



Eagan - Inver Grove Heights

Watershed Management Organization

AGENDA

BOARD OF MANAGERS MEETING

April 18th, 2023 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 February 28, 2023 Meeting*
 - B. Invoices for Payment*
 - C. April 18, 2023 Year-to-Date Financial Summary*
- IV. Minnesota Watersheds Membership Discussion*
- V. Rain Barrels Distribution Planning*
- VI. Clean-up Day Planning
- VII. Education and Outreach Calendar Review*
- VIII. Library Bags Update
- IX. Education Materials Discussion*
- X. Minnesota Water Stewards Activity Updates
- XI. Community Updates
- XII. Agenda Items for June 20, 2023 Meeting
- XIII. Adjournment

* Materials included in packet

EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION

DRAFT MINUTES BOARD OF MANAGERS MEETING February 28, 2023

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
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
Steve Dodge	Assistant City Engineer, City of Inver Grove Heights
Gregg Thompson	Watershed Specialist, City of Eagan
Jenna Olson	Water Resources Manager, City of Eagan

I. Call to Order

Gallagher 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. Election of Officers

Administrator opened nominations for Chair. Workman-Jesness nominated Foss for Chair. Administrator called for other nominations, there were none. **Motion by** Workman-Jesness, second by Saito to close nominations and cast a white ballot for Foss for Chair. Motion carried.

Open nominations for Vice Chair. Workman-Jesness nominated Saito for Vice Chair. Called for other nominations, there were none. **Motion by** Workman-Jesness, second by Reitz to close nominations and cast a white ballot for Saito for Vice Chair. Motion carried.

Open nominations for Treasurer/Secretary. Saito nominated Workman-Jesness for Treasurer/Secretary. Called for other nominations, there were none. **Motion by** Saito, second by Reitz to close nominations and cast a white ballot for Workman-Jesness for Treasurer/Secretary. Motion carried.

IV. Approve Consent Agenda

- A. Minutes of December 6, 2022 Meeting
- B. Invoices for Payment
- C. Year-end Financial Summary

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

V. Update on Metro Watershed Based Implementation Funding (WBIF)

The convene group, consisting of Egan, Inver Grove Heights, Dakota County Groundwater, Dakota SWCD, E-IGHWMO and BWSR, met in 2022 to discuss project ideas. There must be a project reference in an eligible plan, including the implementation section of the E-IGHWMO Plan or the County Groundwater Plan. The project that was selected is to evaluate places of worship for potential stormwater Best Management Practices (BMPs). There will be a final report with prioritized and ranked projects. Future WBIF grants or other local sources could be used to implement the practices.

VI. Smart Salting Outreach Updates

Cups and signs have been at stores throughout the winter. Did not get permission to display at Target. Program has gone well.

VII. Rain Barrels Spring Distribution Planning

The cost per barrel has increased from \$71.50 in 2021 to \$77.50 for 2023. The WMO cost would increase by roughly \$400. The WMO could choose to charge more in the agreement with the retail partner or take on the additional cost. Board would like the price to remain at \$40 for the public. There is no current list of residents seeking a rain barrel, so they will need to be promoted. Board would like only one pallet of 33 barrels in case they don't sell, the retail partner is not burdened with the amount of rain barrels. If it works for the retail partner, distribution will be on May 20th from 9:00am to Noon.

Motion by Workman-Jesness, second by Saito to release RFP and enter into agreement for retail partner and spend up to \$5,000 on rain barrels. Motion carried.

VIII. Clean-up/Earth Day Planning

Workman-Jesness had idea to partner with a group that does a cleanup at Patrick Eagan Park. This group is called Friends of the Core Greenway. Thompson will aid in connecting Workman-Jesness to them. This would be a great way to expand the network of the WMO. Clean up is held Earth Day weekend on April 24th.

IX. Draft 2022 Annual Report Review/Approve

The Annual Report is a required document. Upon review and approval, Administrator would send out as a final version to BWSR and for distribution by member cities. One edit was made in LeMay article.

Motion by Workman-Jesness, second by Reitz to approve the 2022 Annual Report. Motion carried.

X. Minnesota Water Stewards Activity Updates

Thompson will continue to coordinate with existing MWS. There will be volunteer opportunities at Marketfest June 21st and August 16th. Could also volunteer at the Landscaping for Clean Water Introductory class on April 3rd.

XI. Community Updates

Inver Grove Heights: Hired a full-time employee and a part-time employee for stormwater maintenance work. The CIP is primarily for stormwater maintenance projects, not enough budget for new water quality projects. The grant applications for a larger project were not funded. Questions on recent drinking water notification related to radium. IGH has updated water treatment and is hosting a public meeting this evening.

Egan: Busy with planning and CIP, there is a lot of maintenance and water quality projects scheduled over the next five years. Staff have received training for confined spaces in order to conduct inspections on the underground treatment chambers.

XII. Agenda Items for April 18, 2023 Meeting

- Rain barrels spring distribution
- Cleanup day
- E&O Calendar
- MWS Engagement
- Library Bags
- CLIMB Theatre

XIII. Adjournment

Motion by Workman-Jesness, second by Reitz to adjourn the meeting. Meeting adjourned at 6:35 pm.

