



# Eagan - Inver Grove Heights

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## Watershed Management Organization

### AGENDA

#### BOARD OF MANAGERS MEETING

**February 18, 2025 at 5:30 P.M.**

**Eagan Maintenance Facility**

3501 Coachman Point, Eagan, MN 55122

1. Call to Order
2. Approval of Agenda
3. Consent Agenda
  - 3.1. Minutes December 3, 2024
  - 3.2. Invoices for Payment
  - 3.3. 2025 Year-to-Date Financial Summary
4. Presentations
  - 4.1. Landscaping for Clean Water Refresher
  - 4.2. Watershed Plan Update Kickoff and Gaps Analysis
5. New Business
  - 5.1. Annual Appointments
  - 5.2. 2025 Communication and Outreach Plan
    - 5.2.1. Outreach, Lakeshore Owners Dakota SWCD
    - 5.2.2. Outreach, Library Exhibit Update
    - 5.2.3. Outreach, UMN Extension “Let’s Get Growing Expo” (March 1)
    - 5.2.4. Outreach, City of Eagan Earth Week (April 19)
    - 5.2.5. Adopt-A-Drain Proposal
  - 5.3. Watershed Based Implementation Funding (WBIF) allocation.
  - 5.4. Audit
6. Community Updates
7. Agenda Items for April 15, 2025 Meeting at Inver Grove Heights
8. Adjournment

*A Joint Powers Organization of the Cities of Eagan and Inver Grove Heights*

3830 Pilot Knob Road, Eagan, MN 55122-1810

Phone: (651) 675-5300



## 1. Call to Order

Chair Monica Foss called meeting to order at 5:30pm.

Present: Chair Monica Foss (Eagan), Vice Chair Sarah Saito (Inver Grove Heights), Secretary/Treasurer Jennifer Workman Jesness (Eagan), Kathleen Reitz (Eagan)

Staff: E-IGHWMO Administrator Victoria Ranua, City of Eagan Water Resources Specialist Gregg Thompson, City of Inver Grove Heights Engineering Technician Nicole Portugal.

Others: None.

## 2. Approval of Agenda

A motion by Workman Jesness to approve the agenda. Second by Reitz. Motion carried unanimously.

## 3. Consent Agenda

3.1 Minutes of October 15, 2024 Meeting

3.2 Invoices for Payment

3.3 Year-to-Date Financial Summary

A motion by Workman Jesness to approve the consent agenda. Second by Saito. Motion carried unanimously.

## 4. Old Business

### 4.1 Review Proposals for Watershed Planning Services

A motion by Workman Jesness to approve Stantec to perform Watershed Planning Services for the E-IGHWMO with a not-to-exceed amount of \$32,759 and allow the Chair to execute any contract for those services. Second by Saito. Motion carried unanimously.

### 4.2 Review Outreach Efforts

Board heard summaries for the Landscaping for Clean Water, Pet Waste Bag initiatives, and Rain barrels.

## **5. New Business**

### **5.1 Salt Wise Week (NEW!)**

No action taken. The WMO is supportive of the initiative but is not prepared to contribute in 2025.

### **5.2 Permanent Exhibit**

A motion by Workman Jesness to authorize Manager Kathleen Reitz to have preliminary discussions with Dakota County about the feasibility of having WMO educational displays with in the library. Second by Saito. Motion carried unanimously.

## **6. Community Updates**

Inver Grove Heights will be hiring a new Environmental Specialist, until then Environmental Collaborative initiative is on hold. The City will be hosting a public meeting on its MS4 in the future.

City of Eagan reported on the following: Goat Hill Park stormwater BMP installation; updating Capital Improvement Plan (CIP) which includes stormwater pond cleaning and 2026-2027 Water Quality modeling; Brian Leyendecker, Stormwater Technician, will be pursuing MPCA Level 2 Smart Salting Certification for the City; Jenna Olson, Water Resources Manager, submitted delisting evidence to the MPCA for Carlson and Holz Lake.

## **7. Agenda Items for February 18, 2024 Meeting**

Agenda items for February include Watershed Plan Update, and update on any library exhibit discussion.

## **8. Adjournment**

A motion by Reitz to adjourn meet. Second by Workman Jesness. Motion carried unanimously. Meeting adjourned at 7:13 pm.

