



Eagan - Inver Grove Heights

Watershed Management Organization

AGENDA
BOARD OF MANAGERS MEETING
February 20, 2024 at 5:30 P.M.

Eagan Maintenance Facility
3501 Coachman Point, Eagan, MN 55122

- 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 5, 2023 Meeting*
 - B. Invoices for Payment*
 - C. Year-end Financial Summary*
 - D. Year-to-date Financial Summary*
- V. Presentation from Eagan Sustainability Coordinator
- VI. Approve Draft 2023 Annual Report *
- VII. Discuss Option to Create a Fund Balance Policy*
- VIII. Discuss Participation in Conservation Video Campaign*
- IX. Plan for Spring Rain Barrels Distribution
- X. Review Education and Outreach Schedule
- XI. Community Updates
- XII. Agenda Items for April 16, 2024 Meeting
- XIII. Adjournment

* Materials included in packet

EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION

DRAFT MINUTES BOARD OF MANAGERS MEETING December 5, 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:

Kathleen Reitz	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
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

Foss called the meeting to order at 5:33 p.m.

II. Adopt Agenda

Motion by Errante, second by Saito to approve the agenda. Motion carried.

III. Approve Consent Agenda

- A. Minutes of October 17, 2023 Meeting
- B. Year-to-date Financial Summary

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

IV. Accept Proposal for Legal Services

WMOs are required to solicit for services every two years. Administrator publicly noticed the RFP for legal services. Only received a proposal from current lawyer Campbell-Knutson. They only charge when services are requested but fees are outlined in proposal. Campbell-Knutson represents several other watershed organizations.

Motion by Errante, second by Reitz to enter into an agreement with Campbell-Knutson for legal services. Motion carried.

V. Review of 2023 Landscaping for Clean Water Projects

Spreadsheet with a summary of projects within the watershed was included in the meeting materials. E-IGHWMO supports up to 12 projects, 10 projects were installed, with majority being raingardens and the remaining projects were native gardens. There are conversations across the county about increasing outreach related to Landscaping for Clean Water, which may increase participation. Having a set number of grants helps SWCD manage workload. If there are more requests than grants available, we can consider

increasing for 2025. Cities are appreciative of the LCW program and its been working well. There were suggestions from the Board related to maintenance, make sure to check-in with people in future years, possibly offer to collaboratively buy plants for replacement. SWCD has worked on a platform for past participants to communicate and share ideas. May be an opportunity to increase capacity with an upcoming soil health RFP and this could come back. There is an LCW maintenance class.

VI. Approve CLIMB Theatre Agreement

CLIMB Theatre staff were receptive to changing the targeted age for the curriculum to 3rd-6th grade, with focus on 4th grade. They also are willing to attend STEAM nights. These changes were made in the agreement. Payment is not per performance but is \$10,000 for two-years of programing, they would reach approximately 5 schools each year.

Motion by Errante, second by Reitz to approve the agreement with CLIMB Theatre. Motion carried.

VII. Overview of Watershed Restoration and Protection Strategies (WRAPS)

Topic is relevant as E-IGHWMO begins to think about updating their watershed management plan. The state has a watershed planning framework that cycles through monitoring and assessment, to planning on a 10-year timeframe. E-IGHWMO is part of large watershed area that is starting the next round of WRAPS. Though Eagan has extensive monitoring, if there are needs, now is the time to bring those forward.

VIII. Consider Watershed Partners Membership

This membership would be for access to education and outreach materials. Eagan staff support membership and would find the Adopt-a-Drain program valuable. Even though Eagan currently has an Adopt-a-Drain program, they would switch to the new model, which provides analytics to members. Membership for the WMO is based on budget and would be \$350-\$500 a year, which is much lower rate than if Eagan were to become a member.

Motion by Errante, second by Saito to become members of the Watershed Partners through Hamline University. Motion carried.

IX. Update on Educational Displays

One display will be delivered before the end of the year. The other display will be delivered next spring. All branding is with the E-IGHWMO logo. With membership to Watershed Partners, will also have access to Adopt-a-drain displays, but coordination/transportation remains an issue. Board members willing to help if scheduled enough in advance.

X. Discuss Greenway Trails and Wetland Delineations

Eagan presented an area that the County is looking at for greenway trails, which is technically on the border into Inver Grove Heights. Eagan wondering if E-IGHWMO would pay for the wetland delineations. Unclear who the Wetland Conservation Act applicant would be and where the WMO fits in. Administrator and Eagan staff will gather more information for the next meeting.

XI. Distribute Smart Salting Materials

Cups were brought to the meeting for distribution. Inver Grove Heights is not ordering their own cups this year. Idea for cups came from Dakota County groundwater, and the County can still provide cups, so WMO doesn't have ownership, and however partners want to work together to distribute cups is acceptable. Past distribution included hardware stores, gas stations, libraries, and city buildings. Board members can work with staff (Brian and Nicole) to ensure distribution is tracked. Signs should also be posted with the cup display.

XII. Discuss Pet Waste Education Materials

Inver Grove Heights staff reach out about doggie bag holders. WMO could consider purchasing these, depending upon quantity they would be around \$1.50 each. Eagan had plans to purchase doggie bag holders. WMO education and outreach plan currently doesn't have pet waste education, however there is room to work within the education and outreach budget. WMO will take time to research existing education related to pet waste and work on developing a strategy for outreach before purchasing doggie bag holders.

XIII. Education and Outreach Calendar Review

Administrator will reference schedule for February agenda items. Saito worked with Inver Grove Heights staff to ensure chloride topic was in winter newsletter. Board terms are up to date, Saito was just reappointed.

XIV. Community Updates

Inver Grove Heights: Continuing to assess future projects for stormwater retrofits and upgrades. Currently working on a project with a very large hydrodynamic separator.

Eagan: Awarded contract for 2024 CIP work, including pond maintenance and a ravine stabilization. Continuing coordination on underground stormwater storage projects at the Art House and Goat Hill Park. City is trailing new Lake Scout monitoring buoys on Holz and Thomas Lakes for monitoring dissolved oxygen and ice thickness. City is assigning a position in streets to assist with winter lake aeration, which will allow more time to analyze water quality data.

SWCD: Plan to increase staff capacity by submitting a proposal for Soil Health Capacity funding through Board of Water and Soil Resources (BWSR). Staff could potentially work on the Landscaping for Clean Water program.