DAKOTA COUNTY



— SOIL & WATER —
CONSERVATION DISTRICT

**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 #
4/3/2023	3278

BILL TO		Agreement	BILLING PERIOD	TERMS
Eagan-Inver Grove Heights WMO C/O Jenna Olson 3501 Coachman Point Road Eagan, MN 55122		2023 Agreement	Jan - Mar 2023	Net 30 Days
DESCRIPTION		HRS/COUNT	RATE	AMOUNT
ADMINISTRATION Financial Reports, Board Meeting Preparation, Annual Reports, Plans Dues & Budget, Records Management and General Correspondence. Fee: Printing and Postage		35	90.00	3,150.00
		1	25.00	25.00
EDUCATION AND OUTREACH Website Maintenance		0.5	90.00	45.00
Fee: Website Hosting		1	900.00	900.00
Advocacy and Outreach: rainbarrel program planning, coordination and survey		4.5	90.00	405.00
Landscaping for Clean Water Intro Class		0	1,800.00	0.00
Landscaping for Clean Water Design Class		0	3,600.00	0.00
Landscaping for Clean Water Maintenance Workshop		0	1,800.00	0.00
TECHNICAL ASSISTANCE Landscaping for Clean Water Technical Assistance:		0	500.00	0.00
COST SHARE Landscaping for Clean Water Grants:		0	250.00	0.00
It's been a pleasure working with you!			Total	\$4,525.00

III C. Year-toDate Financial Summary

E-IGHWMO 2023			Actual Revenues						
ESTIMATED REVENUES	Allocation	Budget	Jan 1 - Feb 21 2023	Feb 22 - Apr 18 2023	Apr 19 - Jun 20 2023	Jun 21 - Aug 15 2023	Aug 16 - Oct 17 2023	Oct 18 - Dec 5 2023	Year-to-Date Totals
Member City Assessments									
Eagan		\$46,356.00							\$0.00
Inver Grove Heights		\$1,644.00							\$0.00
Watershed Based Funding Grant									
50% initial amount	\$62,080.00	\$0.00							\$0.00
40% upon expediture of initial	\$49,664.00	\$0.00							\$0.00
10% upon grant completion	\$12,416.00	\$12,416.00							\$0.00
Other		\$0.00							\$0.00
Use of Fund Balance		\$7,300.00							\$0.00
TOTAL		\$67,716.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ESTIMATED EXPENSES		Budget							
Work Program									
A. Annual Report, Finance Report and Audit		\$2,000.00	\$5,162.13	\$3,175.00					\$8,337.13
B. Annual Newsletter or Communication		\$300.00							\$0.00
C. Maintain Web Site		\$1,000.00	\$42.50	\$945.00					\$987.50
D. Board Education		\$500.00							\$0.00
E. Implement Watershed Plan									
1. Support Existing Programs	\$21,000.00	\$1,500.00							\$1,500.00
2. WMO Education and Outreach Programs	\$3,000.00	\$362.41	\$405.00						\$767.41
Organizational Administration									
Staff Services (general)		\$22,000.00							\$0.00
Engineering and Consulting Services (general)		\$4,000.00							\$0.00
Legal Consulting Services (general)		\$500.00							\$0.00
Watershed Based Funding Grant									
Administration	\$6,208.00	\$0.00	\$219.00						\$219.00
Projects	\$117,952.00	\$0.00							\$0.00
Watershed Plan Reserve	\$4,000.00	\$1,000.00							\$0.00
TOTAL		\$55,300.00	\$7,286.04	\$4,525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,811.04
Balance		\$59,149.73 ¹	\$51,863.69	\$47,338.69	\$47,338.69	\$47,338.69	\$47,338.69	\$47,338.69	-\$11,811.04
1 = 2022 Balance Carry Over									



NEW NAME, NEW MEMBER-DRIVEN STRATEGIC PLAN

The Minnesota Association of Watershed Districts is now **Minnesota Watersheds**. We changed our name to accurately engage and represent our member watershed district and watershed management organizations. We remain a 501(c)(4) non-profit and membership-based organization serving local governments that manage water on watershed boundaries rather than political boundaries. With our new Strategic Plan, we have adopted a mission to support and advocate for leaders in watershed management and a vision to establish excellence and innovation in member organizations. With this approach, we will focus on building relationships and partnerships.



FORTIFY THE INFRASTRUCTURE TO ENSURE RELIABLE DELIVERY OF SERVICES

We maintain regular communication with our members to ensure they are informed of the latest watershed news including trainings they may find useful, changes to legislation that may impact them, and information to help them stay in compliance with governmental regulations and laws.

NEW STRATEGIC PLAN EFFORTS:

develop a communication plan, ensure our governance and management are aligned with the Strategic Plan, and launch a platform for data sharing.



SERVE AS A LIAISON TO COLLABORATE WITH STATEWIDE AGENCIES AND ASSOCIATIONS

We continue to maximize relationships with state agencies and associations as the best way to advance initiatives, especially with the legislature.

NEW STRATEGIC PLAN EFFORTS:

increase collaborative efforts with the MN Association of Watershed Administrators and the MN Board of Water and Soil Resources.



ENSURE STRONG LEGISLATIVE POLICIES ARE IN PLACE FOR WATERSHED MANAGEMENT

Members drive the organization's policies through an annual resolutions process. From these resolutions, our Board of Directors sets each year's priorities. Our lobbyist works to influence political decisions on our behalf.

NEW STRATEGIC PLAN EFFORT:

develop clearly defined legislative policies that accurately state our positions.



ENHANCE THE SKILLS OF WATERSHED DISTRICT & WATERSHED MANAGEMENT ORGANIZATION BOARDS

Every year, we provide members with opportunities to learn from other members and industry experts at our events. Training topics include watershed planning, permitting, flood control, education and outreach programs, innovative technologies, public relations, data collection and analysis, aquatic invasive species, drainage, governance, and leadership.

NEW STRATEGIC PLAN EFFORT:

maintain an up-to-date watershed handbook and review it annually.



BUILD A WATERSHED COMMUNITY THAT SUPPORTS ONE ANOTHER

The Board of Directors appreciates your watershed's support through attendance at the Legislative Day at the Capitol, Summer Tour, and Annual Conference. We value the opportunity to work with board members and staff at these events and welcome your involvement in the Board and on our committees. This is YOUR organization. We look forward to serving you.

