



Eagan - Inver Grove Heights

Watershed Management Organization

AGENDA

BOARD OF MANAGERS MEETING

October 18, 2022 at 5:30 P.M.

Inver Grove Heights City Hall

8150 Barbara Ave, Inver Grove Heights, MN 55077

- 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 August 16, 2022 Meeting*
 - B. Invoices for Payment*
 - C. October 18, 2022 Year-to-Date Financial Summary*
- IV. Performance Review and Assessment Program (PRAP) Presentation*
- V. Approve WBIF Payment for Carlson Lake TMDL Project*
- VI. New Bank Update
- VII. Outreach Schedule Review*
- VIII. Smart Salting Planning
- IX. CLIMB Theatre Discussion
- X. Approve 2023 Budget and Dues*
- XI. Approve 2023 Workplan with SWCD*
- XII. Approve 2023 Meeting Schedule*
- XIII. Minnesota Water Stewards Activity Updates
- XIV. Community Updates
- XV. Agenda Items for December 6, 2022 Meeting
- XVI. 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

DRAFT MINUTES BOARD OF MANAGERS MEETING August 16, 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
Kathleen Reitz	Appointed by City of Eagan

Others Present:

Ashley Gallagher	Resource Conservationist, Dakota County Soil and Water Conservation District
Gregg Thompson	Water Resources Staff, City of Eagan
Brian Fake	City of Eagan Resident

I. Call to Order

Chair Foss called the meeting to order at 5:35 p.m.

II. Adopt Agenda

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

III. Audience

Brian Fake attended meeting with intent to observe the meeting. Also brought up a concern with a development near his home. Concerns relate to erosion and water management. City of Eagan staff will coordinate directly with Mr. Fake on this concern.

IV. Approve Consent Agenda

- A. Minutes of June 21, 2022 Meeting
- B. Invoices for Payment
- C. August 16, 2022 Year-to-Date Financial Summary

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

V. New Bank Update

Now that there are approved minutes of the action Board took to change banks the Administrator will set up a meeting with Ideal Credit Union, and managers Foss and Workman-Jesness. Foss available after September 2nd. Which should allow time to process current checks as well.

VI. Review Draft Outreach Schedule

Administrator prepared a draft schedule that included WMO and member events and deadlines. A few additional items were added. Will be revised into table so that city or WMO can be listed as who is taking the action or supporting the action. There was some discussion on Marketfest. The City of Eagan Water Resources staff table a few times throughout the summer. There is also an indoor winter Marketfest.

VII. Performance Review and Assessment Program (PRAP) Update

PRAP is a Board of Water and Soil Resources (BWSR) program that evaluates all water management organizations in the state every 10 years. E-IGHWMO is due for an evaluation. The PRAP coordinator will give a presentation at the October meeting. Administrator will begin to gather information for the review. One component is a survey. Survey will likely be sent out in October to Board members and partners.

VIII. Eagan BMP Signage Updates

One of the signs near City Hall has been installed. The moveable sign near Cascade Bay is being fabricated. E-IGHWMO was invoiced for the cost of the signs.

IX. We Are Water Update

Exhibits will be at Lebanon Hills Park in Eagan and Pleasant Hills Library in Hastings mid-October through December. There are a number of events planned leading up to the exhibits. The We Are Water website hosted by Dakota County has a full list of events. Some events include nitrate testing clinic for residents on well water and potentially field days. Foss was interviewed by the MN Humanities Center for the We are Water project, however it was a virtual group interview and Foss didn't feel she was able to share what she would've liked to share.

X. Minnesota Water Stewards Activity Updates

Thompson has reached out to existing stewards to gauge their interest in volunteering by completing a short survey. Only one survey received so far. Foss attended a meeting hosted by Vermillion Watershed (Brita) for Stewards to share ideas/projects. Gallagher mentioned that maybe in the future there would be a way to bring all stewards across the county together, perhaps with one main Dakota County MWS contact.

XI. Community Updates

Eagan: Thompson reported that Macbeth will retire on September 30th but stay on part-time through the end of the year to ease transition to the new Water Resources Manager. The Carlson Lake underground storage and treatment project is complete and functioning. Invoices and final project paperwork are being worked on. Project should come to the Board for payment at the October meeting. City is planning 2022-23 CIP and many water resources projects are alum treatments. There was discussion on research project by the University of Minnesota. City of Eagan is connected with UMN and even hosted a meeting. City is working on a PC-SWMM model for the entire city, but working in sections over the next approximately 10 years. This requires a lot of ground truthing of points/stormdrains which interns are assisting with. The model provides hydrology and hydraulics and will help with prioritizing project locations.

