

AGENDA BOARD OF MANAGERS MEETING CANCELLED February 21, 2023 at 5:30 P.M. RESCHEDULE February 28, 2023 at 5:30 P.M.

Eagan Maintenance Facility 3501 Coachman Point, Eagan, MN 55122 and via video conference from 7555 Banning Way, Inver Grove Heights, MN 55077 TEAMS Meeting # 246 073 267 175, Passcode: jVvvuL, Click here to join the meeting

- I. Call to Order
- II. Approval of Agenda
- III. Election of Officers
- IV. Consent Agenda (Acted with one motion unless a manager requests an item be discussed)
 - A. Minutes of December 6, 2022 Meeting*
 - B. Invoices for Payment*
 - C. Year-end Financial Summary*
- V. Update on Metro Watershed Based Implementation Funding (WBIF)*
- VI. Smart Salting Outreach Updates
- VII. Rain Barrels Spring Distribution Planning
- VIII. Clean-up Day/Earth Day Planning
 - IX. Draft 2022 Annual Report Review/Approve*
 - X. Minnesota Water Stewards Activity Updates
 - XI. Community Updates
- XII. Agenda Items for April 18, 2023 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

DRAFT MINUTES BOARD OF MANAGERS MEETING December 6, 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
Jenna Olson	New Water Resources Manager, City of Eagan
Eric Macbeth	Retiring Water Resources Manager, City of Eagan
Steve Dodge	Assistant City Engineer, City of Inver Grove Heights
Sharon Lencowski	Resident, City of Inver Grove Heights
Anne Sawyer	Board Conservationist, Board of Water and Soil Resources
Jennifer Mocol-Johnson	PRAP Coordinator, Board of Water and Soil Resources

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 Reitz to approve the agenda. Motion carried.

III. Approve Consent Agenda

- A. Minutes of October 18, 2022 Meeting
- B. December 6, 2022 Year-to-Date Financial Summary

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

IV. Performance Review and Assessment Program (PRAP) Report and Response

Board of Water and Soil Resources PRAP Coordinator presented the report. There was good response from internal and external partners. E-IGHWMO is meeting all their statutory requirements and is commended for meeting six high performance standards. There were three recommended items: reestablish Advisory Committee, develop clear-measurable goals and actions for future plan implementation, and conduct strategic assessment to evaluate short-term priorities. A draft response to the report was presented. Since no action is required on any of the recommendations and they will be addressed during the next plan updated which begins in 2024, no immediate action will be taken.

Motion by Workman-Jesness, second by Saito to approve the drafted response letter to the PRAP report. Motion carried.

Motion by Reitz, second by Workman-Jesness to accept the PRAP report. Motion carrier.

V. Landscaping for Clean Water 2022 Summary

The factsheet is meant to be shared and has been shared with partners and cities. The factsheet provides numbers for cities to use for their MS4 reports. There were also more data tables shared in the packet. Sometimes people go through the design workshops but never submit an application, or submit an application but then drop out. This year 5 applications were submitted in E-IGHWMO and 5 projects were completed. Reasons for 'dropouts' are typically personal time issues, some are due to cost and other various reasons. SWCD does survey participants and could look into barriers more. The grant has been \$250 for many years. WMO would like to discuss this in future years, maybe its time to increase and would reduce one barrier to participation. The WMO budgets for 12 projects each year. SWCD only charges for completed projects therefore remaining grants are in general fund reserve for the WMO.

Ideas for more promotion include getting promo materials out to cities earlier, having a tik tok challenge for past participants to share their projects, or just get stories. Speak with Master Gardeners (this is typically done by SWCD), speak to Eagan Garden Club, promote at Home and Garden show.

VI. Smart Salting Check-in

Foss distributed cups and posters to many local businesses, hardware stores, gas stations, etc. Staff at Eagan has also distributed many cups and signs. Gallagher is keeping a list of businesses for future reference. Chloride pollution is being more widely talked about in the media and gaining attention. There are very few cups left.

Motion by Workman-Jesness, second by Saito to spend up to \$500 on more smart salting cups. Motion carried.

VII. Minnesota Water Stewards Activity Updates

City of Eagan staff Thompson is working on schedule for 2023 for volunteering to table at events including the Home and Leisure Show and MarketFest. Home show will be April 1, 2023.

VIII. Community Updates

Eagan: Completing permits for winter aeration. Jenna Olson is on board successor for Eric. Eric is on a contract with City until the end of the year. Retirement gathering details were discussed.

