



Eagan - Inver Grove Heights

Watershed Management Organization

AGENDA

BOARD OF MANAGERS MEETING

June 16, 2020 at 5:30 P.M.

Virtual Meeting via Zoom or Call-in

Link: <https://dakotacountymn.zoom.us/j/94611824419?pwd=NGJJUkswbExSMDNzcUVrMGwrc2U5Zz09>

Phone: 1-646-558-8656

Meeting ID: 946 1182 4419

Password: 851049

- I. Call to Order
- II. Approval of Agenda
- III. Consent Agenda (*Acted with one motion unless a manager requests an item be discussed*)
 - A. Minutes of February 4, 2020 Meeting*
 - B. Invoices for Payment*
 - C. June 16, 2020 Year-to-Date Financial Summary*
 - D. Audit Report for 2019*
- IV. Lower MN One Watershed, One Plan*
- V. Watershed Based Implementation Funding
- VI. Landscaping for Clean Water Virtual Programming
- VII. Website Redesign*
- VIII. Draft 2021 Budget*
- IX. Volunteer Clean-up Ideas
- X. Master Water Stewards Activity Updates
- XI. Community Updates
- XII. Agenda Items for August 18, 2020 Meeting
- XIII. Adjournment

* Materials included in packet

A Joint Powers Organization of the Cities of Eagan and Inver Grove Heights

3830 Pilot Knob Road, Eagan, MN 55122-1810

Phone: (651) 675-5300



Eagan - Inver Grove Heights

Watershed Management Organization

MEMORANDUM

To: E-IGHWMO Board of Managers
From: Ashley Gallagher, Administrator
Date: June 5th, 2020
Subject: June 16th, 2020 Board Meeting Agenda

Virtual Platform: Meeting will be held via Zoom application. The Zoom application can be downloaded on a smart phone or computer. Participants are also able to join by phone only.

Link: <https://dakotacountymn.zoom.us/j/94611824419?pwd=NGJJUkswbExSMDNzcUVrMGwrc2U5Zz09>

Phone: 1-646-558-8656

Meeting ID: 946 1182 4419

Password: 851049

- I. **Consent Agenda** (acted upon with one motion)
 - A. **Minutes of February 4, 2020 Meeting**
 - B. **Invoices for Payment:** There are two SWCD invoices, one for regular administrative work the other is for work on the Watershed Based Funding grant.
 - C. **June 16, 2020 Year-to-Date Financial Summary**
 - D. **Audit Report for 2019:** No issues or corrections need. The check written to the library for the water themed bags was never cashed and results in year end difference. Administrator has followed up with the library to determine if they have the check still. Upon approval of the financial report, the auditor will submit to the State.
- II. **Lower MN One Watershed, One Plan:** A group of approximately 25 potential planning partners met in February to discuss a planning grant application to Board of Water and Soil Resources (BWSR). Different planning boundary options were discussed. Boundaries could affect the level of participation require of E-IGHWMO. Planning process can be anticipated to be two to three years. Different levels of participation include Steering Team (high commitment) or Technical Advisory Group (lower commitment). No decision needed form E-IGHWMO on whether they would participate or not, but the group would like some discussion to occur. The next meeting of potential partners will occur in July. **No motion needed.**
- III. **Watershed Based Implementation Funding:** The first convene meeting was held April 29th via Zoom. The group determined they would operate on a super majority vote which is seven of the nine voting members. Approximately ten others participated in the call. The second meeting was via Zoom on May 20th. The group started discussing criteria. It was decided to divide funding into categories similar to what BWSR had for the competitive grants including projects/practices, feasibility studies and education/outreach. The E-IGHWMO Watershed Plan has many education activities so creating categories will be helpful. **No motion needed.**

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Eagan - Inver Grove Heights

Watershed Management Organization

- IV. Landscaping for Clean Water Virtual Programming:** It became apparent to the SWCD that due to Covid19 the LCW program would have to change. Staff turned the introduction presentation and design classes into an all virtual platform. Participation numbers have still been close to a normal year. After the first round of applications, four of the twelve grants from the E-IGHWMO have been approved. The SWCD billing for the program this year will be different. The workplan typically has a cost per introduction and design in each watershed. Since no physical classes were held the SWCD wants to know if the E-IGHWMO still supports the LCW at the full amount identified in the workplan. SWCD anticipates that the actual hours spent on the program will be more than a typical year. **Motion requested.**
- V. Website Redesign:** The SWCD is working with 144Design to update their website. Currently the WMO websites are housed within the SWCD website. It is an opportunity for the WMOs to update and create their own domain if desired. A new domain and full website redesign would cost E-IGHWMO \$4,225 for the first year, plus annual maintenance fees which are about \$700 higher than currently budgeted annually. **Motion needed.**
- VI. Draft 2021 Budget:** Continue the discussion from the last E-IGHWMO meeting. Draft budget is the same as reviewed in February. Item that could have the most impact on the budget is whether to take on the Master Water Stewards program or not. If a final budget is reached, the **Board may make a motion.**

EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION

DRAFT MINUTES BOARD OF MANAGERS MEETING February 4, 2020

The Eagan-Inver Grove Heights Watershed Management Organization (WMO) Board of Managers (Board) met at the Eagan Maintenance Facility, 3501 Coachman Point, Eagan, Minnesota.

Board Managers Present:

Joe Reymann, Chair	Appointed by City of Eagan
Monica Foss	Appointed by City of Eagan
Sarah Saito	Appointed by City of Inver Grove Heights
Jennifer Workman-Jesness	Appointed by City of Eagan

Others Present:

Ashley Gallagher	Resource Conservationist, Dakota County Soil and Water Conservation District
Steve Dodge	Assistant City Engineer, City of Inver Grove Heights
Eric Macbeth	Water Resources Manager, City of Eagan

I. Call to Order

Chair Reymann called the meeting to order at 5:32 p.m.

II. Adopt Agenda

Motion by Workman-Jesness, second by Saito to approve the agenda. Motion carried.

III. Election of Officers

Motion by Saito, second by Workman-Jesness to re-elect current slate of officers, Reymann for Chair, Lencowski for Vice Chair and Workman-Jesness for Treasurer/Secretary. Motion carried.

IV. Approve Consent Agenda

- A. **Minutes of October 15, 2019 Meeting**
- B. **Invoices for Payment**
- C. **February 4, 2020 Year-to-Date Financial Summary**
- D. **December 31, 2019 Year-End Financial Summary**

Motion by Workman-Jesness, second by Foss to approve the consent agenda. Motion carried.

V. Watershed Based Implementation Funding

1. FY 2019 Update

- a. **Schulze Lake Alum Treatment** – Dakota County completed the first dose of alum in October 2019. They intend to monitor water quality during the 2020 monitoring season and apply a second dose of alum in the fall of 2020. Dakota County has submitted invoices and requested a partial payment of \$15,110. **Motion by** Reymann, second by Workman-Jesness to provide a partial payment of \$15,110 to Dakota County for the Schulze Lake project. Motion carried.

- b. **Eagan Pond DP-3 Iron Enhanced Sand Filter** – The City of Eagan completed construction on the new Iron Enhanced Sand Filter on a pond that drains to Le May Lake. The City of Eagan submitted invoices as well as the engineers final as-built and is requesting final payment for the total amount identified in the JPA of \$29,488. It was mentioned that this would be a good project for the Board to visit this summer. **Motion by** Workman-Jesness, second by Reymann to provide final payment of \$29,488 to the City of Eagan for the installation of an IESF on Eagan Pond DP-3. Motion carried.
2. **FY 2021 Convene Meeting and Delegation-** Gallagher provided an overview of the Watershed Based Implementation Funding (WBIF) policy from BWSR. The last cycle was a pilot program and funding was distributed by County boundaries. The program policy has changed, and funding is distributed on a major watershed boundary, of which the E-IGHWMO is in the Lower Minnesota South. This may be more competitive and harder for E-IGHWMO to secure funds than in previous years. BWSR will be hosting convene meetings. At these meetings the group will need to prioritize, target and measure and select projects that meet these parameters. The E-IGHWMO would eventually be able to submit a project to the group after the group is established. There was discussion on the measurability of education and outreach efforts. It is easy to track numbers, but behavior change is more difficult. E-IGHWMO should delegate a representative to the convene meetings and it can either be staff or Board. **Motion by** Workman-Jesness, second by Reymann to delegate the Administrator as the representative for E-IGHWMO at the convene meetings. Motion carried.

Gallagher also mentioned the One Watershed, One Plan process that may begin for the greater watershed. The boundaries are different than those for WBIF. Gallagher stated that most other entities in the metro that have cross over with a One Watershed, One Plan area have maintained their existing Plan but participated in the greater planning process. There is an upcoming meeting that Gallagher will attend, and she will keep the Board update to date on One Watershed, One Plan.

VI. School District 191 Programming

Discussions for in-school programming started between Burnsville and the SWCD. When they met with District 191, the District would like to expand the program to all elementary schools. There is one school, Rahn Elementary, that is within District 191 and the E-IGHWMO. The actual curriculum or potential costs have not yet been determined but the SWCD would like to know if E-IGHWMO is interested. There was discussion on how this could be taken further and have follow-up curriculum in later grades. Foss worked on some of this curriculum when she was at Echo Park. Found that it was very well received and there was a big benefit from students seeing professionals. The E-IGHWMO supports this education initiative but is looking for more details.

VII. Landscaping for Clean Water 2019 Review

The summary was included in the meeting packets. There were 9 raingardens and 1 native garden in the E-IGHWMO watershed in 2019. There was some discussion on the success of the program and whether it should be expanded. Current level seems to be manageable for the SWCD with volunteers and current number of projects funded by E-IGHWMO seems to be about right. Lawns to Legumes program will be mentioned during LCW presentations. There is an upcoming training for volunteers. It was mentioned that it would be nice for existing volunteers to get a refresher list or guidance without attending class.

VIII. Draft 2019 Annual Report

The Annual Report is a required document and upon approval would be sent to member cities for posting and distribution as well as BWSR. Board liked the look and thanked the Administrator for her work.

Motion by Workman-Jesness, second by Saito to approve the 2019 Annual Report. Motion carried.

IX. Draft 2021 Budget

The biggest discussion point on the budget was the future of the Master Water Stewards program. Eagan has administered and covered participation fees in the past but is looking to have the E-IGHWMO take it on. E-IGHWMO could do this but would need to increase budget. There was discussion on the fees and what value is to City or WMO. This should be further discussed as to whether to continue MWS or not, and who would administer the program. Other budget items discussed were increasing the education budget, showing the reserve for the watershed plan and there was a question on audit budget as its only needed every 5 years. If budget is not approved until June that is okay with both member cities.