NEW STRATEGIC PLAN EFFORT:

change our name to Minnesota Watersheds and develop and share member services information.



**MINNESOTA WATERSHEDS
OFFERS OPPORTUNITIES
TO BUILD RELATIONSHIPS,
DEVELOP PARTNERSHIPS
WITH LIKE-MINDED GROUPS
& ORGANIZATIONS**

For more information, contact Jan Voit,
Executive Director at 507-822-0921 or
admin@mnwatershed.org.

OUR MEMBERS

REGION I

- Joe River
- Sand Hill River
- Middle-Snake-Tamarac Rivers
- Two Rivers
- Wild Rice
- Pelican River
- Roseau River
- Buffalo-Red River
- Red Lake
- Cormorant Lakes
- Bois de Sioux

REGION II

- Upper Minnesota River
- Shell Rock River
- Turtle Creek
- Okabena-Ocheda
- Cedar River
- Yellow Medicine River
- Clearwater River
- Crooked Creek
- Middle Fork Crow River
- North Fork Crow River
- Kanaranzi-Little Rock
- Lac Qui Parle-Yellow Bank

REGION III

- Browns Creek
- Minnehaha Creek
- Nine Mile Creek
- Comfort Lake-Forest Lake
- South Washington
- Valley Branch
- Ramsey-Washington Metro
- Carnelian Marine St. Croix
- Rice Creek
- Riley-Purgatory-Bluff Creek
- Capitol Region
- Coon Creek
- Vadnais Lake Area WMO
- Bassett Creek WMC
- Mississippi WMO





TO: Eagan-Inver Grove Heights WMO
Board of Commissioners
FROM: Jan Voit, Minnesota Watersheds Executive Director
RE: Membership in Minnesota Watersheds

This correspondence is regarding membership in Minnesota Watersheds (formerly Minnesota Association of Watershed Districts). As an introduction, I began serving as the interim director in August of 2022 and stepped into the role full time on December 3. While I haven't been with Minnesota Watersheds for a long time, I do have 38 years' experience working for a watershed district (WD) in southern Minnesota. It is my humble opinion that communication is a key component to the success of an organization.

There have been many exciting changes for our organization in the past three and a half months. We adopted a new name and a new member-driven Strategic Plan (see attached). We have a Strategic Plan Committee that develops and recommends my work plan. This process is followed to ensure that we are accomplishing our goals and setting expectations for our membership.

One of the first things we wanted to do with our new plan was to ensure that we are building a community of watershed organizations that supports one another. To accurately represent our member WDs and WMOs, we have changed our name to Minnesota Watershed. As a non-profit organization, we provide services to WDs and WMOs.

Those services include:

- Providing a website that is an up-to-date and complete resource for board members and staff. The website (mnwatersheds.com) was recently redesigned and launched on February 17.
- Planning and hosting education, training, and networking opportunities in conjunction with our Legislative Event, Summer Tour, and Annual Conference.
- Holding regional caucus meetings at which members elect representatives to the Minnesota Watersheds Board of Directors.
- Lobbying for funding and programs that enhance protection of Minnesota's water resources. Our members drive our policy issues through an annual resolutions process and the Board of Directors sets each year's priorities.
- Developing a document that clearly articulates defined legislative policies so members can accurately state our positions.
- Representing our members at DWG meetings and advocating on behalf of drainage authorities.
- Utilizing committees that are co-chaired by a WD manager or a WMO commissioner and an administrator to sustain our operations. Committees include Events-Education, Bylaws-Manual of Policy and Procedures, Strategic Plan, Finance, Resolutions, Legislative, and Awards. Committees include a manager or commissioner and an administrator from each of our three regions.

PRESIDENT
Linda Vavra (Region 1)
Bois de Sioux WD
lvavra@fedtel.net
320-760-1774 | Term 2023

VICE PRESIDENT
Peter Fjestad (Region 1)
Buffalo Red River WD
pfjestad@prtcl.com
218-731-4630 | Term 2025

SECRETARY
Wanda Holker (Region 2)
Upper Minnesota WD
ewholker@fedtel.net
320-760-6093 | Term 2024

TREASURER
David Ziegler (Region 3)
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WD
david.ziegler@outlook.com
952-905-1889 | Term 2025

DIRECTORS
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218-289-3511 | Term 2024

Jeff Gertgen (Region 2)
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jlglaisson@gmail.com
608-370-3934 | Term 2023

Brad Kramer (Region 2)
Shell Rock River WD
brad@provenioconsulting.com
507-369-6050 | Term 2025

Mary Texer (Region 3)
Capitol Region WD
metexer@gmail.com
651-224-2919 | Term 2023

Jackie Anderson (Region 3)
Comfort Lake – Forest Lake
WD
mawdjapa@gmail.com
612-819-6906 | Term 2024

Jan Voit
Executive Director
jvoit@mnwatersheds.com
507-822-0921



- Distributing monthly newsletters that include training news, legislation changes that may affect our members, and highlight member projects and programs.
- Posting job announcements on our website for member organizations.
- Hosting a members-only section on our website that includes our online library, legislative information, and the watershed handbook. It should be noted that we are in the process of updating the handbook. It is designed to be a reference tool and to provide guidance for WD and WMO boards and staff.
- Supporting an organized peer-to-peer group of administrators that meets quarterly to discuss education and training, policy issues, funding, and networking opportunities.
- Bridging relationships with the Board of Water and Soil Resources (BWSR) through monthly meetings with BWSR leadership and reporting Minnesota Watersheds activities at monthly BWSR board meetings.
- Sending regular communication to the DNR, Minnesota Pollution Control Agency, Minnesota Department of Agriculture, University of Minnesota Extension, and the Clean Water Council (CWC) about Minnesota Watersheds and our members undertakings. Minnesota Watersheds is represented by three watershed board members as voting members on the BWSR Board. Minnesota Watersheds is represented by one watershed board member as a voting member on the CWC.

