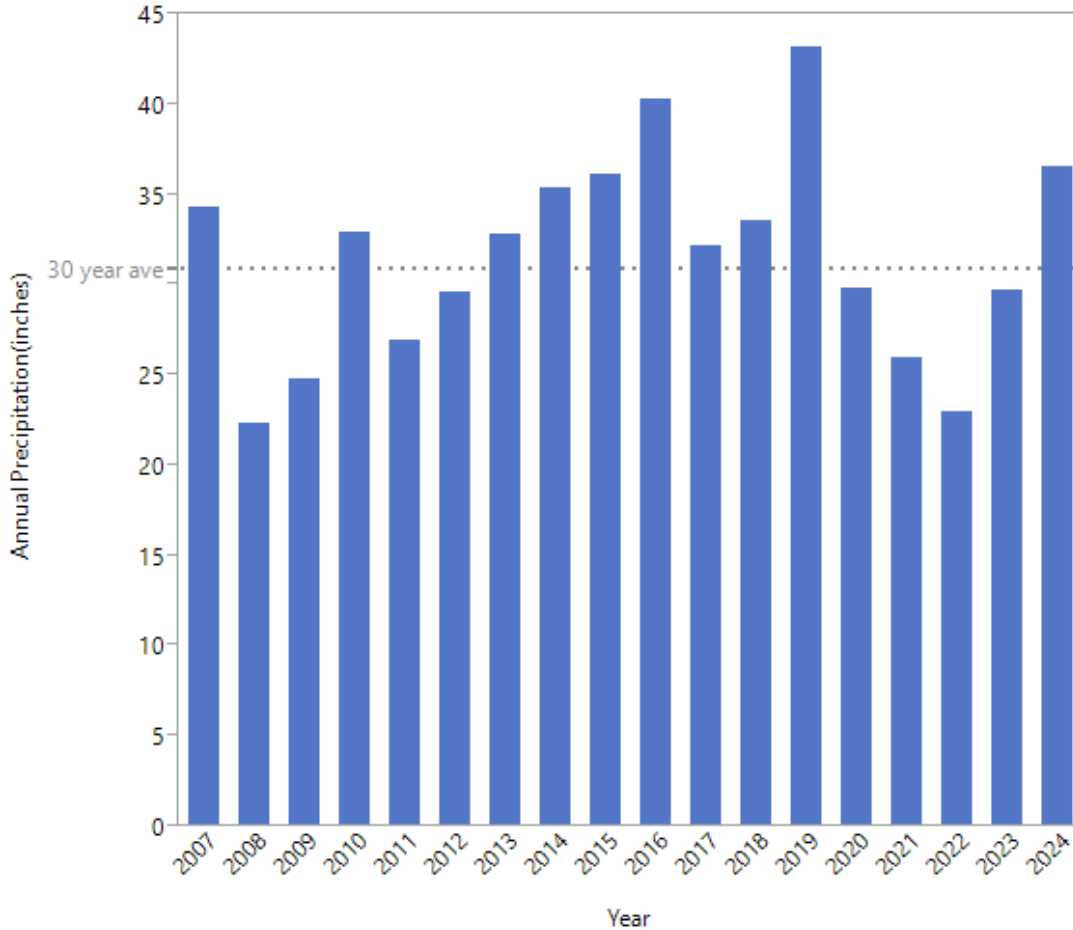


Figure 2. Total rainfall (inches) from 2007-2024 at Minneapolis/St. Paul weather station, data courtesy of the MNDNR. Gray dotted line indicates the 30-year (1994-2023) total annual average precipitation of 30.9 inches.

In the Quarry Island and Fort Snelling fens, well water level does not appear to change in response to precipitation during previous years or in the current one. Water levels in some of the wells are either decreasing or increasing, but there doesn't seem to be a seasonal or annual influence (i.e. did not see elevated levels in 2019-2020 following the high rainfall amount in 2019).

Historically, the Nichols wells appeared to be heavily influenced by precipitation. According to the "Environmental Monitoring of Nichols Fen" study conducted in 2008 by WSB & Associates, Inc., the Nichols fen has an 18-24 month response time to precipitation. Past monitoring data supported the idea that a year with higher well level measurements was preceded by a year when total precipitation was above average. Alternatively, years with lower well level measurements were preceded by years in which total precipitation was below average.

The impact of rainfall on water levels continues to be less conclusive than in previous years. While consecutive years of drought most likely influenced the decreasing water levels seen from one year to the next at some of the wells, this was not universal. In fact, water levels at some wells appear to be rising or remained stable.

Methods

Fen wells were monitored monthly from March through December 2007 through 2024 (no monitoring in 2014). The monitoring network consists of two wells in the Quarry Island fen, 13 wells in the Fort Snelling fen, and 13 wells in the Nichols fen for a total of 28 wells.

A Solinst Water Level Meter (Model 101) was used to measure the distance from the benchmark at the top of the well casing down to the water surface. Data was later transcribed into mean sea level and reported as elevation, in feet. In cases where the water level was “flowing” or too shallow to measure, the elevation of the pipe casing was used. In cases where the water in the pipe was frozen, no level data was recorded. See figures captions and fen grouping summaries for more description.

Data are reported to the Minnesota Department of Natural Resources and can be retrieved by going to the Cooperative Groundwater Monitoring (CGM) [website](#).

Interpreting Statistical Values

Kendall’s tau (T) test is commonly used to evaluate monotonic trends in water quality data as a function of time. Most generally, it is a test for whether well elevations tend to increase or decrease with time. The test determines which wells are significantly trending but does not seek to explain the cause of the trend.

The P-value is used to quantify the statistical significance of the data. It shows the likelihood that the null hypothesis is true, i.e., there is no change in well level over time. A P-value of 0.001 means there is a 0.1% probability that there is no change in well level over time. Since this probability is so small, it indicates that the pattern in the data would be highly unlikely if there was no trend (change in level over time). Thus, we can reject the null hypothesis and be fairly confident that there is a change in well level over time. Generally, a P-value below 0.05 is acceptable.

The Pearson correlation coefficient (R) is used to describe the noisiness and direction of a linear relationship. If the well level is decreasing over time there will be a negative R value close to -1, if the well level is increasing over time there will be a positive R value close to 1. If there is no clear linear trend and points are scattered around the line, the R value will be close to 0.

The coefficient of determination (R^2) is a measure of how well the predicted regression line approximates the observed data points. Data that are closely associated with the line have an R^2 close to 1, while data that are very scattered around the line have an R^2 close to 0. R^2 does not indicate whether the independent variables are a cause of the changes in the dependent variable; and thus, R^2 alone cannot be used to determine if a variable is significantly trending (up or down) or not.

Fen Well Monitoring Results and Discussion

Several statistical parameters were calculated to determine if well levels were significantly increasing or decreasing with time (Table 1). Linear regressions for each dataset are shown in Appendix 3. MNDNR visited the fen wells in September 2016 and recorded new elevations for 21 of the 28 wells. Elevations at seven wells in the Fort Snelling fen did not change as they are installed on more stable ground that does not experience seasonal and annual shifts.

Table 1. Water level trends over time for each fen well. Statistics are included only for those wells in which P-values were statistically significant. No clear trend¹ although the P-value is acceptable, the R and R² values do not indicate a strong trend and more data is needed.

	Well	Trend	Kendall's T, P-value	R	R ²
Quarry Island	P1-S	No clear trend			
	P1-D	Decreasing	-0.3851; <0.0001*	-0.0522	0
Fort Snelling	N3	Increasing	0.4514; <0.0001*	0.5853	0.338
	N4	Increasing	0.4932; <0.0001*	0.6568	0.418
	N5	Increasing	0.4776; <0.0001*	0.6349	0.398
	W1	Increasing	0.3718; <0.0001*	0.4147	0.167
	W2	Increasing	0.4105; <0.0001*	0.4527	0.203
	W3	Increasing	0.3845; <0.0001*	0.5173	0.262
	W4	No clear trend			
	S1-USGS	Increasing	0.5790; <0.0001*	0.8647	0.36
	S1	Decreasing	-0.4113; <0.0001*	-0.7708	0.23
	S2-USGS	No clear trend			
	S2	No clear trend ¹	0.1833; .0311*	0.6855	0.15
	S3-USGS	No clear trend			
	S3	No clear trend			
Nichols	1LN	No clear trend			
	1LS	No clear trend			
	F3	No clear trend			
	F4	No clear trend			
	WN1-USGS	No clear trend			
	WN5-USGS	No clear trend			
	WT-1	Decreasing	-0.3052; 0.0002*	-0.7035	0.16
	WT-2	No clear trend			
	WT-3	Decreasing	-0.4349; <0.0001*	-0.8251	0.34
	WT-4	Increasing	0.3411; <0.0001*	0.8153	0.27
	WT-5	No clear trend			
	F1	No clear trend			
F2	No clear trend				

Quarry Island

The Quarry Island Fen had originally been part of the larger Snelling Fen complex and was cut off during the construction of Highway 494 and watershed development. There may be little potential for restoration in the fen as the watershed is largely developed already.

The shallower well (P1-S) monitors water level in the peat layer while the deeper well (P1-D) monitors the layer immediately below the peat. MNDNR visited the fen wells in September 2016 and recorded a new elevation for both wells. Beginning in October 2016, water levels have been adjusted to reflect the new elevations (demarcated by red line).

Water levels in the Quarry Island Fen continues to decrease over time with a high level of variability at P1-S in recent years. At P1-D, individual monitoring events have a statistically significant downward trend and historically show annual seasonality with measurements collected in the early fall having the lowest level measurements (Figure 3). Potential explanations for the 2024 variability are unknown at this time. Recent data shows less variability in water level than in previous years at P1-S. Continued monitoring is necessary to understand the annual and seasonal dynamics of this well.

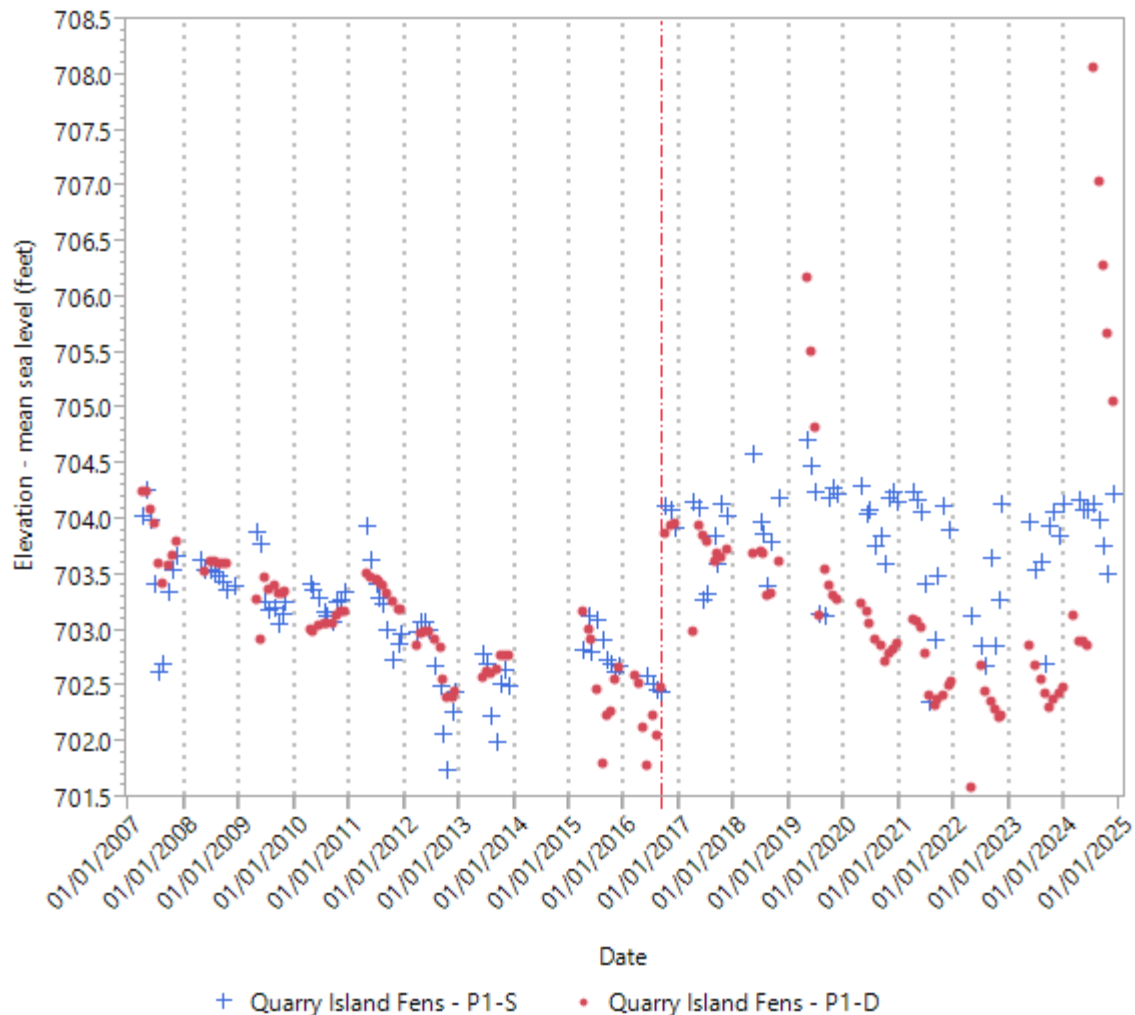


Figure 3. Water level elevation for Quarry Island Fen wells.

Fort Snelling

The Fort Snelling fen is of good quality and seems to be quite stable, if not increasing in water level (Figure 4). MNDNR visited the fen wells in September 2016 and recorded a new elevation for the S# and S#-USGS wells. Beginning in October 2016, there is a visible shift in the water levels of the wells to reflect the new elevations (demarcated by red line). Until 2016, S1-USGS was trending downward in water level; now has a significant upward trend and S1 is significantly decreasing. Water level readings at S2 are consistent but show no clear trend. Many of the other sites show increasing water levels over time with increased variability during the season. N3, N4, and N5 show seasonal changes in water levels with an overall increasing trend. W1, W2, and W3 also have significantly increasing trends.

Continued monitoring of the Fort Snelling fen will strengthen trend analyses and allow for any degradation to be more quickly recognized and addressed.

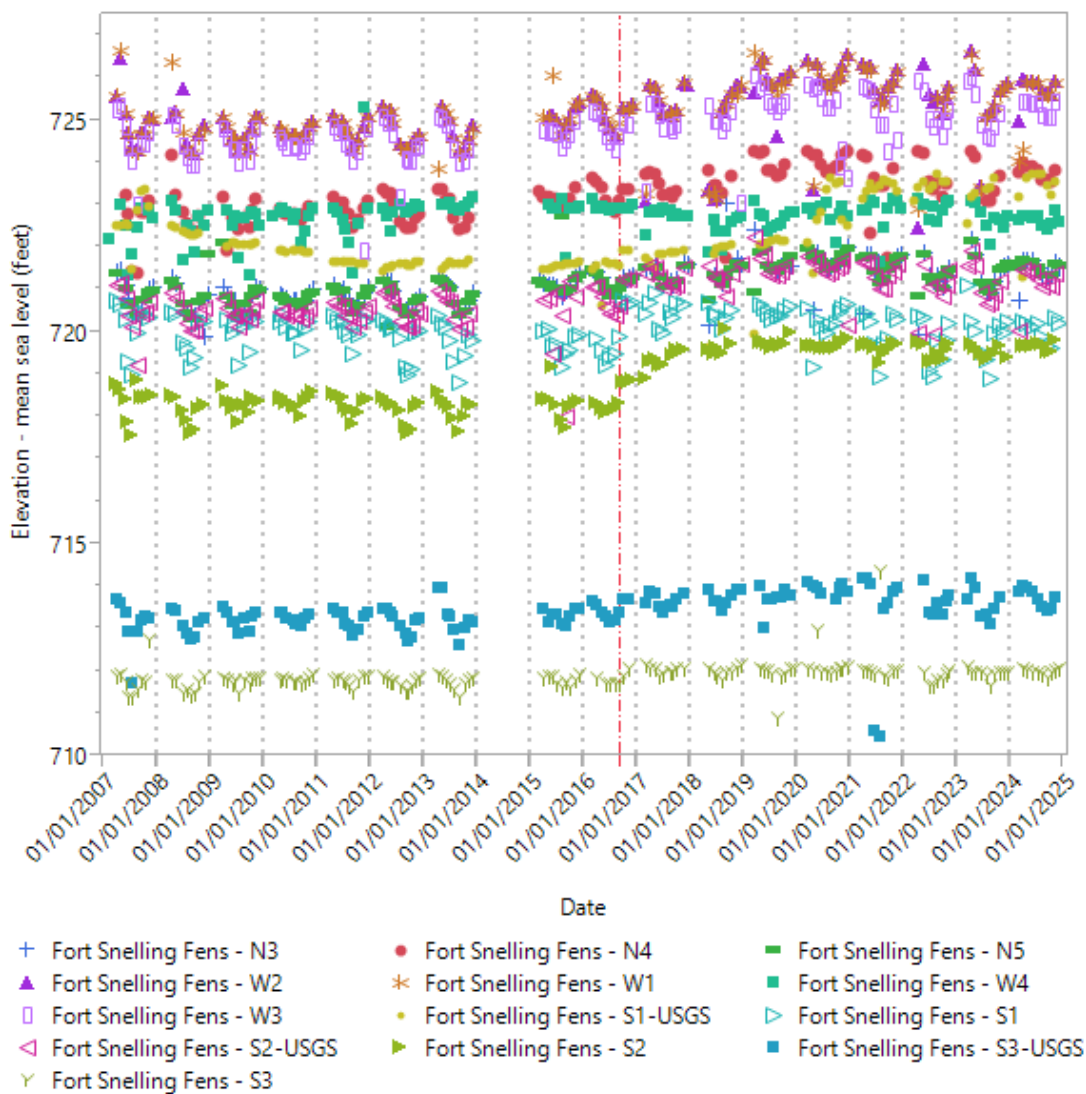


Figure 4. Water level elevation for the Fort Snelling fen wells. At well S3-USGS, when the water was overflowing, the elevation of the top of the pipe (Historical - 713.97 and 2016 – 714.18) was recorded. See individual well graphs in Appendix 3.

Nichols

Figures 5-7 summarize the results of the SWCD's fen well level measurements from 2007 through 2024 (no data were collected in 2014). Data are presented across several figures for clarity and grouping is based on proximity, not hydrologic characteristics. MNDNR visited the fen wells in September 2016 and recorded a new elevation for the wells. Beginning in October 2016, water levels have been adjusted to reflect the new elevations (demarcated by red line).

Historically, several of the wells showed increasing trends. Unfortunately, since the elevation change, two of the wells (WT-1 and WT-3) are showing a water level trend – decreasing – while wells WT-4 showed a significant increasing trend. In 2023, Metropolitan Council installed continuous data loggers in several of the wells in the Nichols Fen due to the fen's proximity to the Seneca Wastewater Treatment Plant. All wells continued to be monitored by the SWCD except for F3 as the logger set up blocked access at the top of the well.

Many of the wells in this fen show some amount of seasonality throughout the monitoring season with the lowest level measurements recorded in the late summer and higher levels recorded in early spring and summer. With the change in known well elevations in this fen, continued monitoring is necessary to improve confidence in the historical trends and determine if there is long-term drawdown of the water table due to watershed impacts or if the groundwater levels in the Nichols fen are recovering and stabilizing.

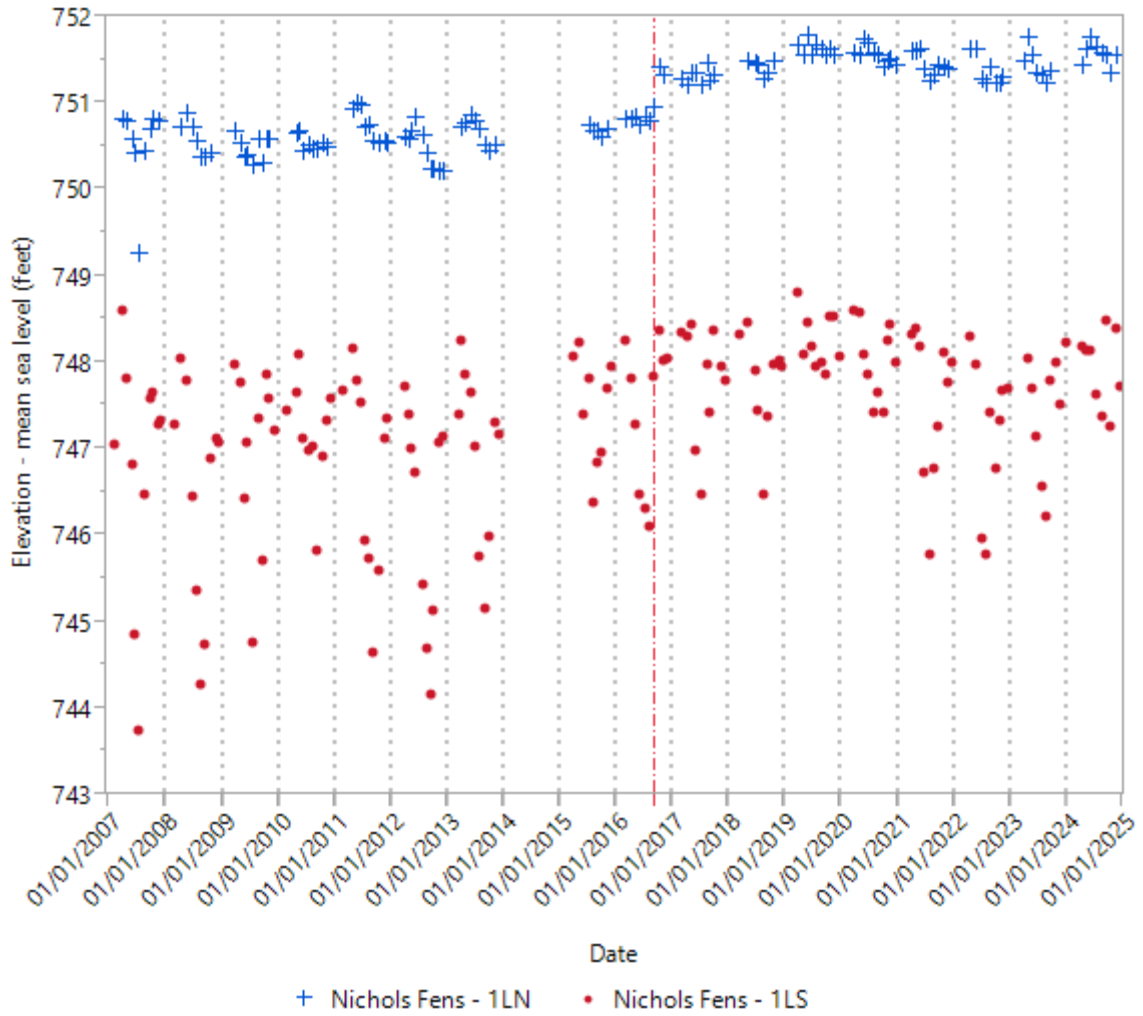


Figure 5. Water level elevation for the Nichols Fen wells (set 1 of 3).

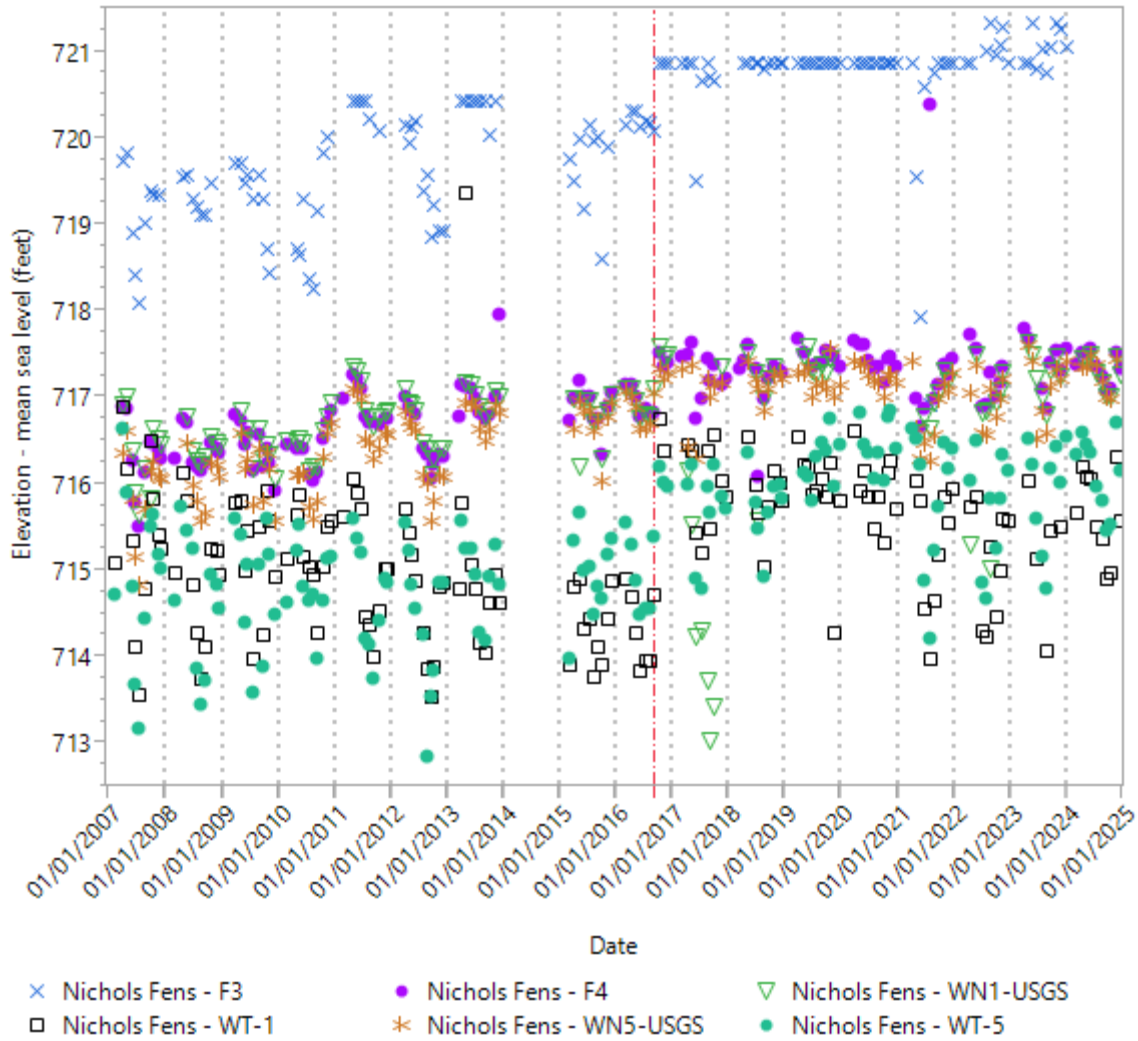


Figure 6. Water level elevation for the Nichols Fen wells (set 2 of 3). At well F3 and WT-1, the water was often overflowing and the elevation of the top of the pipe (F3: Historical - 720.43 and 2016 – 720.88; WT-1: Historical - 719.37 and 721.25) was recorded. See individual well graphs in Appendix 3.

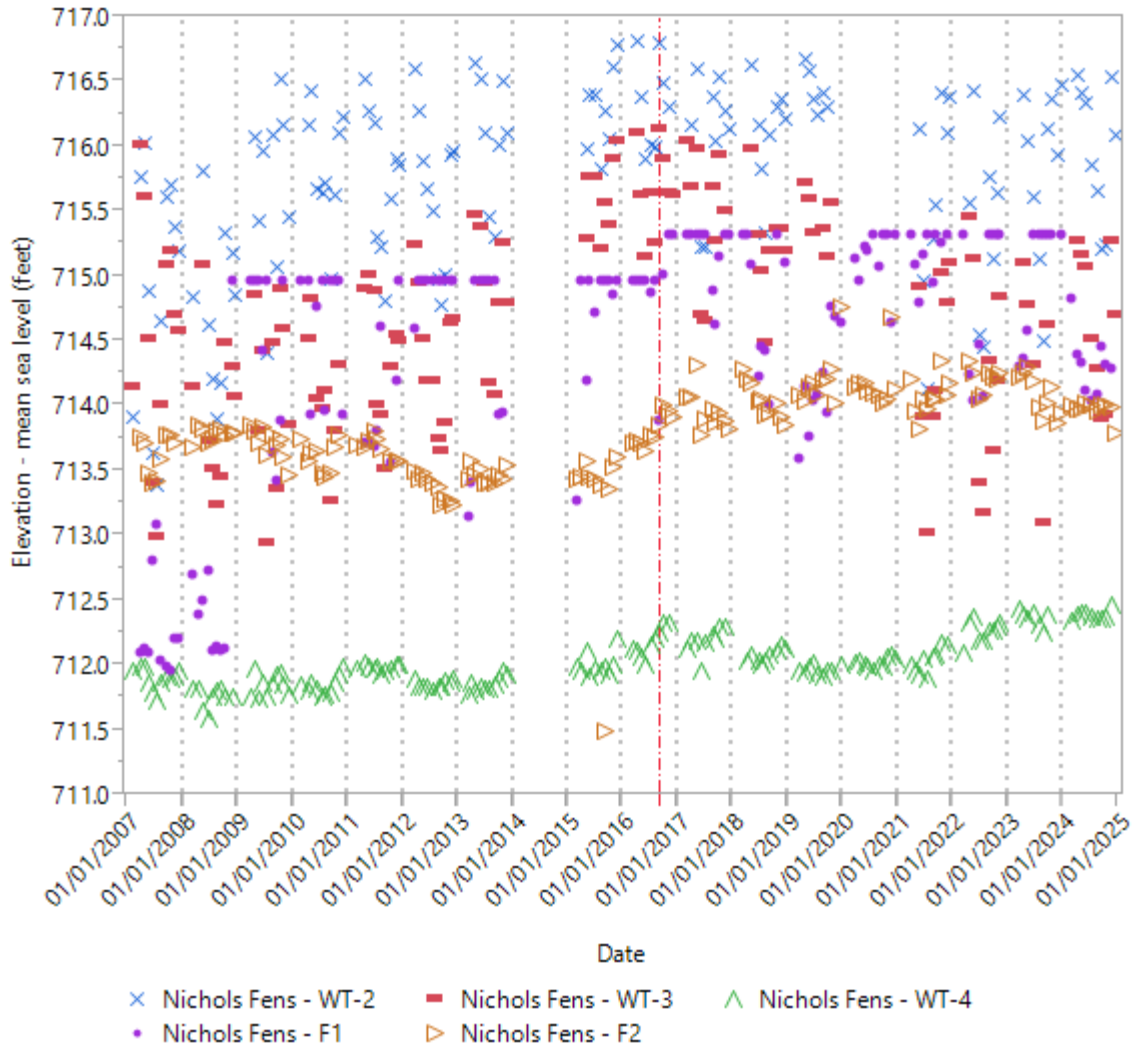


Figure 7. Water level elevation for the Nichols Fen wells (set 3 of 3). At well F1, the water was often overflowing and the elevation of the top of the pipe (Historical - 714.97 and 2016 – 715.32) was recorded. See individual well graphs in Appendix 3.

Conclusion

Due to the resurveying of well elevations in the fall of 2016, determining trends in groundwater levels is difficult as the data record is now only eight years for most of the wells in the three fens along the Minnesota River. The data record at the seven wells that were not resurveyed in 2016 was maintained through the 2024 monitoring season. Six of those wells (N3, N4, N5, W1, W2, and W3) show an increasing trend in groundwater level. Continued monitoring is recommended to increase the dataset and strengthen the trend data.

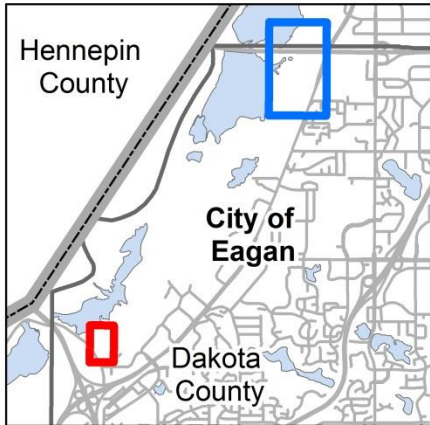
Six of the wells surveyed in 2016 show a significant water level trend (S1-USGS and WT-4 – increasing; P1-D, S1, WT-1, and WT-3 - decreasing). Continued monitoring in the fens is recommended as more data is needed to reestablish trends for all wells post 2016 survey.

When evaluating groundwater levels in a fen, it is important to consider that seasonal changes in temperature, precipitation, flow, etc., can influence fen well water levels, especially over short periods of time. Minnesota has experienced significant drought conditions each year since 2021 as persistent moisture deficits combined with above-normal temperatures across the state. For some of the fen wells, water levels fluctuate seasonally, as well as annually, based on current and past weather patterns. At one time, above average precipitation years seemed to be followed by higher well level measurements during subsequent years (as well as the opposite case of low rainfall amounts leading to low water level readings). Recent data shows much more variability, though trends are becoming established.

Longer datasets are needed to confirm the overall state of each fen. Historical monitoring showed each fen in a varied state of degradation or recovery, but due to low rainfall amounts in recent years, water level data is showing increased variability. More information will help to ascertain the true state of each fen and allow for proper management decisions to be made and acted upon.

Appendix 1: Map of Fen Well Monitoring Locations

Fen Well Monitoring Locations



- Monitoring Wells
- Roads
- Public Waters
- City Boundary
- County Boundary



Dakota County Soil & Water Conservation District
Copyright: Dakota SWCD, 2013

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information and data located in various City, County, and State Offices and other sources, affecting the area shown, and is to be used for reference purposes only. Dakota County SWCD is not responsible for any inaccuracies herein contained. If discrepancies are found please contact the Dakota County Soil & Water Conservation District at 651.480.7777.

Appendix 2: Well Metadata

Approximate depth, coordinates, and mean sea-level elevation for each well (data courtesy of Minnesota Department of Natural Resources). Elevations at W1, W2, W3, W4, N3, N4, and N5 did not change in 2016, so no values are recorded.

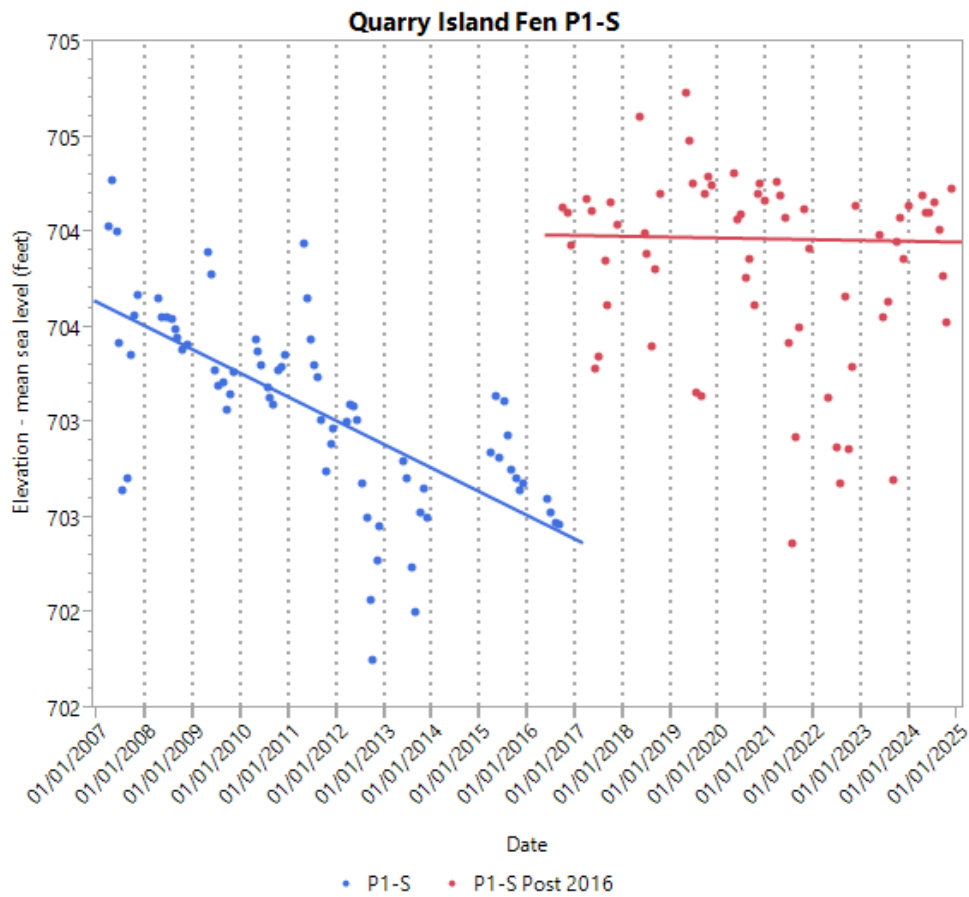
Well	Approximate depth (feet)	Northing (UTM)	Easting (UTM)	Elevation (feet)	2016 Elevation (feet)
P1-S	4	243025.4	535925.6	707.29	708.56
P1-D	8	243024.2	535925	706.98	708.67
N3	45.21	240030.6	535345.7	723.87	
N4	75.34	240030.5	535349.3	724.27	
N5	21.69	240035.5	535347.4	724.06	
W1	77.00	239330.3	535121.9	728.45	
W2	50.12	239325.1	535119.2	728.47	
W3	21.83	239330.7	535130.5	726.87	
W4	12.00	239333.3	535130.2	727.6	
S1-USGS	20.67	239503.2	534796.5	723.44	723.83
S1	5.35	239502.7	534796.6	723.83	722.98
S2-USGS	27.00	239519.2	534506.9	722.35	722.77
S2	5.25	239518.1	534507	721.13	721.59
S3-USGS	21.68	239547.5	534222.3	713.97	714.18
S3	21.68	239548.3	534222.9	715.06	715.32
1LN	29	226915.8	525306.8	751.59	751.93
1LS	8	226913.4	525308.8	751.43	751.78
F3	75	228058.8	525367.6	720.43	720.88
F4	21	228055.9	525364.7	720.36	720.65
WN1-USGS	19.82	228054.3	525357.3	719.51	719.92
WN5-USGS	16.08	228125.3	525293.5	717.92	718.13
WT-1	9	228054.7	525356	719.37	721.25
WT-2	9	228222.7	525372.2	719.88	719.55
WT-3	8	228330.4	525514.2	721.27	718.26
WT-4	6	228457.4	525783.2	713.58	713.63
WT-5	7	228126	525293	720.69	721.51
F1	N/A	228466.4	525785	714.96	715.32
F2	15	228454.9	525794.3	714.68	714.77

Appendix 3: Linear Regressions for Each Well Dataset

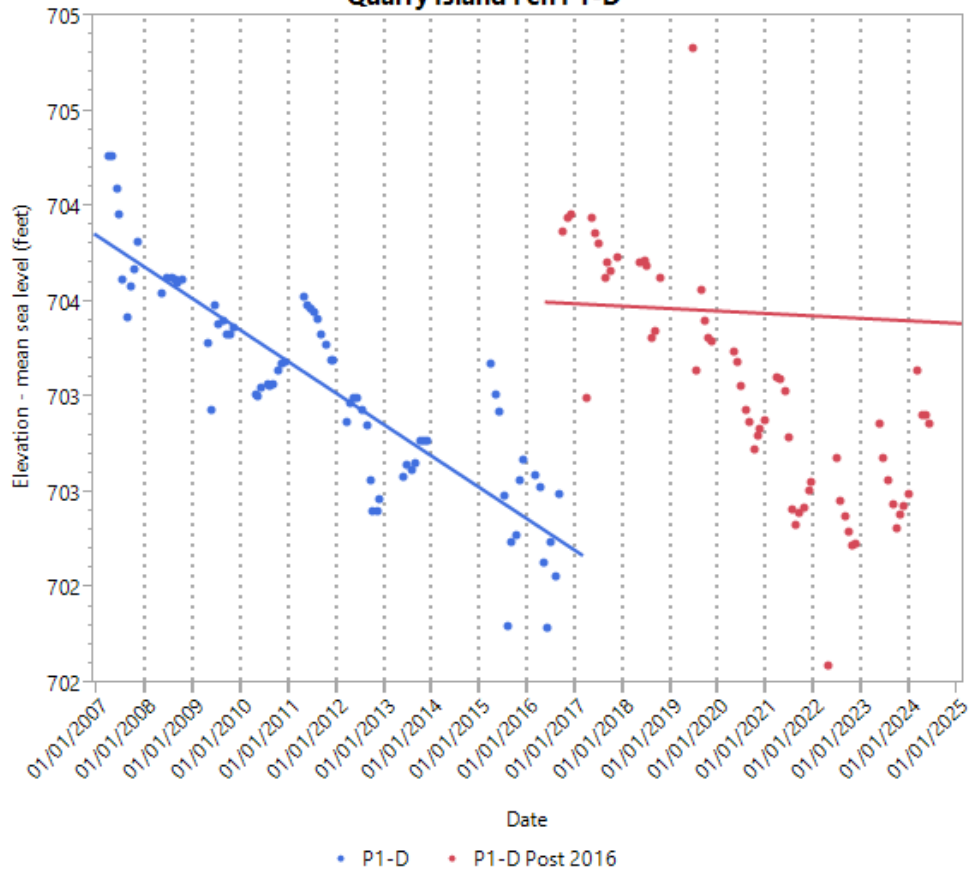
Linear regressions are included for each of the wells. As well elevations were resurveyed in the fall of 2016 for all but seven of the wells, updated linear regressions lines are shown for 2024. More data is needed to further determine trends in these wells.

Two of the well nests in Fort Snelling Fen have more stable footing and were not resurveyed as part of the 2016 effort. Elevations at W1, W2, W3, W4, N3, N4, and N5 did not change in 2016, so there is a single linear regression on the graphs. The continuous data record for F3 was not available at the time of this report.

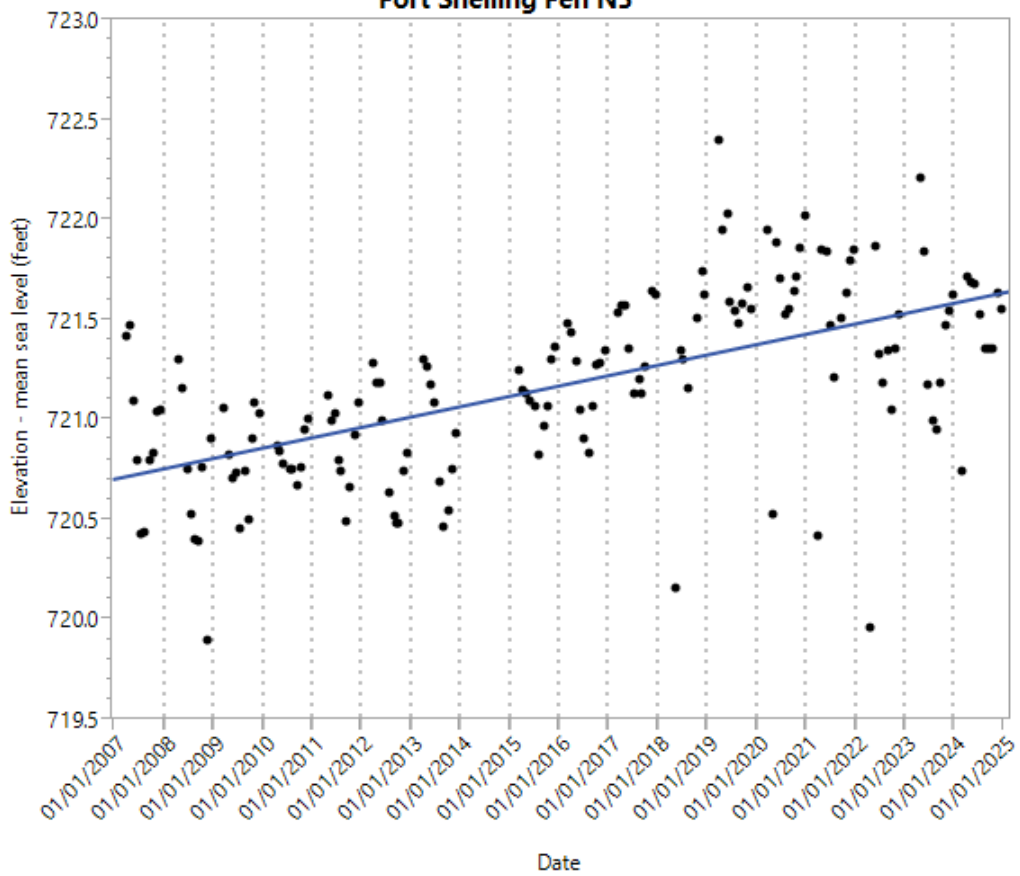
In cases where wells were overflowing, the top of the pipe elevation was recorded and is shown with a black dashed line. When the water in the well was frozen, no water level measurement was recorded.

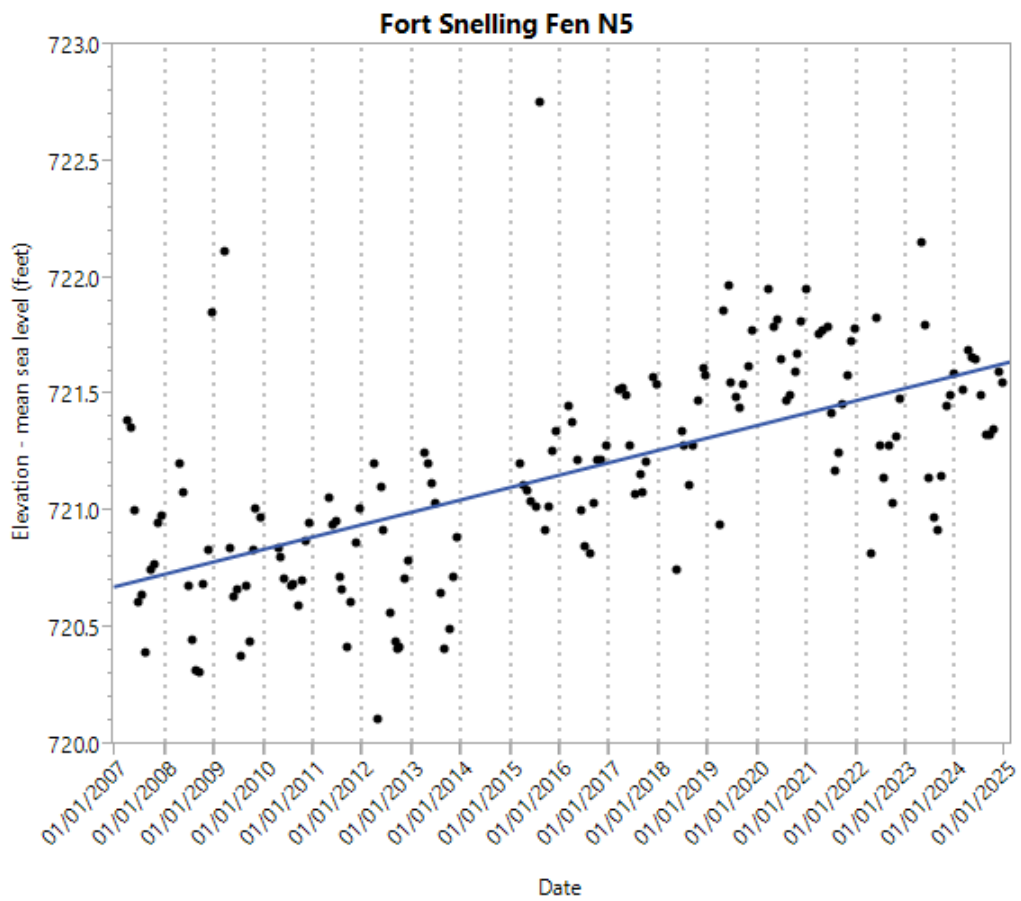
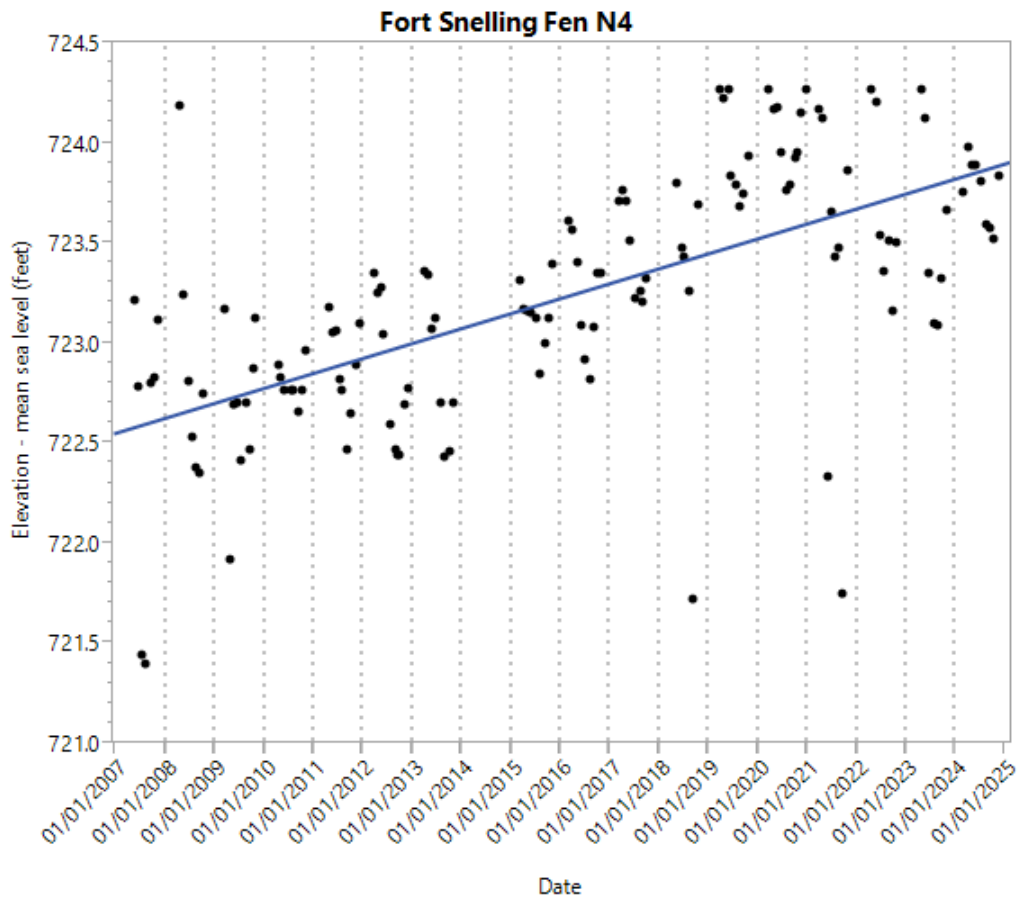


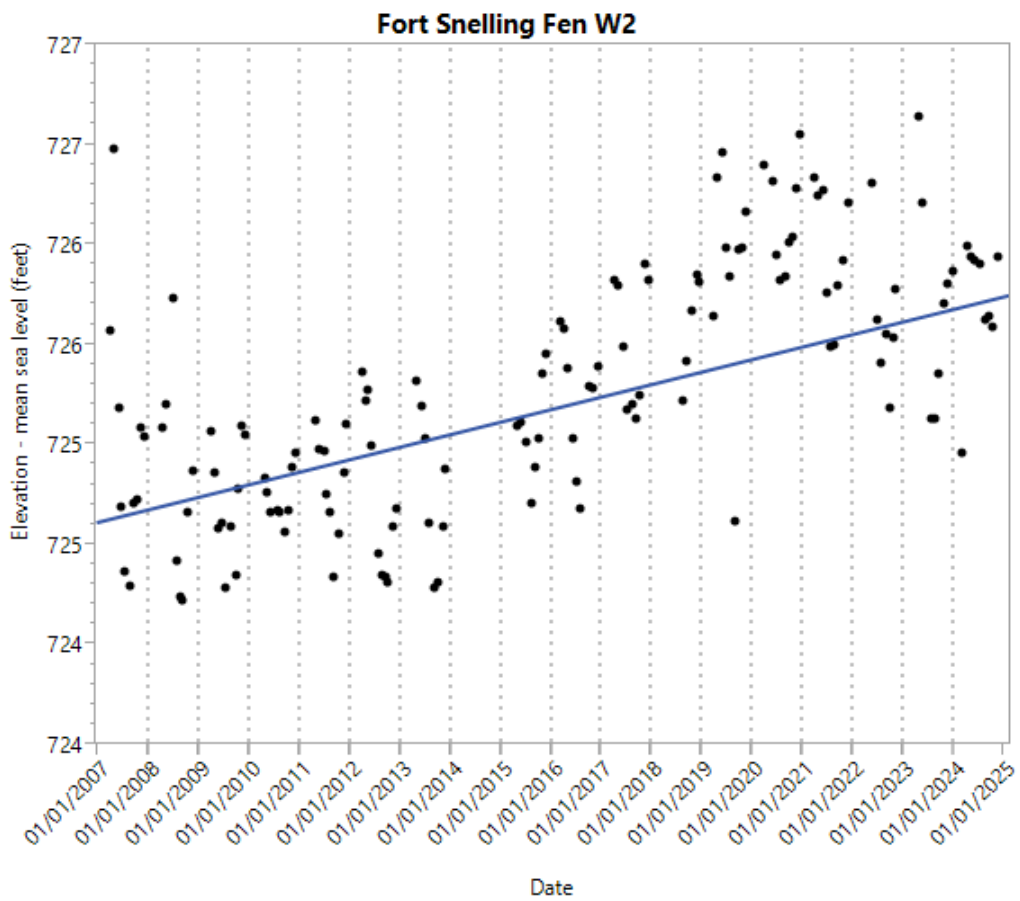
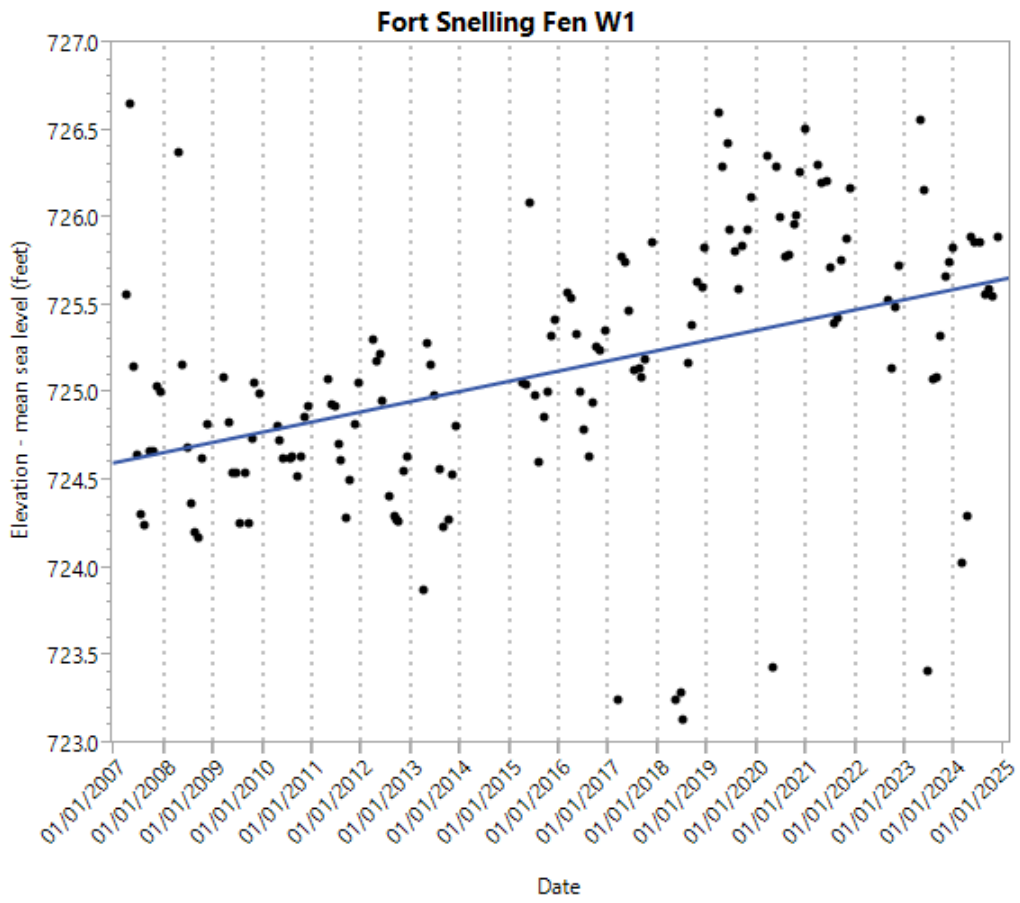
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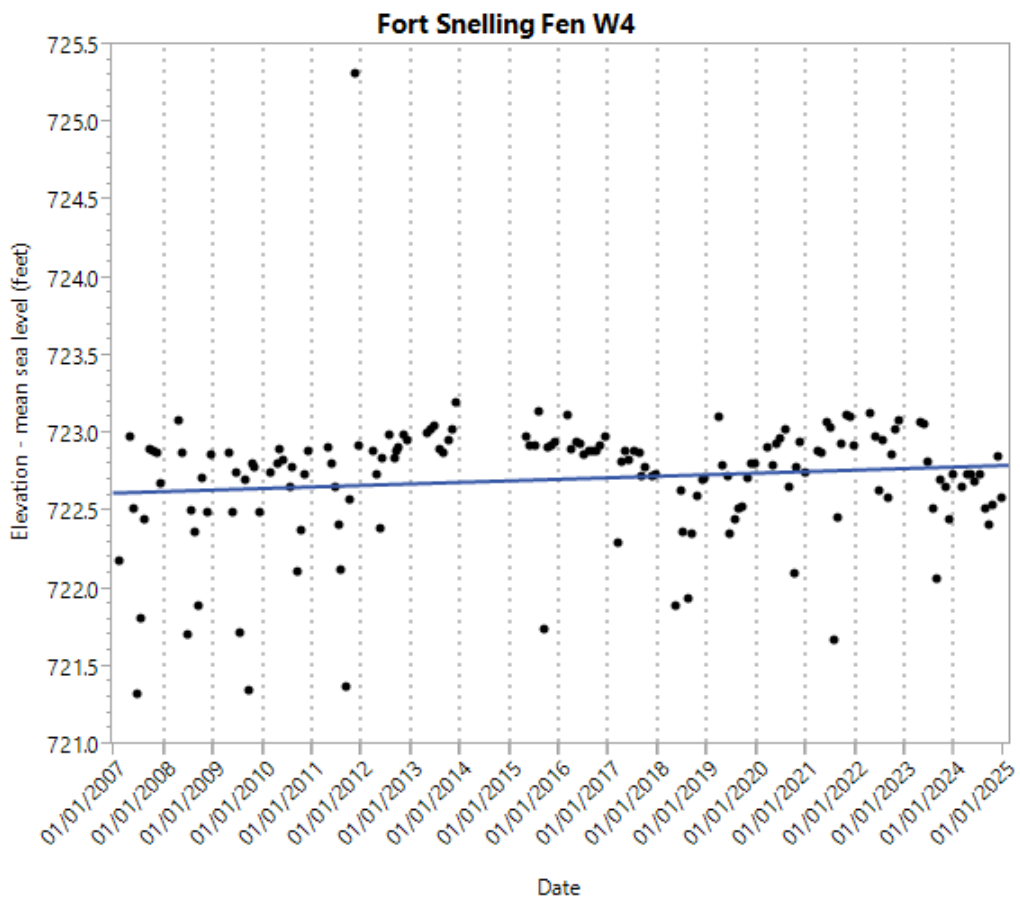
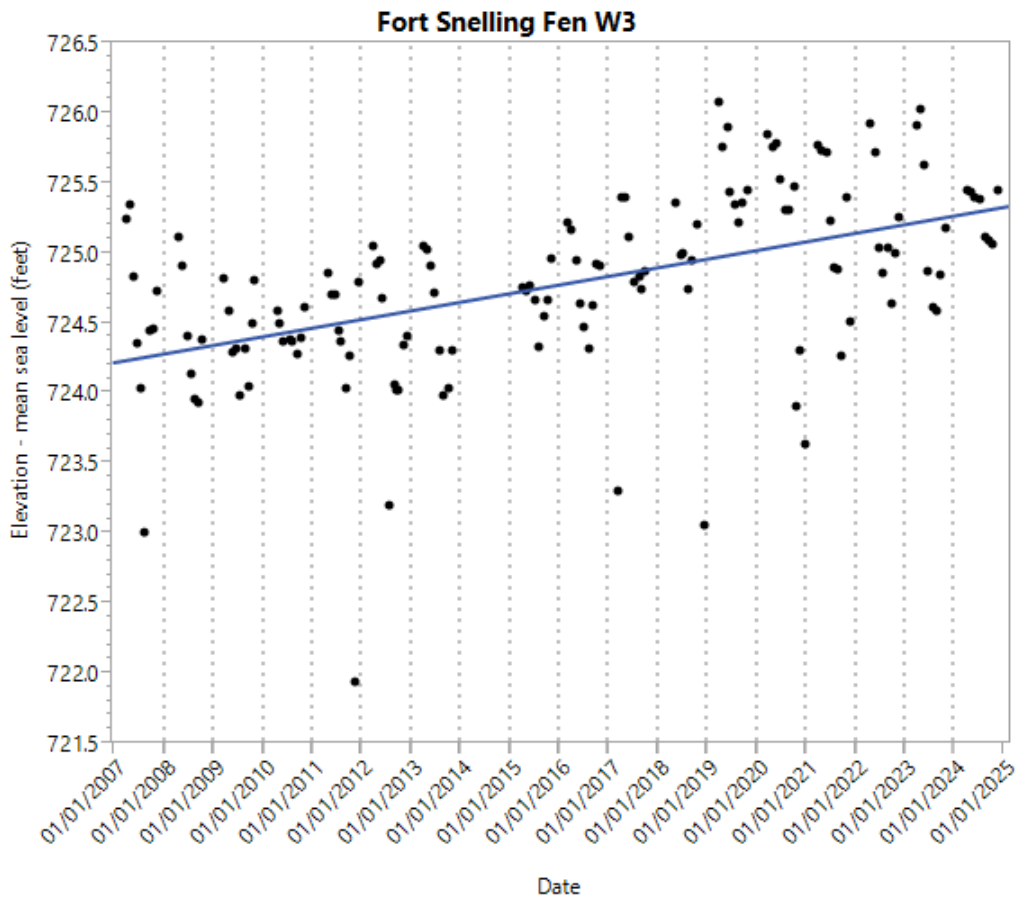