XV. Agenda Items for February 20, 2024 Meeting

- Rain barrels
- Smart salting
- Greenway wetland delineations
- Annual reporting items
- Pet waste education

XVI. Adjournment

Motion by Saito, second by Errante to adjourn the meeting. Meeting adjourned at 7:25 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 #
12/31/2023	3347

BILL TO			
Eagan-Inver Grove Heights WMO C/O Jenna Olson 3501 Coachman Point Road Eagan, MN 55122			
AGREEMENT	BILLING PERIOD	TERMS	
2023 Agreement	Oct - Dec 2023	Net 30 Days	
DESCRIPTION	HRS/COUNT	RATE	AMOUNT
ADMINISTRATION			
Financial Reports, Board Meeting Preparation, Wraps Kickoff, Salt Cups, Pet Waste Bags, and General Correspondence.	45	90.00	4,050.00
Fee: Printing and Postage	1	25.00	25.00
Fees: Legal Services RFP with ECM Publishers and Smart Salting Cups	1	347.98	347.98
EDUCATION AND OUTREACH			
Website Maintenance	1	90.00	90.00
Fee: Website Hosting	0	900.00	0.00
Advocacy and Outreach: Metro Watershed Partners Membership, Adopt a Drain, Salt Cups and Smart Salting Sign Updates.	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:	3	500.00	1,500.00
COST SHARE			
Landscaping for Clean Water Grants: Carter, Dybedahl, and Hylandsson	3	250.00	750.00
It's been a pleasure working with you!		Total	\$7,167.98

THIS AGREEMENT is between CLIMB Theatre Inc., a Minnesota not-for-profit corporation organized pursuant to Chapter 317 of the Minnesota Statutes ("CLIMB") and **Eagan-Inver Grove Heights Watershed Management Organization (E-IGHWMO)** ("Partner Organization"). THIS AGREEMENT is entered into and is effective as of the last date in the signature box below.

THE PURPOSE OF THIS AGREEMENT is to set out the terms and conditions whereby CLIMB will provide dramatic and educational programming for the Partner Organization at the times and locations set forth in this Agreement.

The terms and conditions of this Agreement are as follows:

- 1. Programming** – CLIMB shall provide the programs as described in Appendix A, Programming, attached hereto and incorporated by reference. The parties agree that during the term of this Agreement, the terms and conditions of Appendix A may be subject to change. The parties agree that (i) Appendix A may be amended to account for any change, and (ii) email communication will be sufficient to document such mutual agreement to amend Appendix A.
- 2. Payment** - Partner Organization shall pay to CLIMB a total of **\$10,000** according to the Payment Schedule as set forth in Section 2.1. Partner Organization shall mail check to the CLIMB at its offices at 6415 Carmen Avenue E., Inver Grove Heights, MN, 55076, for services rendered.
 - 2.1. Payment Schedule-** Partner organization shall pay CLIMB based on the following schedule:
 - 2.1.1. \$5,000** no later than 30 business days after the 12.1.2023 "Invoicing Date" as set forth in Appendix A.
 - 2.1.2. \$5,000** no later than 30 business days after the 12.1.2024 "Invoicing Date" as set forth in Appendix A.
- 3. Ownership of Performance Rights** - The programming governed by this Agreement is the exclusive property of CLIMB or represent property duly licensed to CLIMB. Partner Organization agrees that it shall not reproduce the programming in any fashion or appropriate the content of the programming, or any portion thereof, for its own use. Further, the Partner Organization shall not photograph, film, videotape, or otherwise record or preserve the program(s), or portion thereof, without written permission from CLIMB. This does not preclude photographs for yearbook or other in-school use of photographs or coverage by local press, which is encouraged. Please notify CLIMB of any media coverage you intend to pursue. CLIMB shall retain all rights to program(s), including the exclusive right to record, photograph, broadcast, film, or publicize CLIMB's program(s) except as may be agreed upon by the parties.

4. Digital Programming.

(a) If CLIMB is offering CLIMB's programming via a digital medium, CLIMB hereby grants to Partner Organization a nonexclusive right and license to access and use the digital programming identified in Appendix A (the "Digital Programming"). The rights in this section shall extend to Authorized Users (as defined below). Except as may be specifically authorized by CLIMB in this Agreement, Partner Organization may not (i) copy or replicate the Digital Programming, (ii) alter, decompile, reverse engineer, disassemble, or create derivative works from the Digital Programming, or (iii) distribute the Digital Programming to any party, except to those users as authorized in Appendix A (each, an "Authorized User"). CLIMB owns all Digital Programming. Partner Organization shall not sell or license any part or portion of the Digital Programming.

(b) Partner Organization agrees that access to the Digital Programming is permitted only to those individuals identified as Authorized Users. Partner Organization shall not permit any individual or entity who is not identified as an Authorized User to access or use the Digital Programming. Partner Organization shall notify CLIMB immediately if Partner Organization becomes aware of any distribution, access or use of the Digital Programming by individual(s) or entity(s) that is not identified as an Authorized User. At CLIMB's discretion, CLIMB may permit access to the individual(s) and/or entity(s), and such access will be subject to an additional charge, as determined by CLIMB. If CLIMB permits access, then the individual(s) and/or entity(s) are considered Authorized Users.

5. Cancellation - In the event that the program(s) is(are) cancelled at the instigation of the Partner Organization, and are not due to a Force Majeure event, with less than four weeks' notice, Partner Organization will be assessed a \$100.00 cancellation fee. Cancellation with less than two week notice, Partner Organization will be assessed a 50% cancellation fee.

6. Force Majeure - As the program(s) governed by this Agreement may be subject to interruption by the sickness, inclement weather, accident, act of God or legitimate unforeseeable circumstance, it is agreed that neither party shall be entitled to damages from the other in the event program(s) are interrupted or cancelled by such circumstances.

7. Rescheduling - In the event that weather or other conditions beyond either party's control force postponement of this program, the activity shall be rescheduled for a date mutually agreed to by both CLIMB and Partner Organization. Changes to the program's scheduled time, date, or content may be requested by the Partner Organization up to one week prior to the performance date listed below. Any change requests made within one week of performance will be accommodated at CLIMB's discretion and availability.

8. Governing Law and Arbitration - This Agreement is to be governed by the laws of the State of Minnesota, and any dispute relating to the interpretation of this Agreement arising from



CLIMB THEATRE PARTNERSHIP AGREEMENT
6415 Carmen Ave E. • Inver Grove Heights • MN • 55076
651-453-9275 • www.climb.org

the terms hereof or performance hereunder by either party will be arbitrated under the auspices of the American Arbitration Association at its Minneapolis, MN office.