There are also changes being made to the traditional layout of the Summer Tour and Annual Conference. I hope that you will join us for these events.

The services we provide to our members are dependent upon the dues we collect on an annual basis. WMOs are welcome and encouraged to be members. Including WMOs as member organizations was approved at the annual business meeting in December of 2018. The dues structure for WMOs is \$500 for the first year, \$3,750 for the second year, and \$7,500 for the third year.

It is my hope that this correspondence answers questions regarding the future of our organization. I would greatly appreciate you renewing your membership. We are stronger together!

Please reach out to me at 507-822-0921 with any questions you may have. I look forward to hearing from you.

Enclosures

- New name communication
- Committee members
- Strategic Plan



MINNESOTA WATERSHEDS

10-Year Strategic Plan

December 2, 2022

Abstract

This document defines Minnesota Watersheds' mission and vision for the future and identifies goals, objectives, strategies, and tactics.

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MINNESOTA WATERSHEDS

STRATEGIC PLAN GOALS AND OBJECTIVES

MISSION: To support and advocate for leaders in watershed management.

VISION: To establish excellence and innovation in all watershed-based organizations.

GOALS AND OBJECTIVES:



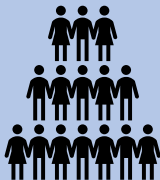
Fortify the infrastructure of Minnesota Watersheds to ensure reliable delivery of services.

- Ensure Minnesota Watersheds governance and management are aligned with the Strategic Plan.
- Develop concentrated communication efforts.
- Empower Minnesota Watersheds to accomplish its goals and objectives.
- Invest in technological resources to accommodate access to information.
- Better utilize member and executive committees for healthy and sustainable Minnesota Watersheds' operations.



Build a watershed community that supports one another.

- Enhance member engagement through inclusivity.
- Grow membership.
- Expand participation at Minnesota Watersheds' events.
- Increase member involvement on committees and the Minnesota Watersheds Board of Directors to assure member needs are met.



Serve as a liaison to collaborate with statewide agencies and associations.

- Increase collaborative efforts between the Board of Water and Soil Resources and Minnesota Watersheds.
- Increase partnership activities with statewide entities.



Ensure strong legislative policies are in place for watershed management.

- Streamline the resolutions and legislative platform processes.
- Articulate clearly defined legislative policies so members and Minnesota Watersheds' representatives can accurately state our positions.
- Focus and prioritize lobbying efforts
- Increase member engagement in the legislative process.



Enhance the skills of watershed district and watershed management organization boards.

- Provide guidance and direction for efficient and effective member board operations.

Introduction

This document is intended to be a **long-range, 10-year Strategic Plan**. Each year the Strategic Plan Committee will make recommendations to the Minnesota Watersheds Board of Directors on the organization's top priorities. The Tactics Timetable will be developed based upon priorities determined by the Strategic Plan Committee and recommended to the Minnesota Watersheds Board of Directors as follows: annual work plan for the Minnesota Watersheds Board of Directors; two-year work plan for the Executive Director; and five- and 10-year work plans based on Strategic Plan Committee priorities and work accomplished. This process will be done to better ensure accomplishing the goals and setting expectations for member watershed districts, watershed management organizations, the Minnesota Watersheds Board of Directors, and the Executive Director.

Definitions

Members – dues paying Watershed districts and Watershed management organizations

Non-members – Watershed districts and Watershed management organizations that have chosen not to pay dues

Strategic Plan

Mission

To support and advocate for leaders in watershed management.

Vision

To establish excellence and innovation in all watershed-based organizations.

Values

Collaborate: work with partners to enhance members' watershed management skills and initiatives.

Efficient: provide services to maximize effective science-based principles for watershed management.

Support: promote and assist members' efforts in watershed management.

Member-driven: seek and consider input to ensure the organization's decisions reflect members' voices.

Transparent: communicate information about the performance, financial position, and governance of the organization in an open and honest manner.

Goals, Objectives, Strategies, and Tactics

Goal 1: Fortify the infrastructure of Minnesota Watersheds to ensure reliable delivery of services.

Objectives, Strategies, and Tactics to Achieve Goal 1

1. Ensure Minnesota Watersheds' governance and management are aligned with the Strategic Plan.
 - Focus the organization's efforts on defined goals, strategies, objectives, and tactics.
 - i. Confirm, each month, that Board of Directors' actions reflect the Strategic Plan.
 - ii. If new issues arise that require significant resources, seek member support before pursuing.
 - iii. Do not adopt major policies or expenditures without staff review and recommendations that consider pros and cons, alternatives, costs, and member perspectives.
2. Develop concentrated communication efforts.
 - Communication plan.
 - i. Develop a communication plan that brings structure and consistency to all Minnesota Watersheds' communication efforts.

