



Eagan - Inver Grove Heights

Watershed Management Organization

AGENDA

BOARD OF MANAGERS MEETING

October 15, 2024 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 June 18, 2024 Meeting*
 - B. Invoices for Payment*
 - C. October 15, 2024 Year-to-Date Financial Summary*
- IV. Consider Approval to Release RFP for Watershed Planning Services*
- V. Consider Approval of 2025 Budget and Dues*
- VI. Consider Approval of 2025 Workplan with SWCD*
- VII. Consider Approval of 2025 Meeting Schedule*
- VIII. Outreach Schedule Review*
- IX. Community Updates
- X. Agenda Items for December 3, 2024 Meeting
- XI. Adjournment

* Materials included in packet

EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION

DRAFT MINUTES BOARD OF MANAGERS MEETING June 18, 2024

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:

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

Others Present:

Ashley Gallagher	Resource Conservationist, Dakota County Soil and Water Conservation District
Gregg Thompson	Watershed Specialist, City of Eagan
Steve Dodge	Assistant City Engineer, City of Inver Grove Heights

I. Call to Order

Chair Foss called the meeting to order at 5:35 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 April 16, 2024 Meeting
- B. Invoices for Payment
- C. June 18, 2024 Year-to-Date Financial Summary

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

IV. Resolution to Update Watershed Management Plan

The current Watershed Plan needs to be updated and approved by the Board of Water and Soil Resources (BWSR) prior to its expiration in May 2026. The plan update process is established in MN Statutes and Rules and can take up to two years. BWSR has guidance timelines and documents available for all watersheds. The first step is to pass a resolution showing the intent to update a plan. The Administrator will then initiate the 60-day comment period and work on a Request for Proposals (RFP) to send to consultants for the facilitation and writing of the plan.

Motion by Saito, second by Foss to adopt the resolution to update the E-IGHWMO Watershed Management Plan. Motion carried.

V. Execute Joint Powers Agreement for Marketing Campaign

The E-IGHWMO Board had previously voted to support the marketing campaign by allocating \$7,500 towards the effort. The marketing campaign will include the development of videos for general water conservation as well as promotion of the Landscaping for Clean Water(LCW) program. Measurable items will include clicks as well as number of LCW participants. The Board wanted to ensure that if there is an increase in LCW projects, there would be grants available. Current grant limit for E-IGHWMO is 12 projects,

and have only reached maximum one year, likely in 2019. SWCD will have to work to ensure staff capacity as well. Vermillion also secured a grant through MN Department of Health to cover over half the cost. E-IGHWMO contribution will be \$7,500 in 2025.

Motion by Workman-Jesness, second by Errante to execute the Joint Powers Agreement with Partners for implementation of the Marketing Campaign. Motion carried.

VI. Review Rain Barrels Program

Had 100 rain barrels to distribute and the event went smoothly. Program is a great opportunity to talk with people about LCW program and other conservation options. Everyone received information on LCW when they were emailed information about rain barrel pickup day. Would be good to email them again, they could send in photos of their installed rain barrel, also include video link of installation in case they need assistance. Cost of the rain barrels is increasing and e-IGHWMO has continued to subsidize so they remain \$40 to the residents, but that means E-IGHWMO costs have increased. May need to evaluate costs in future years.

VII. Planning for Pet Waste Education

City staff have expressed interest in pet waste bag dispensers to promote cleaning up after your dog. Could start here and expand to larger education. Further discussion on bag dispensers at city parks, would need to inventory existing first. Could also work through dog licensing or dog park registrations to get information out to pet owners. Options for bag dispensers were shared.

Motion by Workman-Jesness, second by Saito to spend up to \$2,000 for bag dispensers to encourage pet waste pickup and disposal. Motion carried.

VIII. Review Education and Outreach Calendar

Saito worked with IGH staff to publish a write-up on the water smart yards checklist. Eagan has upcoming Lakefest events; June 20th at Trapp Farm, July 16th at Thomas Lake, and August 15th at Blackhawk Lake. Eagan will reach out with volunteer opportunities to the Board members.

