



# Eagan - Inver Grove Heights

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## Watershed Management Organization

### AGENDA

#### BOARD OF MANAGERS MEETING

August 16, 2022 at 5:30 P.M.

**Eagan Maintenance Facility  
3501 Coachman Point  
Eagan, MN 55122**

Microsoft Teams: [Click here to join the meeting](#) Audio Only: [651-728-6636 PIN 696399724#](#)

- 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 June 21, 2022 Meeting\*
  - B. Invoices for Payment
  - C. August 16, 2022 Year-to-Date Financial Summary\*
- IV. New Bank Update
- V. Review Draft Outreach Schedule\*
- VI. Performance Review and Assessment Program (PRAP) Update\*
- VII. Eagan BMP Signage Update
- VIII. We Are Water Update
- IX. Minnesota Water Stewards Activity Updates
- X. Community Updates
- XI. Agenda Items for October 18, 2022 Meeting
- XII. Adjournment

* Materials included in packet
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# EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION

## DRAFT MINUTES BOARD OF MANAGERS MEETING June 21, 2022

The Eagan-Inver Grove Heights Watershed Management Organization (WMO) Board of Managers (Board) met at the Eagan Maintenance Facility, 3501 Coachman Point, Eagan, MN 55122

### **Board Managers Present:**

Jennifer Workman-Jesness	Appointed by City of Eagan
Monica Foss	Appointed by City of Eagan
Sarah Saito	Appointed by City of Inver Grove Heights
Sharon Lencowski	Appointed by City of Inver Grove Heights

### **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
Gregg Thompson	Water Resources Staff, City of Eagan

### **I. Call to Order**

Chair Foss called the meeting to order at 5:31 p.m.

### **II. Adopt Agenda**

**Motion by** Workman-Jesness, second by Saito to approve the agenda with addition of bank discussion. Motion carried.

### **III. Approve Consent Agenda**

- A. Minutes of April 19, 2022 Meeting
- B. Invoices for Payment
- C. June 21, 2022 Year-to-Date Financial Summary

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

### **IV. New Bank Discussion**

Administrator checked with auditor on online banking and switching banks. Not an issue besides will need to be careful with logins and keep with Administrator. Set up to have duplicate statements sent out, preferably a hard copy mailed. Auditor mentioned needing collateral if over \$250,000 in the bank. Location of branches is important, Ideal Credit Union has a branch in Inver Grove Heights and Eagan. The WMO is allowed to have interest-bearing accounts. If interest is gained on grant funds, there are additional requirements.

**Motion by** Workman-Jesness, second by Saito to move the checking account from Deerwood Bank to Ideal Credit Union. Motion carried.

**Motion by** Workman-Jesness, second by Saito to Have signatories on the account as Foss, Saito and Workman-Jesness. Motion carried.

#### **V. Water Smart Yards Sign**

Cost of a small metal sign on metal post could be \$15-\$28 dollars based on previous costs of Landscaping for Clean Water Signs. Discussion on other types of sign, there are cheaper options but may lose quality/longevity. Could ask survey taker if they want to pay for their own sign at the end of the survey. The Board liked the design and the text on the draft sign design. City of Eagan has a QR code generating service and they could create a code for the sign. Currently a free service had been used to create code but no tracking options available with free service. Survey has only been taken by two people so far. Promotion just started, and will need to promote more if wanting higher participation. Keep the sign ready to go if survey becomes more popular. On a related note, Survey Monkey account used is through the SWCD. During budgeting and work planning the SWCD may need to charge the WMO a small fee as the current Survey Monkey subscription level is not sufficient for this Water Smart Survey project.

#### **VI. Newsletter Articles Ideas for Cities**

Promoting Water Smart Yards would be a good idea. However, after further discussion timing will be off with season and newsletters. IGH has a quarterly newsletter and Eagan is bi-monthly, but both cities have deadlines far in advance. Cities are doing some articles already to meet MS4 requirements. Administrator will pull together a draft calendar of newsletter dates, deadlines, and key events.