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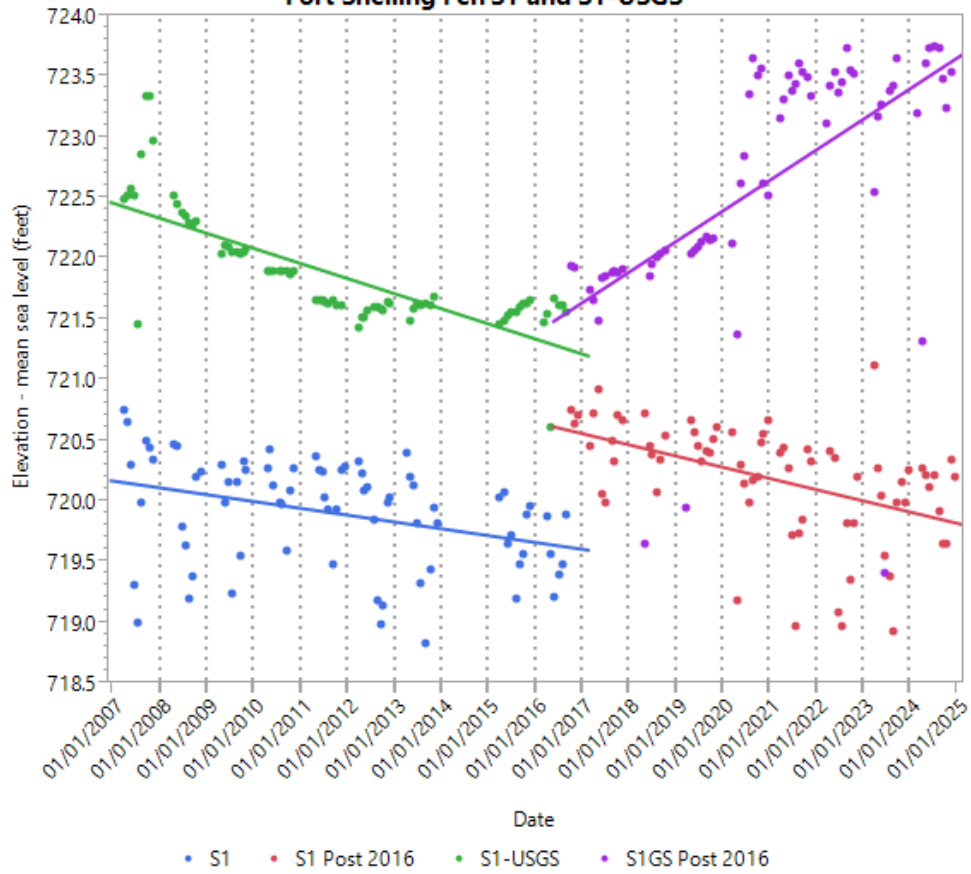




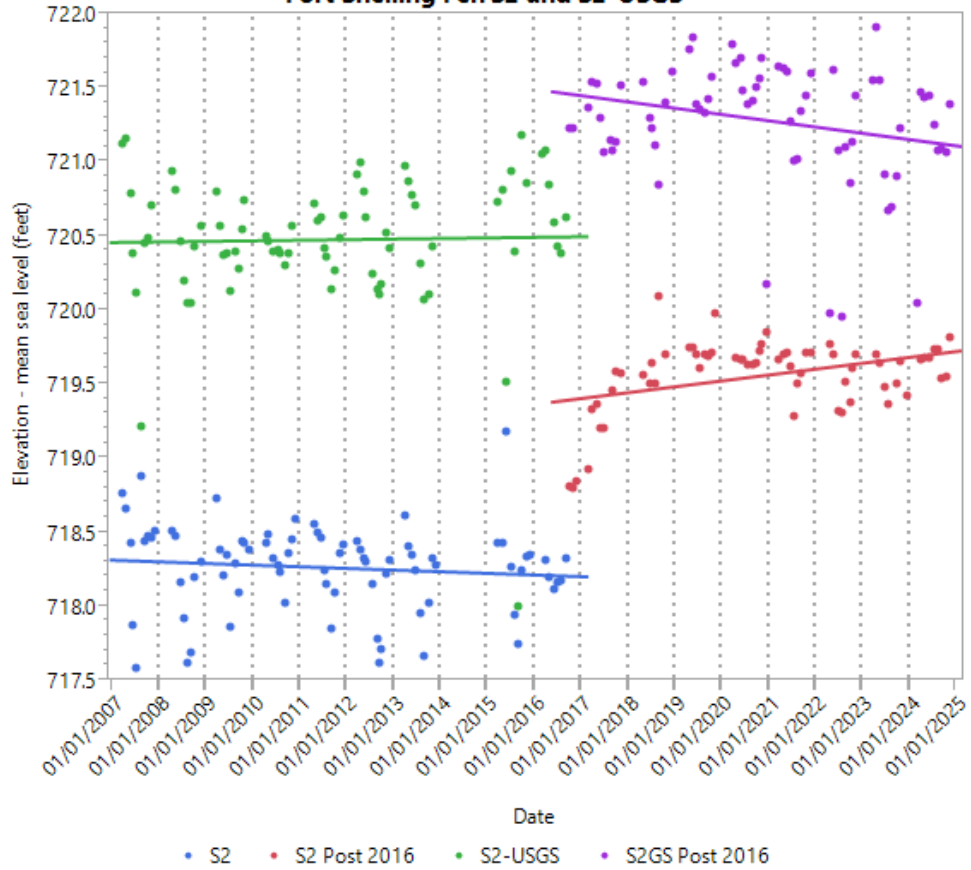




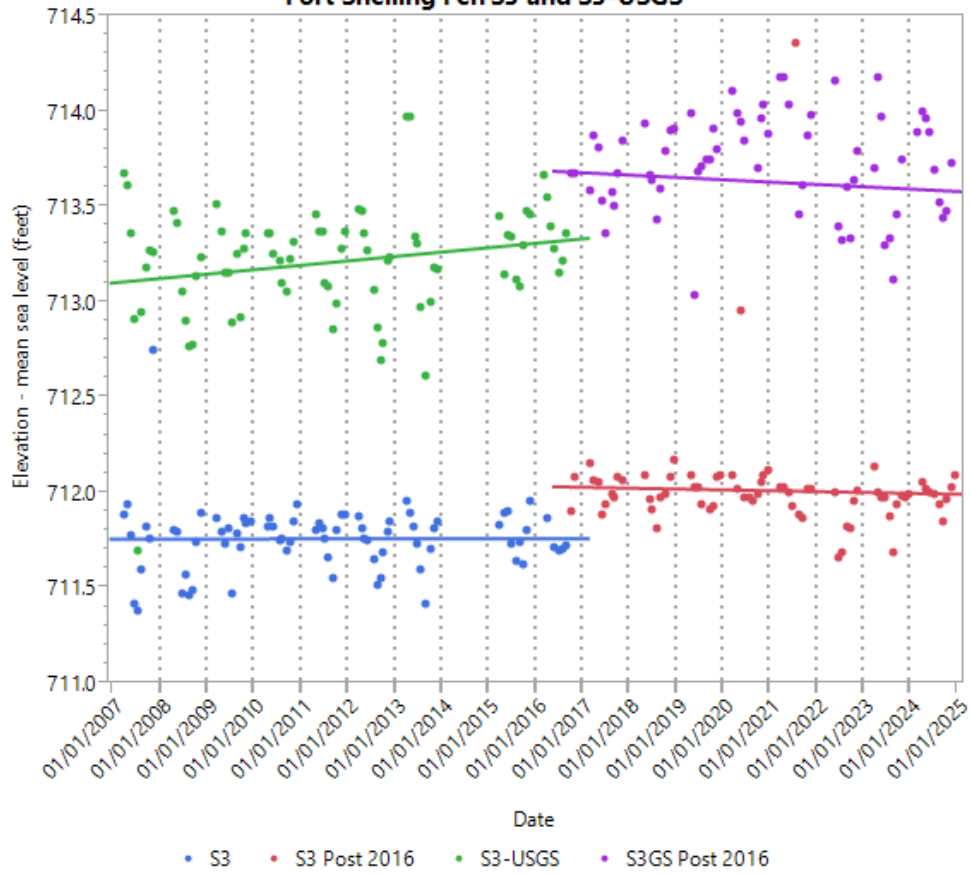
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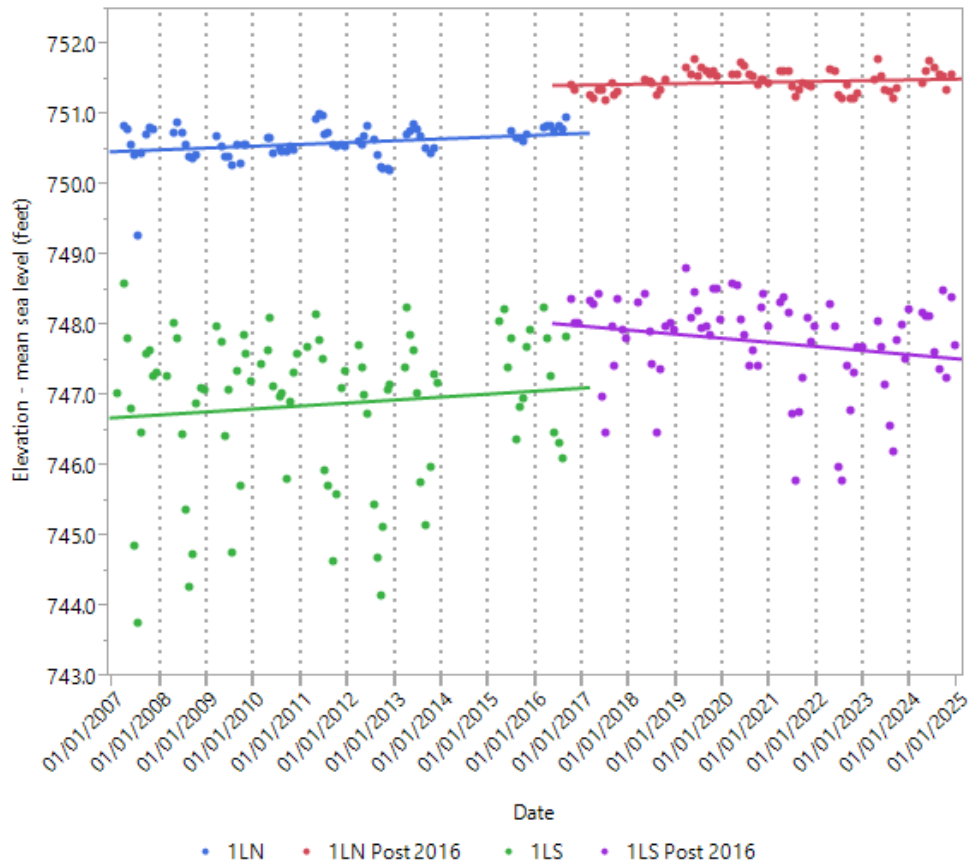
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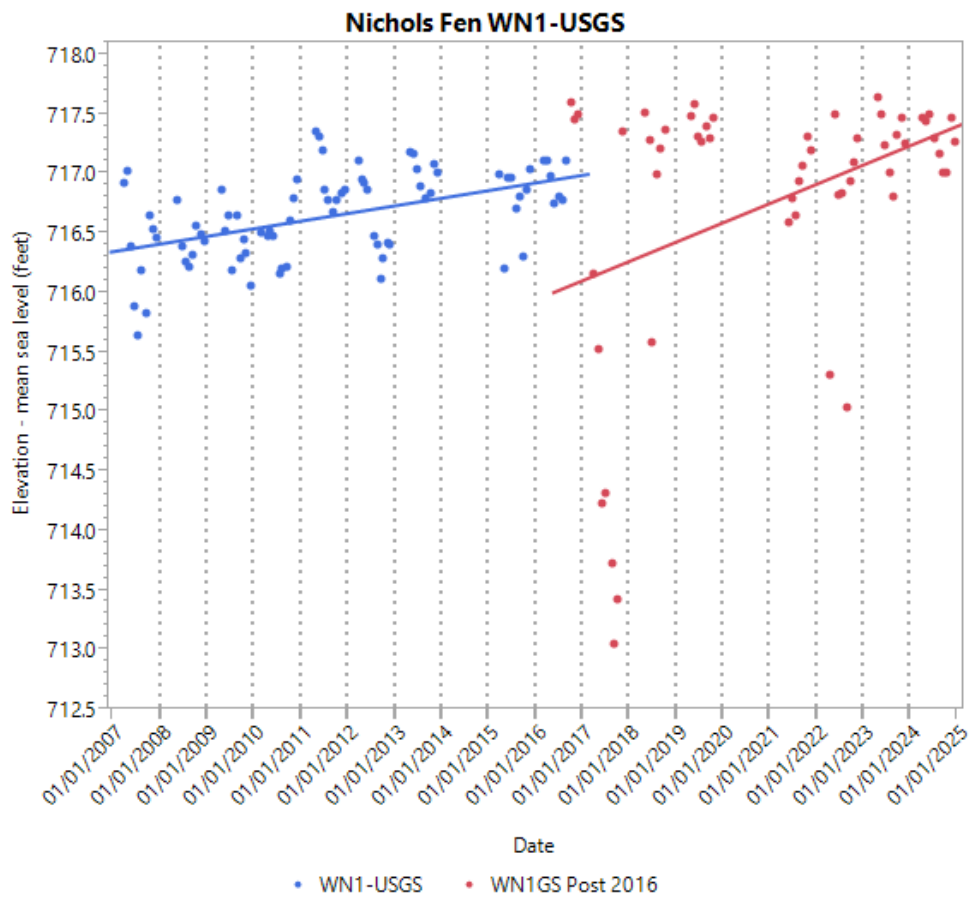
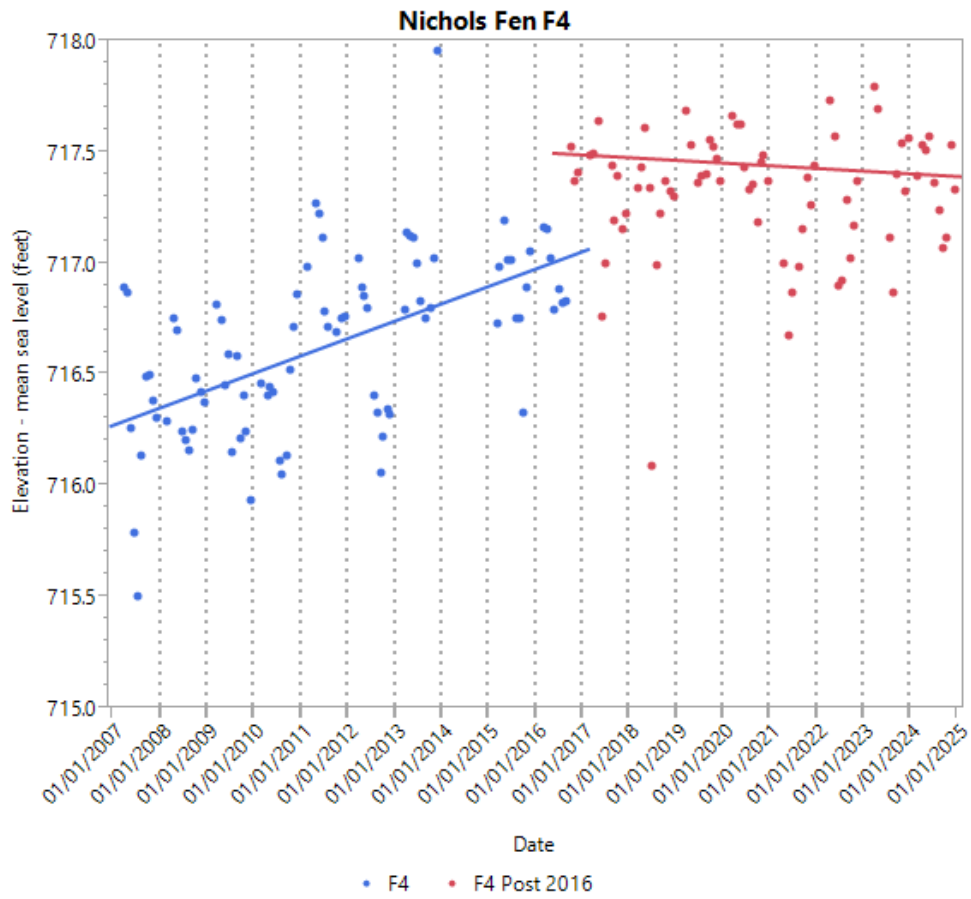


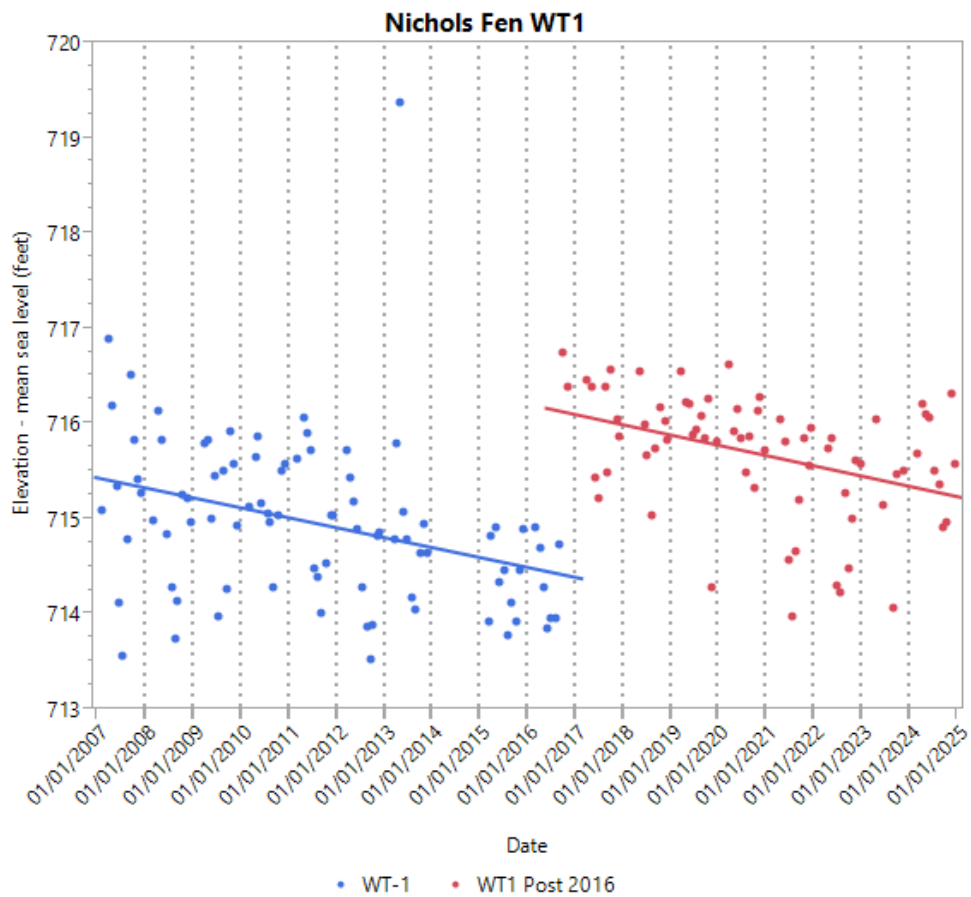
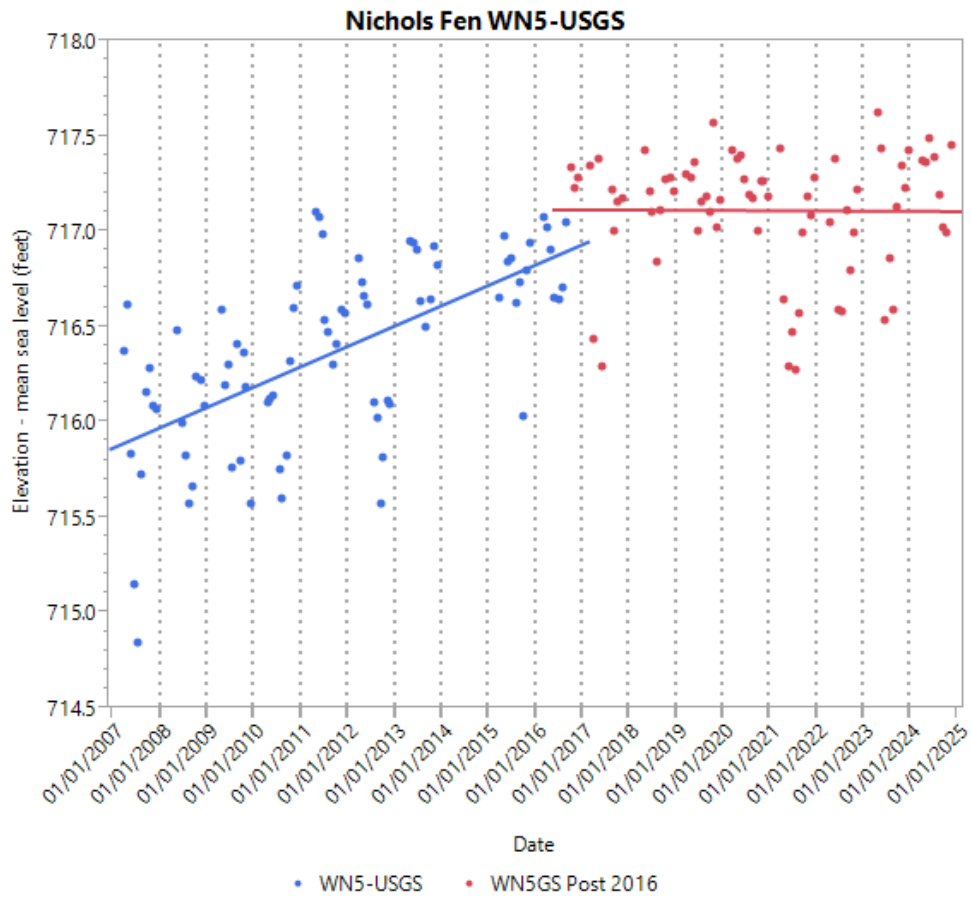
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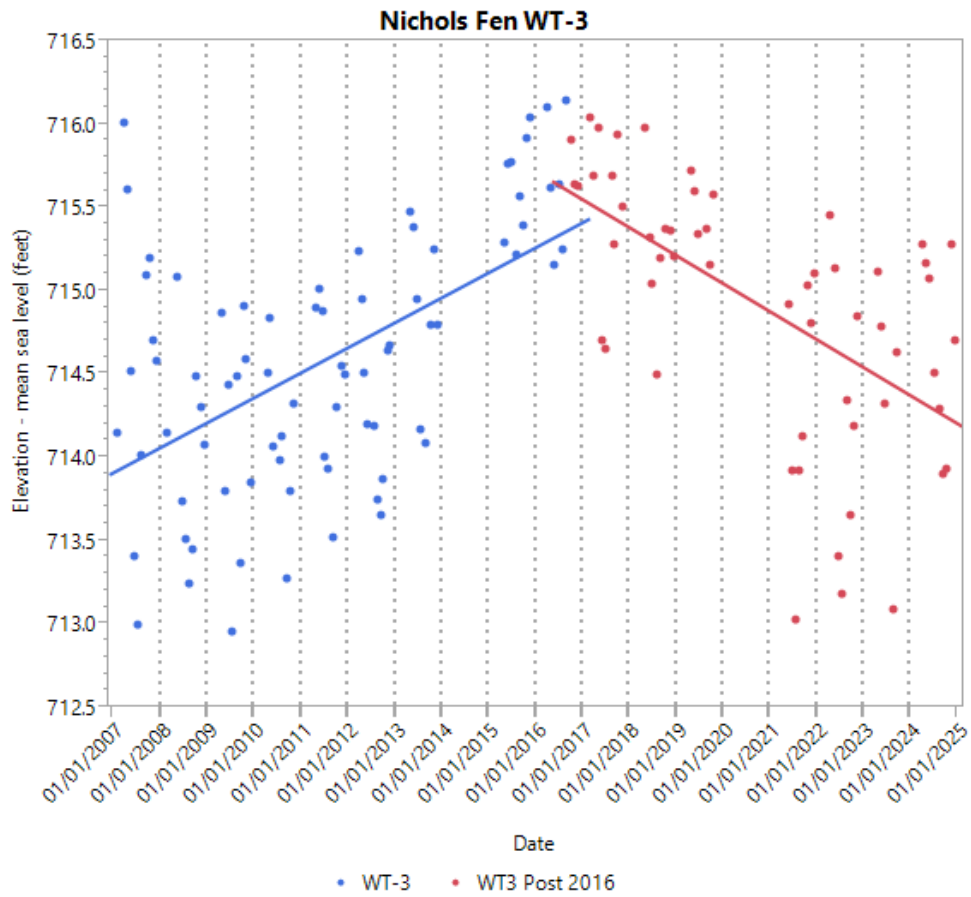
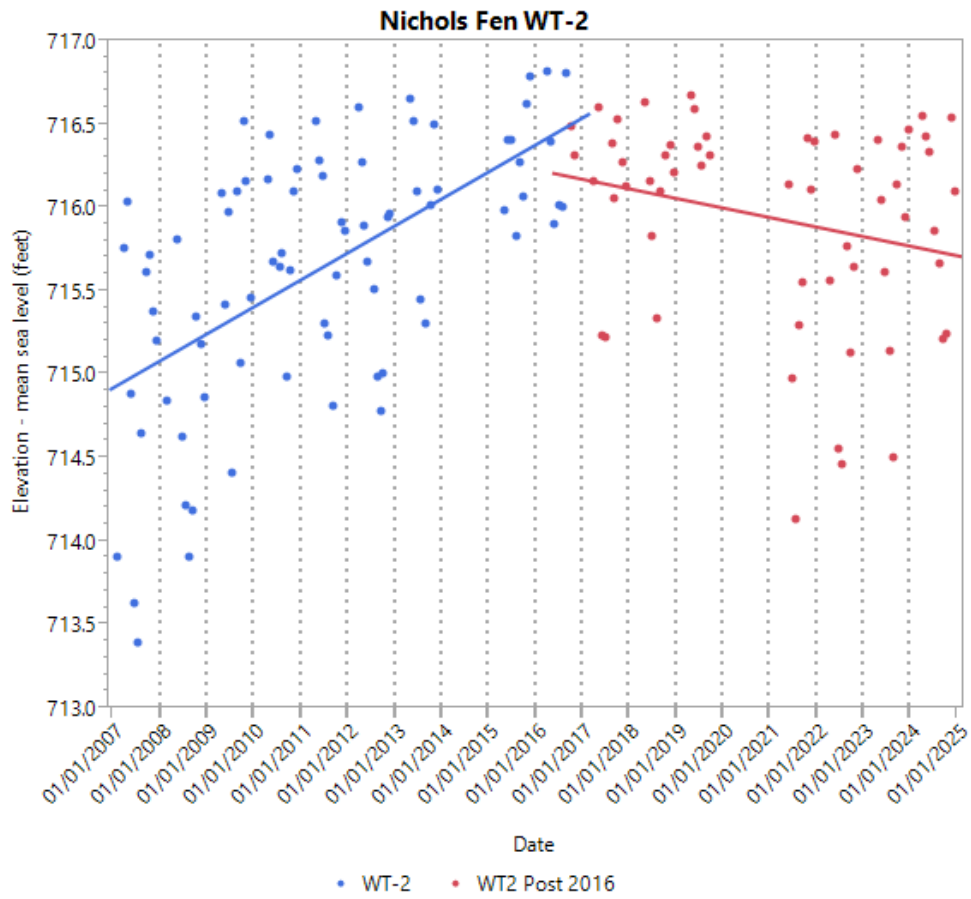


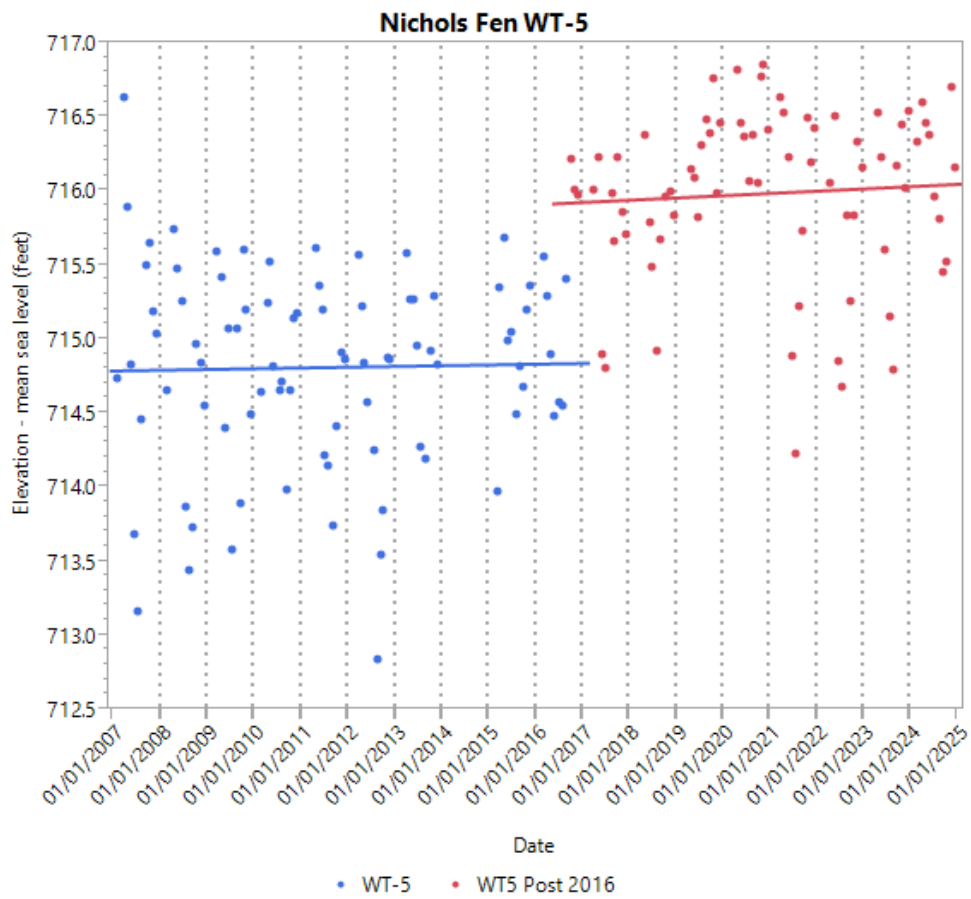
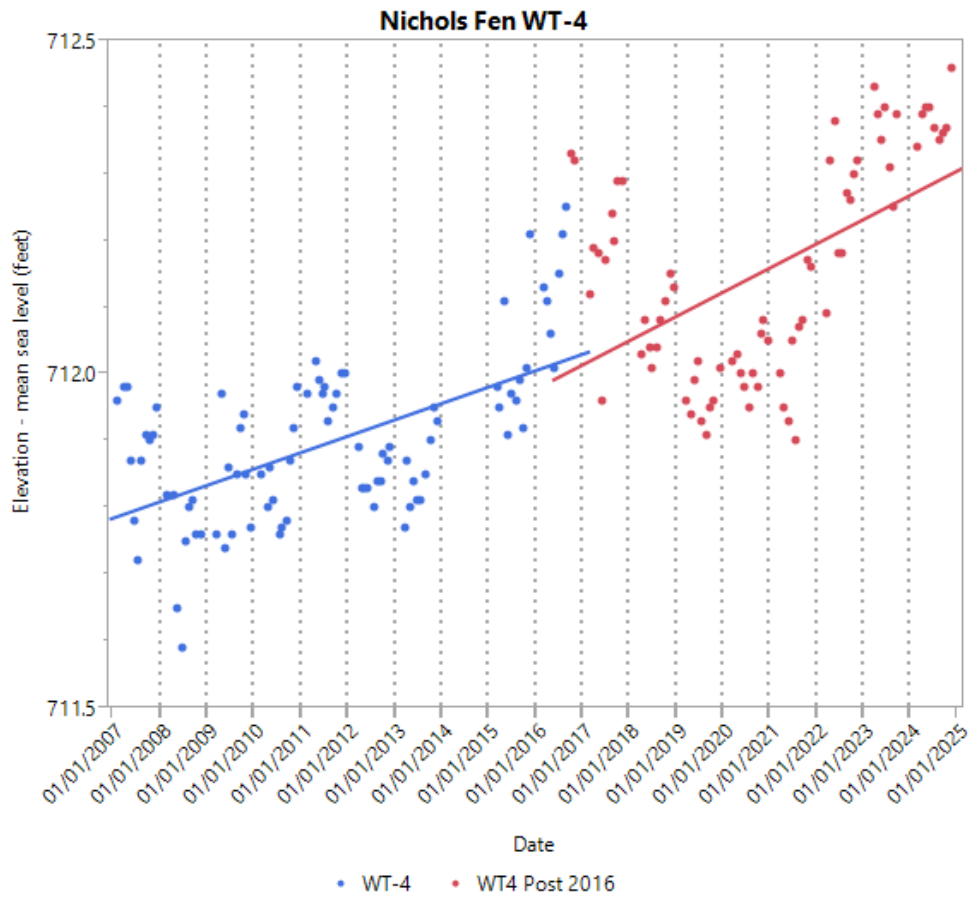
Nichols Fen 1LN and 1LS

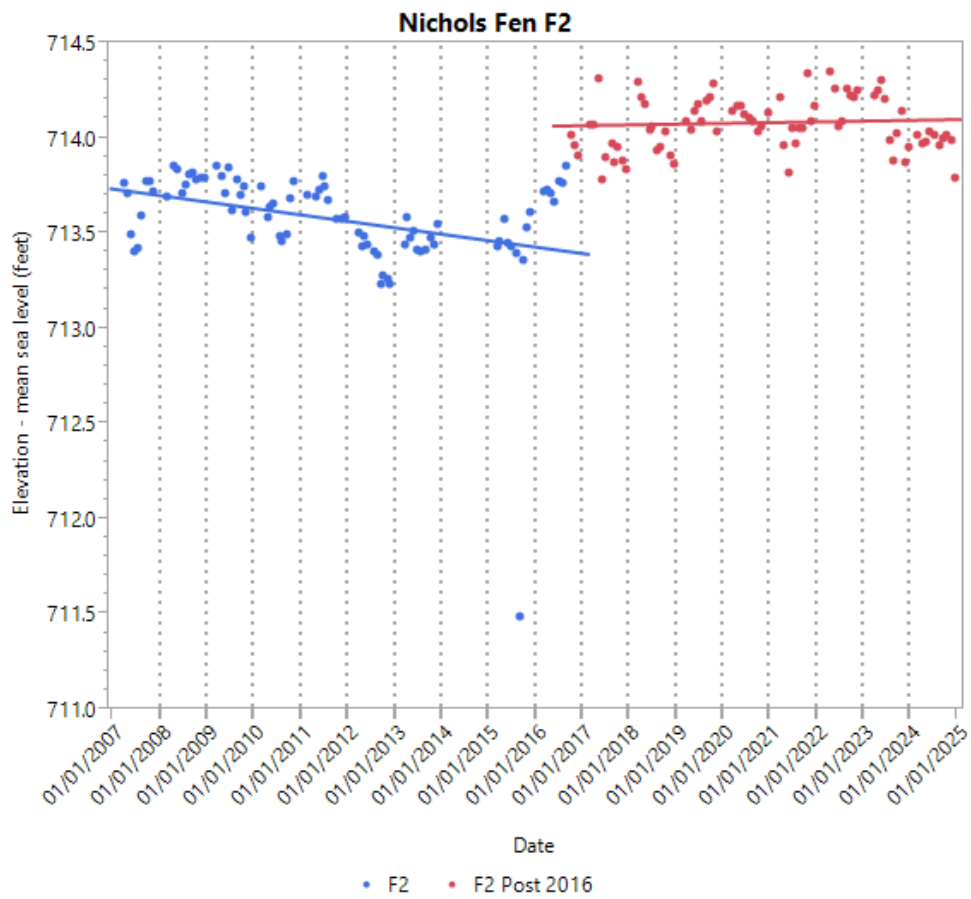
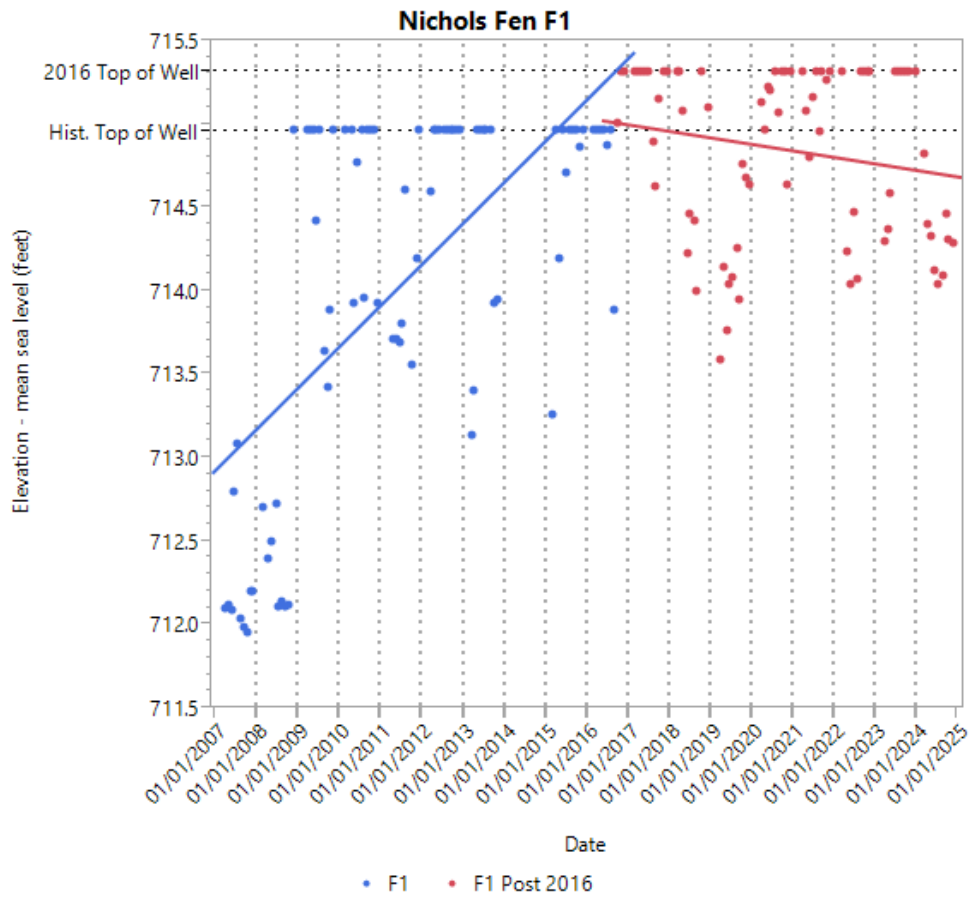














LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 4. B. - 2025 Legislative Report from Park Street Public

Prepared By

Linda Loomis, Administrator

Summary

Joe Birkholz or Molly Jansen will join the Board meeting to give an update on the 2025 legislative session.

Attachments

No attachments

Recommended Action

No action recommended – for information only



LOWER MINNESOTA RIVER WATERSHED DISTRICT

May 2025 Administrator Report
From: Will Lytle, Administrator
To: LMRWD Board of Managers

Contract Development

A substantial amount of time was taken in the past month in the execution of our services agreement, development of a workplan, a detailed task list, and presentation to the personnel committee meeting. These materials intersect and compliment the efforts of Naiad Consulting during the Administrator Transition period.

Onboarding

Recurring meetings have commenced with the following groups to develop tasks, project tracking, and strategic efforts.

Naiad Consulting - Account access, orientation, introductions and meeting prep.

Young Environmental – Project updates, tech services.

Rinke Noonan – Legal support, insurance/licence review, contract dev., statutes.

Board Chair – Board expectations, deliverables discussion, contract execution, resolutions.

Financial System Integration

Clifton Larsen Allen- Discussion on invoicing process, audits, controls policy, transition budgets, cash reserves, and most valuable financial reports of the board.

Meetings

-Meeting with Le Sueur SWCD, WD, and County as well as Norm Senjem on understanding 1W1P opportunities.

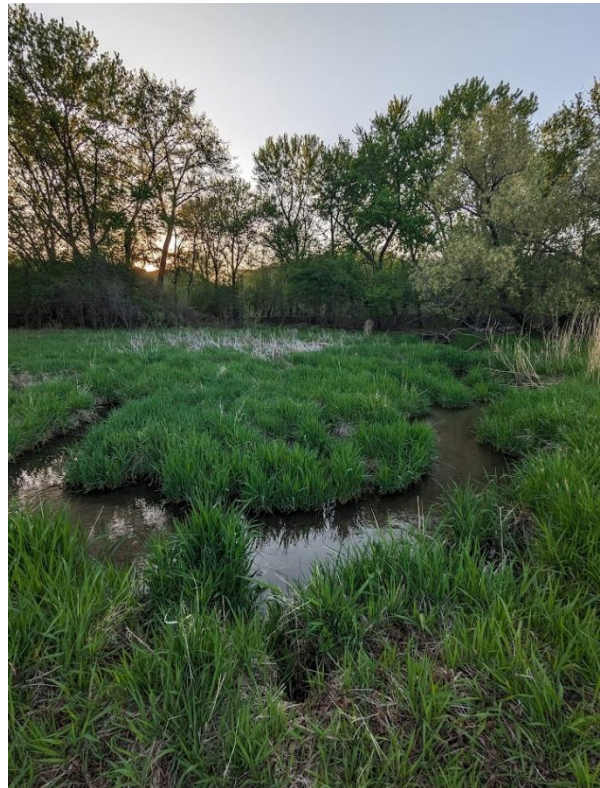
-USGS, NOAA, Counties, NWS on data collection.

Attended the CAC Meeting and Toured Ikes Creek from mouth to headwaters. Met with CAC board members and Vicky Sherry. Photos and Videos [Here](#).

District Tour with Naiad Consulting on May 7th, 2025

Purpose:

To conduct an in-depth field tour of key project areas and sites within the LMRWD in collaboration with Naiad Consulting, focusing on infrastructure, ongoing maintenance needs, restoration progress, and future planning considerations. Photos and Videos [here](#).



Tour Itinerary & Site Observations

Virtual Kickoff:

- Area 3 introduction and planning discussion with Young Env. And Barr Engineering.

Field Visits:

- **Erdmann Rain Garden (Mound Springs):** Reviewed rain garden application site.
- **Viewed neighboring site that previously was awarded matching funds:** Assessed outcomes and vegetation establishment.
- **Surveyed Parker's Picnic & Trail Area across from Black Dog Power Plant:**
 - Discussion of Black Dog Lake condition and connectivity.
 - Trail corridor planning through the River France prescribed burn area.
 - Review of utility corridor and vegetation cutting within the park.

Midday Session – Dredge Site (12:00 PM)

- Arrived at the site and reviewed the following:
 - Road improvements.
 - Culvert maintenance.
 - Beaver dam activity management.
 - Site comparisons: public vs. private dredge sites.

- Material handling operations.
- Overlook of Dan Patch Bridge.

Afternoon Session – Carver County Center Meeting with Lisa Anderson (1:00 PM)

- **East Chaska Creek Site:**
 - 2020-established plunge pool and bridge now filled with sediment.
 - Downed tree and beaver activity observed.
- **Project Maintenance Discussion:**
 - Importance of transitioning routine maintenance to local citizen groups or city staff post-completion.
 - Suggest revisiting sites on a recurring schedule.
- **Tour Spring Creek**
 - Bank stabilization, vegetation, rip rap, and residential engagement.
- **Joined my manager Salvato for rain garden grant visit at River Valley Aquascapes**
 - Rainwater collection, fountain, pumps, irrigation, landscaping, cistern display.
- **Carver Levy and Carver-Scott County pedestrian bridge.**
 - Trail maintenance and stakeholder engagement ideas.
 - Proposed concept: "Lottery Ticket" trail pass to fund Riverside trail maintenance via WD-administered program.
 - Flood Insurance discussion.
 - Discussion on contracts, board size, county engagement.

Follow-up Actions & Recommendations

1. **Maintenance Handoff Plan:** Develop a framework for post-project maintenance responsibilities and schedules.
2. **Trail Funding Pilot:** Assess feasibility of a "Trail Pass" maintenance fund model.
3. **Contract Review:** Finalize contract proposals for board approval.
4. **Site Monitoring:** Establish schedule and criteria for revisiting priority restoration sites.



Memo on Transition Purchases

As part of the onboarding process, we have uncovered a small amount of one-time purchases for transition-related purchases. These items will support safety, identification, and professional representation in the field. Based on discussion, it appears that these items fit into current budgeted areas and likely do not require specific approval, this memo is for board information.

Proposed Purchases:

250 Business Cards (local printer) – \$67.30

Hard Hat with LMRWD Logo – \$25.00

Car Safety Strobe Light – \$30.00

Safety Vest – \$50.00

Car Magnets with LMRWD Logo (x2) – \$60.00

Total Amount: \$232.30 (rounded to \$250 to allow for incidental taxes or fees)

These items are necessary to ensure the Administrator is properly equipped for site visits, public engagement, and field safety.

Memo for Website and Email Transition

Date: Drafted 5.1.2024

Overview

This memo outlines a structured plan to transition the District’s website and email infrastructure to a more secure, centralized, and sustainable system. The transition will involve auditing and backing up current web and email data, registering a new domain, and migrating hosting and email services to Microsoft 365 platforms. The District will also consider engaging an external IT support service to assist with technical setup, migration, and ongoing support.

Objectives

1. **Conduct a website audit** to assess current content, archivable materials, structure, and functionality.
2. **Back up all LMRWD website files** and email data to Microsoft SharePoint.
3. **Transfer ownership and register the domain** – *lowermnriverwd.org* – through GoDaddy.
4. **Migrate website hosting** to Microsoft 365.
5. **Reassign and configure email addresses** using Microsoft 365 (Outlook, OneDrive, SharePoint).
6. **Deploy new email profiles** for consultants, managers, and process functions (invoices@, outreach@, proposals@, levy@).
7. **Optionally engage an IT support provider** to assist with technical implementation, training, and troubleshooting.

Scope of Work

1. Website Audit and Backup

- Review the existing website to evaluate:
 - Content accuracy and relevance.
 - Accessibility and performance.

- o Security and compliance with modern web standards.
- Create a full backup of all website files and databases.
- Archive the backup securely in Microsoft SharePoint.

2. Email Backup

- Export and archive current email communications from existing accounts.
- Store email data in a secured, structured SharePoint document library.

3. Transfer Ownership and Domain Registration

- Purchase and register the domain name *lowermnriverwd.org* via GoDaddy.
- Ensure administrative control is retained by the District.

4. Hosting Migration

- Set up web hosting through Microsoft 365.
- Rebuild or migrate existing website content to the new platform.
- Ensure mobile responsiveness, SSL certification, and accessibility compliance.

5. Email Transition

- Set up Microsoft 365 Exchange for email hosting.
- Assign new email addresses using the registered domain.
- Link accounts to OneDrive and SharePoint for collaboration and document storage.

6. Email Profile Deployment

- Configure and deploy new Outlook profiles across user devices.
- Provide documentation and basic onboarding for new accounts.
- Set up forwarding or archiving from legacy email addresses, if needed.

7. Optional IT Support Services

- The District may contract with an IT support vendor to:
 - o Assist with domain setup, DNS configuration, and security.
 - o Perform email and website migrations.
 - o Troubleshoot technical issues during deployment.
 - o Provide training and ongoing technical support.

Timeline

Phase	Task	Estimated Duration
Phase 1	Website & Email Audit + Backup	1–2 weeks
Phase 2	Domain Registration & Hosting Setup	1 week
Phase 3	Website Migration	2–3 weeks
Phase 4	Email Setup & Deployment	1–2 weeks
Phase 5	Testing, Training, and Finalization	1 week

Budget Considerations

- **Domain registration:** ~\$20/year (GoDaddy)
- **Microsoft 365 licenses:** Based on user count and selected plan
- **Optional IT support services:** Estimated based on vendor proposals
- **Optional website redesign or support:** TBD

Approval and Next Steps

Following this memo, the District will finalize a detailed project schedule and determine whether to contract an IT service provider for implementation and support or work with the existing admin and web support staff. A point of contact or project lead will be designated to oversee the transition.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, May 21, 2025

Agenda Item

Item 4. D. – 2025 Workplan progress report

Prepared By

Linda Loomis, Administrator

Summary

At the April 16, 2025, meeting of the LMRWD Board of Managers, President Barisonzi asked for a report on workplan items that are beyond the scope of Young Environmental. These items are listed in the workplan as sponsorships and include the following:

Task	Deliverable description	Budget
5.1	Scott County Water Education Partnership	\$7,500
5.2	Sponsorship of Minnesota River Congress	\$400
5.3	Sponsorship of Annual Salt Symposium	\$500
5.4	Sponsorship of Metro Children’s Water Festival	\$1,650
5.5	Friends of the Minnesota Valley River Watch Program	\$20,000
5.6	Coalition for a Clean Minnesota River	\$5,000
Total		\$35,050

Scott County Water Education Partnership

The Scott County Water Education Partnership (SCWEP) is part of the annual agreement between the LMRWD and the Scott County Soil & Water Conservation District (SWCD), which provides monitoring, technical assistance, education, and other conservation services. SCWEP is administered through Scott SWCD as part of this agreement.

For the Board’s information, the 2024 SCWEP Annual Report and the 2025 SCWEP Work Plan are attached.

Sponsorship of Minnesota River Congress

The LMRWD has supported the Minnesota River Congress since 2014. Manager Yvonne Shirk served on the Congress’s Action Team for several years until her resignation from the Board of Managers. The LMRWD has also provided financial support for the Congress by funding its meetings, which were

Item 4. D. – 2025 Workplan progress report

typically held three to four times per year. Since the onset of the COVID-19 public health emergency, meetings have shifted to an annual schedule.

The next Minnesota River Congress is scheduled for 6:00 PM, June 12, 2025, at the Kato Ballroom in Mankato, MN. At this time, the LMRWD has not been asked to sponsor the upcoming meeting.

Sponsorship of Annual Salt Symposium

At February 19, 2025, Board of Managers meeting, the Board approved supporting the 2025 Salt Symposium as a Bronze Sponsor.

Sponsorship of Metro Children's Water Festival

The LMRWD has been a long-time supporter of the Metro Children's Water Festival (MCWF), an educational event that brings fourth-grade students together at the Minnesota State Fairgrounds to explore various aspects of water science and conservation. Since the COVID-19 public health emergency, a virtual participation option has also been made available.

The LMRWD has historically provided funding to support transportation for students attending the festival. For 2025, \$1,650 has been allocated in the LMRWD budget for this purpose. The 2025 MCWF is scheduled to take place on Wednesday, September 24, 2025. As of now, the LMRWD has not received a formal funding request for this year's event.

Friends of the Minnesota Valley River Watch Program

Funding for the River Watch Program, previously supported by the LMRWD through the Friends of the Minnesota Valley (FMV), was included in the 2025 LMRWD budget. However, the LMRWD has not yet received a funding request from FMV. It is understood that FMV has secured funding from the State of Minnesota, which may eliminate the need for LMRWD support this year.

The LMRWD has reached out to FMV to confirm whether its financial contribution will be necessary in 2025.

Coalition for a Clean Minnesota River

This project was originally authorized by the Board of Managers in 2023. It stems from a 2018 request by Mr. Scott Sparlin, who approached the LMRWD on behalf of the Coalition for a Clean Minnesota River to support efforts in securing funding for water storage initiatives. The Board agreed to provide financial support contingent upon the Coalition securing matching funds. The initial commitment was \$10,000 over two years.

Similar funding arrangements were approved again in 2021 and 2023. The \$5,000 included in the 2025 LMRWD budget represents the second year of the most recent funding cycle.

In 2024, the Board expressed concerns about continuing this financial support. As of now, the Coalition for a Clean Minnesota River has not submitted a funding request for 2025.

Attachments

- 2024 SCWEP Annual Report
- 2025 SCWEP Work Plan

Recommended Action

No action recommended – for information only

Scott Clean Water Education Program 2024 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!”

2024 Highlights

Workshops

In 2024, SCWEP hosted five 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 the Google Forms online registration tool.

2024 Workshop attendance:

- 12 participants at the “Sodas and Soil Health” workshop
- 61 participants at the “Prescribed Burns: Prep, Permits, and Payoff Part 1” workshop
- 15 participants at the “How to Build a Raingarden” workshop
- 7 participants at the “Prescribed Burns: Prep, Permits, and Payoff Part 2” workshop
- 12 participants at the “Stabilize your shoreline” workshop



Conservation Leaders Program

Every year conservation leaders are recognized in Scott County to illustrate local ways of positive conservation-based behavior changes. In 2024, Maxine Hughes was featured for her community stewardship and dedication to our local lakes and water quality.

Maxine and her husband Keiran improved their entire 165’ of O’Dowd Lake shoreline through a native buffer project. At the same time, they converted over a half an acre upland of the lake into native prairie, preventing even more runoff from getting into the lake.

Maxine was recognized at the MASWCD convention as the Minnesota Metro Area 4 finalist for her 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 2024, the Conservation in the Classroom program hosted three events, reaching 340 students across 8 classrooms and two boy scout groups. Lessons brought students in close contact with stormwater runoff pollution, the benefits of native flowers, and the different ways that trees for an urban forest. This program has been well-received by teachers and educators, and its future outlook remains bright.

Rhythm on the Rails

In an effort to connect with urban and previously underserved populations in Scott County, SCWEP hosted a booth at the prominent Rhythm on the Rails concert series in Shakopee.

The event brought residents together for community outreach and small business/organization promotion. Over the course of 6 weeks, the SCWEP education booth connected with hundreds of people and collected over 60 direct requests for technical assistance and site visits to implement conservation projects.

The event was an influential opportunity to connect with urban residents educating them on positive and impactful clean water habits.



Outdoor Education Days



2024 hosted the 38th annual Outdoor Education Days. 1,100 3rd - 6th graders from 14 schools—including Belle Plaine, New Prague, Shakopee, Savage, and Jordan—were part of the fall outing this year. The weather cooperated well with the event, and no rain days were needed.

2024 was the second year of implementation for five new lesson plans at the event. The lessons maintained focus on the program's previous topics of forestry, the water cycle, pond macro-invertebrates, conservation, and soils, but were given updated activities and made to be compliant with Minnesota State education standards for grades 5-6.

In 2024, 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 program received \$1,000 from MVEC Operation Roundup Grant for presenter lunches and a bussing grant for 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 18 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 continued this year with expansion to underserved populations at several events, and by distributing stormwater-related handouts in Spanish to targeted areas around Scott County. Program coordinators met with staff from the cities of Shakopee, Prior Lake, and Savage, and Scott County to brainstorm additional 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 2024, 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
- Natural Resources Conservation Service
- 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 2024, 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 2024 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 2024.

Appendix 2 details the assembly of events by targeted audiences SCWEP participated in during 2024.

MS4 Activity

The 2024 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.

2024 Projected SCWEP Budget

Funding Agency	Program Staff & Supplies
SWMO	\$60,000
SWCD	\$9,020
PLSLWD	\$6,500
LMRWD	\$7,500
VRWJPO	\$2,080
SL TWP	\$2,000
City of Prior Lake	\$1,600
City of Shakopee	\$2,700
City of Savage	\$1,500
City of Credit River	\$500
Louisville Township	\$500
Jackson Township	\$250
Total:	\$94,150

Other Contributing Funds

Funding agency	Funding source	Total available in 2024
USDA-NRCS	Cooperative Partnership for Education	\$18,000
MVEC	Operation Roundup (OED)	\$1,000
	Total:	\$19,000

2024 Reported SCWEP Expenses

Funding Agency	Program Staff & Supplies
SWMO	\$60,000
SWCD	\$9,020
PLSLWD	\$6,235
LMRWD	\$7,500
VRWJPO	\$2,080
SL TWP	\$2,000
City of Prior Lake	\$1,600
City of Shakopee	\$2,700
City of Savage	\$1,500
City of Credit River	\$500
Louisville Township	\$500
Jackson Township	\$250
Total:	\$93,885

Other Contributing Funds

Funding agency	Funding source	2024 expenditures
USDA-NRCS	Cooperative Partnership for Education	\$18,000
MVEC	Operation Roundup (OED)	\$1,000
	Total:	\$19,000

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.