## 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: 12/17/2024

612-670-6216  
[azawistoski01@hamline.edu](mailto:azawistoski01@hamline.edu)

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

Project Title: Clean Water Minnesota

Description	Cost
2025 Membership: Clean Water MN and Adopt-a-Drain	\$350.00
<b>TOTAL</b>	<b>\$350.00</b>

### Benefits of membership

- You and your colleagues are invited to attend our **monthly meetings**, both in person and virtual, 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 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](mailto:azawistoski01@hamline.edu)) and request to be added.
- Your organization will be **listed as a supporting partner** on [cleanwatermn.org/about-us](http://cleanwatermn.org/about-us), and on [adopt-a-drain.org](http://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](http://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 most current marketing guide here: [ms4.adopt-a-drain.org/marketing-guide](http://ms4.adopt-a-drain.org/marketing-guide). Download promotional materials from the Google Drive folder: [drive.google.com/drive/folders/1b6cLsITfI6xs9xHz2ZZTt8tLJ63rN0Bd](https://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](https://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/](http://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, 2025. Unspent funds will rollover to support program activities in 2026.



## Annual Report

## 2024 WATERSHED PARTNERS SUMMARY

1,328

participants  
2024

2,221

drains adopted  
2024

10,033

participants  
TOTAL

18,464

drains adopted  
TOTAL

2,622, or 26.1%, of WSP participants, reported cleaning drains in 2024

WSP participants collected 102,712.5 lbs of debris from their adopted storm drains in 2024

Debris Type	Amount (lbs)
Brown Leaves	59,264.5
Grass and Green Leaves	5,582.3
Sediment and dirt	32,361.2
Trash	4,978.9
Pet Waste	11.9
Recyclables	0.0
Salt	513.8

Month	New Participants	Drains Adopted	Debris collected (lbs)	Time spent (hrs)	Drains cleaned
January	34	57	20,905.80	665.0	620.0
February	26	40	2,773.28	92.5	205.0
March	42	94	3,516.28	92.9	202.0
April	111	254	14,971.54	241.8	535.0
May	88	139	6,912.91	468.8	385.0
June	75	132	8,982.80	135.4	344.0
July	78	179	10,193.32	1396.2	361.0
August	432	623	8,499.59	149.3	360.0
September	218	383	5,426.35	116.5	352.0
October	112	166	8,952.73	145.4	303.0
November	95	125	32,152.72	552.6	946.0
December	17	29	7,310.78	98.4	174.0
<b>TOTALS</b>	<b>1328</b>	<b>2221</b>	<b>130,598.1</b>	<b>4,154.6</b>	<b>4,787.0</b>

## 1 Adopt-a-Drain

A Project of Hamline University's Center for Global Environmental Education.

[adopt-a-drain.org](https://adopt-a-drain.org)

PRELIMINARY 2024 DATA



## PARTICIPANT INFORMATION

## Annual Report Watershed Partners Summary

### Participant Types

Participant type	Number of participants in 2024	Total number of participants	Percent of participants in 2024	Percent of total participants
Individual	1254	9680	94.4%	96.5%
School or Classroom	39	129	2.9%	1.3%
Business	18	110	1.4%	1.1%
Community Organization	17	115	1.3%	1.1%

### How Participants heard about Adopt-a-Drain

Referral Type	Number of participants in 2024	Number of participants total	Percent of participants in 2024	Percent of total participants
Other	506	1245	38.1%	12.4%
Friend, family or neighbor	268	803	20.2%	8.0%
My city or watershed district	172	653	13.0%	6.5%
Family's teacher or school	104	178	7.8%	1.8%
Social media (Facebook, Next Door)	74	484	5.6%	4.8%
News outlet	62	234	4.7%	2.3%
Yard sign	47	142	3.5%	1.4%
Door hanger or flyer	17	203	1.3%	2.0%

#### 2 Adopt-a-Drain

A Project of Hamline University's Center for Global Environmental Education.