X. Master Water Stewards Activity Updates

Foss presented a best practices for your yard checklist that she developed. It could be used to guide conversations with a homeowner. Could be useful for SWCD as well. Format is draft, so anyone is welcome to take the content and use as they see fit. She also continues to work on a tri-fold brochure about the WMO and how to get involved. This brochure could be used at tabling events. It was mentioned that the WMO could hire out or hire city staff to design as well.

Reymann met with Freshwater and Foss to discuss several education items. He will be assisting with rain barrel program coordination for this spring. He also continues to attend the Eagan pathways meetings and is trying to ensure people can access water via paths in Eagan.

XI. Community Updates

Inver Grove Heights continues work on upgrades including a 1970's neighborhood that will get a basin upgrade. They also have approximately \$300,000 in stormwater maintenance and improvements. IGH is working with the SWCD on two potential projects. They also have some State level Point Source Implementation Grant (PSIG) projects to work through.

Eagan applied alum to 10 basins in 2019. They have aeration units on approximately 12 lakes this winter. Aeration takes a lot of coordination and requires many safety precautions. Fishing clinic was recently held at Blackhawk Lake. There were approximately 250 in attendance. Workman-Jesness attend and thought it was a fun event. Eagan completed a number of stormwater BMPs around the City Hall and Cascade Bay area. There is potential for the E-IGHWMO to assist with education centered on these practices. Reymann stated that he has been in conversation with Eagan staff about a tour during the dedication event. Macbeth will coordinate with Eagan staff on details. Eagan will be doing some media release to celebrate the 30th year of water resources. They will be hiring 2 interns with the primary duties of inspecting stormwater system for MPCA compliance as well as stormwater BMP condition. Two upcoming events include the Home and Leisure show which will be March 21st. MWS will plan to be in attendance, and Eagan staff plan to give a presentation on rain barrels again. Second event is this summer, Lakefest is scheduled for June 13th at Trapp Farm Park.

XII. Agenda Items for Next Meeting

- 2021 Budget
- Lakefest
- Rainbarrels
- WMO/BMP Brochure
- MWS
- Website

XIII. Adjournment

Motion by Workman-Jesness, second by Saito to adjourn the meeting. Meeting adjourned at 7:45 pm.



Dakota County Soil & Water
Conservation District

4100 220th Street W., Suite 102

4100 220th Street West, Ste 102

Invoice

DATE	INVOICE #
4/27/2020	2981

BILL TO

Eagan-Inver Grove Heights WMO
C/O Eric Macbeth
3501 Coachman Point Road
Eagan, MN 55122

Reference

TERMS

ITEM CODE	DESCRIPTION	HOURS	RATE	AMOUNT
	January - March 2020			
E-IGH WMO	ADMINISTRATION: General Administration, Financial Tasks, Board Meeting Coordination (February 4). Coordinate and Prepare Financial Audit. Annual Report Prepared. Watershed Based Implementation Funding Planning, Meetings, Discussion. Request for Qualifications for Rainbarrel Program to Newspaper, Other Rainbarrel Program Planning. Discussion on Educational Programming for ISD 191. Membership Dues Calculated. Open Meeting Law and COVID-19 Planning.	48	80.00	3,840.00
E-IGH WMO	Dakota County Tribune RFQ for Rainbarrel Program		119.00	119.00
E-IGH WMO	Publication Expense		50.00	50.00
	Paper, Printing, Postage.			
E-IGH WMO	EDUCATION AND OUTREACH ASSISTANCE: Website Updates and Maintenance.	8	80.00	640.00
E-IGH WMO	Website Hosting Fee (Quarterly).		50.00	50.00
			Total	\$4,699.00



Dakota County Soil & Water
Conservation District

4100 220th Street W., Suite 102

4100 220th Street West, Ste 102

Invoice

DATE	INVOICE #
4/27/2020	2982

BILL TO

Eagan-Inver Grove Heights WMO WBF
C/O Eric Macbeth
3501 Coachman Point Road
Eagan, MN 55122

Reference

TERMS

ITEM CODE	DESCRIPTION	HOURS	RATE	AMOUNT
E-IGH WM...	<p>Watershed Based Funding Grant January 1 to April 4, 2020</p> <p>Grant Administration: eLINK reporting entries made, coordination with County on invoicing. Eligibility discussion with BWSR regarding Holland Lake Channel.</p> <p>10.00 Hours at BWSR Required Billable Rate.</p>		721.73	721.73
Thank you.			Total	\$721.73

**EAGAN-INVER GROVE HEIGHTS
WATERSHED MANAGEMENT ORGANIZATION**

FINANCIAL STATEMENTS

DECEMBER 31, 2019

DRAFT

**EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
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FOR THE YEAR ENDED DECEMBER 31, 2019**

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**EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
ORGANIZATION
DECEMBER 31, 2019**

Board of Managers:

	<u>City/Township</u>
Joe Reymann (Chair)	City of Eagan
Jennifer Workman Jesness (Secretary/Treasurer)	City of Eagan
Monica Foss	City of Eagan
Sharon Lencowski (Vice Chair)	City of Inver Grove Heights
Sarah Saito	City of Inver Grove Heights

Advisors:

Ashley Gallagher - Dakota County Soil and Water Conservation District – Administrator
Joel Jamnik – Campbell, Knutson, PA - Attorney

INDEPENDENT AUDITOR'S REPORT

To the Board of Managers
Eagan-Inver Grove Heights Watershed Management Organization
Farmington, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of Eagan-Inver Grove Heights Watershed Management Organization, Farmington, Minnesota, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise Eagan-Inver Grove Heights Watershed Management Organization's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of Eagan-Inver Grove Heights Watershed Management Organization, as of December 31, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule on page 15 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Eagan-Inver Grove Heights Watershed Management Organization's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 24, 2020, on our consideration of Eagan-Inver Grove Heights Watershed Management Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Eagan-Inver Grove Heights Watershed Management Organization's internal control over financial reporting and compliance.

Peterson Company Ltd

Peterson Company Ltd
Waconia, Minnesota

April 24, 2020

DRAFT

EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
STATEMENT OF NET POSITION
DECEMBER 31, 2019

	Governmental Activities
Assets:	
Cash	\$ 151,070
Total Assets	<u>151,070</u>
Liabilities:	
Accounts payable	10,132
Accrued project expenses	<u>2,460</u>
Total Liabilities	<u>12,592</u>
Net Position:	
Unrestricted	138,478
Total Net Position	<u><u>\$ 138,478</u></u>

The accompanying notes are an integral part of these financial statements.

**EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019**

Functions/Programs	Program Revenues				Net (Expense) Revenue and Net Position
	Expenses	Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:					
General government	\$ 22,121	\$ -	\$ -	\$ -	\$ (22,121)
Programs	10,650	-	-	-	(10,650)
Total Governmental Activities	<u>\$ 32,771</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(32,771)</u>
General Revenues:					
Grants and contributions not restricted to specific programs					41,475
Unrestricted interest earnings					1,105
Total General Revenues					<u>42,580</u>
Change in Net Position					<u>9,809</u>
Net Position - January 1					<u>128,669</u>
Net Position - December 31					<u>\$ 138,478</u>

The accompanying notes are an integral part of these financial statements.

**EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
BALANCE SHEET
GOVERNMENTAL FUND
DECEMBER 31, 2019**

	General Fund
Assets	
Cash	\$ 151,070
Total Assets	<u>\$ 151,070</u>
Liabilities and Fund Balance	
Liabilities	
Accounts payable	\$ 10,132
Accrued project expenses	2,460
Total Liabilities	<u>12,592</u>
Fund Balance	
Unassigned	138,478
Total Fund Balance	<u>138,478</u>
Total Liabilities and Fund Balance	<u>\$ 151,070</u>
Total Fund Balance	<u>\$ 138,478</u>
Net Position of Governmental Activities	<u>\$ 138,478</u>

The accompanying notes are an integral part of these financial statements.

**EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2019**

	General Fund
Revenues	
Member contributions	\$ 41,475
Interest income	1,105
Total Revenues	<u>42,580</u>
Expenditures	
Current:	
General government:	
Administrative	21,544
Professional fees	467
Other	110
Programs:	
Education	4,559
State grants	6,091
Total Expenditures	<u>32,771</u>
Net Change in Fund Balance	9,809
Fund Balance - January 1	<u>128,669</u>
Fund Balance - December 31	<u>\$ 138,478</u>
Net Change in Fund Balance - Governmental Fund	<u>\$ 9,809</u>
Change in Net Position of Governmental Activities	<u>\$ 9,809</u>

The accompanying notes are an integral part of these financial statements.

**EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

Note 1 - Summary of Significant Accounting Policies

The Eagan-Inver Grove Heights Watershed Management Organization (the WMO) was established by a Joint Powers Agreement on January 7, 2014, between the cities of Eagan and Inver Grove Heights, Minnesota. The WMO was formed to meet the requirements of the Metropolitan Surface Water Management Act under the provisions of Minnesota Statutes 103B. The Act requires, among other things, the preparation of Watershed Management Plans in the Minneapolis-St. Paul metropolitan area.

The purpose of the Watershed Management Plan is to:

- Protect, preserve, and use natural surface and groundwater storage and retention systems.
- Minimize public capital expenditures needed to correct flooding and water quality problems.
- Identify and plan for the means to effectively protect and improve surface and groundwater quality.
- Establish more uniform local policies and official controls for surface and groundwater management.
- Prevent erosion of soil into surface water systems.
- Promote groundwater recharge.
- Protect and enhance fish and wildlife habitats and water recreational facilities.
- Secure the other benefits associated with the proper management of surface and groundwater.

Each municipality within the WMO has developed, or is in the process of developing, a specific local water management plan to accomplish the various watershed management objectives of the WMO.

The WMO is governed by a five-member Board of Managers. The Board consists of five-member representatives appointed by each of the member municipalities.

The financial statements of the WMO have been prepared in conformity with generally accepted accounting principles as applied to government units by the Governmental Accounting Standards Board (GASB). The WMO's accounting policies are described below:

Financial Reporting Entity

Generally accepted accounting principles require that the financial reporting entity include the primary government and component units for which the primary government is financially accountable. Under these principles the WMO does not have any component units.