2024 SCWEP events

R	B	CF	I	LO	SCWEP audience	Activity category	Event type	Event	Audience reach	Materials distributed	Amount distributed	Date	Notes
			X	X	Community Groups	Water Quality	Community event	SCWEP Annual Partnership Meeting	24	SCWEP draft work plan	24	2/14/2024	
X				X	Agriculture & Rural Landowners	Soil Health	Workshop	Soda's and Soil Health	12	Rack cards	26	2/29/2024	Materials distributed include brochure pamphlets on the topics of cover crops, manure management, and erosion control practices.
					Agriculture & Rural Landowners	Natural Landscaping	Workshop	Prescribed Burns: Prep, permits, and payoff part 1	61	Rack cards & program flyers	65	4/2/2024	Materials distributed include brochure pamphlets on the topics of safely implementing prescribed burns, natural landscaping, and Scott SWCD cost share opportunities.
X				X	Urban & Shoreline Residents	Natural Landscaping	Workshop	How to Build a raingarden	15	Raingarden starter packet	15	4/16/2024	Packet contained a list of native prairie consultants, seed & plant distributors, and burn consultants and information on the management of prairie meadows
X	X	X	X	X	Agriculture & Rural Landowners	Groundwater protection	Tabling event	Nitrate testing clinic	230	DOH pamphlets	230	4/26/2024	Materials distributed include DOH guidance on homeowner's nitrate level test results from water sample
X				X	Agriculture & Rural Landowners	Wildlife habitat	Tabling event	Spring Tree sale	440	Native trees	29000	4/26/2024	
X				X	Community Groups	Illicit discharge	Youth lesson	Conservation in the Classroom	312	"Raingarden and Runoff" lesson plan	312	5/13/2024	Hosted Raingarden lesson plan for 3rd-5th graders at Raven Stream Elementary at their School's garden Day.
					Agriculture & Rural Landowners	Natural Landscaping	Workshop	Prescribed Burns: Prep, permits, and payoff part 2	7	Program flyers	7	5/15/2024	Materials distributed include brochure pamphlets on the topics of safely implementing prescribed burns.
X					Agriculture & Rural Landowners	Illicit discharge	Tabling event	Summer plant sale	14	Rain barrels	14	6/7/2024	
X				X	Agriculture & Rural Landowners	Conservation cover	Tabling event	Summer plant sale	34	Compost Bins	34	6/7/2024	
X				X	Agriculture & Rural Landowners	Conservation cover	Tabling event	Summer plant sale	208	Native plants	7500	6/7/2024	Amount distributed refers to the number of native plants sold.
X			X	X	Urban & Shoreline Residents	Water Quality	Community event	Summer Conservation Tour	28	Conservation Tour packet	28	6/27/2024	Conservation tour within the PLSLWD district hosted for the district board and citizen advisory committee
X	X			X	Urban & Shoreline Residents	Water Quality	Community event	Reel Cool Fishing School	50	AIS outreach flyers	50	6/28/2025	Hosted by PLSLWD with marketing assistance provided by Scott SWCD
X	X			X	Urban & Shoreline Residents	Natural Landscaping	Community event	Rhythm on the Rails	63	Program flyers	63	7/10/2024	Attended 5 series of tabling events at the Rhythm on the Rails concerts.
X					Urban & Shoreline Residents	Water quality	Community event	Watershed Week	85	Watershed pamphlets	85	7/9/2024-7/13/2024	Events hosted by PLSLWD with marketing assistance provided by Scott SWCD. Events included: Natural Inks Workshop and Paint & Sip, Wellness Walk in the Watershed: Step, Stretch, and Learn, and Bike the Watershed
X				X	Urban & Shoreline Residents	Natural Landscaping	Workshop	Stabilize your Shoreline	12	Rack cards & program flyers	12	7/18/2024	Materials distributed include brochure pamphlets on the topics of "Don't leave leaves", natural landscaping, and Scott SWCD cost share opportunities.
X	X	X	X	X	Urban & Shoreline Residents	Natural Landscaping	Tabling event	Scott County Fair	15,000	Rack cards & program flyers	200	7/24/2024	Materials distributed include brochure pamphlets on the topics of soil health, agriculture incentives, native prairie restoration, and Scott SWCD cost share opportunities.
X					Urban & Shoreline Residents	Natural Landscaping	Community event	Night to Unite	50	Rack cards & program flyers	10	8/6/2024	Provided informational tours and program information to attendees at neighborhood Night to Unite event
X				X	Urban & Shoreline Residents	Water Quality	Community event	Starry Trek	4	AIS outreach flyers	4	8/10/2024	Hosted by PLSLWD with marketing assistance provided by Scott SWCD
			X	X	Agriculture & Rural Landowners	Soil Health	Community event	Farmers for Monarch's tour	16	Program flyers	16	8/16/2024	Provided informational tours and native prairie program information to industry professionals.
X			X	X	Urban & Shoreline Residents	Water quality	Community event	Fall Fest	150	Chloride kits	30	9/9/2024	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.
X			X	X	Urban & Shoreline Residents	Water quality	Community event	Fall Fest	150	Pet waste holders	50	9/9/2024	
			X	X	Agriculture & Rural Landowners	Soil Health	Community event	Cover Crop Open House	14	Program flyers	14	9/17/2024	
X			X		Community Groups	Water quality	Youth lesson	Outdoor Education Days	1,100	Field guides	1,100	9/23/2024	Hosted 38th annual event. Hosted students from 14 schools (Belle Plaine, New Prague, Shakopee, Jordan, Prior Lake and Savage) on 9/23/2024 - 9/26/2024.
X					Urban & Shoreline Residents	Illicit discharge	Community event	Clean Water Clean up	12	Program flyers	12	10/5/2024	Removed invasive buckthorn from a wildlife management area near Spring Lake.
X					Urban & Shoreline Residents	Illicit discharge	Community event	Buckthorn wreath-making	20	Buckthorn wreaths	20	10/26/2024	Event hosted by PLSLWD. Marketing assistance by SWCD
X				X	Community Groups	Wildlife habitat	Youth lesson	Conservation in the Classroom	20	Urban Forestry	20	10/12/2024	Provided Conservation in the Classroom lesson to 20 5th grade boyscouts in Savage on the topic of urban forestry.
X				X	Community Groups	Illicit discharge	Youth lesson	Conservation in the Classroom	8	Storm Drain Stenciling	64	10/13/2024	Assisted Eagle Scout with capstone project stenciling 64 drains in city limits with illicit discharge messaging.
X			X	X	Agriculture & Rural Landowners	Groundwater protection	Tabling event	Nitrate testing clinic	24	DOH pamphlets	24	9/11/2024 & 9/18/24	Materials distributed include DOH guidance on homeowner's nitrate level test results from water sample

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

2024 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			Urban & Shoreline Residents	Conservation cover	Targeted O/R	Mailer	364	New Landowner postcard	364	Mailed to anyone who purchased more than 0.2 acres of property in the last year.
X	X				Agriculture & Rural Landowners	Soil health BMP's	Targeted O/R	Mailer	183	EQIP mailer	183	Local incentives mailed to ag producers
X	X	X	X	X	Agriculture & Rural Landowners	Conservation cover	Digital media	Social media outreach	866	Social media post	8	
X				X	Agriculture & Rural Landowners	Groundwater	Digital media	Social media outreach	866	Social media post	8	
X	X	X		X	Urban & Shoreline Residents	Ice management	Digital media	Social media outreach	866	Social media post	4	
X	X	X	X	X	Urban & Shoreline Residents	Illicit discharge	Digital media	Social media outreach	866	Social media post	4	
X				X	Urban & Shoreline Residents	Natural landscaping	Digital media	Social media outreach	866	Social media post	22	
X	X	X		X	Urban & Shoreline Residents	Shoreline BMP's	Digital media	Social media outreach	866	Social media post	8	
X				X	Agriculture & Rural Landowners	Soil health BMP's	Digital media	Social media outreach	866	Social media post	24	
X	X	X		X	Urban & Shoreline Residents	Water quality BMP's	Digital media	Social media outreach	866	Social media post	10	
			X	X	Community groups	Conservation assistance	Targeted O/R	Monthly activity update	6	Activity report	12	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	X	X	X	X	Agriculture & Rural Landowners	Wildlife habitat	Digital media	Social media outreach	866	Social media post	16	
X					Urban & Shoreline Residents	Ice management	Print media	Facility display	5,000	Brochure	300	Salt alternative brochures displayed at partner offices.
X					Urban & Shoreline Residents	Ice management	Print media	Facility display	5,000	Brochure (Spanish)	90	Salt alternative brochures displayed at partner offices.
X					Urban & Shoreline Residents	Illicit discharge	Print media	Facility display	5,000	Brochure	300	Pet waste brochures displayed at partner offices.
X					Urban & Shoreline Residents	Illicit discharge	Print media	Facility display	5,000	Brochure (Spanish)	90	Pet waste brochures displayed at partner offices.
X					Urban & Shoreline Residents	Illicit discharge	Print media	Facility display	5,000	Brochure	300	Yard care brochures displayed at partner offices.
X					Urban & Shoreline Residents	Illicit discharge	Print media	Facility display	5,000	Brochure (Spanish)	90	Yard care brochures displayed at partner offices.
X					Urban & Shoreline Residents	Ice management	Targeted O/R	Facility display	8,000	Chloride kits		Distributed to city halls for display and distribution.
X					Urban & Shoreline Residents	Ice management	Targeted O/R	Facility display	3,000	Chloride kits		Distributed to township halls for display and distribution.
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				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	Print media	Facility display	1,000	Rack card	30	"Salt Pollutes. Shovel first" rack cards displayed at partner offices.
X					Urban & Shoreline Residents	Illicit discharge	Signage/brochures	Facility display	1,000	Rack card	10	"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	10	"The unfiltered truth" rack cards displayed at partner offices.
X					Urban & Shoreline Residents	Illicit discharge	Signage/brochures	Facility display	1,000	Rack card	10	"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	10	"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	10	"Landscape naturally" rack cards displayed at partner offices.
X					Urban & Shoreline Residents	Natural landscaping	Signage/brochures	Facility display	1,000	Rack card	10	"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	10	"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	10	"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	10	"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	10	"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	10	"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	10	"Are your animals jealous? Don't overstock your pasture" rack cards displayed at partner offices.
X	X	X			Agriculture & Rural Landowners	Conservation cover	N/A	Certified project installation		N/A		The "amount distributed" refers to acres of new plantings installed.
X	X	X			Urban & Shoreline Residents	Natural landscaping	N/A	Certified project installation		N/A		The "amount distributed" refers to square footage of new rain gardens installed.
X	X	X			Urban & Shoreline Residents	Natural landscaping	N/A	Certified project installation		N/A		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		N/A		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		N/A		The "amount distributed" refers to acres of cover crops planted.
X	X				Agriculture & Rural Landowners	Groundwater nitrate	N/A	Certified project installation		N/A		The "amount distributed" refers to the amount of well that were decommissioned.

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

2024 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	Cedar Trees offer cost-affordable and eco-friendly stream stabilization.	X	X	63,127	SWCD
X	X	X	X	X	Agriculture & Rural Landowners	Groundwater protection	Free nitrate testing for well water on April 26	X	X	63,245	SWCD
X					Urban & Shoreline Residents	Wildlife habitat	Rental program helps farmers and landowners make conservation happen	X	X	63,149	SWMO
X				X	Urban & Shoreline Residents	Illicit discharge	Funding is Available for Conservation in Scott County Watersheds	X	X	63,088	SWCD
X	X		X		Agriculture & Rural Landowners	Water quality	Landowners add 29,000 Trees to Scott County's Landscape		X	63,000	SWCD
X					Urban & Shoreline Residents	Natural Landscaping	Spring Maintenance for Raingardens	X		70	SWCD
X					Agriculture & Rural Landowners	Soil Health	Urban farming brings big benefit to the community	X	X	63,030	SWCD
X					Urban & Shoreline Residents	Water quality	Restore your Shoreline Workshop on July 18	X	X	63,058	SWCD
X					Agriculture & Rural Landowners	Wildlife habitat	Shed full of tools available to tackle harmful plants		X	63,000	SWCD
X					Agriculture & Rural Landowners	Water quality	Wetland restoration brings beauty and structure to New Prague		X	63,000	SWCD
X	X			X	Agriculture & Rural Landowners	Soil Health	Aerial cover crop seeding happening early September	X	X	63,000	SWCD
X				X	Urban & Shoreline Residents	Illicit discharge	The do's and dont's of storm drains	X	X	63,122	SWCD
X				X	Urban & Shoreline Residents	Illicit discharge	Why it's Important to scoop the poop	X	X	63,073	SWCD
X	X	X	X	X	Urban & Shoreline Residents	Illicit discharge	Have an old license plate? You can recycle that!		X	63,000	SWCD
X					Urban & Shoreline Residents	Water quality	Maxine Hughes named 2024 Conservation Leader	X	X	63,192	SWCD
X				X	Community Groups	Illicit discharge	Students Learn Environmental Lessons at Outdoor Education Days		X	63,000	SWCD
X	X	X	X	X	Agriculture & Rural Landowners	Wildlife habitat	Scott SWCD Native Tree Sale Opens Jan 1	X	X	63,155	SWCD
X	X				Urban & Shoreline Residents	Winter maintenance	Winter salt: it doesn't take much!	X	X	63,042	SWCD
X					Urban & Shoreline Residents	Water quality	Where is the Water?		X	63,000	PLSLWD
X					Urban & Shoreline Residents	Wildlife habitat	Get Creative with Buckthorn this Fall		X	63,000	PLSLWD
X					Urban & Shoreline Residents	Water quality	Stream Restoration in Progress		X	63,000	PLSLWD

MS4 Audiences	
R	Resident
B	Business
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Scott Clean Water Education Program 2025 Work Plan



Prepared by:
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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 towards 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 2025 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
- Natural Resources Conservation Service
- 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.

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 their respective goals and objectives include the following:

AUDIENCE: Agriculture/Rural Landowners	
Goal	Land management decisions are made with conservation and minimizing detrimental impacts to water resources in mind.
Objectives	<ol style="list-style-type: none"> 1) Educate producers and landowners on local water quality impairments and show them how implementing BMPs can have a positive impact. 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.
2025 High priority items	Promotion of soil health and regenerative agriculture, groundwater protection, runoff reduction, and wetlands.
AUDIENCE: Community Groups, Schools, and Government	
Goal	Enhance the quality of and opportunities for conservation leadership, education, and outreach.
Objectives	<ol style="list-style-type: none"> 1) Provide speaking engagements and educational opportunities that introduce soil and water conservation topics. 2) Encourage volunteerism and foster relationships that will result in improved water quality and personal accountability.
2025 High priority items	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.
AUDIENCE: Urban and Shoreline Residents and Businesses	
Goal	Landscape design and maintenance choices are made to protect water quality and reduce runoff.
Objectives	<ol style="list-style-type: none"> 1) Educate residents on how water is managed in urban environments and about ways they can positively impact water quality in their everyday lives. 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.
2025 High priority items	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.

Programming Highlights

Workshops

Free educational workshops catered to County residents are offered throughout the year. Workshops on natural landscaping and soil health will be offered in 2025. Previous webinar recordings will be available via the Scott SWCD YouTube page. 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.

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.

A timeline of proposed articles for 2025 is provided in the appendix.

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 pollinator plantings, raingardens, shoreline restorations, native prairies, and cover crops 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.

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 2025 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 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 2025, the partnership will conduct a mid-year meeting to discuss the program's 2026 budget and the future programming priorities of SCWEP.

Planned Activities for 2025

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 2025 are highlighted.

Events and Activities	Dates	Audience and Subgroup	Objective	MS4 Activity
Host "Conservation Open House"	February 12	Ag & rural residents	1	X
Host "Soil Health Workshop"	February 26	Ag & rural residents	1	X
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 25	Ag & Rural residents	1	X
		Urban & Shore residents	1	X
Host tree/native seed mix sale pickup	April 25	Ag & rural residents	1	
Attend Raven Stream Classroom Day	May 9	Community groups & Schools	1	X
Host Natural Landscaping workshop series	March 13, 18, 20	Urban & shore residents	2	X
Host teaching garden workshop	July	Urban & shore residents	2	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/Summer	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
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
Develop and distribute materials to targeted landowners on topical areas	As requested	Urban & Shore residents	1	X
		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 AIS prevention	Ongoing	Urban & Shore residents	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

2025 Budget

Partner	Program Staff & Supplies
SWMO	\$60,000
SWCD	\$8,500
PLSLWD	\$7,325
LMRWD	\$7,575
Spring Lake Twp	\$1,500
VRWJPO	\$1,800
City of Prior Lake	\$2,400
City of Savage	\$2,375
City of Shakopee	\$3,575
City of Credit River	\$750
Jackson Twp	\$250
Louisville Twp	\$750
Total:	\$96,800

Other Contributing Funds

Partner	Funding source	Amount
USDA-NRCS	Cooperative Partnership for Education	\$15,000
MVEC	Operation Roundup (OED)	\$1,000
	Total:	\$16,000

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 2025

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 2025 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 2025 NEWS RELEASES

Quarter	News Article
Mar/Apr/May	Free nitrate testing for well water on April 25
	PLSLWD Buck Stream highlight
	Ag Equipment for Rent
	Spring workshops with Scott SWCD
	Funding available for conservation in local watersheds
	Lending Library open for residents
Jun/July/Aug	Natural Landscaping workshop and open house
	Tree Sale wrap-up
	Wetland Conservation Act Information
	NRCS requested article
	Landowner success story
Sept/Oct/Nov	Outdoor Education Days recap
	Illicit discharge prevention
	Permit resources in Scott County
	Landowner success story
Dec/Jan/Feb	2026 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

Minutes of Regular Meeting

Board of Managers

Wednesday, March 19, 2025

Carver County Government Center, 602 East 4th Street, Chaska, MN 7:00 p.m.

Approved _____, 2025

1. CALL TO ORDER

A. OATH OF OFFICE

On February 18, 2025, Janet Williams was appointed to the Board of Managers of the Lower Minnesota River Watershed District by the Scott County Board of Commissioners. President Barisonzi administered the Oath of Office.

B. ROLL CALL

On Wednesday, March 19, 2025, at 7:00 PM CST, in the Board Room of the Carver County Government Center, 602 East 4th Street, Chaska, Minnesota, President Barisonzi called to order the meeting of the Board of Managers of the Lower Minnesota River Watershed District (LMRWD).

President Barisonzi called for the roll call. The following Managers were present: President Barisonzi, Manager Lauren Salvato, Manager Vinatha Viswanathan and Manager Janet Williams. Manager Kuplic, joined the meeting virtually from a publicly noticed location: the Coffee Shop at the Residence Inn located at 20371 Summerlin Road, Fort Myers, FL 33908.

Administrator Loomis reminded President Barisonzi that all votes require a roll call.

In addition, the following attended the meeting in-person: Linda Loomis, Naiad Consulting, LLC, LMRWD Administrator; Della Schall Young, Young Environmental Consulting Group, LLC, LMRWD Technical Consultant; Joe Barten, Dakota County Soil & Water Conservation District; Lee Peterson and Judy Berglund, LMRWD Citizen Advisory Committee; and Troy Kuphal and Chase Emmers, Scott County Soil & Water Conservation District. John Kolb, Rinke Noonan Attorneys at Law, LMRWD Legal Counsel; Commissioner Jodi Brennan, Scott County; Joe Birkholz, Park Street Public, LMRWD Government Relations Consultant and Apollo Lammers, former LMRWD Manager; joined the meeting virtually.

2. CITIZEN FORUM

No one present wished to address the Board of Managers.

3. APPROVAL OF THE AGENDA

A. Additions, Corrections and Deletions to the Agenda

President Barisonzi introduced this item. He asked if there were any other changes to the agenda. Administrator Loomis reminded President Barisonzi that all votes require a roll call.

Manager Williams made a motion to approve the agenda. Manager Salvato seconded the motion. Upon a vote being taken the following voted in favor of the motion: Barisonzi, Kuplic, Salvato, Viswanathan, Williams; the following voted against: None. The motion carried.

4. PUBLIC HEARINGS & PRESENTATION

A. Presentation by Dakota County Soil and Water Conservation District (SWCD)

Mr. Troy Kuphal, District Director, and Mr. Chase Emmers, Water Resource Specialist, with the Scott County Soil and Water Conservation District were at the meeting in-person to report on 2024 monitoring of Scott County water resources within the LMRWD that they performed on behalf of the LMRWD.

Mr. Emmers presented results of the 2024 monitoring season in Scott County.

President Barisonzi asked what came out of the previous conversation they had about tracing the source of E. Coli. Mr. Emmers shared that they reached out to the cities of Savage and Shakopee investigating under their MS4 permit to do further upstream analysis. He said nothing has come from this previous discussion other than the additional sites.

President Barisonzi noted that this year's report E. Coli levels seems be a lot less than last year's. He asked if this was because less event sampling was done. Mr. Emmers said yes. He noted the higher levels were seen in the winter months and they see a lot less in the summer months

President Barisonzi asked if the Savage fens are better from the water perspective but still not great, while they are stable from a biosphere perspective but there are still threats. Mr. Emmers said this is an accurate assessment of the current state.

President Barisonzi asked if they have a part of the SWCD's work plan to address this trend. Mr. Kuphal said they do not have this in their work plan as their focus is on monitoring and providing the findings to the Board. It is then up to the LMRWD and others to address trends.

Manager Williams shared that as a long-time Savage resident, she is frustrated by the long time neglect of the Fen. She said it has been very disappointing and discouraging from the city's perspective when trying to work with the DNR and the Corp. of Engineers. She noted that the City conducted a recent resident survey and they received feedback that residents want to be able to walk through this area, which is impossible in its current state as it is being degraded and ignored.

Mr. Emmers explained that the DNR has been doing more training on fens. He added that they are working with the DNR to get more continuous data loggers out in these wells.

Manager Williams shared that in Savage's comprehensive plan, they have always had a trail below the bluff, and this could be incorporated into some kind of walkway in this area so that the residents can experience this area.

President Barisonzi noted that money for was cut from the 2025 LMRWD budget and asked if the Fen project was one of the things that was to cut. Ms. Young said yes and explained that money was cut from the budget for land acquisition adjacent to the fens. She noted the Fen Stewardship project and coordination with the DNR was not cut from the budget.

President Barisonzi shared that he would like the Board and its partners to be given an overview of their fen project.

Manager Williams noted that Eagle Creek is the only natural ground trout stream in the metropolitan area and the City of Savage has been able to secure a 100-foot buffer along this stream which is extremely important.

Manager Salvato asked what additional costs would be associated with adding the ability to download continuous data loggers in the future. Mr. Kuphal explained that they already have the equipment needed to download this so there would not be a change in cost to use this equipment

Ms. Judy Berglund, from the LMRWD Citizen Advisory Committee, reported on an effort she participated in to remove buckthorn. She noted the CAC was planning to table at the Savage Farmers Market in September and she thought having information about Savage Fen would be great outreach.

Administrator Loomis pointed out that approval of the partnership agreement between the LMRWD and Scott SWCD is on the agenda. Mr. Kuphal explained the differences between the new agreement and the previous agreement. The addition of three new monitoring sites added \$3,700 to the cost, but savings were found in other areas to offset the majority of that increase. The additional sites is a partnership between the LMRWD and the cities of Savage and Shakopee, who will cover 50% of the cost.

Manager Salvato made a motion to approve and authorize execution of the Agreement Between the Lower Minnesota River Watershed District and the Scott Soil and Water Conservation District for Monitoring, Technical, Education and other Conservation Services. The motion was seconded by Viswanathan.

Manager Salvato asked about being able to access the monitoring data, the cost of the continuous data loggers and what the is difference in the data collection with the continuous loggers. Mr. Emmers explained the differences in the data collection and Mr. Kuphal said they could provide a quote to the LMRWD.

President Barisonzi asked about the role of the Scott County Commissioners in this partnership with the cities and the LMRWD. Mr. Kuphal pointed out that the SWCD is not Scott County, so they do not report directly to the County. He did note that the County is aware of the partnership and the services the SWCD provides. He added that Scott County supports the SWCD providing these types of services to all local watershed agencies.

Upon a vote being taken the following voted in favor of the motion: Barisonzi, Kuplic, Salvato, Viswanathan, Williams; the following voted against: None. The motion carried.

B. Report from the Citizen Advisory Committee

Lee Peterson and Judy Berglund, members of the Citizen Advisory Committee (CAC), reported on the activities of the CAC, election of CAC officers, and shared their plans for 2025.

Mr. Peterson reported that the CAC is interested in improving soil health to increase rainwater absorption in yards and wanted to know if the Board would be interested in having the CAC getting more information to them about this.

President Barisonzi shared that he would love to see the CAC bring forward any projects that they have thought through for consideration, such as soil health. He noted the most effective way to do Cost Share projects is throughout the LMRWD is with partnerships between the LMRWD municipal partners.

5. CONSENT AGENDA

President Barisonzi introduced this item. Administrator Loomis recommended the February 19, 2025, meeting minutes be removed from the Consent Agenda.

~~A. Approve Minutes February 19, 2025~~

B. Receive and file February 2025 Financial report

C. Approval of Invoices for payment

- i. Clifton Larson Allen (CLA) - Financial services through February 2025
- ii. Rinke Noonan, Attorneys at Law - January 2025 general legal services & Area #3
- iii. TimeSavers Off-site Secretarial – preparation of January 2025 meeting minutes
- iv. Daniel Hron – April 2025 office rent
- v. US Bank Equipment Finance – March 2025 copier lease payment
- vi. Young Environmental Consulting Group, LLC –February 2025 Technical, and Education and Outreach services
- vii. Naiad Consulting, LLC – February 2025 administrative services, mileage, and expenses
- viii. Bolton & Menk, Inc. – Engineering services related to Vernon Avenue
- ix. 106 Group – January 2025 Invoice for Area #3 services
 - x. I & S Group, Inc. – February Engineering services related to Spring Creek
 - xi. Park Street Public – March 2025 Government Relations Services
 - xii. Redpath and Company – Progress billing for FY 2022 Financial Audit
 - xiii. Liberty Mutual Surety – 2025/2026 Surety Bond Premium
 - xiv. 4M Fund – January 2025 fund service charges

D. Approval to authorize payment of recurring invoices

Manager Salvato made a motion to approve the Consent Agenda with the removal of Item 5.A – Approve Minutes February 19, 2025. Manager Williams seconded the motion. Upon a vote being taken the following voted in favor of the motion: Barisonzi, Kuplic, Salvato, Viswanathan, Williams; the following voted against: None. The motion carried.

6. PERMITS

A. LMRWD Permit Renewals

President Barisonzi introduced this item.

Manager Salvato made a motion to renew permit requests as recommended in the Technical Memorandum – March 2025 Permit Renewal Requests dated March 12, 2025.

Manager Viswanathan seconded the motion. Upon a vote being taken, the motion carried unanimously

B. Dell Road Reconstruction Project (LMRWD No. 2024-22)

President Barisonzi introduced this item.

Manager Salvato made a motion to conditionally approve a permit subject to receipt of the following:

- Copy of the NPDES construction stormwater permit
- Designation of an individual who will remain liable to the LMRWD for the performance under Rule B from the time the permitted activities commence until vegetation cover is established and the LMRWD has certified satisfaction with erosion and sediment control requirements
- Documentation of approval from Hennepin County to alter/obstruct its right-of-way
- Documentation of approval from RPBCWD
- Final construction plans signed by a professional engineer

- **Name, address and phone number(s) of all the contractors undertaking land-disturbing activities, as part of the project**
- **Additional information on the final staging areas, once determined by the contractor**
 - **Include updated erosion and sediment control plans, if applicable**

Manager Viswanathan seconded the motion. Upon a vote being taken the following voted in favor of the motion: Barisonzi, Kuplic, Salvato, Viswanathan, Williams; the following voted against: None. The motion carried.

C. 2024 Minneapolis-St. Paul (MSP) International Airport Terminal 1 (LMRWD No. 2024-012) Permit Amendment)

President Barisonzi introduced this item.

Manager Salvato made a motion to approve an amendment to LMRWD Permit No. 2024-012 to include work along Glumack Drive that was not originally included when the permit was approved. Manager Viswanathan seconded the motion. Upon a vote being taken the following voted in favor of the motion: Barisonzi, Kuplic, Salvato, Viswanathan, Williams; the following voted against: None. The motion carried.

7. ACTIONS ITEMS

A. Administrative Services Update

President Barisonzi introduced this item. He shared that an interview process was determined by the Personnel Committee and interviews will be scheduled April 9, 2025, meeting of the Personnel Committee.

B. 2024 Annual Report Update

President Barisonzi introduced this item.

Manager Salvato made a motion to approve the 2024 LMRWD Annual Report as presented and order its distribution. The motion was seconded by Manager Viswanathan. Upon a vote being taken the following voted in favor of the motion: Barisonzi, Kuplic, Salvato, Viswanathan, Williams; the following voted against: None. The motion carried.

C. State of the Minnesota River Listening Session

President Barisonzi introduced this item.

The Board thanked the Young Environmental team for their great work on this report.

Manager Salvato made a motion to approve report documents, approve aggregation of testimony and publication on the LMRWD website, and approve Sections 3 and 4 for public release on the website and through mass email to participants. The motion was seconded by Manager Viswanathan. Upon a vote being taken the following voted in favor of the motion: Barisonzi, Kuplic, Salvato, Viswanathan, Williams; the following voted against: None. The motion carried.

Young Environmental Consulting Group provided a public engagement strategy and asked for direction from the Board as to how to proceed.

President Barisonzi moved that Young Environmental Consulting Group be authorized to implement the communication and public engagement strategy with direction to negotiate a contract with a vendor to support that and bring that to the next meeting with application in the budget of how that's being paid. Manager Salvato seconded the motion. Upon a vote being taken the following voted in favor of the motion: Barisonzi, Kuplic, Salvato, Viswanathan, Williams; the following voted against: None. The motion carried.

D. Study Area #3 Update

President Barisonzi introduced this item.

Manager Salvato asked about the budget implications of doing another survey on this project. The administrator said this is not something they expected but it is something they need to get done for the city to re-plat and rezone the property. She stated it is not much of an expense and this will not have a huge budgetary impact.

Manager Salvato made a motion to approve Amendment #001 to Work Order 2024-01 of Agreement for Professional Services between the Lower Minnesota River Watershed District and Bolton & Menk, Inc. and authorize execution. The motion was seconded by Manager Viswanathan. Upon a vote being taken the following voted in favor of the motion: Barisonzi, Kuplic, Salvato, Viswanathan, Williams; the following voted against: None. The motion carried.

8. BOARD DISCUSSION ITEMS

A. Committee Meetings Discussion

President Barisonzi introduced this item.

Administrator Loomis shared that they need to have a quorum at these meetings, which is two Managers at a minimum for Finance Committee and Personnel Committee meetings.

Manager Salvato added that Managers should also communicate with Administrator Loomis when they will not be able to attend a meeting or when they will have to attend remotely.

B. Lower Minnesota River Calcareous Fen Enhancements - Seminary Fen Land Acquisition

Ms. Young introduced this item and reviewed the acquisition strategies for land critical to Seminary Fen.

President Barisonzi shared that the Personnel Committee discussed how the Board will sometimes approve items without looking at where they fit into their priorities. He said he would love to see these items include a time and budget allocation so they knew what they were voting on. He added that he would like to speak with the Bloomington-Minnesota Valley Land Trust and the Minnesota Land Trust on these acquisitions.

Ms. Young stated the report is just to show the Board that there are different areas that they need to prioritize in the future and the expectation is to have these be considered by the groups who have the ability to acquire this land.

Manager Salvato made a motion to adopt recommendations to:

- **Maintain open lines of communication with priority parcel owners to explore voluntary conservation measures.**
- **Develop a funding and resource plan that could be activated if and when opportunities arise to secure land adjacent to the fen.**
- **Appoint a liaison or use the working group to monitor development proposals near the fen, engage with landowners, and facilitate protection efforts.**
- **Advocate for zoning and policy protections at the local level that minimize development impacts on fen-adjacent properties with landowners.**

The motion was seconded by Manager Viswanathan. Upon a vote being taken the following voted in favor of the motion: Barisonzi, Kuplic, Salvato, Viswanathan, Williams; the following voted against: None. The motion carried.

C. Distribution of Managers

President Barisonzi introduced this item. He reported that there will be an action item on this item at the next meeting.

No action was taken.

9. FOR INFORMATION ONLY

A. 2025 Legislative Update

Joe Birkholz, Park Street Public, gave an update on the 2025 legislative session. He reported that the funding for LMRWD dredge activities will not be touched.

Mr. Peterson asked about the introduction of a bill to limit who can request Environmental Assessment Worksheet (EAW). It would require anyone requesting an EAW to live in the County where to project is being proposed. Mr. Birkholz explained that this is part of the permitting and regulatory reform efforts that are mainly being driven by Chambers of Commerce. He said this effort has currently been stalled.

President Barisonzi asked if Mr. Birkholz could alert the Board if this particular bill gains traction.

B. Vernon Avenue Update

Administrator Loomis introduced this item. She shared that she has spoken with public finance counsel who has indicated that the LMRWD has money to pay for this project.

C. 2025 Minnesota River Tour Update

President Barisonzi introduced this item.

Manager Salvato suggested that they send a downloadable calendar invite along with the Save the Date for this event.

D. Municipal Coordination meeting Summaries

For information only – no action was taken.

E. LMRWD Permit Program Summary

For information only – no action was taken.

10. COMMUNICATIONS

A. Administrator Report: Administrator Loomis shared that she attended a MnDOT open house last week concerning the Trunk Highway 13 project. She said construction will likely not start until 2028; however, she wanted to make sure LMRWD voiced their concerns with access to the dredge site during construction and the possible impacts that a redesign could have on the access to the site once the construction is complete.

B. President: Reported on a Thank You card from Bloomington Neighbors Nurturing Nature for funding its request for Cost Share.

C. Managers: No report

D. Committees: No report

E. Legal Counsel: Attorney Kolb noted that the item that Mr. Peterson had asked about is House File 8, which has not had action taken since March 3. He said it is very unlikely that this bill will make it out of committee on time.

F. Engineer: No report

11. ADJOURN

Hearing no further business, President Barisonzi adjourned the meeting at 8:43 PM.

The next regular meeting of the LMRWD Board of Managers will be at 7:00, Wednesday, April 16, 2025, in the Board Room at the Carver County Government Center.

Lauren Salvato, Secretary

Attest:

Linda Loomis, Administrator

UNAPPROVED



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Minutes of Regular Meeting

Board of Managers

Wednesday, April 16, 2025

Carver County Government Center, 602 East 4th Street, Chaska, MN 7:00 p.m.

Approved _____, 2025

1. CALL TO ORDER

A. ROLL CALL

On Wednesday, April 16, 2025, at 7:00 PM CST, in the Board Room of the Carver County Government Center, 602 East 4th Street, Chaska, Minnesota, President Barisonzi called to order the meeting of the Board of Managers of the Lower Minnesota River Watershed District (LMRWD).

President Barisonzi called for the roll call. The following Managers were present: President Barisonzi, Manager Theresa Kuplic, Manager Lauren Salvato, Manager Vinatha Viswanathan and Manager Janet Williams.

In addition, the following attended the meeting in-person: Linda Loomis, Naiad Consulting, LLC, LMRWD Administrator; Della Schall Young, Young Environmental Consulting Group, LLC, LMRWD Technical Consultant; and Lee Peterson, LMRWD Citizen Advisory Committee. John Kolb, Rinke Noonan Attorneys at Law, LMRWD Legal Counsel; Commissioner Jodi Brennan, Scott County; Commissioner Lisa Anderson, Carver County; Andrew Edgcumbe, Lead Water Resources Technician, Carver County Water Management Organization; Joe Birkholz, Park Street Public, LMRWD Government Relations Consultant; Ben Burnett, Manager, Prior Lake/Spring Lake Watershed District; Alex Jordan, City Engineer and Kirby Templin, Water Resources Environmental Manager, City of Shakopee; Connie Fortin, Water Resource Senior Project Manager, Bolton & Menk, Inc.; Lori Haak, Water Resources Coordinator, City of Eden Prairie; and Apollo Lammers, former LMRWD Manager; joined the meeting virtually.

2. CITIZEN FORUM

No one present wished to address the Board of Managers.

3. APPROVAL OF THE AGENDA

A. Additions, Corrections and Deletions to the Agenda

President Barisonzi introduced this item. He requested to move Item 7C to 9C. He asked if there were any other changes to the agenda. Seeing and hearing none,

Manager Salvato made a motion to approve the agenda, moving Item 7C to 9C. Manager Williams seconded the motion Upon a vote being taken the motion was carried unanimously.

4. PUBLIC HEARINGS & PRESENTATION

A. Presentation by Carver County WMO

Andrew Edgcumbe, Lead Water Resources Technician, at Carver County Water Management Organization, shared the 2024 monitoring findings of water resources in Carver County.

Manager Salvato asked if there is a storm drain on Highway 41 that goes to Brickyard Lake. Mr. Edgcumbe said that there is a drain on either Highway 41 or in a surrounding neighborhood that goes to Brickyard Lake. He noted they are starting to see this lake filling with sediment and the north side of the lake is the culprit.

Manager Salvato asked if this neighborhood has an HOA or if it is connected to the Jonathan neighborhood. Mr. Edgcumbe said he was not sure if it was connected.

Administrator Loomis asked if they are sampling Spring Creek for E. Coli. Mr. Edgcumbe said no.

The Board thanked Mr. Edgcumbe for his presentation.

B. 2025 Legislative Report from Park Street Public

Joe Birkholz, Park Street Public, gave an update on the 2025 legislative session. He said the Board's legislative priorities are looking good as they head towards the end of the session.

C. LMRWD Projects and Programs Quarter 1 Progress Report

Ms. Young reviewed the first quarter work plan report.

Manager Salvato asked if they have a handle on whether invasive species or groundwater flow is negatively impacting the fens more. Ms. Young said she could get back to the Board on the specifics of this.

Manager Williams asked about fen mapping and what this means. Ms. Young explained that the DNR will give them an indication of areas they want to look at. She said some of this mapping is done by drones and others are done by walking the area.

Manager Kuplic asked if they know of anyone who has been able to restore a fen that has been significantly degraded. Administrator Loomis said she was not aware of anything.

Manager Williams shared her frustration that the trees keep growing and so does the buckthorn and nothing is being done about it. Ms. Young stated buckthorn is very hard to get rid of and the DNR has been working on figuring this out.

President Barisonzi shared that for future quarterly reports, he would like them to include all areas of focus for the work plan and not just those that Young Environmental is responsible for.

The Board thanked Young Environmental for their work.

5. CONSENT AGENDA

President Barisonzi introduced this item.

A. Approve Minutes February 19, 2025 Regular Meetings

B. Receive and file March 2025 Financial report

C. Approval of Invoices for payment

- i. Clifton Larson Allen (CLA) – Financial services March 2025
- ii. Rinke Noonan, Attorneys at Law – February 2025 general legal services & Area #3
- iii. TimeSavers Off Site Secretarial – preparation of February 2025 meeting minutes
- iv. Daniel Hron – May 2025 office rent
- v. US Bank Equipment Finance – April 2025 copier lease payment
- vi. Young Environmental Consulting Group, LLC – March 2025 technical, and Education & Outreach services

- vii. Naiad Consulting, LLC – March 2025 administrative services, mileage & expenses
- viii. Bolton & Menk, Inc. – Engineering services related to Vernon Avenue
- ix. 106 Group – March 2025 invoice for Area #3 services
- x. I & S Group, Inc. – March engineering services related to Spring Creek
- xi. Park Street Public – April 2025 Government Relations Services
- xii. Dakota County SWCD – Q1 2025 monitoring
- xiii. 4M Fund – February 2025 fund service charges

D. Citizen Advisory Committee Report

E. Authorize execution of Intergovernmental Agreement Between the Metropolitan Council and the Lower Minnesota River Watershed District for monitoring of Dean Lake under the Community Assisted Monitoring Program

F. Minutes of Board Committees

- Personnel Committee – March 19, 2025
- Personnel Committee – April 9, 2025

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

6. PERMITS

A. LMRWD Permit Renewals

President Barisonzi introduced this item.

Manager Salvato made a motion to renew permits as recommended in the Technical Memorandum – April 2025 Permit Renewal Requests, dated April 9, 2025. Manager Williams seconded the motion. Upon a vote being taken, the motion carried unanimously

B. Metro Pond Maintenance Group A2 Project (LMRWD No. 2024-021)

President Barisonzi introduced this item.

Manager Kuplic made a motion to conditionally approve a permit for Metro Pond Maintenance Group A2 Project (LMRWD No. 2024-021) contingent upon receipt of the following:

- Copy of the NPDES construction stormwater permit.
- Name, address and telephone number of the person(s) responsible for erosion control Inspections and maintenance.
- Name, address and telephone number(s) of all contractors undertaking land-disturbing Activities as part of the project.
- Final staging locations.

Final designation of an individual who will remain liable to the LMRWD for performance under Rule B from the time the permitted activities commence until vegetative cover is established and the LMRWD has certified satisfaction with erosion and sediment control requirements. Manager Salvato seconded the motion. Upon a vote being taken, the motion carried unanimously.

7. ACTIONS ITEMS

A. Award Water Resource Restoration Fund Grants

President Barisonzi introduced this item.

Administrator Loomis shared that representatives from Shakopee and Eden Prairie are in attendance online.

The representatives from Shakopee and Eden Prairie thanked the Board for their consideration of their applications.

Manager Williams made a motion to award Water Resources Restoration Funds to the City of Shakopee in the amount of \$90,280 and to Eden Prairie in the amount of \$9,720, and to enter into cooperative agreements with both cities outlining the roles and expectations for advancing the projects and managing the grant. The motion was seconded by Manager Viswanathan. Upon a vote being taken, the motion carried unanimously.

B. Administrative Services Update

President Barisonzi introduced this item.

Manager Kuplic shared that the Personnel Committee met and interviewed three candidates and recommended offering the position to Will Lytle. She noted all three candidates were very strong and this was a difficult decision to make.

Manager Kuplic made a motion to offer the Administrative Services position to Will Lytle. The motion was seconded by Manager Salvato. Upon a vote being taken, the motion carried unanimously.

C. State of the Minnesota River Listening Session

Moved to Item 9C.

D. Study Area #3 Update

President Barisonzi introduced this item.

Administrator Loomis shared legal counsel issued a summons and complaint to the Huelers as the city will not do the rezoning or re-platting without the Huelers' signature. The Huelers have been unresponsive to all previous attempts to communicate with them.

Attorney Kolb stated the LMRWD did not want to take legal action against the Huelers; however, the LMRWD is not getting the necessary cooperation.

President Barisonzi asked if there were any reasons they should delay this approval. Attorney Kolb said no.

Manager Salvato made a motion to approve Barr Engineering to provide final design and construction administration services for the Project at a total not-to-exceed fee of \$257,900 and authorize the execution of a Professional Services Agreement or equivalent, subject to review by legal counsel. The motion was seconded by Manager Kuplic. Upon a vote being taken, the motion carried unanimously

E. Education & Outreach

○ **Award Educator Mini-Grant**

Administrator Loomis introduced the item and explained that it was added to the agenda due to the timing of the grant request. A decision on the grant's approval is needed prior to the May Board meeting.

President Barisonzi explained that this grant is intended to support a class's participation in the River Watch program, with transportation identified as the primary barrier to involvement. The grant will specifically cover those transportation costs. He also noted that

the CAC has been asked to explore how mini-grants might be integrated with other education and outreach funding opportunities.

Manager Salvato shared that she will be abstaining from this vote as she has not had time to read the memo.

Manager Viswanathan made a motion to approve a mini-grant for Jackson Fuson of Hiawatha Academies in the amount of \$500. The motion was seconded by Manager Williams. Upon a vote being taken the motion carried, 4 ayes, 1 abstention.

8. BOARD DISCUSSION ITEMS

A. Distribution of Managers

Manager Williams introduced this item and shared that the Scott County Commissioners met to discuss this in April and asked the LMRWD for direction on how to proceed.

President Barisonzi shared that the Board's action will be dependent on receiving a formal request from Scott County to expand their managers.

Manager Kuplic noted that if they add another Board member, there would be an even number of Managers and asked how they would break a tie. President Barisonzi shared that they would have to review their operating guidelines on this; however, it is his current understanding that a tie would not pass.

Attorney Kolb shared that they would have to handle this through their bylaws.

Manager Salvato made a motion to authorize the President to draft communication for legal counsel review to Scott County asking for a formal request to move forward in this process. The motion was seconded by Manager Kuplic. Upon a vote being taken, the motion carried unanimously

9. FOR INFORMATION ONLY

A. Vernon Avenue Update

Administrator Loomis introduced this item. She shared that she has spoken with Mr. Shannon Sweeney from David Drown, who consulted with an attorney about the use of funds the LMRWD has been collecting to pay for an intended sale of bonds to finance Area #3. The attorney consulted suggested the money collected be redesignated as a capital project fund and that the money already collected can be used to pay for Vernon Avenue.

B. LMRWD Permit Program Summary

President Barisonzi introduced this item. He shared that there appear to be several deadlines coming up in May but he has not seen extension requests for. He asked if they have been in communication with those whose permits are nearing expiration, especially those that will expire before their next Board Meeting. Ms. Young explained that a few months before a permit expiration they send out a message to the permit holder and wait to hear back if the project is done or if it requires an extension. She said there is a high possibility that some that are coming up for expiration are already complete.

President Barisonzi noted that the Chaska Tech Center Amendment says the construction is complete; however, they have not signed off on it. He asked why this had not been closed out. Ms. Young said she can look into this one and report back.

C. State of the Minnesota River Listening Session

President Barisonzi introduced this item.

Foe information only – no action was taken.

10. COMMUNICATIONS

- A. **Administrator Report:** Administrator Loomis shared that they do not currently have a Treasurer of the Board since Manager Lammers left. She asked President Barisonzi to appoint a new Treasurer.

President Barisonzi appointed Manager Viswanathan to be the new Treasurer.

Administrator Loomis shared that the CAC did a tabling event at the Eden Prairie Center on Saturday for the Eco Expo. She noted there was good attendance at this event and they were able to speak to quite a few citizens. She added that she attended the Metro Watersheds meeting where they had speakers from MnDOT who spoke about their priorities. She explained that she and Ms. Young met with MnDOT this morning and they shared that they are developing an extreme flood vulnerability tool to identify locations for flood resilience improvements. She added that BWSR has reported that there will still be funding left for watershed-based implementation. She shared that the Met Council has reported a new project they are working on for outreach called *Sacred Water Shared Future* which will embrace commitment to a healthy river. She said they are looking for watershed districts to partner with them on events in 2026.

Manager Salvato asked if they would be putting in an application for the accelerating groundwater funding. Administrator Loomis said this would be a grant application and she would like to do some investigation on it to see what is involved.

- B. **President:** President Barisonzi thanked everyone for all the work that they put in for the Administrative Services transition.
- C. **Managers:** No report
- D. **Committees:** No report
- E. **Legal Counsel:** Attorney Kolb shared that he is still monitoring House File 8 and it has made it through one committee and is still alive.
- F. **Engineer:** Ms. Young shared that they have been in touch with Chaska since December on their project and the work is done at this time and the site has been closed.

11. ADJOURN

Hearing no further business, President Barisonzi adjourned the meeting at 8:27 PM.

The next regular meeting of the LMRWD Board of Managers will be at 7:00, Wednesday, May 21, 2025, in the Board Room at the Carver County Government Center.

Lauren Salvato, Secretary

Attest:

Linda Loomis, Administrator

Item 5.B.
LMRWD 5-21-2025

BEGINNING BALANCE	31-Mar-25	\$ 1,106,310.02
ADD:		
General Fund Revenue:		
April 2025 Interest		\$ 3,840.96
106 group check sent ot city of Chaska - cancelled and re-issued		\$ 173.00
		\$ 4,013.96
Total Revenue and Transfers In		
		\$ 4,013.96
DEDUCT:		
Debits/Reductions		
106 Group (Invoice 3193-2883-17)	re-issue of Check that was issued and sent to wrong payee	\$ 173.00
106 Group (invoice 3193-2883-18)	Cultural review work at Area #3	\$ 173.00
Liberty Mutual Insurance Company	Errors & Ommissions Insurance	\$ 180.00
Bolton & Menk, Inc.	Engineering & project management services for Vernon Ave.	\$ 620.00
Bolton & Menk, Inc.	2025 Salt Symposium Bronze Sponsorship	\$ 500.00
Clifton Larson Allen LLP	March 2025 financial services	\$ 1,776.50
I & S Group, Inc	March 2025 Engineering & Project mgmt for Spring Creek	\$ 550.00
Daniel Hron	May 2025 office rent	\$ 650.00
Naiad Consulting, LLC	February 2025 Admin services, mileage and expenses	\$ 13,316.37
Park Street Public	March 2025 Government Relations Services	\$ 2,500.00
Rinke Noonan, Attorney at Law	January 2025 general legal services	\$ 316.00
TimeSaver Off Site Secretarial	Preparation of December 2024 meeting minutes	\$ 212.50
US Bank Equipment Finance	February 2025 copier lease payment	\$ 208.38
Young Environmental Consulting Group	March 2025 Education & Outreach, and Technical services	\$ 49,990.05
Dakota County Soil & Water Conservation	Q1 2025 monitoring, TACS and Education services	\$ 600.00
4M Fund	January 2025 bank service fee	\$ 40.00
		\$ 71,805.80
Total Debits/Reductions		
		\$ 71,805.80
ENDING BALANCE	30-Apr-25	\$ 1,038,518.18

	2025 Budget	April Actuals	YTD 2025	Over (Under) Budget
Administrative expenses	\$ 373,450.00	\$ 27,256.85	\$ 109,137.56	\$ (264,312.44)
Cooperative Projects				
Eden Prairie Bank Stabilization Area #3	\$ 100,000.00	\$ 2,269.00	\$ 12,340.07	\$ (87,659.93)
Gully Erosion Contingency Fund	\$ -	\$ -	\$ -	\$ -
Seminary Fen Ravine Restoration site A	\$ 80,000.00	\$ -	\$ -	\$ (80,000.00)
Seminary Fen Ravine Restoration site C-2	\$ -	\$ -	\$ -	\$ -
Eagle Creek Bank Restoration: Town & Country R'	\$ 16,050.00	\$ -	\$ -	\$ (16,050.00)
Shakopee River Bank Stabilization	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)
509 Plan Budget				
<i>Resource Plan Implementation</i>				
Watershed Resource Restoration Fund	\$ 100,000.00	\$ 3,420.00	\$ 5,092.25	\$ (94,907.75)
Fen Private Land acquisition study	\$ -	\$ -	\$ -	\$ -
Gully Inventory	\$ 160,000.00	\$ 4,183.25	\$ 22,539.75	\$ (137,460.25)
MN River Floodplain Model Feasibility Study	\$ -	\$ 3,522.25	\$ 21,001.00	\$ 21,001.00
Downtown Shakopee Stormwater BMPs	\$ -	\$ -	\$ -	\$ -
Spring Creek stabilization project	\$ 110,000.00	\$ 550.00	\$ 1,588.25	\$ (108,411.75)
Sustainable Lakes Mgmt. Plan (Trout Lakes)	\$ 55,000.00	\$ -	\$ -	\$ (55,000.00)
Geomorphic Assessments (Trout Streams)	\$ -	\$ -	\$ -	\$ -
Fen Stewardship Program	\$ 85,000.00	\$ 11,595.25	\$ 17,583.75	\$ (67,416.25)
District Boundary Modification	\$ -	\$ -	\$ -	\$ -
Local Water Management Plan reviews	\$ 5,000.00	\$ -	\$ -	\$ (5,000.00)
Project Reviews	\$ 110,000.00	\$ 6,944.98	\$ 24,046.23	\$ (85,953.77)
Project inspections	\$ -	\$ -	\$ 2,253.25	\$ 2,253.25
<i>Monitoring</i>	\$ 75,000.00	\$ 600.00	\$ 6,901.00	\$ (68,099.00)
<i>Watershed Management Plan</i>	\$ 20,000.00	\$ 2,314.50	\$ 10,171.75	\$ (9,828.25)
<i>Public Education/CAC/Outreach Program</i>	\$ 150,000.00	\$ 8,529.72	\$ 33,628.24	\$ (116,371.76)
<i>Cost Share Program</i>	\$ 20,000.00	\$ -	\$ 1,127.50	\$ (18,872.50)
Nine Foot Channel				
Return of unused state funds	\$ -	\$ -	\$ -	\$ -
Dredge Site Improvements	\$ 240,000.00	\$ 620.00	\$ 3,400.50	\$ (236,599.50)
Bonded Debt Levy				
Scheduled Area #3 Bond payments	\$ 300,000.00	\$ -	\$ -	\$ (300,000.00)
Total:	\$ 2,049,500.00	\$ 71,805.80	\$ 270,811.10	\$ (1,778,688.90)

LMRWD - Statement of Revenue and Expenditures
General Fund - FY 2025

05/21/2025

Account	2024 Budget	2024 Actual	2025 Final Budget	2025 YTD	Administration @ 29%	Cooperative @10%	509 Plan @ 46%	9-foot Channel @15%
Manager Per Diem	\$ 15,000.00	\$ 12,375.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Manager Expense	\$ 4,500.00	\$ 1,323.97	\$ 4,500.00	\$ 23.45	\$ 6.80	\$ 2.35	\$ 10.79	\$ 3.52
Telecommunications-Cell Phone	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 300.00	\$ 258.61	\$ 300.00	\$ 216.00	\$ 62.64	\$ 21.60	\$ 99.36	\$ 32.40
Meeting Supplies/Expenses	\$ 100.00	\$ 108.05	\$ 300.00	\$ 48.74	\$ 14.13	\$ 4.87	\$ 22.42	\$ 7.31
Rent	\$ 7,800.00	\$ 7,339.00	\$ 7,800.00	\$ 3,250.00	\$ 942.50	\$ 325.00	\$ 1,495.00	\$ 487.50
Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous - General	\$ 3,000.00	\$ 2,903.22	\$ 3,000.00	\$ 671.00	\$ 194.59	\$ 67.10	\$ 308.66	\$ 100.65
Training & Education	\$ 1,500.00	\$ 1,705.20	\$ 1,500.00	\$ 50.00	\$ 14.50	\$ 5.00	\$ 23.00	\$ 7.50
Insurance & Bonds	\$ 12,000.00	\$ 12,186.00	\$ 12,000.00	\$ 180.00	\$ 52.20	\$ 18.00	\$ 82.80	\$ 27.00
Postage	\$ 300.00	\$ -	\$ 300.00	\$ 12.25	\$ 3.55	\$ 1.23	\$ 5.64	\$ 1.84
Photocopying	\$ 750.00	\$ 2.21	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Notices - General	\$ 2,000.00	\$ 1,484.10	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage	\$ 5,000.00	\$ 2,590.14	\$ 4,000.00	\$ 514.50	\$ 149.21	\$ 51.45	\$ 236.67	\$ 77.18
Subscriptions & Licenses	\$ 400.00	\$ 583.55	\$ 500.00	\$ 162.00	\$ 46.98	\$ 16.20	\$ 74.52	\$ 24.30
Taxable Meal Reimbursement	\$ 500.00	\$ 52.33	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Lodging/Staff Travel	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Financial Services/Accounting	\$ 25,438.00	\$ 28,932.33	\$ 30,000.00	\$ 7,947.00	\$ 2,304.63	\$ 794.70	\$ 3,655.62	\$ 1,192.05
Audit Fees	\$ 30,000.00	\$ 9,252.50	\$ 30,000.00	\$ 9,437.50	\$ 2,736.88	\$ 943.75	\$ 4,341.25	\$ 1,415.63
Professional Services - General	\$ 153,000.00	\$ 172,211.25	\$ 175,000.00	\$ 43,510.00	\$ 12,617.90	\$ 4,351.00	\$ 20,014.60	\$ 6,526.50
Legal Fees - General	\$ 15,000.00	\$ 14,003.50	\$ 15,000.00	\$ 1,922.50	\$ 557.53	\$ 192.25	\$ 884.35	\$ 288.38
Engineering - General	\$ 75,000.00	\$ 117,961.95	\$ 35,000.00	\$ 30,239.10	\$ 8,769.34	\$ 3,023.91	\$ 13,909.99	\$ 4,535.87
Equipment - Maintenance	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment - Lease	\$ 2,500.00	\$ 2,613.25	\$ 2,500.00	\$ 833.52	\$ 241.72	\$ 83.35	\$ 383.42	\$ 125.03
Lobbying/Legislative services	\$ 20,000.00	\$ 20,000.04	\$ 30,000.00	\$ 10,000.00	\$ 2,900.00	\$ 1,000.00	\$ 4,600.00	\$ 1,500.00
Bank Service fees	\$ 750.00	\$ 440.58	\$ 750.00	\$ 120.00	\$ 34.80	\$ 12.00	\$ 55.20	\$ 18.00
	\$377,838.00	\$408,326.78	\$373,450.00	\$109,137.56	\$ 31,615.09	\$ 10,913.76	\$ 50,203.28	\$ 16,370.63



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 5. D. – Citizen Advisory Committee Report

Prepared By

Linda Loomis, Administrator

Summary

At its May 2025 meeting, the CAC visited Ike's Creek and observed the rehabilitation/restoration project in progress firsthand. Another trip to Ike's Creek is planned for after the project is complete and vegetation has had a chance to become established.

They reviewed the applications for Educator Mini-grants and recommendations can be found under Item 7. E. of the May 2025 agenda.

They will be visiting Spring Creek and Cost Share Projects in Carver, MN in June. Managers are welcome to join.

The following tabling events were attended:

- Saturday, April 26, Eden Prairie Arbor Day Celebration
- Saturday, May 17, Burnsville Native Plant Market

The Committee is next scheduled to provide an in-person update to the Board in July.

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, April 16, 2025

Agenda Item

Item 5. E. - Authorize reimbursement of Educator Mini-grant for Pilot Knob STEM Magnet School

Prepared By

Linda Loomis, Administrator

Summary

At the December 11, 2025, Board of Manager meeting, an educator mini-grant was approved for the Pilot Knob STEM Magnet School in Eagan was approved. Educator Michele Link-Valenstein is now requesting reimbursement.

The grant requested money to purchase handheld microscopes for student use. Ms. Link-Valenstein has prepared a report with pictures and provided a receipt for the purchase of the microscopes.

Attachments

- Excerpt from minutes of December 11, 2024, Board of Managers meeting
- Educator Mini-Grant Program Application from Pilot Knob STEM Magnet School
- Pilot Knob STEM Magnet School Reimbursement and Reporting Request Form
- Receipt for Purchase of handheld microscopes dated February 6, 2025
- Pictures of microscopes in use

Recommended Action

Motion to authorize reimbursement of \$380.64 to Pilot Knob STEM Magnet School

Ms. Young noted that the LMRWD has the ability to implement any kind of requirement with a permit like this. She explained that they may need to look through their rules to see what requirements are needed.

President Barisonzi stated he would like direction from Ms. Young on how this work plan can be adjusted to add initial analysis before they ask legal counsel what rules need to be changed.

Manager Kuplic made a motion to approve a permit for LTS MSP Lateral 2 (LMRWD No. 2024-014) with the special stipulation that the contractor contact the LMRWD immediately upon the discovery of disturbed ground water or the release of lubricant fluid. Manager Lammers seconded the motion. Upon a vote being taken the motion was carried unanimously.

7. ACTIONS ITEMS

A. 2025 Legislative Agenda

President Barisonzi introduced this item and shared the request to move this item to the January meeting.

The Board suggested laying this item over to the January 15, 2025 Board of Managers meeting. Hearing no objections, the item was laid over.

B. Education & Outreach

o Approve Educator mini-grants

President Barisonzi introduced this item. He explained that the last time they approved mini-grants, he identified an issue that they were approving of the purchase of things that had been paid for elsewhere. He asked to what degree all the organizations that they invest in are communicating with each other for sharing resources.

Administrator Loomis shared that they do not necessarily know what River Watch is using their funding for. She also noted that once a school has the equipment it can be re-used year after year. She questioned whether it was reasonable to expect schools to borrow equipment from River Watch. She some of the schools have chosen to connect with River Watch in the past to share resources and they the LMRWD will continue to try make the connection.

President Barisonzi stated he is uncomfortable with the mini-grant; however, he will not be voting against it as it is a relatively small amount and he does not want to undermine the CAC process.

Manager Lammers made a motion to approve Educator Mini-Grants as recommended by the Citizen Advisory Committee: Shakopee High School for \$449.95; Chaska High School for \$500; Minnesota Valley Refuge Friends for \$500; and Pilot Knob STEM Magnet School for \$479.84. Manager Kuplic seconded the motion. Upon a vote being taken the motion was carried unanimously.

C. Administrative Services Update

This item was moved to 4. C. on the agenda.

D. Authorize payment to US Army Corps of Engineers for dredging at mouth

President Barisonzi introduced this item.

Administrator Loomis shared that Manager Salvato asked her why they are paying for this and asked if they had paid for other dredging in the past. She said they have never paid for dredging in the past and the explanation is that dredging in the mouth of the river occurs once every 25



Educator Mini-Grant Program Application

Name of School/Organization: **Pilot Knob STEM Magnet School**

First Name: **Michele**

Last Name: **Link-Valenstein**

Email: michele.linkvalenstein@isd197.org

Phone: **651-428-1634**

Describe your current role? **K-4 STEM Teacher and Magnet Facilitator**

Address of School/Organization

Street Address: **1436 Lone Oak Rd**

Address line 2:

City: **Eagan**

State: **MN**

Zip Code: **55121**

What age(s) are the participants?

K–5th grade 6–12th grade 18+ years Senior Estimated number of participants: 384

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.

I would like to order 16 handheld microscopes to support the Wondering Walk initiative at Pilot Knob this year. The goal behind Wondering Walks is to encourage curiosity, observation, and a sense of wonder about the natural world. As a building, we are working hard to help our students notice and take in the details of the natural world. We want to help them learn how to ask questions and notice the things around them that they might sometimes overlook or ignore. Our hope is that taking students on Wondering Walks will help them develop a deeper connection to the natural world.

Handheld microscopes are an ideal match for Wondering Walks, because they allow students to observe tiny details that are often overlooked. Our students can use them to study the pond water in the woods behind our school and examine the soil more closely.

They can look at plant anatomy more closely and observe bark, sand, and rocks in a deeper way. They can find evidence of animals living in the woods and look at things like footprints more carefully. The use of these microscopes on some of our Wondering Walks will likely lead to deeper questions, stronger observations, and discovery about the natural world.

Ultimately our goal this year is to help students rediscover a sense of wonder about the natural world. Sometimes in the world of STEM, the study of the natural world is lost and we don't want that to be the case for our students. One of our goals this year is to teach our students about the history of the land Pilot Knob sits on (Dakota Land) and to help them envision how to be good stewards of the land for future generations. The first step is to give them an appreciation for what is right in front of their eyes.

When is this activity/project scheduled to take place? **The use of the handheld microscopes will be ongoing.**

Total requested amount (maximum \$500): **\$479.84**

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

This will purchase 16 handheld microscopes for kids.

https://www.amazon.com/dp/B0D56Q3BFN?ref=cm_sw_r_cso_em_apin_dp_JZPB1T1YNB208KAHSQYF_1&ref=cm_sw_r_cso_em_apin_dp_JZPB1T1YNB208KAHSQYF_1&social_share=cm_sw_r_cso_em_apin_dp_JZPB1T1YNB208KAHSQYF_1&starsLeft=1&skipTwisterOG=1&th=1

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: **10/14/2024**

Please submit your application to
info@lowermnrivewd.org.



Educator Mini-Grant Program Reimbursement and Reporting Request Form

Name of School/Organization: **Pilot Knob STEM Magnet School**

First Name: **Michele**

Last Name: **Link-Valenstein**

Email: michele.linkvalenstein@isd197.org

Phone: 651-403-7933

Address of School/Organization

Street Address: **1436 Lone Oak Rd**

City: **Eagan**

State: **MN**

Zip Code: **55121**

When and where did the activity/project take place? **The microscopes were used in STEM class with students in Kindergarten-4th grade in April 2025. They will continue to be used in STEM class.**

Describe how your activity or project engaged participants? **This has been the most fun week! The addition of handheld microscopes to our Wondering Walks proved to be a transformative element in student engagement. This initiative, designed to encourage intentional seeking of awe and wonder in nature, was powerfully amplified by the ability of students to explore the micro-world. The microscopes unlocked hidden details, sparking a level of curiosity that far exceeded our previous experiences. The remarkable excitement witnessed as students examined everything from the inside of a blade of grass to the textures of bark and soil underscores the success of this approach in capturing their interest in the natural world.**

Total number of participants: **381**

List your relevant expenses: **\$380.64**

Refund amount (cannot be more than the original award amount): **\$380.64**

Please provide information for the check recipient:

Pilot Knob STEM Magnet School

1436 Lone Oak Rd

Eagan, MN 55121

Please submit photos of your activity or project in action. Include the photographer's name in the photo file name and email to admin@lowermnriverwd.org.