IX. Community Updates

IGH- Working on a multi-million dollar project for stormwater pipe replacements. Also shifting some stormwater duties among staff and staff are working on a lot of stormwater maintenance projects. Staff have used the new educational displays for multiple events including a Healthy Living Fair and a Touch-a-Truck event.

Eagan- Staff have been using the displays at Big Rig Rally and other events. The bean bag toss is fun and good opportunity to talk about adopt-a-drain. Many projects under way, including the Art House which will have multiple stormwater best practices such as raingardens and infiltration basins. Signage is a potential opportunity for collaboration with the E-IGHWMO, but is not being worked on yet.

X. Cancel August 20, 2024 Meeting

Administrator Gallagher has accepted the District Manager position for Dakota SWCD and therefore will be transitioning out of WMO Administration over time. There are no time-sensitive action items that would be needed in August.

Motion by Workman-Jesness, second by Errante to cancel the August Board meeting. Motion carried.

XI. Adjournment

Motion by Workman-Jesness, second by Errante to adjourn the meeting. Meeting adjourned at 6:55 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 #
7/1/2024	3395

BILL TO			
Eagan-Inver Grove Heights WMO C/O Jenna Olson 3501 Coachman Point Road Eagan, MN 55122			
AGREEMENT	BILLING PERIOD	TERMS	
2024 Agreement	Apr - Jun 2024	Net 30 Days	
DESCRIPTION	HRS/COUNT	RATE	AMOUNT
ADMINISTRATION			
Financial Reports, SAFES Reporting, Board Meeting Preparation, Metro Watershed Governance Review, General Correspondence and Meetings.	33.5	95.00	3,182.50
Fee: Printing and Postage	1	25.00	25.00
Fees: ECM Publishers - Rainbarrel Program Ad	1	72.00	72.00
EDUCATION AND OUTREACH			
Website Maintenance	2	95.00	190.00
Fee: Website Hosting	0	900.00	0.00
Advocacy and Outreach: Rainbarrel Program	20	95.00	1,900.00
Landscaping for Clean Water Intro Class	1	1,900.00	1,900.00
Landscaping for Clean Water Design Class	1	3,800.00	3,800.00
Landscaping for Clean Water Maintenance Workshop	1	1,900.00	1,900.00
TECHNICAL ASSISTANCE			
Landscaping for Clean Water Technical Assistance:	1	600.00	600.00
WBIF Match - Places of Worship - Stormwater Practices	49.5	67.00	3,316.50
COST SHARE			
Landscaping for Clean Water Grants: Fruci	1	250.00	250.00
It's been a pleasure working with you!		Total	\$17,136.00

E-IGH Watershed Management Organization

2024

Balance Sheet

Assets

Cash in Checking	\$150,456.83
Cash in Savings	\$ 1.00

Total Cash: \$ 150,457.83

Accounts Receivable \$ -

Total Assets: \$ 150,457.83

Liabilities and Equity

Accounts Payable \$ 17,136.00

Equity

General Fund Balance January 1 \$ 55,074.77

Fund Balance Reserved for WP \$ 60,000.00

Net Surplus / (-) Deficit \$ 8,773.26

Total Equity: \$ 123,848.03

Total Liabilities and Equity: \$ 140,984.03

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		\$ 51,644.00			\$ 51,644.00	\$ 50,000.00
Interest/Other (Use of Fund Balance)		\$ 1,658.25			\$ 1,658.25	\$ 36,300.00
Total Revenues:	\$ -	\$ 53,302.25	\$ -	\$ -	\$ 53,302.25	\$ 86,300.00
Expenses:						
Work Program						
A. File Annual Activity Report, Finance Report and Audit	\$ 475.00				\$ 475.00	\$ 2,000.00
B. Publish/Distribute Annual Newsletter or Communication					\$ -	\$ 300.00
C. Web Site	\$ 900.00		\$ 190.00		\$ 1,090.00	\$ 1,000.00
D. Board Education					\$ -	\$ 500.00
E. Implement Watershed Plan						
1. Support Existing Programs (LCW, CLIMB, MWS)			\$ 8,450.00		\$ 8,450.00	\$ 21,000.00
2. WMO Education and Outreach Programs	\$ 566.49	\$ 21,389.00	\$ 1,972.00		\$ 23,927.49	\$ 13,500.00
3. Match for WBIF - Places of Worship BMPs			\$ 3,316.50		\$ 3,316.50	\$ 7,500.00
Organizational Administration						
Staff Services (general)	\$ 4,062.50		\$ 3,207.50		\$ 7,270.00	\$ 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:	\$ 6,003.99	\$ 21,389.00	\$ 17,136.00	\$ -	\$ 44,528.99	\$ 86,300.00
Net Surplus / (-) Deficit	\$ (6,003.99)	\$ 31,913.25	\$ (17,136.00)	\$ -	\$ 8,773.26	\$ -