Government-Wide Fund Financial Statements

The government-wide fund financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the WMO. The governmental activities are supported by member contributions and intergovernmental revenues.

EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not included among program revenues are reported instead as general government revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the WMO considers all revenues, except reimbursement grants, to be available if they are collected within 60 days of the end of the current fiscal period. Reimbursement grants are considered available if they are collected within one year of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Intergovernmental revenues and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the WMO.

The WMO reports one major governmental fund. The General Fund (Administrative Fund) is the general operating fund of the WMO. It is used to account for financial resources to be used for general administrative expenditures and programs of the WMO.

Budgets

Budgets are adopted annually by the Board of Managers. During the budget year, supplemental appropriations and deletions are, or may be, authorized by the Board. The amounts shown in the financial statements as "Budget" represent the original budgeted amounts plus all revisions made during the year and/or for the year. Encumbrance accounting, under which purchase orders, contracts and other commitments of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the WMO.

The WMO monitors budget performance on the fund basis. All amounts over budget have been approved by the Board through the disbursement approval procedures.

At December 31, 2019, the WMO's final budget expenditures exceeded actual expenditures by \$16,679.

EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

Cash

Cash is stated at fair value, except for non-negotiable certificates of deposit, which are on a cost basis and short-term money market investments, which are stated at amortized cost.

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles (GAAP) requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

Classification of Net Position

Net position in the government-wide financial statements is classified in the following category:

Unrestricted net position – the amount of net position that does not meet the definition of restricted or investment in capital assets.

Fund Balance Classifications

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

Nonspendable – consists of amounts that are not in spendable form, such as prepaid items.

Restricted – consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed – consists of internally imposed constraints. These constraints are established by resolution of the WMO Board.

Assigned – consists of internally imposed constraints. These constraints reflect the specific purpose for which it is the WMO's intended use. These constraints are established by the WMO Board and/or management.

Unassigned – is the residual classification for the general fund.

When both restricted and unrestricted resources are available for use, it is the Board's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the Board's policy to use resources in the following order: 1) committed 2) assigned and 3) unassigned.

**EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

Subsequent Events

In December 2019, a novel strain of coronavirus was reported in Wuhan, China. The World Health Organization has declared the outbreak to constitute a "Public Health Emergency of International Concern." The extent of the impact of COVID-19 on the WMO's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on the WMO's customers, employees and vendors all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact the WMO's financial condition or results of operations is uncertain.

In preparing these financial statements, the WMO has evaluated events and transactions for potential recognition or disclosure through April 24, 2020, the date the financial statements were available to be issued.

Recently Issued Accounting Standards

In February 2016, the FASB issued Accounting Standards Update, Leases (Topic 842), intended to improve financial reporting about leasing transactions. The ASU affects all companies and other organizations that lease assets such as real estate, airplanes, and manufacturing equipment. Under the new guidance, a lessee will be required to recognize assets and liabilities for leases with lease terms of more than 12 months. Consistent with current Generally Accepted Accounting Principles (GAAP), the recognition, measurement, and presentation of expenses and cash flows arising from a lease by a lessee primarily will depend on its classification as a finance or operating lease. However, unlike current GAAP, which requires only capital leases to be recognized on the statement of net position and statement of activities, the new ASU will require both types of leases to be recognized on the statement of net position and the statement of activities. The ASU leases will take effect for all non-public companies for fiscal years beginning after December 15, 2020.

Note 2 - Accounting Standards Adopted

This fiscal year the WMO adopted the Accounting Standards Update (ASU) No. 2014-09 – Revenue from Contracts with Customers (Topic 606). The new standard did not materially affect its statement of net position or statement of activities.

Note 3 - Deposits and Investments

Deposits

In accordance with Minnesota Statutes, the WMO maintains deposits at depository banks authorized by the WMO's Board, all of which are members of the Federal Reserve System.

Minnesota Statutes require that all WMO deposits be protected by insurance, surety bond or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or bonds.

**EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

Minnesota Statutes require that securities pledged as collateral be held in safekeeping by the WMO Treasurer or in a financial institution other than that furnishing the collateral. Authorized collateral includes the following:

- a) United States government treasury bills, treasury notes and treasury bonds;
- b) Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- c) General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- d) General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- e) Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc. or Standard & Poor's Corporation; and
- f) Time deposits that are fully insured by any federal agency.

At December 31, 2019, the carrying amount of the WMO's deposits were \$151,070 and the bank balance was \$151,471.

Note 4 - Member Contributions

In accordance with the provisions of the Joint Powers Agreement (Section 9, Subd. 2), members agreed to contribute each year to the General Fund. Each member's percentage share is based on an average of the following two percentages:

- (1) The percentage of the total assessed valuation of all real property within the WMO which lies within the member's boundaries; and
- (2) The percentage of the total area in the WMO which lies within the member's boundaries.

For 2019, the WMO assessed the members \$41,475 in member contributions.

Note 5 - Member Reimbursements

Members reimburse the WMO for amounts expended for projects that indirectly benefit them. The WMO depends on member reimbursements in order to carry out its project activities.

**EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

Note 6 - Risk Management

The WMO is exposed to various risks of loss for which the WMO carries commercial insurance policies.

Property and casualty insurance coverage is provided through a pooled self-insurance program through the League of Minnesota Cities Insurance Trust (LMCIT). The WMO pays an annual premium to the LMCIT. The WMO is subject to supplemental assessments if deemed necessary by the LMCIT. The LMCIT reinsures through commercial companies for claims in excess of various amounts.

There were no reductions in insurance coverage from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

Note 7 - Commitments and Contingencies

The WMO is not aware of any existing or pending lawsuits, claims or other actions in which the WMO is a defendant.

DRAFT

**EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget - Positive (Negative)
Revenues				
Member contributions	\$ 41,475	\$ 41,475	\$ 41,475	\$ -
Interest income	-	-	1,105	1,105
Total Revenues	<u>41,475</u>	<u>41,475</u>	<u>42,580</u>	<u>1,105</u>
Expenditures				
Current:				
General government:				
Administrative	23,500	23,500	21,544	1,956
Professional fees	2,000	2,000	467	1,533
Other	1,900	1,900	110	1,790
Programs:				
Education	1,000	1,000	4,559	(3,559)
State grants	21,050	21,050	6,091	14,959
Total Expenditures	<u>49,450</u>	<u>49,450</u>	<u>32,771</u>	<u>16,679</u>
Net Change in Fund Balance	<u>\$ (7,975)</u>	<u>\$ (7,975)</u>	\$ 9,809	<u>\$ 17,784</u>
Fund Balance - January 1			<u>128,669</u>	
Fund Balance - December 31			<u>\$ 138,478</u>	

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Managers
Eagan-Inver Grove Heights Watershed Management Organization
Farmington, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of Eagan-Inver Grove Heights Watershed Management Organization, Farmington, Minnesota, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise Eagan-Inver Grove Heights Watershed Management Organization's basic financial statements, and have issued our report thereon dated April 24, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Eagan-Inver Grove Heights Watershed Management Organization's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Eagan-Inver Grove Heights Watershed Management Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Eagan-Inver Grove Heights Watershed Management Organization's internal control over financial reporting.

A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over financial reporting as described in the accompanying Schedule of Findings and Responses as item 2019-001 to be a significant deficiency.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Eagan-Inver Grove Heights Watershed Management Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Eagan-Inver Grove Heights Watershed Management Organization's Response to Findings

Eagan-Inver Grove Heights Watershed Management Organization's response to the internal control findings identified in our audit is described in the accompanying Schedule of Findings and Responses. Eagan-Inver Grove Heights Watershed Management Organization's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Peterson Company Ltd

PETERSON COMPANY LTD
Certified Public Accountants
Waconia, Minnesota

April 24, 2020

INDEPENDENT AUDITOR'S REPORT ON MINNESOTA LEGAL COMPLIANCE

To the Board of Managers
Eagan-Inver Grove Heights Watershed Management Organization
Farmington, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States the financial statements of the governmental activities and the general fund of Eagan-Inver Grove Heights Watershed Management Organization, as of and for the year ended December 31, 2019, and the related notes to the financial statements which collectively comprise the Eagan-Inver Grove Heights Watershed Management Organization's basic financial statements, and have issued our report thereon dated April 24, 2020.

In connection with our audit, nothing came to our attention that caused us to believe that Eagan-Inver Grove Heights Watershed Management Organization failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statutes 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Eagan-Inver Grove Heights Watershed Management Organization's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

Peterson Company Ltd

PETERSON COMPANY LTD
Certified Public Accountants
Waconia, Minnesota

April 24, 2020

**EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION
SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2019**

2019-001 Segregation of Duties

Criteria: Generally, a system of internal control contemplates separation of duties such that no individual has responsibility to execute a transaction, have physical access to the related assets, and have responsibility or authority to record the transaction.

Condition: Substantially all accounting procedures are performed by one person.