9. **Entire Agreement** - This Agreement contains the entire understanding of the parties hereto with respect to the subject forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

Signature:		Signature: <i>Monica Foss</i>	
Name/Title:	Afton Benson/Managing Director	Name/Title:	Monica Foss
Address:	6415 Carmen Ave E. Inver Grove Heights, MN 55076	Address:	3830 Pilot Knob Road, Eagan, MN 55122
e-mail	Afton@climb.org	e-mail	fossme@gmail.com
Date	09/15/2023	Date	12.08.2023



CLIMB THEATRE PARTNERSHIP AGREEMENT
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 651-453-9275 • www.climb.org

APPENDIX A

Eagan-Inver Grove Heights Watershed Management Organization (E-IGHWMO)		Program ID	83616
		Invoice ID	
4100 220th St. West, Suite 102 Farmington, MN 55024			
K-2 Wetlands and Watershed Classes			
Main Contact	Secondary/Logistic Contact	Billing/Invoicing Contact	
Name	Gallagher, Ashley	Monica Foss	
E-mail	Ashley.Gallagher@CO.DAKOTA.MN.US	fossme@gmail.com	
Phone	651-480-7781		
Best Time to Contact			

CLIMB Staff Contact Information			
	Community Connections	Logistics/Tech	Programmatic Content/Education
Name	Michael Terrell Brown	Samson Perry	Caitlin Featherstone
Title	Community Connections	Production Manager	Director of Education
E-mail	michael@climb.org	samson@climb.org	caitlin@climb.org
Phone	651-453-9275 ext 212	(507) 301-7443	(800) 767-9660 ext. 213 240

PROGRAM INFORMATION

PROGRAM CONTENT SUMMARY

CLIMB Theatre will offer our K-2 classes on Wetland and Watershed Stewardship to 10 Eagan Elementary Schools during the 2023-2024 and 2024-2025 school years 5 schools during each year - working with 1st grade students.

ADDITIONAL NOTES

INVOICING DATE(S):



CLIMB THEATRE PARTNERSHIP AGREEMENT
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First Invoicing Date: 12.1.2023

Second Invoicing Date: 12.1.2024

1. **COVID POLICY as it pertains to any In-Person Programming:** Organizations under agreement with CLIMB Theatre are agreeing to follow all Federal, State, and Local guidance in regards to the ongoing COVID-19 pandemic. Failure to do so will result in CLIMB Theatre terminating the agreement with all agreed upon payments owed and not refunded. CLIMB Theatre will follow all Federal, State, and Local guidance and organizations regulations, in regards to the ongoing COVID-19 pandemic; provided that they exceed regulations set by Federal, State and Local agencies and/or CLIMB Theatre's company policies.
2. **CANCELLATION** – Subject to 2(a) below, if the program(s) is(are) cancelled at the instigation of the Partner Organization, and are not due to a Force Majeure event, with (i.)less than four weeks' notice, Partner Organization will be assessed a \$100.00 cancellation fee. (ii.) For cancellations with less than two week notice, Partner Organization will be assessed a 50% cancellation fee.
 - a. If a program with multiple invoicing dates is cancelled later than the earliest invoicing date, Partner Organization will be responsible for payment of the full remaining balance.

METRO WATERSHED PARTNERS



MINNESOTA WATER
LET'S KEEP IT CLEAN

INVOICE

Attention: Ashley Gallagher
Eagan-Inver Grove Heights Watershed Management Organization
4100 220th Street West
Farmington, MN 55024
Date: 01/05/24

612-670-6216
azawistoski01@hamline.edu

Metro Watershed Partners
Hamline University
1536 Hewitt Ave. MS-A1760
Saint Paul, MN 55104

Project Title: Clean Water Minnesota

Description	Cost
2024 Membership: Clean Water MN and Adopt-a-Drain	\$350.00
TOTAL	\$350.00

Benefits of membership

- You and your colleagues are invited to attend our **monthly meetings**, to network and share information with other watershed education professionals and to hear monthly speakers on topics relevant to our work. The Watershed Partners meet via Zoom on the second Wednesday of the month from 9:30–11am.
- Join our **listserv on Mobilize** to receive meeting notifications and partner updates, message with other partners, and send announcements. To be added to Mobilize, please email Ann Zawistoski (azawistoski01@hamline.edu) and request to be added.
- Your organization will be **listed as a supporting partner** on cleanwatermn.org/about-us, and on adopt-a-drain.org when someone clicks on a drain in your service area, and on email communication to adopters in your area.
- Access to an **administrative portal** that allows you to view and download data about adopted drains and program participants in your area. Log in mn.adopt-a-drain.org/nova. Contact Ann Zawistoski to get admin access.
- A customized **annual report** that includes summary data about adopted drains and program participants in your area.
- Access to **print resources to promote Adopt-a-Drain** to residents in your area. View the marketing guide here: ms4.adopt-a-drain.org/marketing-guide. Download promotional materials from the Google Drive folder: drive.google.com/drive/folders/1b6cLsITFI6xs9xHz2ZZTt8tLJ63rN0Bd.
- Access to the **CWMN photo gallery** with hundreds of high-quality photographs: docs.google.com/document/d/1D5uxIkAuZUNj-SJZOSexNbAn_ExcjivXaafDN9WLVe8/edit.
- Portable **educational exhibits** are available for free checkout. Find more at cleanwatermn.org/partners/exhibit-check-out/.
- For an additional fee, Adopt-a-Drain participants in your area can receive **yard signs and a printed "welcome kit"** in the mail. Please contact Ann Zawistoski for more information.

Duration of service: January 1 - December 31st, 2024. Unspent funds will rollover to support program activities in 2025.

E-IGH Watershed Management Organization
2023

Revenue and Expense Summary

General Fund	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	2023 Total	2023 Budget
Revenues:						
Member Allocations			\$ 46,356.00		\$ 46,356.00	\$ 48,000.00
Interest/Other (Use of Fund Balance)			\$ 552.75		\$ 552.75	\$ 7,300.00
Total Revenues:	\$ -	\$ -	\$ 46,908.75	\$ -	\$ 46,908.75	\$ 55,300.00
Expenses:						
Work Program						
A. File Annual Activity Report, Finance Report and Audit					\$ -	\$ 2,000.00
B. Publish/Distribute Annual Newsletter or Communication					\$ -	\$ 300.00
C. Web Site	\$ 945.00	\$ 135.00		\$ 90.00	\$ 1,170.00	\$ 1,000.00
D. Board Education					\$ -	\$ 500.00
E. Implement Watershed Plan						
1. Support Existing Programs (LCW, CLIMB, MWS)		\$ 7,200.00	\$ 5,250.00	\$ 7,250.00	\$ 19,700.00	\$ 21,000.00
2. WMO Education and Outreach Programs	\$ 405.00	\$ 3,966.98		\$ 405.00	\$ 4,776.98	\$ 3,000.00
Organizational Administration						
Staff Services (general)	\$ 3,175.00	\$ 2,950.00	\$ 1,240.00	\$ 4,422.98	\$ 11,787.98	\$ 22,000.00
Engineering and Consulting Services (general)					\$ -	\$ 4,000.00
Legal Consulting Services (general)					\$ -	\$ 500.00
Cummulative Reserve						\$ 1,000.00
Total Expenses:	\$ 4,525.00	\$ 14,251.98	\$ 6,490.00	\$ 12,167.98	\$ 37,434.96	\$ 55,300.00
Net Surplus / (-) Deficit	\$ (4,525.00)	\$(14,251.98)	\$ 40,418.75	\$ (12,167.98)	\$ 9,473.79	\$ -