[adopt-a-drain.org](https://adopt-a-drain.org)

PRELIMINARY 2024 DATA



**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 #
12/31/2024	3422

BILL TO			
Eagan-Inver Grove Heights WMO C/O Jenna Olson 3501 Coachman Point Road Eagan, MN 55122			
AGREEMENT	BILLING PERIOD	TERMS	
2024 Agreement	Oct - Dec 2024	Net 30 Days	
DESCRIPTION	HRS/COUNT	RATE	AMOUNT
<b>ADMINISTRATION</b>			
Financial Reports, Board Meeting Preparation, and General Correspondence.	117.5	95.00	11,162.50
Fee: Printing and Postage	1	25.00	25.00
Fees: salting cups	2	319.01	638.02
<b>EDUCATION AND OUTREACH</b>			
Website Maintenance	11	95.00	1,045.00
Fee: Website Hosting: link checker plug-in update	1	25.00	25.00
Advocacy and Outreach:	3	95.00	285.00
Landscaping for Clean Water Intro Class	0	1,900.00	0.00
Landscaping for Clean Water Design Class	0	3,800.00	0.00
Landscaping for Clean Water Maintenance Workshop	0	1,900.00	0.00
<b>TECHNICAL ASSISTANCE</b>			
Landscaping for Clean Water Technical Assistance:	0	600.00	0.00
<b>COST SHARE</b>			
Landscaping for Clean Water Grants:	0	250.00	0.00
It's been a pleasure working with you!		<b>Total</b>	\$13,180.52

**2024 Eagan Inver Grove Heights WMO**

95 hourly rate

	Workplan		Balance		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total Billings	
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
											inv	3422		
<b>Administration</b>														
Board Meeting Preparation	100	\$9,500.00	-110.0	-\$10,450.00	39.50	\$ 3,752.50	33.50	\$ 3,182.50	19.50	\$ 1,852.50	117.50	\$ 11,162.50	210.00	\$ 19,950.00
Annual Reports, Plans, Financial Reports	40	\$3,800.00	40.0	\$3,800.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Records Management	10	\$950.00	10.0	\$950.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
General Correspondence (Leagal Notices/Public Hearing)	30	\$2,850.00	30.0	\$2,850.00		\$ -		\$ -		\$ -		\$ -	-	\$ -
Other Expenses				-\$2,600.40		\$ 216.49		\$ 72.00	1.0	\$ 1,673.89	2.0	\$ 638.02	3.0	\$ 2,600.40
Printing & Postage		\$100.00		\$0.00		\$25.00		\$25.00		\$25.00		\$25.00	0.0	\$ 100.00
<b>Subtotal</b>	<b>180</b>	<b>\$17,200.00</b>	<b>-30.00</b>	<b>-\$5,450.40</b>		<b>\$3,993.99</b>	<b>33.5</b>	<b>\$3,279.50</b>	<b>20.5</b>	<b>\$3,551.39</b>	<b>119.5</b>	<b>\$11,825.52</b>	<b>213.0</b>	<b>\$22,650.40</b>
<b>Education and Outreach Assistance</b>														
Website Updates and Maintenance	20.00	\$ 1,900.00	(2.50)	\$ (237.50)	8.00	\$ 760.00	2.00	\$ 190.00	1.50	\$ 142.50	11.00	\$ 1,045.00	22.50	\$ 2,137.50
Website Hosting Fee	1.00	\$ 1,000.00		\$ 75.00		\$ 900.00		\$ -		\$ -		\$ 25.00	-	\$ 925.00
Advocacy & Outreach	25.00	\$ 2,375.00		\$ 190.00		\$ -	20.00	\$ 1,900.00		\$ -	3.00	\$ 285.00	23.00	\$ 2,185.00
Landscaping for Clean Water Intro Class	1.00	\$ 1,900.00		\$ -		\$ -	1.00	\$ 1,900.00		\$ -		\$ -	1.00	\$ 1,900.00
Landscaping for Clean Water Design Course	1.00	\$ 3,800.00		\$ -		\$ -	1.00	\$ 3,800.00		\$ -		\$ -	1.00	\$ 3,800.00
Landscaping for Clean Water Maintenance Workshop	1.00	\$ 1,900.00		\$ -		\$ -	1.00	\$ 1,900.00		\$ -		\$ -	1.00	\$ 1,900.00
<b>Subtotal</b>	<b>49.00</b>	<b>\$12,875.00</b>	<b>(2.50)</b>	<b>\$27.50</b>	<b>8.00</b>	<b>\$ 1,660.00</b>	<b>25.00</b>	<b>\$ 9,690.00</b>	<b>1.50</b>	<b>\$ 142.50</b>	<b>14.00</b>	<b>\$ 1,355.00</b>	<b>22.50</b>	<b>\$ 12,847.50</b>
<b>Technical Assistance Landscaping for Clean Water</b>														
WBIF Match - Places of Worship - Stormwater Practices (BWSR Rate)	80	\$7,500.00		\$87.00		\$ -	49.5	\$3,316.50	60.5	\$4,096.50		\$ -	110.00	\$7,413.00
Landscaping for Clean Water Technical Assistance	12	\$7,200.00		\$5,400.00		\$ -	1.00	\$ 600.00	2.00	\$ 1,200.00		\$ -	3.00	\$1,800.00
Landscaping for Clean Water Projects	12	\$3,000.00		\$2,250.00		\$ -	1.00	\$ 250.00	2.00	\$ 500.00		\$ -	3.00	\$750.00
<b>Subtotal</b>		<b>\$17,700.00</b>		<b>\$7,650.00</b>		<b>\$0.00</b>		<b>\$4,166.50</b>		<b>\$5,796.50</b>		<b>\$ -</b>	<b>116.00</b>	<b>\$ 2,550.00</b>
<b>Totals:</b>	<b>229</b>	<b>\$47,775.00</b>	<b>-32.5</b>	<b>\$2,227.10</b>	<b>8.0</b>	<b>\$5,653.99</b>	<b>58.5</b>	<b>\$17,136.00</b>	<b>22.0</b>	<b>\$9,490.39</b>	<b>133.5</b>	<b>\$13,180.52</b>	<b>235.5</b>	<b>\$38,047.90</b>
Actual Install Time					0.00		5.00		5.00		0.00		10.00	\$950.00



**DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT - TIMESHEET**

**Eagan - Inver Grove Heights WMO**

Pay Period Start: 09/30/2024  
 Pay Period End: 12/31/2024

4th Qtr 2024

Funding Source / Agreement		Task	Notes	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Total Hours	
VR	VR21	Eagan_IGH_WMO	Administration	Background, Packet, RFP prep	0.5	8.0	3.0	1.5		0.5				2.0	15.5
CH	CH21	Eagan_IGH_WMO	Administration	Board Packet			0.5								0.5
VR	VR23	Eagan_IGH_WMO	Administration	McCarthy Trust Farm Site Visit							3.0				3.0
AG	AG22	Eagan_IGH_WMO	Administration	Mtg prep, RFP review, Minutes posting, Board mtg and followup	1.0	3.0	1.0								5.0
AG	AG21	Eagan_IGH_WMO	Administration	Oct finances/agenda/packets	1.0	1.0	1.0	1.0							4.0
VR	VR23	Eagan_IGH_WMO	Administration	Plan RFP Responses				2.0	0.5						2.5
VR	VR F	Eagan_IGH_WMO	Administration	Plan Update, Annual Plan, AIS on Eagan Lakes, JPA	4.5	2.0		1.0		2.0	2.0				11.5
VR	VR25	Eagan_IGH_WMO	Administration	Proposal Review, Follow-Up, Minutes, Annual Report, McCarthy	4.0		7.5			3.0	6.5	8.5	5.5	2.5	37.5
VR	VR24	Eagan_IGH_WMO	Administration	RFP Emails, Organization, Matrix, Packet, Salt Wise			2.0	1.5	1.0	0.5	2.5	2.0	2.0	6.5	18.0
VR	VR22	Eagan_IGH_WMO	Administration	Smart Salting, Demographics, Adopt-a-Drain training	3.0	2.5	0.5	0.5	4.0	2.0	0.5	0.5	0.5		14.0
AG	AG24	Eagan_IGH_WMO	Administration	Watershed Partners coord		0.5									0.5
VR	VR26	Eagan_IGH_WMO	Administration			1.5		1.0		2.5		0.5			5.5
VR	VR24	Eagan_IGH_WMO	Education - Advocacy and Outreach	Adopt-a-Drain											0.0
VR	VR22	Eagan_IGH_WMO	Education - Advocacy and Outreach	Eagan Vegetable Farm Sediment				1.5							1.5
VR	VR24	Eagan_IGH_WMO	Education - Advocacy and Outreach	Salt Cup Delivery		1.0									1.0
CH	CH23	Eagan_IGH_WMO	Education - Advocacy and Outreach	Salt Posters				0.5							0.5
CH	CH25	Eagan_IGH_WMO	Education - Website Tasks	2025 Setup, Minutes, Broken Links, Calendars			0.5				0.5				1.0
CH	CH F	Eagan_IGH_WMO	Education - Website Tasks	2025 updates, Broken Links						1.0					1.0
CH	CH26	Eagan_IGH_WMO	Education - Website Tasks	LCW stats compiling										1.0	1.0
CH	CH24	Eagan_IGH_WMO	Education - Website Tasks	Meetings Posts, Broken Links, Page Updates										1.5	1.5
CH	CH22	Eagan_IGH_WMO	Education - Website Tasks	Proof, Corrections, Posts. RFP, Redirects, Broken Links, Staff/Board updates			3.0	0.5	0.5	0.5					4.5
CH	CH23	Eagan_IGH_WMO	Education - Website Tasks	Website Links							0.5				0.5
CH	CH21	Eagan_IGH_WMO	Education - Website Tasks	Website Update, broken links/buttons				1.0	0.5						1.5
															0.0
															0.0
															0.0
															0.0
															0.0
<b>Subtotal:</b>					13.5	11.5	16.0	8.0	8.5	9.5	14.0	15.0	8.5	11.5	131.5