#### **VII. Rain Barrel Distribution Review**

Saito and Gallagher were at Hardware Hank to distribute the rain barrels. At the end of the day only about 7 remained, and they may have even been purchased at Hardware Hanks by now. The program has gone well, and Board would like to continue the program. Making decisions earlier will allow for more promotion time. Previous orders were for 66 rain barrels, Board feels this is an appropriate amount for the next order. Administrator will get quotes for the next meeting.

#### **VIII. Bur Oaks Clean-up Day Review**

Girls Scouts Troop said they enjoyed the event, as did the Reymann family. Timing of event was appropriate, good to have a start and stop and not an all-day commitment. People collected trash all around the lake and trails. Could try to incorporate other education components but also good to just focus on the clean-up.

#### **IX. LakeFest Review**

Was a nice day and had almost 500 participants. Volunteers used a cup game to help draw people to the table of information on programs. Fliers included Landscaping for Clean Water, Water Smart Yards, City of Eagan programs, and more. Activities offered at LakeFest included fishing (no license required) and canoeing. Canoeing was popular and would likely hire Wilderness Inquiry to offer canoeing at the next LakeFest. Gallagher mentioned in a previous position with a parks department the water resource department paid for her time to lead canoeing trips, point out storm drains and talk about stormwater. LakeFest is every other year on the first Saturday in June. Smart salting cups are all gone and will need to be re-ordered.

#### **X. Eagan BMP Signage Updates**

Signs are complete and locations for posting have been determined. The three signs highlight the pervious pavers, rain gardens and tree trenches all within the civic center park complex. City of Eagan will invoice the WMO. Signs near Cascade Bay will be mobile so they can be turned. They will be placed in the pedestrian plaza area for viewing as people leave Cascade Bay.

#### **XI. We Are Water Exhibit Updates**

There is a workgroup that continues to plan content and events in conjunction with the MN Humanities Center. Exhibits will be display in Hastings and Eagan this fall and there are a number of events being planned leading up to the exhibits. Focus is on human interaction with water. Foss will be interviewed as a resident living on Jensen Lake, volunteer for Lebanon Hills Regional Park and E-IGHWMO Board chair.

#### **XII. Minnesota Water Stewards Activity Updates**

Eagan staff Gregg Thompson has been coordinating with current MWS and providing volunteer opportunities. Opportunities include staffing booths/tables at events, adopt-a-drain, stormdrain cleaning/labeling and more. Some stewards are continuing to volunteer, others have not responded. Having a table at MarketFest has been atypical event for volunteering, City staff will be there June 29<sup>th</sup>, may need volunteers for Aug 3<sup>rd</sup>. There is still a bin of tabling supplies, however the banner has the old MWS logo.

#### **XIII. Community Updates**

Eagan: Carlson Lake project is almost done; Gallagher will coordinate with City Engineer and Project Manager on final documentation for grant payment. Fitz and LeMay lake are officially removed from the TMDL list. Staff will start in-lake vegetation harvesting soon. Eric Macbeth will be retiring in September but will have a succession overlap with new employee so will still be at a few WMO meetings.

IGH: Pavement taskforce determined that too much money from roads was being spent on stormwater projects, but this is because stormwater is underfunded. Therefore, the taskforce recommended a stormwater fee increase. This will be phased in over time. City continues to work on MS4 reporting. IGH is meeting their requirements for the Lake Pepin TMDL. Still searching for an applicant to fill Sharon's position.

#### **XIV. Agenda Items for August 16, 2022 Meeting**

- Articles/Outreach calendar
- PRAP
- Potentially discuss MS4

#### **XV. Adjournment**

**Motion by** Workman-Jesness, second by Saito to adjourn the meeting. Meeting adjourned at 7:15 pm.

**Remit To:**

CITY OF EAGAN  
3830 PILOT KNOB ROAD  
EAGAN MN 55122  
651 675-5021

**Billing Address:** 146337  
EAGAN - INVER GROVE HEIGHTS WMO  
ATTN: ERIC MACBETH  
EAGAN MN 55122

# INVOICE

**8045****Invoice Date** 7/15/2022**Due Date** 7/15/2022

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Item	Remark	Amount
001	STORM BMP SIGNAGE REIMBURSE	3,257.00
<b>Total Amount Invoiced</b>		3,257.00
<b>Tax Amount</b>		
<b>Balance Due</b>		3,257.00