E-IGH Watershed Management Organization

2023

Balance Sheet

Assets

Cash in Checking	\$ 136,715.54
Cash in Savings	\$ 1.00

Total Cash: \$ **136,716.54**

Accounts Receivable \$ -

Total Assets: **\$ 136,716.54**

Liabilities and Equity

Accounts Payable \$ 12,167.98

Equity

General Fund Balance \$ 107,074.77

Fund Balance Reserved for WP \$ 8,000.00

Net Surplus / (-) Deficit \$ 9,473.79

Total Equity: **\$ 124,548.56**

Total Liabilities and Equity: **\$ 136,716.54**

E-IGH Watershed Management Organization
2024
Revenue and Expense Summary

General Fund	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	2024 Total	2024 Budget
Revenues:						
Member Allocations					\$ -	\$ 50,000.00
Interest/Other (Use of Fund Balance)					\$ -	\$ 36,300.00
Total Revenues:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,300.00
Expenses:						
Work Program						
A. File Annual Activity Report, Finance Report and Audit					\$ -	\$ 2,000.00
B. Publish/Distribute Annual Newsletter or Communication					\$ -	\$ 300.00
C. Web Site					\$ -	\$ 1,000.00
D. Board Education					\$ -	\$ 500.00
E. Implement Watershed Plan						
1. Support Existing Programs (LCW, CLIMB, MWS)					\$ -	\$ 21,000.00
2. WMO Education and Outreach Programs	\$ 350.00				\$ 350.00	\$ 13,500.00
3. Match for WBIF - Places of Worship BMPs					\$ -	\$ 7,500.00
Organizational Administration						
Staff Services (general)					\$ -	\$ 22,000.00
Engineering and Consulting Services (general)					\$ -	\$ 3,000.00
Legal Consulting Services (general)					\$ -	\$ 500.00
Watershed Plan						
Consulting Services					\$ -	\$ 15,000.00
Total Expenses:	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00	\$ 86,300.00



Eagan - Inver Grove Heights Watershed Management Organization

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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2023 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.

2023 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 six raingardens and four native planting.
- 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.
- Continued to offer the Water Smart Yards online survey for homeowners: Scan the QR code or visit www.surveymonkey.com/r/NJZNBGL
- Started planning for the Comprehensive Watershed Management Plan update which will begin in 2024 and conclude in 2026.



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.



2024 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 provide education opportunities for 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.
- Hire consultant for the Comprehensive Watershed Management Plan update and begin stakeholder engagement.
- Conduct site visits for potential stormwater practices at places of worship and complete report that prioritizes practices.



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

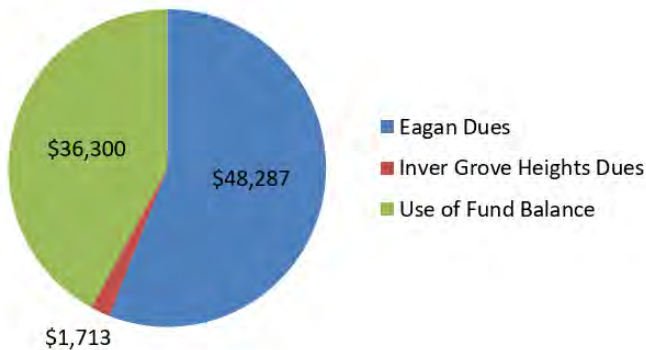
2023 Revenue and Expenses

REVENUES	Budget	Year End
Member City Assessments		
Eagan	\$46,356.00	\$46,356.00
Inver Grove Heights	\$1,644.00	\$0
Other	\$0	\$552.75
Accounts Receivable		\$1,644.00
Use of Fund Balance	\$7,300.00	\$0
Total		
EXPENSES		
Work Program		
Annual Activity, Financial and Audit Report	\$2,000.00	\$0
Annual Newsletter or Communication	\$300.00	\$0
Maintain Website	\$1,000.00	\$1,170.00
Board Education	\$500.00	\$0
Implement Watershed Plan	\$24,000.00	\$24,476.98
Organizational Administration		
Staff Services (general)	\$22,000.00	\$11,787.98
Engineering and Consulting Services (general)	\$4,000.00	\$0
Legal Consulting Services (general)	\$500.00	\$0
Watershed Plan Reserve	\$1,000.00	\$1,000.00
Accounts Payable		\$12,167.98
Total	\$55,300.00	\$37,434.96
Net Surplus/Deficit		\$9,473.79
Total Fund Balance		\$136,716.54

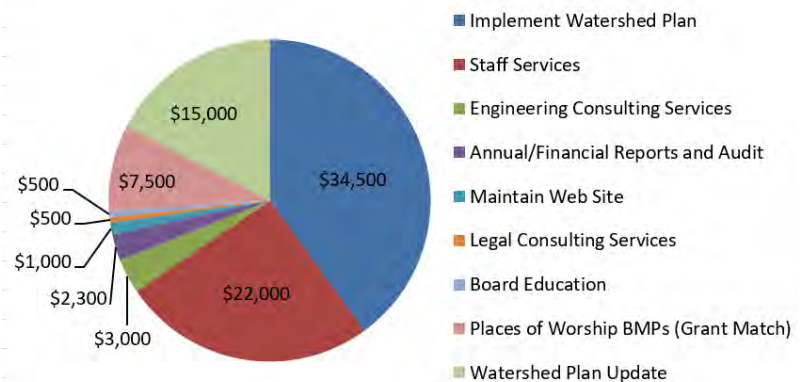


2024 Budget

Revenues



Expenses





Lakes Improving

LeMay 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.