PP#	Pay Period Start	Pay Period End	Total Hrs
21	09/29/2024	10/12/2024	21.50
22	10/13/2024	10/26/2024	25.00
23	10/27/2024	11/09/2024	6.50
24	11/10/2024	11/23/2024	21.00
25	11/24/2024	12/07/2024	38.50
26	12/08/2024	12/21/2024	6.50
27	12/22/2024	12/31/2024	0.00
Adjustments			0.0
<b>Total Staff Hours per Payperiod</b>			<b>119.0</b>

Eagan - Inver Grove Heights WMO  
4th Qtr 2024

hourly rate:	95	95	95	95	95	95	95	95	95	95	95	95	95	0	0		
	AG	AS	CC	CH	DH	DL	JB	JS	LA	PL	TM	VR	0	0	Total Hours	Fees	
Administration	9.50	-	-	0.50	-	-	-	-	-	-	-	107.50	-	-	117.50	11,162.50	
Education - Website Tasks	-	-	-	11.00	-	-	-	-	-	-	-	-	-	-	11.00	1,045.00	
Education - Advocacy and Outreach	-	-	-	0.50	-	-	-	-	-	-	-	2.50	-	-	3.00	285.00	
Technical Assistance-LCW Installs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
FY23 WBIF Match - Stormwater Practices	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Totals</b>	<b>9.50</b>	<b>-</b>	<b>-</b>	<b>12.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>110.00</b>	<b>-</b>	<b>-</b>	<b>131.50</b>	<b>12,492.50</b>	

Match requirement is \$7,500

**CapitalOne Credit Card**

**Transaction Details**

Date: 10/25/2024

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Vendor: 4IMPRINT

---

Amount: \$319.01

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Details: Salting Cups

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Account Code: Eagan-Inver Grove Heights WMO



101 Commerce St  
PO Box 320  
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746  
Free Fax: 800-355-5043

**Main Address**  
ASHLEY GALLAGHER  
DAKOTA COUNTY SOIL AND WATER  
CONSERVATION DISTRICT  
4100 220TH ST W STE 102  
FARMINGTON, MN 55024-7080

**Invoice Address**  
Pamela LaValle  
Dakota County Soil and Water  
Conservation District  
4100 220th Street W Suite 102  
Farmington MN 55024  
USA

**Shipping Address**  
Ashley Gallagher  
Dakota County SWCD  
4100 220TH ST W STE 102  
FARMINGTON, MN 55024-7080  
USA  
Tel: (651) 480-7777

**Order Number:** 28304716  
**Order Date:** October 21 2024  
**Account No:** 3895351  
**Reference No:**

**Questions Call:** Monica Friebel  
**Phone:** 877-446-7746 Ext. 8404  
**Fax:** 888-239-5092  
**Email:** mfriebel@4imprint.com

**Item** Event Stadium Cup - 12 oz. **Colors** (Cup,Trim): Green, Green

Qty	Item #	Description	Unit \$	Price \$	Total \$
500	110552-12	Event Stadium Cup - 12 oz.	0.5900	295.00	295.00
		Freight		24.01	24.01
					319.01

**Artwork Instructions**

Product Color (Base, Trim): Green,Green  
Imprint Location: Wrap  
Imprint Colors: White