13



Final Details for Order #112-6185770-9233866

Order Placed: February 5, 2025
Amazon.com order number: 112-6185770-9233866
Order Total: \$380.64

Business order information

Location: Pilot Knob

Shipped on February 6, 2025

Items Ordered	Price
16 Of: <i>Microscope for Kids - Mini Pocket Handheld Microscope for Toddlers-Educational Science Kit Toys for Christmas Birthday Gifts Toys for 3 4 5 6 7 8 9 10 Year Old Girls Purple</i>	\$23.79
Sold by: Judiantech (seller profile)	
Condition: New	

Shipping Address: Michele LV PILOT KNOB ELEMENTARY 1436 LONE OAK ROAD EAGAN, MN 55121 United States	Item(s) Subtotal: \$380.64 Shipping & Handling: \$2.99 Free Shipping: -\$2.99 ----- Total before tax: \$380.64 Sales Tax: \$0.00 ----- Total for This Shipment: \$380.64 -----
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Payment information

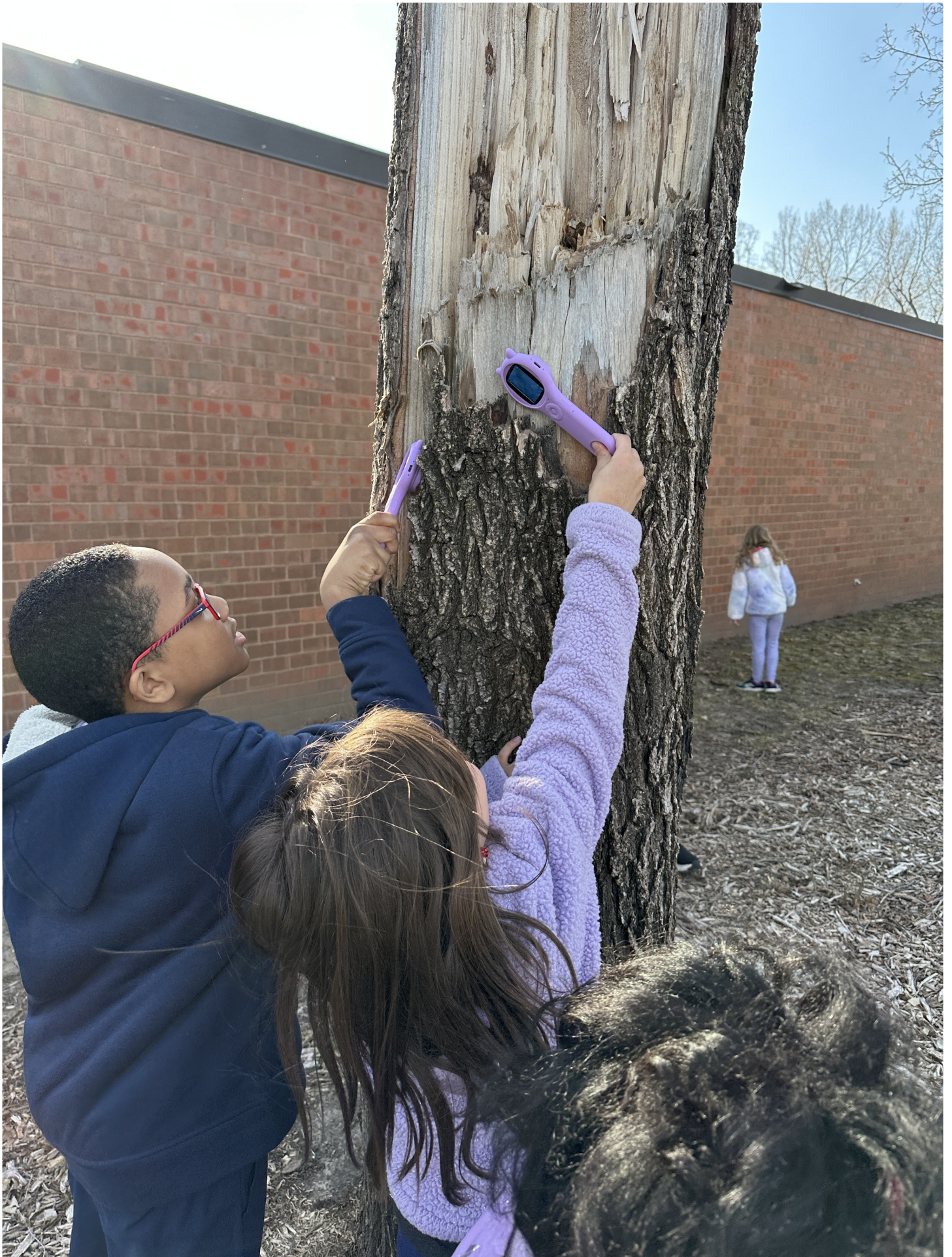
Payment Method: Visa Last digits: 9248	Item(s) Subtotal: \$380.64 Shipping & Handling: \$2.99 Promotion applied: -\$2.99 -----
Billing address Thomas Benson 1897 DELAWARE AVE SAINT PAUL, MN 55118-4338 United States	Total before tax: \$380.64 Estimated Tax: \$0.00 ----- Grand Total: \$380.64 -----

Credit Card transactions Visa ending in 9248: February 6, 2025: \$380.64

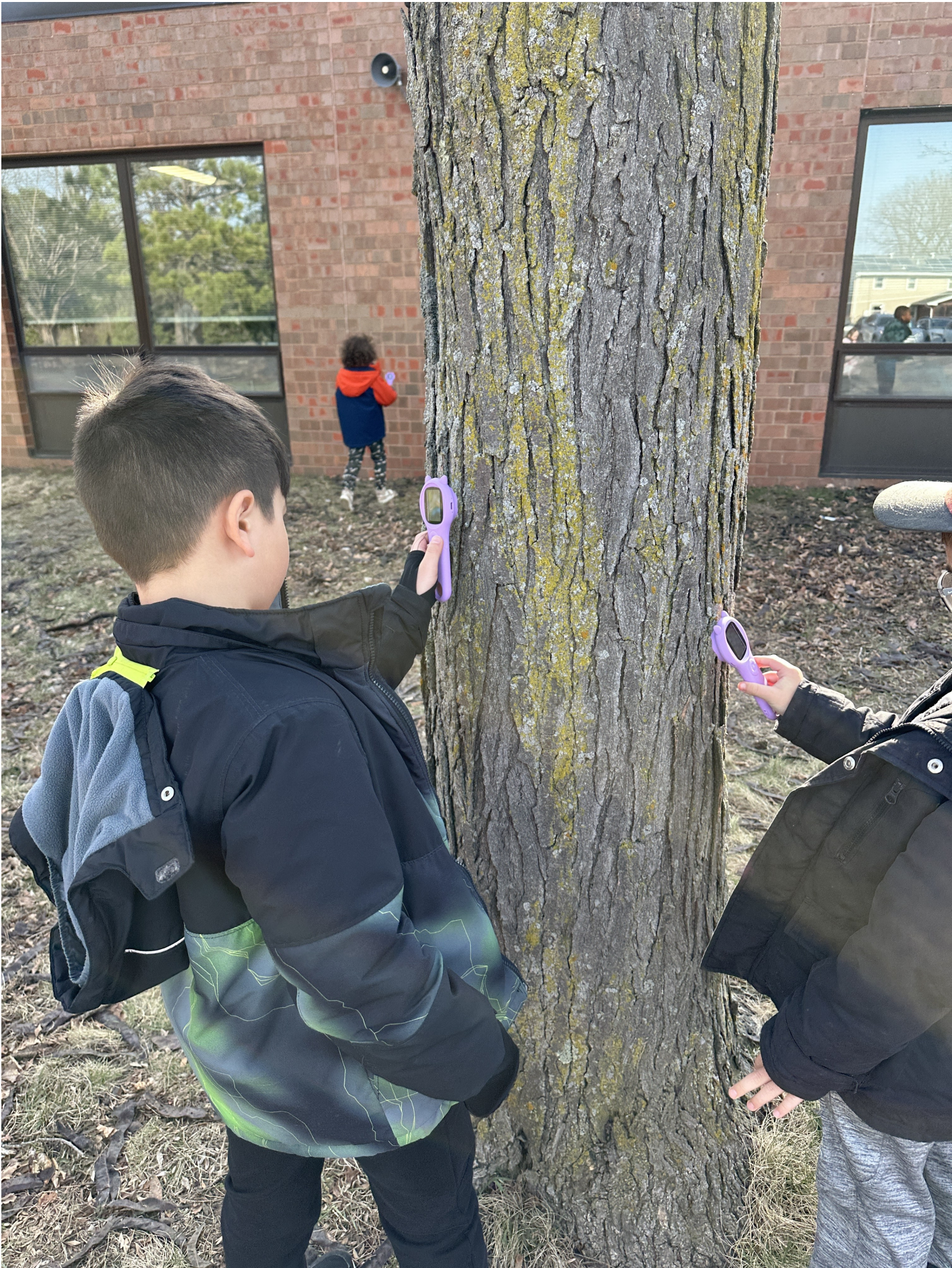
To view the status of your order, return to [Order Summary](#) .















LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 5. F. – Adding and removing Authorized Officials for Lower Minnesota River Watershed District Funds

Prepared By

Linda Loomis, Administrator

Summary

Resolution 25-05 Adding and Removing Authorized Officials for Lower Minnesota River Watershed District Funds is attached for the Board to adopt. The Resolution removes Apollo Lammers, authorizes Vinatha Viswanathan, as Treasurer, and Will Lytle, as Administrator. President Barisonzi and Linda Loomis will remain authorized. Linda will be removed once Will has fully transitioned to Administrator.

Other documents necessary to designate authorized officials on accounts at the depositories are attached for the Board's review. Resolution 25-05 authorizes execution of all other documents.

Attachments

- Resolution 25-05 Adding and Removing Authorized Officials for Lower Minnesota River Watershed District Funds
- 4M Fund Authorized Personnel Information – Authorizing Will Lytle
- 4M Fund Authorized Personnel Information – Authorizing Vinatha Viswanathan; removing Apollo Lammers
- US Bank Master Service Agreement 1 Contract Signer(s) Change
- US Bank Appendix A-1: New Account/Change in Authorized Account Signer(s)
- US Bank Appendix B-1: New Account/Change in Authorized Treasury Management Signer(s)

Recommended Action

Motion to adopt Resolution 25-05 05 Adding and Removing Authorized Officials for Lower Minnesota River Watershed District Funds

Manager _____ offered the following Resolution and moved its adoption:

RESOLUTION 25-05

**RESOLUTION ADDING AND REMOVING AUTHORIZED OFFICIALS FOR
LOWER MINNESOTA RIVER WATERSHED DISTRICT FUNDS**

WHEREAS, pursuant to Minnesota Statute Chapter 469.052, all governmental entities are required to designate depositories and a governmental entity’s deposits and investments must comply with Minnesota Statutes Chapter 118A; and

WHEREAS Minnesota Statutes Section 471.59 (the Joint Powers Act) provides that governmental units may jointly exercise any power common to the contracting parties; and

WHEREAS, the Lower Minnesota River Watershed District is a participant, as that term is used in the Declaration of Trust, in the Minnesota Municipal Money Market Fund (the 4M Fund); and

WHEREAS, approved services provided by the 4M Fund’s service providers include the Investment Advisor (PMA Asset Management, LLC), the Administrator (PMA Financial Network, LLC) the Distributor (PMA Securities, LLC) or the Fixed Rate Program Providers, PMA Financial Network, LLC and PMA Securities, LLC and the Custodian, U.S. Bank National Association, (“Service Providers”) and/or their successors; and

WHEREAS, it may be necessary from time to time to change “Authorized Officials” to invest monies from time to time and withdraw monies from time to time in accordance with the provisions of the Declaration of Trust; and

WHEREAS, Manager Vinatha Viswanathan was appointed Treasurer of the Board of Managers at the April 16, 2025 Board of Managers meeting; and

WHEREAS, Manager Apollo Lammers was replaced on the Board of Manager March 1, 2025; and

WHEREAS, William J. Lytle was retained as Administrator at the May 21, 2025, Board of Managers meeting

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Board of Managers of the Lower Minnesota River Watershed that the following LMRWD officers and are designated “Authorized Officials” with authority to effectuate investments and withdrawals in accordance with the Declaration of Trust:

Vinatha Viswanathan, Treasurer _____
Signature

William J. Lytle
Administrator _____
Signature

BE IT FURTHER RESOLVED, that the President or his/her designee, is hereby authorized and directed to execute all documents necessary to designate the authorized officials on accounts at the depositories; and

BE IT FINALLY RESOLVED that the LMRWD Treasurer or Administrator will supply each of the depositories with certified copies of this resolution with such signature documentation as is required by the depository and the authorizations set forth above.

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>
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"/>
SALVATO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISWANATHAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WILLIAMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the President declared the Resolution adopted.

ATTEST:

Joseph Barisonzi, President

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 21st day of May 2025.

Lauren Salvato, Secretary

AUTHORIZED PERSONNEL INFORMATION

Participant/Entity Name: _____

Select one of the following:

- Activate New Authorized Individual for **Full** Rights (Complete Sections A, B, and D)
- Activate New Authorized Individual for **Limited** Rights (Complete Sections A, C, and D)
- De-Activate Existing Authorized Individual _____ (Insert Name and Complete Section D below.)

SECTION A: AUTHORIZED PERSONNEL INFORMATION

2. Please designate the 4M Authorized Individual for your Entity:

Name: _____ Phone: _____
Fax: _____ Email: _____
Title: _____ Address: _____

SECTION B: ACCOUNT SECURITY/AUTHORITY - FULL RIGHTS

3. The above-named authorized person will have the authority to:

- Certify the Authorized Personnel at the Entity, and Specify the PMA GPS® Access Capabilities;
- Add, Change, Delete the Bank Information (ACH/Wire) 4M has on File for the Entity;
- Open, Close, Change and Reactivate 4M Account Information; and
- Move money (make purchases, redemptions, transfers and fixed rate investments.)

4. Account Authority:

- This authorization applies to all 4M sub-accounts for my entity.
- This authorization only applies to the following accounts:

5. System Access:

- Yes, access to PMA GPS® is necessary; a username and password will be sent via email.
- No, access to PMA GPS® is not necessary at this time.

6. Email Notification:

- Yes, send an email when online statements and confirmations are available. To receive these emails, access to PMA GPS® must have been selected in the section above.
- No, do not send an email when online statements and confirmations are available.

SECTION C: ACCOUNT SECURITY / AUTHORITY - LIMITED RIGHTS (TRANSACTION OR VIEW ONLY)

- 7. Security:
 - Yes, the authorized person is authorized to move money (SELECT ALL THAT APPLY)
 - Purchases Redemptions Transfers
 - No, the authorized person is not authorized to move money; VIEW ONLY access is requested.

- 8. Account Authority:
 - This authorization applies to all 4M sub-accounts for my entity.
 - This authorization only applies to the following accounts:

- 9. System Access:
 - Yes, access to PMA GPS® is necessary; a username and password will be sent via email and U.S. mail, respectively.
 - No, access to PMA GPS® is not necessary at this time.

- 10. Email notification:
 - Yes, send an email when online statements and confirmations are available. To receive these emails, access to PMA GPS® must have been selected in the section above.
 - No, do not send an email when online statements and confirmations are available.

SECTION D: AUTHORIZATION

This section must be signed by either an authorized person as designated in the New Account Application, or a Primary Contact or Authorized Personnel Information form, OR the new incumbent in an authorized position, accompanied by a copy of the board minutes covering the appointment/election of a new incumbent. (Please mark the appropriate section and black out salary and other confidential information.) The authorizations set forth on this form shall remain in full force and effect until the Fund receives written notification of a change.

Signature:	_____	Date:	_____
Printed Name:	_____	Phone:	_____
Title:	_____	Email:	_____

AUTHORIZED PERSONNEL INFORMATION

Participant/Entity Name: Lower Minnesota river Watershed District

Select one of the following:

- Activate New Authorized Individual for **Full** Rights (Complete Sections A, B, and D)
- Activate New Authorized Individual for **Limited** Rights (Complete Sections A, C, and D)
- De-Activate Existing Authorized Individual Apollo Lammers (Insert Name and Complete Section D below.)

SECTION A: AUTHORIZED PERSONNEL INFORMATION

2. Please designate the 4M Authorized Individual for your Entity:

Name:	<u>Vinatha Viswanathan</u>	Phone:	<u>(952) 529-6590</u>
Fax:	<u></u>	Email:	<u>vinathanarayanansk@gmail.com</u>
Title:	<u>Treasurer</u>	Address:	<u>10060 Azure Skies, Eden Prairie, MN 55347</u>

SECTION B: ACCOUNT SECURITY/AUTHORITY - FULL RIGHTS

3. The above-named authorized person will have the authority to:

- Certify the Authorized Personnel at the Entity, and Specify the PMA GPS® Access Capabilities;
- Add, Change, Delete the Bank Information (ACH/Wire) 4M has on File for the Entity;
- Open, Close, Change and Reactivate 4M Account Information; and
- Move money (make purchases, redemptions, transfers and fixed rate investments.)

4. Account Authority:

- This authorization applies to all 4M sub-accounts for my entity.
- This authorization only applies to the following accounts:

5. System Access:

- Yes, access to PMA GPS® is necessary; a username and password will be sent via email.
- No, access to PMA GPS® is not necessary at this time.

6. Email Notification:

- Yes, send an email when online statements and confirmations are available. To receive these emails, access to PMA GPS® must have been selected in the section above.
- No, do not send an email when online statements and confirmations are available.

SECTION C: ACCOUNT SECURITY / AUTHORITY - LIMITED RIGHTS (TRANSACTION OR VIEW ONLY)

- 7. Security:
 - Yes, the authorized person is authorized to move money (SELECT ALL THAT APPLY)
 - Purchases Redemptions Transfers
 - No, the authorized person is not authorized to move money; VIEW ONLY access is requested.

- 8. Account Authority:
 - This authorization applies to all 4M sub-accounts for my entity.
 - This authorization only applies to the following accounts:

- 9. System Access:
 - Yes, access to PMA GPS® is necessary; a username and password will be sent via email and U.S. mail, respectively.
 - No, access to PMA GPS® is not necessary at this time.

- 10. Email notification:
 - Yes, send an email when online statements and confirmations are available. To receive these emails, access to PMA GPS® must have been selected in the section above.
 - No, do not send an email when online statements and confirmations are available.

SECTION D: AUTHORIZATION

This section must be signed by either an authorized person as designated in the New Account Application, or a Primary Contact or Authorized Personnel Information form, OR the new incumbent in an authorized position, accompanied by a copy of the board minutes covering the appointment/election of a new incumbent. (Please mark the appropriate section and black out salary and other confidential information.) The authorizations set forth on this form shall remain in full force and effect until the Fund receives written notification of a change.

Signature:	_____	Date:	5/21/25
Printed Name:	Linda Loomis	Phone:	763-545-4659
Title:	Adinistrator	Email:	naiadconsulting@gmail.com

Review _____

Validation Method _____

TL Review _____

Imaged _____



Appendix A-1: New Account/Change in Authorized Account Signer(s)

Customer information

Customer name: Lower Minnesota River Watershed District Tax identification number: 411476295

New account
 Change in authorized account signers

Account information

Account name	Account number	Tax identification number
<u>Lower Minnesota River Watershed District</u>	<u>146899182852</u>	<u>411476295</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Authorized account signers

Add authorized account signer(s)

Name	Title	Email address	Specimen signature
<u>Vinatha Viswanathan</u>	<u>Treasurer</u>	<u>vinathanarayanan sk@gmail.com</u>	<u> </u>
<u>William J. Lytle</u>	<u>Administrator</u>	<u>admin@lowermnri verwd.org</u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

Delete authorized account signer(s)

List names only.

Apollo Lammers

Existing authorized account signer(s)

Provide the names and email addresses of existing authorized signer(s), other than those new authorized signers listed above. No specimen signatures are needed.

Authorized signer	Email address	Authorized signer	Email address
<u>Linda Loomis</u>	<u>naiadconsulting@gmail.com</u>	<u>Joseph Barisonzi</u>	<u>jbarisonzi@iwlamnvalley.org</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>



Appendix A-1

New Account/Change in Authorized Account Signer(s)

The Signer listed below represents and warrants to the Bank that: (i) the signatures listed above are the true and authentic signatures of the additional Authorized Account Signer(s); (ii) that each Customer listed above has taken all action required by its respective organizational documents to appoint the additional Authorized Account Signer(s) and to delete any Existing Authorized Account Signer(s); and (iii) he/she is authorized to complete this Appendix A-1 for each Customer listed above. Customer is responsible for the validity and authenticity of email addresses provided above.

Account Signer may execute this Appendix A-1 to add an account(s) for Customer if the Existing Authorized Signers remain the same. Otherwise, this Appendix A-1 must be executed by a Contract signer. This Appendix A 1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Signature: _____ Email address: naiadconsulting@gmail.com
Print name: Linda Loomis Date: June 20, 2024
Print title: Administrator

For Internal Use Only:

Authorized signers are related to the Master Services Agreement dated: _____

Review _____ Validation method _____ TL review _____ Imaged _____



Appendix B-1: Change in Authorized Treasury Management Signer(s)

Customer information

Customer name: Lower Minnesota River Watershed District Tax identification number: 411476295

Authorized Treasury Management signers
Add authorized Treasury Management signer(s)

Name	Title	Email address	Specimen signature
<u>Vinatha Viswanathan</u>	<u>Treasurer</u>	<u>vinathanarayanan sk@gmail.com</u>	<u></u>
<u>William J. Lytle</u>	<u>Administrator</u>	<u>admin@lowermnri verwd.org</u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>

Delete authorized Treasury Management signer(s)

List names only.

<u>Apollo Lammers</u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Existing authorized Treasury Management signer(s)

Provide the names and email addresses of existing authorized Treasury Management signer(s), other than those new authorized signers listed above. No specimen signatures are needed.

Authorized signer	Email address	Authorized signer	Email address
<u>Linda Loomis</u>	<u>naiadconsulting@gmail.com</u>	<u>Joseph Barisonzi</u>	<u>jbarisonzi@iwlamnvalleey.org</u>
<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>

The Contract Signer listed below further represents and warrants to the Bank that the signatures listed above are the true and authentic signatures of the Authorized Treasury Management Signer(s) and that Customer has taken all action required by its organizational documents to appoint the Authorized Treasury Management Signer(s). Customer is responsible for the validity and authenticity of email addresses provided above. This Appendix B-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Signature: _____ Email address: naiadconsulting@gmail.com
 Print name: Linda Loomis Date: June 20, 2024
 Print title: Administrator

For Internal Use Only:

Authorized signers are related to the Master Services Agreement dated: _____

Review _____ Validation method _____ TL review _____ Imaged _____





LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 5. G. - Authorize Pay App #1 for Vernon Avenue

Prepared By

Linda Loomis, Administrator

Summary

GMH Asphalt has submitted its first request for payment of the Vernon Avenue rehabilitation project. Bolton & Menk, the project manager, has reviewed the pay application and agree with the provided quantities listed on the invoice.

The invoice is for work completed through April 24th. The amount requested is \$140,666.71. The total amount of the bid awarded is \$680,229.85

Attachments

Pay App #1 for \$140,666.71 from GMH Asphalt Corporation

Recommended Action

Motion to authorize payment of \$140,666.71 to GMH Asphalt Corporation



----- This Pay Estimate Period has not been finalized -----

Pay Estimate Summary Report

GMH Asphalt Corp.

Invoice # 1

Invoice Date: 04/24/2025
 Dates Submitted: 04/01/2025 - 04/24/2025

Contract # 2501

SAVAGE-LOWER MN WATERSHED VERNON AVE
 Job: 2501

Owner

LOWER MN WATERSHED

Contractor

GMH Asphalt Corporation
 9180 Laketown Road
 Chaska, MN 55318
 USA

Owner Code	Description	Contract Quantities	Unit	Unit Price	Contract Amount	Previous Quantities	Current Quantities	Quantities to Date	Current Amount	Amount to Date	% Cmpl
1	MOBILIZATION	1.00	LS	45,582.00	45,582.00	0.0000	0.2500	0.2500	11,395.50	11,395.50	25.0
2	CLEARING	48.00	EA	248.00	11,904.00	0.0000	48.0000	48.0000	11,904.00	11,904.00	100.0
3	GRUBBING	48.00	EA	118.00	5,664.00	0.0000	48.0000	48.0000	5,664.00	5,664.00	100.0
4	SALVAGE SIGN	1.00	EA	52.90	52.90	0.0000	1.0000	1.0000	52.90	52.90	100.0
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	26.00	LF	4.25	110.50	0.0000	0.0000	0.0000	0.00	0.00	0.0
6	REMOVE SEWER PIPE (STORM)	96.00	LF	44.45	4,267.20	0.0000	0.0000	0.0000	0.00	0.00	0.0
7	REMOVE BITUMINOUS PAVEMENT	9,320.00	SY	0.75	6,990.00	0.0000	9,320.0000	9,320.0000	6,990.00	6,990.00	100.0
8	REMOVE RIPRAP	40.00	CY	26.45	1,058.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
9	EXCAVATION - COMMON	6,358.00	CY	13.75	87,422.50	0.0000	2,000.0000	2,000.0000	27,500.00	27,500.00	31.5
10	EXCAVATION - SUBGRADE	262.00	CY	10.60	2,777.20	0.0000	0.0000	0.0000	0.00	0.00	0.0
11	SELECT GRANULAR EMBANKMENT	3,366.00	CY	18.25	61,429.50	0.0000	825.0000	825.0000	15,056.25	15,056.25	24.5
12	STABILIZING AGGREGATE	262.00	CY	10.60	2,777.20	0.0000	0.0000	0.0000	0.00	0.00	0.0
13	DEWATERING	1.00	LS	3,704.00	3,704.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
14	MINOR GRADING	80.00	LF	31.75	2,540.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
15	AGGREGATE SURFACING CLASS 2	188.00	CY	28.55	5,367.40	0.0000	0.0000	0.0000	0.00	0.00	0.0
16	COMMON LABORERS	15.00	HR	101.00	1,515.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
17	DOZER	5.00	HR	212.00	1,060.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
18	CRAWLER MOUNTED BACKHOE	5.00	HR	212.00	1,060.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
19	AGGREGATE BASE CLASS 5	2,244.00	CY	36.00	80,784.00	0.0000	625.0000	625.0000	22,500.00	22,500.00	27.9
20	BITUMINOUS MATERIAL FOR TACK COAT	550.00	GAL	3.80	2,090.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
21	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	1,848.00	TN	94.30	174,266.40	0.0000	0.0000	0.0000	0.00	0.00	0.0
22	48" RC PIPE APRON	2.00	EA	6,632.00	13,264.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
23	48" RC PIPE SEWER CLASS III	84.00	LF	343.00	28,812.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
24	RANDOM RIPRAP CLASS III	80.00	CY	132.00	10,560.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
25	TRAFFIC CONTROL	1.00	LS	2,063.00	2,063.00	0.0000	0.2500	0.2500	515.75	515.75	25.0
26	INSTALL SIGN	1.00	EA	582.00	582.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
27	TREE PRUNING	12.00	HR	650.00	7,800.00	0.0000	7.0000	7.0000	4,550.00	4,550.00	58.3



----- This Pay Estimate Period has not been finalized -----

Pay Estimate Summary Report

GMH Asphalt Corp.

Invoice # 1

Invoice Date: 04/24/2025
 Dates Submitted: 04/01/2025 - 04/24/2025

Contract # 2501

SAVAGE-LOWER MN WATERSHED VERNON AVE
 Job: 2501

Owner

LOWER MN WATERSHED

Contractor

GMH Asphalt Corporation
 9180 Laketown Road
 Chaska, MN 55318
 USA

Owner Code	Description	Contract Quantities	Unit	Unit Price	Contract Amount	Previous Quantities	Current Quantities	Quantities to Date	Current Amount	Amount to Date	% Cmpl
28	STABILIZED CONSTRUCTION EXIT	1.00	LS	1,587.00	1,587.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
29	STORM DRAIN INLET PROTECTION	3.00	EA	185.00	555.00	0.0000	0.0000	0.0000	0.00	0.00	0.0
30	FLOTATION SILT CURTAIN TYPE STILL WATER	40.00	LF	29.55	1,182.00	0.0000	50.0000	50.0000	1,477.50	1,477.50	125.0
31	SEDIMENT CONTROL LOG TYPE WOOD FIBER	14,000.00	LF	2.84	39,760.00	0.0000	14,248.0000	14,248.0000	40,464.32	40,464.32	101.8
32	COMMON TOPSOIL BORROW	1,426.00	CY	26.45	37,717.70	0.0000	0.0000	0.0000	0.00	0.00	0.0
33	ROLLED EROSION PREVENTION CATEGORY 20 W/ SEED MIX	8,295.00	SY	2.17	18,000.15	0.0000	0.0000	0.0000	0.00	0.00	0.0
34	ROLLED EROSION PREVENTION CATEGORY 20 W/ SEED MIX	257.00	SY	3.60	925.20	0.0000	0.0000	0.0000	0.00	0.00	0.0
Totals:					665,229.85				148,070.22	148,070.22	22.3

Original Contract Amount	665,229.85
Change Order Amount	0.00
Total Contract (\$)	665,229.85
Work Completed to Date	148,070.22
Stored Material	0.00
Total Complete/Stored/Pending (\$)	148,070.22
Less Retainage	7,403.51
Total [Less Retainage] (\$)	140,666.71
Adjustments	0.00
Less Previously Paid	0.00
Amount Due This Request (\$)	140,666.71

Approved By: _____
 Owner

Approved By: _____
 Contractor

Approved By: 
 Engineer



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 6. A. – LMRWD Permit Renewals

Prepared By

Linda Loomis, Administrator

Summary

Young Environmental Consulting Group, on behalf of the Lower Minnesota River Watershed District, has contacted all permit holders with permits nearing expiration. Details regarding the expiring permits and the justifications for extension requests are outlined in the *Technical Memorandum – May 2025 Permit Renewal Requests*, dated May 14, 2025. Approval is recommended for the extension of seven expiring permits.

Attachments

Technical Memorandum – May 2025 Permit Renewal Requests dated May 14, 2025

Recommended Action

Motion to renew permits as recommended in Technical Memorandum – April 2025 Permit Renewal Requests, dated April 9, 2025

Technical Memorandum



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

From: Erica Bock, Staff Water Resources Scientist II

Date: May 14, 2025

Re: May 2025 Permit Renewal Requests

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 May 2025 LMRWD Permit Renewal Requests

LMRWD No.	Project Name	City	Previous Expiration Date	Recommended Expiration Date
2022-042	3rd Street Bridge Replacement	Carver	May 22, 2025	May 22, 2026
	Reason for Extension: Active construction			
2023-022	Safety and Security Center Phase II	Burnsville	May 25, 2025	May 25, 2026
	Reason for Extension: Active construction			
2023-026	CenterPoint Pipeline Abandonment	Burnsville	May 29, 2025	May 29, 2026
	Reason for Extension: Active construction			
2022-005	Chaska West Creek Apt	Chaska	June 6, 2025	June 6, 2026
	Reason for Extension: Needs final vegetation establishment			

LMRWD No.	Project Name	City	Previous Expiration Date	Recommended Expiration Date
2022-039	Former Knox Site	Bloomington	June 6, 2025	June 6, 2026
	Reason for Extension: Needs final vegetation establishment			
2023-009	AT&T Bloomington to Eureka Fiber	Bloomington	June 20, 2025	June 20, 2026
	Reason for Extension: Active construction			
2023-027	TH 41 ORF Intersection Reconstruction	Shakopee	June 26, 2025	June 26, 2026
	Reason for Extension: Active construction			

Recommendations

Based on review of the permit expiration, we recommend approval of permit renewal.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 7. A. - Award 2025 Cost Share incentive and Water-Quality Restoration Program

Prepared By

Linda Loomis, Administrator

Summary

The LMRWD offers a cost share program to residents of the LMRWD to engage citizens in actions that protect local lakes, rivers, streams, wetlands, and fens. The 2025 Budget includes \$20,000 for this program. The deadline for submission of applications was April 15, 2025. Single family residential properties are eligible to apply for up to \$2,500, townhome, condominium and lake associations are eligible for up to \$7,500 and commercial, government and nonprofit properties are eligible for up to \$20,000. Four applications have been received, two town home properties and two single family residential properties, all located in the City of Bloomington.

Dakota County offers financial assistance to residents of Dakota County under this program through its **Landscaping for Clean Water** program and Scott County offers financial assistance to residents of Scott County under its **Technical Assistance and Cost Share** program.

One application has received support from the City.

Project address	Summary	Project Score	Recommended Board Action
9839 Pleasant Ave. S., Bloomington – single family residence	This project will replace an impervious concrete patio with permeable materials to allow infiltration and reduce runoff.	33	Recommend approval of funding request for \$2,500
Total Amount Requested for Board Approval			\$2,500
5120 102 nd Street West, Bloomington – Condominium	This project will restore the buffer/shoreland and create habitat around a stormwater pond. The city of Bloomington has written a letter of support for the project.	50	Recommend approval of funding request for \$7,500
Total Amount Requested for Board Approval			\$7,500

10209 10 th Ave. Circle S., Bloomington – single family residential	This project will construct a rain garden to intercept run-off from several downspouts. One goal is to divert run-off from the top of the bluff in the backyard, which runs into Mounds Spring Park and the MN River.	50	Recommend approval of funding request for \$1,846
Total Amount Requested for Board Approval			\$1,846
7061 West 110 th Street/11045 Oregon Circle – Townhome	The plan for this project will construct rain gardens/infiltration basins to collect run-off from roof downspouts and replace concrete sidewalks with impervious surfaces to reduce reliance on salt to keep sidewalks ice free in winter.	53	Recommend approval of funding request for \$7,500
Total Amount Requested for Board Approval			\$7,500
Total Grant Amount Requested for Board Approval			\$19,346

Attachments

Cost Share Grant Applications and supporting documentation from:

- 9839 Pleasant Avenue South, Bloomington – Larson/Sutherland
- 5120 102nd Street West, Bloomington – Lochmoor Club
- 10209 10th Avenue Circle South, Bloomington – Erdmann
- 7061 West 110th Street/11045 Oregon Circle – Sutton Place II

Recommended Action

Motion to approve requested funding to grant applicants and authorize execution of Cost Share Agreements as follows:

- 9839 Pleasant Avenue South, Bloomington for \$2,500
- 5120 102nd Street West, Bloomington for \$7,500
- 10209 10th Avenue Circle South, Bloomington for \$1,846
- 7061 West 110th Street/11045 Oregon Circle – Sutton Place for \$7,500



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

Cost Share Grant Application

Application type (check one)

Homeowner Non-profit - 501(c)(3) School
Business or corporation Public agency or local government unit

Project type (check all that apply)

Raingarden Vegetated Swale Infiltration Basin
Wetland restoration Buffer/shoreline restoration Conservation practice Habitat restoration
Pervious hard surface Other _____

Applicant Information

Name of organization or individual applying for grant (to be named as grantee):

Address (street, city and ZIP code):

Phone:

Email address:

Primary Contact (if different from above)

Name of organization or individual applying for grant (to be named as grantee):

Address (street, city and ZIP code):

Phone:

Email address:

Project location

Address (street, city and ZIP code):

Property Identification Number (PID)

Property owners:

Project Summary

Title

Total project cost

Grant amount requested

Estimated start date

Estimated completion date

Is project tributary to a water body?

No, water remains on site

Yes, indirectly

Yes, directly adjacent

Is this work required as part of a permit? No Yes
(If yes; describe how the project provides water quality treatment beyond permit requirement on a separate page.)

Project Details

Checklist To be considered complete the following must be included with the application.

- | | |
|------------------------------|---|
| location map | project timeline |
| site plan & design schematic | proof of property ownership |
| contracted items | plant list & planting plan (if project includes plants) |

Project description Describe the project, current site conditions, as well as site history, and past management. Note any potential impacts to neighboring properties.

What are the project objectives and expected outcomes? Give any additional project details.

Which cost share goals does the project support? (check all that apply)

- | | |
|---|-----------------------------------|
| improve watershed resources | foster water resource stewardship |
| increase awareness of the vulnerability of watershed resources | |
| increase familiarity with and acceptance of solutions to improve waters | |

How does the project support the goals you checked?

Project Details (continued)

Project benefits Estimate the project benefits in terms of restoration and/or annual pollution reduction. If you are working with a designer or contractor, they can provide these numbers. If you need help contact the district administrator. Computations should be attached.

Benefit	Amount
Water captures	gal/year
Water infiltrated	gal/year
Phosphorus removed	lbs/year
Sediment removed	lbs/year
Land restored	sq. ft.

How will you share the project results with your community and work to inform others about your projects environmental benefit?

Please note that by obtaining cost share funding from the Lower Minnesota River Watershed District, your project may be shared with the community through our website, social media, or other media. Your project may also be highlighted on a tour or training event, with prior notice and agreement.

Maintenance Describe the anticipated maintenance and maintenance schedule for your project.

I acknowledge that receipt of a grant is contingent upon agreeing to maintain the project for the number of years outlined in the cost share guidelines. Yes

Authorization

Name of landowner or responsible party

Signature

Date

Type or handwrite your answers on this form. Attached additional pages as needed.

For questions, contact Linda Loomis at [Naiad Consulting@gmail.com](mailto:NaiadConsulting@gmail.com) or call 763-545-4659.

Mail the completed application to

or email to:

**Lower Minnesota River Watershed District
c/o Linda Loomis, Administrator
112 E. Fifth St., Suite 102
Chaska, MN 55318**

**Linda Loomis, Administrator
naiadconsulting@gmail.com**

2025 Cost Share Worksheet

Labor Costs (contractors, consultants, in-kind labor)

Service Provider	Task	# Hours	Rate/Hour	Requested Funds from LMRWD	Matching/In-Kind Funds	Total Cost
Total:				\$	\$	\$

Project Materials

Material Description	Unit Cost	Total # of Units	Requested Funds from LMRWD	Matching/In-Kind Funds	Total Cost
Total:			\$	\$	\$

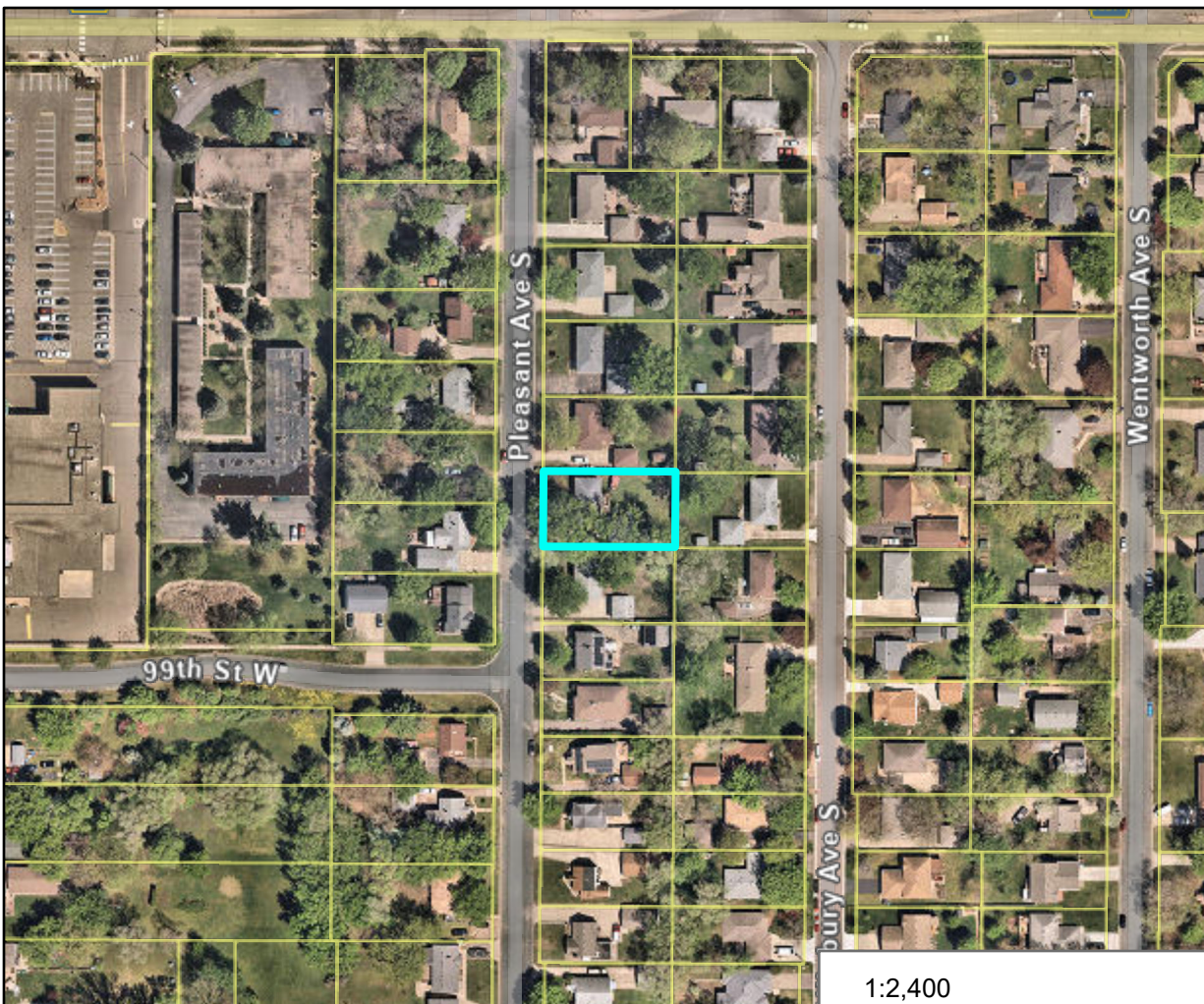
Total Requested Funds from LMRWD*:	\$	(A)
Total Matchin/In-Kind Funds:	\$	(B)
Project Total:	\$	(C)

*Please note: total requested funds (A) cannot be more than 50% of the Project Total (C)



Hennepin County Property Map

Date: 5/14/2025



PARCEL ID: 1502724310078

OWNER NAME: N Sutherland & N Larson

PARCEL ADDRESS: 9839 Pleasant Ave S,
Bloomington MN 55420

PARCEL AREA: 0.26 acres, 11,216 sq ft

A-T-B: Abstract

SALE PRICE: \$325,000

SALE DATE: 07/2022

SALE CODE: Excluded From Ratio Studies

ASSESSED 2024, PAYABLE 2025
PROPERTY TYPE: Residential
HOMESTEAD: Homestead
MARKET VALUE: \$300,600
TAX TOTAL: \$3,678.80

ASSESSED 2025, PAYABLE 2026
PROPERTY TYPE: Residential
HOMESTEAD: Homestead
MARKET VALUE: \$317,200

Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

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COUNTY 2025





Evaluation Criteria

The selection committee will determine the eligibility of an application based upon an established set of criteria using a scaled point system. Criteria considered include: Project Type, Project Location, Water Quality Improvement, Erosion Control, Commercial and Recreational Navigation, Public Outreach. An application must score at least 30 points to be considered eligible for the Cost Share Program.

Please keep the following in mind when developing your project and filling out your application:

Project Type Replace concrete patio with permeable materials to reduce runoff and promote infiltration

What type of project? **BMP (10 pts.):** Study/investigation **(5 pts.)** 10

Project Location 9830 Pleasant Avenue South, Bloomington

1. Is the project tributary to an MPCA-listed impaired water (excluding mercury), trout stream or fen?

YES, direct connection (10 pts.): **YES, within subwatershed (5 pts.):** **NO (0 pts.)** 0

2. If NO, is the project tributary to a lake, stream, ditch, fen, or DNR-Protected Water Wetland?

YES, direct connection (10 pts.): **YES, within subwatershed (5 pts.):** **NO (0 pts.)** 0

Water Quality Improvement

Improves and protects water quality through BMP implementation or potentially improves and protects water quality through investigation. **Score 0 – 10** 5

Unique Resources Protection and Improvement

Implements controls intended for protection of and/or improvements to fish and wildlife habitat and/or outdoor recreational opportunities of the LMRWD's Unique Resources, or for studies thereof. **Score 0 – 10** 2

Surface Water Rate and Volume Control

Implements controls intended for reduction and/or minimization of the rate and volume of water that drains off the property/study area; or studies thereof. **Score 0 – 10** 8

Erosion Control

Implements controls intended for minimization of erosion and/or sedimentation to downstream waters; or studies thereof. **Score 0 – 10** 8

Commercial and Recreational Navigation

Project or study enhances navigation on the Minnesota River. **Score 0 – 10** 0

Public Outreach

Based upon willingness of applicant to allow signage, tours and public site visits; public visibility of the site; diversity of practices; potential educational opportunities. **Score 0 – 10** 0

Total Score= 33 out of 90



Application type (check one) Homeowner Non-profit - 501(c)(3) School

Business or corporation Public agency or local government unit

Project type (check all that apply) Raingarden Vegetated Swale Infiltration Basin

Wetland restoration Buffer/shoreline restoration Conservation practice Habitat restoration

Pervious hard surface Other _____

Applicant Information

Name of organization or individual applying for grant (to be named as grantee):

Lochmoor Club Inc.

Address (street, city and ZIP code):

5120 102nd St. W. Bloomington 55437

Phone: _____ Email address: _____

Primary Contact (if different from above)

Name of organization or individual applying for grant (to be named as grantee):

Rebecca Mittelstaedt

Address (street, city and ZIP code):

5140 102nd St. W #217 Bloomington 55437

Phone: 612-508-0601 _____ Email address: bammit3@aol.com _____

Project location

Address (street, city and ZIP code):

5110 102nd St. W

Property Identification Number (PID)

18-027-24-33-0002

Property owners:

Lochmoor Club Inc.

Project Summary

Title Lochmoor Pond Restoration _____

Total project cost \$23,655.81 _____ Grant amount requested \$7,500.00 _____

Estimated start date Fall 2025 _____ Estimated completion date Summer 2026 _____

Is project tributary to a water body? No, water remains on site Yes, indirectly Yes, directly adjacent

Is this work required as part of a permit?

No Yes

(If yes; describe how the project provides water quality treatment beyond permit requirement on a separate page.)

Project Details

Checklist To be considered complete the following must be included with the application.

- | | |
|--|---|
| <input checked="" type="checkbox"/> location map | <input checked="" type="checkbox"/> project timeline |
| <input checked="" type="checkbox"/> site plan & design schematic | <input checked="" type="checkbox"/> proof of property ownership |
| <input checked="" type="checkbox"/> contracted items | <input checked="" type="checkbox"/> plant list & planting plan (if project includes plants) |

Project description Describe the project, current site conditions, as well as site history, and past management. Note any potential impacts to neighboring properties.

The condominium buildings were constructed in the early 1970's. We are unaware of any past management efforts along the shoreline of the pond other than possibly trimming of some vegetation.

Restoration and clean-up work need to be done around the pond. This includes the removal of all woody invasive species and thinning some of the natives (box elder, ash, cottonwood) to open the canopy for better understory growth. There are signs of erosion along the shoreline due to a lack of good vegetation cover. Restoration to include restoring a native buffer around the pond.

Seeding a native species mix into the area after it is cleared of the woody species. Along the northern edge of the pond, there is poor grass growth in large sections where the hill slopes toward the pond. This will be converted into a native buffer as well. Finally, replanting some native shrub species along the southern side of the pond where the buckthorn is currently largest. Native shrubs here will help hold the soil in place more, as this area is limited in buffer size due to the sidewalk. They will also grow to replace the buckthorn as a privacy barrier for the building while providing good bird cover and nesting habitat.

What are the project objectives and expected outcomes? Give any additional project details.

In addition to improving the overall quality of the water and shoreline, we expect to improve the overall aesthetics of our property. This will also benefit the public as the south shore of the pond abuts a public sidewalk and street.

Which cost share goals does the project support? (check all that apply)

- improve watershed resources
- foster water resource stewardship
- increase awareness of the vulnerability of watershed resources
- increase familiarity with and acceptance of solutions to improve waters

How does the project support the goals you checked?

The buffers of native plants will help trap and filter nutrients, salt, and silt before they flow into the pond, protecting water quality while preventing soil erosion along the shoreline.

Project Details (continued)

Project benefits Estimate the project benefits in terms of restoration and/or annual pollution reduction. If you are working with a designer or contractor, they can provide these numbers. If you need help contact the district administrator. Computations should be attached.

Benefit	Amount
Water captures	gal/year
Water infiltrated	gal/year
Phosphorus removed	lbs/year
Sediment removed	lbs/year
Land restored	sq. ft.

How will you share the project results with your community and work to inform others about your projects environmental benefit?

The process of the restoration and results will be shared with the condominium owners via our monthly board minutes. The City of Bloomington Water Resource Specialist is involved in this project serving on an advisory basis. The city is currently partnering with the University of Minnesota in ongoing monitoring the water quality of the pond. These entities can share the results of this project through their website, social media or other media. Lochmoor board members involved in this project are available to share our experiences with others.

Please note that by obtaining cost share funding from the Lower Minnesota River Watershed District, your project may be shared with the community through our website, social media, or other media. Your project may also be highlighted on a tour or training event, with prior notice and agreement.

Maintenance Describe the anticipated maintenance and maintenance schedule for your project.

The quote from Native Resource Preservation includes two years of maintenance following the initial project work. Additional maintenance will be completed as recommended by Native Resource Preservation.

I acknowledge that receipt of a grant is contingent upon agreeing to maintain the project for the number of years outlined in the cost share guidelines. Yes

Authorization

Name of landowner or responsible party

Lochmoor Club Board

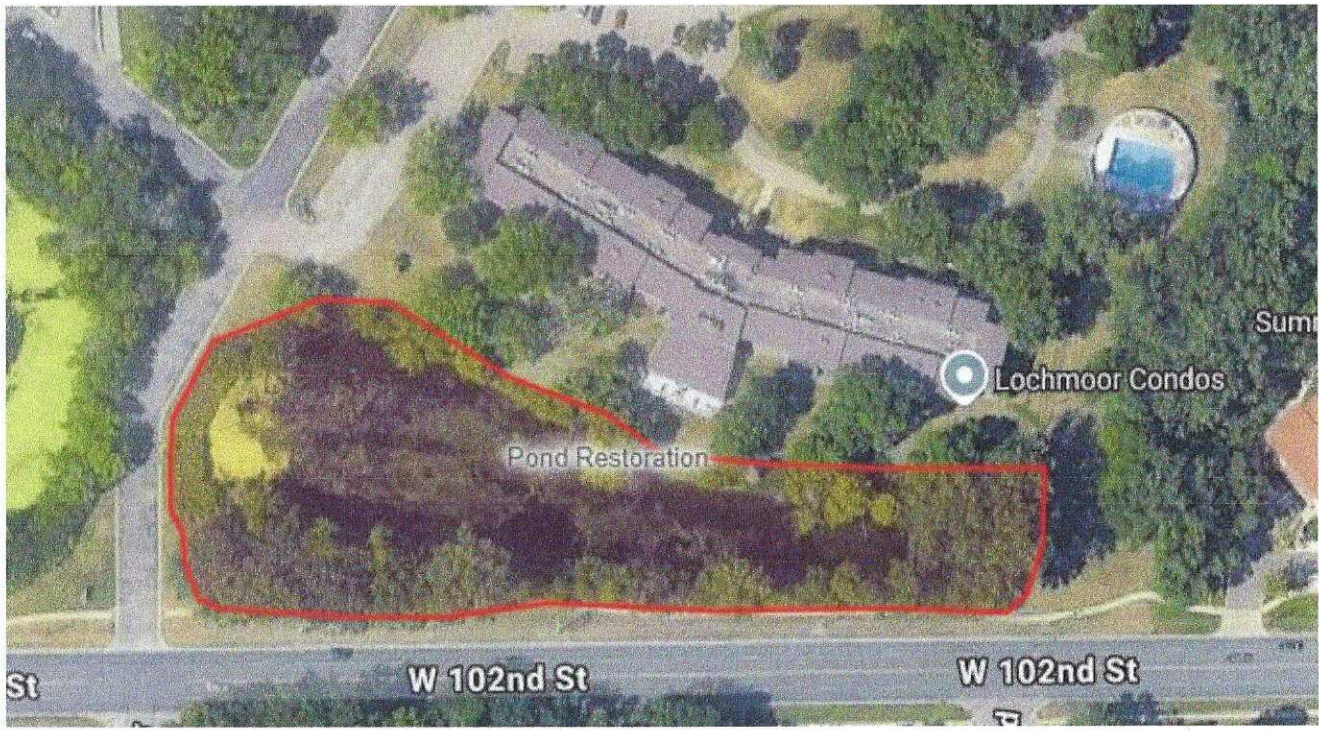
Signature Rebecca Littlehaugh, VP Date 1-24-2025

Type or handwrite your answers on this form. Attached additional pages as needed.

For questions, contact Linda Loomis at [Naiad Consulting@gmail.com](mailto:NaiadConsulting@gmail.com) or call 763-545-4659.

Mail the completed application to

or email to:





PLM Quote 1076-1

Issue Date January 2, 2025

Expires February 1, 2025

PREPARED BY

Caroline Fazzio

Native Resource Preservation

(715) 307-8520

caroline.fazzio@nrp.eco

260 Wentworth Ave E, St Paul, MN 55118, USA

PREPARED FOR

Jeff Wanat

Lochmoor Club Board

(612) 849-3000

jwanat@parthenonagency.com

5140 w 102nd St. Bloomington 55437

PLM QUOTE DETAILS

5140 w 102nd St. Bloomington 55437

Please see the quote below.

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Mobilization Charged once at project initiation.	1 Lump Sum	\$456.80	\$456.80
Woody Removal - Full Pond Removal of all invasive woody species. Clean up of downed woody debris wherever possible, and selective thinning of native scrub trees.			\$5,556.53
*If Buffer Enhancement revegetation is not selected, woody removal should take care not to compromise soil stability wherever possible. For instance, leaving some woody debris in place to inhibit soil erosion			
*Charge for removal from full pond. Due to equipment mobilization and availability, and growth rates of target vegetation, full pond removal at once will be more time and cost efficient.			
Year 1			\$3,935.23
Woody Removal Fall/Winter -Removal of target woody species. -Material will be mowed with a forestry mower where able, and cut at the ground everywhere else. -Cut material will be pulled to an area accessible by the mower to be mulched up. -Cut stumps will be treated to limit resprouting. -Target species: all woody invasive species (buckthorn, honeysuckle, mulberry etc.), downed woody debris, select scrub trees such as boxelder, ash, and cottonwood. Retain native shrub species such as willow and dogwood wherever possible.	1 Lump Sum	\$3,935.23	\$3,935.23
Year 2			\$810.65
Follow Up Foliar Treatment Fall -Follow up herbicide spray treatment of target woody species resprouts and new seedlings. -Application method will be spot foliar spray (targeting leaves of individual plants) to limit herbicide overuse.	1 Each	\$810.65	\$810.65

Year 3 \$810.65

<p>Follow Up Foliar Treatment Fall -Follow up herbicide spray treatment of target woody species resprouts and new seedlings. -Application method will be spot foliar spray (targeting leaves of individual plants) to limit herbicide overuse.</p>	<p>1 Each</p>	<p>\$810.65</p>	<p>\$810.65</p>
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Pond Native Buffer Enhancement \$16,203.98

Revegetation of cleared shoreline with native understory species to help stabilize the shoreline and protect against re-invasion of invasive species.

Optional expansion of restored area 10'-20' into existing patchy turf on the north side of the pond to provide better buffer, and further protect existing areas of exposed, and remove need to maintain grass as close to the pond.

Year 1 \$5,891.16

<p>Prep Spray Late Summer/Fall -Initial herbicide treatment to kill existing grass and non-native ground cover. Emphasis on grass in buffer expansion zones. -Prep for seeding.</p>	<p>1 Lump Sum</p>	<p>\$1,366.20</p>	<p>\$1,366.20</p>
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<p>Soil Prep & Seeding Fall/Winter -Broadcast hand seeding of existing and expanded shoreline buffer. -Light soil conditioning and raking included to help seed settle and provide best seed to soil contact.</p>	<p>1 Lump Sum</p>	<p>\$1,267.75</p>	<p>\$1,267.75</p>
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<p>Seed Mix Mesic Short Prairie Mix--native grass and forbs mix for best soil stabilization along shoreline, and to compete with woody invasive species.</p>	<p>1 Acres</p>	<p>\$587.50</p>	<p>\$587.50</p>
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*Native seed is slow growing. Most native plants spend their first year establishing root systems; it is common to see very little above-ground growth in the first year after seeding. Plan on 2-3 years of seedling establishment.

<p>Erosion Control Fall/Winter -Erosion blankets to protect seed and soil in expanded buffer areas. -Includes all labor and materials.</p>	<p>555 Square Yard</p>	<p>\$4.81</p>	<p>\$2,669.71</p>
--	------------------------	---------------	-------------------


*Quantities listed here are an approximation. Final measurements will be taken in field to determine exact square yardage requiring blanketing.

*Erosion control only needed if buffer areas expanded into existing turf.

Year 2 \$3,849.58

<p>Planting Spring -Installation of seedlings/bare root stock of native wetland shrubs to replace buckthorn for privacy and soil stability on southern side of the pond.</p>	<p>100 Each</p>	<p>\$12.20</p>	<p>\$1,220.17</p>
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Establishment Mowing Summer -Once vegetation reaches 12"-24" in height, it is mowed back to 6"-8" with hand held brushcutters. -Mowing helps keep new seeds from being overcrowded or out-shaded by faster growing weed species. Also helps keep weed species from going to seed. Prevents any cover crop from going to seed. -Typically 2-3x per year.	3 Each	\$876.47	\$2,629.41
Year 3			\$3,231.62
Vegetation Management Visit Summer -Spot mowing/spot spraying of weeds and invasives species. -Maintains weeds and invasive species controlled while allowing seeded species to grow and mature. Typically 2-3x per year. *One Vegetation Management Visit can be replaced with a woody follow up visit if buffer installation occurs simultaneously with woody removal.	3 Each	\$1,077.21	\$3,231.62
Year 4			\$3,231.62
Vegetation Management Visit Summer -Spot mowing/spot spraying of weeds and invasives species. -Maintains weeds and invasive species controlled while allowing seeded species to grow and mature. Typically 2-3x per year. *One Vegetation Management Visit can be replaced with a woody follow up visit if buffer installation occurs simultaneously with woody removal.	3 Each	\$1,077.21	\$3,231.62
		SUBTOTAL	\$22,217.31
		TAX	\$1,436.50
		TOTAL	\$23,653.81

PAYMENTS STARTING FROM **\$390/month** on  **Acorn** [Learn More](#) →

Terms and Conditions

Please review our Terms and Conditions prior to signing, found here: <https://www.nativeresourcepreservation.com/terms-and-conditions>

Please review our Notice of Cancellation prior to signing, found here: <https://www.nativeresourcepreservation.com/notice-of-cancellation>

Billing

Unless otherwise agreed upon, service items are charged individually upon completion. Invoices are due upon receipt. A 5% late charge may be applied after 30 days, at NRP's discretion.

Down Payments

NRP will require a 10% down payment for any line items totaling over \$30,000 USD

Project Scheduling

Due to the nature of our work and the unpredictability of weather, scheduling more than 2 weeks in advance is extremely difficult. When feasible, NRP will give clients a 1-2 week window for work, and 24-48 hours notice of a crew being onsite. Notice may be given through either email or phone communication.

Notice of Recording for Marketing Purposes

NRP may utilize photos, videos, and written descriptions of this project for education and marketing purposes. No identifying material will be used. Please inform your project manager if you wish to opt out.

Vegetation Removal

NRP cannot remove vegetation that we deem unsafe or at risk of damaging property or utility lines. We also cannot climb trees for removal or trimming.

NRP reserves the right to refuse to remove any material determined to be unsafe or outside the scope of our ability.

Utility Line Marking

NRP reserves the right to contact Gopher One State and have utility locate inspectors enter the site to mark buried utility lines. We will inform the client ahead of time if this is the case.

NRP may refuse to complete any digging or excavation work if utility locate surveyors are denied access to the property.

**Your business helps in the preservation of our ecological communities, and the protection our natural resources.
Thank you.**

The above specifications, costs, and terms are hereby accepted.

JEFF WANAT

DATE

Parcel Data for Taxes Payable 2024

Property ID number:

18-027-24-33-0002

Address:

5110 102ND ST W

Municipality:

BLOOMINGTON

School district:

271

Watershed:

2

Sewer district:

Construction year:

Owner name:

LOCHMOOR CLUB INC

Taxpayer name & address:

LOCHMOOR CLUB INC

5120 102ND ST W

BLOOMINGTON MN 55437

Sales information

Sales prices are reported as listed on the Certificate of Real Estate Value and are not warranted to represent arms-length transactions.

NO SALE INFORMATION ON FILE FOR THIS PROPERTY.

Tax parcel description

The following is the County Auditor's description of this tax parcel. It may not be the legal description on the most recent conveyance document recording ownership. Please refer to the legal description of this property on the public record when preparing legal documents for recording

Addition name:

GREENWAY

Lot:

004

Block:

001

Approximate parcel size:

IRREGULAR

Metes & Bounds: Common abbreviations

Abstract or Torrens:

TORRENS

Value and tax summary for taxes payable 2024

Values established by assessor as of January 2, 2023

Estimated market value:
Taxable market value:
Total improvement amount:
Total net tax:
Total special assessments:
Solid waste fee:
Total Tax:

Property information detail for taxes payable 2024

Values established by assessor as of January 2, 2023

Values:

Land market:
Building market:
Machinery market:
Total market:
Qualifying improvements:
Veterans exclusion:
Homestead market value exclusion:

Classifications:

Property type:
COMMON AREA
Homestead status:
NON-HOMESTEAD
Relative homestead:
Agricultural
Exempt status:



To: Linda Loomis, Lower Minnesota River Watershed District
112 E 5th St #102 State Office Building, Room 65
Chaska, MN 55318

From: Jack Distel
jdistel@BloomingtonMN.gov
952-563-8748

Re: Comments on the Lochmoor Condominiums Grant Application

City staff have reviewed the Lochmoor Condominiums grant application for pond buffer restoration at Tarnhill Pond East. The proposed project aligns well with the City's goals for responsible water body management. Research shows that dense tree cover around small ponds can negatively impact water quality by limiting wind exposure and increasing nutrient input from leaf litter. Restoring the buffer with more diverse vegetation is expected to improve the riparian ecosystem and support overall pond health.

We find the proposal to be methodologically sound and reasonably priced. Its phased approach is appreciated, and the inclusion of contingencies and responsive strategies demonstrates an understanding of adaptive project management—something we value.

The Tarnhill ponds (East and West) are unique in that they support a healthy community of submerged aquatic vegetation (SAV). This is particularly notable for Tarnhill East, because small, highly sheltered ponds are often dominated by duckweed and have little to no SAV. The City has been concerned about the ecological condition of Tarnhill's riparian zone. Because the pond lies entirely on private property, the City has been unable to do restoration work. We are encouraged to see the property owners taking initiative to do the work.

If you have any questions or need additional information, please contact me at the email or phone numbers above.

Cordially,

Jack Distel
Water Resources Specialist
City of Bloomington, MN

Evaluation Criteria

The selection committee will determine the eligibility of an application based upon an established set of criteria using a scaled point system. Criteria considered include: Project Type, Project Location, Water Quality Improvement, Erosion Control, Commercial and Recreational Navigation, Public Outreach. An application must score at least 30 points to be considered eligible for the Cost Share Program.