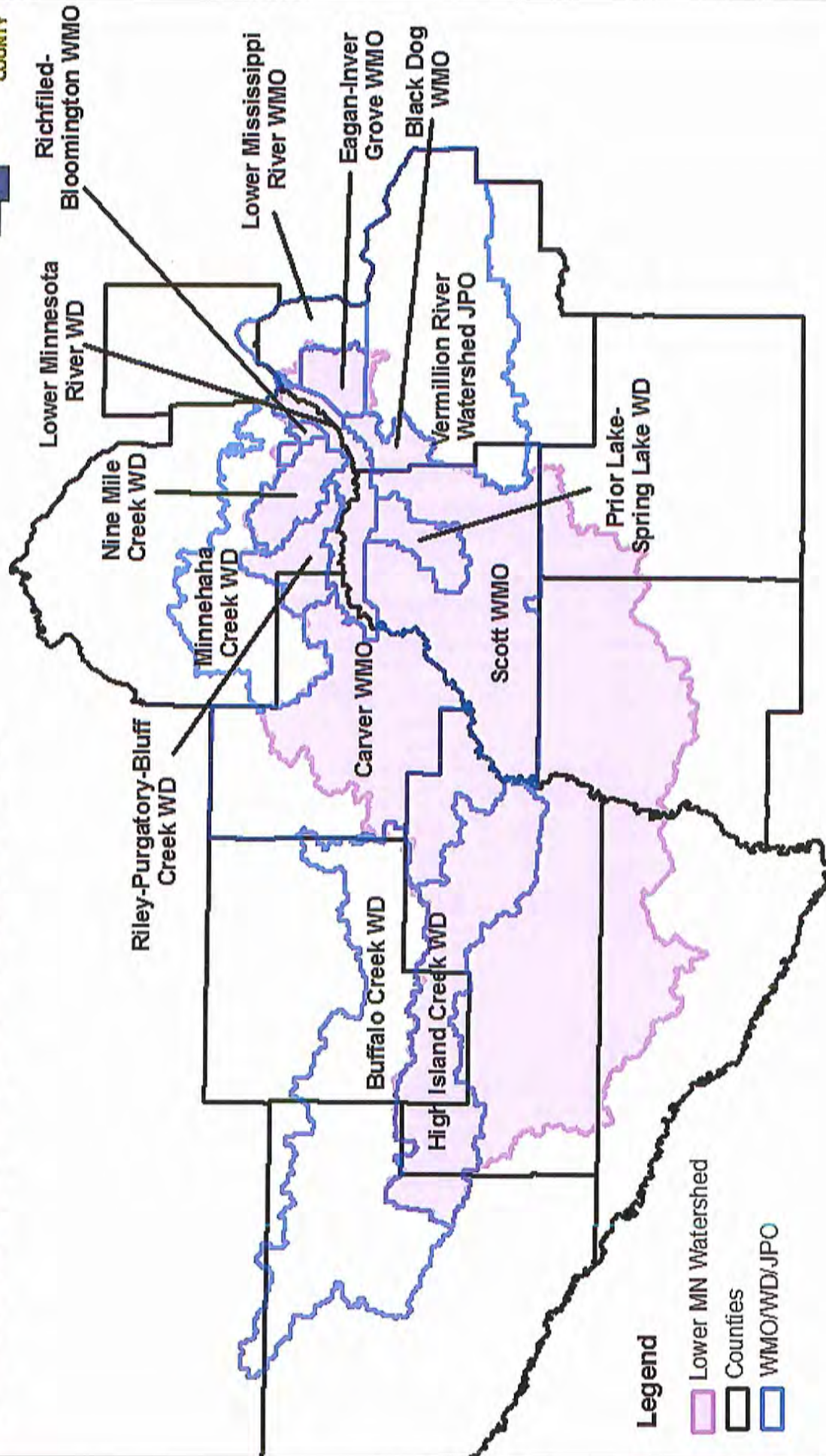
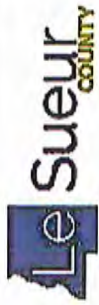
Cause: This condition is common to organizations of this size due to the limited number of staff.

Effect: The lack of an ideal segregation of duties subjects the WMO to a higher risk that errors or fraud could occur and not be detected in a timely manner.

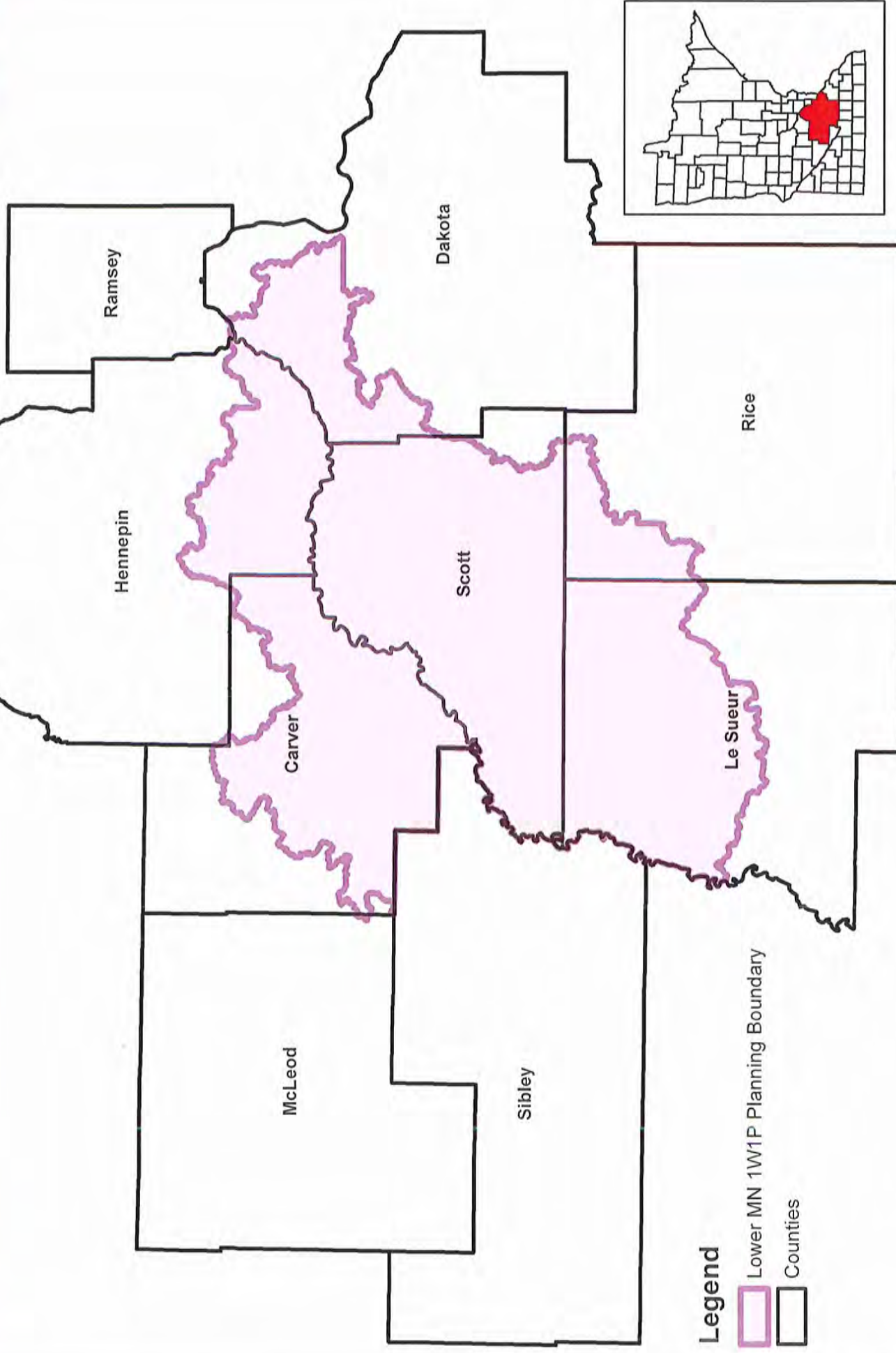
Recommendation: Any modification of internal controls in this area must be viewed from a cost/benefit perspective.

Management Response: The WMO has adequate policies and procedures in place to compensate for the lack of segregation of duties. This is accomplished by having all disbursements approved by the Board of Managers and the individual performing the accounting procedures having no authority to execute a transaction.