- Newsletters.
 - i. Adhere to a consistent process for newsletter development and distribution, as well as a process for posting newsletters on the website.
 - ii. Ensure newsletters are distributed to members and non-members.
- Minnesota Watersheds Board of Directors agendas and meeting packets.
 - i. Distribute agendas and meeting packets directly to each member organization ahead of each meeting and post agendas on the website.
- 3. Empower Minnesota Watersheds to accomplish its goals and objectives.
 - Sufficient staffing.
 - i. Invest in sufficient staff to complete identified strategies and tactics.
 - Suitable policies.
 - i. Set policies that ensure adequate funding for staffing and technological resources.
 - ii. Develop an annual work plan for the Minnesota Watersheds Board of Directors.
- 4. Invest in technological resources to accommodate access to information.
 - Robust website.
 - i. Update the website to be an up-to-date and complete resource for boards and administrators.
 - Efficient internal communication tool.
 - i. Work with Minnesota Association of Watershed Administrators to launch a platform for data sharing.
 - ii. Transition electronic files to the cloud for reliable backup and document sharing among staff.
- 5. Better utilize member and executive committees for healthy and sustainable Minnesota Watersheds' operations.
 - Member committees.
 - i. Maintain four member committees: Awards, Events/Education, Legislative, and Resolutions/Policy.
 - ii. Adjust committee leadership to one manager and one administrator who serve as co-chairs. Continue to populate the committee with one manager and one administrator from each region.
 - iii. Refine committee scopes of work annually.
 - iv. Develop annual work plans for committees.
 - Executive committees.
 - i. Form three executive committees: Governance, Personnel, and Finance.
 - ii. Governance Committee: Members include one Minnesota Watersheds Board member from each region and the Executive Director.
 - 1. Combine the bylaws, Manual of Policy and Procedures, and Committee into one executive governance committee. This committee would handle minor issues and make recommendations to the board. When major reviews or revisions are warranted, form a member committee, as defined above, to perform the assigned work.
 - iii. Personnel Committee: Members include the Minnesota Watersheds President, Vice President, and Treasurer.
 - iv. Finance Committee: Members include the President, Vice President, Treasurer, and Executive Director.
 - 1. The executive finance committee will prepare a budget and make the annual recommendation to the board on dues. Form a member committee, as defined above, when major projects are warranted, such as proposing a new dues structure.

- v. Refine committee scopes of work annually.
- vi. Develop annual work plans for committees.

Goal 2: Build a watershed community that supports one another.

Objectives, Strategies, and Tactics to Achieve Goal 2

1. Enhance member engagement through inclusivity.
 - Change the name of the organization to accurately represent membership.
 - i. Adopt Minnesota Watersheds as the new name of the organization.
2. Grow membership.
 - Develop and share membership benefits information.
 - Meet individually with non-members to address concerns and increase the number of watershed districts and watershed management organizations as Minnesota Watersheds members.
 - i. Start discussions with the 10 non-member watershed districts and 15 non-member Watershed management organizations on the benefits of membership.
 - ii. Use Minnesota Watersheds Regional Directors and/or Administrators to advocate for Minnesota Watersheds around the state.
3. Expand participation at Minnesota Watersheds events.
 - Increase the number of members that attend Minnesota Watersheds events.
 - i. Be inclusive of members and non-members for Minnesota Watersheds events and meetings to maintain a sense of fairness, apply discounts to members.
 - ii. Hold regional caucuses in conjunction with all Minnesota Watersheds events.
 - iii. Increase the current average attendance of members at Minnesota Watersheds events: Legislative Meeting (75), Summer Tour (130), and Annual Conference (500).
4. Increase member involvement on committees and the Minnesota Watersheds Board of Directors to assure member needs are met.
 - Promote the importance of member involvement in the Minnesota Watersheds Board of Directors and on the committees to provide direction and guidance for the organization.
 - i. Ensure members have opportunities to voice concerns and provide input at board and committee meetings.
 - ii. Advocate for Minnesota Watersheds activities through newsletters and the website.

Goal 3: Serve as a liaison to collaborate with statewide agencies and associations.

Objectives, Strategies, and Tactics to Achieve Goal 3

1. Increase collaborative efforts between the Board of Water and Soil Resources and Minnesota Watersheds.
 - Work with Board of Water and Soil Resources leadership to address member concerns.
 - i. Identify points of contention, develop a work plan to address issues, and develop opportunities for reducing concerns.
2. Increase partnership activities with statewide entities.
 - Identify opportunities to work with Minnesota Association of Watershed Administrators, Minnesota Association of Soil and Water Conservations Districts, the Association of Minnesota Counties, the League of Minnesota Cities, Local Government Water Roundtable, Drainage Work Group, Clean Water Council, Red River Watershed Management Board, and others as deemed appropriate to promote watershed management.

- i. Ensure Minnesota Watersheds staff attend Board of Water and Soil Resources, Clean Water Council, and Drainage Work Group meetings and provide updates for members.
- ii. Strengthen the partnership with Minnesota Association of Watershed Administrators through the Executive Director's attendance at Minnesota Association of Watershed Administrators meetings and collaboration on education opportunities at Minnesota Watersheds events.
- iii. Increase opportunities to partner and track collaboration with Minnesota Association of Soil and Water Conservation Districts, League of Minnesota Cities, Local Government Water Roundtable, and Association of Minnesota Counties.
- iv. Advocate for the appointment of effective watershed district board members with Board of Water and Soil Resources and Association of Minnesota Counties.

Goal 4: Ensure strong legislative policies are in place for watershed management.

