



Eagan - Inver Grove Heights

Watershed Management Organization

AGENDA

BOARD OF MANAGERS MEETING

June 20, 2023 at 5:30 P.M.

Eagan Maintenance Facility
3501 Coachman Point, Eagan, MN 55122

- 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 April 18, 2023 Meeting*
 - B. Invoices for Payment*
 - C. June 20, 2023 Year-to-Date Financial Summary*
- IV. Rain Barrels Program Review
- V. Metro Children's Water Festival Letter Discussion*
- VI. Education and Outreach Calendar Review*
- VII. Minnesota Water Stewards Activity Updates
- VIII. Community Updates
- IX. Agenda Items and Tour Ideas for August 15, 2023 Meeting
- X. Adjournment

* Materials included in packet

EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION

DRAFT MINUTES BOARD OF MANAGERS MEETING April 18, 2023

The Eagan-Inver Grove Heights Watershed Management Organization (WMO) Board of Managers (Board) met at the Inver Grove Heights City Hall, 8150 Barbara Ave, Inver Grove Heights, MN 55077

Board Managers Present:

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

Others Present:

Ashley Gallagher	Resource Conservationist, Dakota County Soil and Water Conservation District
Nicole Portugal	Engineering Technician, City of Inver Grove Heights
Gregg Thompson	Watershed Specialist, City of Eagan

I. Call to Order

Foss called the meeting to order at 5:30 p.m.

II. Adopt Agenda

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

III. Approve Consent Agenda

- A. Minutes of February 28, 2023 Meeting
- B. Invoices for Payment
- C. Year-to-date Financial Summary

Workman-Jesness will coordinate with Eagan staff to get check to SWCDD for invoice. The final payment for the BWSR WBF grant is in process.

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

IV. Minnesota Watersheds Membership Discussion

Email was sent to Managers from Minnesota Watersheds director; the attachments were included in the Board packets and included a letter and supporting materials on Minnesota Watersheds. The organization used to be Minnesota Association of Watershed Districts (MAWD) but wanted to open to all watersheds. Potential dues were noted in the letter and dues would increase significantly by year three. Managers discussed what they may gain and felt that they have strong local partnerships and they do not see a benefit from joining the organization.

Motion by Foss, second by Workman-Jesness to decline membership to Minnesota Watersheds. Motion carried.

V. Rain Barrels Distribution Planning

Gallagher published a public notice seeking proposals for local business partner for rain barrel program. Hardware Hank in Egan was the only business to submit. Distribution will be on May 20th from 9:00am to 11:00. Still need to promote rain barrels for pre-order. Coordinating with Hardware Hank on cost of the upgraded kit, last year it was \$90. Information packets will be provided at the distribution event which includes an installation guide. Thompson and Gallagher will promote via email lists and monitor pre-orders. Workmann-Jesness will coordinate with Egan staff if need more promotion.

Motion by Workman-Jesness, second by Foss to enter into agreement with Hardware Hank for rain barrel program in 2023. Motion carried.

VI. Clean-up/Earth Day Planning

Workman-Jesness has been coordinating with Val Jackson from Friends of the Core Greenway. Clean up is on April 22nd at Patrick Egan Park from 10-Noon. Workman-Jesness will set up and Foss/Saito will take over at 11:00 and take down. They typically have enough volunteers for cleaning up, so E-IGHWMO has been invited to set up a table to provide educational materials. The bin that is stored at Egan needs to be updated. Thompson has cleaned it out, and discussion occurred and what to update. Gallagher will send resources to Thompson.

VII. Education and Outreach Calendar Review

Managers would like to keep this on every agenda as a check-in. Saito submitted newsletter ideas to IGH that were published. IGH newsletter is now quarterly. Good to have topics for outreach by season, will have to continuously discuss how to promote. IGH mentioned they are having a stormwater impacts meeting in conjunction with the Healthy Living Fair. Discussion about the August tour, it can be simple such as Managers meeting at a site before their August meeting. Potential idea for this year is City Hall BMPs and signage. Discussion about WMO adding more Marketfest tabling evenings, but decision was to keep as is for this year.

VIII. Library Bags Update

There are two themed bags at both Wescott and Inver Glen libraries, Water in the Home and Water in the Community. Both libraries reported they were checked out 5 times and 4 times respectively, and last time was in 2021. WMO would like to do some more promotion of the bags, such as check them out and bring to events. Also distribute the flyers at events. IGH will promote on social media. Managers checked how its cataloged online. Doesn't show up if searching water conservation unless filter by type to 'kits'. Library staff reported that the bags and contents are in good condition.

IX. Education Materials Discussion

Free materials promotion packet was sent to the Administrator, materials were available at the meeting. Managers could choose a couple resources they like to use for tabling events. However, when going through a company like this you lose the ability to tailor to our watershed. Member City and SWCD have some materials, but not others, such as coloring books. Was decided that materials are expensive and prefer them to have a more local focus. There was also discussion on dog waste outreach, any materials with seeds should be locally sourced, and adopt-a-drain programs at cities and through Hamline (Clean Water MN).

X. Minnesota Water Stewards Activity Updates

Foss volunteered at the Landscaping for Clean Water shoreline workshop. No other reports.