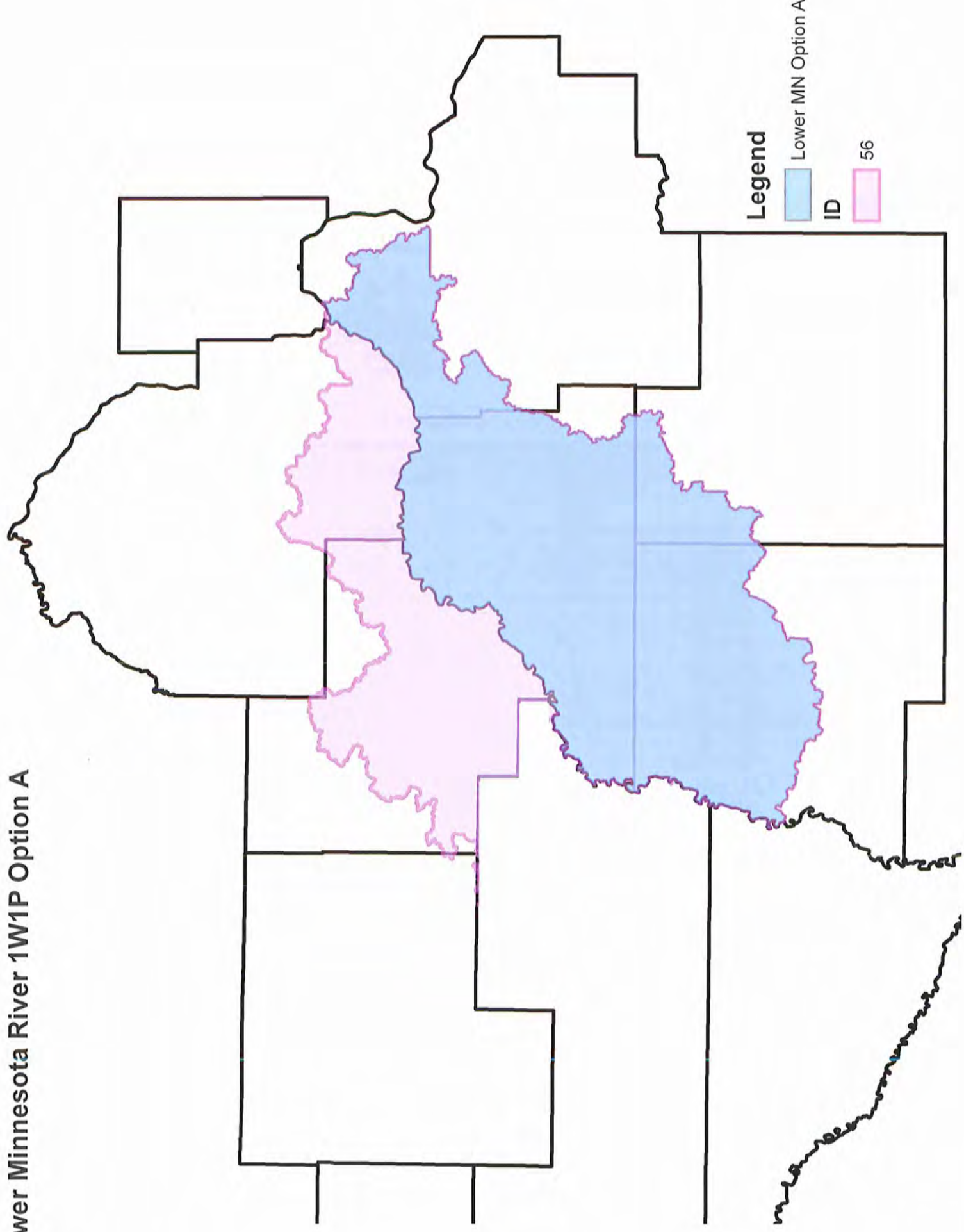
Lower Minnesota River Watershed



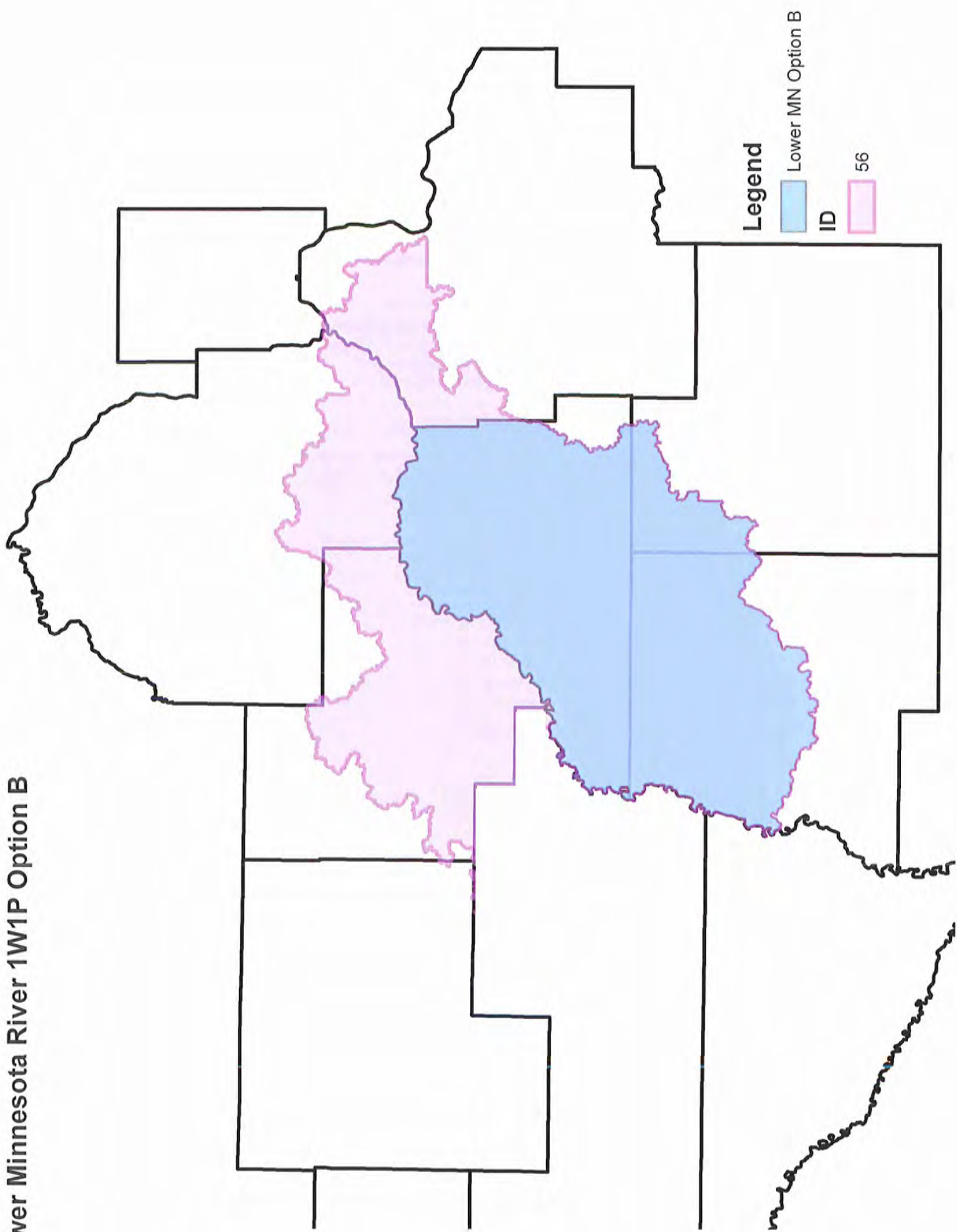
Lower Minnesota One Watershed One Plan Planning Area