Objectives, Strategies, and Tactics to Achieve Goal 4

1. Streamline the resolutions and legislative platform processes.
 - Evaluate the current resolutions and legislative platform process.
 - i. Identify alternative methods to achieve concurrence on resolutions, adopt a revised process, or reaffirm the current process.
2. Articulate clearly defined legislative policies so members and Minnesota Watersheds representatives can accurately state our positions.
 - Develop a comprehensive platform of clearly defined policies.
 - i. Work with Minnesota Association of Watershed Administrators and the Resolutions Committee to develop a full legislative policy document that is inclusive of policies that can remain on the books indefinitely or until members approve changes to those positions.
 - ii. Draft expectations for support and advocacy for Minnesota Watersheds representatives that serve on the Board of Water and Soil Resources Board, Clean Water Council, and the Local Government Water Roundtable.
3. Focus and prioritize lobbying efforts.
 - Identify legislative issues impacting the most members.
 - i. Support legislation that promotes watershed management.
 - ii. Fend off legislation that limits member abilities to protect and restore water resources.
 - iii. Ensure the Minnesota Watersheds lobbyist(s) have clear direction on Minnesota Watersheds legislative priorities.
 - iv. Align workload with the resources set aside for lobbying and manage member expectations.
4. Increase member engagement in the legislative process.
 - Encourage member involvement on the resolutions and legislative committees.
 - i. Solicit more direct input from members when setting legislative priorities by surveying members or provide another avenue for members to get feedback to the committee before they make a recommendation to the board.
 - ii. Promote committee membership to ensure members' voices are reflected in the legislative platform.
 - Increase communication with members about legislative activity.
 - i. Provide timely and useful reminders to members about how and when engagement with legislators is needed.

- ii. Present members with information that describes how they can assist the Minnesota Watersheds lobbyist during and outside of the legislative session.
- iii. Host an annual event for members to learn about Minnesota Watersheds' legislative platform and receive guidance on how to discuss and interact with legislators on issues.
- iv. Personally call and invite legislators to attend Minnesota Watersheds events.
- v. Set up appointments with members and legislators.

Goal 5: Enhance the skills of watershed district and watershed management organization boards.

Objectives, Strategies, and Tactics to Achieve Goal 5

1. Provide guidance and direction for efficient and effective member watershed district and watershed management organizations board operations.
 - Offer comprehensive training for watershed district and watershed management organizations boards.
 - i. Provide training sessions at all Minnesota Watersheds events.
 - ii. Increase opportunities for the sharing of knowledge between members at Minnesota Watersheds events.
 - iii. Maintain an up-to-date watershed handbook by reviewing the handbook annually and revising it as warranted.
 - iv. Work collaboratively with BWSR to provide regional training.
 - v. Utilize the expertise, knowledge, and experience of Minnesota Watersheds staff and Minnesota Association of Watershed Administrators in the development of education and training for watershed district and watershed management organization boards.

Supporting Resources

In addition to the Strategic Plan, Minnesota Watersheds has developed supporting resources for its governance and management. The Bylaws and Manual of Policy and Procedures will be reviewed annually and updated as necessary. The Minnesota Watersheds Board of Directors can update all documents except the bylaws which requires adoption by the membership. For the most up-to-date versions of these documents, visit www.mnwatershed.org.

Bylaws

Bylaws are the written rules for conduct of the organization. The Bylaws can be found [here](#).

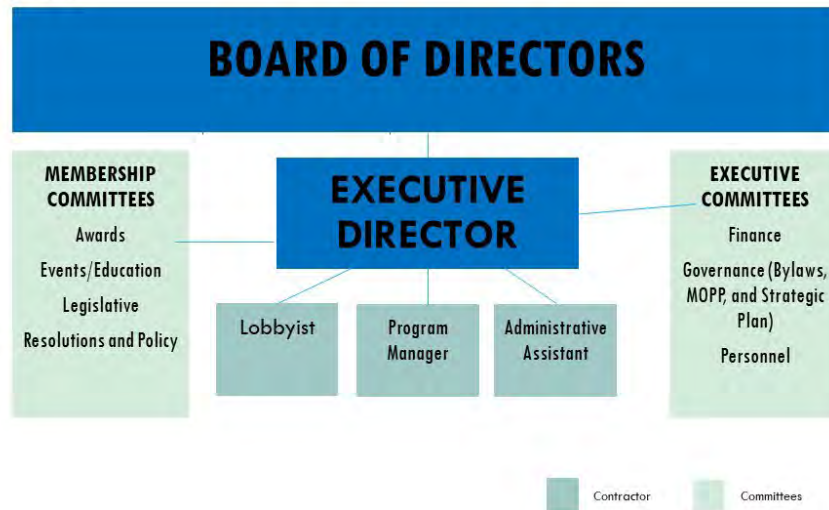
Manual of Policy and Procedures

The Manual of Policy and Procedures is designed to regulate all major decisions, actions, and principles of Minnesota Watersheds. The Manual of Policy and Procedures can be found [here](#).

Organizational Chart

An organizational chart shows the chain of command within an organization and can be found below.

ORGANIZATION CHART



Tactics Timetable

The Tactics Timetable¹ was developed based upon priorities determined by the Strategic Plan Committee and recommended to the Minnesota Watersheds Board of Directors as follows: annual work plan for the Minnesota Watersheds Board of Directors; two-year work plan for the Executive Director²; and five- and 10-year work plans based on work accomplished. This is done to better ensure accomplishing the goals and setting expectations for member watershed districts, watershed management organizations, the Minnesota Watersheds Board of Directors, and the Executive Director.

¹ Hours in the Tactics Timetable are ESTIMATED.

² In addition to the information contained in the Tactics Timetable, the Executive Director also carries out the daily operations of Minnesota Watersheds as shown in the table on page 10. The Tactics Timetable and Daily Operations tables together form the two-year Work Plan for the Executive Director. All hours are ESTIMATED and based on a 40-hour work week containing 2,088 work hours.