Eagan - Inver Grove Heights Watershed Management Organization

MEMORANDUM

To: E-IGHWMO Board of Managers
From: Administrator
Date: October 4, 2024
Subject: Request For Proposals for Watershed Planning Services

Overview

The Board of Managers previously adopted a resolution to begin the process of updating the Comprehensive Watershed Management Plan. The Administrator began the process by issuing a 60-day notice to partners and those on the required distribution list. The 60-day period has closed and the Board now needs to consider hiring a consultant to conduct required public engagement, write the plan, and navigate the approval process. Timeline and cost have previously been discussed with the Board. The proposed timeline reflects previous discussions and meets required deadlines.

RFP Contents

- I. Introduction
- II. Project Background
- III. Scope of Services
- IV. Timeline
- V. Instructions to Proposers
- VI. Evaluation of Proposals
- VII. Contract Terms and Conditions

Proposed Timeline

Task	Timeline
Release of RFP	October 16, 2024
Deadline for Questions Regarding RFP	November 1, 2024
Deadline for Response to Consultant Questions	November 8, 2024
Deadline for Submittal of Proposals	November 21, 2024
Selection of Contractor	December 3, 2024
Execute Contract	By December 31, 2024
Commence Work/Services	As per proposal
Complete review draft of Plan	As per proposal
Complete Work/Services	As per proposal
2 nd Generation Watershed Management Plan Adoption	By May 25, 2026

**Eagan-Inver Grove Heights WMO
2025 BUDGET**

REVENUE	Approved 2024 Budget	Draft 2025 Budget
1. Member City Assessments	\$50,000	\$52,000
Eagan	\$48,287	\$50,239
Inver Grove Heights	\$1,713	\$1,761
2. Interest Income	\$0	\$0
3. Use of Fund Balance	\$36,300	\$52,000
TOTAL INCOME	\$86,300	\$104,000
EXPENSE		
1. Work Program	\$45,800	\$43,500
A. File Annual Activity Report, Finance Report and Audit	\$2,000	\$4,000
B. Publish/Distribute Annual Newsletter or Communication	\$300	\$300
C. Web Site	\$1,000	\$1,000
D. Board Education	\$500	\$500
E. Implement Watershed Plan		
1. Support Programs (LCW, LRI & CLIMB)	\$21,000	\$26,200
2. WMO Education and Outreach Programs	\$13,500	\$4,000
3. Match for WBIF - Places of Worship BMP Feasibility	\$7,500	\$0
4. Water Conservation Marketing Campaign	\$0	\$7,500
2. Administrative	\$25,500	\$25,500
A. Staff Services (General)	\$22,000	\$22,000
B. Engineering Consulting Services (General)	\$3,000	\$3,000
C. Legal Consulting Services (General)	\$500	\$500
3. Watershed Plan	\$15,000	\$35,000
A. Consulting Services for Watershed Plan Update ¹	\$15,000	\$35,000
4. Liability Insurance ²	\$0	\$0
TOTAL EXPENSE	\$86,300	\$104,000
INCOME - EXPENSE	\$0	\$0

¹ = Plan Update Start 2024, Completion in 2026

² = Covered within Eagan's Policy

2025 Work Plan and Budget

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Eagan-Inver Grove Heights Watershed Management Organization