IGH: City staff modified the salt cup design with IGH branding and distributed. Also working on doggy bags as a promotional item. Waiting to hear if a Clean Water Fund grant through BWSR will be awarded or not for stormwater projects in the 'old village'.

IX. Agenda Items for February 21, 2023 Meeting

- Rain barrels
- Home Show
- Annual calendar
- Annual reports

X. Adjournment

Motion by Workman-Jesness, second by Reitz to adjourn the meeting. Meeting adjourned at 6:55 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 #
12/31/2022	3253

BILL TO					
Eagan-Inver Grove Heights WMO C/O Jenna Olson 3501 Coachman Point Road					
Eagan, MN 55122	Agreement	BILLING F	PERIOD	TERMS	
	2022 Agreement	Oct - Dec	c 2022	Net 30 Days	
DESCRIPTION			RATE	AMOUNT	
ADMINISTRATION: Board Meeting, Annual Reporting and Budg Correspondence, Work Plans, Grant Writing a		59.5	85.00	5,057.50	
Paper, Printing and Postage		1	50.00	50.00	
Website Maintenance	0.5	85.00	42.50		
TECHNICAL ASSISTANCE/PROJECT IMPLE Landscaping for Clean Water Grants: Payi (2 @ \$250 ea.)	2	250.00	500.00		
Landscaping for Clean Water Technical As (2 @ \$500 ea.)	2	500.00	1,000.00		
Travel to Meetings Checks from Vista Print Stadium Cups	1 1 1	15.00 39.63 362.41	15.00 39.63 362.41		
It's been a pleasure working with you!			Total	\$7,067.04	



Dakota County Soil & Water Conservation District

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

DATE	INVOICE #
12/31/2022	3262

BILL TO				
Eagan-Inver Grove Heights WMO WBF C/O Jenna Olson 3501 Coachman Point Road				
Eagan, MN 55122	Agreement	BILLING F	PERIOD	TERMS
	FY19 CWF WBF Grant	Oct 1 - Dec	31, 2022	Net 30 Days
DESCRIPTION	•	HRS/COUNT	RATE	AMOUNT
Grant Administration: Carlson Project - eLink 3 Hours @ BWSR Required Billable Rate		3	73.00	219.00 0.00
It's been a pleasure working with you!		I	Total	\$219.00

E-IGH Watershed Management Organization January 1, 2022 to December 31, 2022 Watershed Based Funding Grant

						Cumulative	
WBF Grant	2018 Activity	2019 Activity	2020 Activity	2021 Activity	2022 Activity	Total	Budget
Grant Funds Received	\$62,080.00	\$0.00	\$0.00	\$0.00	\$49,664.00	\$111,744.00	\$124,160.00
<u>Expenses</u>							
Grant Administration	\$382.66	\$971.08	\$1,651.36	\$1,240.98	\$774.00	\$5,020.08	\$6,208.00
Projects - Eagan TMDL	\$0.00	\$0.00	\$29,488.00	\$0.00	\$43,866.00	\$73 <i>,</i> 354.00	\$73,354.00
Projects - Lebanon Hills SWA	\$0.00	\$0.00	\$22,729.31	\$0.00	\$0.00	\$22,729.31	\$22,729.31
Schulze Lake Alum Treatment	\$0.00	\$0.00	\$15,110.00	\$0.00	\$0.00	\$15,110.00	\$15,110.00
Technical and Engineering	\$0.00	\$0.00	\$6,758.69	\$0.00	\$0.00	\$6,758.69	\$6,758.69
Total Expenses:	\$382.66	\$971.08	\$75,737.36	\$1,240.98	\$44,640.00	\$122,972.08	\$124,160.00
Grant Funds Unearned:	\$61,697.34	\$60,726.26	-\$15,011.10	-\$16,252.08	-\$11,228.08		