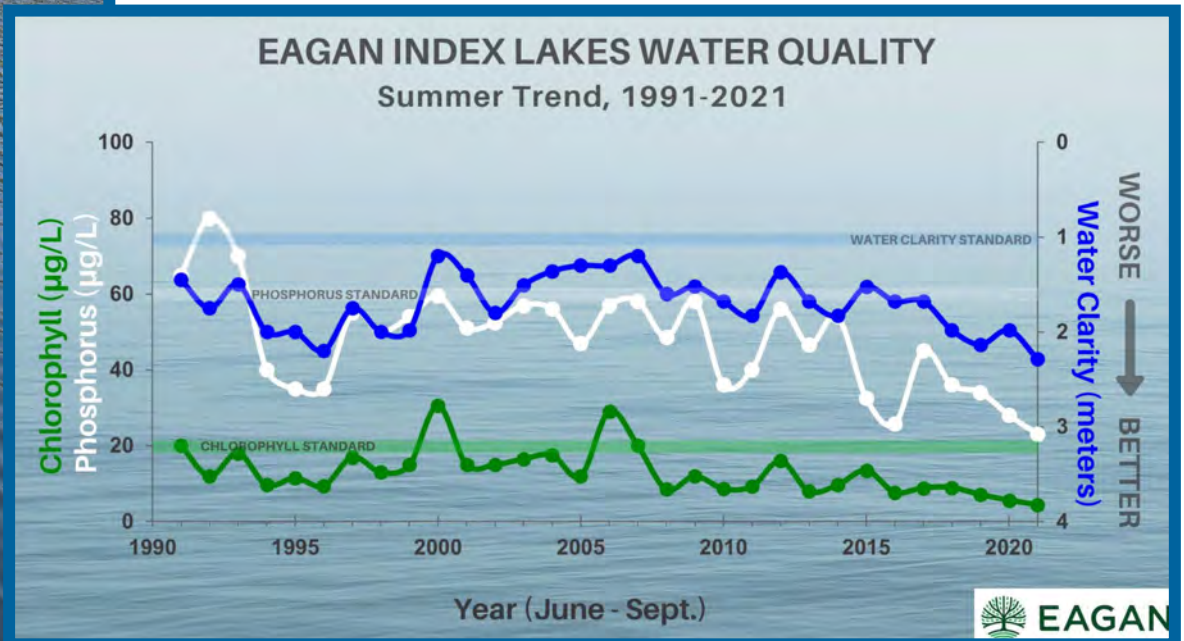
These projects reduced the phosphorus in LeMay Lake by Two-thirds. The lake has now been removed from the State of MN impaired water list. Not many lakes in the state have been removed from the list, so it is worth celebrating LeMay Lake!

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.

Design a Native Garden



Create a Raingarden



Stabilize Shorelines



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 at www.minnesotawaterstewards.org.

MINNESOTA WATER STEWARDS
Community Leadership for Clean Water

2023 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

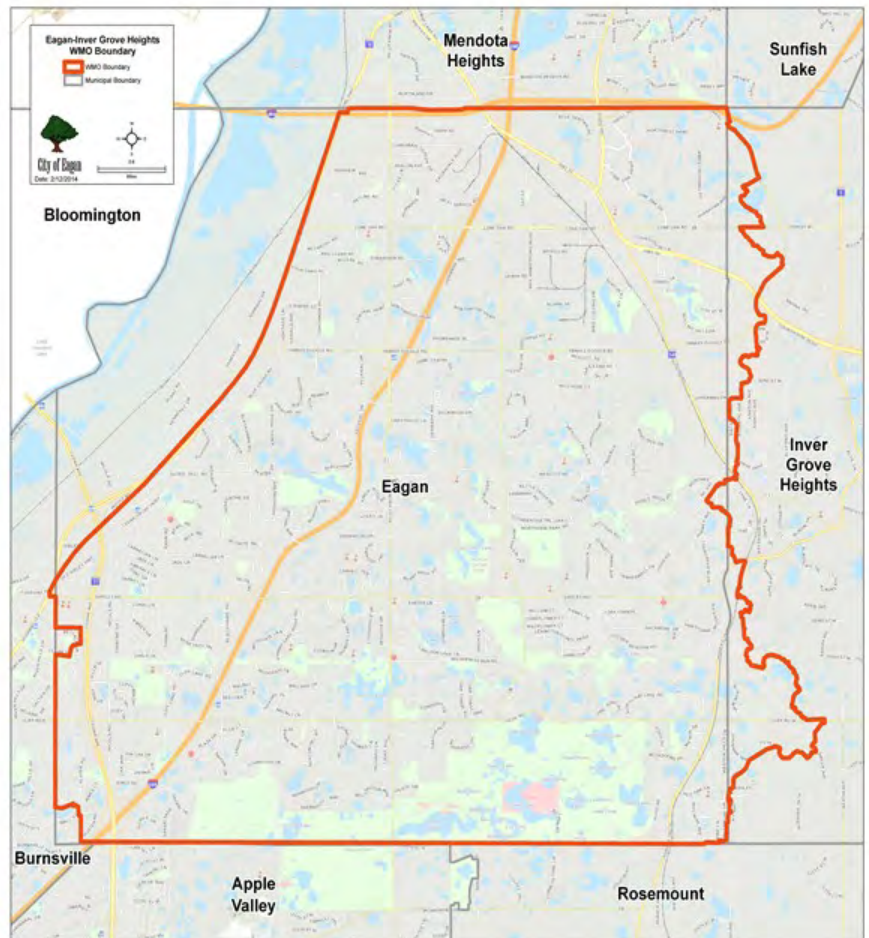
Mailing Address:
3830 Pilot Knob Rd
Eagan, MN 55122

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





DRAFT Fund Balance Policy
Adopted by the E-IGHWMO Board XX-XX-XXXX

Purpose:

It is important to establish sound financial management policies to ensure financial stability of the Eagan-Inver Grove Heights Watershed Management Organization (E-IGHWMO) for the benefit of the member Cities and watershed residents. Fund Balance Reserves are an important component in ensuring that the E-IGHWMO has sufficient funds to meet operating and program needs.

Policy:

The E-IGHWMO will establish an Unrestricted Fund Balance Reserve as well as any necessary Dedicated Reserves. It is recognized that the Fund Balance Reserve may fluctuate with each year's budget. Dedicated Reserves can be reviewed annually, additional Dedicated Reserve funds may be added based upon budget and future project implementation.