Please keep the following in mind when developing your project and filling out your application:

Project Type Restore buffer/shoreline and create habitat around an existing stormwater pond

What type of project? **BMP (10 pts.):** Study/investigation **(5 pts.)** 10

Project Location 5120 West 102nd Street, Bloomington

1. Is the project tributary to an MPCA-listed impaired water (excluding mercury), trout stream or fen?

YES, direct connection (10 pts.): **YES, within subwatershed (5 pts.):** **NO (0 pts.)** 0

2. If NO, is the project tributary to a lake, stream, ditch, fen, or DNR-Protected Water Wetland?

YES, direct connection (10 pts.): **YES, within subwatershed (5 pts.):** **NO (0 pts.)** 5

Water Quality Improvement There is a direct connection to a stormwater pond and project will improve overall quality of stormwater

Improves and protects water quality through BMP implementation or potentially improves and protects water quality through investigation. **Score 0 – 10** 10

Unique Resources Protection and Improvement

Implements controls intended for protection of and/or improvements to fish and wildlife habitat and/or outdoor recreational opportunities of the LMRWD's Unique Resources, or for studies thereof.

Score 0 – 10 project intends to restore shoreline habitat 5

Surface Water Rate and Volume Control

Implements controls intended for reduction and/or minimization of the rate and volume of water that drains off the property/study area; or studies thereof. **Score 0 – 10** 0

Erosion Control

Implements controls intended for minimization of erosion and/or sedimentation to downstream waters; or studies thereof. **Score 0 – 10** 0

Commercial and Recreational Navigation

Project or study enhances navigation on the Minnesota River. **Score 0 – 10** 0

Public Outreach

Based upon willingness of applicant to allow signage, tours and public site visits; public visibility of the site; diversity of practices; potential educational opportunities. **Score 0 – 10** 10

Very visible project with potential for signage, tour & public site visits



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

Cost Share Grant Application

Application type (check one) Homeowner Non-profit - 501(c)(3) School

Business or corporation Public agency or local government unit

Project type (check all that apply) Raingarden Vegetated Swale Infiltration Basin

Wetland restoration Buffer/shoreline restoration Conservation practice Habitat restoration

Pervious hard surface Other _____

Applicant Information

Name of organization or individual applying for grant (to be named as grantee):

Paul and Elizabeth Erdmann

Address (street, city and ZIP code):

10209 10th Avenue Circle South, Bloomington, MN 55420

Phone:

651-226-7818

Email address:

pwerdmann@yahoo.com

Primary Contact (if different from above)

Name of organization or individual applying for grant (to be named as grantee):

Address (street, city and ZIP code):

Phone:

Email address:

Project location

Address (street, city and ZIP code):

10209 10th Avenue Circle South, Bloomington, MN 55420

Property Identification Number (PID)

2302724210020

Property owners:

Paul and Elizabeth Erdmann

Project Summary

Title Erdmann Bluff Refuge Raingarden

Total project cost \$3,886.00

Grant amount requested 1,846.00

Estimated start date Upon Grant approval- 2025

Estimated completion date October 2025

Is project tributary to a water body? No, water remains on site Yes, indirectly Yes, directly adjacent

Is this work required as part of a permit? No Yes

(If yes; describe how the project provides water quality treatment beyond permit requirement on a separate page.)

Project Details

Checklist To be considered complete the following must be included with the application.

- | | |
|--|---|
| <input checked="" type="checkbox"/> location map | <input checked="" type="checkbox"/> project timeline |
| <input checked="" type="checkbox"/> site plan & design schematic | <input checked="" type="checkbox"/> proof of property ownership |
| <input checked="" type="checkbox"/> contracted items | <input checked="" type="checkbox"/> plant list & planting plan (if project includes plants) |

Project description Describe the project, current site conditions, as well as site history, and past management. Note any potential impacts to neighboring properties.

We recently bought our first home in East Bloomington, and we aim to convert the traditional yard to native landscaping to provide benefits for water quality, pollinators, birds, and other wildlife. This will be a long-term process, and this grant application is for the first phase of the project, a raingarden. The yard is currently mowed turf and weeds that backs up to a bluff and is adjacent to Mound Springs Park and the Minnesota River Valley National Wildlife Refuge. In the north section of our backyard, a portion of our roof and yard, as well as part of our neighbors' roof and yard drain over weedy turf before the stormwater goes under a fence and discharges down the bluff and down to various springs and Long Meadow Lake and ultimately the Minnesota River. There should be no negative impacts to neighboring properties, as we will be capturing and treating our neighbors' stormwater, and we will be decreasing runoff and stormwater discharge to the City owned Mounds Springs Park.

What are the project objectives and expected outcomes? Give any additional project details.

The project will consist of the removal of turf and invasive plants and the installation of a raingarden that will be planted with native plants. The goal is to have flowering plants to provide forage for pollinators spring through fall. Native plants will also provide winter refuge for many species and many insects require native plants as host plants. We also plan to install 4 native trees and 4 native shrubs next to the raingarden to provide additional habitat, to benefit water quality, and to help with carbon sequestration.

Water quality will be improved by reducing turf and planting native plants, which have deep roots that help water infiltrate, and they will help filter and buffer stormwater runoff before it runs off the bluff and down to nearby springs, Long Meadow Lake and the Minnesota River.

Which cost share goals does the project support? (check all that apply)

- | | |
|---|---|
| <input checked="" type="checkbox"/> improve watershed resources | <input checked="" type="checkbox"/> foster water resource stewardship |
| <input checked="" type="checkbox"/> increase awareness of the vulnerability of watershed resources | |
| <input checked="" type="checkbox"/> increase familiarity with and acceptance of solutions to improve waters | |

How does the project support the goals you checked?

Watershed resources will be improved by capturing and treating stormwater, recharging aquifers and converting poor turf to native plants. Once established, the native plants will not need irrigation, conserving groundwater and drinking water, and no pesticides or fertilizers will be used.

At our neighborhood National Night Out Event, we plan to share information about raingardens, stormwater management, and native landscaping. Once established, we hope to host tours for our friends, family, and interested groups such as the Watershed District, Wild Ones and others to

Project Details (continued)

Project benefits Estimate the project benefits in terms of restoration and/or annual pollution reduction. If you are working with a designer or contractor, they can provide these numbers. If you need help contact the district administrator. Computations should be attached.

Benefit	Amount	
Water captures	64,000	gal/year
Water infiltrated	64,000	gal/year
Phosphorus removed	0.052	lbs/year
Sediment removed	NA	lbs/year
Land restored	250	sq. ft.

How will you share the project results with your community and work to inform others about your projects environmental benefit?

At our neighborhood National Night Out Event, we plan to share information about raingardens, stormwater management, and native landscaping. Once established, we hope to host tours for our friends, family, and interested groups such as the Watershed District, Wild Ones and others to educate others on landscaping for nature. We plan to start an iNaturalist project for our yard, where we will document and share with the public all of the different species that utilize our suburban sanctuary, as well as document the plants that are installed and utilized. We also plan to enter our yard into Homegrown National Park, an initiative aimed at regenerating biodiversity and ecosystem function by encouraging people to plant native species and remove invasive ones in their own yards.

Please note that by obtaining cost share funding from the Lower Minnesota River Watershed District, your project may be shared with the community through our website, social media, or other media. Your project may also be highlighted on a tour or training event, with prior notice and agreement.

Maintenance Describe the anticipated maintenance and maintenance schedule for your project.

Water and weed as needed and monitor plant health, drainage and adjust as needed. Monitor infiltration rate. Replace/add additional plants if needed. Periodically clean debris from gutters, pipes and discharge points. Prune trees and shrubs as needed for health and vigor.

I acknowledge that receipt of a grant is contingent upon agreeing to maintain the project for the number of years outlined in the cost share guidelines. Yes

Authorization

Name of landowner or responsible party Paul and Elizabeth Erdmann

Signature *Paul Erdmann*

Date 4/13/2025

Type or handwrite your answers on this form. Attached additional pages as needed.

For questions, contact Linda Loomis at NaiadConsulting@gmail.com or call 763-545-4659.

Mail the completed application to

**Lower Minnesota River Watershed District
c/o Linda Loomis, Administrator
112 E. Fifth St., Suite 102
Chaska, MN 55318**

or email to:

**Linda Loomis, Administrator
naiadconsulting@gmail.com**

2025 Cost Share Worksheet

Labor Costs (contractors, consultants, in-kind labor)

Service Provider	Task	# Hours	Rate/Hour	Requested Funds from LMRWD	Matching/In-Kind Funds	Total Cost
Paul/Elizabeth Erdmann	Planning, Site Prep, Planting, Maintenance, Tools	75	20.00		1,500.00	1,500
Native Plant Nursery	Plant Delivery (lump sum)		150.00	150.00		150
Mulch provider	Mulch delivery (lump sum)		150.00		150.00	150
Total:				\$ 150.00	\$ 1,650	\$ 1,800

Project Materials

Material Description	Unit Cost	Total # of Units	Requested Funds from LMRWD	Matching/In-Kind Funds	Total Cost
Native Plants 3" Pots	3.00	184	552.00		552
Native Trees #15 gal.	200.00	4	800.00		800
Native Shrubs #5 gallon	60.00	4	240.00		240
Shredded hardwood mulch Cubic Yard	40.00	4		160.00	160
Fencing-Deer/Rabbit enclosure 5 ft x 150 ft	150.00	1		150.00	150
Fencing Metal T-post 6 ft	8.00	10		80.00	80
PVC Pipes to connect down spouts to garden 4"x10ft	26.00	4	104.00		104
Total:			\$ 1696	\$ 390	\$ 2,086

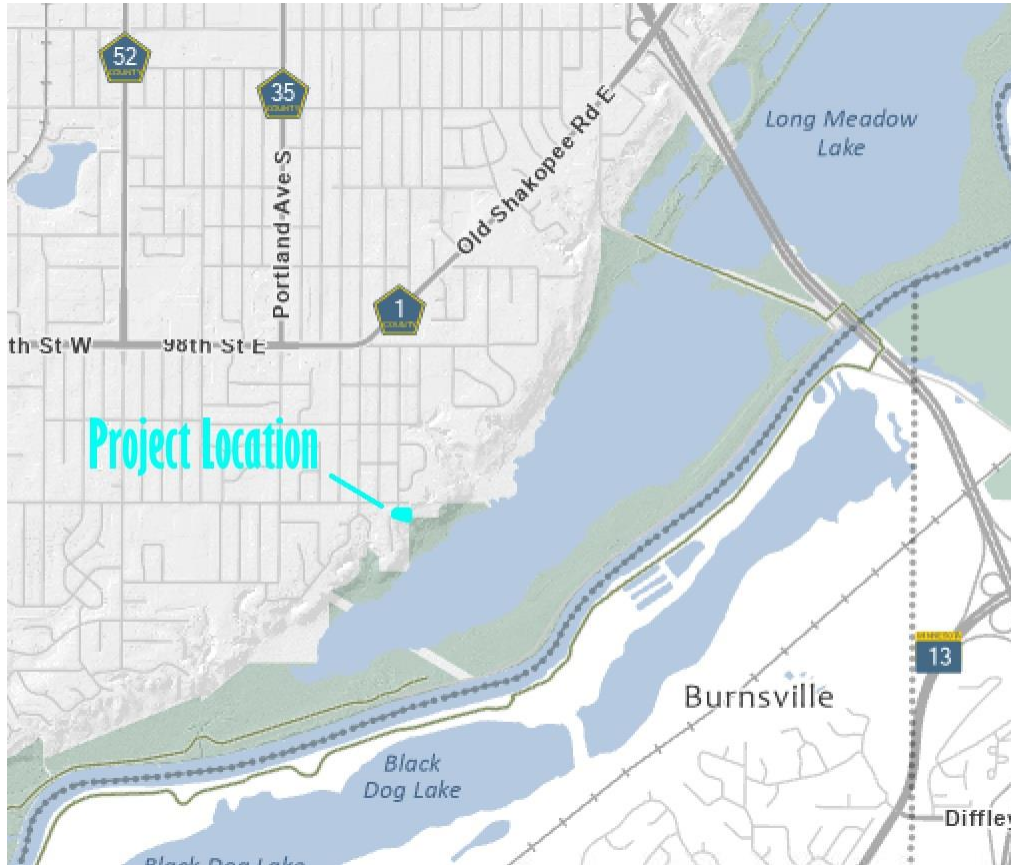
Total Requested Funds from LMRWD*:	\$ 1,846	(A)
Total Matchin/In-Kind Funds:	\$ 2040	(B)
Project Total:	\$ 3,886.00	(C)

*Please note: total requested funds (A) cannot be more than 50% of the Project Total (C)

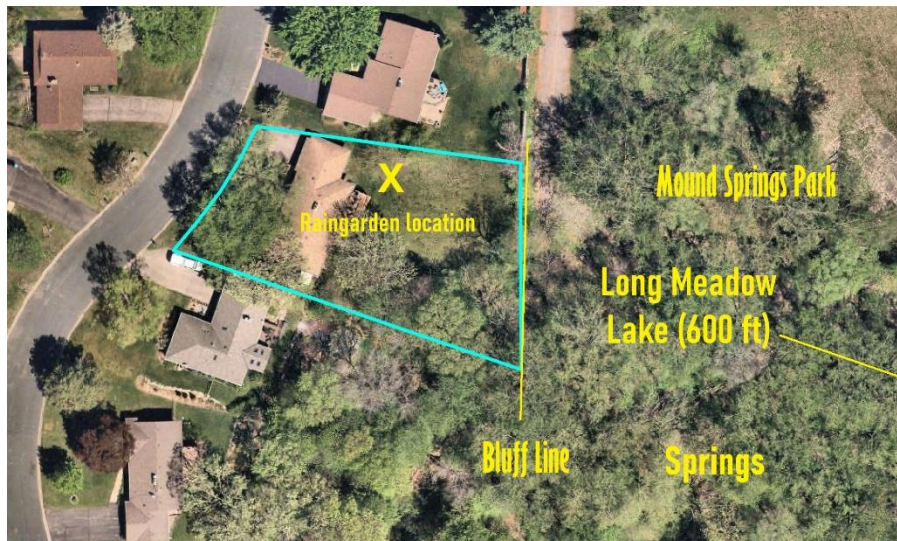
Cost Share Grant Application- Project Details

Paul and Elizabeth Erdmann- Erdmann Bluff Refuge Raingarden

Location Map

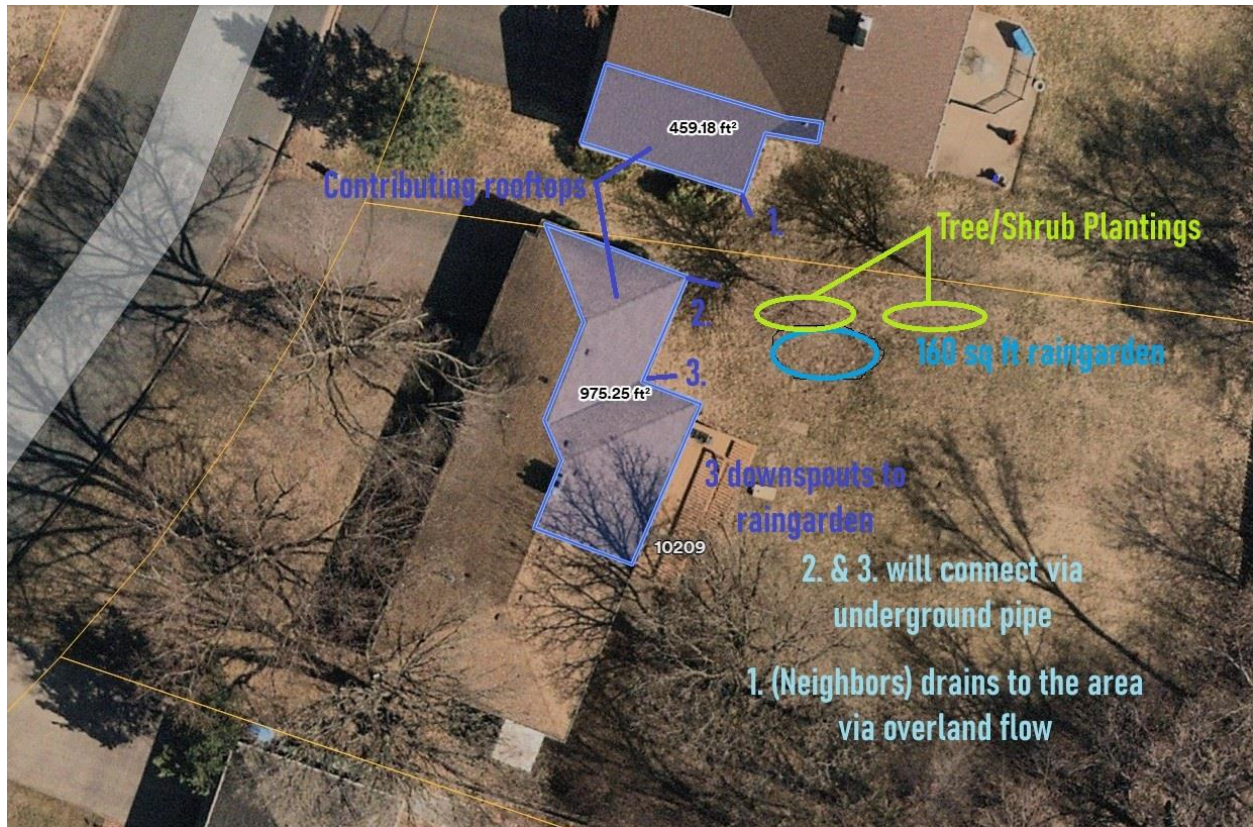


Raingarden location



Site Plan/Design Schematic

Site Detail/Drainage



Contracted Items- Nothing other than materials- native plants, trees, shrubs and plant and mulch delivery.

Project Timeline

If and when grant is awarded, project will begin.

Year 1

- 1) Prep raingarden area by removing existing vegetation/sod using smothering and solarization methods, herbicide application, and/or sod cutting.
- 2) Have a utility locate performed
- 3) Using handtools/manual labor, dig raingarden to a depth of 1 foot, slightly deeper in center basin (16 inches). Use excavated sod/soil to create berm on the southern and eastern edges of raingarden, leaving a 2 foot gap as an emergency overflow.
- 4) Connect downspouts (noted a 2. & 3. in Site Detail map) by excavating a trench with hand tools and connecting via PVC pipes to raingarden. Restore trench areas with no-mow fescue. Install energy dissipation (rocks or bricks) and end of pipes.
- 5) Install 3 inches of shredded hardwood mulch in planting areas.
- 6) Plant containerized native plants (approx. 184) and 4 trees and 4 shrubs. Mulch around trees.
- 7) Install deer/rabbit enclosure fencing around raingarden and trees and shrubs. (Fencing will be removed

once plants are established/trees & shrubs reach over 7 feet.)

8) Water and weed as needed and monitor plant health, drainage and adjust as needed.

Years 2-5 + future years

Water and weed as needed and monitor plant health, drainage and adjust as needed. Replace/add additional plants if needed. Periodically clean debris from gutters, pipes and discharge points. Take fence down once plants are established.

Proof of Property Owners – Hennepin County Property Map accessed 4/10/2025

Owner/Taxpayer	
Owner	Paul & Elizabeth A Erdmann
Taxpayer	PAUL ERDMANN ELIZABETH A ERDMANN 10209 10TH AVENUE CIR S BLOOMINGTON MN 55420

Tax Parcel	
Parcel Area	0.48 acres 21,065 sq ft
Torrens/Abstract	Torrens
Addition	Mound Springs 5th Addn
Lot	020
Block	001
Metes & Bounds	

Plant List & Planting Plan

Raingarden- 184 native plants, 60% forbs, 40% grasses and sedges.

Species: Fox and Bebb's sedge, Prairie dropseed, Pussy toes, Blue eyed grass, Hoary vervain, swamp milkweed, prairie onion, Joe Pye weed, blue flag iris, blue lobelia, New England Aster, Flat topped Aster.

4 Native Trees- 1 White Pine, 1 Jack Pine, 1 White cedar, 1 White Oak

4 Native Shrubs- 1 Downy Serviceberry, 1 Pagoda dogwood, 2 red osier dogwood.

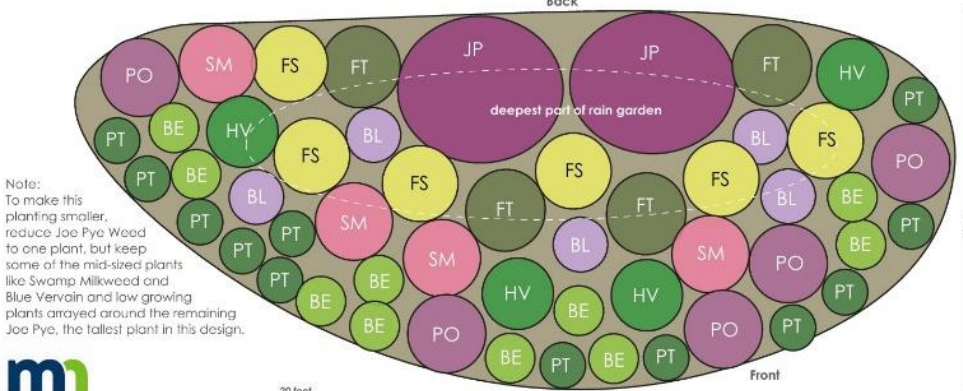
(Raingarden Planting Plan below Courtesy BWSR- Plan may be adjusted depending on plant availability-only Minnesota native plants will be used)

Rain Garden for Pollinators

Your pollinator planting could do double duty and improve water quality if it is also a rain garden! These plants will also work well in moist garden conditions. The selected species in this garden and bloom times make it a great butterfly garden.

<p>Fox Sedge Adds texture and beautiful seed heads to a rain garden. It is a tough plant that can easily handle the saturated conditions of a rain garden basin.</p> <p>5 plants</p> 	<p>Pussy Toes These low-growing fuzzy plants slowly form carpets of foliage. In the spring their flowers rise up gracefully 6"-8" above their leaves.</p> <p>12 plants</p> 	<p>Blue Eyed Grass is a bunch forming, early summer bloomer. Not a true grass, its dainty sky blue flowers brighten the early summer garden, and is a great edging plant.</p> <p>10 plants</p> 	<p>Hoary Vervain Bright spires of color to the summer garden that look great against the bright green of Fox Sedge. It is a host to Common Buckeye butterfly larva.</p> <p>4 plants</p> 	<p>Swamp Milkweed The bright flowers of Swamp Milkweed are unforgettable, and much loved by pollinators. It tends to spread, plan to divide this plant when it outgrows your garden space.</p> <p>4 plants</p> 	<p>Prairie Onion Lavender colored stary blooms in mid-summer rise from bright green clump forming flat-leaved foliage. Will slowly create colonies as the plants become more established.</p> <p>5 plants</p> 	<p>Joe Pye Weed Covered with mid to late summer blooms, Joe Pye is a butterfly magnet. It will spread, be prepared to divide this plant by the third year to share with others!</p> <p>2 plants</p> 	<p>Blue Lobelia Showy spires attract bees and butterflies, and blooms well into the fall. Can take part shade conditions, but needs moist soil.</p> <p>5 plants</p> 	<p>Flat-Topped Aster Enjoyed by diverse pollinators as well as rabbits and deer. If you have trouble with browsing wildlife, consider substituting with Boneset.</p> <p>3 plants</p> 
---	---	---	--	---	--	---	--	---

Bloom Time
 May: FS
 June: PT, BE, HV
 July: SM, PO, JP
 August: JP, BL
 September-Oct.: FT



Note:
To make this planting smaller, reduce Joe Pye Weed to one plant, but keep some of the mid-sized plants like Swamp Milkweed and Blue Vervain and low growing plants arrayed around the remaining Joe Pye, the tallest plant in this design.



Featured Pollinator:
American Lady
Vanessa virginiensis

Caterpillar hosts include **Pussy Toes**
 Nectar plants include **Swamp Milkweed, Joe Pye Weed, Blue Lobelia, and Flat-Topped Aster**

Evaluation Criteria

The selection committee will determine the eligibility of an application based upon an established set of criteria using a scaled point system. Criteria considered include: Project Type, Project Location, Water Quality Improvement, Erosion Control, Commercial and Recreational Navigation, Public Outreach. An application must score at least 30 points to be considered eligible for the Cost Share Program.

Please keep the following in mind when developing your project and filling out your application:

Project Type Installation of Rain Garden and creation of habitat

What type of project?	BMP (10 pts.):	Study/investigation	(5 pts.)	10
-----------------------	-----------------------	----------------------------	-----------------	-----------

Project Location 10209 10th Avenue Circle South, Bloomington

-
1. Is the project tributary to an MPCA-listed impaired water (excluding mercury), trout stream or fen? Project site is adjacent to bluff and Minnesota River

YES, direct connection (10 pts.): **YES, within subwatershed (5 pts.):** **NO (0 pts.)** **5**

2. If NO, is the project tributary to a lake, stream, ditch, fen, or DNR-Protected Water Wetland?

YES, direct connection (10 pts.): **YES, within subwatershed (5 pts.):** **NO (0 pts.)** **5**

Water Quality Improvement

Improves and protects water quality through BMP implementation or potentially improves and protects water quality through investigation. **Score 0 – 10**

5

Unique Resources Protection and Improvement

Implements controls intended for protection of and/or improvements to fish and wildlife habitat and/or outdoor recreational opportunities of the LMRWD's Unique Resources, or for studies thereof.

Score 0 – 10

Project site is adjacent to Mounds Spring Park and Long Meadow Lake

10

Surface Water Rate and Volume Control

Implements controls intended for reduction and/or minimization of the rate and volume of water that drains off the property/study area; or studies thereof. **Score 0 – 10**

5

Erosion Control

Project will reduce flow of stormwater over the top of the river bluff

Implements controls intended for minimization of erosion and/or sedimentation to downstream waters; or studies thereof. **Score 0 – 10**

5

Commercial and Recreational Navigation

Project or study enhances navigation on the Minnesota River.

Score 0 – 10

0

Public Outreach

Based upon willingness of applicant to allow signage, tours and public site visits; public visibility of the site; diversity of practices; potential educational opportunities. **Score 0 – 10**

5

Applicant will allow signage and visits. Will prepare information to share with the public who visit.

2025 Cost Share Incentive and Water Quality Restoration Program
Lower Minnesota River Watershed District

Total Score = 50



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

Cost Share Grant Application

Application type (check one)

Homeowner

Non-profit - 501(c)(3)

School

Business or corporation

Public agency or local government unit

Project type (check all that apply)

Raingarden

Vegetated Swale

Infiltration Basin

Wetland restoration

Buffer/shoreline restoration

Conservation practice

Habitat restoration

Pervious hard surface

Other _____

Applicant Information

Name of organization or individual applying for grant (to be named as grantee):

Sutton Place II c/o Sharper Management

Address (street, city and ZIP code):

10340 Viking Drive, Eden Prairie, MN 55344

Phone: 952-224-4777

Email address: mcushing@sharpermanagement.com

Primary Contact (if different from above)

Name of organization or individual applying for grant (to be named as grantee):

Patricia Larson, President, Sutton Place II

Address (street, city and ZIP code):

11073 Oregon Circle, Bloomington, MN 55438

Phone:

612-702-8408

Email address:

pot.larson@mac.com

Project location

Address (street, city and ZIP code):

7061 West 110th Street Cir. Bloomington 55431
11045 Oregon Circle, Bloomington 55438

Property Identification Number (PID)

05-115-21-22-0106
05-115-21-22-0134

Property owners:

Laurie Brockmann et al (Building 3 homeowners)
Ann Topping et al (Building 5 homeowners)

Project Summary

Title Sutton Place II Drainage Improvements (Buildings 3+5)

Total project cost \$127,800.00

Grant amount requested \$7500.00

Estimated start date 6/01/25

Estimated completion date 8/31/25

Is project tributary to a water body?

No, water remains on site

Yes, indirectly

Yes, directly adjacent

drains to pond

Is this work required as part of a permit?

No

Yes

(If yes; describe how the project provides water quality treatment beyond permit requirement on a separate page.)

Project Details

Checklist To be considered complete the following must be included with the application.

location map

project timeline *contract w/ Top Shelf Outdoor Services*

site plan & design schematic

proof of property ownership

contracted items *see contract for specs*

NA plant list & planting plan (if project includes plants)

Project description Describe the project, current site conditions, as well as site history, and past management. Note any potential impacts to neighboring properties.

Improve drainage and decrease downspout run off onto sidewalks, causing thaw/freeze conditions during the winter, and flooding in summer. Decrease slip & falls due to icy conditions.

Decrease use of ice melt salt on sidewalks

Improve water quality of adjacent pond

(Hampton) and ground water.

What are the project objectives and expected outcomes? Give any additional project details.

- 1) remove 2312 square feet of concrete sidewalks and replace with permeable pavers in fronts of Building 3+5
- 2) increase elevation of sidewalks 3"-6" average
- 3) install 18 gutter drain boxes (depth 42") to reduce/eliminate water run off and
- 4) eliminate standing water and ice on sidewalks

Which cost share goals does the project support? (check all that apply) and reduce SALT

improve watershed resources

foster water resource stewardship usage

increase awareness of the vulnerability of watershed resources

increase familiarity with and acceptance of solutions to improve waters

How does the project support the goals you checked?

Protect groundwater/pond from excessive salt usage by homeowners

educate homeowners regarding current best practices re: permeable pavers, sump drainage

Project Details (continued)

Project benefits Estimate the project benefits in terms of restoration and/or annual pollution reduction. If you are working with a designer or contractor, they can provide these numbers. If you need help contact the district administrator. Computations should be attached.

Benefit	Amount
Water captures	gal/year
Water infiltrated	gal/year
Phosphorus removed	lbs/year
Sediment removed	lbs/year
Land restored	sq. ft.

How will you share the project results with your community and work to inform others about your projects environmental benefit?
individual conversations with homeowners and other condo
Monthly board meetings with homeowners
Annual meeting with homeowners to educate on boards
importance of water resources protection and conservation
email updates to homeowners re: progress
Showcase outcome in quarterly newsletter
 Please note that by obtaining cost share funding from the Lower Minnesota River Watershed District, your project may be shared with the community through our website, social media, or other media. Your project may also be highlighted on a tour or training event, with prior notice and agreement.

Maintenance Describe the anticipated maintenance and maintenance schedule for your project.

scaling permeable pavers every 3-4 years
clean out sump drains every 5 years

I acknowledge that receipt of a grant is contingent upon agreeing to maintain the project for the number of years outlined in the cost share guidelines. Yes

Authorization

Name of landowner or responsible party
Patricia Larson, President, Sutton Place II

Signature *Patricia A Larson* Date *9/11/25*

Type or handwrite your answers on this form. Attached additional pages as needed.

For questions, contact Linda Loomis at [Naiad Consulting@gmail.com](mailto:NaiadConsulting@gmail.com) or call 763-545-4659.

Mail the completed application to

or email to:

Lower Minnesota River Watershed District
c/o Linda Loomis, Administrator
112 E. Fifth St., Suite 102
Chaska, MN 55318

Linda Loomis, Administrator
naiadconsulting@gmail.com

2025 Cost Share Worksheet

See Contract with Top Shelf Outdoor Services

Labor Costs (contractors, consultants, in-kind labor)		Task	# Hours	Rate/Hour	Requested Funds from LMRWD	Matching/In-Kind Funds	Total Cost
Service Provider							
Total:				\$	\$	\$	\$

Project Materials		Material Description	Unit Cost	Total # of Units	Requested Funds from LMRWD	Matching/In-Kind Funds	Total Cost
Total:				\$	\$	\$	\$

Total Requested Funds from LMRWD*: \$ 7500.00 (A)
 Total Matchin/In-Kind Funds: \$ 20,300 (B)
 Project Total: \$ 127,800 (C)

*Please note: total requested funds (A) cannot be more than 50% of the Project Total (C)

Parcel Data for Taxes Payable 2025

Property ID number:

05-115-21-22-0134

Address:

11045 OREGON CIR #54

Municipality:

BLOOMINGTON

School district:

271

Watershed:

2

Sewer district:

Construction year:

1984

Owner name:

ANN L TOPPING REV TRUST

Taxpayer name & address:

ANN L TOPPING

11045 OREGON CIR #54

BLOOMINGTON MN 55438

Sales information

Sales prices are reported as listed on the Certificate of Real Estate Value and are not warranted to represent arms-length transactions.

Sale date:

March, 1987

Sale price:

\$65,900

Transaction type:

Warranty Deed

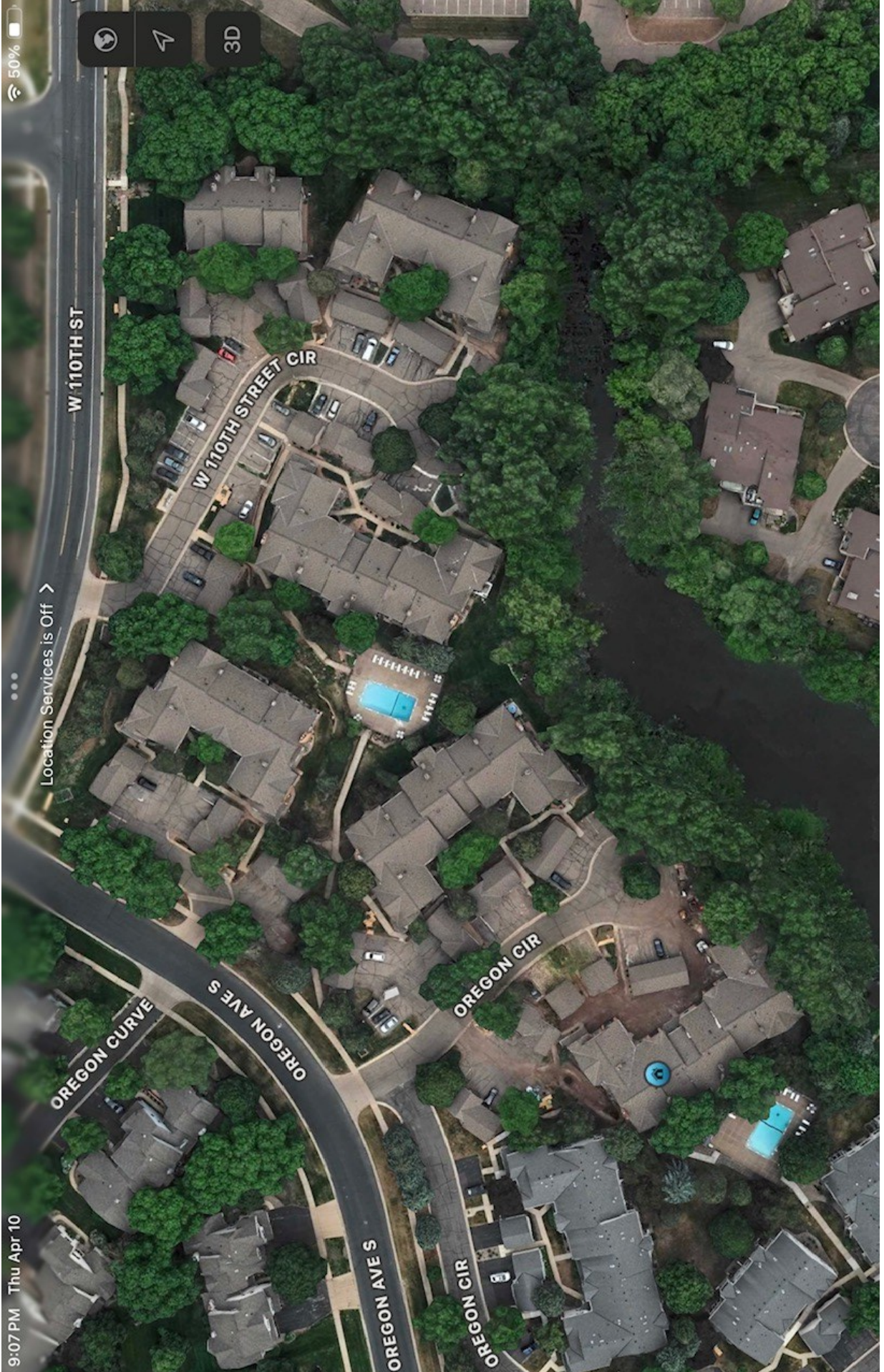
Tax parcel description

The following is the County Auditor's description of this tax parcel. It may not be the legal description on the most recent conveyance document recording ownership. Please refer to the legal description of this property on the public record when preparing legal documents for recording.

9:07 PM Thu Apr 10

Location Services is Off >

50%



OREGON CURVE

OREGON AVES

OREGON AVES

OREGON CIR

OREGON CIR

W 110TH STREET CIR

W 110TH ST











Top Shelf Outdoor Services Inc.
 25870 FREEBORN AVE
 New Prague, MN 56071
 Dustin.TopShelfOutdoorServices@gmail.com
 612.240.2278

Estimate

Date	Estimate #
3/19/2025	489

Name / Address
Patricia Larson Melissa Cushing Sutton Place II Association Bloomington, MN 55438

Project

Description	Qty	Rate	Total
<p>Sutton Pl II Building 3: Remove and replace of approximately 1188 sq ft of concrete sidewalk with permeable pavers: Starting by the entrance of 7071 at the parking lot stairs starting just after the stair landing, continuing to 7069 to the step. Continuing to 7047 garage corner, 7065 to front stoop, 7055 to front stoop, 7051 to front stoop, 7041 to newer concrete slab (stoop slab), then including both sidewalks to visitor parking asphalt and to the asphalt at 7041 garage. Overall heights vary from existing, but most will increase elevation by 3-6". Install RCP Holland Eco permeable pavers in Beechwood color. 1188 sq ft total (about 297' at 4' wide) SS5 grade stabilization fabric at bottom of grade, 8" depth of clear limestone, compacted in lifts and oversized width of 6-8" on each side. 1" of granite chip bedding layer. Snap edge paver restraint with 10" steel stakes every 12-18". Granite chip joint material Finish all disturbed landscaping adjacent to work areas using black dirt and grass seed and new red limestone decorative rock. Total cost \$47340</p> <p>Note: This line item quote does not include all sidewalks at this building location, only the same amount which is quoted for the concrete replacement option. Any further paver sidewalk installation to the same specifications as the installed pavers in this line item are priced at \$39 / sq foot.</p>		47,340.00	47,340.00
		Total	



Top Shelf Outdoor Services Inc.
 25870 FREEBORN AVE
 New Prague, MN 56071
 Dustin.TopShelfOutdoorServices@gmail.com
 612.240.2278

Estimate

Date	Estimate #
3/19/2025	489

Name / Address
Patricia Larson Melissa Cushing Sutton Place II Association Bloomington, MN 55438

Project

Description	Qty	Rate	Total
Building 3 drainage, common building entrance area: At 8 gutter locations (all located in the vicinity of the concrete sidewalk replacements: Install 12" gutter drain boxes at the bottom of each gutter outlet (8 total). Connect each drain box to 4" PVC pipe and / or 4" perforated sock tile, buried in the yard and extending anywhere from 4-10' out at each location terminating into a 42" minimum depth x 3' diameter holes (sumps), 7 sumps included. Sumps lined with fabric and (1) 4" vertical pipe installed to drain pipe from drain box extending at bottom of sump to level with yard (future cleanout access) Sumps filled with 3/4" red limestone sewer rock then topped with 1.5" red limestone. Extend new landscape areas as needed so that sumps terminate in landscape rock areas rather than yards. New areas to include new black poly edging at new work area (approximately 100' of total length included). New black poly weed barrier and / or SB3 weed barrier fabric as needed. New matching rock and disposal of old materials and soil included.		14,070.00	14,070.00
			0.00
		Total	



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 25870 FREEBORN AVE
 New Prague, MN 56071
 Dustin.TopShelfOutdoorServices@gmail.com
 612.240.2278

Estimate

Date	Estimate #
3/19/2025	489

Name / Address
Patricia Larson Melissa Cushing Sutton Place II Association Bloomington, MN 55438

Project

Description	Qty	Rate	Total
Retaining wall surrounding garage 11041 Oregon Circle: Remove 69' of timber retaining wall around garage and dispose. Dig a 18" deep channel x 20" wide and install Belgard Diamond retaining wall block in color Desert Tan (or similar) with matching caps to the same dimensions as existing timber wall minus 10' of length. (This is due to the newly proposed increased concrete height). Specifications: SS5 grade stabilization fabric at bottom, then 8-10" of clear limestone base, compacted. Granite chip bedding layer if needed. 2 courses high average and finish with 1 cap glued in place. 2" 250 rigid foam at back side of wall along garage with drainage rock and ec5 fabric behind wall elsewhere. Finish with new 1.5" red limestone decorative rock as needed. Note: Some tree roots from the nearby evergreen tree will need to be cut and could damage or kill that tree, Top Shelf is not responsible for tree damage.		9,870.00	9,870.00
		Total	



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 25870 FREEBORN AVE
 New Prague, MN 56071
 Dustin.TopShelfOutdoorServices@gmail.com
 612.240.2278

Estimate

Date	Estimate #
3/19/2025	489

Name / Address
Patricia Larson Melissa Cushing Sutton Place II Association Bloomington, MN 55438

Project

Description	Qty	Rate	Total
<p>Sutton Pl II Building 5: Remove and replace of approximately 1124 sq ft of concrete sidewalk with permeable pavers: Starting by the entrance of 11027 stoop corner, continuing to 11029 steps and including the steps (replace with 1 step). 11037 bottom step (leave step in place) to 11047 1 slab above and including the step. 11049 garage back corner towards residences to 11053 to bottom step and 11055 to end of the garage. Overall heights vary from existing, but most will increase elevation by 3-6". Instead of concrete for the new sidewalks, Install RCP Holland Eco permeable pavers in Beechwood color. 1124 sq ft total (about 281' at 4' wide) SS5 grade stabilization fabric at bottom of grade, 8" depth of clear limestone, compacted in lifts and oversized width of 6-8" on each side. 1" of granite chip bedding layer. Snap edge paver restraint with 10" steel stakes every 12-18". Granite chip joint material Finish all disturbed landscaping adjacent to work areas using black dirt and grass seed and new red limestone decorative rock.</p> <p>Note: This line item quote does not include all sidewalks at this building location, only the same amount quoted for the concrete replacement option. Any further paver sidewalk installation to the same specifications as the installed pavers in this line item are priced at \$39 / sq foot.</p>		43,840.00	43,840.00
		Total	



Top Shelf Outdoor Services Inc.
 25870 FREEBORN AVE
 New Prague, MN 56071
 Dustin.TopShelfOutdoorServices@gmail.com
 612.240.2278

Estimate

Date	Estimate #
3/19/2025	489

Name / Address
Patricia Larson Melissa Cushing Sutton Place II Association Bloomington, MN 55438

Project

Description	Qty	Rate	Total
Building 5 drainage common building entrance area (and 2 locations along the pool side): At 10 gutter locations: Install 12" gutter drain boxes at the bottom of each gutter outlet (10 total). Connect each drain box to 4" PVC pipe, buried in the yard and extending anywhere from 4-10' out at each location terminating into a 42" minimum depth x 3' diameter holes (sumps), 6 sumps total. Sumps lined with fabric and (1) 4" vertical pipe installed to drain pipe from drain box extending at bottom of sump to level with yard (future cleanout access) Sumps filled with 3/4" red limestone sewer rock then topped with 1.5" red limestone. Extend new landscape areas as needed so that sumps terminate in landscape rock areas rather than yards. New areas to include new black poly edging at new work area (approximately 60' of total length included). New black poly weed barrier and / or SB3 weed barrier fabric as needed. New matching rock and disposal of old materials and soil included.		12,680.00	12,680.00
		Total	\$127,800.00

Evaluation Criteria

The selection committee will determine the eligibility of an application based upon an established set of criteria using a scaled point system. Criteria considered include: Project Type, Project Location, Water Quality Improvement, Erosion Control, Commercial and Recreational Navigation, Public Outreach. An application must score at least 30 points to be considered eligible for the Cost Share Program.

Please keep the following in mind when developing your project and filling out your application:

Project Type rain gardens and replacement of concrete sidewalks with permeable pavers

What type of project?	BMP (10 pts.):	Study/investigation	(5 pts.)	10
-----------------------	-----------------------	----------------------------	-----------------	----

Project Location 7061 West 110th Street/11045 Oregon Circle, Bloomington

-
1. Is the project tributary to an MPCA-listed impaired water (excluding mercury), trout stream or fen?

YES, direct connection (10 pts.): **YES, within subwatershed (5 pts.):** **NO (0 pts.)** 0

2. If NO, is the project tributary to a lake, stream, ditch, fen, or DNR-Protected Water Wetland?

YES, direct connection (10 pts.): **YES, within subwatershed (5 pts.):** **NO (0 pts.)** 5

Water Quality Improvement stormwater pond adjacent to townhome development

Improves and protects water quality through BMP implementation or potentially improves and protects water quality through investigation. **Score 0 – 10** 10

Unique Resources Protection and Improvement

Implements controls intended for protection of and/or improvements to fish and wildlife habitat and/or outdoor recreational opportunities of the LMRWD's Unique Resources, or for studies thereof.

Score 0 – 10 5

Surface Water Rate and Volume Control

Implements controls intended for reduction and/or minimization of the rate and volume of water that drains off the property/study area; or studies thereof. **Score 0 – 10** 10

Erosion Control

Implements controls intended for minimization of erosion and/or sedimentation to downstream waters; or studies thereof. **Score 0 – 10** 5

Commercial and Recreational Navigation

Project or study enhances navigation on the Minnesota River. **Score 0 – 10** 0

Public Outreach

Based upon willingness of applicant to allow signage, tours and public site visits; public visibility of the site; diversity of practices; potential educational opportunities. **Score 0 – 10** 8

Sutton Place has made the premises available for tours of previous project and because it is a townhome development all resident become aware of the benefits of stormwater management.

2025 Cost Share Incentive and Water Quality Restoration Program

Total Score = 53

Lower Minnesota River Watershed District



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, May 21, 2025

Agenda Item

Item 7. B. - Administrative Services Succession Update

Prepared By

Linda Loomis, Administrator

Summary

On Wednesday, May 14, 2025, the LMRWD Personnel Committee met to review scopes of work and agreements between Evergreen International Sustainability Solutions, LLC and Naiad Consulting, LLC to transition outgoing and incoming Administrative services.

The Committee makes the following recommendations to the Board:

- Approve the Contract between the LMRWD and Evergreen International Sustainability Solutions.
- Approve the three-month Scope of Work for Evergreen International Sustainability Solutions, LLC, as presented to the Committee May 14, 2025, with the first report due no later than June 11, 2025, contingent upon the following amendments:
 - Incorporate a formal schedule for board review and approval of the workplan as required by Section 1.n. of the Administrator Agreement.
 - Clarify that monthly reports will include status on deliverables, budget updates and any needed Board actions or support
 - Specify that use of LMRWD funds requires written pre-approval by the LMRWD Board Chair or his/her designee
 - Reference and attach the Excel-based transition tracker as an official component of the workplan and reporting framework
- Approve the Scope of Work and Memorandum of Understanding for transition support services provided by Naiad Consulting, LLC Effective May 21, 2025, contingent upon the clarifications and additions:
 - The contractor shall coordinate all transition-related tasks and deliverables with the incoming Administrator and Evergreen International Sustainability Solutions, LLC, to ensure alignment and avoid duplication
 - Deliverable prepared by the contractor shall be informational in nature and do not constitute implementation directives unless expressly adopted by the incoming Administrator or Board

Item 7. B. - Administrative Services Succession Update

Executive Summary

May 21, 2025

Page 2

- A mid-term review of progress and deliverables shall be scheduled for the July 2025 Board meeting
- A final close-out report shall be submitted at the end of the engagement, summarizing deliverables completed, outstanding issues and lessons learned.
- Compensation shall not exceed the approved budget of \$50,000. All expenditures must be invoiced with itemized descriptions of tasks completed and hours worked. Use of LMRWD funds (up to \$5,000) shall require prior written authorization from the LMRWD Board Chair or his/her designee and must be documented in meeting minutes or formal email correspondence. Any reallocation of funds between lines items or tasks must be submitted in writing and approved by the Board or its designee before changes take effect
- Approve the Memorandum of Understanding with Naiad Consulting LLC, contingent upon consistency with the scope, compensation and deliverables outlined in the Naiad Consulting LLC scope of work approved by the Personnel Committee on May 14, 2025, and to direct Legal Counsel for the LMRWD to develop the MOU into a formal contract for Board review and approval at the May 21, 2025, Board meeting.

The formal contract was not ready for attachment at the time this Summary was prepared and posted with the May 21, 2025, meeting materials. It will be forwarded to the Board when ready.

Attachments

- Contract between the LMRWD and Evergreen International Sustainability Solutions
- Three-month Scope of Work for Evergreen International Sustainability Solutions, LLC
- Scope of Work for Naiad Consulting, LLC
- Memorandum of Understanding with Naiad Consulting LLC

Recommended Action

Motions as recommended by the LMRWD Personnel Committee

ADMINISTRATOR AGREEMENT

This AGREEMENT is made as of this 18th day of April, 2025, by and between the Lower Minnesota River Watershed District, a Minnesota Watershed District established in accordance with the Minnesota Watershed Act ("LMRWD"), and Evergreen International Sustainability Solutions, LLC ("Contractor").

1. SCOPE OF SERVICES Contractor shall 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 (collectively, the "Services"):
 - a. Facilitate the implementation of the LMRWD's updated Watershed Management Plan, including strategic direction, goals, policies, and 10-year work plans.
 - b. Develop and implement process improvements to increase organizational efficiency and reduce duplication of effort.
 - c. Serve as the primary point of contact for LMRWD business and coordinate activities among consultants.
 - d. Coordinate with City, County, State, and Federal agencies and other stakeholders.
 - e. Coordinate consultant activities, review invoices, and make payment recommendations.
 - f. Identify and pursue grant opportunities and partnerships aligned with the Watershed Management Plan.
 - g. Track annual water quality projects and ensure alignment with established budgets, objectives, and schedules.
 - h. Prepare annual operating and capital budgets for Board consideration.
 - i. Develop an annual work plan and reporting framework with the Board. Reporting shall be with regard to the accomplishment of tasks and compliance with the terms of this Agreement, not relating to the method in which the services are performed.
 - j. Develop all Board meeting agendas; attend all regular and special meetings as required.
 - k. Maintain a tracking system of outstanding items and responsible parties with deadlines.
 - l. Submit monthly work summaries, including time and task allocations and budget status.
 - m. Perform other duties as directed by the Board.
 - n. An initial work plan, including milestones and deliverables, shall be developed and adopted within 30 days of the start of this Agreement. The work plan shall be reviewed and approved at mutually agreed-upon intervals of no less than every six (6) months.
2. TERM AND TERMINATION

- a. This Agreement shall remain in effect for a term of one (1) year from the date above and shall automatically renew for additional one-year terms unless either party provides thirty (30) days' written notice of intent not to renew.
- b. Either party may terminate this Agreement at any time with no less than thirty (30) days' written notice.
- c. Termination for cause requires written notice specifying the basis for termination and shall allow fifteen (15) business days for Contractor to cure the alleged breach.

3. COMPENSATION

- 3.1. For the initial 6-month period, Contractor shall be eligible to receive total compensation of up to \$85,000. This is the maximum allowable amount, inclusive of all payments and any performance bonuses. Compensation shall not be interpreted as a lump sum; rather, payments shall be based on successful completion of deliverables as outlined in the work plan, which shall be incorporated as an attachment to this Agreement.
- 3.2. A performance bonus of up to 15% of the total compensation may be awarded upon successful completion of all deliverables as defined in the transition plan and work plan at the conclusion of the 6-month period. The final determination of successful completion and bonus award shall be at the discretion of the Board.

In no event shall the total compensation, including bonus, exceed \$85,000. Contractor shall submit a mutually agreed-upon work plan and priority schedule, reviewed and updated in consultation with the Board.

4. REIMBURSEMENT OF EXPENSES

- a. Contractor will be reimbursed for pre-approved, reasonable, and necessary out-of-pocket expenses including postage, printing, and travel within the Minneapolis/St. Paul seven-county metropolitan area.
- b. Travel outside this area requires prior written Board approval.
- c. The Board may specify vendors for reimbursable services.
- d. Contractor shall submit monthly invoices including receipts and descriptions of reimbursable expenses.

5. PERFORMANCE REVIEW

- a. The Board shall conduct a formal performance and contract review within 90 days of the effective date and annually thereafter.
- b. Contractor may request contract amendments following each review.

6. SUBSTITUTION AND ASSIGNMENT

- a. Services shall primarily be performed by William Lytle.
- b. Contractor may propose substitute personnel or subcontractors, subject to prior written approval by the Board.

7. INSURANCE

- a. Contractor shall maintain, at their sole expense, the following minimum insurance:
 - i. General Liability: \$1,000,000 per occurrence / \$1,000,000 aggregate
 - ii. Property Damage (Broad Form): \$1,000,000
 - iii. Professional Liability (E&O): \$1,000,000
- b. Contractor shall provide evidence of insurance (certificates of insurance) to LMRWD upon execution and when requested. Contractor shall notify LMRWD in writing within 10 days of cancellation, non-renewal, or any material change in the policy.

8. INDEPENDENT CONTRACTOR STATUS

- a. Contractor is not an employee of LMRWD and shall receive no employee benefits.
- b. Contractor shall provide their own office space, equipment, and administrative support.
- c. LMRWD shall not be responsible for any and all negligent action
- d. This is a non-exclusive agreement; Contractor may engage in other contracts.
- e. Contractor shall retain control over the manner and means by which the Services are performed and shall not be subject to the supervision or control of LMRWD as to the details of the work.
- f. Contractor shall be solely responsible for all taxes, withholdings, and other statutory, regulatory, or contractual obligations of any sort, including but not limited to income tax, self-employment tax, and unemployment insurance contributions.
 - i. Prior to execution of this Agreement, Contractor shall provide a taxpayer identification number to LMRWD. If Contractor fails to provide the taxpayer ID number, LMRWD shall withhold 9.85% Minnesota income tax from Contractor's pay.
- g. LMRWD shall provide no training, tools, or equipment required to perform the Services under this Agreement.
- h. Contractor represents that it operates an independent business and is customarily engaged in providing similar services to other clients.
- i. Contractor shall be liable for all acts or omissions of any subcontractors or personnel it engages to assist with the Services.
- j. Contractor shall maintain all business registrations and licenses as required under applicable federal, state, or local laws.

9. DATA PRACTICES AND RECORDS

- a. All work products, data, and records related to this Agreement shall be the exclusive property of LMRWD.
- b. Contractor shall comply with the Minnesota Government Data Practices Act and all other applicable data privacy laws.
- c. Contractor shall notify LMRWD immediately upon receiving any public data requests.
- d. Contractor may retain copies of deliverables for portfolio or recordkeeping purposes, provided no confidential or proprietary LMRWD data is disclosed or reused without written consent. Contractor shall not reuse project-specific content for other clients without LMRWD's written permission.

10. COMPLIANCE WITH LAWS Contractor shall comply with all applicable federal, state, and local laws, including those related to non-discrimination and labor practices.

11. CONFLICT OF INTEREST Contractor agrees to disclose any actual or potential conflicts of interest to the Board and to comply with all applicable conflict-of-interest and ethics policies established by the LMRWD.

12. AUDIT The LMRWD, State Auditor, or their representatives shall have the right to audit any books or records related to this Agreement during normal business hours.

13. DISPUTE RESOLUTION In the event of a dispute arising under this Agreement, the parties agree to first attempt to resolve the matter through informal discussion. If unresolved, the parties shall participate in non-binding mediation prior to initiating litigation.

14. AMENDMENTS This Agreement may only be amended in writing, signed by both parties.

15. GOVERNING LAW This Agreement shall be governed by the laws of the State of Minnesota. Jurisdiction and venue shall be in Carver County, Minnesota.

16. NO AGENCY Contractor shall not act as an agent of LMRWD or bind LMRWD in any way unless explicitly authorized in writing.

17. NOTICES All notices under this Agreement shall be in writing and sent via certified mail to:

To Contractor: William Lytle 711 1st Ave S. Buffalo, MN 55313

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

Workplan: Incoming District Administrator (LMRWD)

Prepared for: LMRWD Board of Managers

Position: District Administration by **Evergreen International Sustainability Solutions, LLC**

Term: 4.25.2025- 7.25.2025

I. Overview

This workplan supports the Services agreement entered into on April 18th 2025. Under this Agreement, the Contractor will perform the following services as prioritized and assigned by the Lower Minnesota River Watershed District (LMRWD) Board of Managers ("Board"), together with such other administrative services as may be assigned from time to time (collectively, the "Services"). This three-month scope of work focuses on supporting the transition to new district leadership, ensuring organizational continuity, and providing training and capacity building for the incoming District Administrator, William Lytle.

During this initial period, the Contractor will establish core administrative systems, receive onboarding support, and facilitate knowledge transfer across finance, operations, permitting, project oversight, and governance. An initial work plan, including key milestones and deliverables, is included below. The Contractor will report monthly on progress against tasks and budget and will adapt workflows in coordination with the Board as needed.

The workplan outlined below is supported by a detailed transition task list designed to guide the successful onboarding and early performance of the incoming District Administrator. This transition plan is structured around SMART goals—Specific, Measurable, Achievable, Relevant, and Time-Bound—and reflects the operational priorities identified by the Board and outgoing administrator. The plan is maintained in an Excel-based tracking sheet that includes each goal's priority level, key coordination partners, target due date, current status, and a column for linked notes or supporting documents. This tool ensures accountability, facilitates communication, and enables timely progress tracking during the critical first months of the transition.

A. Transition & Operational Onboarding Tasks (One-Time Deliverables)

These tasks are time-bound and support the transition, orientation, and setup of systems and processes.

Task	Deliverables	Target Date	Budget
1. District Administrator Onboarding	Conduct orientation with board and interim admin; understand LMRWD governance, finances, projects, and partners	May 15	\$2,000
2. Operational Hand-off	Receive access and review all internal systems, accounts, documents, and files	May 21	\$2,000
3. Financial Systems and Budget Familiarization	Review past and current budget, establish monthly reporting templates	May 30	\$2,000
4. Project Reviewing	Develop a collaborative, project tracking method for active and planned projects, grants, and permit reviews	June 6	\$3,000
5. Website and Communications Audit	Identify gaps or outdated content on the LMRWD website and email lists	June 27	\$1,500
6. Policy and Document Review	Compile all board-approved policies, contracts, and relevant legal agreements; transfer to SharePoint	June 20	\$2,000
7. Permit System Assessment	Evaluate current permit application/review processes and suggest improvements	July 11	\$2,500
8. Consultant and Partner Coordination	Review roles and responsibilities of external contractors and partners	July 18	\$2,000
Subtotal – One-Time Deliverables:			\$17,000

B. Ongoing Administrative & Operational Responsibilities (Recurring Deliverables)

These responsibilities are conducted on a weekly or monthly basis and support the District’s day-to-day operations.

Task	Deliverables	Budget (3 months)
1. Board Support	Prepare board packets, agendas, minutes; manage board communications	\$4,000
2. Financial Administration	Receive and code invoices, manage review, coordinate with accountant, QuickBooks, Bill.com and payment authorization	\$4,000
3. Project Oversight	Attend project meetings; coordinate with consultants and partners	\$3,500
4. Email/Correspondence	Respond to inquiries, route requests, manage LMRWD email	\$2,500
5. Calendar and Task Management	Maintain calendar of deliverables and compliance deadlines	\$1,500
6. Records and File Management	Organize files per records retention schedule; backup digital content	\$2,000
7. Implementation Coordination	Track permit applications and reviews; respond to applicant inquiries, prepare watershed management plans	\$3,500
8. Interim Reporting	Submit brief status reports to the Board each month	\$500
Subtotal – Recurring Deliverables (3 months):		\$21,500

C. Total Contract Budget

Category	Amount
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One-Time Deliverables	\$17,000
Recurring Deliverables	\$21,500
Contingency/Buffer (flexible for adjustments or unexpected tasks)	\$4,000
Total	\$42,500

III. Notes on Scope

- The Administrator is expected to work approximately **40 hours per week**.
- **Bi-weekly check-ins with Board Chair or transition liaison** recommended
- **Deliverables submitted via email and presented at board meetings**
- Coordination with the District's legal, technical, and financial consultants will occur regularly throughout the term.

Scope of Work: Administrator Transition Support

Prepared for: LMRWD Board of Managers

Position: Transition and Advisory Services Performed by Naiad Consulting

Duration: 3 months with potential for extension

Timeframe: May 21st, 2025 – August 21st, 2025

Budget: Not to exceed \$50,000

I. Objectives

The primary objective of this transition engagement is to ensure a **comprehensive and seamless transfer of institutional knowledge**, contacts, procedures, and project status from the outgoing to the incoming District Administrator. This will support continued operational efficiency, regulatory compliance, and strategic momentum within LMRWD programs.

II. Tasks

Section 1: Orientation & Onboarding

Timeline: Present-May 31

Tasks: 1.1–1.2, 2.1–2.2

Deliverables: D1 – Onboarding Plan & Calendar, D2 – Record & Stakeholder Transfer

Description:

This section initiates the administrator transition with a structured onboarding process and foundational knowledge transfer. The outgoing administrator will guide the incoming administrator through the District's mission, key responsibilities, and current organizational structure. A calendar of meetings and key milestones will be created, along with orientation sessions tailored to the LMRWD's complex role in water resource governance. Deliverables include a formal onboarding schedule, transfer of all critical

digital and physical records, and a stakeholder directory with context notes. This ensures the incoming administrator is immediately equipped with institutional knowledge and relationship continuity.