E-IGH Watershed Management Organization

January 1, 2022 to December 31, 2022 Revenue and Expense Summary

					Annual	
General Fund	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	2022 Budget
Revenues						
Member Allocations	\$0.00	\$45,391.00	\$0.00	\$1,609.00	\$47,000.00	\$47,000.00
Interest/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues:	\$0.00	\$45,391.00	\$0.00	\$1,609.00	\$47,000.00	\$47,000.00
Expenses						
Work Program						
A. Annual Activity Report, Finance Report, Audit	\$0.00	\$0.00	\$0.00	\$39.63	\$39.63	\$2,000.00
B. Annual Newsletter or Communication	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
C. Maintain Web Site	\$0.00	\$0.00	\$0.00	\$42.50	\$42.50	\$4,000.00
D. Board Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
E. Implement Watershed Plan						
1. Support Existing Programs (LCW,CLIMB)	\$1,127.50	\$3 <i>,</i> 485.00	\$5,650.00	\$1,515.00	\$11,777.50	\$19,000.00
2. WMO Education and Outreach Programs	\$0.00	\$0.00	\$0.00	\$362.41	\$362.41	\$3,000.00
Organizational Administration						
Staff Services (general)	\$2,812.50	\$4,215.00	\$2,685.00	\$5,107.50	\$14,820.00	\$21,000.00
Engineering and Consulting Services (general)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
Legal Consulting Services (general)	\$33.00	-\$162.00	\$0.00	\$0.00	-\$129.00	\$550.00
Total Expenses:	\$3,973.00	\$7,538.00	\$8,335.00	\$7,067.04	\$26,913.04	\$54,350.00
Net Surplus / (-) Deficit	-\$3,973.00	\$37,853.00	-\$8,335.00	-\$5,458.04	\$20,086.96	-\$7,350.00



Grant Name - 2022 Metro WBIF - Eagan IGH (Dakota SWCD) Grant ID - C23-4983 Organization - Dakota SWCD

Allocation	Watershed Based Implementation DEC 2023	Grant Contact	Ashley Gallagher		
Total Grant Amount Requested	\$75,000.00	County(s)	Dakota		
Grant Match Amount	\$7,500	12 Digit HUC(s)			
Required Match %	10%	Applicant Organization	Dakota SWCD		
Calculated Match %	10%	Application Submitted Date			
Other Amount	\$0				
	waterbodies to create a prioritized and ranked list of stormwater best management practices. SWCD technical staff will perform desktop GIS analysis of properties, meet with property owners/managers, and perform site assessments to evaluate feasible stormwater best management practices. Assessment will focus on potential future stormwater practices to reduce phosphorus and sediment to downstream waterbodies, and projects that provide groundwater recharge. Preliminary design, cost estimates, and pollutant reduction estimates will be completed for all potential projects. The final report will be a compilation of the individual assessments.				
	This project supports activities in the E-IGHWMO Watershed Management Plan and the Dakota County Groundwater Plan. Priority for assessment and ranking will be based upon protection lakes and TMDL lakes. Protection Lakes (Almquist, Bald, Blackhawk, Cliff, Bur Oaks, Heine Pond, Hay, North, and Thomas) and TMDL Lakes (Carlson, Fish, Fitz, Holz, and LeMay) are listed in the E-IGHWMO Plan.				
Proposed Measurable	Report with prioritized and ranked projects ba	sed on pollutant reduction ben	efits and project costs.		
Outcomes					

Narrative

Questions & Answers

If your organization is implementing a WBIF grant from prior grant cycles, please indicate the amount that has been encumbered for projects, staffing needs or contracts within the partnership but not yet reported spent.

The EIGHWMO has a FY19 WBIF grant that will be closed out by January 30,2023. All project funds have been spent and it is anticipated that the small amount remaining for administration will also be spent. The fiscal agent for this grant is the Dakota SWCD. Dakota SWCD does have other WBIF grants but none for the Eagan-Inver Grove Heights Watershed Planning Area.

For any unspent WBIF grant funds that are not yet encumbered please indicate 1) the amount of unencumbered funds and 2) describe how these funds will be expended by the end of the grant period. If there is not a plan to use the funds by the end of the grant period, BWSR reserves the right to consider that information in extension requests and/or future WBIF grants requests.

The E-IGHWMO FY19 WBIF grant will be spent by December 31, 2022 and closed by January 30, 2023.

If you have unspent, unencumbered funds from a previous grant, describe how the upcoming WBIF request will be affected. Will the proposed outcomes associated with open WBIF grants be impacted if the unspent, unencumbered funds are not expended?

There will be no open grants for this watershed planning area besides this request.

Application Budget

Activity Name	Activity Description	Category	State Grant \$	
			Requested	Lifespan
				(yrs)
Administration/Coor	Staff time for general administration of the grant including	ADMINISTRATION	\$7 <i>,</i> 500.00	
dination	budgeting, tracking, eLink and communication with partners on	/COORDINATION		
	grant status and achievements.			

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
Planning and Assessment	Initial list of places of worship within the Watershed Planning Area indicates 23 properties. There are 14 properties that drain to a protection lake or TMDL lake. These 14 properties would be the focus for assessments. Staff will develop a template and process for assessing properties which may include a desktop review, site visit, and educational materials for the congregation. Follow-up items would include a preliminary project design, pollutant reduction estimates and cost estimate. Year 1: Consult with partners on template and process. Year 2: Meet with congregations, conduct assessments, provide reports and prelim designs to congregations. Year 3: Compile all assessments into a final ranking and report.	PLANNING AND ASSESSMENT	\$67,500.00	



Our Mission is...

