



# Eagan - Inver Grove Heights

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## Watershed Management Organization

### AGENDA

#### BOARD OF MANAGERS MEETING

August 15, 2023 at 5:30 P.M.

Eagan City Hall  
Training Room, 1<sup>st</sup> Floor, near entry  
3830 Pilot Knob Road, Eagan, MN 55122

TOUR at 5:00 P.M.  
Meet at Lower-Level Entrance to City Hall

- I. Call to Order
- II. Approval of Agenda
- III. Consent Agenda (*Acted with one motion unless a manager requests an item be discussed*)
  - A. Minutes of June 20, 2023 Meeting\*
  - B. Invoices for Payment\*
  - C. August 15, 2023 Year-to-Date Financial Summary\*
- IV. Discussion on Table Displays
- V. Education and Outreach Calendar Review\*
- VI. Minnesota Water Stewards Activity Updates
- VII. Community Updates
- VIII. Agenda Items for October 17, 2023 Meeting
- IX. Adjournment

\* Materials included in packet

# EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION

## DRAFT MINUTES BOARD OF MANAGERS MEETING June 20, 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
Monica Foss	Appointed by City of Eagan
Steven Errante	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
Jenna Olson	Water Resources Manager, City of Eagan
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** Workman-Jesness, second by Saito to approve the agenda. Motion carried.

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

- A. Minutes of April 18, 2023 Meeting
- B. Invoices for Payment
- C. Year-to-date Financial Summary

**Motion by** Saito, second by Foss to approve the consent agenda. Motion carried.

### **IV. Rain Barrels Program Review**

There are 9 barrels remaining at Hardware Hank. They can be sold to whomever. Eagan and SWCD can do one last push to get a few people to purchase a rain barrel. The City of Eagan Facebook post was very helpful in promotion. Consensus that the rain barrel program is valuable and WMO should keep doing it. While rain barrels only provide a small water quality benefit, they are a good outreach opportunity and research shows people are then willing to take on a larger project such as a raingarden. There was further discussion about how to promote rain barrels next year. One idea was to get a flier in a "Welcome to the City" packet if that still exists. Discussion on the diverter, current option works but the Fiskars that is no longer made was the best. Add more information to the brochure on maintenance issues with in-pipe diverters and debris clogs.

#### **V. Metro Children's Water Festival Letter Discussion**

The festival seems to be casting a wide net looking for support. Administrator reached out to organizer to see if any Eagan schools participate but did not hear back. SWCD has participated as a volunteer in the past, and Foss noted she has participated through Dakota County Parks. The festival is popular, and many schools attend. However, the direct benefit to E-IGHWMO is unknown. E-IGHWMO supports K-12 education by sponsoring CLIMB Theatre for presentations in schools in the watershed. It was noted that 4<sup>th</sup> grade curriculum for water seems robust. The festival website has many resources to peruse.

**Motion by** Foss, second by Saito to not send funds to the Metro Children's Water Festival. Motion carried.

#### **VI. Education and Outreach Calendar Review**

Inver Grove Heights newsletter goes out quarterly. Dodge mentioned a reminder email from communications staff that goes out before deadlines, Saito will request to be on that distribution list. Other changes to the calendar include adding rain barrel review in December and review Manager terms each January. City of Eagan staff are ready for tabling at Marketfest. They would look for volunteers for the August 16<sup>th</sup> Marketfest. Foss has a script for the "Who polluted the water" table top display/activity.

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

No reports.

#### **VIII. Community Updates**

Inver Grove Heights: City was not awarded the grant through BWSR for stormwater retrofits on approximately 4 miles of road. Unfortunately, this means moving forward with the street reconstruction without stormwater BMPs. MS4 inspections for the year are done, no illicit discharge reports. Lining some old stormwater structures. A new stormwater technician has been taking on stormwater CIP planning.

Eagan: Summer interns are inspecting BMPs and conducting water sampling. Mooney Lake CIP is complete, and planning continues for next years CIP projects. The new weed harvester will launch for the first time in about a week at Black Hawk Lake. Summer is busy with fishing clinics, and 5 cost-share projects (3 shorelines and 2 ravine stabilizations). Staff often borrow the Vermillion River JPO tabletop display on stormwater and just tape over the names. City staff would like E-IGHWMO to consider customizing a similar tabletop display. This display is through Hamline University Center for Global Environmental Education (CGEE). Price could be around \$6,000. There was discussion about having local schools create a display. Eagan staff will bring a quote from CGEE to the August meeting. There was also discussion about the EnviroScape, but this is available through partners and is more cumbersome display. Big Rig Rally was the other week and water resources staff had information available for the almost 1,000 attendees.