Section 2: Current Projects & Operational Context

Timeline: Present-June 15

Tasks: 3.1–3.2, 4.1–4.2

Deliverables: D3 – Project & Contract Overview, D4 – Financial & Regulatory Calendar

Description:

The second phase provides the incoming administrator with a deep understanding of the District's ongoing projects, consultant relationships, and regulatory duties. The outgoing administrator will lead briefings on active initiatives such as bluff stabilization, creek restoration, and stormwater permitting, and walk through contract scopes and deliverables with legal and technical consultants. Parallel sessions will cover statutory obligations, permitting schedules, and the financial structure of the District's budget, including grants and partnerships. This section culminates in deliverables that map the LMRWD's project status and upcoming financial/regulatory requirements, giving the new administrator tools for proactive leadership.

Section 3: Internal Processes & Institutional Memory

Timeline: Present-June 30

Tasks: 5.1-5.2

Deliverables: D5 – Standard Operating Procedures Manual

Description:

In this section, the outgoing administrator documents the core internal operations of the LMRWD. Standard operating procedures for board meeting preparation, consultant coordination, permit management, digital recordkeeping, and interagency communication will be laid out. This ensures continuity in the day-to-day administration and provides the incoming administrator with a user-friendly guide to running the organization smoothly. The result is a guide, tailored to the LMRWD's processes, values, and timelines, enabling consistent, confident execution of key administrative duties.

Section 4: Strategic Handoff & Support

Timeline: Present-July 15

Tasks: 6.1–6.2, 7.1

Related Deliverables: D6 – Strategic Transition Memo, D7 – On-call Support Record

Description:

The final section moves from tactical operations to strategic foresight. The outgoing administrator will draft a forward-looking memo outlining key risks, opportunities, and recommended priorities for the next 1–5 years. Areas like operational efficiency (automation, fee schedules, and subcontracting) and stakeholder engagement strategies will be addressed. This period also includes a one-month period of availability for follow-up questions, ensuring the incoming administrator has confidence and support through their first Board meetings and major decision points. The combination of forward guidance and continued mentorship rounds out the transition with professionalism and resilience.

III. LMRWD Administrator Transition – Structured Tasks & Deliverables Timeline (May–August 2025)

Task ID	Task Description	Deliverable ID	Deliverable Description
Task 1	Kickoff & Onboarding Development	D1	Onboarding Plan & Calendar
1.1	Kickoff meeting with incoming administrator and Board Chair	D1.1	Draft onboarding schedule and initial goals
1.2	Refine onboarding based on roles, calendar alignment, and expectations	D1.2	Finalized orientation document and shared the schedule
Task 2	Transfer of Records and Stakeholder Info	D2	Digital/Physical Record Transfer, Account Access, & Stakeholder Directory
2.1	Organize and digitize critical files (permits, plans, contracts, board packets)	D2.1	Folder structure and archive in a shared drive
2.2	Prepare directory of key contacts with context and communication tips	D2.2	Key stakeholder directory (Board, consultants, LGUs, state partners)
Task 3	Briefings on Ongoing Programs and Agreements	D3	Project and Contract Overview Report
3.1	Brief on active projects and priority areas (e.g., bluff stabilization, Spring Creek, CWMP update)	D3.1	Written summary with status and timelines
3.2	Review existing consultant and vendor contracts; explain scopes and deliverables	D3.2	Annotated contracts register with key terms and renewal timelines
Task 4	Statutory & Financial Responsibilities Transfer	D4	Calendar of Obligations & Financial Overview

4.1	Review statutory requirements and recurring deliverables (e.g., audits, permits, annual report)	D4.1	Annual obligations calendar
4.2	Budget orientation: review funding sources, grants, and expenditure tracking	D4.2	Budget summary & grant status sheet
Task 5	Documenting Standard Operating Procedures (SOPs)	D5	SOP Manual
5.1	Outline monthly and yearly workflows for LMRWD administrative operations	D5.1	SOP outline draft
5.2	Detail procedures for seasonal procedures with BWSR, counties, permit processing, recordkeeping, audits, and consultant coordination	D5.2	Full SOP manual with attachments
Task 6	Transition Memo & Strategic Recommendations	D6	Final Transition Memo
6.1	Identify upcoming strategic opportunities and potential improvements	D6.1	Outline of short- and long-term priorities
6.2	Draft recommendations for operational efficiency (automation, staggered fees, subcontracting admin roles)	D6.2	Memo with transition reflections and process improvement recommendations
Task 7	On-call Support & Knowledge Reinforcement	D7	As-Needed Q&A and Support Availability

7.1	Maintain availability for 2–6 hour/week check-ins to answer questions or clarify items as needed	D7.1	Weekly availability log / email record (if required)
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IV. Format for Deliverables

Deliverable No.	Description	Format
D1	Onboarding plan and calendar with meeting agendas	PDF / Shared Doc
D2	Login info; Directory of key contacts with notes on roles and communication protocols	Excel / Google Sheet
D3	Project status report covering all current initiatives and outstanding tasks	Word / PDF
D4	Statutory & Financial Responsibilities Transfer	Resolution/login/introductions
D5	SOP manual or outline	Digital Templates
D6	Transition memo summarizing observations and recommendations for continuity and priorities	Memo (PDF)

D7	On-call deliverables will vary	TBD
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V. Budget for NAIAD 3 Month Workplan

A. Ongoing Administrative Tasks

Task	Estimated Hours (3 months)	Subtotal (\$)
Board & Committee Meetings	50	\$5,000
Financial Management & Reporting	25	\$2,500
Permitting & Regulatory Compliance	30	\$3,000
Project Coordination & Planning	20	\$2,000
Education & Outreach	10	\$1,000
General Administration	60	\$6,000
Travel & Site Visits	15	\$1,500
Stakeholder Engagement	20	\$2,000
Technology & Website Management	10	\$1,000
Policy & Legal Compliance	10	\$1,000
Subtotal	250 hours	\$25,000

B. One-Time Transition Deliverables

Deliverable	Estimated Hours	Subtotal (\$)
Onboarding plan and calendar with meeting agendas	10	\$1,000
Login info; Directory of key contacts	10	\$1,000
Project status report covering current initiatives	12	\$1,200
Statutory & Financial Responsibilities Transfer	12	\$1,200
SOP manual or outline	15	\$1,500
Transition memo summarizing recommendations	10	\$1,000
On-call deliverables (as needed)	10	\$1,000
Subtotal	79 hours	\$7,900

C. Program-Based Support

Program Area / Task	Estimated Hours	Subtotal (\$)
Vernon Avenue Dredge Project – Contract & Consultant Coordination	25	\$2,500
Vernon Avenue Dredge Project – Permit Tracking & Compliance	15	\$1,500
Vernon Avenue Dredge Project – Budget Management & Invoicing	15	\$1,500
Area 3 Bluff Stabilization – Meeting Coordination	15	\$1,500
Area 3 Bluff Stabilization – File & Record Management	10	\$1,000
Area 3 Bluff Stabilization – Project Financing	10	\$1,000

Area 3 Bluff Stabilization – Grant Management & Reporting	10	\$1,000
Spring Creek Project – Communication Support	10	\$1,000
Spring Creek Project – Consultant Oversight & Documentation	10	\$1,000
Subtotal	120 hours	\$12,000

D. Budget Summary Table

Category	Estimated Hours	Subtotal (\$)
Ongoing Administrative Tasks	230	\$25,000
One-Time Transition Deliverables	79	\$7,900
Program-Based Support	120	\$12,000
Contingency & Flex Tasks	50	\$5,000
Total	499	\$49,900

VI. Notes

- Budget assumes a gradual reduction in hours and responsibilities.
- Actual hours may vary depending on the new administrator’s onboarding pace and the level of support requested.
- All deliverables will be shared with both the incoming administrator and the LMRWD Board of Managers.
- This scope may be adjusted at the discretion of the Board if additional support is deemed necessary.

LOWER MINNESOTA RIVER WATERSHED DISTRICT
MEMORANDUM OF UNDERSTANDING
Transition Agreement – Linda Loomis

Effective Date: May 21, 2025

Parties: Lower Minnesota River Watershed District (LMRWD) and Linda Loomis at Naiad Consulting, LLC

1. Purpose

This Memorandum of Understanding (MOU) outlines the terms and expectations of Linda Loomis' transition from full-time District Administrator to a support contractor role. This agreement enables the continued transfer of institutional knowledge and technical support during the onboarding of the incoming Administrator.

2. Scope of Services

Linda Loomis shall serve as a transitional support contractor beginning May 21, 2025. Under the direction and supervision of the incoming Administrator, she will assist with:

- Implementation of the approved three-month transition work plan
- Transfer of operational, financial, and administrative records
- Stakeholder coordination and knowledge-sharing sessions
- Review of historical projects, contracts, and institutional practices
- Ongoing program and project-based consulting
- Other tasks reasonably requested to support a smooth transition

All work performed will align with the structured timeline, deliverables, and budgets approved by the LMRWD Board as part of the three-month Transition Work Plan.”

3. Supervision

Linda Loomis will operate under the day-to-day supervision of the incoming District Administrator and in coordination with the Board of Managers as needed.

4. Compensation

LMRWD agrees to compensate Linda Loomis at the following rate and structure:

- **Hourly Rate:** \$100/hour
- **Retainer Limit:** Up to **10 hours/month**, billed monthly
- **Reimbursement of Expenses:** Mileage and time will be reimbursed for travel within the Minneapolis/St. Paul seven-county metropolitan area.
- Any additional hours beyond this retainer must be pre-approved in writing by the incoming Administrator or the LMRWD Board Chair, preferably as part of a quarterly workplan proposal.
- Contractor shall submit monthly invoices including receipts and descriptions of reimbursable expenses.

5. Term

This MOU shall remain in effect for an initial term of twelve (12) months, concluding on or around **May21, 2026**, unless otherwise extended or modified by mutual agreement in writing.

6. Independent Contractor Status

Linda Loomis shall continue as an independent contractor and shall not be considered an employee of the District. She shall be responsible for her own taxes, insurance, and business-related expenses.

7. Agreement and Signatures

This MOU reflects the mutual understanding and agreement of the parties and will serve as the basis for a formal contract.

Linda Loomis

Signature: _____

Date: _____

LMRWD Representative

Name: _____

Title: _____

Signature: _____

Date: _____



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, May 21, 2025

Agenda Item

Item 7. C. - Fen Invasive Species Mapping Project

Prepared By

Linda Loomis, Administrator

Summary

The LMRWD continues its Fen Stewardship Project. A Request for Information was released by Young Environmental Consulting Group, on behalf of the LMRWD. The Request was to firms to assist the LMRWD in mapping invasive species within the calcareous fens.

A report of the responses received by the LMRWD can be found in Technical Memorandum – LMRWD Fen Invasive Species Mapping Project dated May 14, 2025, with project recommendations.

Resolution 25-06 To Approve Services for the Fen Invasive Species Mapping Project is attached for the Board to adopt approving MNL as the firm to provide invasive species identification services and management recommendations for the Fen Invasive Species Mapping Project.

Attachments

- Resolution 25-06 To Approve Services for the Fen Invasive Species Mapping Project
- Technical Memorandum – LMRWD Fen Invasive Species Mapping Project dated May 14, 2025

Recommended Action

Motion to adopt Resolution 25-06 To Approve Services for the Fen Invasive Species Mapping Project

_____ introduced the following resolution and moved its adoption:

RESOLUTION 25-06

LOWER MINNESOTA RIVER WATERSHED DISTRICT

TO APPROVE SERVICES FOR THE FEN INVASIVE SPECIES MAPPING PROJECT

WHEREAS, the Lower Minnesota River Watershed District (LMRWD) approved its watershed management plan pursuant to Minnesota Statutes section 103B.231 (the Plan) on October 24, 2018; and

WHEREAS, calcareous fens are legally protected rare wetland ecosystems found within the LMRWD; and

WHEREAS, the Plan identifies the Fen Stewardship and Management Program (the Project) in its Implementation program for the purpose of developing strategies to effectively manage and protect these groundwater-dependent resources; and

WHEREAS, since 2017, the LMRWD has worked in collaboration with the Minnesota Department of Natural Resources to address threats and implement effective management strategies to preserve the unique biodiversity and ecological value of calcareous fens; and

WHEREAS, the introduction of non-native species has been identified as one of numerous threats leading to decline in the diversity and health of the ecosystem; and

WHEREAS, mapping of non-native species is critical to the control and eradication of invasive species; and

WHEREAS, the Young Environmental Consulting Group, LLC, on behalf of the LMRWD, released a Request for Information to map invasive species and recommend management strategies. Five applications were received, and evaluated; and

WHEREAS, MNL submitted a bid that demonstrates an understanding of the critical importance of managing invasive species within the fen as a form of native species preservation, and is determined by the Board of Managers, on the basis of recommendations of District staff and consultants, to be a responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that the Lower Minnesota River Watershed District Board of Managers approves MNL as the firm to provide invasive species identification services and management recommendations for the Fen Invasive Species Mapping Project; and

BE IT FURTHER RESOLVED that the LMRWD Board of Managers authorizes the Administrator to execute a contract for the Project in the amount of \$25,200.

The question was on the adoption of the Resolution and there were ___ yeas and ___ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
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"/>
SALVATO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISWANATHAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WILLIAMS	<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 on this 21st day of May 2025.

Joseph Barisonzi, President

ATTEST:

Lauren Salvato, Secretary

Technical Memorandum



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

From: Jenny Mocol-Johnson, Water and Natural Resources Program Manager

CC: Dan Tix, Restoration Ecologist, Minnesota Native Landscapes (MNL)
Will Lytle, Incoming Administrator (LMRWD)

Date: May 14, 2025

Re: LMRWD Fen Invasive Species Mapping Project—Project Recommendation

On April 17, 2025, Young Environmental Consulting Group, LLC (Young Environmental), released a request for information (RFI) on behalf of the Lower Minnesota River Watershed District (LMRWD) for the Fen Program. Young Environmental emailed the RFI directly to the following consulting firms in the LMRWD engineering pool: Barr Engineering Co.; I&S Group, Inc. (ISG); Geosyntec Consultants, Inc.; Bolton & Menk, Inc. (Bolton & Menk); Emmons & Olivier Resources, Inc. (EOR); Curt Kleist Wetland Services, Inc. (CK Wetlands); Minnesota Native Landscapes (MNL); and Ulteig Engineers, Inc.

The LMRWD Fen Invasive Species Mapping Project involves two tasks: (1) mapping invasive species and (2) making comprehensive recommendations for management strategies. The first task, mapping invasive species, is requested for the Gun Club North, Gun Club South, Nicols Meadow, Seminary, and Savage fens. The information obtained from mapping efforts will serve as the baseline in determining appropriate site-specific management strategies (task 2), which involves the development of a comprehensive management strategies document. The deadline for proposal submission was May 1, 2025, with the intent that the awarded consultant would complete scoped tasks by late summer 2025.

The LMRWD received five (5) applications prior to the May 1, 2025, deadline from the following entities: Bolton & Menk, EOR, CK Wetlands, ISG, and MNL.

Review Process

Young Environmental reviewed the project submittals based on demonstrated project understanding, thoughtfulness of approach, technical qualifications, and the overall proposed cost to determine the responsiveness of the bidder. To evaluate the submittal objectively, Young Environmental staff reviewed it individually and met to discuss key points.

As detailed in Table 1, Young Environmental evaluated proposals using the following scored criteria:

1. Requirements: Are requirements and specifications addressed?
2. Schedule: Is the timeline clear and realistic?

3. Approach: Are technologies and methodologies clear and suitable?
4. Budget: Is the budget detailed and transparent?
5. Qualifications: Are all personnel qualified? What experiences prove this qualification?
6. Risk: Does the project team understand the project and its risks?
7. Innovation: Is the approach thoughtful, creative, innovative, and demonstrative of field expertise?
8. Response or proposal completeness: Is the proposal complete?

For each proposal, Young Environmental gave each criterion a score of 1 to 5. A breakdown of the scoring legend is included in Table 1. Each score was then weighed (10%–15%) and summed to obtain a cumulative score of 1 to 5. Higher scores represent a proposal's ability to meet more of the evaluation criteria effectively.

Based on the presented information, MNL's proposal (recommended, see MNL Submittal section below) received a score of 4.33 points from a maximum of 5 points, placing it in the excellent to exceptional category for the LMRWD (Table 1).

Table 2 shows the scoring of the proposals based on alignment with the goals, policies, and strategies of the LMRWD Fen Invasive Species Mapping Project.

Table 1. Proposal evaluation and scoring rubric

Criteria: Requirements			
Adequacy and Description	Exceptional: All relevant requirements/specifications are thoroughly and accurately addressed; comprehensive, technically sound, and have no major omissions; ready for implementation	Score	5.0
	Excellent: Requirements/specifications are clearly presented and mostly complete; minor improvements needed for clarity or completeness; generally solid		4.0–4.9
	Good: Most key requirements/specifications are covered with some minor gaps; address the majority of what was expected but lack full detail or clarity		3.0–3.9
	Fair: Attempt is made, but significant components are missing or misunderstood; requirements/specs are partially referenced but incomplete or off target		2.0–2.9
	Poor: Requirements/specifications are largely absent or completely incorrect; no evidence of requirements or specifications being considered; major gaps or inaccuracies		1.0–1.9
Criteria: Schedule			
Adequacy and Description	Exceptional: All work is completed within the designated time frame, and a detailed schedule is provided, clarifying efficiencies	Score	5.0
	Excellent: The majority of work is done earlier than the designated time frame		4.0–4.9
	Good: All work is completed within the designated time frame		3.0–3.9
	Fair: Majority of project work is accomplished within designated time frame		2.0–2.9
	Poor: Work will not be accomplished within designated time frame		1.0–1.9
Criteria: Approach			
Adequacy and Description	Exceptional: Methods are clear with detailed information indicating exceedance of industry standards	Score	5.0
	Excellent: Methods are clear with detailed information that aligns with industry standards		4.0–4.9
	Good: Methods are clear and align with industry standards.		3.0–3.9
	Fair: Methods are unclear but align with industry standards		2.0–2.9
	Poor: Methods are unclear and deviate from industry standards		1.0–1.9
Criteria: Budget			
Adequacy and Description	Exceptional: Budget includes only necessary tasks, efficiencies are identified, and costs are significantly lower than available funding	Score	5.0
	Excellent: Budget includes only necessary tasks, efficiencies are identified, and costs are moderately lower than available funding		4.0–4.9
	Good: Budget includes only necessary tasks and is slightly lower than available funding		3.0–3.9
	Fair: Budget uses all available funding, and budgeted tasks may not be necessary for project scope		2.0–2.9

	Poor: Budget exceeds available funding		1.0–1.9
Criteria: Qualifications			
Adequacy and Description	Exceptional: Designated team is identified; all members exceed qualifications to complete the project scope	Score	5.0
	Excellent: Designated team is identified, all members meet necessary qualifications, and some members exceed the qualifications required to complete the project scope		4.0–4.9
	Good: Designated team is identified and meets the necessary qualifications to complete the project scope.		3.0–3.9
	Fair: Designated team is identified, but only select members are qualified to complete the project scope		2.0–2.9
	Poor: Designated team is not identified or is underqualified to complete the project scope		1.0–1.9
Criteria: Risk			
Adequacy and Description	Exceptional: Multiple considerations of risk are identified, and mitigation strategies are incorporated	Score	5.0
	Excellent: Multiple considerations of risk are identified, and a detailed understanding is provided without mitigation strategies		4.0–4.9
	Good: Risk is identified in the proposal, and applicant has a general understanding		3.0–3.9
	Fair: Risk is considered in the proposal, but comprehensive understanding of project risk is not developed		2.0–2.9
	Poor: Risk is not addressed in the proposal		1.0–1.9
Criteria: Innovation			
Adequacy and Description	Exceptional: Methods are creative and innovative with detailed information indicating exceedance of industry standards	Score	5.0
	Excellent: Methods are creative and innovative with detailed information that aligns with industry standards		4.0–4.9
	Good: Methods are clear and align with industry standards but do not propose an innovative approach		3.0–3.9
	Fair: Methods align with industry standards but are unclear and do not propose an innovative approach		2.0–2.9
	Poor: Methods are unclear and deviate from industry standards		1.0–1.9
Criteria: Response or Proposal Completeness			
Adequacy and Description	Exceptional: Proposal is complete, and detailed information indicates an ability to implement the proposal with efficiencies	Score	5.0
	Excellent: Proposal is complete and includes thorough details on implementation		4.0–4.9

	Good: Proposal is complete with all information necessary for implementation		3.0–3.9
	Fair: The main items of project scope are complete, but sufficient details are not provided		2.0–2.9
	Poor: The proposal is underdeveloped and incomplete		1.0–1.9

Table 2: Fen Invasive Species Mapping RFP proposal evaluation form

Scoring Evaluation Criteria	Companies and Criteria Scores or Scoring						Points Available	Weight
	Bolton & Menk	CK Wetlands	EOR	ISG	MNL			
1. Requirements and specifications addressed clearly and comprehensively	3.8	4.5	3.8	4.5	4.0	5	10%	
2. Proposed timeline is clear and realistic	5.0	5.0	3.8	5.0	5.0	5	10%	
3. Technologies and methodologies proposed are clear and suitable for the project	3.5	4.3	4.5	4.3	4.0	5	15%	
4. Budget is detailed and transparent (does not indicate hidden costs)	0.5	3.8	5.0	4.5	5.0	5	10%	
5. Qualification and past performance of other key personnel	3.3	1.8	4.5	3.3	4.0	5	15%	
6. Demonstrated project understanding, including project risks	4.0	4.3	4	3.8	4.5	5	15%	
7. Demonstration of thoughtfulness, creativity, innovation, and expertise in professional practice	3.5	4.8	2.3	4.0	4.5	5	10%	

Scoring Evaluation Criteria	Companies and Criteria Scores or Scoring						Points Available	Weight
	Bolton & Menk	CK Wetlands	EOR	ISG	MNL			
8. Proposal completeness	3.8	4.5	4.5	4.5	4.0	5	15%	
9. Proposed budget	\$85,562	\$49,645	\$23,600	\$37,250	\$25,200			
Total Score (Weighted)	3.45	4.01	4.11	4.17	4.33	5	100%	

MNL Submittal

MNL's submittal included a clear understanding of the critical nature of protecting fen wetland complexes through invasive species management. This understanding is reflected in the scoring evaluation of its proposal with MNL receiving between 4 (Excellent) and 5 (Exceptional) for all criteria (4.33 overall). The proposal included a multistep approach to best discern the existing conditions and locations of invasive species in the fen and use the data collected to provide an informed management approach.

MNL's approach includes the following:

- Mapping of invasive species using aerial imagery from a drone to identify unique communities of plants and assess abundance of invasive species
- Assessing the level of severity and potential for impacts to native communities for each area with invasive species identified
- Strategizing and prioritizing invasive species management for individual sites and specific patches of invasive species
- Providing a meaningful guidance document for future management of invasive species in the LMRWD fens

Budgetary Estimates

The cost proposal that MNL received includes a breakdown of tasks. Overall, Task 1-related activities (mapping and data collection) total \$19,200, and Task 2-related activities total \$6,000. The proposed project total is \$25,200. This proposal is the second lowest estimated cost presented.

Recommendations

Based on our review of the submittal, MNL provided a qualified bid that demonstrates an understanding of the critical importance of managing invasive species within the fen as a form of native species preservation. The total fee associated with MNL's submittal is \$25,200.

We recommend board approval of MNL as the firm to provide invasive species identification services and management recommendations for the Fen Invasive Species Mapping Project.

Attachments

- Attachment 1—Project Evaluation Form
- Attachment 2— Completed Proposal Evaluation Form
- Attachment 3—Proposals

**Fen Invasive Species Mapping RFP
Proposal Evaluation Form**

Submittal Number:	
Contractor Name:	
Review Panelist Name:	

Reviewed Evaluation Criteria	Review Code	Available Codes	Code Description
A. Estimate is within the available allocation		Y, N	Y - Requirements satisfied N - Requirements not satisfied

Scored Evaluation Criteria	Score (1.0 - 5.0)	Points (0 - 100)	Weight	Weighted Points
1. The requirements and specifications addressed clearly and comprehensively			10%	0.00
2. The proposed timeline is clear and realistic			10%	0.00
3. The technologies and methodologies proposed are clear and suitable for the project			15%	0.00
4. The budget is detailed and transparent (does not indicate hidden costs)			10%	0.00
5. Qualification and past performance of other key personnel			15%	0.00
6. Demonstrated project understanding, including project risks			15%	0.00
7. Demonstration of thoughtfulness, creativity, innovation, and expertise in professional practice			10%	0.00
8. Proposal completeness			15%	0.00
TOTALS			100%	0.00

<p>COMMENTS/QUESTIONS FOR PROPOSER:</p> 	<p>Scoring Legend</p> <p>5 - Exceptional 4 - Excellent 3 - Good 2 - Fair 1 - Poor</p> <p>Scores must be between 1.0 and 5.0 Decimals are OK if needed to differentiate proposals</p> <p>Possible total weighted points range from 0 to 100, while the total possible score is a maximum of 800 points.</p>
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Fen Invasive Species Mapping RFP
Proposal Evaluation Form

Submittal Number:	1
Contractor Name:	Bolton and Menk
Review Panelist Name:	Jenny Mocol-Johnson

Reviewed Evaluation Criteria	Review Code	Available Codes	Code Description
A. Estimate is within the available allocation	N	Y, N	Y - Requirements satisfied N - Requirements not satisfied

Scored Evaluation Criteria	Score (1.0 - 5.0)	Points (0 - 100)	Weight	Weighted Points
1. The requirements and specifications addressed clearly and comprehensively	3.8	3.75	10%	0.38
2. The proposed timeline is clear and realistic	5.0	5.00	10%	0.50
3. The technologies and methodologies proposed are clear and suitable for the project	3.5	3.50	15%	0.53
4. The budget is detailed and transparent (does not indicate hidden costs)	0.5	0.50	10%	0.05
5. Qualification and past performance of other key personnel	3.3	3.25	15%	0.49
6. Demonstrated project understanding, including project risks	4.0	4.00	15%	0.60
7. Demonstration of thoughtfulness, creativity, innovation, and expertise in professional practice	3.5	3.50	10%	0.35
8. Proposal completeness	3.8	3.75	15%	0.56
TOTALS			100%	3.45

COMMENTS/QUESTIONS FOR PROPOSER:

Total Proposed Fee \$85,562

B/M Currently implementing the fen contingency plan for the Greenway Trail Bridge Project, adjacent to Gun Club Lake South Fen.

Approach: Use both onsite meander surveys of invasive species and drone surveys to develop a composite invasive species map for each fen site. Drone surveys will be used to prevent damage of vegetation in sensitive areas. List will be developed and they will also note T&E Species.

Mapping will visually represent species, percent cover, and aerial cover.

All staff less than 5 years at B/M; and less than 5 years in career; 1 drone operator and 3 vegetation surveyors.

Scoring Legend

- 5 - Exceptional
- 4 - Excellent
- 3 - Good
- 2 - Fair
- 1 - Poor

Scores must be between 1.0 and 5.0
Decimals are OK if needed to differentiate proposals

Possible total weighted points range from 0 to 100, while the total possible score is a maximum of 800 points.

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Fen Invasive Species Mapping RFP
Proposal Evaluation Form

Submittal Number:	2
Contractor Name:	EOR
Review Panelist Name:	Jenny Mocol-Johnson

Reviewed Evaluation Criteria	Review Code	Available Codes	Code Description
A. Estimate is within the available allocation	Y	Y, N	Y - Requirements satisfied N - Requirements not satisfied

Scored Evaluation Criteria	Score (1.0 - 5.0)	Points (0 - 100)	Weight	Weighted Points
1. The requirements and specifications addressed clearly and comprehensively	3.8	3.75	10%	0.38
2. The proposed timeline is clear and realistic	3.8	3.80	10%	0.38
3. The technologies and methodologies proposed are clear and suitable for the project	4.5	4.50	15%	0.68
4. The budget is detailed and transparent (does not indicate hidden costs)	5.0	5.00	10%	0.50
5. Qualification and past performance of other key personnel	4.5	4.50	15%	0.68
6. Demonstrated project understanding, including project risks	4.0	4.00	15%	0.60
7. Demonstration of thoughtfulness, creativity, innovation, and expertise in professional practice	2.3	2.25	10%	0.23
8. Proposal completeness	4.5	4.50	15%	0.68
TOTALS			100%	4.11

COMMENTS/QUESTIONS FOR PROPOSER:

Total Proposed Fee \$23,600

Task 1 Project Coordination. Attend up to 2 virtual mtgs with Fen Tech Work Group. Discuss work plan, present results of mapping, solicit feedback on management strategies. Kickoff mtg prior to fieldwork and a debrief mtg to present results and proposed management activities.

Task 2 Mapping. Review data, coordinate with LMRWD, prep GIS data to aid in field data collection. EOR will map all fens using sub-meter GPS. Mapping will consist of individual species or polygons with percent cover estimates based on level of infestation and species specific characteristics. EOR will also record dominant native vegetation within invasive species polygons and in the vicinity of individuals, as well as incidental observations of listed rare plant species. Direct Experience in Area= Authorship of DNR's Savage Fen SNA Adaptive Management Plan in 2017. Task 2 Deliverables = GIS shapefiles, PDF maps. Delivery by late summer 2025.

Task 3 Invasive Species Management Plans. Deliverable include PDF report completed by end of 2025.

Staff 10-25 years experience.

Not clear in addition to 3 professionals listed if they intend to bring entry level technicians. Breakdown of expenses and costs not clear. Some additional notes listed appear not relevant for this project.

Scoring Legend

- 5 - Exceptional
- 4 - Excellent
- 3 - Good
- 2 - Fair
- 1 - Poor

Scores must be between 1.0 and 5.0

Decimals are OK if needed to differentiate proposals

Possible total weighted points range from 0 to 100, while the total possible score is a maximum of 800 points.

Fen Invasive Species Mapping RFP
Proposal Evaluation Form

Submittal Number:	4
Contractor Name:	CK Wetland Services, Inc.
Review Panelist Name:	Jenny Mocol-Johnson

Reviewed Evaluation Criteria	Review Code	Available Codes	Code Description
A. Estimate is within the available allocation	Y	Y, N	Y - Requirements satisfied N - Requirements not satisfied

Scored Evaluation Criteria	Score (1.0 - 5.0)	Points (0 - 100)	Weight	Weighted Points
1. The requirements and specifications addressed clearly and comprehensively	4.5	4.50	10%	0.45
2. The proposed timeline is clear and realistic	5.0	5.00	10%	0.50
3. The technologies and methodologies proposed are clear and suitable for the project	4.3	4.25	15%	0.64
4. The budget is detailed and transparent (does not indicate hidden costs)	3.8	3.75	10%	0.38
5. Qualification and past performance of other key personnel	1.8	1.75	15%	0.26
6. Demonstrated project understanding, including project risks	4.3	4.25	15%	0.64
7. Demonstration of thoughtfulness, creativity, innovation, and expertise in professional practice	4.8	4.75	10%	0.48
8. Proposal completeness	4.5	4.50	15%	0.68
TOTALS			100%	4.01

COMMENTS/QUESTIONS FOR PROPOSER:

Total Proposed Fee \$49,645.

Landbridge Ecological is subcontracting with CK Wetland Services to perform the invasive species mapping and monitoring efforts, combining the botanical expertise and field knowledge of Landbridge staff with CK Wetland Services.

Focus on pairing high-resolution GIS-based mapping with trained field personnel to generate data.

Phase 1- Project Mgmt and Coordination (deliverables meeting notes, project schedule, correspondence lot).

Phase 2- Base data prep, 10-15 year review of aerials, drone flights to scout site. Set up mobile data platform (*data loggers and field maps).

Phase 3- Mapping. Deploy 2-4 field crew per fen.

Phase 4- Mgmt Strategies- Strategy Doc.

Schedule for electronic deliverables is incorrect states June 2025 which mapping will not be completed until August.

Does not describe staff quals and past performance.

Expenses high for added project management tasks.

Scoring Legend

- 5 - Exceptional
- 4 - Excellent
- 3 - Good
- 2 - Fair
- 1 - Poor

Scores must be between 1.0 and 5.0

Decimals are OK if needed to differentiate proposals

Possible total weighted points range from 0 to 100, while the total possible score is a maximum of 800 points.

Fen Invasive Species Mapping RFP
Proposal Evaluation Form

Submittal Number:	3
Contractor Name:	ISG
Review Panelist Name:	Jenny Mocol-Johnson

Reviewed Evaluation Criteria	Review Code	Available Codes	Code Description
A. Estimate is within the available allocation	Y	Y, N	Y - Requirements satisfied N - Requirements not satisfied

Scored Evaluation Criteria	Score (1.0 - 5.0)	Points (0 - 100)	Weight	Weighted Points
1. The requirements and specifications addressed clearly and comprehensively	4.5	4.50	10%	0.45
2. The proposed timeline is clear and realistic	5.0	5.00	10%	0.50
3. The technologies and methodologies proposed are clear and suitable for the project	4.3	4.25	15%	0.64
4. The budget is detailed and transparent (does not indicate hidden costs)	4.5	4.50	10%	0.45
5. Qualification and past performance of other key personnel	3.3	3.25	15%	0.49
6. Demonstrated project understanding, including project risks	3.8	3.80	15%	0.57
7. Demonstration of thoughtfulness, creativity, innovation, and expertise in professional practice	4.0	4.00	10%	0.40
8. Proposal completeness	4.5	4.50	15%	0.68
TOTALS			100%	4.17

COMMENTS/QUESTIONS FOR PROPOSER:

Total Proposed Fee \$37,250

Task 1- Site visits conducted using submeter GPS unit to document invasive species at each location. While onsite T&E species encountered will be identified and their locations mapped. ISG will make observations related to severity of infestation. Data recordings and photos taken of the sites will be completed during the growing season. Task 1A site visit prep; Task 1B Site visit includes conducting site visits to gauge invasive species spread; Drone flights for aerial imagery; Vegetative meander surveys; Mapping of invasive and T&E; Photos.
Task 2- Development of comprehensive management strategies doc for each fen. Virtual attendance at two work group meetings.
Optional Community Engagement and Additional Site Visits offered.
Staff with varying educational backgrounds.
Drone useage was not fully explained.

Scoring Legend

- 5 - Exceptional
- 4 - Excellent
- 3 - Good
- 2 - Fair
- 1 - Poor

Scores must be between 1.0 and 5.0
 Decimals are OK if needed to differentiate proposals

Possible total weighted points range from 0 to 100, while the total possible score is a maximum of 800 points.

Fen Invasive Species Mapping RFP Proposal Evaluation Form

Submittal Number:	5
Contractor Name:	MNL
Review Panelist Name:	Jenny Mocol-Johnson

Reviewed Evaluation Criteria	Review Code	Available Codes	Code Description
A. Estimate is within the available allocation	Y	Y, N	Y - Requirements satisfied N - Requirements not satisfied

Scored Evaluation Criteria	Score (1.0 - 5.0)	Points (0 - 100)	Weight	Weighted Points
1. The requirements and specifications addressed clearly and comprehensively	4.0	4.00	10%	0.40
2. The proposed timeline is clear and realistic	5.0	5.00	10%	0.50
3. The technologies and methodologies proposed are clear and suitable for the project	4.0	4.00	15%	0.60
4. The budget is detailed and transparent (does not indicate hidden costs)	5.0	5.00	10%	0.50
5. Qualification and past performance of other key personnel	4.0	4.00	15%	0.60
6. Demonstrated project understanding, including project risks	4.5	4.50	15%	0.68
7. Demonstration of thoughtfulness, creativity, innovation, and expertise in professional practice	4.5	4.50	10%	0.45
8. Proposal completeness	4.0	4.00	15%	0.60
TOTALS			100%	4.33

COMMENTS/QUESTIONS FOR PROPOSER:

Total Proposed Fee \$25,200

In addition to project, teaming up with a POLLi, the developers of plant identification technology that uses drones and aerial imagery to analyze vegetation. After reviewing and analyzing the data from aerial imagery, MNL will verify the location and boundaries of the signatures and ensure accurate identification. This will not ID all, but will provide detailed mapping of the patches.

Task 2- Level of Severity Review.

No additional or added fees. Expenses for use of POLLi incorporated in costs.

Will also complete field verification.

Scoring Legend

- 5 - Exceptional
- 4 - Excellent
- 3 - Good
- 2 - Fair
- 1 - Poor

Scores must be between 1.0 and 5.0
Decimals are OK if needed to differentiate proposals

Possible total weighted points range from 0 to 100, while the total possible score is a maximum of 800 points.



Proposal: Fen Invasive Species Mapping Project

Prepared for: Lower
Minnesota River
Watershed District
(LMRWD)

MNL
8740 – 77th Street NE
Otsego, MN 55362
www.MNLcorp.com

POLLi
www.polligps.com

May 1, 2025

Linda Loomis, Administrator
Lower Minnesota River Watershed District



Subject: Fen Invasive Species Mapping Project

Dear Ms. Loomis:

Thank you for the opportunity to provide a proposal for the Fen Invasive Species Mapping Project to the Lower Minnesota River Watershed District (LMRWD). MNL staff have enjoyed working with you for previous projects and particularly look forward to working more on the calcareous fen communities within the LMRWD. Our approach to this project is outlined in the following proposal with a summary of our expected costs.

Led by Senior Restoration Ecologist Daniel Tix, the MNL team of professional ecologists has been growing since 2022. Dan is now supported by a dedicated team of seven ecologists and wetland specialists that are capable of completing detailed surveys and mapping. In addition, for this project, we are teaming with a POLLi, the developers of plant identification technology that uses drones and aerial imagery to analyze vegetation.

We greatly appreciate that you have reached out to us to help you with this project. MNL and POLLi staff feel that we have developed an approach that will best help you manage these unique natural areas in the long term. Our team is dedicated to making sure that this project is an important priority for this year and that our work benefits these resources.

Please reach out to me if you have any questions, we look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Tix". The signature is fluid and cursive, with a prominent loop at the end.

Daniel Tix, PhD, CERP
MNL Senior Restoration Ecologist
952.540.7848 / dan.tix@MNLcorp.com

Scope of Work

Project understanding and approach

The Lower Minnesota River Watershed District (LMWRD) manages several high-quality calcareous fen wetland complexes. Previous studies and assessments within these fen communities have identified populations of rare plants and species unique to this habitat. In addition, previous studies have identified important potential threats to the fens including invasive species within the communities and in adjacent areas. The LMWRD is requesting assistance from contractors to map the invasive species within and near the fens and provide recommendations for management strategies.

The MNL approach is a two-step process for mapping the invasive species. First, we are teaming with POLLi, the developers of technology to identify vegetation via aerial imagery using drones with high quality cameras. After reviewing and analyzing the data from aerial imagery, MNL ecologist will verify the location and boundaries of the signatures and ensure accurate identification. This method will not identify all species within each community or aerial signature pattern, but this will provide detailed mapping of the patches of invasive species.

Work Plan

The detailed work plan is divided into three separate tasks. First, invasive species will be mapped using aerial imagery from a drone to identify unique communities of plants and assessing each for abundance of invasive species. Second, each of the areas with invasive species will be assessed according to level of severity and potential for impacts to native plant communities. Third, management strategies will be summarized with priorities set to individual sites and specific patches of invasive species. The ultimate goal will be to provide a meaningful guidance document for future management of the invasive species in these fens.

Task 1: Invasive species mapping

MNL is proposing to complete the invasive species mapping using very high-quality imagery from aerial drones that fly low over each of the mapped fen areas. The imagery will be stitched together to create maps that can be analyzed for signatures of community types including the presence of particular species at high densities, which will likely be invasive species populations. From the aerial images, the unique signatures of each area will be carefully mapped and plotted into GPS units for on-site verification and ground-truthing. It is estimated that it is the best time to view.

Using the imagery and data from the drone surveys and desktop assessment, MNL ecologists will go to each of the fen communities to confirm the community type and plant species observed at each of the identified signatures. Within each signature, dominant species will be documented and abundance of invasive species will be estimated. It is anticipated that certain areas will have a high abundance of invasive species (greater than 80% cover) while other areas will likely have very low abundance of invasive species (less than 10% cover). The primary goal of the ground-truthing will be to distinguish among these areas in the field and ensure that the aerial mapped boundaries are accurately delineated.

Task 2: Level of Severity

Each of the areas with mapped invasive species will be assessed for severity based on field observations and additional analysis. Generally, areas with high density of invasive species will be assigned higher severity levels. Other factors that will be considered are proximity to high quality fen communities as well as which invasive species is present and the likelihood of further expansion. To determine severity, we will consider previous assessments, professional experience, and specific observations and data collected during mapping. In addition, previous data that include records of state-listed rare species locations, native plant communities, and hydrologic assessments may also be taken into account for developing the severity of these areas.

Task 3: Recommended Management Approach

A report summarizing the management approach will be developed using the mapping data and the level of severity for each unit. This document will include a series of maps showing the invasive species locations, abundance, and the assessed severity. In addition, the document will include a summary of priorities for management and strategies for management in the short term and long term. The strategies will be based on a scaled approach to management with specific goals and objectives for each fen community as well as for all of the fens within the LMRWD.

Deliverables and schedule

The following will be provided to the LMRWD in electronic format on this proposed schedule:

- **July 15:** Aerial photographs created by the drone.
- **August 15:** Invasive species mapping and community mapping data with the assessed severity levels.
- **August 30:** An electronic version of the draft Management Approach report in a Word document (editable).
- **September 30:** An electronic version of the final Management Approach report in a pdf format.

MNL understands that this schedule may be longer than requested by LMRWD and we will attempt to complete each task on a faster timeline. However, we feel that the benefits of the drone flight in late June outweigh the earlier submittal. In fact, a later summer flight may be more optimal for identifying certain species. The approach using a drone will provide an accurate and repeatable method of monitoring the invasive species at the fens and can be completed again in later years, for relatively low cost, to provide updated information on these species.

Assumptions and expectations from LMRWD

- The drone flight will be completed by the end of June. This date assumes approval of this proposal and contracting will be completed by May 15 and that the approval to fly the drones within these areas will be approved in a timely manner. These sites are located near airports and will need approvals that may take somewhat longer than expected. However, it is expected that this work will be approved, though the flights will have to remain low to the ground (which is better for high quality imagery).
- The site locations are based on the GIS data previously provided by LMRWD and based on the areas shown as "Mapped Fens" in the maps provided in the RFI in Appendix A.
 - This includes nine (9) unique polygons within five fen areas (shown as four "Fen

Locations” in Appendix A.

- Access permission to the sites will be provided by LMRWD for two separate site visits to each location: one for the drone mapping and one for the field data collection.
- MNL and POLLi will meet all requirements for aerial drone use at each of the locations including permits, if needed.
- LMRWD will provide comments on the review of the draft report within 2 weeks of receipt of the final report.
- LMRWD will provide MNL all previous assessments and reports completed for these fens.

Key Personnel

Dan Tix, PhD, CERP – Senior Restoration Ecologist

- Univ. of MN, Ph.D. in Plant Biology
- Grinnell College, BA in General Science (Biology); Environmental Studies Concentration
- School for Field Studies, Center for Wildlife Management Studies, Kenya
- 2022 Certified Ecological Restoration Practitioner (CERP): Society for Ecological Restoration

Dan is a restoration ecologist with over 25 years of experience in Minnesota. He prepares vegetation management plans, completes site assessments, and monitors vegetation establishment. Dan also completes botanical surveys, wetland delineations, plans for wetland mitigation, and will assist with permitting and environmental review. He has spent his career providing technical assistance for projects affecting wetlands, vegetation, and other natural resources and building respect with regulators and clients. Specifically, Dan has direct experience with each of the fens for this project and prepared the initial assessment documents for Seminary, Nicols, and Gun Club Lake South fens.

Greg Emerick – Founder, Lead Innovator at POLLi

- St. Cloud State University in Aviation

Greg Emerick is a technology innovator with over 14 years of experience applying remote sensing to real-world challenges in agriculture, conservation, and infrastructure. Greg has built a career at the intersection of aviation, environmental monitoring, and AI. He is the inventor of a U. S. patent that applies multispectral imaging and machine learning to improve perennial crop production through precision analytics. As the founder of POLLi, Greg leads the development of AI-powered tools that analyze drone and satellite imagery to support habitat restoration, invasive species control, and biodiversity monitoring.

Ashley Petel – Restoration Ecologist

- Univ. of MN, MPS in Horticulture and Ecological Restoration
- Univ. of MN, BDA in Architecture
- Professional GIS Certificate from Michigan State University

Ashley has a master’s degree with a focus on ecological restoration and has been involved in creating a restoration site assessment tool to quickly evaluate sites for restorability. At MNL she has completed five HMPs for MLT within her first year of work at MNL. She also has experience conducting plant surveys, producing restoration plans, and utilizing GIS and remote sensing technologies. Ashley has spent time in the field installing, maintaining, and monitoring restoration

projects including seeding and planting; invasive species control; prescribed burning; and seed collection. Ashley spent 7 years working at environmental nonprofits building and managing programs to support park and trail stewardship and youth outdoor engagement.

Cost Proposal

The project will be completed on a time and material basis with invoices submitted monthly or after completion of the project. Costs will not exceed the total budget provided in the summary table below.

	Task Description	Price
Task 1a	Drone Imagery and data collection for all sites	\$ 6,000
Task 1b	Seminary Fen field mapping (Ground-truthing drone imagery)	\$ 3,600
Task 1c	Savage Fen field mapping (Ground-truthing drone imagery)	\$ 3,600
Task 1d	Nicols Fen field mapping (Ground-truthing drone imagery)	\$ 2,800
Task 1c	Gun Club Lake Fen field mapping (Ground-truthing drone imagery)	\$ 3,200
Task 2 and 3	Level of Severity and Management Approach Report	\$ 6,000
Project Total		\$ 25,200
* Hourly rates for MNL staff are provided in the Fee Schedule below. Rates for POLLi staff are billed based on drone flight distances, standard fees, and image processing, a more detailed breakdown can be provided upon request		

MNL Background

Founded in 1998, MNL is a leading provider of comprehensive ecological restoration services and premium native seed/plants. Our four Minnesota operational facilities include our headquarters in Otsego, and seed production farms in Foley, Glyndon, and Lonsdale. MNL operates under six main divisions, including Professional Services, Construction Services, Vegetation Management Services, Grazing Services, Red Rock Fire, and MNL Seed & Plant Production. Between these divisions, we draw on decades of experience to solve the ecological challenges of our diverse base of clientele. Whether the goal of your project is water quality improvement, creating new wildlife habitat, soil stabilization, or improving your landscape's aesthetics, we have the capabilities to design, implement, and manage various ecological processes as part of your project.

With more than 130 dedicated professionals on our team, and through the completion of more than 1,000 ecological service projects each year, MNL is continually developing innovative solutions tailored for wetlands, prairies, streambanks, rain gardens and shorelines. Our hands-on expertise with site construction, installation services, and vegetation management best practices ensure successful restoration outcomes across an array of ecological systems. MNL clients encompass a full range of private and public sector organizations, including city and county governments, watershed and conservation districts, state agencies, environmentally conscious energy developers and private landowners. In addition to our work throughout Minnesota, MNL provides various products and services to clientele throughout the U.S.

POLLi Background

POLLi is purpose-built for vegetation monitoring and habitat management. It automatically identifies beneficial and invasive plant species, classifies land cover into actionable data layers, and generates treatment maps that guide targeted interventions. Each AI model is developed in collaboration with scientific partners, who ensure its accuracy and efficacy through expert-led validation. This makes POLLi a trusted solution for land stewards, utilities, and environmental professionals.

MNL Fee Schedule

2025 fee schedule

MNL's 2025 fee schedule, presented below, summarizes the billing rates for each of our staffing categories. Appropriate staff will be selected with consideration for both applicable experience and staff billing rates to maintain high-value services for our clients at reasonable costs.

Staff Description	Hourly Rate (US \$)
Lead Ecologists / Directors	\$200
Senior Ecologists / Project Managers	\$160
Field Leads / Technical Staff	\$130
Administrative Support	\$100

Notes:

1. Mileage will be billed at the IRS-allowable rate.
2. Reimbursable expenses including, but not limited to, the actual and reasonable costs of transportation, meals, lodging, parking, postage, and shipping will be billed at actual cost.
3. Payment for project materials and costs, such as equipment rental, shall be at cost plus 5%.
4. A 14% markup will be added to subcontracts for professional support and construction services, if any, to cover overhead and insurance surcharge expenses.
5. Materials and supplies charges and equipment rental charges will be billed in accordance with a standard rate schedule to be provided upon request.
6. Rates for litigation support services will include a 30% surcharge.

CK WETLAND SERVICES, INC.

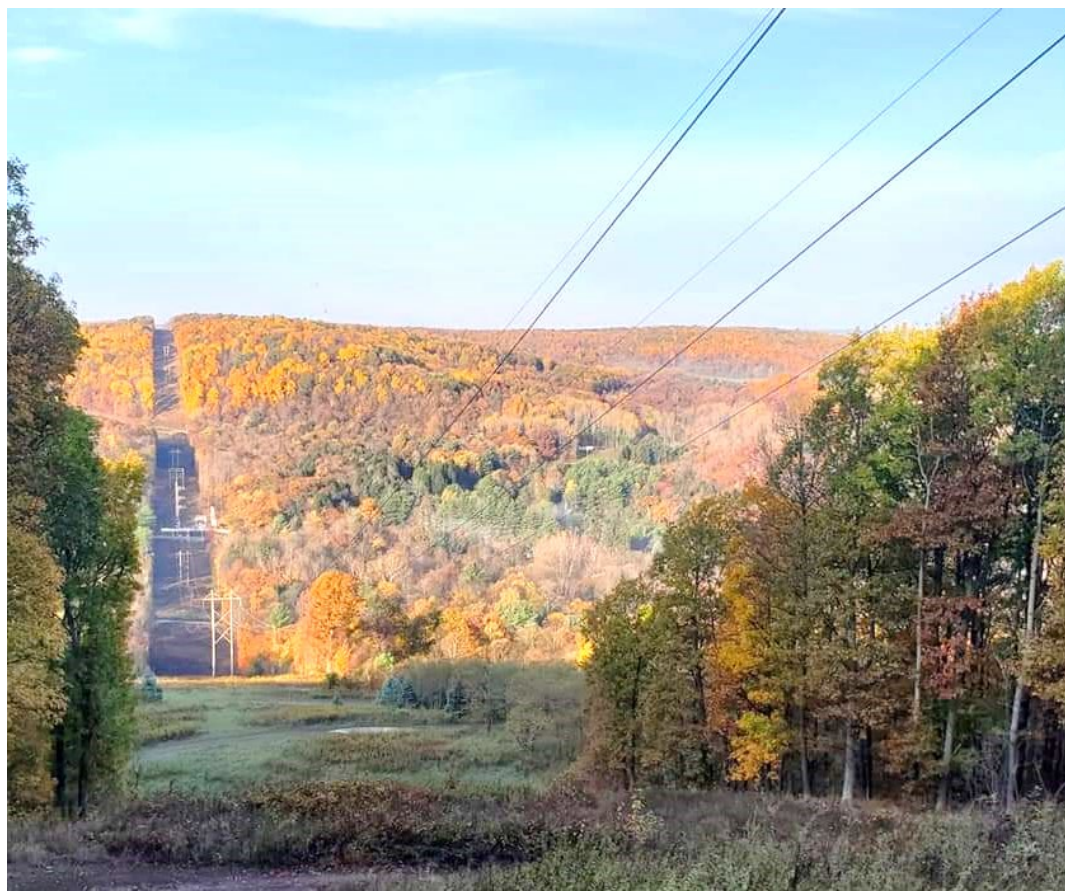


REQUEST FOR INFORMATION

FEN INVASIVE SPECIES MAPPING

*LOWER MINNESOTA RIVER
WATERSHED DISTRICT (LMRWD)*

MAY 2025



May 1, 2025

Linda Loomis
Administrator
Lower Minnesota River Watershed District
6677 Olson Memorial Highway
Golden Valley, MN 55427

Re: RFI – Lower Minnesota River Watershed District (LMRWD) Invasive Fen Mapping Project

Dear Linda Loomis,

CK Wetland Services, Inc. appreciates the opportunity to present the Lower Minnesota River Watershed District (LMRWD) with a request for information for Fen Invasive Mapping Project. CK Wetland Services has the necessary technical experience from a wide variety of environmental surveys & professional services. The following proposal details our understanding of your project, scope of services, and expectations. CK Wetland Services is prepared to complete work as requested. A general scope & schedule for these activities is provided later in our proposal. We have provided an outline which depicts an achievable schedule to complete the project and reporting.

All work through CK Wetland Services will be coordinated by the project lead, Curt Kleist. Mr. Kleist is a Professional Certified Wetland Delineator and a Professional Wetland Scientist. He has completed more than 300 projects on a wide variety of wetland projects throughout the US.

The following proposal highlights our understanding of the project, work plan, project approach, and deliverables that will meet the project deadlines.

Project Team

If awarded this SOQ it will be managed by Curt Kleist-Ecological Services Lead/Principal Consultant. Key members of the project team will also include Terry Serres-Field Coordinator, Tory Christensen-Senior Ecologist/PM, and as well as other technical support staff as needed.

Curt Kleist, PWS, CWD
Principal, CEO
CK Wetland Services, Inc.
5 W. Lake Street
Chisholm, MN 55719
(218) 290-8618

Terry Serres
Field Coordinator – Invasive Species Mapping
Senior Botanist, Landbridge Ecological, Inc.
670 Vandalia St, Saint Paul, MN 55114
(612) 503-4220

Tory Christensen
Senior Ecologist and Field Project Manager
Landbridge Ecological, Inc.
670 Vandalia St, Saint Paul, MN 55114
(612) 385-9105

Project Understanding & Approach

Calcareous fens within the Lower Minnesota River Watershed District (LMRWD) are irreplaceable wetland ecosystems sustained by calcareous groundwater discharge. These habitats, including Gun Club Lake North and South, Nicols Meadow, Seminary, and Savage Fens, are listed as "outstanding resource waters" and host unique vegetative communities vulnerable to invasive species. As emphasized in the Fen Stewardship Plans and the Dakota County Fen Assessment Summary (2019-2020), invasive species pose a significant risk to the structure, function, and biodiversity of these sensitive systems.

CK Wetland Services, led by Curt Kleist, PWS, CWD (MN Certified Wetland Delineator #1278), brings extensive experience in wetland delineation, botanical surveys, and ecological monitoring throughout Minnesota. Landbridge Ecological is subcontracting with CK Wetland Services to perform the invasive species mapping and monitoring efforts, combining the botanical expertise and field knowledge of Landbridge staff with CK Wetland Services' leadership in wetland assessment and delineation. This partnership ensures a strong and complementary team, blending technical mapping proficiency with hands-on experience in invasive species management and the most up-to-date and innovative control techniques. Our approach focuses on pairing high-resolution GIS-based mapping with trained field personnel to generate reliable, site-specific invasive species data. We will use this data to guide targeted and scalable management strategies tailored to each fen's condition and ecological priority. Collaboration with the LMRWD Technical Work Group and clear communication with stakeholders will anchor each phase of the work.

This project will be carried out in two major tasks: (1) invasive species mapping, and (2) development of site-specific management recommendations. This effort will include geospatial mapping, botanical surveys, classification of infestation severity, and creation of a scalable management strategy document with short- and long-term treatment options. Coordination with the LMRWD's Fen Technical Work Group will guide the final recommendations.

Work Plan

Phase 1: Project Management and Coordination

- Coordinate with LMRWD and Technical Work Group
- Participate in two virtual stakeholder meetings
- Establish agreement with LMRWD on definition of invasive species to be monitored
- Maintain internal QA/QC standards and scheduling

Deliverables: Meeting notes, project schedule, corresponding log

Phase 2 (Task 1): GIS Mapping and Base Data Preparation

- Compile existing data and prepare site maps
- Off-site scouting: study aerial imagery from last 10–15 years in order to identify likely locations of invasive species; combine with drone flights to scout the sites in advance of the field mapping. These methods will reduce footprint on sites and improve data accuracy.
- Finalize data collection methods for all sites that includes biased methods where suspected invasions have been identified by advance off-site scouting and proximity to conduits for introductions (e.g., roads and streams) and unbiased methods (meanders or transects) to capture emerging invasions not identified by scouting and to help characterize the overall quality of the site; agree on criteria and metric for quantifying severity of invasions
- Set up mobile data collection platforms (Data Logger/Field Maps)
- Develop a digital geodatabase structure aligned with LMRWD standards

Deliverables: Field-ready maps (including locations of suspected invasions), GIS data layers (.shp and PDF formats) for all five fens, data collection protocols, data dictionary for field collectors

Phase 3 (Task 1): Field Based Invasive Species Mapping

- Deploy 2–4-person field team to each fen, depending on site, led by Senior Botanist and Field Coordinator
- Perform both biased and unbiased surveys to identify and map invasive species populations, following our established protocols and using data loggers and high-precision GIS units
- Characterize the mapped invasions: species (common and Latin names), estimated abundance, density and distribution, and phenological status
- Map and record fen indicator species as well as any rare or threatened species per DNR guidance
- We recommend two mapping visits during the field season in order to account for variable phenology of invasive species and the native plant community

Deliverables (per fen): Meeting notes, project schedule, corresponding log

- GIS shapefiles of invasive species populations, cross-referenced to data characterizing each population
- PDF field datasheets
- Summary table of site-specific observations of invasions

Phase 4 (Task 2): Development of Management Strategy Document

- Assess severity and scale of infestations based on mapping data and survey data
- Study and identify likely origins of invasions to inform management strategies
- Recommend 3–5 site-specific short- and long-term control strategies, scaled by severity
- Strategies could include mechanical, chemical, and biological approaches; as well as ecological approaches (such as prescribed fire, restorative seeding, addressing soil fertility) to improve the resilience of the native habitat
- Solicit feedback from Technical Work Group and incorporate stakeholder input before finalizing report

Deliverables (per fen): Meeting notes, project schedule, corresponding log

- Comprehensive PDF management strategy report with integrated maps, severity rankings, and treatment options and prioritization
- Summary matrix of invasive species and recommended treatments per site

Schedule

If awarded this project, CK Wetland Services can schedule the work to commence immediately upon receipt of the executed contract and an authorized “Notice to Proceed”, and access to the project site. We have outlined an example schedule for critical milestones and anticipated dates.

TASK	DATES
Project Setup & Base Data Prep	June 2025 (Early Summer)
Field Invasive Species Mapping 1	June 2025 (Early Summer)
Field Invasive Species Mapping 2	Mid-Summer (Late July-Early August)
Management Preparation, Compilation, & Deliverables	August 2025 (Late Summer)
Final Deliverables	August 31 st 2025
Final Electronic Files Delivered	Early - Mid June, 2025

Professional Standard and Quality Management

CK Wetland Services shall perform the Services with a standard expected by professional consultants and with recognized professional standards applicable in the industry, and in accordance with all applicable laws, regulations, standards, and codes. All deliverables will undergo a detailed technical review by our senior ecologists and engineers as appropriate, including a thorough check of any statistical analyses performed. Reviewed documents will be returned to the preparer for revisions, revisions will be completed, and senior staff will perform a final review the revised document prior to submission.



CK Wetland Services strives for excellence in the services we provide and the results we produce for all our clients. We are committed to meeting client expectations, complying with legal requirements, and delivering superior solutions. CK Wetland Services assures the quality of our work through the implementation of a formal Quality Management Program, which is based on the substantive elements of ISO 9001 and other prominent regulatory and industry guidance. CK Wetland Service's business has a written Quality Management Plan describing its quality program. Our management team is committed to quality, and provides the necessary freedom to implement an effective program without undue bias or pressure.

Communication

CK Wetland Services utilizes consistency yet flexibility in communications with our clients. Consistency will be achieved by limiting the group of professionals who will communicate with the Client Project Manager. After kickoff, flexibility will prevail throughout the duration of the project. This allows the technical project leader to communicate directly with the Client assigned technical staff. This direct communication of technical experts promotes a mutual understanding of project objectives and facilitates successful completion of the project.

Curt Kleist will represent CK Wetland Services as the project manager for each Project. We are prepared to assign resources to the Project immediately and will ensure responsiveness to requests, continuity in Project management, and timely and effective work completion. My telephone number is (218) 290-8618, or I may be reached by email at Curt.Kleist@CKWetlands.com. We look forward to working with you. CK Wetland Services strives for excellence in the services we provide and the results we produce for all our clients. We are committed to meeting client expectations, complying with legal requirements, and delivering superior solutions.

CONCLUDING STATEMENT

Thank you for the opportunity to provide this request for information package. CK Wetland Services is prepared to begin our work immediately upon contact authorization. CK Wetland Services has an experienced project team that can meet the goals of this project and incorporate our skills into your individual project-related needs. Project staff qualifications can be are provided. We appreciate your consideration and look forward to the opportunity to work with the Lower Minnesota River Watershed District.