- Unrestricted Fund Balance Reserve: The E-IGHWMO will maintain an unrestricted reserve of not less than 50% of annually budgeted operating expenditures and not more than 200% of annually budgeted operating expenditures.
- Dedicated Reserves for Watershed Plan Revision: The E-IGHWMO will maintain a dedicated reserve for the purpose of updating the Comprehensive Watershed Management Plan. This fund should build over the ten-year planning cycle and cover estimated costs for plan revisions. However, the fund shall not exceed more than 200% of annually budgeted operating expenditures.

In the event any reserves balance falls below the minimum requirement at fiscal year end, the E-IGHWMO shall adjust budget resources in subsequent fiscal years to bring the reserves balance back to the required amount.

Appropriation from reserves shall require the approval of the E-IGHWMO Board of Managers and shall be used only for nonrecurring expenditures, unforeseen emergencies or immediate project needs that cannot be accommodated through current year savings. Replenishment recommendations will accompany the decision to utilize fund balance.

The E-IGHWMO Board of Managers authorizes the Administrator to assign reserve funds that reflect the E-IGHWMO's intended use of those funds. Use of reserves shall be tracked via the Board financial summary.

MEETING NOTES

DAKOTA COUNTY WATER CONSERVATION VIDEO MARKETING CAMPAIGN

Meeting #1

Date: January 3rd, 2024

Time: 1:00 PM – 2:30 PM

Location: City of Lakeville Water Treatment Facility
18400 Ipava Ave, Lakeville MN 55044

ATTENDEES

- o Kelly Perrine, City of Lakeville
- o Mac Cafferty, City of Lakeville
- o Travis Thiel, VRWJPO
- o Curt Coudron, Dakota County SWCD
- o Brian Connolly, City of Inver Grove Heights
- o Charles Seipel-Teng, City of Empire
- o Ann Messerschmidt, City of Lakeville
- o Valerie Neppi, Dakota County
- o Brita Moore-Kutz, VRWJPO
- o Joe Barten, Dakota County SWCD
- o Ed Rutledge, City of Farmington

INTRODUCTIONS

Attendees introduced themselves, including the entity they were representing as well as their current involvement in water conservation initiatives.

CAMPAIGN BACKGROUND

The City of Lakeville gave a high-level presentation of the proposed video marketing campaign. Key points included:

- Lakeville estimates that ~30% of all potable water used during the growing season is used for irrigation – 840 million gallons in 2022
- Lakeville prioritizes water conservation to ensure adequate drinking water supplies and delay costs associated with water infrastructure (wells, water towers, distribution network, treatment)
- Reducing thirsty Kentucky bluegrass and educating the public on irrigation best practices can yield significant water savings

- Propose to make two videos: one promoting the Landscaping for Clean Water Program and one detailing turf irrigation best practices
- Following video production, marketing firm will use geotargeting to place videos as paid ads on highly frequented platforms (Google/YouTube, streaming platforms, Facebook/Instagram, etc.)
 - Marketing produces profound results – [Central Utah Water Localscapes video](#) amassed over 200k views and increased program participation by 769%
 - Wider reach than internal Communications Departments
- Campaign goals: reduce turf across the County through increased LCW participation and equip public with knowledge to irrigate more efficiently
 - Campaign performance report included with the proposal

DISCUSSION

- Dakota County SWCD had several questions relating to quantifying campaign success. Tracking projects implemented within the LCW program will give hard numbers, but relating water saved due to irrigation video views is harder to nail down. Partners requested clarification on metrics that can be tracked relating to water conservation.
- Dakota County SWCD requested clarification relating to partner involvement. Lakeville would be the sole entity in communication with the contractors; however, Lakeville would regularly report back to partners to ensure video content, reach, etc. had full partner approval.
- Several entities discussed the desire to have the created videos direct viewers to a water conservation landing page. Dakota County offered the idea of directing to a Dakota County page, which would include general water conservation information (ex: EPA WaterSense information, etc.) as well as links to city and watershed pages.
- Farmington expressed concern in having limited staff to answer questions that may arise with residents viewing the videos. Partners discussed the benefit of having a singular landing page to help answer general questions.
- Farmington expressed concern in having their logo tied to the video, and would like further clarification on details regarding marketing profiling. Other partners desired to have their logos within the produced videos.
- Inver Grove Heights expressed a need for tangible return on investment metrics to garner support. Lakeville offered to share ROI metrics found from the City's HOA irrigation audit program.
- Partners discussed contract formatting. A JPA may be a good way to organize, but could get messy with the amount of partners. Having the contractors have individual contracts for each partner (as was the format with the Bolton & Menk illicit discharge outreach) could be a solution.
 - Discussion relating to this item will continue following solidification of partnering entities.
- Payment timelines – as Lakeville began partner discussions after many 2024 budgets were already set, Lakeville offered to float the cost for video creation in 2024. Dakota County SWCD mentioned that paying for things retroactively can be problematic. A solution for this could be to have partners send a letter of support or letter of commitment for the 2024 activities.
- A question was asked regarding a flat fee for campaign participation vs. varying costs depending on the partnering entity. Discussion took place regarding the complexity of work that would be needed to calculate a tiered participation cost. The campaign as proposed would set a flat rate for participation, equaling approximately \$6,500 per entity (dependent on final number of partners).
- The group agreed that a “drop dead” date was needed to solidify campaign participation. This date was set at **March 1, 2024.**
- The City of Rosemount could not attend the meeting, but submitted the following comments:
 - Having a reservation of overall cost, Rosemount suggests maybe starting with production of only one video instead of two.

- Messaging needs to include nuances relating to irrigation (es: soil health and variability across landscape, etc.)
- Suggest having monthly check-ins for now that would need to increase as production ramps up. Partner participation will be fluid.

ACTION ITEMS

- Lakeville will ask what metrics will be used to define success for the water conservation video.
- Lakeville will request additional information regarding marketing profiling from Tuneheim.
- Lakeville will provide Inver Grove Heights a HOA irrigation audit fact sheet.
- Lakeville will draft a letter of commitment.

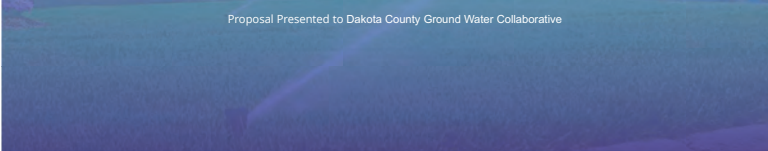
The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact Kelly Perrine at kperrine@lakevillemn.gov



DAKOTA COUNTY'S WATERSHED MOMENT

FROM AWARENESS TO ACTION WITH EVERY DROP

Proposal Presented to Dakota County Ground Water Collaborative



THE CHALLENGE

As Dakota County continues to grow, the demand on the water system increases. With 3 consecutive years of drought in Minnesota and a warming climate, the importance of conserving water has never been greater.