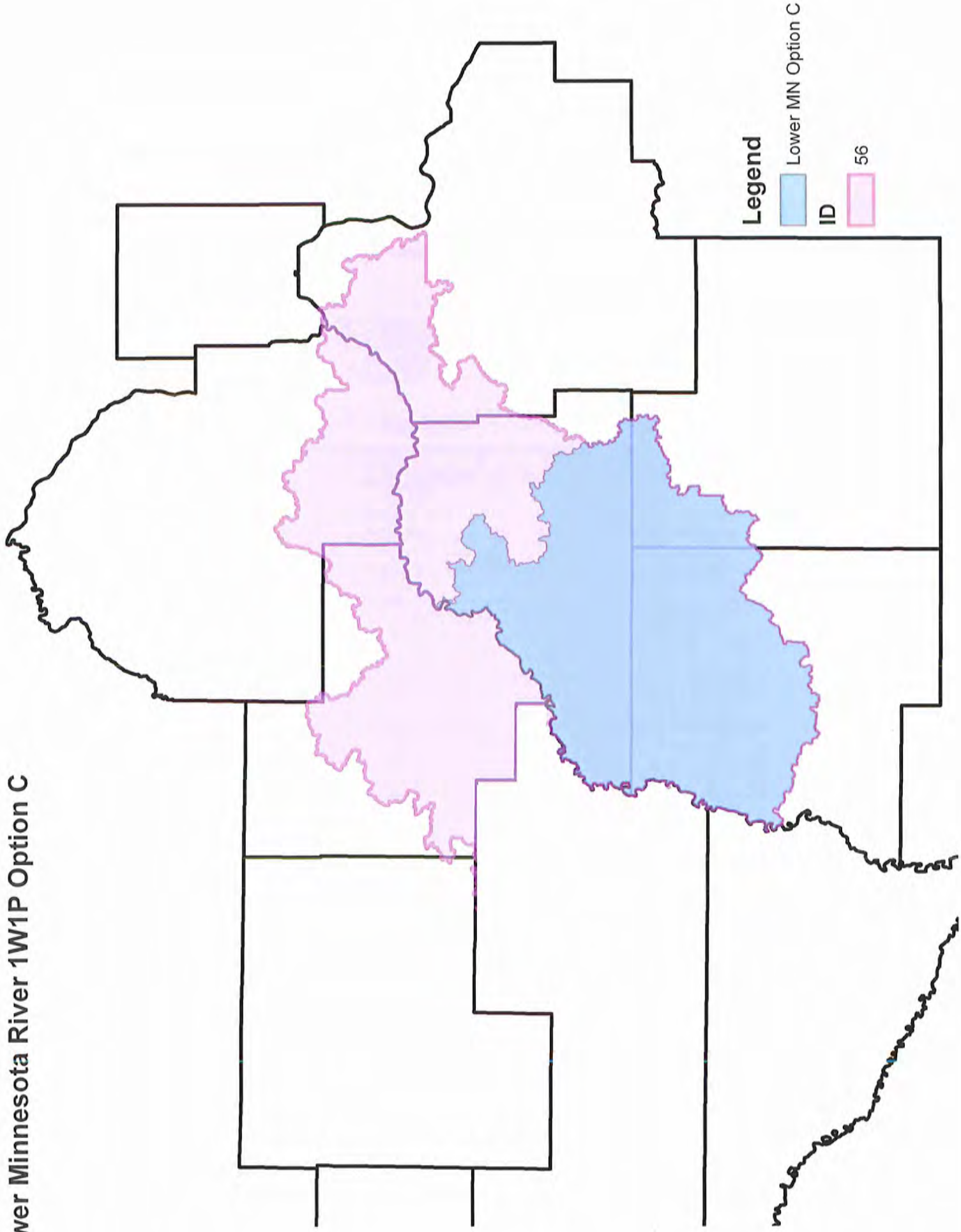
Lower Minnesota River 1W1P Option A



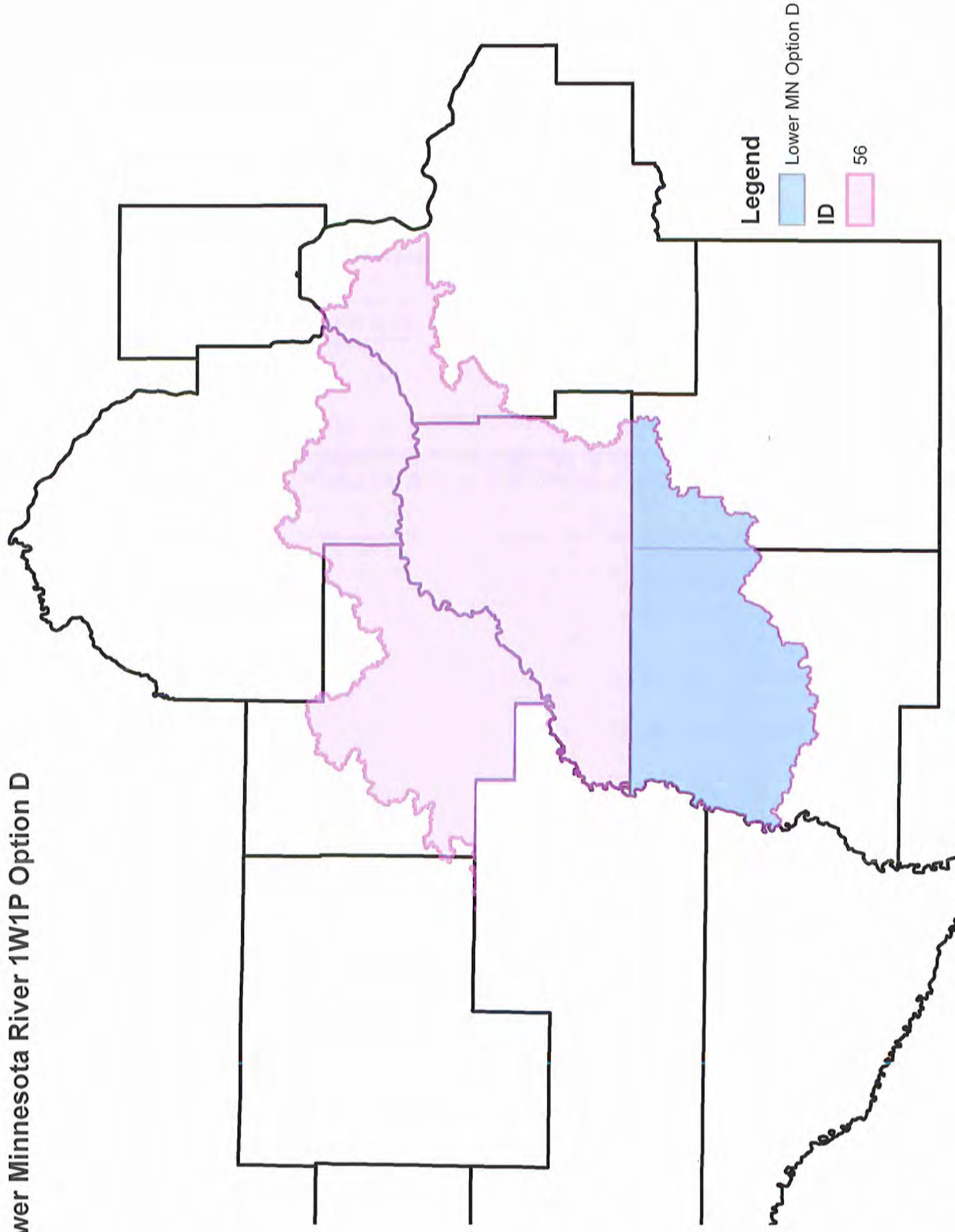
Lower Minnesota River 1W1P Option B



Lower Minnesota River 1W1P Option C



Lower Minnesota River 1W1P Option D





April 30, 2020

DAKOTA COUNTY SWCD & WMO

Website proposal: Updated

Samuel Gross
Creative Director

144design, Inc
8823 Shadyview Lane North
Maple Grove, MN 55311
612.708.7004

www.144design.com

WEL COME

Dear David Holmen,

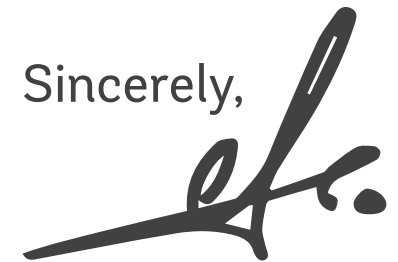
We are pleased to submit this proposal for the Dakota County Soil and Water Conservation District's website re-design. 144design has had the privilege of working with Dakota County since 2015, and we appreciate the opportunity to continue that work with the Soil and Water Conservation District.

We understand the importance of connecting with audiences in a meaningful and impactful way. Given the opportunity build our partnership with you and your team, we are confident that we can provide successful design, development and roll-out of your new website.

As a partner, we will continue to research and learn about your objectives so that we can deliver creative solutions that support your mission as well as your vision throughout the process.

We are excited about the opportunity to grow with you.

Sincerely,



Samuel J. Gross
144design, Inc

OBJECTIVE

SWCD is seeking to update and build a modern website that is simplified, streamlined and accessible, improving the overall user experience. The new website should be on brand and engaging for visitors, so that they can to easily navigate and find the information they are seeking.

OBJECTIVES:

- Reorganize the navigation and page flow
- Improve usability for site management
- Engage the audience with clear Calls To Action (CTAs)
- Ability to easily add features and functions for future development

SOLU TION

We will work through our process, in collaboration with you, to ensure that your objectives are met. Based on our understanding of this project, we would like to offer the following recommendations.

DEVELOP SITE ARCHITECTURE

We will put together an overview of the new site to account for the various pages and sections and make sure we plan for the flexibility and growth potential of new services and products.

WORDPRESS PLATFORM

We will select a Wordpress theme for you that has a proven track record for enhanced design and development features and capabilities. This theme will allow for a more sustainable and manageable platform for you to build on today and into the future.

PLUG-IN & FEATURES

Based on your needs, we recommend the following:

FEATURES:

- Fusion Builder - Allows for a more user friendly editor and page builder
- Fusion Core - Manage Updates and Theme Patches that come available

PLUG-INS:

- Yost SEO - All-in-one SEO solution, including on-page content analysis
- Wordfence Security - site protection
- Sucuri - Back-end Server/Site spam monitoring
- WP Super Cache - Fast caching for your site and improved UX
- Calendar - a fluid schedule that allows for easy-to-use functions
- Social media - Integrate streaming content from social platforms
- WPForms Pro - Simple but flexible forms
- Strip - Payments platform with simple, pay-as-you-go pricing

PRO CESS

Before we can execute the new site, we need to begin the process of understanding the goals and objectives to ensure that when we begin the design process we are leaving little to chance.

01

DISCOVER

- 01 Collect and gather information
- 02 Define objectives
- 03 Discover list of key features/functions

02

DESIGN

- 01 Explore visual style
- 02 Develop mock-ups/concepts

03

EXECUTE

- 01 Build the new website platform
- 02 Launch the new site

PRO CESS

DISCOVER:

Step 1: Review Existing Website

- Create a website architecture of primary and secondary navigation
- Include any considerations for key features and functionality (GIS map, Calendar, Forms, etc)

Note: This should be a collaborative process to make sure we are thoughtful and intentional about how sections are laid out and what content is essential.

We typically categorize these into 3 buckets:

1- KEEP:

All essential information that must be included on the site

2- CONSIDER:

Review material and decide if it moves up or down in priority

3- TRASH:

This content is not needed/wanted or applicable

Step 2: Create Web Architecture

- Sort through Key information and group into navigational categories
- (Home, About, Programs, Financial, News, etc.)
- Create a website architecture of primary and secondary navigation
- Include any desired features and functionality (GIS map, Calendar, Forms, etc)
- This final architecture should be approved before the end of the design process.

DESIGN:

Step 1: Define Visual Style

- 144design will develop and present 2 unique home page layouts and coordinating secondary page designs (We will collectively determine a specific secondary page)

Step 2: Website Concept Review

- Your team will review concepts, select a design direction and provide feedback and requested edits to that design
- Updated designs will be re-presented and any additional edits can be made as we move into execution and development

Note: Based on feedback and direction the committee must consolidate and agree upon all requested changes before moving into the development of the site.

EXECUTE:

Step 1: Build Framework

- We will begin by building the websites page structure and templates for the site.
- A focus on the home page and selected secondary page(s)
- Complete layout of the home page and secondary page will be presented
- This will include the navigational structure determined in the Discovery/Design stages.

Step 2: Website Review

- A functioning site will be presented to the committee to review and approve before building out any additional pages.
- Any edits or changes to this will be made before moving forward

Step 3: Page Build-out

- We will complete the page navigation and build a template page for each section for the entire website
- Content will be migrated over to the designated sections
- Additional edits to pages will be made before moving forward

Step 4: Prelaunch Testing

- Final review of the website by the committee members
- Final edits will be made as needed in preparation for launch
- Setup of Wordpress Training & Walk-through

Step 5: Website Launch

- Initiate final transfer and redirection of domains to 144design server
- Any additional website/Wordpress support as needed.
- Celebrate launch and communicate to audiences.

Note: The new website will be built as a development (Dev) website on the 144design servers and only be visible to our internal audience until launch. This allows us to review the layout and test navigation and functionality in a “live” environment prior to launch.

We request that your committee provides the content for each web page in its own separate document or folder via DropBox or similar file sharing structure. This includes: pdf file attachments, Text files or text content for that page, photos. – Stock photos can also be sourced by 144design for an additional fee (TBD).

SWCD SCOPE

DISCOVER

\$1500

- Evaluate existing sitemap
- Develop new architecture

DESIGN

\$2000

- Create Home page design layout (2 concepts)
- Create Secondary Page(s) concepts for additional content (2 concepts)
- Includes up to 2 rounds of revisions before going into development

EXECUTE

\$7500

- Installation of updated Wordpress platform
- Purchase & Install new recommended Theme
- Purchase & Install recommended Plug-ins
- Apply brand appropriate graphics, fonts, colors and images
- Transition of content from current site
- Basic SEO development for each page

Wordpress Training and Support

\$250

- Walk-through of how to access and make basic updates in Wordpress
- Phone support will be available to assist with questions

Web Hosting/Services (Annual Contract)

\$1265

- Service contract for quarterly updates and maintenance
- Sucuri IPS (Intrusion Prevention System)
- SSL Certificate (\$125)

ESTIMATED TOTAL

\$12,265

WMO SCOPE

WMO WEBSITE TEMPLATE

Pricing is based on individual site setup using the SWCD site as the template.
Individual WMO sites/pages will be able to be customized within this framework.

External Domains Setup Only	\$375
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- Installation of updated Wordpress platform
- Purchase & Install new recommended Theme
- Purchase & Install recommended Plug-ins

Website and Setup	\$2000
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- Website structure based on approved layout of SWCD
- Sample Home page and Secondary Page layout provided for approval
 - Up to 2 rounds of revisions before complete site build begins
- Board will provide current or updated site content to be implemented
- Complete site structure and page templates will be provided
- Setup includes custom colors, logos and template headers.

** Custom design and/or development will be billed/quoted separately.*

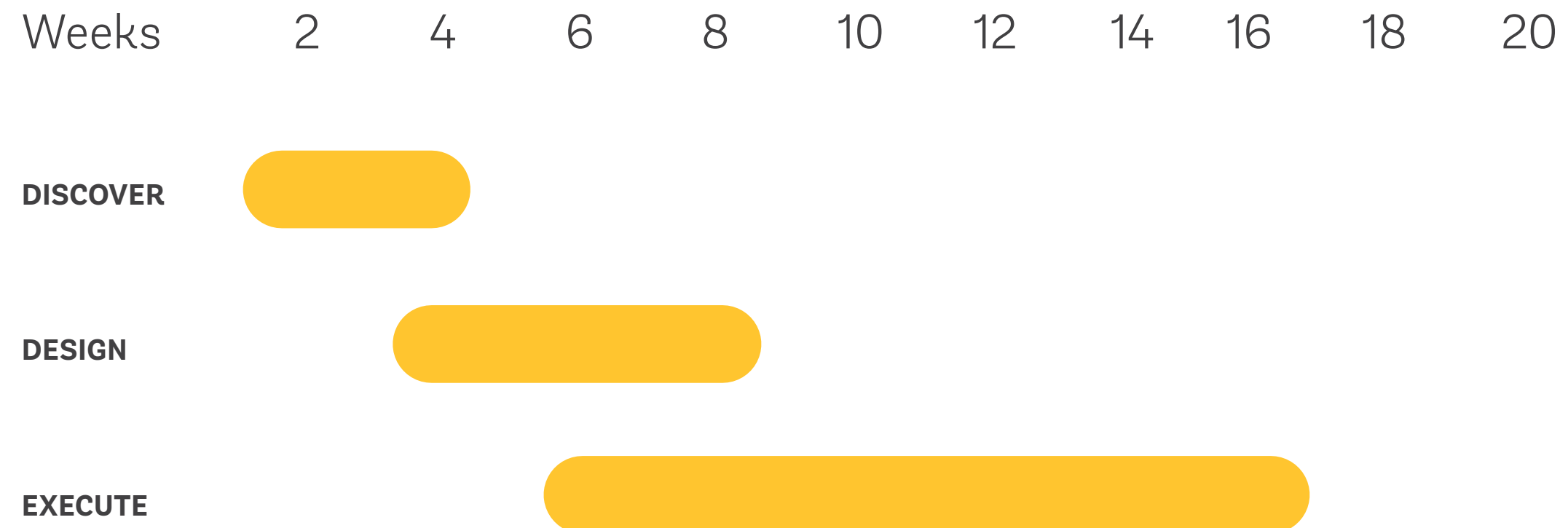
Web Hosting/Services (Annual Contract per domain)	\$960
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- Service contract for quarterly updates and maintenance
- Sucuri IPS (Intrusion Prevention System)
- SSL Certificate (\$125)

ESTIMATED TOTAL	\$4,225
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TIME LINE

Below is a high-level timeline and schedule, based on the information provided. Before we begin we will provide a more detailed look at the schedule and key milestones for this project.