Sincerely,



Curtis P. Kleist, PWS, CWD #1278
Principal, CEO

CK Wetland Services, Inc.
5 W. Lake Street
Chisholm, MN 55719
E-mail: Curt.Kleist@CKWetlands.com
Phone: (218) 290-8618



Invasive Fen Mapping & Management

Time/Cost Estimate

Proposal Number: 251035

5/1/2025

DESCRIPTION	Labor				Expenses					TOTAL	
	\$130.00	\$115.00	\$95.00		\$59.00 per day	\$110.00 per night	\$0.700 per mile				
	Project Manager	GIS Analyst	Technical Writer	LABOR HRS	LABOR COST	Per Diem	Lodging	Mileage	GPS	Expense Total	GRAND TOTAL
Phase 1: Project Management & Coordination											
Project setup and kickoff meeting	24		4	28	\$ 3,500.00					\$ -	\$ 3,500.00
Coordination with LMRWD Technical Work Group	12		4	16	\$ 1,940.00					\$ -	\$ 1,940.00
Mid-project update meeting	2		4	6	\$ 640.00					\$ -	\$ 640.00
Final delivery coordination and QA/QC	10		6	16	\$ 1,870.00					\$ -	\$ 1,870.00
Phase 2: GIS Mapping & Data Management											
Base map compilation and site boundary setup		8	4	12	\$ 1,300.00					\$ -	\$ 1,300.00
Off-site scouting: aerial imagery and/or drone flights		2	20	22	\$ 2,130.00					\$ -	\$ 2,130.00
Establishment of field collection methods		10	10	20	\$ 2,100.00					\$ -	\$ 2,100.00
Data collection setup		12	5	17	\$ 1,855.00					\$ -	\$ 1,855.00
Data integration and post-processing		24	5	29	\$ 3,235.00					\$ -	\$ 3,235.00
Phase 3: Field-Based Invasive Species Mapping											
Quarry Island (Gun Club Lake North), visit 1			10	10	\$ 950.00			100	50	\$ 120.00	\$ 1,070.00
Fort Snelling (Gun Club Lake South), visit 1			22	22	\$ 2,090.00			100	50	\$ 120.00	\$ 2,210.00
Nicols Meadow, visit 1			22	22	\$ 2,090.00			100	50	\$ 120.00	\$ 2,210.00
Seminary Fen, visit 1			40	40	\$ 3,800.00			100	50	\$ 120.00	\$ 3,920.00
Savage Fen, visit 1			40	40	\$ 3,800.00			100	50	\$ 120.00	\$ 3,920.00
Quarry Island (Gun Club Lake North), visit 2			8	8	\$ 760.00			100	50	\$ 120.00	\$ 880.00
Fort Snelling (Gun Club Lake South), visit 2			16	16	\$ 1,520.00			100	50	\$ 120.00	\$ 1,640.00
Nicols Meadow, visit 2			16	16	\$ 1,520.00			100	50	\$ 120.00	\$ 1,640.00
Seminary Fen, visit 2			32	32	\$ 3,040.00			100	50	\$ 120.00	\$ 3,160.00
Savage Fen, visit 2			32	32	\$ 3,040.00			100	50	\$ 120.00	\$ 3,160.00
Phase 4: Management Strategy Report											
Data analysis and severity ranking			5	5	\$ 475.00					\$ -	\$ 475.00
Research and draft management strategies by fen			20	20	\$ 1,900.00					\$ -	\$ 1,900.00
Stakeholder review integration			6	6	\$ 570.00					\$ -	\$ 570.00
Preparation of final report & packaging of deliverables	4		40	44	\$ 4,320.00					\$ -	\$ 4,320.00
Labor Hours:	52	56	371	479							
Labor Cost:	\$ 6,760.00	\$ 6,440.00	\$ 35,245.00		\$ 48,445.00	\$ -	\$ -	\$ 700.00	\$ 500.00	\$ 1,200.00	\$ 49,645.00

Invasive Fen Mapping

May 1, 2025

Linda Loomis

LMRWD Administrator

Lower Minnesota River
Watershed District
112 East 5th Street #102
Chaska, MN 55318

805.709.5353
admin@lowermnriverwd.org

RE: **Response to RFI for
LMRWD Fen Invasive Species Mapping Project
Minnesota**

ISG

Linda,

As the Lower Minnesota River Watershed District (LMRWD) looks to gain a better understanding of the existing vegetation communities in the calcareous fens within their jurisdiction, ISG stands eager and ready to assist. Backed by our in-house, multi-disciplinary professionals, vast industry experience, and a sound project understanding, ISG proposes to provide the following scope of services to meet your project needs.

Project Understanding + Approach

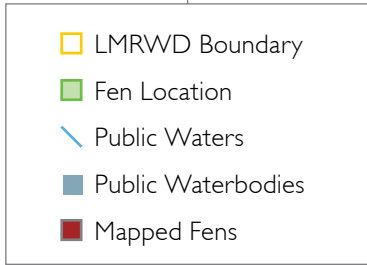
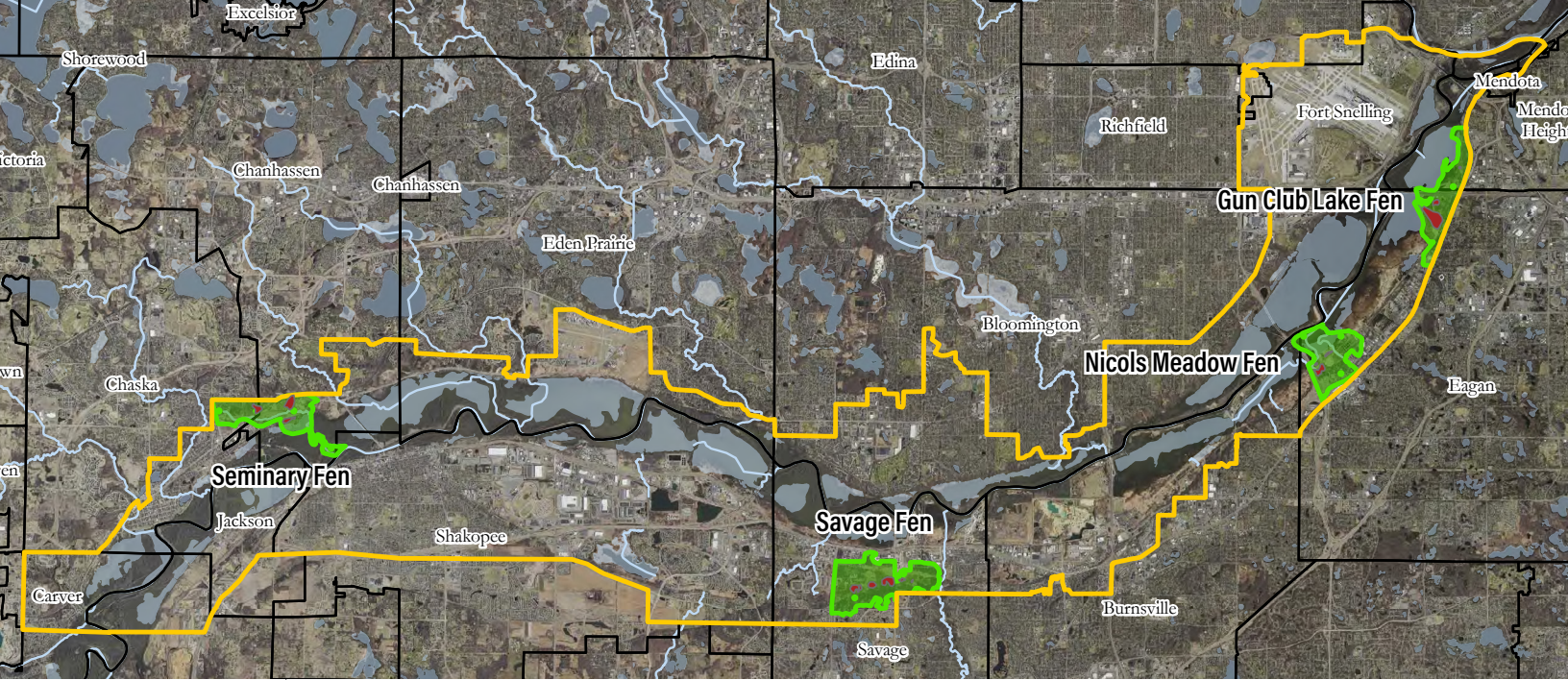
ISG understands the LMRWD is looking to document the health of the calcareous fen plant communities by identifying invasive species present and developing long-term management strategies to implement within the fen areas. The four fens include Seminary Fen, Savage Fen, Nicols Meadow Fen, and Gun Club Lake Fen.

Project Work Plan

Task 1: Invasive Species Mapping

As stated in the request for information (RFI), the identification and mapping of invasive species is a necessary first step in understanding existing conditions of the fens and determining strategies to improve their overall health and function.

This task involves surveying and mapping the extent of invasive species present within each identified fen. ISG's team of environmental scientists and ecologists will conduct site visits, using a sub-meter GPS unit to document invasive species at each location. While onsite, any threatened and endangered (T+E) species encountered will be identified and their locations mapped. ISG will make observations related to the invasive species infestation severity. All data recordings and photographs taken of the sites will be completed during the growing season and will be compiled into a final deliverable format for each fen. This task is broken down on the following page.



Task 1A: Site Visit Preparations

- Obtain and review previous reports
- Select sampling methods to collect necessary data
- Gather appropriate equipment and technology

Task 1B: Site Visit

- Conduct site visits to gauge invasive species spread
- Drone flights to collect aerial imagery
- Vegetative meander surveys within each fen
- Mapping of invasive and T+E species within each fen
- Photographs of the project site

Task 1C: Reporting

- Incorporate and analyze vegetation data
- Creating maps of each fen
- Aggregating site photos and aerial imagery
- Drafting the report and supporting documentation

Deliverables

- Memorandum in PDF format with maps and supporting documentation along with a narrative describing survey methodology and results for each fen
- GIS shapefiles (.shp) of data collected during field surveys



Task 2: Determine Site-Specific Management Strategies

Following completion of Task 1, ISG will develop a separate comprehensive management strategies document for each fen to guide future vegetation maintenance and management efforts. During document development, we will work with the Fen Technical Work Group through attendance at two (2) virtual meetings, at which we will provide invasive species mapping results and solicit feedback to be incorporated into the Task 2 deliverable.

Task 2A: Document Development

- Compile data collected during Task 1 to inform adaptive management recommendations specifically tailored to each fen

Task 2B: Meetings

- Virtual attendance at two (2) meetings with the Fen Technical Work Group

Deliverable

- Comprehensive Management Strategies report in PDF format for each fen

Schedule

Schedule	2025			
	J	J	A	S
Task 1: Invasive Species Mapping				
Task 1A: Site Visit Preparations	●			
Task 1B: Site Visit	●	●	●	
Task 1C: Reporting			●	●
Task 2. Determine Site-Specific Management Strategies				
Task 2A: Document Development				●
Task 2B: Meetings			●	●



Compensation

ISG proposes to complete the work outlined in this proposal in accordance to the following schedule. Anticipated reimbursable expenses such as travel time, mileage expenses, and printing costs are included.

Phase	Cost
Task 1: Invasive Species Mapping	
Task 1A: Site Visit Preparation	\$2,500
Task 1B: Site Visit	
Seminary Fen	\$3,500
Savage Fen	\$4,000
Nicols Meadow Fen	\$2,750
Gun Club Lake Fen	\$3,250
Task 1C: Reporting	\$12,250
Task 2. Determine Site-Specific Management Strategies	
Task 2A: Document Development	\$6,500
Task 2B: Meetings	\$2,500
Total	\$37,250



Applicable Contract

The General Terms and Conditions applicable to this Proposal are available at the link below and are hereby accepted and incorporated herein by reference. Upon acceptance of this Proposal, the parties can proceed with the project based on this signed Proposal, per its General Terms and Conditions, or for more complex projects, ISG, at its discretion, will prepare and require the use of an AIA or EJCDC Contract that will govern the project. ISG's compensation does not include sales or use taxes.

Additional information can be found in our General Terms and Conditions.

bit.ly/termsconditions_isg



Acknowledgment of Acceptance

This proposal is valid for 30 days.

Accepted this _____ day

of _____, 2025.

Company: _____
Print

Name: _____
Print

Title: _____
Print

Signature: _____

Attachments

- Firm Overview
- Team
- Experience
- Hourly Rates

Additional Services

Community Engagement + Public Input (Optional)

ISG's in-house marketing team is prepared to develop a customized community engagement strategy, allowing stakeholders to connect to the project and provide valuable public input to guide project goals. By engaging with community groups during the process, ISG can help you seek community support and gather necessary input to build awareness of the wetland management strategies.

Additional Site Visits

ISG can conduct two (2) site visits per fen to gain a more comprehensive picture of the vegetation species present. Many species, particularly T+E species, are only identifiable during short durations of the growing season, making identification efforts time sensitive. A site visit in June would allow for the identification of certain early season species, whether invasive or T+E. A second site visit in August would allow for the identification of certain late season species. Should a second round of site visits be desired, ISG can provide a separate cost estimate for that additional service.

ISG's goal for this proposal, like its services, is to be flexible with accommodating the requirements of this project. Upon request, ISG is able to provide a subsequent proposal to assist with any additional professional services that may be necessary to facilitate this project as it moves forward.

ISG appreciates the opportunity to provide a solution tailored to the needs of the Lower Minnesota River Watershed District. Upon acceptance of this proposal, please sign the acknowledgment box and return a copy of the proposal to our office. We look forward to providing you with responsive service, a collaborative approach, and timely delivery.

Sincerely,

Nick McCabe

Senior Environmental Scientist

Attachment: Firm Overview

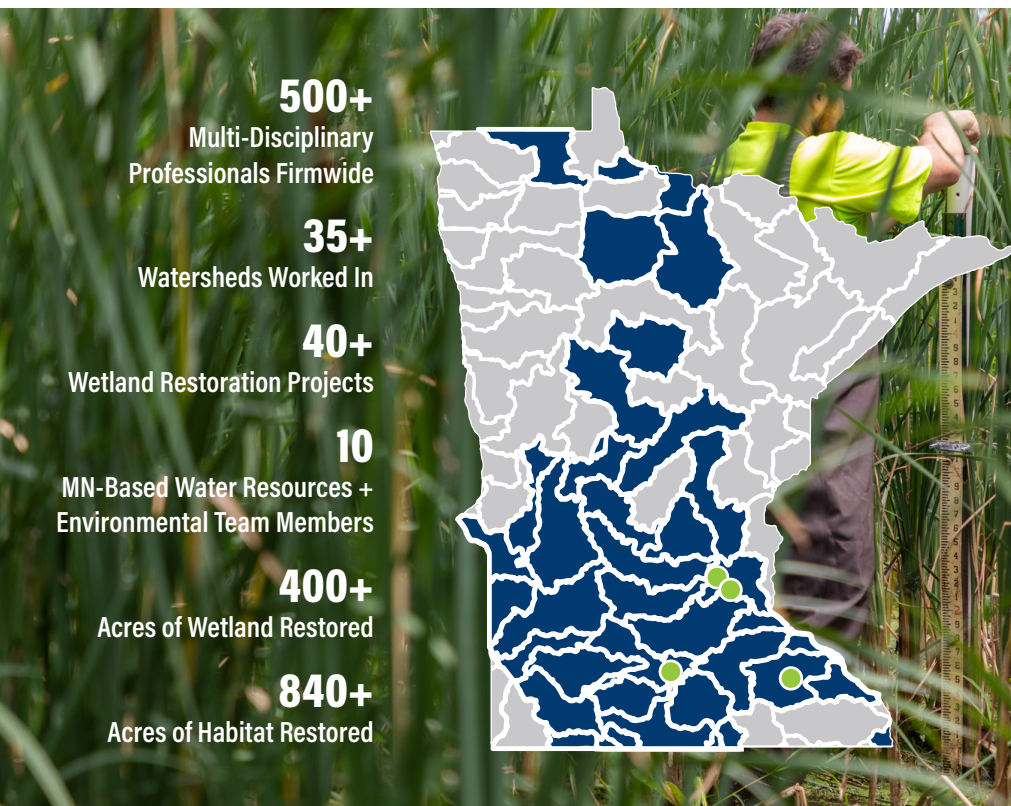
MAKING A DIFFERENCE

ISG is one of the leading water resources management firms in the state, breaking ground with projects throughout the Midwest. This is made possible by our full range of multi-disciplinary expertise, boots-on-the-ground experience, and innovative technologies, providing a holistic approach to balancing water quality and development goals, and allowing us to deliver better decisions, faster for our clients.

ISG has a rich history, that extends over 50 years, of building trusting relationships with clients, stakeholders, and the community. As a multi-disciplinary firm that is 100% owned by employees, ISG serves numerous business units and fosters strong collaboration between all disciplines, providing clients a diverse knowledge base, high level of creativity, and broad perspective. ISG's business philosophy is centered around building relationships and constantly adding value through new and creative technologies, professionals, and ideas. ISG's flexibility makes it possible; our focus and innovative solutions make it happen.

Related Services

- Assessments + Permitting
- Biological Community Assessment
- Best Management Practice Prioritization, Planning, and Implementation
- Calcareous Fen Management
- Comprehensive Planning
- Conveyance
- Floodplain Reconnection
- Geospatial Data Collection
- Geographic Information Systems Mapping, Surveying, and Modeling
- Green Stormwater Infrastructure
- Habitat + Recreation Enhancements
- Hydrologic Modeling
- Landscape Architecture
- Monitoring
- Natural Channel, Oxbow, and Shoreline Restoration
- National Environmental Policy Act Evaluations
- Reinforced Concrete Vault Underground
- Storm Drainage System
- Stormwater Design
- Stream + Lake Restoration
- Streambank Stabilization
- Tree Inventories
- Underground Detention
- Water Quality Monitoring + Data Analysis
- Wetland Banking, Delineation, and Mitigation
- Wetland Restoration + Enhancements



● ISG Minnesota Offices ● Minnesota Watersheds ISG has Completed Work In

Attachment: Team



Nick McCabe
Senior Environmental Scientist
Role: Project Manager

Nick's current duties as senior environmental scientist include staff management, project management and scheduling, and client and agency coordination. He has over 17 years of experience managing projects of all scopes and sizes, though his specific expertise lies in navigating wetland and water resource-related projects. He has completed 11 wetland banking projects, from scoping through monitoring, and has direct experience with 16 additional wetland restoration projects for purposes such as habitat enhancement, nutrient reduction, and storage.

Nick has the expertise to assist staff with field surveys. He has identified vascular plants to the level of species through many seasons of wetland delineation and monitoring projects. Nick has vast experience identifying native tree seedlings, grasses, sedges, and forbs, as well as non-native and invasive species. He has identified species in both vegetative and non-vegetative states from the beginning of the plant growth and flowering season to winter tree and shrub identification.

Education + Training

Bachelor of Science in Earth Science
Minnesota State University, Minnesota

Certified Minnesota Wetland Professional #1218

University of Minnesota Erosion and
Stormwater Management - Certified Site Manager



William Stencel
Ecologist
Role: Lead Field Surveyor

Will works across ISG's 12 business units, designing habitat management plans, custom seed mixes, and native landscapes, as well as completing wetland delineations and tree and vegetation surveys. He has executed vegetation surveys for wetland banks and developed seed mixes. Will has surveyed for state listed and federally listed species such as Western Prairie Fringed Orchid (*Platanthera praeclara*), Snow Trillium (*Trillium nivale*), Small White Lady's-slipper (*Cypripedium candidum*), and Lance-leaved Violet (*Viola lanceolata*). Sustainability and resiliency are at the forefront of his designs, using native plants aligned to their environments to boost the health of ecosystems.

Will is a Department of Natural Resources certified listed species surveyor for the Prairie Parkland and Tall Grass Aspen Parkland Provinces. With three years of restoration experience and 14 months of focused ecology work, Will has focused knowledge and dedication to environmental stewardship.

Education + Training

Bachelor of Science in Business Management
University of Wisconsin

Associate Degree in Horticulture
Central Lakes College

Minnesota Wetland Professional In-Training #5566

Project Experience

Covia (Unimin) South Mine Le Sueur County, MN	C.R. Farms Wetland Bank Le Sueur County, MN
Benz Wetland Bank Faribault County, MN	Jewison Wetland Bank Waseca County, MN
Drummer Wetland Bank Blue Earth County, MN	Guentzel Wetland Bank Blue Earth County, MN
Ruby Wetland Bank Jackson County, MN	Rice Lake Wetland Bank Le Sueur County, MN

Project Experience

Benz Wetland Bank Faribault County, MN	Minnesota Land Trust Habitat Management Plan Kettle River Township, MN
Drummer Wetland Bank Blue Earth County, MN	Tift Nature Preserve Wetland Restoration Buffalo, NY
Guentzel Wetland Bank Blue Earth County, MN	Jewison Wetland Bank Waseca County, MN
Rice Lake Wetland Bank Le Sueur County, MN	



Jeremy Groskreutz

Environmental Scientist

Role: Field Survey + Report Support

As an environmental scientist with ISG, Jeremy applies his knowledge and talents across the firm's 12 business units with a special focus on wetland projects. His services and skills include on- and off-site wetland delineations, monitoring, permitting, functional assessments, mitigation, and banking.

As a certified Geographic Information Systems (GIS) professional, Jeremy assists with mapping and analysis, environmental site assessments, feedlot permitting, and tree surveys. Committed to adding value to the water resources team and each of ISG's clients, Jeremy completed the Minnesota Watershed Specialist Training program, which has deepened his understanding of watershed management. His combined GIS proficiency and watershed management expertise enable him to craft tailored solutions that address both immediate environmental needs and long-term sustainability goals.

Education + Training

Associate Degree in Agribusiness, Agronomy Emphasis,
and Civil Engineering Technology
South Central College

Project Experience

Benz Wetland Bank <i>Faribault County, MN</i>	C.R. Farms, LLC Wetland Restoration Monitoring <i>Le Sueur County, MN</i>
Drummer Wetland Bank <i>Blue Earth County, MN</i>	New Ulm High School Wetland Monitoring <i>New Ulm, MN</i>
Jewison Wetland Bank <i>Waseca County, MN</i>	



Kelly Herfendal

Environmental Scientist

Role: Field Survey + Report Support

Kelly brings a practical and data-driven perspective, with a long-standing interest in nature and passion for environmental conservation. She has worked with the Minnesota Department of Agriculture as a forest pest surveyor and the Minnesota Pollution Control Agency as a Minnesota GreenCorps member. She is a Minnesota Certified Surveyor of Aquatic Plants in Lakes and has experience identifying and monitoring for aquatic invasive species.

Kelly's expertise includes tree inventories, emerald ash borer management planning, implementing Adopt-A-Park programs, aquatic and terrestrial plant surveys, and developing habitat management plans. She assisted in monitoring federally threatened species, the western prairie fringed orchid. Kelly is well versed in translating environmental GIS data into solutions for clients. Kelly identifies sustainable and affordable solutions that clients can feel confident about.

Education + Training

Bachelor of Science in Environmental Science
Wisconsin Lutheran College

Minnesota Wetland Professional In-Training #5542

Licensed Minnesota Tree Inspector #20105258

Project Experience

Guentzel Wetland Bank <i>Blue Earth County, MN</i>	Mekinock Bank Site <i>Mekinock, ND</i>
Drummer Wetland Bank <i>Blue Earth County, MN</i>	Lake Washington Hydrology Analysis <i>Madison Lake, MN</i>
Tiffet Nature Preserve Wetland Restoration <i>Buffalo, NY</i>	Minnesota Land Trust Habitat Management Plan <i>Kettle River Township, MN</i>

Attachment: Experience



COVIA (UNIMIN CORPORATION) SOUTH MINE

Le Sueur County, MN

A longtime partner of ISG, Covia (previously Unimin Corporation) was looking to expand their mining operation in Le Sueur County, Minnesota. To ensure that the expansion complied with all environmental regulations, ISG assisted Covia in developing a Scoping Environmental Assessment Worksheet, Scoping Decision Document, Environmental Impact Statement, and Wetland Mitigation permitting for the new site.

Stakeholder Engagement

ISG interacted with stakeholders and the public early and often throughout the process due to the sensitive public interest in mining projects and unique natural resources in proximity to the site. ISG attended public hearings, offered comment periods, attended and hosted open houses, and developed press releases.

ISG provided permitting and technical assistance needed to successfully obtain regulatory approval for this mining plan and continues to provide monitoring services at the site. Due to the site location and the resources present, there were numerous permitting requirements associated with the project, including:

- Wetland Conservation Act Permit for 22+ acres of wetland impacts
 - Project-specific mitigation via restoration of a 40+ acre drained and ditched wetland basin identified within the same major watershed
 - **Exceptional Natural Resource Value (ENRV) credits for hydrologic and vegetative restoration and preservation of Rare Natural Communities, including calcareous fen, seepage meadow, oak woodland, and floodplain forest Native Plant Communities listed as Sites of Biodiversity Significance in the Minnesota County Biological Survey database**
- DNR Calcareous Fen Management Plan (CFMP), including a Calcareous Fen Hydrology Management System
- DNR Public Water Work (PWW) Permit for a 27+ acre Public Water Wetland Basin
 - Project-specific mitigation via restoration of a 40+ acre drained/ditched wetland basin identified within the same major watershed
 - Project-specific mitigation via mine reclamation/creation of a 38+ acre wetland on site
 - Non-credit generating land donation of 73+ acres adjacent to the Cordova Wildlife Management Area (WMA) south of Le Center in Le Sueur County containing a portion of a drained PWW, Schmidt Slough (PWI #40-075W). The land donation allowed the DNR and other conservation organizations to complete a habitat restoration project, including hydrology and vegetation restoration, on the drained PWW while adding a significant amount of land to the Cordova WMA
- DNR Water Appropriation Permit Amendment
- DNR Threatened and Endangered Species Taking Permitting
- County Conditional Use Permit



The Ruby Wetland Bank in Jackson County underwent a significant restoration to approximately 42 acres of effectively drained agricultural land into three productive and sustainable wetland basins. ISG provided comprehensive land surveying initiatives, including boundary survey, topographic survey, construction staking, as-built surveys and verification, and easement description preparation.

Restoration Through Effective Collaboration

Following the surveying phase, ISG's water solutions professionals used collected data and boundary maps to lead restoration efforts that included 42 acres of wetland restoration and 33 acres of native upland buffer. Wetland hydrology was provided by altering the existing tile drainage system on the proposed wetland bank site and day-lighting it into the basins. The downstream outlet was maintained, so the wetland effectively serves as storage for the public tile system. As this was a County tile system, ISG worked closely with County staff to ensure that upstream and downstream drainage was not negatively impacted. ISG then guided the landowner through the wetland bank permitting process, and walked the contractor through the construction process to ensure the project was constructed as designed.

Monitoring

ISG provided monitoring services following construction of the wetland restorations. The monitoring efforts and associated vegetation maintenance recommendations resulted in a successful native plant community establishment to gain the certificate of completion and ensure maximum credit deposit amounts.



The Drummer Wetland Bank was originally a shallow lake, tiled in the early 1900s, and restored to a 30-acre, 8-foot deep wetland with a contiguous 30-acre native prairie upland buffer. The hydrology to the wetland basin was restored by filling the ditch, removing 800 linear feet of existing tile line, building a berm, and constructing an outlet structure on the east side of the basin. As a result, the restored wetland basin functions as a Type 5 open water wetland with a transitional fringe. The vegetation in the wetland bank was restored by seeding the wetland, transition zone, and native prairie upland and planting a mosaic of emergent and submergent aquatic plants in the open water areas. Engineering, surveying, and environmental permitting services were provided, as well as vegetation and hydrology monitoring services during the five-year period following construction.



BENZ WETLAND BANK

Faribault County, MN



A private landowner discovered in historical records that his property used to contain Badger Lake, which was drained to accommodate crop production. The site was drained by a public tile mainline (County Ditch No. 514) and substantial pattern tiling. Seeking to restore the wetland, the landowner reached out to ISG for design and consulting services.

To best restore the wetland, ISG imitated the historical hydrology regime of a shallow lake. Now fully restored, the basin maintains an ecologically suitable deep marsh wetland basin that is over 90 acres in size. The restored wetland provides critical storage capacity within the public drainage system and improves water quality within the watershed by filtering pollutants such as phosphorus and nitrogen and trapping sediments.

Additionally, this multi-disciplinary effort between ISG's environmental scientists, water resource engineers, and land surveyors restored a 60+ acre native prairie upland buffer surrounding the basin, reintroducing critical habitat for migratory waterfowl back into the watershed. The native emergent vegetation in the wetland slows the flow of water, providing important functions such as water retention via peak flow storage, and flood water attenuation.

Working closely with the owner, LGU, Technical Evaluation Panel (TEP), Minnesota Board of Water and Soil Resources (BWSR), the USACE, and Drainage Authority, the project was successfully designed, permitted, has been constructed, and is currently in year four of the monitoring phase.

ADDITIONAL WETLAND MONITORING PROJECTS

Rolling Acres
Mankato, MN

County Woods
Mankato, MN

R & R Properties
Mankato, MN

Jacob Estates
Mankato, MN

Sage Electrochromics
Faribault, MN

Wings Over White Oaks
Mankato, MN

Cottage Homestead
Mankato, MN

Country Club Estates
Mankato, MN

Cottages at Town Hall Acres
Mankato, MN

C.R. Farms Wetland Bank
Le Sueur County, MN

Dan Ruby Wetland Bank
Jackson County, MN

Eastland Development
New Prague, MN

Cougar Estates South
Mankato, MN

Menards Wetland Bank
Marshall, MN

Lime Valley Development
Mankato, MN

Circle Seven
Rice County, MN

Lowes Home Center
Mankato, MN

Circle Lake Wetland
Rice County, MN

AZZ Galvanizing
Winsted, MN

Drummer Wetland Bank
Blue Earth County, MN

C.R. Farms II Wetland Bank
Le Sueur County, MN

New Ulm High School
New Ulm, MN

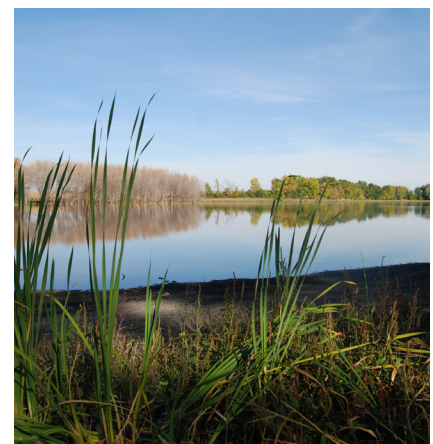
Jewison Wetland Bank
Waseca County, MN

Benz Wetland Bank
Faribault County, MN

Drummer Wetland Bank 2
Blue Earth County, MN

Guentzel Wetland Bank
Blue Earth County, MN

Rice Lake Wetland Bank
Le Sueur County, MN



Attachment: Hourly Rates

2025 STANDARD HOURLY RATES

Rates are effective as of January 1, 2025 and are subject to change.

Job Type	Hourly Rate
Administrative I-IV	\$80–150
Architect I-Senior	\$130–235
Architectural Designer I-Senior	\$120–180
Business Developer I-Senior	\$150–230
Business Writer I-Senior	\$120–140
Civil Engineer I-Senior	\$150–235
Civil Designer I-Senior	\$120–180
Commissioning Technician I-Senior	\$130–190
Construction Administrator I-Senior	\$120–170
Development Services Coordinator I-Senior	\$130–200
Electrical Controls Designer I-Senior	\$210–220
Electrical Engineer I-Senior	\$160–250
Electrical Designer I-Senior	\$130–190
Environmental Scientist/Engineer I-Senior	\$130–215
Finance Consultant Senior	\$200
General Counsel	\$370
Geospatial Specialist I-Senior	\$105–160
GIS Specialist I-Senior	\$130–205
Graphic Designer I-Senior	\$110–130
IT Specialist I-Senior	\$130–200
Interior Designer I-Senior	\$130–195
Land Surveyor I-Senior	\$120–205
Landscape Architect I-Senior	\$140–215
Landscape Designer I-Senior	\$120–170
Marketing Consultant Senior	\$200
Marketing Specialist I-Senior	\$130–150
Mechanical Designer I-Senior	\$130–190
Planner I-Senior	\$130–210
Process Engineer Senior	\$230
Project Coordinator I-IV	\$130–180
Project Executive Senior	\$290
Project Manager I-Senior	\$140–230
Refrigeration Engineer I-Senior	\$180–285
Refrigeration Designer I-Senior	\$140–205
Structural Engineer I-Senior	\$150–240
Structural Designer I-Senior	\$120–185

Job Type	Hourly Rate
Technical Writer I-Senior	\$150–170
Technology Engineer I-Senior	\$140–220
Technology Designer I-Senior	\$120–210
Telecommunications Engineer I-Senior	\$160–240
Telecommunications Designer I-Senior	\$95–150
Telecommunications Field Designer I-IV	\$115–145
Telecommunications Project Manager I-Senior	\$140–230
Visualization Specialist I-Senior	\$170–220
Videographer	\$155
Water/Wastewater Engineer I-Senior	\$160–250
Water/Wastewater Designer I-Senior	\$130–190
Water/Wastewater Project Manager I-Senior	\$140–240
Water/Wastewater Operator I-IV	\$115–130
Water/Wastewater Project Manager I-Senior	\$140–240
Water/Wastewater Operator I-IV	\$115–130

Equipment	Hourly Rate
Survey Grade GPS/Robotics	\$62
Mapping Grade GPS	\$22
3D Laser Scanner	\$80
Manhole Scanner	\$75
Mobile Scanner	Varies**
R/C Boat + Sounding Equipment	\$58
Surveillance Drone	\$60
Photogrammetry Drone	\$150
Thermal Imaging Drone	\$193
LiDAR Drone	Varies**
All-Terrain Vehicle	\$30
Traffic Counter	\$15
Pipe Crawler	Varies**

Mileage reimbursement is at the IRS standard rate.

Outside services are billed at cost plus 10%.

**Project-specific rates

Emmons & Olivier Resources, Inc.
for the Lower Minnesota River Watershed District (LMRWD)

Proposal for Fen Invasive Species Mapping Project



05.01.2025



May 1, 2025

Linda Loomis
LMRWD Administrator
admin@lowermnriverwd.org

Subject: Response to RFI for LMRWD Fen Invasive Species Mapping Project

Dear Linda Loomis:

Fens are a natural resource of statewide importance and we are excited for the opportunity to support LMRWD in their stewardship goals. EOR brings collective decades of experience in invasive species management and direct experience surveying fragile fen ecosystems. The following work plan and cost proposal will deliver high quality invasive species mapping data accompanied by practical and specific management strategies to efficiently accomplish your project purpose.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jimmy Marty', is written over a light blue horizontal line.

Jimmy Marty, CMWP
Ecologist and Project Manager
jmarty@eorinc.com
651.295.4674

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1 Project Understanding & Approach.....3

2 Project Work Plan4

 a Services Provided.....4

 b Tasks, Deliverables, Assumptions & Expectations of LMRWD.....4

3 Project Team.....5

 a Project Manager & Supporting Personnel.....5

 b Subcontractors N/A

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 a Work Plan Tasks with Breakdown Cost per Fen (to Map).....10

 b Hourly Rate.....11





FIRM INFORMATION

Emmons & Olivier Resources, Inc. (EOR)

Is a collaborative group of environmental and design professionals passionate about protecting our waters, restoring healthy ecosystems, & enhancing our community's unique sense of place. We are an employee owned, multi-disciplinary water resource-based firm that specializes in:

- water-resources engineering, watershed planning, & modeling
- environmental compliance, biological surveying, & restoration
- sustainable site design, planning, & landscape architecture

Founded in 1996, Brett Emmons, PE and Cecilio Olivier, PE, recognized the crucial need for providing alternative and sustainable approaches to resources management that would provide long-term, holistic solutions. EOR's multidisciplinary team of engineers, scientists, and landscape architects deliver integrated WATER (Watersheds & Water Resources) + ECOLOGY (Ecosystems & Natural Resources) + COMMUNITY (Civil Engineering & Landscape Architecture) services.

Visit www.eorinc.com for more information.

EOR SERVICES

Water, ecology, and community serve as the foundation for EOR - it represents the interconnected nature of our work, and it forms the main focus of our services. Our general service areas encompass many specific elements that are employed by our multidisciplinary teams across a variety of our projects. These interrelated services are essential in providing the highest value and return for our clients.

Civil Engineering

*Feasibility Studies & Initial Planning
Engineering Design
Construction Oversight*

Environmental Reviews

*Environment/Cultural Permitting
Transportation/Site-Related Permitting*

Energy & Utilities

*Environmental Assistance & Review
Design, Construction, & Maintenance
Communications & Engagement
Construction & Project Completion*

Planning & Guidance

*Planning Documents
Public Engagement & Outreach
Planning Methodologies
Guidance Manuals*

Ecological Restoration

*Assessments & Diagnostics
Inventories & Surveys
Restoration Design*

GIS & Drone Tech.

*GIS Services
Web-Integrated Capabilities
Drone Services*

Landscape Architecture

*Landscape & Site Design
Landscape & Regional Planning
Communication & Engagement*

Water Resources

*Water Quality/Pollutant Reduction
Planning Methodologies
Aquatic Ecology*

EOR's 71 Employees

- 14 Professional engineers
- 9 Engineers-in-training
- 3 Professional landscape architects
- 1 Environmental planner
- 1 Professional geologist
- 1 Certified wildlife biologist
- 1 Restoration ecologist
- 1 Professional wetland scientist
- 4 Certified wetland delineators
- 3 Cert. floodplain managers
- 4 Certified prof. in erosion and sediment control
- 1 GIS professional
- 6 LEED accredited professionals
- 11 Other related professionals
- 25 With master's degree or higher
- 6 With 10-20 years of experience
- 21 With 20+ years of experience



1 PROJECT UNDERSTANDING & APPROACH

EOR understands the statewide importance of calcareous fens and seepage wetlands, and recognizes the Lower Minnesota River Watershed’s unique geophysical characteristics leading to a high density of these wetland types. The LMRWD has comprehensively documented and protected these resources through studies and planning and seeks to steward the fens with invasive species management. EOR will identify and map invasive species within the mapped fens and develop short and long-term management strategies for each fen based on severity and magnitude of documented infestations. Our accurate data and expert recommendations will allow LMRWD to execute concrete objectives to enhance and restore these rare and valued features.

2 PROJECT WORK PLAN

a Services Provided / b Tasks, Deliverables, Assumptions & Expectations of LMRWD

We have divided the project into three tasks: Project Coordination, Invasive Species Mapping, and Invasive Species Management Plans.

Task 1: Project Coordination

The LMRWD and partners possess considerable institutional knowledge of the fen sites. EOR will attend up to two virtual meetings with the Fen Technical Work Group to discuss the work plan, present results of the mapping, and solicit feedback on management strategies. We anticipate a kickoff meeting prior to field work and a debrief meeting to present results and proposed management activities, but are flexible to the needs of the project. This task also includes project coordination such as informal project updates via email and site access coordination.

Task 2: Invasive Species Mapping

Phase 1 of invasive species mapping will include review of existing data, coordination with LMRWD, and preparation of GIS data to aid in field data collection. Based on review of relevé data, fen stewardship plans, and previous EOR work at Savage Fen SNA, expected target species include but are not limited to reed canary grass, non-native Phragmites, hybrid/invasive cattail, glossy buckthorn, and common buckthorn. All observed invasive species beyond targets will also be mapped.

Phase 2 will consist of field data collection to identify and map invasive species. EOR will visit each mapped fen area and record invasive species locations with sub-meter GPS. Mapping units may consist of individual species or polygons with percent cover estimates based on level of infestation and species-specific characteristics. Level of severity will be recorded for all data along with any native species where encroachment threatens fens (e.g. spread of native shrubs due to lack of fire). To support management planning and prioritization, EOR will also record dominant native vegetation within invasive species polygons and in the vicinity of individuals, as well as incidental observations of listed rare plant species. Our skilled team of botanists are intimately familiar with rare fen species in the region. Direct experience includes authorship of the DNR's Savage Fen SNA Adaptive Management Plan in 2017, and current work on a restoration project along Eagle Creek coordinating surveys for fen specialist *Berula erecta*, along with potential mitigation activities.

Task 2 deliverables will include GIS shapefiles and PDF maps of invasive species location and infestation severity. This task assumes completion of field work in summer 2025 with delivery by late summer 2025. This task assumes all fen sites are awarded and field work may be completed concurrently.

Task 3: Invasive Species Management Plans

EOR will draft invasive species management plans for each site (n = 5 plans) that address all mapped fen areas and recorded invasive species locations. We will incorporate feedback garnered from the Fen Technical Work Group meetings into the plans. The plans will be focused on implementation of 3-5 short-term and long-term management strategies that are specific and scaled to the magnitude and severity of infestations and overall fen quality. The plans will be focused on invasive species but consider other management priorities for the fens to ensure a holistic approach that may be integrated with other LMRWD conservation and restoration activities.

Task 3 deliverables will include PDF reports for each fen site detailing management strategies. This task assumes completion by the end of 2025.

3 PROJECT TEAM

a Project Manager & Supporting Personnel

JIMMY MARTY, CMWP **PROJECT MANAGER & ENVIRONMENTAL SCIENTIST**

Jimmy has experience as an environmental scientist, specializing in wetland science, environmental due diligence, and natural resource surveys and monitoring. Combined with a research background in ecological restoration, he possesses a well-rounded skill set that contributes to a wide variety of projects, ranging from desktop-level reviews and analysis to expansive field efforts and site assessments.



10 YEARS OF EXPERIENCE

EDUCATION:

MS Ecology, Utah State Univ.
BA Biology, Luther College

STATE REGISTRATIONS:

Cert. MN Wetland Prof. (CMWP)
WDNR Cert. Endangered Resources Reviewer
MNDNR-Listed Aq. Plant Surveyor
Certified Prof. Wetland Delineator, VA

FLORISTIC QUALITY ASSESSMENTS AND NATIVE PLANT COMMUNITY SURVEYS

Wetland Function & Value and Groundwater-Dependent Wetland Inventory

Brown's Creek Watershed District/MN/Ecologist

Conducted 12 rapid FQAs for all sites encompassing a variety of wetland plant community types. Implemented the draft MN BWSR/WI DNR Wetland Assessment Tool at a subset of field sites to assess wetland condition, functions, and values within the Brown's Creek Watershed District. Using trends identified during field implementation, extrapolated data to update wetland management classes for over 700 wetlands. Additionally used remote data to update groundwater-dependent classifications of wetlands.

Miesville Ravine Park Reserve Natural Resource Management Plan

Dakota County/MN/Lead Ecologist

Inventoried and assessed natural resources for an ~1,800-acre regional park reserve, including two spring seepage wetlands. Drafted management recommendations, implementation plan, and budgets for native plant community restoration. Won 2024 ACEC honorable mention for project planning and stream restoration design and construction.

Fen Complex Natural Resources Management Plan

Coralville/IA/Ecologist

Mapped land cover and native plant communities for a complex of rare fen wetlands, dry-mesic oak forest, pasture, and riparian corridor. Prioritized management recommendations, 5-year implementation plan, and cost estimates. Conducted plot-based floristic quality assessments of all wetland units.

Sprague Creek Peatland SNA Adaptive Management Plan

MNDNR/MN/Ecologist

Drafted an SNA Adaptive Management Plan for Sprague Creek Peatland, an 820 acre peatland complex in Roseau County MN. The peatland includes a rare occurrence of the imperiled spring fen plant community class. The AMP included inventory of priority features and management planning, including ditch abandonment for hydrology restoration.

Cannon Valley Trail Rare Plant Species and Fen Support

Cannon Valley Trail/MN/Ecologist

Coordinated rare plant surveys along 4.6-miles of bituminous trail to support proposed trail widening. Assessed DNR-mapped calcareous fen adjacent to the fen for condition and potential impacts. Several rare plant species were recorded. Results and permitting implications were summarized and communicated to the client.

Indian Hills Fen Management Planning & Permit Review

Brown's Creek Watershed District/MN/Ecologist

Reviewed permit application for residential development adjacent to a large fen complex on behalf of Brown's Creek Watershed District. Included review of existing fen management plan, assessment of potential impact, and recommendations to developers to avoid indirect impacts to the fen.

Jasmine Hills Fen Restoration Plan

Private Landowner/MN/Ecologist

Provides fen management recommendations to a landowner in Grant, MN regarding rare species conversation and invasive species management for a large fen complex located on private lands. Currently providing grant support for implementation of complete fen management plan.

MNDNR Restoration Evaluations

MNDNR/MN/Restoration Ecologist

Served as an expert assessor for completed native plant community restorations that used state Legacy Funds. Completed rapid FQAs according to DNR internal methods for each site. Presented findings and provided comments on additional projects with the Restoration Evaluation Panel of subject matter experts.

Invasive Aquatic Plant Delineation & Management

Twin Cities Metro Area/MN/Biologist

Delineated chemical treatment polygons for curly-leaf pondweed and Eurasian watermilfoil according to MNDNR meander methods. Coordinated permitting, performed post-treatment surveys, and drafted management plans for future treatment.

Minnesota Land Trust Habitat Management Plans

Minnesota Land Trust/MN/Ecologist

Completed 15 habitat management plans for private lands in the Laurentian Mixed Forest and Eastern Broadleaf Forest Provinces. Conducted native plant community mapping according to MNDNR field methods and provided management recommendations based on community type and condition, including areas for shoreline restoration.

Lake Rebecca Park Master Plan

City of Hastings via HKGi/MN/Lead Ecologist

Mapped native plant communities and evaluated natural resource restoration opportunities for the city of Hastings' Lake Rebecca Park. Coordinated bidding and implementation oversight for floodplain forest, marsh, oak savanna, and prairie restorations.

Rare Aquatic Plant Surveys

Brown's Creek Watershed Dist./MN/Ecologist

Performed targeted surveys to relocate and identify new populations of rare aquatic plants known to occur within the Brown's Creek watershed. The historical population was relocated and one new population was discovered. An additional rare aquatic plant population was also identified.

Rapid Floristic Quality Assessments

Comfort Lake-Forest Lake Watershed Dist./MN/Biologist

Conducted Rapid Floristic Quality Assessments and assigned quality scores to several wetland complexes within Comfort Lake-Forest Lake Watershed District in Washington County. Assessed RFQA scores in the context of potential water quality projects within the surrounding area.



MIKE MAJESKI
CONSERVATION BIOLOGIST

Mike is a conservation biologist and Project Manager who's implemented over 25 stream projects across MN. He also conducts plant community assessments, wildlife surveys, and provides technical review for resource management plans. Expertise includes stream restoration design, threatened and endangered species surveys, invertebrate sampling and monitoring, pollinator habitat enhancement, and watershed-scale water quality monitoring studies. Mike's knowledge and experience with local flora and fauna makes him an excellent advisor on a variety of projects.



25 YEARS OF EXPERIENCE

EDUCATION:

BA Environmental Biology,
 Saint Mary's Univ.

CERTIFICATIONS:

MNDNR approved surveyor
 for Herpetofauna & Birds
 NRCS Technical Service
 Provider

Eagle Creek AMA

MN Trout Unlimited/Fluvial Geomorphologist & Project Manager

Currently designing a stream and seepage wetland restoration project along Eagle Creek to support native brook trout and other species. The project will restore coarse substrates for macroinvertebrates and fish spawning and improve native riparian vegetation and seepage wetlands degraded by development and invasive species. The project will also include expanding suitable habitat for a state-threatened wetland plant discovered in the project site.

Brown's Creek Park Restoration

Brown's Creek Watershed District/Project Manager

Designed and implemented restoration of Brown's Creek that increased aquatic habitat and fish passage, reconnected the floodplain, and restored hydrology of adjacent seepage wetlands previously degraded by significant channel incision. The project also included reconnection of cutoff meanders and 10 acres of woody invasive species management to restore native riparian vegetation.

Brown's Creek Tributaries Restoration

Brown's Creek Watershed Dist./Fluvial Geomorphologist

Designed and implemented restoration of three tributaries to Brown's Creek using Priority 1 approach to reconnect the floodplain and restore hydrology of adjacent seepage wetlands previously degraded by significant channel incision. The project included 5 acres of woody invasive species management and reestablishment of native riparian vegetation.

Miesville Ravine & Trout Brook Restoration

MN Trout Unlimited/Cannon Falls, MN/Lead Design & Project Manager

Designed and implemented an award-winning stream project that included unique stream habitat to support diverse aquatic biota, restoration of floodplain hydrology, pattern & profile adjustments, establishment of native riparian vegetation and pollinator habitat, invasive species management, and creation of vernal pools, slack water refugia, snag trees, and brush pile dens for non-game species. The project also included mitigation and successful transplanting of a state-threatened plant. Project received the 2024 ACEC - National Excellence in Engineering Honor Award.

Aquatic Invasive Species Mgmt. Planning

Comfort Lake-Forest Lake Watershed Dist./Biologist

Projects included invasive plant management, carp management, and invasive species monitoring. Important roles in the project included field assessments, treatment recommendations, and implementation of biological control measures to target purple loosestrife using beetles and weevils.

Adaptive Mgmt. Plans for MNDNR Scientific & Natural Areas

MNDNR/Scientific & Natural Areas/Biologist

Conducted field inventories and assisted in adaptive management plans for multiple Scientific and Natural Areas across Minnesota.

Point-Intercept Aquatic Macrophyte Surveys & Lake Sediment Coring

MN/Biologist

Conducted numerous point-intercept surveys, bathymetric surveys, and collected lake sediment cores in support of lake diagnostic studies in the following MN counties: Aitkin, Beltrami, Big Stone, Carlton, Chisago, Crow Wing, Dakota, Douglas, Freeborn, Grant, Itasca, Ottertail, Pope, Ramsey, Scott, Todd, Traverse, and Washington. Lake surveys were also completed in Wisconsin (Barron and Adams County).

Prior Lake Outlet Channel Vegetation Maintenance

Prior Lake-Spring Lake Watershed Dist./Project Manager & Biologist

Coordinated and conducted invasive plant surveys and managed removal activities along a seven-mile-long outlet channel. Ongoing work includes targeted removals of wild parsnip, garlic mustard, purple loosestrife, phragmites, and other terrestrial invasive species and implementation of biological control using flea beetles (leafy spurge) and beetles and weevils (purple loosestrife).

DREW HARRY RESTORATION ECOLOGIST

Drew is an ecologist, specializing in natural resource research, management, planning, environmental programs, monitoring, and restoration ecology. He has extensive field experience in wetlands, fish, bird, plant, threatened/endangered, and invasive species surveying and management. Drew has led intensive ecological restoration efforts on rare and unique wetlands for grant-funded, budget-conscious projects. Drew coordinates with stakeholders, organizations, and government agencies.



11 YEARS OF EXPERIENCE

EDUCATION:

BA Environmental,
Science & English
Univ. of Wisconsin-Madison

PROF. ORGANIZATIONS:

WI Wetlands Assoc., Prairie
Enthusiasts, Southern
WIBird Alliance, Endangered
Resources Surveyor, Volunteer
WDNR, Botanical Club of WI

Invasive Species Monitoring and Control*

Faville Grove Sanctuary/Lake Mills, WI/Restoration Ecologist

Identified, mapped, monitored, and controlled invasive species (including reed canary grass, phragmites, creeping Jenny, common and glossy buckthorn, purple loosestrife, non-native thistles, and many more) using hand pulling, dig-ging, mowing, herbicide application, and biocontrol methods. The projects resulted in significant reductions in nearly all populations. Extensive use of herbicide, including collaboration with both University and private researchers on methods of control and application. Novel methods were employed for species like cattail, and these methods were monitored for effectiveness. One-time treatments showed upwards of a 75% decrease in non-native cattail along seepage slopes, with seeded vegetation resulting in a diverse prairie fen.

Rare Plant Surveys-WDNR

WDNR/WI/Volunteer

Monitored multiple populations of rare species tracked by Wisconsin's Natural Heritage Inventory. Collected data on phenology, species density, plant associates, potential threats to rare species, and flowering data following NHI protocols.

Natural Community Surveys- WDNR

WDNR/WI/Volunteer

Surveyed multiple sites in southern Wisconsin for remnant natural communities with WDNR botanists, assisting with data collection following timed meander surveys. Helped compose species lists and delineate community boundaries of wet-mesic and wet prairies.

Habitat Management Plans 2023-2024

Minnesota Land Trust/MN Statewide/Restoration Ecologist

Conducted fieldwork on over 600 acres, keying out and classifying native plant communities using the Field Guide to the Native Plant Communities of Minnesota. Collected extensive field data including native plant community boundaries, relevé plot data, and species lists for each community. Summarized data with easily digestible maps, figures, and tables, adding context and rich interpretation to the Habitat Management Plan. Used programming to compare plots collected with MNDNR database of over 8,000 plots. Provided management recommendations and trajectories based on extensive experience actively managing natural communities in the Midwest.

Restoration Design/Seed Collecting*

Faville Grove Sanctuary/Lake Mills, WI/Restoration Ecologist

Collected species ranging from broad generalists to specialists with a single suitable location in the Sanctuary, from dry lime prairies to prairie fen, reestablishing stands of important and locally extirpated species like *Triantha glutinosa*, *Solidago ohioensis*, and *Parnassia glauca*.

Located and hand-collected approximately 400 native species annually, totaling about 1,000 pounds to enhance biodiversity in a 1,300-acre nature sanctuary in southeastern Wisconsin.

Management plans included natural community mapping following WDNR keys and methodology for all 96 units within the Sanctuary; included species lists and characteristic and/or dominant species; included bird community profiles; included management trajectories, ideas, and implementation strategies.

Endangered Species Monitoring for Native Plants*

Faville Grove Sanctuary/Lake Mills, WI/Restoration Ecologist

Monitored threatened, endangered, or special concern species, including eastern prairie white-fringed orchid, white lady's slipper orchid, purple milkweed, and 21 additional listed species in Wisconsin occurring within the Sanctuary.

Annual Vegetative Baseline Surveys*

Faville Grove Sanctuary/Lake Mills, WI/Restoration Ecologist

Designed and implemented an annual sampling protocol for monitoring vegetation at approximately 500 stations across the 1,300-acre Sanctuary, spanning the full spectrum from emergent marsh to sand prairie. Each unit (n=40) also received annual timed meander surveys, Floristic Quality Assessments, and relevé plots, which better characterized soils, landform, landscape setting, and captured diversity patterns and condition of the plant communities, both remnant and restored.

Habitat Enhancement for Endangered Native Plants*

Faville Grove Sanctuary/Lake Mills, WI/Restoration Ecologist

Successfully established several new populations of white lady's slippers from seed. Oversaw a record population and cross-pollination across four sites of white-fringed orchids – including over 200 flowering stems in a 20-acre wet-mesic prairie remnant. Increased populations of nearly every tracked threatened/endangered species within the sanctuary.

City of Grand Marais Tree Management Plan

City of Grand Marais/Grand Marais, MN/Ecologist

Designed sampling methodology for thousands of acres of City-owned land in Grand Marais, Minnesota. Analyzed data collection in detailed report, using tables and figures from task-specific ecology packages in RStudio. Supplemented on-the-ground analysis with construction of a Canopy Height Model in RStudio, cleaning, filtering, and analyzing point Canopy Height Model in RStudio using LiDAR Point Cloud data to delineate tree crowns, identify individual trees, and determine tree height. Used point cloud analysis to estimate tree/acre by height class, dbh and height distribution of each class, and predict density and species composition.

** Experience is prior to EOR employment.*



4 COST PROPOSALS

a Work Plan Tasks with Breakdown Cost per Fen (to Map)

TASK	SCHEDULE	COST	ASSUMPTIONS
Task 1: Project Coordination	May-Dec. 2025	\$2,900	Two (2) virtual meetings
Task 2: Invasive Mapping	July-Sept. 2025		Assumes all fen sites are awarded and fieldwork completed concurrently
• Nichols Meadow		\$1,100	
• Gun Club Lake North		\$600	
• Gun Club Lake South		\$1,400	
• Savage Fen		\$1,800	
• Seminary Fen		\$1,800	
• GIS Preparation and Post Processing		\$2,600	
Task 2: Subtotal		\$9,300	
Task 3: Invasive Species Mgmt. Plans	Sept.-Dec. 2025	\$11,400	Individual plans to be completed for five (5) sites
TOTAL		\$23,600	

4 COST PROPOSALS

b Hourly Rate

Classification	Hourly Rate (*)
Professional 1	\$129.00
Professional 2	\$162.00
Professional 3	\$189.00
Professional 4	\$218.00
Technician 1	\$93.00
Technician 2	\$112.00
Technician 3	\$137.00
Project Principal.....	\$239.00
Senior Principal.....	\$265.00
Support Staff	\$89.00

Name	Classification	Hourly Rate (*)
Jimmy Marty	Prof. 2.....	\$162
Mike Majeski.....	Prof. 4.....	\$218
Drew Harry.....	Prof. 1.....	\$129

Professionals:

Includes licensed and nonlicensed engineers, landscape architects, geologists, scientists, surveyors, field professionals, and geospatial professionals with bachelor’s or advanced degrees.

Technicians:

Work requires a combination of basic scientific knowledge and manual skills which can be obtained through two years of post high school education, such as is offered in technical schools, community colleges, or through equivalent on-the-job training.

Principals:

Officers and departmental managers at the highest level of EOR staff classification performing technical and quality control supervision.

Support Staff:

Non-manual clerical work performed by office administrators, administrative assistants, bookkeepers, messengers, office helpers, and clerks.

Additional Notes:

- Reimbursable expenses (Reproduction, Printing, Duplicating, Mileage at current government rates, DGPS equipment, field supplies, use/rental of special equipment, etc.) will be billed at cost.
- Subcontracted services will be billed at cost plus 15% to cover overhead expenses.
- Expert witness trial and deposition testimony will be billed at the above hourly rates times 1.5.
- Payment is due upon receipt of invoice. If the invoice is not paid within thirty (30) days after invoice date, Client will also pay a finance charge thereon of 1.5 percent or the maximum rate allowed by law, whichever is less, for each month thereafter or portion thereof that an invoice remains unpaid.

(*) Rates reviewed and adjusted on an annual basis.



Real People. Real Solutions.

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Burnsville, MN 55337

Phone: (952) 890-0509
Bolton-Menk.com

May 1, 2025

Linda Loomis
Administrator
Lower Minnesota River Watershed District
112 East 5th Street | Suite 102
Chaska, MN 55318

RE: Fen Invasive Species Mapping Project RFI

Dear Linda:

The Lower Minnesota River Watershed District (LMRWD) has initiated the Fen Invasive Species Mapping project to identify and map invasive species and determine management actions to control them. Fens are a rare and ecologically important wetland type that need to be monitored and managed through the LMRWD Fen Stewardship Plan. This project will allow LMRWD to understand existing conditions of the fens and determine strategies to improve the overall health and function of the fens within the watershed district.

Local Expertise – Lower Minnesota River Watershed District wants a consultant who is familiar with your watershed. Many Bolton & Menk staff have worked on dozens of projects in this immediate area over the past decade. Our staff is currently implementing the fen contingency plan for the Greenway Trail Bridge Project, which is adjacent to the Gun Club Lake South Fen. We have also completed multiple delineations in the area of Fort Snelling State Park and the Seminary Fen area in Chaska. We have more than 900 employees, we offer the expertise of a national firm, but we are just down the road.

Invasive Plant Species Experts – our staff regularly identify both native and invasive plant species through completing wetland delineations as well as surveys of our dozen wetland banks throughout Minnesota. We complete invasive species meander surveys and corresponding mapping on over one thousand acres per year. We survey and map sites varying from two acres to over 300 acres. We provide our wetland bank clients with detailed management plans to manage the invasive species on their restoration sites, with the ultimate goal of getting the bank easement to have below 10% invasive species. We utilize tried and true techniques while keeping on top of up-and-coming experimental treatments. Our company is the only one in Minnesota to offer biological controls to treat purple loosestrife. Our staff understands how to scale management approaches that work for our client's individual sites and have seen great success in helping bank sponsors reduce invasive species at their sites.

In continued service to the Lower Minnesota River Watershed District, we are excited at the opportunity to complete the Fen Invasive Species Mapping project. I will personally serve as your lead client contact and project manager. Please contact me at 507-327-6014 or Kristina.bloomquist@bolton-menk.com if you have any questions regarding our proposal.

Sincerely,
BOLTON & MENK, INC.

Kristina Bloomquist, MWPCP, PWS
Natural Resources Project Manager Lead

PROJECT UNDERSTANDING

Working with multiple restoration sites totaling over 1,000 acres every year, Bolton & Menk natural resources staff understand how invasive species can negatively impact native plant communities and how critical it is to manage those invasives. Our team works with a variety of stakeholders including landowners, agencies, and land management companies to ensure invasive species management is implemented efficiently and effectively and recognize how important communication and coordination is in that process. Our proven survey and management plan techniques will guide us as we survey and map invasive species within the five identified fen locations and develop short-term and long-term management strategies to be implemented. Natural resources staff will develop detailed and easy to understand invasive species maps for each fen. We understand management strategies need to be site-specific and will develop 3-5 strategies for both short-term and long-term management per fen location to target invasive species at each site, based on the level of severity of invasive species found at the site.



WORK PLAN

Task 1: Invasive Species Meander Survey and Mapping

The natural resources group will use both on-site meander surveys of invasive species and drone surveys to develop a composite invasive species map for each fen site. Drone surveys would be utilized to prevent sensitive areas from further damage of vegetation and to maximize staff time and effort. A list will be developed that notes the invasive species encountered at each site, and also note if any threatened or endangered species were

encountered. Our staff will develop detailed and easy to understand invasive species maps for each fen. Mapping will visually represent species, percentage cover, and aerial cover of each species for each fen. Shapefiles representing this information will be provided as well.



Task 2: Invasive Management Plan

We will attend two meetings with the Fen Technical Work Group to provide results of the invasive species mapping and to gain feedback on management strategies. From there, development of a management plan for each fen will occur. The management plan will include 3-5 short-term and long-term management strategies to be implemented to address invasive species.

Deliverables:

Task 1:

- Species list with common and scientific names in Excel format.
- Shapefiles from survey.
- Invasive species maps for each fen.

Task 2:

- Management plan document for each fen.

Assumptions:

- The “Mapped Fens” areas as shown on the provided Appendix A document to be surveyed for invasive species
- Areas with water deeper than depth accessible in waders will not be surveyed

- Drones are permitted to fly above the fen locations
- Fen locations are on public land; if on private land LMRWD will obtain landowner permission to access fen locations
- A maximum of 50 threatened or endangered species will be encountered and surveyed.
- No extenuating circumstances such as extreme flooding or other weather or site conditions do not prohibit site access and delay schedule.
- No more than two rounds of feedback and editing of data, maps, or the management plan document will occur.

Expectations of LMRWD Staff:

- Provide proof of landowner permission for any fen areas located on private land, if applicable.
- Provide timely responses to information requests submitted by Bolton & Menk to complete work tasks.