XI. Community Updates

Inver Grove Heights: Working on increasing education efforts with another staff now full-time engineering department. IGH modified salt cups and distributed, using Facebook for sharing information. Looking to have a booth at fall business expo. Also working on storm drain stenciling program. Question about radium in water, and meeting with city and MDH was referenced, reports are that it is safe to drink. Filters will be updated in the fall/winter when water use drops.

Eagan: Have 2 stormwater interns on board for the summer. CIP planning for year has wrapped up. Working on maintenance plan for Carlson Lake chamber and the company will be filming a video for use in other projects.

XII. Agenda Items for June 20, 2023 Meeting

- August tour
- E&O calendar

XIII. Adjournment

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

RAIN WATER SOLUTIONS INC
4012 White Pine Dr
Raleigh, NC 27612
(919)835-1699
lynn@rainwatersolutions.com
<http://www.RainWaterSolutions.com>



INVOICE

BILL TO

Eagan-Inver Grove Heights WMO
4100 220th St W, Suite 102
Farmington, MN 55024

INVOICE # 25513
DATE 05/27/2023
DUE DATE 06/11/2023
TERMS Net 15

DESCRIPTION	QTY	RATE	AMOUNT
50-Gallon - Black Ivy Rain Barrel	33	77.50	2,557.50

Thank you for your business!

BALANCE DUE

\$2,557.50

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			\$11,228.08				\$11,228.08
Other		\$0.00							\$0.00
Use of Fund Balance		\$7,300.00							\$0.00
TOTAL		\$67,716.00	\$0.00	\$0.00	\$11,228.08	\$0.00	\$0.00	\$0.00	\$11,228.08
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	\$2,557.50				\$3,324.91
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	\$2,557.50	\$0.00	\$0.00	\$0.00	\$14,368.54
Balance		\$59,149.73 ¹	\$51,863.69	\$47,338.69	\$56,009.27	\$56,009.27	\$56,009.27	\$56,009.27	-\$3,140.46
1 = 2022 Balance Carry Over									



May 25, 2023

Dear Ashley Gallagher,

We are kicking off the fund-raising campaign for the **26th annual Metro Children's Water Festival (MCWF)**. Our 2022 festival was our first in-person festival since 2019, due to the Covid-19 pandemic. As schools were just beginning to feel comfortable going out on field trips again we hosted a smaller festival with 893 students attending. We are excited to be inviting students back at pre-pandemic levels for 2023 of around 1,900 4th graders!

What is the Metro Children's Water Festival?

The festival is an interactive, hands-on, educational outreach program. The festival educates, motivates and challenges children to understand, conserve and protect water resources. It is one of the premier K-12 education events in the metro area and helps teachers achieve state and school district science standards for 4th grade. The festival is one of the largest education collaborations in the metro area and has been increasing awareness of water issues and solutions in students and adults for more than 25 years. Since it began in 1998 almost 27,000 students have attended the in-person festivals.

Why sponsor the Children's Water Festival?

- It provides free education on water resources to 4th graders in the metro area.
- It inspires students to learn more about water resources and protect clean water for future generations.
- It provides science enrichment that helps teachers meet state education standards.
- It creates enthusiasm and awareness around one of our most precious resources.
- Be recognized as a business or entity that supports water and environmental learning. Sponsors are recognized at the festival, in the festival booklet, on <https://metrocnwf.org/sponsors/>, through press releases and articles, and receive a certificate of sponsorship. We can provide the CWF logo to put on your website.

How will funds be used?

The festival is provided free to students. Sponsored funds cover rental charges for the State Fair Grounds where it's hosted, presenter fees, food & beverages for volunteers and presenters, materials for certain activities, and website hosting and maintenance. Sponsorship also covers some busing costs for schools that cannot afford transportation. Most organizers and the planning committee members are from public and private agencies that volunteer their time and expertise.

How to sponsor

Fill out and return the enclosed sponsor form. Thank you for supporting this event that gives so much to the children of Minnesota and identifies the metro area as a national leader in environmental stewardship.

Learn more at <https://metrocnwf.org/>

Thank you,

Jessica Collin-Pilarski

Metro Children's Water Festival Planning Committee

651-430-6703 or jessica.collin-pilarski@co.washington.mn.us

Metropolitan Conservation Districts



2023 METRO CHILDREN'S WATER FESTIVAL SPONSOR FORM

Sponsors will be recognized in the Festival Program, at Festival site, in press releases, on the website and will receive a certificate of sponsorship. The Festival Program will be distributed to all participants (teachers, presenters, sponsors and volunteers) at and after the Festival.

_____ We would like to be a Festival sponsor by funding educational materials, presenters and facility rental:
(Please circle one.)

\$250

\$500

\$1000

\$2000

Other \$ _____

_____ We would like to donate materials (e.g. t-shirts, food, etc.), services or volunteers. Please ask a Festival organizer to call _____ at _____
(contact person) (phone number)

_____ We would like to sponsor a school(s) by paying for transportation costs: (approx. \$275/bus.)

_____ We would be interested in having a company representative help the day of the event.

Please make check payable to: Metro Conservation Districts

CONTACT NAME _____ **DATE** _____

COMPANY _____
(Please print this exactly as you wish it to appear in the program.)

ADDRESS _____
(Street, City or Town, Zip)

PHONE _____ **E-MAIL** _____

PLEASE RETURN TO:

Jessica Collin-Pilarski
Washington County
Department of Public Health & Environment
14949 62nd Street North
Stillwater, MN 55082



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)