#### **IX. Agenda Items for August 15, 2023 Meeting**

- Tour start time 5:00
- Table display quote/discussion
- Presentation on Illicit Discharge or Infiltration Requirements

#### **X. Adjournment**

**Motion by** Workman-Jesness, second by Reitz to adjourn the meeting. Meeting adjourned at 6:55 pm.

**Dakota County Soil and Water  
Conservation District**

4100 220th St W Ste 102  
Farmington, MN 55024  
651-480-7777  
DakotaSWCD.Accounting@co.dakota.mn.us



**INVOICE**

BILL TO  
Eagan-Inver Grove Heights WMO  
C/O Jenna Olson  
3501 Coachman Point Road  
Eagan, MN 55122

INVOICE 3304  
DATE 07/10/2023  
TERMS Net 30 Days

BILLING PERIOD Apr - Jun 2023  
AGREEMENT 2023 Agreement

DESCRIPTION	QTY	RATE	AMOUNT
<b>ADMINISTRATION</b>			
Financial Reports, Board Meeting Preparation, Legislative updates, Clean Sweep Training and General Correspondence.	32.50	90.00	2,925.00
Fee: Printing and Postage	1	25.00	25.00
Fee: Rainbarrel Qualification STW Burnsville	1	59.48	59.48
<b>EDUCATION AND OUTREACH</b>			
Website Maintenance	1.50	90.00	135.00
Fee: Website Hosting	0	900.00	0.00
Advocacy and Outreach: rainbarrel program planning, coordination and survey	15	90.00	1,350.00
Landscaping for Clean Water Intro Class	1	1,800.00	1,800.00
Landscaping for Clean Water Design Class	1	3,600.00	3,600.00
Landscaping for Clean Water Maintenance Workshop	1	1,800.00	1,800.00
<b>TECHNICAL ASSISTANCE</b>			
Landscaping for Clean Water Technical Assistance:	0	500.00	0.00
<b>COST SHARE</b>			
Landscaping for Clean Water Grants:	0	250.00	0.00

It's been a pleasure working with you!

BALANCE DUE

**\$11,694.48**

<b>E-IGHWMO 2023</b>			<b>Actual Revenues</b>						
<b>ESTIMATED REVENUES</b>	<b>Allocation</b>	<b>Budget</b>	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	<b>Year-to-Date Totals</b>
<b>Member City Assessments</b>									
Eagan		<b>\$46,356.00</b>					\$46,356.00		<b>\$46,356.00</b>
Inver Grove Heights		<b>\$1,644.00</b>							<b>\$0.00</b>
<b>Watershed Based Funding Grant</b>									
50% initial amount	<b>\$62,080.00</b>	<b>\$0.00</b>							<b>\$0.00</b>
40% upon expenditure of initial	<b>\$49,664.00</b>	<b>\$0.00</b>							<b>\$0.00</b>
10% upon grant completion	<b>\$12,416.00</b>	<b>\$12,416.00</b>			\$11,228.08				<b>\$11,228.08</b>
<b>Other</b>		<b>\$0.00</b>					\$552.75		<b>\$552.75</b>
<b>Use of Fund Balance</b>		<b>\$7,300.00</b>							<b>\$0.00</b>
<b>TOTAL</b>		<b>\$67,716.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,228.08</b>	<b>\$0.00</b>	<b>\$46,908.75</b>	<b>\$0.00</b>	<b>\$58,136.83</b>
<b>ESTIMATED EXPENSES</b>		<b>Budget</b>							
<b>Work Program</b>									
A. Annual Report, Finance Report and Audit		<b>\$2,000.00</b>	\$5,162.13	\$3,175.00					<b>\$8,337.13</b>
B. Annual Newsletter or Communication		<b>\$300.00</b>							<b>\$0.00</b>
C. Maintain Web Site		<b>\$1,000.00</b>	\$42.50	\$945.00			\$135.00		<b>\$1,122.50</b>
D. Board Education		<b>\$500.00</b>							<b>\$0.00</b>
E. Implement Watershed Plan									
1. Support Existing Programs		<b>\$21,000.00</b>	\$1,500.00				\$7,200.00		<b>\$8,700.00</b>
2. WMO Education and Outreach Programs		<b>\$3,000.00</b>	\$362.41	\$405.00	\$2,557.50		\$1,409.48		<b>\$4,734.39</b>
<b>Organizational Administration</b>									
Staff Services (general)		<b>\$22,000.00</b>							<b>\$0.00</b>
Engineering and Consulting Services (general)		<b>\$4,000.00</b>					\$2,950.00		<b>\$2,950.00</b>
Legal Consulting Services (general)		<b>\$500.00</b>							<b>\$0.00</b>
<b>Watershed Based Funding Grant</b>									
Administration	<b>\$6,208.00</b>	<b>\$0.00</b>	\$219.00						<b>\$219.00</b>
Projects	<b>\$117,952.00</b>	<b>\$0.00</b>							<b>\$0.00</b>
<b>Watershed Plan Reserve</b>	<b>\$4,000.00</b>	<b>\$1,000.00</b>							<b>\$0.00</b>
<b>TOTAL</b>		<b>\$55,300.00</b>	<b>\$7,286.04</b>	<b>\$4,525.00</b>	<b>\$2,557.50</b>	<b>\$0.00</b>	<b>\$11,694.48</b>	<b>\$0.00</b>	<b>\$26,063.02</b>
<b>Balance</b>		<b>\$59,149.73<sup>1</sup></b>	<b>\$51,863.69</b>	<b>\$47,338.69</b>	<b>\$56,009.27</b>	<b>\$56,009.27</b>	<b>\$91,223.54</b>	<b>\$91,223.54</b>	<b>\$32,073.81</b>
1 = 2022 Balance Carry Over									

## E-IGHWMO Annual Outreach & Event Schedule

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