ABOUT

We are a small business, and proud of it. We believe that by being a small business, our clients benefit from the level of personal care and attention that they deserve.

WHAT WE DO

144design provides creative design solutions. Our capabilities include branding, naming, package design, print and digital collateral, illustration, website design.

A FOUNDATION FOR SUCCESS

Established in 2004, 144design was founded on the principles of providing the highest quality design solutions for a variety of industries. We have prided ourselves on building partnerships with our clients. Understanding a client's business and objectives has been an integral component, not only to the success of the design solutions, but to the overall success of their business. While we work with a wide range of clientèle, from fortune 500s to start-ups, our passion for seeing businesses grow is at the core of what we do.

CLIE NTS

Our involvement with these clients include a range of solutions from branding, web design, video production, packaging, illustration, print and digital collateral.

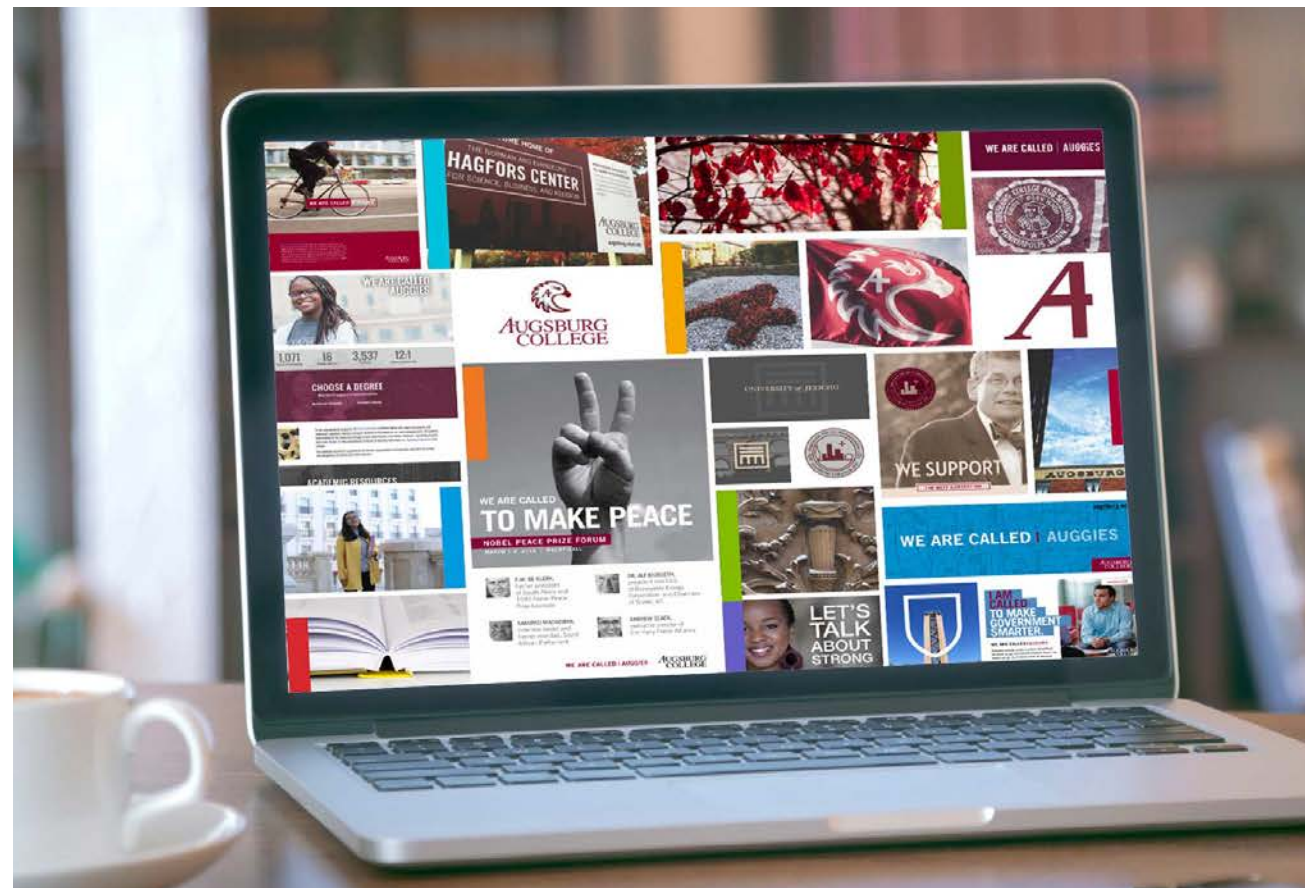


PORTFOLIO

AUGSBURG UNIVERSITY

We had the opportunity to revisit our roots with the re-branding of Augsburg College to Augsburg University. The scope of this work entailed logo design, identity systems and standards manual.

augsborg.edu



PORTFOLIO

DAKOTA COUNTY

We established a partnership with Dakota County and the Vermillion River Watershed Project in 2015. Vermillion River Watershed Joint Powers Organization was seeking to re-design and develop a new look and improve user experience to engage and inform their audience. The scope of this project involved the conversion of two independent sites into one cohesive and seamless website as well as the hosting and maintenance of the platform.

vermillionriverwatershed.org



PORTFOLIO

SAINTS FOUNDATION

In 2017 we were approached by Saints Healthcare Funds to create a new logo mark for their organization. After meeting with their team and gaining a better understanding of their mission and vision for the future, we helped build a brand for the organization through a new name, tagline, branding and identity and website redesign. By the end of 2017, the Saints Foundation was better equipped to help support their mission with an inspired brand that resonated with their organization as well as their community.