IGH: Was not at the meeting and did not provide a report.

XII. Agenda Items for October 18, 2022 Meeting

- Newsletter
- PRAP
- Smart Salting Planning
- Open IGH Representative
- CLIMB Theatre Update/Discussion
- Alum Treatment Info

XIII. Adjournment

Motion by Workman-Jesness, second by Reitz to adjourn the meeting. Meeting adjourned at 6:45 pm.



Dakota County Soil & Water Conservation District

4100 220th Street West, Ste 102
Farmington, MN 55024
(651) 480-7777
DakotaSWCD.Accounting@CO.Dakota.MN.US

Invoice

DATE	INVOICE #
10/4/2022	3226

BILL TO				
Eagan-Inver Grove Heights WMO C/O Eric Macbeth 3501 Coachman Point Road Eagan, MN 55122		Agreement	BILLING PERIOD	TERMS
		2022 Agreement	Jul - Sep 2022	Net 30 Days
DESCRIPTION		HOURS	RATE	AMOUNT
ADMINISTRATION: Board Meeting, Annual Reporting and Budgeting, General Correspondence, Work Plans, Grant Writing and WMO Programs		31	85.00	2,635.00
Paper, Printing and Postage		1	50.00	50.00
EDUCATION AND OUTREACH ASSISTANCE: Landscaping for Clean Water Workshops (50% of Annual Work Plan - 2nd half billing)		1	3,400.00	3,400.00
Website Maintenance		0	85.00	0.00
TECHNICAL ASSISTANCE/PROJECT IMPLEMENTATION: Landscaping for Clean Water Grants: Payments to: Kirchman, Henry & Robertson		3	250.00	750.00
Landscaping for Clean Water Technical Assistance		3	500.00	1,500.00
It's been a pleasure working with you!			Total	\$8,335.00



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Invoice

DATE	INVOICE #
10/4/2022	3227

BILL TO			
Eagan-Inver Grove Heights WMO WBF C/O Eric Macbeth 3501 Coachman Point Road Eagan, MN 55122			
Agreement	BILLING PERIOD		TERMS
FY19 CWF WBF Gr...	July 1 - Sept 30, 2022		Net 30 Days
DESCRIPTION		HOURS	RATE
Grant Administration: Carlson Project - document/payment 1 Hour @ BWSR Required Billable Rate		1	74.00
It's been a pleasure working with you!		Total \$74.00	

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.

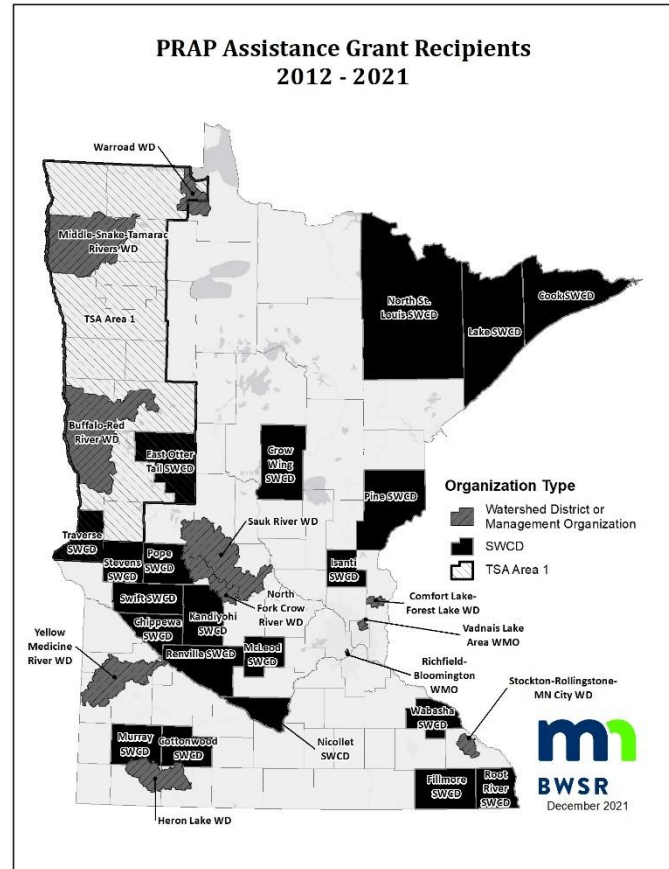
** Within the watershed partnership, individual LGUs may be selected to complete an Organizational Assessment to coincide with the Watershed-based Assessment. Doing this simultaneously will reduce the time individual LGUs are involved in a PRAP assessment, resulting in a less time-consuming process for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

FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: City of Eagan - Carlson Lake TMDL - Underground Filtration

Address: 3830 Pilot Knob Rd

City, State, Zip: Eagan, MN 55122

Contract No.: Watershed Based Funding Grant Total Amount Authorized: \$43,866
(from contract)

Practice	Quantity	Unit	Unit Rate	Total
Pay Request #1				\$635,487.55
Pay Request #2				\$105,534.20
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

PAYMENT REQUEST: **\$741,021.75**

I certify that this is an accurate and true summation of the above project.

Payee Signature

Date

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final): Final

B. Payment amount requested: \$43,866.00

C. Total Amount Authorized: \$43,866.00

D. Total previous partial payments: \$0.00

E. Amount available (C - D) \$43,866.00

Amount Approved for This Voucher:

\$43,866.00

(cannot exceed Total Amount Authorized)

Technical Certification

I certify that an inspection has been performed and as-built received and that the items identified under the Practice Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

Administrative Certification

I certify that I have reviewed this voucher and all supporting information and that to the best of my knowledge and belief, the quantities and rates are accurate and are in accordance with terms of the contract identified.

Technical Assistance Provider

Administrative Sign-off

Date

Date

VII. Outreach Schedule

Month	WMO Task	City Task
January	Any Time (bi-annual): Meet with member city councils or planning/enviro commissions	
February	1 st Week: Eagan Newsletter Deadline (Apr-May Issue)	
	3 rd Week: Approve E-IGHWMO Annual Report at Board Meeting and Distribute	
	3 rd Week: Planning for Spring Neighborhood Clean-up	
	All Month: Promote Landscaping for Clean Water Program	
March	1 st Week: IGH Newsletter Deadline (April-June Issue)	
	2 nd Weekend: Eagan Home & Leisure Show (Eagan Event)	
	All Month: Promote Rain Barrel Pre-Order	
	End of Month: Order Rain Barrels	
April	1 st Week: Eagan Newsletter Deadline (June-July Issue)	
	2 nd Week: Plan for Summer Eagan Marketfest	
May	3 rd Weekend: Rain Barrel Distribution Event	
	Anytime: Host Spring Neighborhood Clean-up	
June	1 st Weekend (bi-annual): LakeFest (Eagan Event)	
	1 st Week: IGH Newsletter Deadline (July-Sept Issue)	
	1 st Week: Eagan Newsletter Deadline (Aug-Sept Issue)	
July	All Month: Promote Water Smart Yards	
August	1 st Week: Eagan Newsletter Deadline (Oct-Nov Issue)	
	3 rd Week: Annual Tour before/after Board meeting	
September	1 st Week: IGH Newsletter Deadline (Oct-Dec Issue)	
October	1 st Week: Eagan Newsletter Deadline (Dec-Jan Issue)	
	All Month: Promote Leaf Clean-up	
November	1 st Week: Distribute Smart Salting Cups and Signs	
	All Month: Promote Smart Salting	
December	1 st Week: Eagan Newsletter Deadline (Feb-Mar Issue)	
	1 st Week: IGH Newsletter Deadline (Jan-Mar Issue)	

X. Approve 2023 Budget and Dues

Eagan-Inver Grove Heights WMO 2023 BUDGET

	Approved 2022 Budget	Draft 2023 Budget
REVENUE		
1. Member City Assessments	\$47,000	\$48,000
Eagan	\$45,676	\$46,356
Inver Grove Heights	\$1,324	\$1,644
2. Interest Income	\$0	\$0
3. Use of Fund Balance	\$5,300	\$7,300
TOTAL INCOME	\$52,300	\$55,300
EXPENSE		
1. Work Program	\$25,800	\$27,800
A. File Annual Activity Report, Finance Report and Audit	\$2,000	\$2,000
B. Publish/Distribute Annual Newsletter or Communication	\$300	\$300
C. Web Site	\$1,000	\$1,000
D. Board Education	\$500	\$500
E. Implement Watershed Plan		
1. Support Existing Programs (LCW, CLIMB, MWS)	\$19,000	\$21,000
2. WMO Education and Outreach Programs	\$3,000	\$3,000
2. Administrative	\$25,500	\$26,500
A. Staff Services (General)	\$21,000	\$22,000
B. Engineering Consulting Services (General)	\$4,000	\$4,000
C. Legal Consulting Services (General)	\$500	\$500
3. Watershed Plan Reserve	\$1,000	\$1,000 ¹
A. Cumulative Reserve	\$3,000	\$4,000
4. Liability Insurance	\$0	\$0 ²
TOTAL EXPENSE	\$52,300	\$55,300
INCOME - EXPENSE	\$0	\$0