**Dakota County Soil & Water  
Conservation District**

**4100 220th Street West, Ste 102  
651-480-7777  
Farmington, MN 55024**

# Invoice

DATE	INVOICE #
7/26/2022	3206

BILL TO

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

Reference

TERMS

Net Due in 30 Days

ITEM CODE	DESCRIPTION	HOURS	RATE	AMOUNT
	April - June 2022			
E-IGH WMO	ADMINISTRATION: General Administration, Financial Tasks, Board Meeting Coordination (April 19, June 21). Coordinate and Prepare Financial Reports. New Member Coordination. Research Bank Change. BWSR PRAP Process. Watershed Based Implementation Funding Eligibility Emails. Rainbarrel Program, Water Smart Yard Signs, Yard Checklist into Survey Monkey. Rougier Pond Levels Inquiry. Bur Oaks Clean-up Recap. Met Council Priority Waters Webinar. LakeFest Planning.	49	85.00	4,165.00
E-IGH WMO	Paper, Printing, Postage.		50.00	50.00
E-IGH WMO	EDUCATION AND OUTREACH ASSISTANCE: Website Updates and Maintenance.	1	85.00	85.00
E-IGH WMO	LANDSCAPING FOR CLEAN WATER WORKSHOPS: Introductory, Design, Maintenance (50% of Annual Workplan).		3,400.00	3,400.00
E-IGH WMO	TECHNICAL ASSISTANCE / PROJECT IMPLEMENTATION:		0.00	0.00
			<b>Total</b>	<b>\$7,700.00</b>



## **E-IGHWMO Annual Outreach & Event Schedule**

1. January
  - Any Time (bi-annual): Meet with member city councils or planning/enviro commissions
2. February
  - 1<sup>st</sup> Week: Eagan Newsletter Deadline (Apr-May Issue)
  - 3<sup>rd</sup> Week: Approve E-IGHWMO Annual Report at Board Meeting and Distribute
  - All Month: Promote Landscaping for Clean Water Program
3. March
  - 2<sup>nd</sup> Weekend: Eagan Home & Leisure Show
  - All Month: Promote Rain Barrel Pre-Order
  - End of Month: Order Rain Barrels
4. April
  - 1<sup>st</sup> Week: Eagan Newsletter Deadline (June-July Issue)
5. May
  - 3<sup>rd</sup> Weekend: Rain Barrel Distribution Event
6. June
  - 1<sup>st</sup> Weekend (bi-annual): LakeFest
  - 1<sup>st</sup> Week: Eagan Newsletter Deadline (Aug-Sept Issue)
7. July
  - All Month: Promote Water Smart Yards
8. August
  - 1<sup>st</sup> Week: Eagan Newsletter Deadline (Oct-Nov Issue)
  - 3<sup>rd</sup> Week: Annual Tour before/after Board meeting
9. September
10. October
  - 1<sup>st</sup> Week: Eagan Newsletter Deadline (Dec-Jan Issue)
  - All Month: Promote Leaf Clean-up
11. November
  - 1<sup>st</sup> Week: Distribute Smart Salting Cups and Signs
  - All Month: Promote Smart Salting
12. December
  - 1<sup>st</sup> Week: Eagan Newsletter Deadline (Feb-Mar Issue)



## Performance Review and Assistance Program (PRAP)

BWSR's Performance Review and Assistance Program (PRAP) was authorized by the legislature (Statute 103B.102) in 2007 to monitor and assess the performance of local units of government (counties, SWCDs, watershed districts, and watershed management organizations), responsible for the conservation of water and related land resources. In addition to conducting reviews, BWSR uses this program to provide organizational improvement or assistance grants to local government units (LGUs) in need and prepares an annual report to the legislature outlining the work conducted under the program.

### PRAP Review

The program includes an Annual Statewide Summary and three types of assessments.

The **Annual Statewide Summary** is an annual tabulation of required plans and reports for all LGUs. This information is included within the Annual Legislative Report.