**Additional Notes:**

Art on file: please refer to our previous order (26112089-1) Date: 10/24/2023

**Grand Total** 319.01

Eagan-Inver Grove Heights WMO

**CapitalOne Credit Card**

**Transaction Details**

Date: 11/11/2024

---

Vendor: 4imprint

---

Amount: \$319.01

---

Details: Salting Cups

---

Account Code: Eagan-Inver Grove Heights WMO



101 Commerce Street  
 Oshkosh, WI 54901  
 Toll Free 877-446-7746  
 Fax 800-355-5043

**Order Details**  
**Order Number:** 28395093  
**Order Date:** 11/4/2024

**Delivery Address**  
 Ashley Gallagher *Victoria*  
 Dakota County SWCD  
 4100 220th Street W Suite 102  
 Farmington, MN 55024

**Event Stadium Cup - 12 oz. (110552-12)**

Description	Qty	Color	Cost/Unit	Total
Event Stadium Cup - 12 oz.	500	Green / Green	\$0.59	\$295.00
Set-Up Charge	1	n/a	\$0.00	\$0.00

**Artwork Instructions**

Imprint    Wrap  
 Location :  
 Color(s) :    White

**Order Total**

Freight	\$24.01
Tax	\$0.00
<b>Total</b>	<b>\$319.01</b>

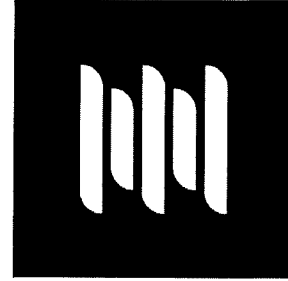
*Eagan-IG41 WMO*

**Important notice:** In most cases the prices shown are actual and final. However due to the complexities of your artwork or the customization involved with the product, additional charges may apply or some of the additional charges shown may not be chargeable. If any changes are required, we will contact you by e-mail prior to production and you will have the option to cancel your order without penalty. In any case where additional charges apply your signed approval will be required to proceed.

**We will be sending information about your order to you via e-mail.** To avoid any delays, we do ask that you check your e-mail during the time your order is in process for any updates.

*AK*

144design  
8823 Shadyview Lane North  
Maple Grove, MN 55311-1492 US  
(612)708-7004  
samuel@144design.com



# INVOICE

**BILL TO**  
David Holmen  
Dakota County SWCD  
4100 220th Street West  
Farmington, MN 55024 Dakota

INVOICE # 24-10800  
DATE 10/01/2024  
DUE DATE 10/31/2024  
TERMS Net 30

DATE	SERVICE	QTY	RATE	AMOUNT
09/23/2024	001-Design Link checker Plugin updates and installs on all sites	1:00	125.00	125.00

Thank you for your business!  
providing the creative work for the nontaxable advertising service.

BALANCE DUE

**\$125.00**

Black Dog WMO \$25  
 Eagan-IGH WMO \$25  
 LMR WMO \$25  
 NCR WMO \$25  
 DC SWCD \$25

PAID 22613  
 10-10-24  
 [Signature]

NOTE:  
 Please make checks payable to : 144DESIGN, INC  
 (EIN:46-2308099) Creative work provided for the nontaxable advertising service.

<b>Invoice Number</b>	2346838
<b>Invoice Date</b>	January 31, 2025
<b>Purchase Order</b>	227707496
<b>Customer Number</b>	1312103
<b>Project Number</b>	227707496

**Bill To**

Eagan-Inver Grove Heights  
 Water Management  
 Organization  
 Victoria Ranua  
 4100 220th Street  
 Suite 102  
 Farmington MN 55024  
 United States

**Please Remit To**

Stantec Consulting Services  
 Inc. (SCSI)  
 13980 Collections Center  
 Drive  
 Chicago IL 60693  
 United States

<b>Project</b>	<b>2nd Generation Watershed Management Plan</b>		
Project Manager	Spector, Diane F	Contract Upset	32,759.00
Current Invoice Total (USD)	3,869.50	Amount Billed to Date	3,869.50
		For Period Ending	<b>January 24, 2025</b>

<b>Top Task</b>	<b>100</b>	<b>Stakeholder Input</b>		
<u>Professional Services</u>				
<b>Category/Employee</b>		<b>Current Hours</b>	<b>Rate</b>	<b>Current Amount</b>
		Young, Kyle	1.50	133.00
		Tilman, Elizabeth (Lisa)	0.75	204.00
		Spector, Diane F	0.50	214.00
		<b>Subtotal Professional Services</b>	<u>2.75</u>	<u>459.50</u>
Top Task Subtotal	Stakeholder Input			459.50