SCHEDULE

Vegetation surveys will be conducted in June through July of 2025. The invasive species management plan will be completed August through September of 2025.

KEY PERSONNEL

Kristina Bloomquist

Natural Resources Project Manager Lead

Project Manager

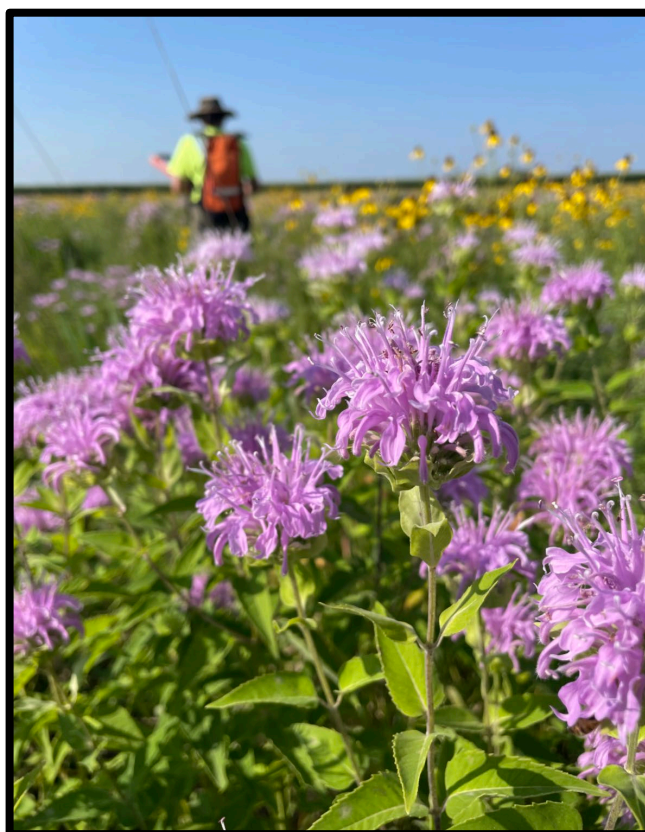
Kristina has been working for Bolton & Menk since 2017. She is certified through the Minnesota Wetland Professional Certification Program. Kristina completes invasive and native plant surveys and mapping for our wetland banks. She also develops wetland bank plans, long term management plans, and invasive species management plans. She coordinates implementation of these plans with various stakeholders including private landowners, agencies, and land management companies for projects throughout Minnesota. She is on the MNDNR rare plant surveyor list for vascular plants in the Eastern Broadleaf Forest region and has completed many rare plant surveys throughout central and southern Minnesota since 2019.

Madeline Maurer

Senior Natural Resources Specialist

Drone Pilot & Vegetation Surveyor

Madeline holds a BA in Environmental Studies and a Masters in Environmental Science with a focus in Natural Resource Management. Madeline has been working for Bolton & Menk since 2022. Madeline is certified through the Minnesota Wetland Professional Certification Program and is a certified drone pilot under FAA Part 107. During her time with Bolton & Menk, her field work has focused on the metro. She completes yearly drone flights for 6 of Bolton & Menk’s wetland banks. Madeline completes invasive and native plant surveys and mapping for our wetland banks, completes wetland delineations, and aquatic resource impact permitting for projects throughout Minnesota.



Addeline Theis Paradis

Natural Resources Specialist

Vegetation Surveyor

Addie graduated with a Bachelor of Science degree focused in Botany. She continued her education at Minnesota State University, Mankato with a Masters of Science in Biology Education. Starting in 2021, as a part of job duties at Bolton & Menk, Addie

completes plot and meander surveys of native and invasive species on prairie and wetland restoration throughout Minnesota & Iowa. She has assisted with a variety of state-listed species surveys since 2022, including butternut (*Juglans cinerea*), kitten-tails (*Synthyris bullii*), and Hooded Arrowhead (*Sagittaria montevidensis ssp. calycina*). In 2024 & 2025 she focused on survey efforts for Rusty-Patched Bumble Bee Habitat Assessments and monarch habitat monitoring. In 2024, she assisted Derek Anderson with MNDNR to survey federally-listed species Dwarf Trout Lily (*Erythronium propullans*) and Western Prairie Fringed Orchid (*Platanthera praeclara*). This will be her third year volunteering for the Minnesota Plant Watch volunteer program where she has surveyed for edible valerian (*Valeriana edulis var. ciliata*), cut-leaf water parsnip (*Berula erecta*), cowbane (*Oxypolis rigidior*), rattlesnake master (*Eryngium yuccifolium*), Sullivant's milkweed (*Asclepias sullivantii*) and plains wild indigo (*Baptisia bracteata*). Through this volunteer work, she has already surveyed at the Nicols Meadow to review threatened and endangered species.

Kathryn Farber

Water Resources Scientist Project Manager

Vegetation Surveyor

Katie is a water resources scientist project manager at Bolton & Menk. Katie graduated with a BS degree in Environmental Studies. She is a technical expert for stream and wetland biological monitoring programs. She trains groups in invertebrate and vegetation survey protocols, invertebrate and vegetation identification skills, and aquatic invasive species recognition and reporting practices. She reviews invertebrate and vegetation samples for identification accuracy, analyzes data and data trends, and reports results. Her experience also includes conducting various methods of vegetation surveys in upland, woodland, lake, and wetland habitats. She has conducted invasive species control and research throughout the course of her career, as well as shoreline and native plant restoration design, installation, and maintenance.

McKenzie Librande

Natural Resources Specialist

Vegetation Surveyor

McKenzie holds a Bachelor of Science degree in Environmental Science-Aquatic Biology and a Master of Science in Conservation Biology. She is a water

resources scientist at Bolton & Menk whose professional career started in 2021. She has technical experience in lake water quality issues and management, a strong background in sediment and water quality chemistry, fisheries and stream monitoring experience, and is skilled in aquatic vegetation surveys and has wetland delineation experience. McKenzie supports the Low Salt Solutions Initiative, engages in environmental research, planning and presenting, and supports client education. McKenzie has been excited to provide education to others, having experience with teaching in her past, and has an enthusiastic mindset in making a difference in protecting our water resources.



PROJECT EXPERIENCE

Greenway Trail Bridge Fen Contingency Plan

Dakota County, MN

Bolton and Menk staff completed delineations dating back to 2013 along the Greenway Trail in the City of Eagan, located near Fort Snelling State Park. The project area is adjacent to a fen (Gun Club Lake Fen). As part of the permitting process for the Greenway Trail Bridge, the MNDNR requested a fen contingency plan be completed to have a plan in place to protect the Gun Club Lake fen throughout construction. This fen contingency plan included pre

and post-construction monitoring of hydrology of adjacent springs and groundwater wells, and vegetation adjacent to the fen within the bridge construction limits.

Sibley Meadows Wetland Bank

Sibley County, MN

Bolton & Menk completed the entire wetland bank permitting and design process for the Sibley Meadows Wetland Bank located in Sibley County, MN. We completed a delineation of the 159 acre property and worked through the wetland bank plan permitting process to obtain approval from local and federal agencies. Our natural resources staff completed monitoring of the wetland bank restoration for five years, monitoring invasive species through meander surveys and native species through plot surveys. We mapped these invasive species to provide to the landowner and land management company, and provided invasive species management techniques for their use. The bank was released from monitoring in 2025, following meeting the final vegetation performance standards.



Rusty Patch Bumblebee (RPBB) Mitigation Plan

Carver County, MN

The natural resources team at Bolton & Menk worked on the Trunk Highway 5 road widening project in Victoria, completing delineations,

permitting, and federal species mitigation. Due to permanent habitat impacts to federally endangered RPBB from this construction, formal consultation from USFWS determined mitigation was required. The BMI team worked together to create a mitigation plan to restore existing RPBB habitat to higher quality for the benefit of RPBB populations. An invasive species survey occurred to determine limits of Buckthorn, Reed Canary Grass and Garlic Mustard within the proposed restoration area. The BMI team developed an invasive species management plan within the overall site restoration plan.

Merriam Junction Trail Rare Plant Survey

Scott County, MN (sub to SRF)

The natural resources team at Bolton & Menk was sub-contracted by SRF to complete a survey for multiple state listed species along the Scott County's proposed trail corridor. The survey resulted in a finding of a state-listed aquatic species adjacent to the trail corridor. Through working with the MNDNR, avoidance of indirect impacts to the individual plant was able to be obtained for the construction of trail.

Purple Loosestrife Control

Various Clients

Bolton & Menk staff have been conducting purple loosestrife biological control for many years, including with a previous employer. We provide catch and release and rear and release options using *Galerucella* beetles following MnDNR protocols. Customers have included the City of Minnetonka, Gleason Lake Association, subcontract with AES, White Bear Preserve Condo Association, VLAWMO, City of Superior WI, and private landowners.

FEES

The cost for the above scope of services is proposed on the following page.

Client: Lower Minnesota River Watershed District Project: Fen Invasive Species Mapping			Bolton & Menk, Inc.						
Task No.	Work Task Description	Schedule	Project Manager (Kristina)	Drone Pilot (Maddie)	Vegetation Surveyor (Addie)	Vegetation Surveyor (Katie)	Vegetation Surveyor (McKenzie)	Total Hours	Total Cost
1.0	Invasive Species Survey & Mapping	June through July	18	156	168	96	96	534	\$71,736
1.1	Gun Club North		2	20	16	6	6		
1.2	Gun Club South		4	18	20	16	16		
1.3	Nicols Meadow		4	32	36	22	22		
1.4	Seminary		4	54	56	30	30		
1.5	Savage		4	32	40	22	22		
2.0	Invasive Species Management Plan	August through September	14	26	28	16	16	100	\$13,826
Total Hours			32	182	196	112	112	634	
Average Hourly Rate			\$170.00	\$135.00	\$128.00	\$160.00	\$112.00		
Subtotal			\$5,440	\$24,570	\$25,088	\$17,920	\$12,544		
Total Fee									\$85,562

Expenses:

Site		One trip miles	Total Miles	Miles * \$0.70	Lunch Cost	Total Mileage Cost	Total site amount
Gun Club North	Addie	165	165	\$ 115.50	\$ 13.00		
	Maddie	55	55	\$ 38.50	\$ 13.00		
	Katie	55	55	\$ 38.50	\$ 13.00		
	McKenzie	55	55	\$ 38.50	\$ 13.00	\$ 231.00	\$ 283.00
Gun Club South	Addie	160	160	\$ 112.00	\$ 13.00		
	Maddie	50	50	\$ 35.00	\$ 13.00		
	Katie	50	50	\$ 35.00	\$ 13.00		
	McKenzie	50	50	\$ 35.00	\$ 13.00	\$ 217.00	\$ 269.00
Nicols Meadow	Addie	165	330	\$ 231.00	\$ 26.00		
	Maddie	50	100	\$ 70.00	\$ 26.00		
	Katie	50	100	\$ 70.00	\$ 26.00		
	McKenzie	50	100	\$ 70.00	\$ 26.00	\$ 441.00	\$ 545.00
Seminary	Addie	122	366	\$ 256.20	\$ 39.00		
	Maddie	48	144	\$ 100.80	\$ 39.00		
	Katie	48	144	\$ 100.80	\$ 39.00		
	McKenzie	48	144	\$ 100.80	\$ 39.00	\$ 558.60	\$ 714.60
Savage	Addie	165	330	\$ 231.00	\$ 26.00		
	Maddie	42	84	\$ 58.80	\$ 26.00		
	Katie	42	84	\$ 58.80	\$ 26.00		
	McKenzie	42	84	\$ 58.80	\$ 26.00	\$ 407.40	\$ 511.40



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 7. D. - Authorize Next Generation Management Plan

Prepared By

Linda Loomis, Administrator

Summary

The current LMRWD Watershed Management Plan was adopted on October 24, 2018. In accordance with MN Statutes 103B.231 and MN Rules 8410, watershed management plans must specify the period covered by the plan and must extend at least five years but no more than ten years from the date the board approves the plan. Therefore, the LMRWD plan will expire October 28, 2028.

Because of the requirements of MN Rules and Statutes, staff recommends that the LMRWD initiate the planning for the next generation of its Watershed Management Plan in 2025

The Board should make a motion directing staff to begin the process of planning for the next generation of the LMRWD Watershed Management Plan.

Attachments

No attachments

Recommended Action

Motion directing staff to begin the process of planning for the next generation LMRWD Watershed Management Plan



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, April 16, 2025

Agenda Item

Item 7. E. – Education & Outreach - Award Educator Mini-Grant

Prepared By

Linda Loomis, Administrator

Summary

The LMRWD offers mini-grants to educators under its Education and Outreach Program. Grants are solicited twice a year. The LMRWD has received four applications for the latest round of grants. One grant was approved at the April Board of Managers meeting, as it was time sensitive; the event was planned to occur before the May Board of Managers meeting.

The LMRWD Citizen Advisory Committee (CAC) has reviewed all the grant applications and recommends approval of two of the remaining applications. Details from the CAC review and its recommendations can be found in the attached Technical Memorandum – Educator Mini-Grant Recommendations – Spring 2025 dated May 8, 2025.

One of the applications requests funds for students to tour the Mississippi River under a program called the “Big River Journey”. More information about this program can be found using the link below:

<https://parkconnection.org/education-programs/fieldtrips/big-river-journey>

The reimbursement request from Pilot Knob STEM School is a separate item on the Board’s May 21, 2025 agenda at Item 5.E.

Attachments

Technical Memorandum – Educator Mini-Grant Recommendations – Spring 2025 dated May 8, 2025

Recommended Action

Motion to approve Spring 2025 Education Mini-Grants to Poplar Bridge Elementary School for \$500 and to Integrated Arts Academy for \$340 and to authorize execution of individual grant agreements between the LMRWD and the schools

Technical Memorandum



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

From: Suzy Lindberg, Communications Manager

Date: May 8, 2025

Re: Educator Mini-Grant Recommendations – Spring 2025

The Educator Mini-Grant program is a key component of the Education and Outreach (E&O) Program, focusing on educating school-aged students within and surrounding the Lower Minnesota River Watershed District (LMRWD). The program provides up to 10 grants per school year – with a maximum fund distribution of \$500 each– to help offset the costs associated with water and natural resource educational materials and/or programming.

On behalf of the LMRWD, Young Environmental Consulting Group, LLC (Young Environmental) announced a new round of educator mini-grants with an April 6 deadline and received **four applications**. Young Environmental prescreened the applications for compliance and funding eligibility. One of the applications was fast-tracked for approval at the April Board of Managers meeting given the May 2 event date. The Citizen Advisory Committee (CAC) was given additional time to review the remaining three applications and have provided the following recommendations for approval at the May Board meeting.

SUMMARY

Based on the review process, Young Environmental and the CAC recommend authorizing funding for two of the three remaining applications, noting their alignment with the LMRWD’s mission and goals for watershed-focused education. **This recommendation, if approved, would authorize \$1,340 in funding to three current applicants for spring 2025.** Note: \$500 of this total was already approved by the Board in April.

The application that is not recommended for funding was submitted by a student, rather than an educator. The decision was difficult for the CAC as they were enthusiastic about the initiative and vision; however, neither the school nor the planned activity fell within the LMRWD watershed boundary. For this reason the application fell just below the scoring criteria for recommendation to the Board. Because the activity was envisioned for the Lanesboro, MN, area, CAC Chair Lee Peterson recommended reaching out to the student to provide feedback and potentially helping them make a connection with other natural resources opportunities in that area. Reviewers hoped to continue fostering this student’s interest beyond this grant opportunity.

A detailed scoring matrix and comments are included below, followed by a compilation of the mini-grant applications received. Any application scored at 5 or higher is recommended for Board approval.

Mini-Grant	Summary	Total Average Score	Recommended Board Action
Mini-Grant for April Board Approval			
Mini-Grant 1: Hiawatha Academies	Funds will be used to visit Thomas Savage Visitor’s Center at Fort Snelling State Trail, allowing 90 students to collect data about water pollution and research water ecosystems in partnership with River Watch. Funds will be used to pay for bus transportation.	7.3	Recommended approving the funding request for \$500 . The applicant has been notified and provided with a grant agreement.
Total Grant Amount Requested for Board Approval (April)			\$500
Additional Mini-Grants for May Board Meeting Approval			
Mini-Grant 2: Poplar Elementary	Funds would be used to transport 90 students to the Big River Journey, touring the Mississippi River on a boat ride. Funds would be used to lower the field trip costs per student. The event will take place in fall 2025. Note: the school is not technically within the LMRWD boundary, but just outside, which is acceptable. Funds requested: \$500.	5	Recommend approving funding request for \$500 .
Mini-Grant 3: Integrated Arts Academy	Funds would be used to teach students about soil classification and how to test physical properties of soil to understand the impacts of pollutants and runoff on our water resources. Project is planned for the spring 2026; this educator has received a grant in the past. Funds requested: \$340.	6.5	Recommend approving funding request for \$340 .
Total Grant Amount Requested for Board Approval (May)			\$840
Total Grant Amount Requested for Board Approval (Spring Educator Mini Grant Cycle)			\$1,340

Mini-Grant	Summary	Total Average Score	Recommended Board Action
Mini Grant Application not Recommended for Approval			
Mini-Grant 4: Great River School	Funds would be used for a student-led experience to spend four days fly fishing in southern Minnesota to access water testing equipment and rental vans to understand water quality in the Root River. Funds requested: \$500	4	No action requested at this time. The CAC will provide a follow-up to the applicant.

Updates from Previous Grant Recipients

As part of grant agreements, we request that previous grant recipients share updates on their project or activity when submitting their reimbursement. One of our previous grant awardees, Michele Link-Valenstein of Pilot Knob STEM Magnet School, sent the following photos showing the impact of their educator mini-grant! Students purchased handheld microscopes to explore nature in greater detail. We will share this update with the LMRWD audience to showcase grant impacts.



Attachments

- Attachment 1—Spring Educator Mini-Grant Applications
- Attachment 2— Educator Mini Grant Report from Pilot Know STEM Magnet School



Educator Mini-Grant Program Application

Name of School/Organization:

Hiawatha Academies

First Name:

Jackson

Last Name:

Fuson

Email:

jfuson@hiawathaacademies.org

Phone:

650-388-2480

Describe your current role?

9th Grade Earth Science Teacher at Hiawatha Collegiate high school

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

Address of School/Organization

Street Address:

3500 E 28th St

Address line 2:

City:

Minneapolis

State:

MN

Zip Code:

55406

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

Street Address:

Thomas Savage Visitors Center Fort Snelling State T

Address line 2:

City:

St Paul

State:

MN

Zip Code:

55111

What age(s) are the participants?

K-5th grade

6-12th grade

18+ years

Senior

Estimated number of participants:

90

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.

Students will take a field trip to Fort Snelling state park to collect data about water pollution and research water ecosystems in partnership with River Watch. The field trip will be coordinated with Tom Crawford with the Friends of the Minnesota Valley to schedule activities with these students. This will coincide with our water unit, in which we talk about the effects of pollution in the local watershed. The ability to apply this information to the work that people are doing aligns with Hiawatha's goal to assist students in graduating college and assisting the common good.

Learning goals would include:

Students will collect and analyze water samples to assess pollution levels using real-world scientific methods.

Students will interpret data on water quality indicators used by water scientists.

Students will examine how human activities affect local water pollutions.

When is this activity/project scheduled to take place?

Friday May 2nd.

Total requested amount (maximum \$500):

\$500

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

Funds would be allocated to transporting our students by bus to Fort Snelling. Any extra would go to lunch for the students.

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:

3/31/2025



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

Educator Mini-Grant Program Application

Name of School/Organization:

Poplar Bridge Elementary School

First Name:

Jennifer

Last Name:

Steffes

Email:

jsteffes@isd271.org

Phone:

507-271-5688

Describe your current role?

4th grade teacher

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

Address of School/Organization

Street Address:

8401 Palmer Ave.

Address line 2:

City:

Bloomington

State:

MN

Zip Code:

55437

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

Street Address:

49 Harriet Island Road

Address line 2:

City:

St. Paul

State:

MN

Zip Code:

55107

What age(s) are the participants?

K-5th grade

6-12th grade

18+ years

Senior

Estimated number of participants: **90 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.

I want to take my students on the Big River Journey field trip this fall. The trip takes the students on a river boat ride down the Mississippi River while they move through stations where they learn about mapping locations on the river, geology, river birds, using binoculars, examining mussels, and learning about the flood plain habitat of the river otters. This program is put on by the National Park Service and River educators.

When is this activity/project scheduled to take place?

There are various dates to choose from in September & October of 2025.

Total requested amount (maximum \$500):

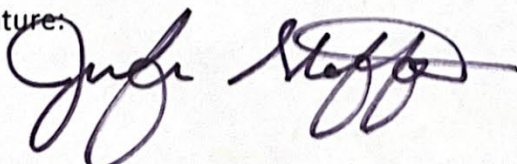
\$ **500.00**

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

We will use the funds to lower the \$12.00 field trip cost for our students and their families

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:

March 21, 2025



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:



Educator Mini-Grant Program Application

Name of School/Organization:

Great River School

First Name:

Zander

Last Name:

Cummins

Email:

zcummins@greatriverschool.org

Phone:

763-286-4200

Describe your current role?

I am an 11th grade student

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

Ethan Huelett at ehuelett@greatriverschool.org

Address of School/Organization

Street Address:

1326 Energy Park Dr.

Address line 2:

City:

Saint Paul

State:

Minnesota

Zip Code:

55108

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

Street Address:

28097 Goodview Dr.

Address line 2:

City:

Lanesboro

State:

Minnesota

Zip Code:

55949

What age(s) are the participants?

K-5th grade

6-12th grade

18+ years

Senior

Estimated number of participants:

12-15

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.

Each spring my school has student led experiences that are up to four days in length. This year I am trying to plan one around fly fishing and how water quality can impact fish habitat. I led one similar to this two years ago and we visited the Lanesboro Fish Hatchery which was a super fun experience and I would like to do that again. The goal of this trip would be to educate students interested in outdoor recreation on how development and climate change can impact the natural resources used for recreation. Some activities that would be fun and educational other than the fish hatchery is the monitoring and logging of water quality data at different locations, a lesson from the nature educators at the Eagle Bluff Environmental Center, and identification of microinvertebrates in the rivers we would be fishing in order to better 'match the hatch'.

When is this activity/project scheduled to take place?

The first week of June

Total requested amount (maximum \$500):

\$500

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

Funds would allow us access to water testing equipment along with money for rental vans. Some money would also be used to fund a lesson from Eagle Bluff about water quality and the different influences on it in the Root River.

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:

02/24/2025



Educator Mini-Grant Program Reimbursement and Reporting Request Form

Name of School/Organization: **Pilot Knob STEM Magnet School**

First Name: **Michele**

Last Name: **Link-Valenstein**

Email: michele.linkvalenstein@isd197.org

Phone: 651-403-7933

Address of School/Organization

Street Address: **1436 Lone Oak Rd**

City: **Eagan**

State: **MN**

Zip Code: **55121**

When and where did the activity/project take place? **The microscopes were used in STEM class with students in Kindergarten-4th grade in April 2025. They will continue to be used in STEM class.**

Describe how your activity or project engaged participants? **This has been the most fun week! The addition of handheld microscopes to our Wondering Walks proved to be a transformative element in student engagement. This initiative, designed to encourage intentional seeking of awe and wonder in nature, was powerfully amplified by the ability of students to explore the micro-world. The microscopes unlocked hidden details, sparking a level of curiosity that far exceeded our previous experiences. The remarkable excitement witnessed as students examined everything from the inside of a blade of grass to the textures of bark and soil underscores the success of this approach in capturing their interest in the natural world.**

Total number of participants: **381**

List your relevant expenses: **\$380.64**

Refund amount (cannot be more than the original award amount): **\$380.64**

Please provide information for the check recipient:

Pilot Knob STEM Magnet School

1436 Lone Oak Rd

Eagan, MN 55121

Please submit photos of your activity or project in action. Include the photographer's name in the photo file name and email to admin@lowermnriverwd.org.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, May 21, 2025

Agenda Item

Item 7. E. – Education & Outreach - Public Relations Firm Subcontract and Public Listening Session

Next Steps

Prepared By

Linda Loomis, Administrator

Summary

The Lower Minnesota River Watershed District (LMRWD) remains committed to raising awareness about the insights gathered during the Public Listening Session held in January. In support of this effort, Young Environmental Consulting Group, on behalf of the LMRWD, issued a Request for Information (RFI) to qualified public relations firms.

Details regarding the scope of work expected from a public relations firm are outlined in the document titled Technical Memorandum – Education and Outreach – Public Relations Firm Subcontract and Public Listening Session Next Steps, dated May 8, 2025.

Young Environmental Consulting Group recommends that the Board of Managers authorize Tunheim to serve as a subcontractor to the LMRWD for this initiative.

Attachments

Technical Memorandum – Education and Outreach – Public Relations Firm Subcontract and Public Listening Session Next Steps, dated May 8, 2025

Recommended Action

Motion to authorize Tunheim to serve as a subcontractor to the LMRWD as proposed and schedule a kick-off meeting for June 2025 to provide direction to the PR subcontractor

Technical Memorandum



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

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

Date: May 8, 2025

Re: Education and Outreach—Public Relations Firm Subcontract and Public Listening Session Next Steps

EXECUTIVE SUMMARY

Young Environmental is continuing to implement the Board of Managers direction following the January Public Listening Session. The report is currently active on the Lower Minnesota River Watershed District (LMRWD) website, which will be released as an update through a mass email blast and social media post in conjunction with the release of the 2024 Annual Report. The website highlights the findings of the Public Listening Session and stands as an aggregation of the testimony and feedback shared through the event. [The full report can be viewed here.](#)

Another primary action item resulting from the Public Listening Session was the directive to onboard a public relations (PR) firm to build on the momentum of the public meeting and deliver key materials in response to the issues and themes identified by stakeholders. Following a request for information to qualified PR firms, Young Environmental selected Tunheim to serve as a subconsultant to perform this critical work. The subcontract is currently underway with Tunheim, with the goal to kick off the project work in June 2025.

Tunheim will work as an extension of the Young Environmental team, through an agreement made directly with the LMRWD. Suzy Lindberg and Della Schall Young will provide daily oversight, using funds already approved as part of the Education and Outreach 2025 work plan. Tunheim brings unique expertise in public relations, public affairs, digital marketing, and government services. They will bring an objective perspective to the team, allowing us to reframe our approach and strategically align on impactful campaigns around key issues. Their scope of work has been included as Attachment A.

Funds will be applied from the following tasks within the Young Environmental approved work plan:

- **Task 1.4:** Coordinate complementary communications.
- **Task 2.2:** Adaptable Community Outreach and Engagement for High-Profile Issues and Special Resources.
- **Task 2.3:** Maintain Social Media Accounts.

Next Steps

The subcontract process is being finalized with an agreement between Tunheim and the LMRWD. Young Environmental is tracking a project kick-off date for June 2025. Tunheim's work will continue through the summer, driving interest and momentum for public awareness through the fall 2025 Minnesota River Boat Tour.

Schedule to Subcontract PR Consultant and Implement Strategy:

1. **May 2025:** Reviewing scope of work and developing subcontract agreement. Submit selected subcontractor for final Board approval.
2. **June 2025:** Kick off project with a collaborative Immersion and Planning Session, led by Tunheim with the collaboration of Young Environmental. This meeting will include the Board of Managers and Administrator(s) to provide direction and visioning for Tunheim's successful execution.
3. **June-September 2025:** Develop, approve, and publish three campaigns identified in Communications and Engagement Strategy.
4. **September-October 2025:** Close out subcontract, revisit next steps to adaptively use Communications and Engagement Strategy moving forward. Discuss and memorialize lessons learned from strategy implementation and key data from campaigns to inform next steps.

Recommendations

We recommend the Board of Managers authorize Tunheim to serve as a subcontractor to the Lower Minnesota River Watershed District, employing funds through the existing Education and Outreach work plan, for a not-to-exceed cost of \$20,000. Deliverables from Tunheim will include stakeholder feedback review, an immersion and planning session, a customized communications and media strategy, material development for two to three campaigns, and assessment of results.

We request that the Board of Managers participate in the upcoming kick-off meeting to be scheduled for June 2025 and provide direction to the PR subcontractor to yield the best results. The Young Environmental team will circulate potential dates for the meeting following the final agreement.

Attachments

- Attachment 1—Tunheim Scope of Services

To: Suzy Lindberg

Re: Public Relations Support

Date: April 29, 2025

Tunheim will serve as a subconsultant to Young Environmental, operating under the existing approved Education and Outreach work plan for the Lower Minnesota River Watershed District (LMRWD). Our work will support efforts to interpret and respond to stakeholder input gathered during the January 8, 2025 Public Listening Session, with a focus on building awareness, engaging stakeholders, and supporting District communication priorities.

With over 35 years of experience in strategic communications and stakeholder engagement, Tunheim brings a collaborative, insights-driven approach to developing and executing communications strategies that align with public agency goals and community interests.

Our support approach follows these process steps:



IMMERSION

In this phase, we kick off the work and seek to go deep learning about your organization and defining success for our work together.



**POSITIONING
AND
MESSAGING**

Tunheim will develop a narrative arc and key messages for priority audiences.



**MATERIAL
DEVELOPMENT**

Tunheim will develop materials to manage your communications.



**DELIVER
AND
ASSESS**

Tunheim will deliver the work at your speed. We assess and share results as we go. If something isn't performing, we adjust along the way.

Customized Communications/Media Strategy

This scope includes research, stakeholder engagement, and strategy development to ensure effective public outreach, messaging, and policy advocacy.

Key Deliverables & Estimated Time Requirements:

- **Pre-Immersion Preparation: Stakeholder Feedback Review:**

Timing: Week of June 2, 2025

Estimated Team Hours: 10

Before the immersion and onboarding session, our team will conduct a comprehensive review of the stakeholder feedback collected during the January 8, 2025, Public Listening Session. This work is essential to ensure we enter the onboarding process informed by the perspectives of key audiences and aligned with their concerns and aspirations.

As part of this phase, we will:

- Review meeting notes, comments, and input gathered during stakeholder sessions.
- Analyze and synthesize the feedback to identify key themes, recurring concerns, and potential opportunities for alignment or improvement.
- Prepare a summary document that highlights our findings and includes actionable recommendations to inform strategic next steps.

- **Immersion and Planning Session:**

Timing: Week of June 9, 2025

Estimated Team Hours: 5

Our work officially begins with a thoughtful kickoff meeting designed to establish a shared vision, set clear objectives, define roles and responsibilities, and review the project's scope, timeline, and key deliverables.

During this session, we will:

- Define the overall project scope, objectives, and key communication goals.
- Establish success metrics, identify key messages, and confirm target audiences.
- Outline expectations for media engagement, public involvement, and timeline alignment.
- Review any existing assets, tools, or data that can inform our approach and accelerate early progress

- **Positioning, Messaging, and Development of a Customized Communications & Media Strategy**

Timing: Draft plan to be presented week of July 7

Estimated Team Hours: 40

Following the immersion session, we will focus on developing the foundational narrative and communication tools that will guide all public-facing efforts. Our first deliverable is often a draft of the positioning narrative—an articulation of the overarching “story” and context that will drive the message strategy and position the project for success. Tunheim will draft this narrative arc along with recommended key messages and deliver it for your review and input. We include up to two rounds of edits to refine and finalize the content.

Building on this narrative foundation, our team will develop a customized Communications & Media Strategy that outlines a clear, structured approach to engagement. This strategy will:

- Create a structured plan for public engagement, media relations, and stakeholder collaboration.
- Identify opportunities to increase awareness of surface water storage efforts, municipal partnerships, and public testimony responses.
- Define outreach protocols for policy updates, strategic planning, and advocacy messaging.
- Provide a framework for ongoing media engagement and crisis communication, if needed.
- Includes up to three rounds of review, edits, and additions.

- **Material Development, Social Media & Public Engagement Support**

Timing: July – October 2025

With the communications strategy in place, our next phase focuses on the development and execution of high-impact public engagement campaigns. These efforts are designed to translate strategy into action by equipping your team with clear, compelling materials and an organized plan for engagement.

This work will include:

- Creation of tailored content for social media and online engagement.
- Development of visual assets such as graphics and infographics that support core messages
- Coordination with relevant stakeholders to amplify messaging and drive engagement

Each campaign will be scoped and priced based on specific deliverables, level of coordination required, and the timeline for execution. Based on our work with other watershed districts, including seasonal campaigns, we have found that costs typically range between \$2,500 and \$5,000 per campaign.

- **Deliver and Assess**

With this approach, we will ensure the campaign resonates with key audiences. Tunheim will plan, schedule, and monitor over a defined period (e.g., a one-month campaign). We continuously assess performance, share insights, and refine our approach as needed to maximize impact.

Proposed Budget

Task	Timing	Estimated Cost
Pre-Immersion Preparation: Stakeholder Feedback Review	Week of June 2, 2025	\$2,150
Immersion and Planning Session	Week of June 9, 2025	\$1,075
Positioning, Messaging, and Development of a Customized Communications & Media Strategy	Plan to be presented the week of July 7	\$8,500
Material Development and Social Media & Public Engagement Support	July - October	\$2,500 – \$5,000 per campaign
Deliver & Assess		
Total before fees		\$16,725 - \$26,725



Additional On-Call Support:

For needs outside predefined project scopes, support is available at \$150-\$225 per hour, depending on the team engaged, scoped in advance per engagement.

Out-of-pocket fees

All out-of-pocket expenses including wire services, social media placement, and media influencers are to be paid directly by you. If you wish Tunheim to submit payment for any out-of-pocket expense on your behalf, you agree to pay Tunheim prior to any order getting placed. In such situation, Tunheim will access an administration fee of two percent (2%) for the processing, managing, purchasing, and tracking all out-of-pocket expenses. For any out-of-pockets purchased by Tunheim on your behalf without prior payment, we will charge an additional 17.65% for processing.

Technology fee

Tunheim includes a technology fee of eight percent (8%) on top of professional fees (excluding out-of-pocket fees) to cover technology expenses incurred for our clients (i.e., media and social media monitoring tools, online media intelligence and insights aggregators, cross-media database and buying resources, cloud applications, photo, and design subscriptions). If required, we can back it out of the above budget so it is encompassed in the project fee.

Tunheim seeks to align its work plan and efforts with what is valuable to your organization. If anything on this work plan is handled internally, we can refine it to your desires.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, May 21, 2025

Agenda Item

Item 8. A. – SkyWater Technologies

Prepared By

Linda Loomis, Administrator

Summary

The LMRWD was notified by the Environmental Justice outreach coordinator at the MPCA about an expansion of the operations at SkyWater Technologies, in Bloomington. SkyWater is a semiconductor foundry located at 2401 E 86th St, Bloomington, MN 55425. They are proposing a 66,700 sq. ft. expansion of its 330,765 sq. ft. facility, including approximately 15,000 sq. ft. of clean room.

Manager Salvato received notice from the MPCA through her work with UMRBA (Upper Mississippi River Basin Association) and President Barisonzi subsequently received notification too.

Young Environmental Consulting Group did some preliminary investigation and found that the only permit under consideration at this time is a permit for air quality, which the LMRWD does not have authority to regulate.

In discussions with the Environmental Justice outreach coordinator, Manager Salvato learned that other permits may be under consideration.

Although this permit is in Bloomington, which permits projects on behalf of the LMRWD under its Municipal LGU permit, the LMRWD may comment on permits under consideration by the MPCA.

The Board is asked to consider whether to invite the Minnesota Pollution Control Agency (MPCA) to deliver a presentation at an upcoming meeting, and subsequently, whether the LMRWD should submit comments on any permit applications, as appropriate.

Attachments

No attachments

Recommended Action

No action recommended – for information only



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 8. B. - LMRWD 65th Anniversary

Prepared By

Linda Loomis, Administrator

Summary

2025 marks the 65th Anniversary of the LMRWD. In 2025, for the 60th Anniversary, an open house was planned to celebrate, however, the COVID 19 health emergency curtailed those plans. A [video](#) was produced instead.

The Board should discuss how it would like to celebrate 65 years of the LMRWD. Staff plans to meet at 1:00 pm, Wednesday, May 21st to discuss the River Boat Tour planned for August 14th and may have some recommendations on how to combine the two.

Attachments

No attachments

Recommended Action

Provide direction to staff



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 9. A. – Study Area #3 Update

Prepared By

Linda Loomis, Administrator

Summary

At its April 16, 2025, meeting, the Board of Managers authorized Barr Engineering Company to proceed with final design and construction administration services for the project. A professional services agreement between the LMRWD and Barr Engineering has since been executed.

A project kick-off meeting was held on May 7, 2025. The 90% design milestone is scheduled for completion by June 27, 2025. The bidding process is set to open on September 2, 2025, with bids due by September 28, 2025. The Board is expected to award the contract at its October 20, 2025, meeting. Construction is anticipated to take place over the winter months, with substantial completion targeted for March 30, 2026.

Once construction costs are finalized, the LMRWD will be able to finance its share of the project.

In parallel, a summons and complaint was issued to the Huelers. As of May 15, Greg Hueler has committed to signing and returning the subdivision application. Upon receipt, the LMRWD will proceed with requesting the subdivision, replat, and rezoning from the City.

Attachments

No attachments

Recommended Action

No action recommended – for information only



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 9. B. - Vernon Avenue Update

Prepared By

Linda Loomis, Administrator

Summary

Payment of the first installment for this project is on the May 2025 Consent Agenda.

Work is in progress on the rehabilitation of Vernon Avenue. The Contractor has been providing weekly progress reports. Braun Intertec has taken samples of the reclaimed materials gradation testing. Materials passed testing, although there were not enough reclaimed materials to use as aggregate base. Additional Class 5 materials will need to be brought in to supplement.

The roadway has been excavated and graded. Storm sewer installation is complete and the aggregate base has been placed.

It was confirmed with the railroad that surfacing gravel will be placed between the rails.

The project is on track.

The Board of Water & Soil Resources responded regarding using future dredge funding to pay for this project and were told that funding can't be used to pay for work that occurs before the grant period. So, state funding for dredge management can't pay back the capital projects funds.

Attachments

Weekly progress reports

Recommended Action

No action recommended – for information only



Weekly Progress Meeting Agenda
Lower Minnesota River Watershed District
Vernon Avenue Improvements
Week of April 21, 2025

.....
1. Attendance

Jason M (BMI)

Drew H (BMI)

Ted B (GMH)

2. Project Schedule Update

a. Work completed over the past week

- *Erosion control*
- *Clearing and grubbing*
- *Reclamation*

b. Work anticipated for the following week

- *Removal of reclaim material*
- *Roadway excavation and grading*

c. Completion Dates

- Substantial Completion: 8/30/2025
 1. All work under the contract with the exception of minor punch list items and final clean up.
- Interim Milestone
 1. The work must reach substantial completion within 42 calendar days of commencement of earth disturbing activities, and final completion within 14 calendar days of substantial completion, unless otherwise approved by the Engineer in writing.
 2. When Contractor considers the entire Work to be substantially complete Contractor shall notify Owner and Engineer in writing that the entire Work is substantially complete and request that Engineer issue a certificate of Substantial Completion. Contractor shall at the same time submit to Owner and Engineer an initial draft of punch list items to be completed or corrected before final payment.
- Final Completion: 9/13/2025

3. Utility Coordination

- a. *Utilities are clear of the roadway for the most part and not in conflict*

4. Traffic Impacts

- a. *None*

5. Permits

- a. MPCA Construction Stormwater Permit (Obtained)
- b. City of Savage ROW Permit (Obtained)
- c. UP Railroad ROW Permit (Obtained)

6. Submittals

- a. Remaining Submittals currently identified (not a comprehensive list):
 - Aggregate base/Reclaim material certification
 - 1. *Braun was on site to take samples of the reclaim material for gradation tests*
 - Landscape certifications for seed mixtures

7. Plan Revisions

- a. *None*

8. Old Business

- a. *None*

9. New Business

- a. *None*

10. Erosion Control

- a. Contractor shall have all logs, documentation and inspection reports completed and submitted to Watershed District weekly

11. Construction Materials Testing – Braun Intertec

- a. Testing needs to schedule for next week?
 - *None*

12. Survey Requests

- a. Need requests 48 hours in advance
- b. Submit through on-site inspector

13. Next Quantity Cutoff

- a. April 25th



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Weekly Progress Meeting Agenda Lower Minnesota River Watershed District Vernon Avenue Improvements Week of April 28, 2025

.....

1. **Attendance –**

Jason M (BMI)
Connor K (BMI)
Ted B (GMH)
John W (City of Savage)

2. **Project Schedule Update –**

a. Work completed over the past week

- *Roadway excavation and grading*

b. Work anticipated for the following week

- *Roadway excavation and grading*

c. Completion Dates

- Substantial Completion: 8/30/2025

1. All work under the contract with the exception of minor punch list items and final clean up.

- Interim Milestone

1. The work must reach substantial completion within 42 calendar days of commencement of earth disturbing activities, and final completion within 14 calendar days of substantial completion, unless otherwise approved by the Engineer in writing.

a. Reclamation began on 4/18, 42 calendar days from that date is 5/30

2. When Contractor considers the entire Work to be substantially complete Contractor shall notify Owner and Engineer in writing that the entire Work is substantially complete and request that Engineer issue a certificate of Substantial Completion. Contractor shall at the same time submit to Owner and Engineer an initial draft of punch list items to be completed or corrected before final payment.

- Final Completion: 9/13/2025

3. Utility Coordination

- *None*

4. Traffic Impacts

- *Flaggers scheduled for this Friday for excavation near RR tracks*

5. Permits

- MPCA Construction Stormwater Permit (Obtained)
- City of Savage ROW Permit (Obtained)
- UP Railroad ROW Permit (Obtained)

6. Submittals

- Remaining Submittals currently identified (not a comprehensive list):
 - Aggregate base/Reclaim material certification
 - Received passing results verbally from Braun*
 - Ted to send results once he receives them*
 - Landscape certifications for seed mixtures

7. Plan Revisions

- *None*

8. Old Business

- *None*

9. New Business

- *None*

10. Erosion Control

- Contractor shall have all logs, documentation and inspection reports completed and submitted to Watershed District weekly
 - *Ted to submit inspections to Connor*

11. Construction Materials Testing – Braun Intertec

- Testing needs to schedule for next week?
 - *None*

12. Survey Requests

- Need requests 48 hours in advance
- Submit through on-site inspector

13. Next Quantity Cutoff

- May 30th



**Weekly Progress Meeting Agenda
Lower Minnesota River Watershed District
Vernon Avenue Improvements
Week of May 5, 2025**

.....
1. Attendance –

*Jason M (BMI)
Connor K (BMI)
John W (City of Savage)
Ted B (GMH)*

2. Project Schedule Update –

a. Work completed over the past week

- *Roadway excavation and grading*

b. Work anticipated for the following week

- *Roadway excavation and grading*
- *Storm sewer*

c. Completion Dates

- Substantial Completion: 8/30/2025

1. All work under the contract with the exception of minor punch list items and final clean up.

- Interim Milestone

1. The work must reach substantial completion within 42 calendar days of commencement of earth disturbing activities, and final completion within 14 calendar days of substantial completion, unless otherwise approved by the Engineer in writing.

a. Reclamation began on 4/18, 42 calendar days from that date is 5/30

2. When Contractor considers the entire Work to be substantially complete Contractor shall notify Owner and Engineer in writing that the entire Work is substantially complete and request that Engineer issue a certificate of Substantial Completion. Contractor shall at the same time submit to Owner and Engineer an initial draft of punch list items to be completed or corrected before final payment.

- Final Completion: 9/13/2025

3. Utility Coordination

- *None*

4. Traffic Impacts

- *None*

5. Permits

- a. MPCA Construction Stormwater Permit (Obtained)
- b. City of Savage ROW Permit (Obtained)
- c. UP Railroad ROW Permit (Obtained)

6. Submittals

- a. Remaining Submittals currently identified (not a comprehensive list):
 - Aggregate base/Reclaim material certification
 1. *Connor to send out Braun testing results after meeting*
 2. *GMH to submit certifications for supplementary Class 5 material*
 - Landscape certifications for seed mixtures

7. Plan Revisions

- *None*

8. Old Business

- *None*

9. New Business

- *GMH to confirm with RR how paving should take place adjacent to rails.*
 1. *Pave up to and between rails but leave rails exposed or do they require something else?*
- *Not enough reclaim material on site to use as aggregate base, will have to bring in class 5 to supplement*

10. Erosion Control

- a. Contractor shall have all logs, documentation and inspection reports completed and submitted to Watershed District weekly
 - *Ted to submit inspections to Connor*

11. Construction Materials Testing – Braun Intertec

- a. Testing needs to schedule for next week?
 - *Density testing on aggregate base. Connor to coordinate.*

Vernon Avenue Improvements
Weekly Progress Meeting

- 12. Survey Requests**
 - a. Need requests 48 hours in advance
 - b. Submit through on-site inspector

- 13. Next Quantity Cutoff**
 - a. May 30th



**Weekly Progress Meeting Agenda
Lower Minnesota River Watershed District
Vernon Avenue Improvements
Week of May 12, 2025**

.....
1. Attendance –

Ted B (GMH)
Jason M (BMI)
Connor K (BMI)

2. Project Schedule Update –

a. Work completed over the past week

- *Storm sewer installation*
- *Aggregate base placement*

b. Work anticipated for the following week

- *Aggregate base placement*
- *Base course and wear course paving*
- *Shouldering/grading*
- *Restoration*

c. Completion Dates

- Substantial Completion: 8/30/2025
 1. All work under the contract with the exception of minor punch list items and final clean up.
- Interim Milestone
 1. The work must reach substantial completion within 42 calendar days of commencement of earth disturbing activities, and final completion within 14 calendar days of substantial completion, unless otherwise approved by the Engineer in writing.
 - a. Reclamation began on 4/18, 42 calendar days from that date is 5/30*
 2. When Contractor considers the entire Work to be substantially complete Contractor shall notify Owner and Engineer in writing that the entire Work is substantially complete and request that Engineer issue a certificate of Substantial Completion. Contractor shall at the same time submit to Owner and Engineer an initial draft

of punch list items to be completed or corrected before final payment.

- Final Completion: 9/13/2025

3. Utility Coordination

- *None.*

4. Traffic Impacts

- *None.*

5. Permits

- MPCA Construction Stormwater Permit (Obtained)
- City of Savage ROW Permit (Obtained)
- UP Railroad ROW Permit (Obtained)

6. Submittals

- Remaining Submittals currently identified (not a comprehensive list):
 - Aggregate base/Reclaim material certification
 - GMH to submit certifications for supplemental Class 5 material*
 - Landscape certifications for seed mixtures

7. Plan Revisions

- *None.*

8. Old Business

- *GMH confirmed with RR to pave up to tracks and fill between tracks with surfacing gravel.*

9. New Business

- *None.*

10. Erosion Control

- Contractor shall have all logs, documentation and inspection reports completed and submitted to Watershed District weekly
 - *Ted to submit inspections to Connor*

11. Construction Materials Testing – Braun Intertec

- Testing needs to schedule for next week?
 - *Braun completed DCP density testing on aggregate base. All test passed.*

12. Survey Requests

- Need requests 48 hours in advance
- Submit through on-site inspector

Vernon Avenue Improvements
Weekly Progress Meeting

- 13. Next Quantity Cutoff**
 - a. May 30th



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, May 21, 2025

Agenda Item

Item 9. C. - Distribution of Managers

Prepared By

Linda Loomis, Administrator

Summary

On May 5, 2025, a message was sent to Scott County Board Chair, Dave Beer. Other Scott County Commissioners copied the message. A sample resolution, for the County Board to adopt, supporting a LMRWD request to increase the number of Managers, was attached to the message. To date, no response has been received.

Attachments

Letter to Scott County Board Chair Dave Beer dated May 5, 2025
Sample Resolution to increase the number of LMRWD managers

Recommended Action

No action recommended – for information only



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

May 5, 2025

Attn: Chair Dave Beer
Scott County Board of Commissioners
Scott County Government Center
200 Fourth Avenue West
Shakopee, MN 55379

Subject: Request for Support in Expanding the LMRWD Board of Managers

Dear Chair Beer and Commissioners,

On behalf of the Lower Minnesota River Watershed District (LMRWD), I write to formally initiate a request for your support in expanding the LMRWD Board of Managers from five (5) to six (6) members, with the additional seat designated for Scott County.

This request follows a unanimous resolution passed by the LMRWD Board at our April 2025 meeting. The motion was introduced by Scott County's current Manager, Janet Williams, and builds upon the dedicated work and leadership of former Manager Apollo Lammers. It reflects our commitment to ensuring that the governance of the District evolves with the communities it serves.

Scott County represents the largest portion of the LMRWD by both land area and population and—beginning with taxes payable in 2025—has the highest net tax capacity among all counties within the District. In addition to this substantial demographic and financial contribution, Scott County is home to critical watershed infrastructure, including the Port of Savage, the only federally designated port on the Minnesota River, and the LMRWD's primary dredge material management site. These assets are essential to regional commerce, environmental stewardship, and flood mitigation.

Minnesota Statutes § 103D.305 provides several options to petition the Minnesota Board of Water and Soil Resources (BWSR) to increase the number of managers. Such a petition may be made by one-half or more of the counties within the watershed district; counties with 50 percent or more of the area within the watershed district; a majority or greater number of the cities within the watershed district; 50 or more resident owners residing in the watershed district, excluding resident owners within the corporate limits of a city if the city has signed the petition; or the managers of the watershed district, by resolution adopted by a majority of the managers of the watershed district.

The watershed-initiated petition requires the least formal coordination, provided there is support from affected counties. Since it represents a majority of both land area and population, the



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

LMRWD Board would like to start the process by seeking a resolution of support from Scott County. Once we receive a formal resolution of support from Scott County, we will move forward in formally requesting similar action from Carver, Hennepin, and Dakota Counties and proceed with a formal petition to BWSR.

We are grateful for Scott County's leadership and partnership in advancing the health and sustainability of the Lower Minnesota River watershed. Should you have any questions or should you wish to meet for further discussion, I would be honored to do so.

Sincerely,

Joseph Barisonzi

President, Board of Managers

Lower Minnesota River Watershed District

jbarisonzi@iwlamnvalley.org

612-867-8791

Cc: [Janet Williams](#)

RESOLUTION NO. [Insert Number]

**A Resolution to Support the Petition of the
Lower Minnesota River Watershed District Board of Managers
to the Board of Water and Soil Resources
Requesting an Expansion of the Watershed District Board**

WHEREAS, the Lower Minnesota River Watershed District (LMRWD) was originally established to serve as the local sponsor of the Federal, nine-foot navigational channel on the Minnesota River. Subsequent statutory changes have expanded the LMRWD's role to protect, manage, and enhance the Lower Minnesota River and its watershed, ensuring sustainable water resources, flood mitigation, erosion control, and water quality for the benefit of residents and businesses, industrial stakeholders, and natural ecosystems within its jurisdiction; and

WHEREAS, the LMRWD spans across Scott, Carver, Hennepin, and Dakota Counties, overseeing a critical section of the Minnesota River, which serves as a vital natural resource, economic corridor, and ecological asset for the region; and

WHEREAS, the governance and decision-making of the LMRWD must reflect the evolving needs of the watershed, ensuring that the growing population, changing land use, increasing economic activity, and environmental challenges are adequately addressed; and

WHEREAS, the current five-member LMRWD Board of Managers structure does not fully reflect the substantial growth and development in Scott County, which now represents a major portion of the LMRWD's land area, population, and tax base, and continues to undergo significant urbanization and industrial development along the river corridor; and

WHEREAS, Scott County is home to the District's most critical port infrastructure, serving as the economic and logistical hub for commercial navigation along the Lower Minnesota River, including:

- The Port of Savage, the only federally designated river port on the Minnesota River, functions as a major grain terminal and transshipment hub, facilitating the movement of millions of bushels of agricultural commodities, aggregates, and industrial materials annually to national and international markets. This port serves as a vital link in the regional supply chain, supporting agribusiness, construction, and manufacturing sectors across multiple counties.
- The LMRWD's primary dredge material management site which is essential for maintaining navigational depth and operational safety along the river's commercial shipping channel. This dredging program ensures uninterrupted barge traffic, mitigates sediment accumulation that threatens water quality and aquatic habitats, and upholds the long-term economic viability and ecological health of the Minnesota River; and

WHEREAS, Minnesota Statutes § 103D.305 provides a clear legal pathway to expand the number of watershed district managers upon petition and approval by the Board of Water and Soil Resources (BWSR); and

WHEREAS, expanding the Board from five (5) to six (6) members, with an additional manager appointed by Scott County, will:

- Ensure equitable representation for all counties within the LMRWD, aligning governance with population growth, economic impact, and environmental responsibilities;
- Strengthen governance and decision-making by incorporating a broader range of perspectives to address challenges such as stormwater management, sediment control, wetland restoration, and riverbank stabilization;
- Enhance inter-county collaboration by fostering more inclusive, balanced decision-making across jurisdictions that share responsibility for the health, sustainability, and economic vitality of the Minnesota River; and

WHEREAS, it is in the public interest and consistent with the mission of the LMRWD to ensure fair, proportional, and effective representation of all counties contributing to and impacted by watershed governance;

NOW, THEREFORE, BE IT RESOLVED that the [Scott] County Board of Commissioners reaffirms its commitment to the mission of the Lower Minnesota River Watershed District, including the protection, management, and enhancement of water resources for the benefit of the public, economy, and environment of the region.

BE IT FURTHER RESOLVED that the [Scott] County Board of Commissioners supports the expansion of the Lower Minnesota River Watershed District Board of Managers from five (5) to six (6) members, with the additional manager to be appointed by Scott County.

BE IT FURTHER RESOLVED that the [Scott] County Board of Commissioners supports the Petition of the Lower Minnesota River Watershed District Board of Managers to expand its Board composition from five (5) to six (6) members, with the additional manager to be appointed by Scott County.

BE IT FURTHER RESOLVED that the [Scott] County Board of Commissioners encourages the Boards of Commissioners for [Carver, Hennepin, and Dakota] Counties to adopt similar resolutions in support of the LMRWD petition to BWSR.

Adopted this [Insert Date], by the [Scott] County Board of Commissioners.

Signed:

[Insert Names & Titles]

LMRWD Permit Program Summary



Permit Number	Project Name	Owner	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date
							Information Only	Conditional Approval	Approval		
2021-016	Whispering Waters	Keyland Homes	Construction Complete		4/14/2021	6/4/2021		6/16/2021		7/13/2021	7/14/2025
2021-025	TH13/Dakota Ave Improvement	MnDOT	Construction Complete		6/11/2021	6/15/2021		2/16/2022		5/20/2022	5/20/2026
2021-030	Building Renovation Park Jeep	Park Chrysler Jeep	Construction Complete		7/9/2021	7/16/2021		9/15/2021		6/21/2022	8/15/2025
2022-005*	Chaska West Creek Apt	Hickory Investments LLC	Construction Complete		2/8/2022	3/29/2023		4/19/2023		6/6/2023	6/6/2026
2022-007	Engineered Hillside	Topline Landscape	Construction Complete		2/15/2022	3/14/2022			4/20/2022	4/21/2022	9/20/2024
2022-010	Quarry Lake Trail and Ped Bridge	City of Shakopee	Construction Complete		2/24/2022	3/18/2022		4/20/2022		3/1/2023	3/1/2026
2022-015	Xcel Driveway	Xcel Energy	Construction Complete	5/25/2023	6/21/2023	7/31/2023		8/16/2023		9/21/2023	9/21/2025
2022-016	ORF Relocation	SMSC	Active		4/20/2022	6/30/2023		7/19/2023		7/20/2023	7/20/2025
2022-019	I494 SP 2785-433	MnDOT	Active		4/21/2022	6/24/2022		7/20/2022		4/10/2023	4/10/2026
2022-022	Ace Rent A Car	Walser	Construction Complete		5/10/2022	11/3/2023			11/15/2023	11/16/2023	11/16/2025
2022-039*	Former Knox Site	Beton LLC	Construction Complete		11/3/2022	12/19/2022		1/18/2023		6/6/2023	6/6/2026
2022-040	Burnsville Sanitary Landfill	Waste Management	Active		11/21/2022	2/15/2023		3/15/2023	8/16/2023	8/17/2023	8/17/2025
2022-042*	3rd Street Bridge Replacement	City of Carver	Active		12/16/2022	2/2/2023		2/15/2023		5/22/2024	5/22/2026
2023-001	Lakota Lane After-the-Fact	Andrew Polski	Conditional Approval		1/10/2023	5/30/2024		6/20/2024			
2023-002	Eagle Creek Bridge	City of Savage	Construction Complete		1/13/2023	4/19/2023		5/9/2023		7/14/2023	7/14/2025
2023-007	MN River Greenway Trail	Dakota County	Active		3/1/2023	3/15/2023		4/19/2023	11/6/2024	11/6/2023	5/20/2026
2023-008	Chaska Tech Center Amendment	Lariat Companies Inc.	Construction Complete		3/4/2023	4/11/2023		4/19/2023	7/19/2023	5/15/2023	7/21/2025
2023-009*	AT&T Bloomington to Eureka Fiber	AT&T	Active		3/31/2023	5/19/2023		6/21/2023		6/26/2023	6/26/2026
2023-010	MN River Greenway RR Bridge	Dakota County	Active	4/5/2023	5/17/2024	9/10/2024		10/9/2024		3/17/2025	3/17/2026
2023-013	Merriam Junction Trail	Scott County	Active	4/5/2023	5/8/2023	5/31/2024		6/20/2024		11/5/2024	11/5/2025
2023-015	City of Bloomington Storm Sewer Maintenance	City of Bloomington	Construction Complete		5/24/2023	6/15/2023		7/19/2023		8/23/2023	8/23/2025
2023-017	MN Bluffs Regional Trail	City of Chaska	Active	6/14/2023	12/28/2023	2/26/2024		3/20/2024		11/6/2024	11/6/2025
2023-019	Dean Lake Wetland Fill	Ryan Klingenberg	Active		8/27/2023	9/10/2023		9/20/2023		10/4/2023	10/4/2025
2023-020	Tramore Heights Addition	Larry Hassler	Active	9/1/2023	8/21/2023	1/24/2024		2/21/2024	10/18/2023	10/20/2023	5/2/2026

Permit Number	Project Name	Owner	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date
							Information Only	Conditional Approval	Approval		
2023-022*	Safety and Security Center Phase II	MAC	Active		10/2/2023	4/3/2024		5/15/2024	5/15/2024	5/28/2024	5/25/2026
2023-023	Vernon Avenue Road Improvements	LMRWD	Conditional Approval		10/6/2023			11/15/2023			
2023-024	Carmeuse Savage Marine Improvements	Carmeuse	Construction Complete		10/11/2023	12/1/2023		12/20/2023		7/8/2024	7/8/2025
2023-025	35W SP1987-140	MnDOT	Active	10/31/2023	1/24/2024	1/27/2025		2/19/2025		4/1/2025	4/1/2026
2023-026*	CenterPoint Pipeline Abandonment	CenterPoint Energy	Active		1/5/2024	1/24/2024	1/20/2024	2/21/2024		5/29/2024	5/29/2026
2023-027*	TH 41 ORF Intersection Reconstruction	SMSC	Active	11/6/2023	12/12/2023	5/13/2024	1/17/2024	6/20/2024		6/20/2024	6/20/2026
2023-029	Tarnhill Pond	City of Bloomington	Construction Complete		11/15/2023	11/22/2023		12/20/2023		12/27/2023	12/27/2025
2024-002	MnDOT Pond Maintenance	MnDOT	Active		3/20/2024	4/26/2024		5/15/2024		11/18/2024	11/18/2025
2024-004	35W Early Release	MnDOT	Active		2/20/2024	4/3/2024		4/17/2024		10/3/2024	10/3/2025
2024-006	T2 North Expansion	MAC	Active		2/28/2024	6/4/2024		8/21/2024		8/22/2024	8/22/2025
2024-009	FWTEC	Minneapolis Parks & Recreation	Active		3/28/2024	6/21/2024		7/17/2024		7/25/2024	7/24/2025
2024-010	Lyndale Road	City of Bloomington	Active		3/29/2024	5/28/2024		6/20/2024		8/27/2024	8/27/2025
2024-012	Concourse G Infill Pods Phase 2	MAC	Active		5/29/2024	9/3/2024		9/18/2024		3/12/2025	3/20/2026
2024-013	MnDNR Trail 1B	MnDNR	Upcoming								
2024-014	LTS MSP Lateral 2	LTS Telecommunications	Active		6/3/2024	10/31/2024			12/11/2024	12/12/2024	12/12/2025
2024-016	Flying Cloud Airport	Metropolitan Airports	Construction Complete	7/11/2024	7/23/2024	8/2/2024		8/21/2024		9/26/2024	9/26/2025
2024-018	CPE Xenwood and 125th St.	CenterPoint Energy	Construction Complete		8/23/2024	9/11/2024		10/9/2024		10/10/2024	10/10/2025
2024-020	Ike's Creek Restoration	USFWS	Active		11/21/2024	1/12/2025		2/19/2025		4/9/2025	4/9/2026
2024-021	Metro Pond Maintenance Group A2	MnDOT	Conditional Approval		12/11/2024	3/5/2025		4/16/2025			
2024-022	Dell Road Reconstruction	City of Eden Prairie	Conditional Approval		12/27/2024	2/11/2025		3/19/2025			
2025-001	Eagle Creek Restoration	MnDNR	Upcoming	1/24/2025							
2025-002	MCES Kennaley's Creek Trout Stream Restoration	MCES	Upcoming	2/27/2025							
2025-003	MAC Ponds 3 and 4	MAC	Under Review	2/27/2025	4/23/2025						

Permit Number	Project Name	Owner	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date
							Information Only	Conditional Approval	Approval		

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

STATUS DEFINITIONS:

Active Permit: Applicant has a valid permit issued by LMRWD

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

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

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

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