Programs and practices exist within Dakota County for reducing water consumption, but general awareness about these initiatives is missing.

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THE OPPORTUNITY

Decreasing or even flatlining water consumption in Dakota County offers municipalities a substantial ROI. It curtails the need for added staff, infrastructure, and water treatment as the city water systems face increasing demand.

By actively engaging the community in water conservation, raising awareness of ongoing initiatives, and boosting participation in landscaping programs, Dakota County has the opportunity to meaningfully alter its current water consumption trajectory.

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THE SOLUTION

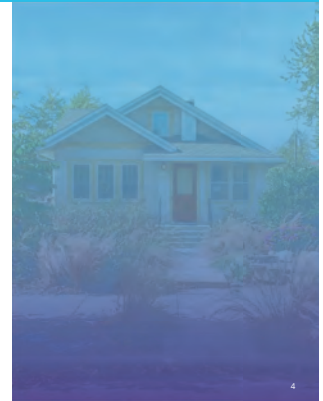
Tunheim and Blue Key Media will build an integrated communication and marketing campaign that effectively reaches and connects with Dakota residents to increase participation in the Landscaping for Clean Water program and reduce lawn water usage.

At the core of the campaign will be videos that leverage humor to increase engagement and create relatable content people want to watch and interact with.

We will work with you to create measurable goals to track towards and provide metrics to help you illustrate the performance of the campaign.

This document is intended to serve as a framework for what will become a comprehensive approach. We look forward to getting to work and collaborate with you in forming the details of the approach.

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OUR SUPPORT APPROACH

Tunheim matches our services and methodologies to your organization's unique needs. Our engagement includes:



IMMERSION

We kick off the work and seek to go deep learning about your organization and defining success for our work together.



POSITIONING AND MESSAGING

We develop strong market positioning and key messages for priority audiences through persona development.



APPROACH, STRATEGY & TACTICS

We develop an approach including measurable goals, strategy and tactics.

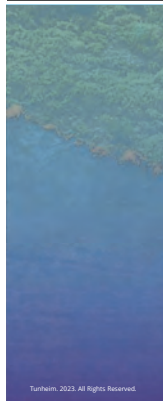


DELIVER, ASSESS, REPEAT

We deliver the plan at your speed. We assess and share results as we go. If something isn't performing, we adjust along the way.

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OUR APPROACH FOR DAKOTA COUNTY



IMMERSION AND ONBOARD

Our team will host a two-hour onboard meeting with Dakota County Ground Water Collaborative to understand the programs, your definition of success for the campaign and existing information on motivations and behaviors the campaign is looking to impact. The immersion and onboarding include:

- Agenda preparation
- Kickoff meeting
- Meeting notes, including next steps and action items
- Project management documents, including proposed project timeline and next steps
- Establish preferred working formats, including meeting cadence. Tunheim suggests meetings bi-weekly through the life of the contract, which will serve as the time for review and approvals.

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OUR APPROACH FOR DAKOTA COUNTY



AUDIENCE AND PERSONA DEVELOPMENT

We will use government-available data and statistics and persona-building tools to outline personas that refer to the key characteristics and traits of representative target audience groups, including demographics and psychographics.

Deliverables include information on your target audiences that help us message and target them on digital platforms for the campaign. These will be relevant and useful outside the campaign for target audiences.

OUR APPROACH FOR DAKOTA COUNTY

PLAN DEVELOPMENT

Our team will develop a plan to bridge stakeholder gaps from where they are today (what they think, know and believe now) to where the design of this campaign should move them (what they think, know and believe, and importantly – the actions we seek them to take – after engaging with the campaign).

We integrate best-practices, learnings and significant experience and expertise in delivering campaigns to develop an overarching, comprehensive, and strategic communication plan which includes goals, key messages, audiences, activities, and materials. Tunheim will present the comprehensive communications plan to the Dakota County team. Tunheim includes two rounds of revisions for all documents and materials.

The plan is a playbook to launch and activate the campaign.

OUR APPROACH FOR DAKOTA COUNTY

MATERIALS AND VIDEO CREATION

The creative will be developed based on the specific strategies and tactics in the plan to reach each target audience in ways that will be compelling and motivating to them. We bring these strategies and tactics to life developing the creative assets encompassing all writing, production, video, design and ad targeting. Our team approaches this step marrying the research and data with our creativity, necessary outcomes and experience. We will create all the materials for the campaign with the assistance of the county's subject matter experts.

MATERIALS CREATION

We will develop all materials for the launch that are outlined in the plan, likely to include:

- Campaign calendar, including social media and editorial content
- Paid ads creative and copy
- Organic post creative and copy
- Postcard or other direct mail creative (mailing not currently included, but can be added)
- Toolkit for participating cities including talking points, videos, FAQ, social media posts and other materials that can be personalized for the city's use

OUR APPROACH FOR DAKOTA COUNTY

VIDEO CREATION

Based on the developed marketing campaign and audience personas, Blue Key will develop a fun and engaging video campaign that resonates with target audiences, combining entertainment with education. We will manage the full process starting with conception and writing through planning, execution, and distribution.

DELIVERABLES

- 2x 90sec videos promoting:
 - Landscaping Program
 - General Lawn Irrigation Conservation

Each full length video will have:

- 1x 30 second cutdown, formatted for various digital platforms
- 2x 15 second cutdown, formatted for various digital platforms

OUR APPROACH FOR DAKOTA COUNTY

CREATIVE APPROACH

Our approach to the style and tone of the videos will be inspired by the Utah Water Conservancy District, creating humorous and engaging videos that raise awareness about what Dakota residents can do to reduce water consumption.



[Central Utah Water | Localscapes](#)



[Central Utah Water | Don't Eat the Cool-Ad](#)

OUR APPROACH FOR DAKOTA COUNTY

LAUNCH AND SUSTAIN

Once all initial materials are created, we will move to launch the campaign. What this includes will be clear in the plan and aligned with the Collaborative's desires. Tunheim seeks to build a machine where we are planning, implementing and improving with each phase of outreach. Tunheim will capture metrics and present every month (or at the Collaborative's preferred timing). We will continue ongoing meetings to discuss progress and learnings.