saintsfoundation.org

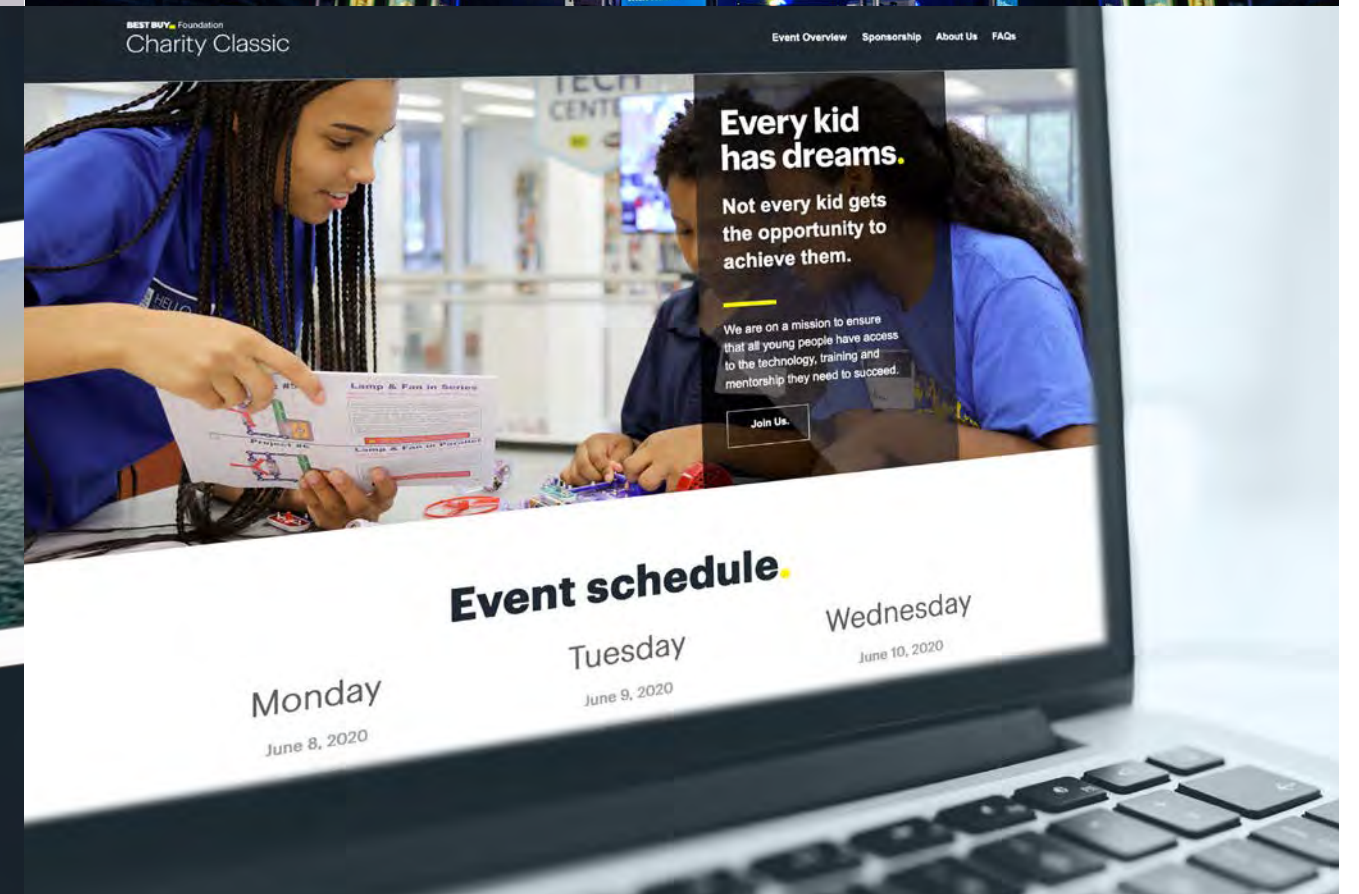
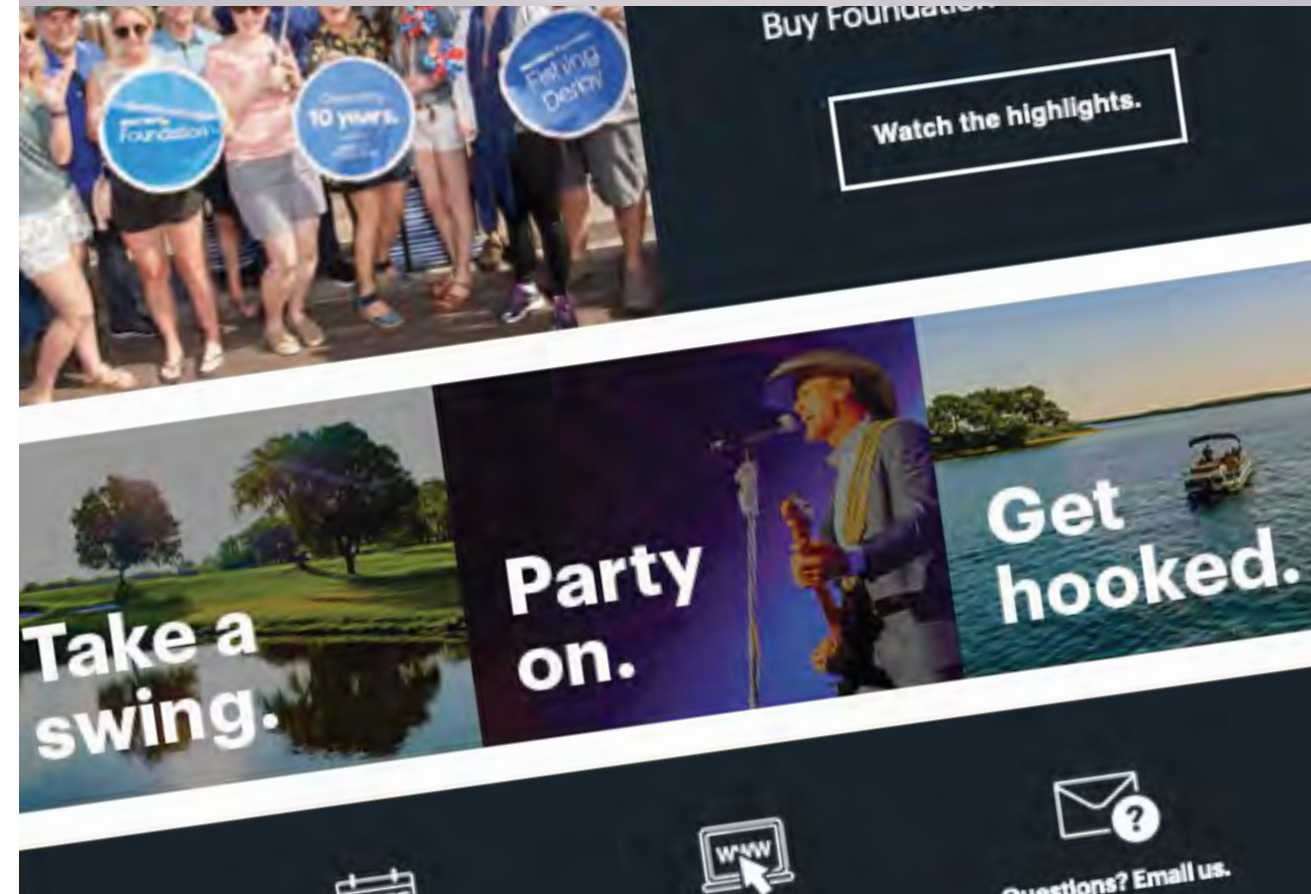


PORTFOLIO

BEST BUY FOUNDATION

We have had the privilege of working with Best Buy and their Foundation since 2008. We have helped them improve their online presence with a modern and redesigned website, event support through graphic design, branding, video production and digital design. This annual event has raised millions of dollars to help support under-served youth.

bestbuycharityclassic.com



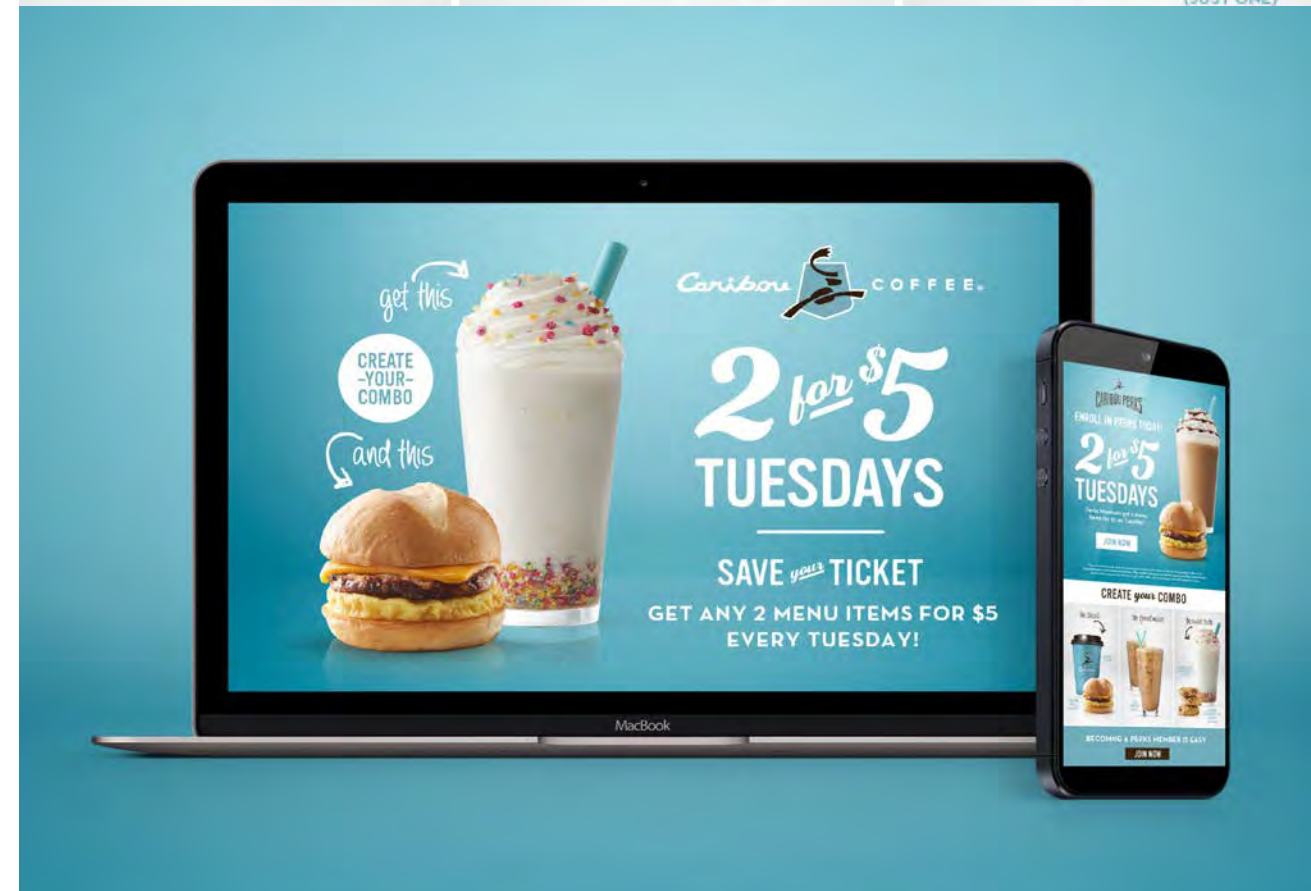
PORTFOLIO

CARIBOU COFFEE

Since 2015 we have worked with Caribou Coffee's internal marketing team to help concept, create and execute design materials ranging from in-store displays, packaging design, email and social media campaigns.

cariboucoffee.com

CREATE *your* COMBO



144design®

THANK
YOU.

Samuel Gross
Creative Director

144design, Inc
8823 Shadyview Lane North
Maple Grove, MN 55311
612.708.7004

www.144design.com

Regular Agenda Item VIII: Draft 2021 Budget

Eagan-Inver Grove Heights WMO 2021 BUDGET

	Adopted 2020 Budget	Draft 2021 Budget
REVENUE		
1. Member City Assessments	\$45,625	\$47,000 ¹
Eagan	\$44,340	\$45,676
Inver Grove Heights	\$1,285	\$1,324
2. Interest Income	\$0	\$0
3. Use of Fund Balance	\$7,975	\$8,300
TOTAL INCOME	\$53,600	\$55,300
EXPENSE		
1. Work Program	\$28,100	\$28,800
A. File Annual Activity Report, Finance Report and Audit	\$4,500	\$2,000
B. Publish/Distribute Annual Newsletter or Communication	\$300	\$300
C. Maintain Web Site	\$1,000	\$1,000
D. Board Education	\$500	\$500
E. Implement Watershed Plan		
1. Support Existing Programs (LCW, CLIMB, MWS)	\$18,800	\$19,000
2. WMO Education and Outreach Programs	\$3,000	\$3,000
3. Master Water Stewards Coordination	-	\$3,000
2. Administrative	\$24,500	\$25,500
A. Staff Services (General)	\$20,000	\$21,000
B. Engineering Consulting Services (General)	\$4,000	\$4,000
C. Legal Consulting Services (General)	\$500	\$500
3. Watershed Plan Reserve	\$1,000	\$1,000 ³
4. Liability Insurance	\$0	\$0 ⁴
TOTAL EXPENSE	\$53,600	\$55,300
INCOME - EXPENSE	\$0	\$0

¹ = 3% Increase

² = Potential increase in hourly rate

³ = Plan needed by 2024

⁴ = Covered within Eagan's Policy