¹ = Plan needed starting 2024

² = Covered within Eagan's Policy

2023 Work Plan and Budget

Eagan-Inver Grove Heights Watershed Management Organization

Task	Calculation			Sub-total
	Hours	Rate	Fees	
Administration				
Financial Reports	15	\$90.00	\$0.00	\$1,350.00
Calculate and report for each meeting fund balances on savings and checking accounts, update budget performance report, assist Auditor with audit as needed, submit reports to the State.				
Board Meeting Preparation - Based on 6 Meetings	100	\$90.00	\$100.00	\$9,100.00
1) Assemble Board packet 2) Meeting space coordination 3) Maintain Board Member list 4) Distribute packet, agenda, minutes		Fee is for paper and postage		
Annual Reports, Plans, Dues and Budget	25	\$90.00	\$0.00	\$2,250.00
Meet BWSR requirements by developing and submitting reports. Prepare annual budget. Calculate dues based on tax capacity. Invoice members for payment.				
Records Management	10	\$90.00	\$0.00	\$900.00
Store records according to policy. Respond to data requests as needed.				
General Correspondence	30	\$90.00	\$0.00	\$2,700.00
Coordinate with local, regional and state entities.				
Administration Total				\$16,300.00

Education and Outreach	Hours	Rate	Fees	Sub-total
Website Hosting and Maintenance	20	\$90.00	\$1,000.00	\$2,800.00
Host and maintain a website, as required by BWSR, with meeting information, plans, reports, grants and other information.		Fee is for web hosting		
Advocacy and Outreach	25	\$90.00	\$0.00	\$2,250.00
Implement the advocacy, education and outreach strategies within the Watershed Management Plan.				
Landscaping for Clean Water			\$7,200.00	\$7,200.00
Provide access to the Landscaping for Clean Water: Introduction Class Materials, Design Course Materials and Maintenance Workshop (Includes online registration, partner coordination, presentation creation and updates, creation of education and outreach materials, participant tracking, one-on-one design assistance. Some classes will be virtual in 2023)		Introduction Class= \$1,800 Desing Course= \$3,600 Maintenance Workshop= \$1,800		
Education and Outreach Total				\$12,250.00

2023 Work Plan and Budget
Eagan-Inver Grove Heights Watershed Management Organization

Technical Assistance		Hours	Rate	Fees
Landscaping for Clean Water				\$6,000.00
Technical assistance to homeowners including layout, mid-point and final inspections for raingardens, native plantings and shoreline stabilizations.		\$500 times 12 projects		
Technical Assistance Total				\$6,000.00

Cost Share				Fees
Landscaping for Clean Water				\$3,000.00
Provide cost share to landowners for projects including raingardens, native plantings and shoreline stabilization projects consistent with SWCD cost share policies.		\$250 times 12 projects		
Cost Share Total				\$3,000.00

Total Agreement Not-to Exceed				\$37,550.00
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Note: Additional items may be required of the SWCD during the workplan timeframe and individual budget amounts may change as work progresses. If proposed changes are to exceed the total agreed amount, this work plan can be amended as jointly approved by the E-IGHWMO and SWCD.



Eagan - Inver Grove Heights

Watershed Management Organization

Board of Managers **2023 Meeting Schedule**

*Meeting dates and locations subject to change
All change notices will be posted*

Locations:

Eagan Maintenance Facility
3501 Coachman Point
Eagan, MN 55122

Inver Grove Heights City Hall
8150 Barbara Ave
Inver Grove Heights, MN 55077

Time: 5:30 p.m. to 7:00 p.m.

Dates: *Typically the third Tuesday of every other month*

Date	Location
February 21 st , 2023	Eagan
April 18 th , 2023	Inver Grove Heights
June 20 th , 2023	Eagan
August 15 th , 2023	Eagan
October 17 th , 2023	Inver Grove Heights
December 5 th , 2023	Eagan