To oversee member city implementation programs and foster civic engagement within the watershed that promotes citizen participation and responsibility in protecting and improving our water resources.

Inside this issue:

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2022 Annual Report

What is the E-IGHWMO...?

The Eagan-Inver Grove Heights Watershed Management Organization (E-IGH WMO) is a Watershed Management Organization (WMO) formed in 2014. The WMO is governed by a five-person Board of Managers: three members appointed from Eagan and two from Inver Grove Heights by their respective City Councils. The Organization's purpose is set forth in Minnesota Statutes 103B.210, Metropolitan Surface Water Planning, which codified the Metropolitan Surface Water Management Act of 1982:

- (1) protect, preserve, and use natural surface and groundwater storage and retention systems;
- (2) minimize public capital expenditures needed to correct flooding and water quality problems;
- (3) identify and plan for means to effectively protect and improve surface and groundwater quality;
- (4) establish more uniform local policies and official controls for surface and groundwater management;
- (5) prevent erosion of soil into surface water systems;
- (6) promote groundwater recharge;
- (7) protect and enhance fish and wildlife habitat and water recreational facilities; and
- (8) secure the other benefits associated with the proper management of surface and groundwater.

2022 Activities

- Maintained water themed activity bags that are available for check out at libraries in the watershed, and promoted the activity bags in city newsletters and local newspapers.
- Minnesota Water Stewards have worked on projects in the watershed that help promote the goals of the E-IGHWMO and completed projects that improve water quality.
- Supported the Landscaping for Clean Water program which resulted in the installation of four raingardens and one native planting.
- Completed work on Le May Lake and Carlson Lake projects that are partially funded by the BWSR Metro Watershed Based Implementation Funding grant.



A newly installed raingarden within the Watershed is already capturing runoff and filtering pollutants. Soon the native plants will grow and provide a beautiful landscape amenity.

- Sold and distributed rain barrels and information packets to residents of the watershed in partnership with a local business.
- Continued a new multi-year agreement with CLIMB Theatre for stormwater themed performances in all elementary schools in the watershed as well as a few community performance.
- Continued a smart salting program by distributing 12oz cups and signage at 10 local businesses.
- Launched a new Water Smart Yards online survey for homeowners: Scan the QR code or visit www.surveymonkey.com/r/NJZNBGL



2023 Work Plan

- Continue to partner for education with CLIMB Theatre, Landscaping for Clean Water (LCW), and Minnesota Water Stewards (MWS) programs.
- Continue to partner with member cities on Capital Improvement Projects that address water quality and provide neighborhood scale education related to the selected projects.
- Continue to educate managers of the E-IGHWMO as well as other city boards and staff.
- Continue to implement projects with grant funding through Metro Watershed Based Funding program.
- Implement multiple E-IGHWMO lead programs and activities as outlined in the Communication and Outreach Plan.



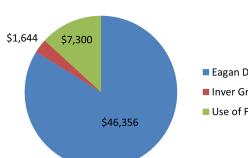
E-IGHWMO and partners continue to adapt and provide education in multiple formats.

2022 Revenue and Expenses

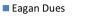
REVENUES	Budget	Year End
Member City Assessments		
Eagan	\$45,391.00	\$45,391.00
Inver Grove Heights	\$1,609.00	\$1,609.00
Grants	\$124,160.00	\$49,664.00
Other	\$0.00	\$0.00
Accounts Receivable	\$0.00	\$11,228.08
Use of Fund Balance	\$8,300.00	\$0.00
Total	\$179,460.00	\$107,892.08
EXPENSES		
Work Program	\$0,000,00	* ***
Annual Activity, Financial and Audit Report	\$2,000.00	\$39.63
Annual Newsletter or Communication	\$300.00	\$0.00
Develop and Maintain Website	\$4,000.00	\$1,042.50
Board Education	\$500.00	\$0.00
Implement Watershed Plan	\$22,000.00	\$12,139.91
Organizational Administration		
Staff Services (general)	\$21,000.00	\$13,820.00
Engineering and Consulting Services (general)	\$4,000.00	\$0.00
Legal Consulting Services (general)	\$500.00	\$33.00
Grants Administration and Projects	\$ <mark>124,1</mark> 60.00	\$44,640.00
Watershed Plan Reserve	\$1,000.00	\$1,000.00
Accounts Payable	\$0.00	\$0.00
Total	\$179,460.00	\$72,715.04
Balance	\$89,259.55 ¹	\$35,177.04
Total Fund Balance		\$124,436.59
1=Carry-over from 2021		