- At launch, we will help the county and cities that opt-in to implement the content
- Tunheim will launch geotargeted paid ads on social and digital platforms that best reach key audiences, focused on the videos as the primary content (likely to include: Google/YouTube, Meta's Facebook/Instagram, NextDoor, streaming platforms)
- Tunheim will continue to manage the paid ads through the life of the campaign monitoring and reporting on metrics and counseling based on feedback and queries
 - Tunheim currently plans to manage for the Collaborative and can further personalize ads and targeting by cities who want a more customized approach
- At the end of the project, we will present a campaign recap on performance and to assess next steps

TIMELINE ESTIMATE

Task	Deliverable	Estimated Timeline
1	Immersion, audience personas, plan and material development	January 2024 – April 2024
2	Videos	May 2024 – August 2024
3	Distribution / Launch	March 2025
4	Continued distribution and targeting	April 2025 – August 2025
5	Campaign recap	September 2025

BUDGET ESTIMATE

Task	Deliverable	Estimated Cost
1	Immersion, audience personas, and plan development	\$20,000
2	Materials	\$8,000
3	Videos	\$40,000
4	Launch and Sustain	\$12,000 fees \$10,000 paid ads* (out-of-pocket)
5	Recap report	\$1,000
TOTAL		\$91,000

*\$10,000 paid ad spend assumes county outreach. Additional spend can be added per city to get more granular in placement & targeting

Tunheim has a 8% technology fee that will be included on your invoice. It is added at invoicing to our fees for our team to access many technology tools on your behalf. We do it this way to minimize costs while giving you access to worldclass tools.

WE ARE TUNHEIM AND BLUE KEY MEDIA.

Tunheim exists to help organizations be understood by stakeholder audiences who are critical to their success. Blue Key Media exists to bring stories to life that make an impact. Combined, we bring an experienced and innovative team to help Dakota County Ground Water Collaborative create a campaign to engage and drive meaningful outcomes and participation.

We approach our work strategically and seek to be your partner that will be with you every step of the way. We leverage creativity and best practices to reach higher, aim for the unexpected and overdeliver on what we promise.

We're excited about the opportunity to be your partner.

ABOUT TUNHEIM

Tunheim is a woman-owned integrated communications and marketing agency delivering world-class public relations, digital marketing, public affairs, change and crisis communications.

We are value-driven and motivated to work with clients who seek to move the world forward.

Our experience runs deep. Our integrated approaches are grounded in understanding your audiences, building smart campaigns to reach stakeholders, innovating, testing, trying and delivering meaningful results.

ABOUT BLUEKEYMEDIA

Since our beginning, Blue Key Media has been passionate about helping organizations unlock the power of video by telling stories that make an impact.

We believe effective video is only achieved when you combine solid strategy with engaging video that's distributed to the right people.

Our Emmy award-winning team is excited to bring your creative vision to life that makes a meaningful difference in Dakota County.

FOR OVER 30 YEARS, WE'VE HELPED SOME OF THE BEST BE BETTER UNDERSTOOD



WOSB EXPERIENCED WITH GOVERNMENT

Tunheim has extensive experience partnering with government entities, including cities, counties, states and federal.

Relevant experience:

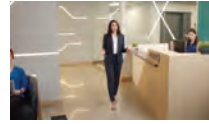
- Tunheim is finishing a stakeholder engagement and awareness project with the U.S. EPA's Great Lakes National Office for three sites in Northern Minnesota.
- Tunheim supported the Capital Region Watershed District developing communication and stakeholder engagement plans and toolkits.
- Tunheim has worked with over one hundred government partners on projects large and small. We understand the critical role you play for citizens and communities and design integrated campaigns to reach your goals.



In May 2023, Tunheim received the EPA Administrator's Award for Outstanding Accomplishments by a Woman-Owned Small Business Contractor

SIMILAR EXPERIENCE AND CASE STUDIES

Blue Key Media has experience making videos with similar creative inspiration and working with environmental organizations.



[Aurex | Great CX Doesn't Happen by Accident Video](#)



[Haskins Water Treatment Group | Agritreat](#)



[Minnesota Zoo Foundation | "Great Symphony of Life"](#)

CASE STUDY - MINNESOTA HOMEOWNERSHIP CENTER

THE CHALLENGE

As a result of economic insecurity brought on by the fallout of the COVID-19 pandemic, many Minnesota homeowners found themselves struggling to pay their monthly mortgage and facing potential foreclosure. While the Minnesota Homeownership Center has free foreclosure prevention services, most Minnesotans are not aware these services exist.

THE SOLUTION

Tunheim created an awareness campaign including: Digital marketing, targeted social media, video ads, and two website landing pages; Radio and streaming radio ads; Google Ads; A seven-point public affairs plan including stakeholder engagement, regular communications with policymakers, research to ensure accurate and precise audience targeting; and, clear and comprehensive messaging that was consistent, continuously updated to be timely, and strategic in ad placement, which helped it get in front of target audiences during a crowded news cycle.

THE RESULTS

In 2020, our efforts helped HOCMN serve 22,946 households, including 89% first-time homebuyers, 19% first-generation homebuyers, 63% households of color; ultimately **533 avoided foreclosures**. The campaign videos alone were viewed in their entirety by more than 10% of the state's population.

In 2021 and early 2022, focus was put on further optimizing targeting, **increasing video views by 200k+** and our ads **reached over 25% of the population**.



CASE STUDY - U.S. ENVIRONMENTAL PROTECTION AGENCY

Tunheim won a competitive award from the U.S. Environmental Protection Agency (EPA) for a large-scale outreach campaign including Minnesota and in the state's border areas. Our contract support has included a range of activities across the marketing and communications domains, including strategic outreach planning and messaging, key stakeholder relations, graphic design and paid media placements.

Within this engagement, Tunheim's team supports the EPA, partners and local stakeholders as part of a community involvement and outreach plan. Significant outreach and strategy have been required to manage the communities in which the projects are being completed. Project work activities include community engagement and communication plans, asset development and dissemination, mailings, public meeting coordination and hosting, design and copywriting of in-depth fact sheets and informational packets, social media and newspaper notices, signage, and overall planning and executing each outreach tactic.

THE RESULTS

Our efforts have led to a **400% increase in attendance to a recent virtual public meeting** from previous meetings they have held. As well as delivering more coverage than scoped including an indigenous newspaper promoting a public notice, which traditionally only runs Band member related news and rarely ever publishes or shares materials from outside of their community. Tunheim was awarded in May 2023 the EPA Administrator's "Award for Outstanding Accomplishments by a Woman-Owned Small Business Contractor" for our work efforts in support of this contract.



We're excited about the opportunity to work with you on this important effort.

THANKS.



Dan West

Blue Key Media Owner & Creative Director
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907-401-0329



Liz Sheets

Tunheim Business Development Lead
lshields@tunheim.com
952-851-7260