Goal 1. Fortify the infrastructure to ensure reliable delivery of services	Start Date	Completed	Process	2023 Staff Hours	2024 Staff Hours
Tactics					
<i>Governance and Management</i>					
Confirm, each month, that Board of Directors actions reflect the Strategic Plan			Staff review	24	24
Seek member support if new issues arise that require significant resources			Staff review	6	6
Staff review and recommendations for major policies or expenditures			Staff review	12	12
<i>Communication</i>					
Develop a communication plan			Staff development	160	100
Adhere to a consistent process for newsletter development and distribution	9/30/2022	Ongoing service	Staff development	120	120
Post newsletters on website	9/30/2022	Ongoing service	Board approval	6	6
Distribute newsletters to members and non-members	9/30/2022	Ongoing service	Board approval	6	6
Distribute meeting packets directly to members	10/18/2022	Ongoing service	Board approval	6	6
Post agendas on website	10/18/2022	Ongoing service	Board approval	6	6
<i>Empower Accomplishing Goals and Objectives</i>					
Invest in sufficient staff to complete identified strategies and tactics			Board approval	6	6
Set policies that ensure adequate funding for staffing and technology			Board approval	6	6
<i>Technological Resources</i>					
Update and maintain website			Board approval Staff development	24	33
Work with Minnesota Association of Watershed Administrators to launch a platform for data sharing			Board approval Staff development	40	12
Transition electronic files to the cloud for reliable backup and document sharing among staff			Board approval Staff development	80	40
				502	383

Goal 2. Build a watershed community that supports one another	Start Date	Completed	Process	2023 Staff Hours	2024 Staff Hours
Tactics					
<i>Enhance member engagement through inclusivity</i>					
Adopt Minnesota Watersheds as the new name of the organization			Board approval	10	0
<i>Grow membership</i>					
Develop and share membership benefits information			Staff development	80	40
Meet individually with non-members to address concerns and increase membership			Staff development Partnership with MW BOD & MAWA	200	100
<i>Expand participation at MW events</i>					
Include members and non-members in events			Board approval	3	3
Hold regional caucuses in conjunction with events			Staff development	12	12
				305	155

Goal 3. Serve as a liaison to collaborate with statewide agencies and associations	Start Date	Completed	Process	2023 Staff Hours	2024 Staff Hours
Tactics					
<i>Increase collaborative efforts between Board of Water and Soil Resources and Minnesota Watersheds</i>					
Identify points of contention and develop opportunities for reducing concerns			Staff development	200	120
<i>Identify Opportunities to Partner to Promote Watershed Management</i>					
Attend Board of Water and Soil Resources, Clean Water Council, and Drainage Work Group meetings and provide updates			Staff attendance	110	110
Strengthen partnership with Minnesota Association of Watershed Administrators through the Executive Director's attendance at Minnesota Association of Watershed Administrators meetings and collaboration on education opportunities at Minnesota Watersheds' events			Staff attendance	40	40
Increase opportunities to partner and track collaboration with Minnesota Association of Soil and Water Conservation Districts, League of Minnesota Cities, Local Government Water Roundtable, Association of Minnesota Counties, and Red River Watershed Management Board			Staff development	40	40
Advocate for the appointment of effective watershed board members with Board of Water and Soil Resources and Association of Minnesota Counties			Staff outreach	10	10
				400	320

Goal 4. Ensure strong legislative policies are in place for watershed management	Start Date	Completed	Process	2023 Staff Hours	2024 Staff Hours
Tactics					
<i>Evaluate Current Resolutions and Legislative Platform Process</i>					
Identify alternative methods, adopt revised process, or reaffirm current process			Staff development Partnership with MW BOD & MAWA	60	60
<i>Develop Comprehensive Platform of Policies</i>					
Work with Minnesota Association of Watershed Administrators and the Resolutions Committee to develop a full legislative policy position document			Staff development Partnership with MW BOD & MAWA	100	180
Draft expectations for support and advocacy for representatives on the Board of Water and Soil Resources Board, Clean Water Council, and Local Government Water Roundtable			Staff development	40	60
<i>Identify Legislative Issue Impacting Members</i>					
Support legislation that promotes watershed management			Staff time	11	60
Fend off legislation that limits abilities to protect and restore water resources			Staff time	10	10
Ensure lobbyist(s) have clear direction on legislative priorities			Staff time	20	60
Align workload with the resources set aside for lobbying and manage member expectations			Staff time	20	80
				261	510

Goal 5. Enhance the skills of watershed district and watershed management organization boards	Start Date	Completed	Process	2023 Staff Hours	2024 Staff Hours
Tactics					
<i>Offer comprehensive training for watershed district and watershed management organization boards</i>					
Provide training sessions at all Minnesota Watersheds' events			Staff development	40	40
Enhance the sharing of knowledge between members at Minnesota Watersheds' events			Staff development	20	20
Maintain an up-to-date watershed handbook by reviewing it annually and revising it as warranted			Staff development Partnership with MW BOD & MAWA	100	150
Work collaboratively with Board of Water and Soil Resources to provide regional training			Staff time	30	80
Utilize the expertise of staff and Minnesota Association of Watershed Administrators in the development of education and training for watershed officials			Staff development in partnership with MAWA	40	40
				230	330

Minnesota Watersheds Daily Operations				2023 Staff Hours	2024 Staff Hours
Tasks					
<i>Governance and Management</i>					
Administration				104	104
Minnesota Watersheds Board Meetings				120	120
<i>Communication</i>					
General communication: phone calls, emails, etc.				104	104
<i>Committee Administration</i>					
Events-Education				10	10
Resolutions				10	10
Awards				1	1
Legislative				10	10
Finance				19	19
Governance				10	10
Personnel				2	2
<i>Events</i>					
Meetings with Program Manager				50	50
Legislative				20	20
Summer Tour				20	20
Annual Conference				40	40
				390	390
			Total Hours	2023	2024
				2088	2088

AGREEMENT

AGREEMENT made this 14 day of March, 2023 by and between the **Eagan-Inver Grove Heights Watershed Management Organization**, a Minnesota a joint powers watershed management organization, ("WMO"), and **A.C. Hardware & Rentals, Inc. d/b/a Eagan Hardware Hank**, a Minnesota corporation ("Hardware Hank").

IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREIN, HARDWARE HANK AND WMO AGREE AS FOLLOWS:

1. **COMPENSATION.** Contemporaneous with the execution of this Agreement, Hardware Hank will pay WMO a one-time payment of Five Hundred Fifty-Two Dollars and 75/100 (\$552.75).
2. **SCOPE OF SERVICES.**
 - a. WMO will purchase thirty-three (33) Ivy Rain Barrels by Rain Water Solutions ("Rain Barrels").
 - b. The Rain Barrels will be delivered to and stored at Hardware Hank, 1320 Duckwood Dr, Eagan, MN 55123.
 - c. Hardware Hank will sell the Rain Barrels to all interested members of the public at its retail location in Eagan at a cost of no more than \$40.00 per barrel plus tax.
3. **INDEMNIFICATION.** Hardware Hank shall indemnify and hold harmless the City, and its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the provided for herein, except those matters arising out of the gross negligence or willful misconduct of City. Hardware Hank shall indemnify and hold harmless the WMO, and its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the provided for herein, except those matters arising out of the gross negligence or willful misconduct of the WMO.
4. **INDEPENDENT CONTRACTOR.** It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of partners between the parties hereto or as constituting Hardware Hank's staff as the agents, representatives or employees of the City or WMO for any purpose in any manner whatsoever.

Hardware Hank and its staff are to be and shall remain an independent contractor with respect to all services performed under this Agreement. Hardware Hank represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of Hardware Hank or other persons, while engaged in the performance of any work or services required by Hardware Hank under this Agreement, shall not be considered employees of the City or WMO, and any and all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against Hardware Hank, its officers, agents, consultants or employees shall in no way be the responsibility of the City or WMO; and Hardware Hank shall defend, indemnify and hold the City and WMO, their officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City or WMO, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, severance pay and PERA.

5. **ASSIGNMENT.** No party shall assign this Agreement, or any interest arising herein, without the prior written consent of the other parties.
6. **WAIVER.** Any waiver by any party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
7. **ENTIRE AGREEMENT.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.
8. **CONTROLLING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the date first written above.

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

By: _____
Monica Foss, Chair
Board Action: April 18, 2023

And: _____
Jennifer Workman Jesness
Its Secretary-Treasurer

A.C. HARDWARE & RENTALS, INC.

By: Allan Funk
Allan Funk, CEO

VII. Education and Outreach Calendar Review

E-IGHWMO Annual Outreach & Event Schedule

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



PRODUCT CATEGORIES

- Energy ▾
- Health ▾
- Public Works ▲
- Sanitation
- Recycling
- Water
- Water ▲
- FOGs
- Stormwater
- Water Quality
- Water Conservation
- Drought
- Wastewater

FIND MORE PRODUCTS

- New Products
- Promotional Products
- For Kids
- Available in Spanish

Clearance

- Energy Efficiency
- Electric Safety
- Water
- Health
- Public Works
- Promotional Items



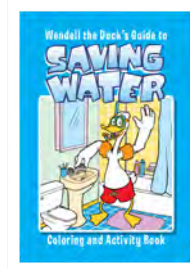
Recycle Used Oil Funnel



Save Water Sand Shower Timer



Water Saving Tips for Your Home



Wendell the Duck's Guide to Saving Water



Water Saving Playing Cards



Spotlight on Stormwater



FOGs Grease Can Lid



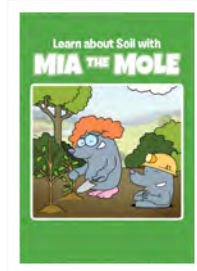
A Guide to Water Quality and Efficiency on the Farm



Careers in Water Tip Book



Sustainability Tip Book: Little Things We Can Do That Make a Big Impact



Learn About Soil with Mia the Mole



Guide to Preparing for Emergencies Tip Book



FOGs Hand Sanitizer Pen



Save Water Hand Sanitizer Pen



Stormwater Hand Sanitizer Pen



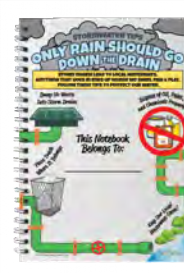
FOGs Pan Scraper



Save Water Seed Paper Packet



Cutting Mat - Save Water in the Kitchen



Stormwater Notebook



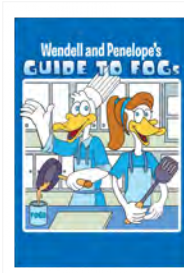
Don't Flush That! Removable Vinyl Decal



Shower Bucket Flower Decals



Water Bottle Sticker Sheet



Wendell and Penelope's Guide to FOGs



FOGs Jar Opener

- Energy Efficiency
- Electric Safety
- Water
- Health
- Public Works
- Promotional Items



I'm a Water Saver! Sticker Roll



Leak Detective, Water Saver Sticker Roll



Rural Water: Water Wells and Septic Systems



Penelope the Duck Learns About Drought



Saving Water, We Can Do It! Sticker Roll



A Guide to Ground & Stormwater



Stormwater Bookmark



Sustainability with Beelinda Coloring Book



The Surprising Story of Stormwater Book



The Water-Energy Connection



The Wonderful World Of Water



Wastewater Bookmark



FOGs Magnet



Stormwater Magnet



Water Saving Magnet



Water Saving Bookmark



Water Saving Tips in Drought Conditions



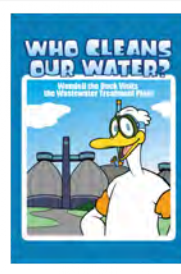
Water Wheel



Wendell and Penelope Learn About Stormwater



Wendell the Duck's Guide to Water Quality



Who Cleans Our Water?