**Organizational Assessments** are routine, interactive reviews intended to assess all LGUs at least once every 10 years. These reviews evaluate operational effectiveness, partner relationships, and whether the LGU has achieved county water plan, watershed management plan, and/or SWCD comprehensive plan implementation goals.\* Organizational reviews also assess compliance with performance standards and the Wetland Conservation Act, where applicable.

**Watershed-based Assessments** are routine reviews conducted with partnerships of local governments working together to implement comprehensive watershed management plans (CWMPs) developed through the One Watershed, One Plan Program. Assessment occurs when a CWMP has reached or passed the 5-year plan evaluation checkpoint. This type of review evaluates progress on plan implementation and analyzes partners working relationships.\*\*

**Special Assessments** are conducted with LGUs experiencing significant obstacles or performance deficiencies and may include BWSR Board action to assign penalties as authorized by statute.

### Program History

*Since 2008, BWSR's Performance Review and Assistance Program (PRAP) has assessed the performance of the units of government that constitute Minnesota's local delivery system for conservation of water and related land resources. The program goal is to assist these local government partners to be the best they can be in their management of Minnesota's land and water resources. Review of LGU compliance with the Wetland Conservation Act was added in 2017.*

*In 2022, the program was redesigned, to accommodate for the ongoing transition from county-based local water management plans to watershed planning.*

\* Within an Organizational Assessment, the plan review may be omitted or waived depending on multiple factors, including plan expiration, status of water planning efforts by the LGU/within the jurisdiction, and status of approved comprehensive watershed management plans within the jurisdiction.

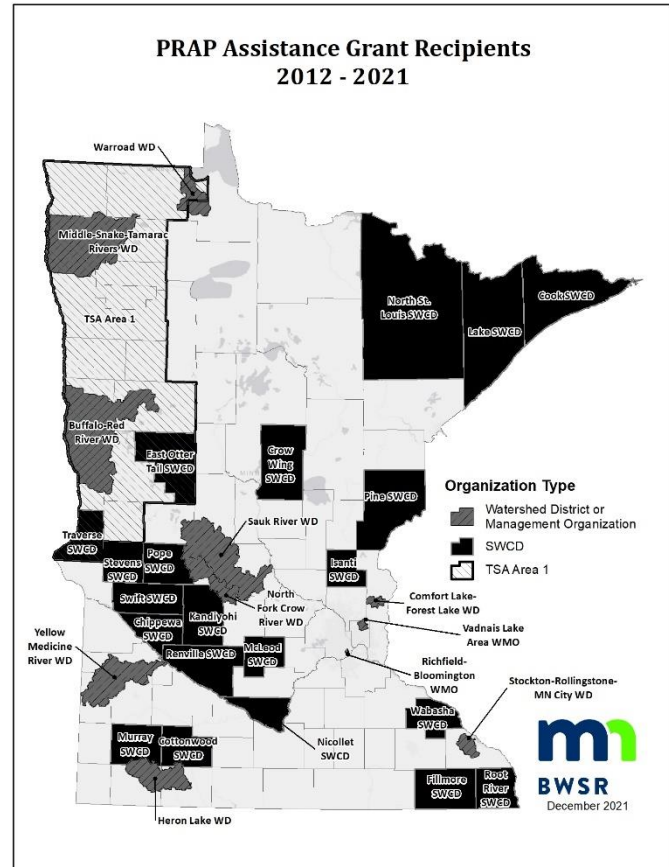
\*\* Within the watershed partnership, individual LGUs may be selected to complete an Organizational Assessment to coincide with the Watershed-based Assessment. Doing this simultaneously will reduce the time individual LGUs are involved in a PRAP assessment, resulting in a less time-consuming process for both BWSR and the LGUs.

## PRAP Assistance

The “assistance” part of the PRAP program comes through grants made to LGUs to improve operating performance and execute planned goals and objectives. Grant activities typically include facilitation, mediation or consulting services related to organizational improvement activities such as reorganizations/mergers, strategic planning, organizational development, benchmarking, audits, and staff and board capacity assessments. LGUs do not need to have been the subject of a PRAP performance review to apply for these grants, but funding priority is given to activities recommended to an LGU as part of a PRAP review.