Task	Calculation			Sub-total
	Hours	Rate	Fees	
Administration				
Financial Reports and Budget Performance	15	\$100.00	\$0.00	\$1,500.00
Calculate and report for each meeting fund balances on CDs, savings, and checking accounts and update budget performance report, assist Auditor with audit as needed.				
Board Meeting Preparation - Based on 6 Meetings	100	\$100.00	\$100.00	\$10,100.00
1) Assemble Board packet 2) Meeting space coordination 3) Distribute and post packet, agenda, minutes		Fee is for paper and postage		
Annual Reports, Plans, Dues, and Budget	25	\$100.00	\$0.00	\$2,500.00
Meet BWSR requirements by developing and submitting reports. Prepare annual budget. Calculate dues based on tax capacity. Invoice members for payment.				
Records Management	10	\$100.00	\$0.00	\$1,000.00
Store records according to policy. Respond to data requests as needed.				
General Correspondence	30	\$100.00	\$0.00	\$3,000.00
Coordinate with local, regional and state entities.				
Administration Total				\$18,100.00

Task	Calculation			Sub-total
	Hours	Rate	Fees	
Education and Outreach				
Website Hosting and Maintenance	20	\$100.00	\$1,000.00	\$3,000.00
Host and maintain a website, as required by BWSR, with meeting information, plans, reports, grants and other information.		Fee is for web hosting		
Advocacy and Outreach	25	\$100.00	\$0.00	\$2,500.00
Implement the advocacy, education and outreach strategies within the Watershed Management Plan.				
Landscaping for Clean Water			\$8,000.00	\$8,000.00
Provide access to the Landscaping for Clean Water: Introduction Class Materials, Design Course Materials and Maintenance Workshop. <i>(Includes online registration, partner coordination, presentation creation and updates, creation of education and outreach materials, participant tracking, one-on-one design assistance)</i>		Introduction Class= \$2,000 Desing Course= \$4,000 Maintenance Workshop= \$2,000		
Lawns Relimagined			\$3,000.00	\$3,000.00
Provide a workshop that helps homeowners transition their yards to low-input systems (i.e. reduce fertilizer, reduce water, reduce mowing, etc). This may include program administrative tasks, developing workshop content, and print materials for participants.		Presentation, Admin, and Materials		
Education and Outreach Total				\$13,500.00

2025 Work Plan and Budget
Eagan-Inver Grove Heights Watershed Management Organization

Technical Assistance	Hours	Rate	Fees
Landscaping for Clean Water			\$7,200.00
Technical assistance to homeowners including layout, mid-point and final inspections for raingardens, native plantings and shoreline stabilizations.		\$600 times 12 projects	\$7,200.00
Technical Assistance Total			\$7,200.00

Cost Share	Fees		
Landscaping for Clean Water			\$3,000.00
Provide cost share to landowners for projects including raingardens, native plantings and shoreline stabilization projects consistent with SWCD cost share policies.		\$250 times 12 projects	\$3,000.00
Cost Share Total			\$3,000.00

Total Agreement Not-to Exceed			\$41,800.00
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Note: Additional items may be required of the SWCD during the workplan timeframe and individual budget amounts may change as work progresses. If proposed changes are to exceed the total agreed amount, this work plan will then be amended and re-executed by the E-IGHWMO and SWCD.



Eagan - Inver Grove Heights

Watershed Management Organization

Board of Managers 2025 Meeting Schedule

*Meeting dates and locations subject to change
All change notices will be posted*

Locations:

Eagan Maintenance Facility
3501 Coachman Point
Eagan, MN 55122

Inver Grove Heights City Hall
8150 Barbara Ave
Inver Grove Heights, MN 55077

Time: 5:30 p.m. to 7:00 p.m.

Dates: *Typically the third Tuesday of every other month*

Date	Location
February 18 th , 2025	Eagan
April 15 th , 2025	Inver Grove Heights
June 17 th , 2025	Eagan
August 19 th , 2025	Eagan
October 21 th , 2025	Inver Grove Heights
December 2 nd or 9 th , 2025	Eagan

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
 - 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
 - IGH Newsletter Deadline (April-May-June Issue)
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)
 - IGH Newsletter Deadline (July-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
 - IGH Newsletter Deadline (Oct-Nov-Dec Issue)
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)
 - IGH Newsletter Deadline (Jan-Feb-March Issue)
 - Make rain barrel order decision