2023 Budget



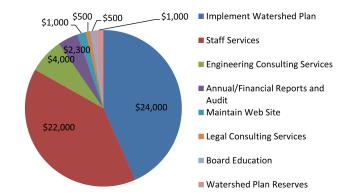
Revenues



Inver Grove Heights Dues

Use of Fund Balance

Expenses





Lakes Improving

Le May Lake use to suffer from excess phosphorus. Eagan worked to identify the source of the nutrient. Projects were completed to reduce the amount of phosphorus entering the lake, including installation of an iron enhanced sand filter as well as a storm water diversion and storage project. The second project was partially funded by a Clean Water Fund grant through the E-IGHWMO. Finally, phosphorus already in the lake was addressed with an aluminum sulfate treatment.

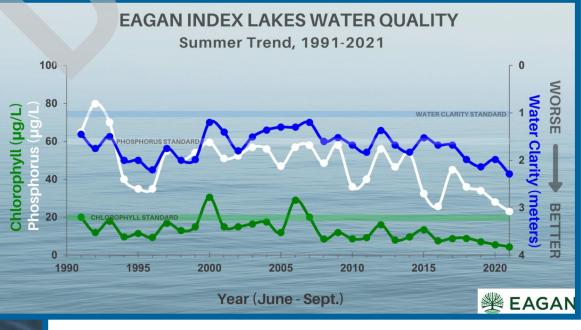
These projects reduced the phosphorus in Le May Lake by Two-thirds. The lake has now been removed from the State of MN impaired water list. Not many lakes in the state have been removed from the list, so it is worth celebrating Le May Lake!

Water Monitoring

The E-IGHWMO does not conduct any water monitoring on its own. The City of Eagan conducts extensive water monitoring of its lakes and shares water quality information with the Board of Managers and the public.

The graph below represents historical water clarity, phosphorus, and chlorophyll of Eagan's primary shallow lakes. The City of Eagan regularly monitors these 15 lakes from June through September.

The Minnesota Pollution Control Agency (MPCA) has an interactive map on its website that allows you to look at data of a specific lake. Some water quality data is collected by volunteers. Anyone interested in lake monitoring can do so through the MPCA Citizen Water Monitoring Program or the Metropolitan Council Citizen Assisted Monitoring Program (CAMP).



Get Involved!

Landscaping for Clean Water

Through a partnership with Dakota County Soil and Water Conservation District (SWCD) workshops are offered to residents of the Eagan-Inver Grove Heights watershed as well as residents throughout the County. The program is offered with a combination of virtual and in-person presentations and workshops. After attending an Introduction Class residents can sign up for a Design Course. The design course gives residents the tools and one-on-one assistance needed to design a native garden, raingarden or shoreline planting. Residents are then eligible to apply for a \$250 grant through the SWCD.



Workshops are offered annually. They typically begin in February and continue through June. For more details and registration information, visit the Dakota County SWCD website at www.dakotaswcd.org.



Minnesota Water Stewards

The Minnesota Water Stewards program certifies and supports community leaders to install pollution prevention projects that educate community members, reduce pollutants from urban runoff, and allow more water to soak into the ground before running into storm sewer systems.

Modeled after successful Master Gardner programs, volunteer community leaders will participate in a 50-hour program of courses and projects. Certified Minnesota Water Stewards will volunteer 50 hours of community service in the initial year, and at least 25 hours in each subsequent year.

There are currently multiple residents of the E-IGHWMO that are certified or are pursuing certification. If you would like to get involved, more information is available a www.minnesotawaterstewards.org.

MINNESOTA WOTER STEWARDS

Community Leadership for Clean Water

2022 Board of Managers

Monica Foss	Eagan Representative	Chair	
Steven Errante	Inver Grove Heights Representative	Manager	
Kathleen Reitz	Eagan Representative	Manager	
Sarah Saito	Inver Grove Heights Representative	Vice Chair	
Jennifer Workman Jesness	Eagan Representative	Secretary/Treasurer	

Contact Information

Mailing Address: 3830 Pilot Knob Rd Eagan, MN 55122

Administrator:

Ashley Gallagher Dakota County Soil and Water Conservation District 4100 220th St W Farmington, MN 55024

Phone: (651) 480-7781

Email: ashley.gallagher@ co.dakota.mn.us

Website: www.eaganinvergroveheightswmo.org