Since the program began in 2012, more than \$125,000 has been awarded to LGUs around Minnesota.

In 2021, BWSR changed some of the application requirements for PRAP assistance funds and provided clarity about what types of activities and expenses are eligible. Additional changes include an increase to \$20,000 for partnerships that apply for assistance funding. A \$50,000 annual cap on PRAP assistance awards was also removed to accommodate the potential for more partnership applications.



## PRAP Reporting

BWSR prepares an annual PRAP report for the Minnesota legislature containing the results of the previous year’s program activities as well as a general assessment of the performance of LGUs that provide land and water conservation services and programs. These reports contain an Annual Statewide Summary or Tabulation of data regarding reporting and plan status for all LGUs, as well as summaries and findings from all Organizational Assessments, Watershed-based Assessments and Special Assessment PRAP reviews completed during the reporting year.

To learn more about the PRAP program, or to view past Legislative reports, visit the PRAP page of the BWSR website at <http://www.bwsr.state.mn.us/PRAP>

# METRO WATERSHED DISTRICT and WMO PERFORMANCE STANDARDS

**LGU Name:** \_\_\_\_\_

Performance Area	Performance Standard		Level of Review		Rating	
	★ ■	High Performance standard Basic practice or statutory requirement (see instructions for explanation of standards)	I II	Annual Compliance BWSR Staff Review & Assessment (1/10 yrs.)	Yes, No, or Value	
					YES	NO
<b>Administration</b>	■	Activity report: annual, on-time		I		
	■	Financial report & audit completed on time		I		
	■	Drainage authority buffer strip report submitted on time		I		
	■	eLINK Grant Report(s): submitted on time		I		
	■	Rules: date of last revision or review – <b>Please enter month/year (i.e., 01/20)</b>		II		
	■	Personnel policy: exists and reviewed/updated within last 5 years		II		
	■	Data practices policy: exists and reviewed/updated within last 5 years		II		
	■	Manager appointments: current and reported		II		
	■	Consultant RFP: within 2 yrs. for professional services		II		
	■	WD/WMO has resolution assuming WCA responsibilities and appropriate delegation resolutions as warranted (N/A if not LGU)		II		
	■	WD/WMO has knowledgeable & trained staff that manages WCA program or has secured qualified delegate. (N/A if not LGU)		II		
	★	Administrator on staff		II		
	★	Board training: orientation and continuing education plan, record for each board member		II		
	★	Staff training: orientation and continuing education plan and record for each staff		II		
	★	Operational guidelines for fiscal procedures and conflicts of interest exist and current		II		
<b>Planning</b>	■	Watershed management plan: up-to-date		I		
	■	City/twp. local water plans not yet approved		II		
	■	Capital Improvement Program: reviewed every 2 years		II		
	★	<b>Strategic plan or self-assessment completed in last 5 years</b>		II		
	★	Strategic plan identifies short-term priorities		II		
<b>Execution</b>	■	Engineer Reports: submitted for DNR & BWSR review		II		
	■	WCA decisions and determinations are made in conformance with all WCA requirements. (if delegated WCA LGU)		II		
	■	WCA TEP reviews & recommendations appropriately coordinated. (if delegated WCA LGU)		II		
	★	<b>Certified wetland delineator on staff or retainer</b>		II		
	■	Total expenditures per year (past 10 yrs.)		II		see below
	★	Water quality trends tracked for key water bodies		II		
	★	Watershed hydrologic trends monitored / reported		II		
<b>Communication &amp; Coordination</b>	■	Website: contains information as required by MR 8410.0150 Subpart 3a, i.e. as board meeting, contact information, water plan, etc.		II		
	■	Functioning advisory committee(s): recommendations on projects, reports, 2-way communication with Board		II		
	■	Communication piece: sent within last 12 months		II		
		<b>Communication Target Audience:</b>				
	★	Track progress for Information and Education objectives in Plan		II		
	★	Coordination with County Board, SWCD Board, City/Township officials		II		
	★	Partnerships: cooperative projects/tasks with neighboring organizations, such as counties, SWCDs, WDs, tribal governments, Non-Government Organizations		II		
<b>Year</b>						
<b>Expenditures</b>						