<b>Top Task</b>	<b>200</b>	<b>Plan Update &amp; Review</b>		
<u>Professional Services</u>				
<b>Category/Employee</b>		<b>Current Hours</b>	<b>Rate</b>	<b>Current Amount</b>
		Neumiller, Grace Catherine	3.00	152.00
		Avidan, Kaitlyn M	13.50	158.00
		Tilman, Elizabeth (Lisa)	1.00	204.00
		<b>Subtotal Professional Services</b>	<u>17.50</u>	<u>2,793.00</u>
Top Task Subtotal	Plan Update & Review			2,793.00

<b>Top Task</b>	<b>400</b>	<b>Project Management</b>		
<u>Professional Services</u>				
<b>Category/Employee</b>		<b>Current Hours</b>	<b>Rate</b>	<b>Current Amount</b>
		Tilman, Elizabeth (Lisa)	2.50	204.00
		Spector, Diane F	0.50	214.00



Invoice Number	2346838
Invoice Date	January 31, 2025
Purchase Order	227707496
Customer Number	1312103
Project Number	227707496

Subtotal Professional Services	<u>3.00</u>	<u>617.00</u>
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Top Task Subtotal	Project Management	617.00
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Total Fees & Disbursements	<u>3,869.50</u>
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<b>INVOICE TOTAL (USD)</b>	<b><u>3,869.50</u></b>
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**Net Due in 30 Days or in accordance with terms of the contract**

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**E-IGH Watershed Management Organization**  
2025  
Revenue and Expense Summary

General Fund	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	2024 Total	2024 Budget
<b>Revenues:</b>						
Member Allocations					\$ -	\$ 52,000.00
Interest/Other (Use of Fund Balance)					\$ -	\$ 52,000.00
<b>Total Revenues:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 104,000.00</b>
<b>Expenses:</b>						
<b>Work Program</b>						
A. File Annual Activity Report, Finance Report and Audit					\$ -	\$ 4,000.00
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)					\$ -	\$ 26,200.00
2. WMO Education and Outreach Programs	\$ 350.00				\$ 350.00	\$ 4,000.00
3. Water Conservation Marketing Campaign					\$ -	\$ 7,500.00
<b>Organizational Administration</b>						
Staff Services (general)					\$ -	\$ 22,000.00
Engineering and Consulting Services (general)					\$ -	\$ 3,000.00
Legal Consulting Services (general)					\$ -	\$ 500.00
<b>Watershed Plan</b>						
Consulting Services	\$ 3,869.50				\$ 3,869.50	\$ 35,000.00
<b>Total Expenses:</b>	<b>\$ 4,219.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,219.50</b>	<b>\$ 104,000.00</b>
<b>Net Surplus / (-) Deficit</b>	<b>\$ (4,219.50)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,219.50)</b>	<b>\$ -</b>



# Eagan - Inver Grove Heights Watershed Management Organization

## BOARD AGENDA ITEM REPORT

<b>MEETING DATE:</b>	February 18, 2025
<b>AGENDA ITEM:</b>	4.2
<b>PREPARED BY:</b>	Victoria Ranua, Administrator & Lisa Tilman, Stantec
<b>PRESENTED BY:</b>	Lisa Tilman, Stantec & Victoria Ranua, Administrator
<b>AGENDA ITEM:</b>	Watershed Plan Update Kickoff and Gaps Analysis

**BACKGROUND:** The Eagan-Inver Grove Heights Watershed Management Organization (WMO), is beginning its update to its 10-year watershed plan which expires May 25, 2026. We will begin with a watershed plan process overview as well as beginning a gaps analysis (where we are vs. where we desire to be). This will be led by our consultant, Lisa Tilman from Stantec.

**BUDGET IMPACT:** None currently, beyond current allocation. We may discuss increasing administrative hours down the line as the watershed plan progresses. Budgeted hours were held steady to non-watershed planning past years, which may not be realistic.

**RECOMMENDED MOTION:** Activate the Citizen Advisory Committee to consist of the Eagan's Sustainable Advisory Commission (8 members) and IGH's Environmental Advisory Commission (9 members) (or choose another or additional method for citizen input).

Activate the Technical Advisory Committee to consist of Dakota County and the SWCD and other technical advisor like the MPCA Smart Salting Advisor, DNR fisheries staff.

A motion to set a special meeting for March X, 2025 at X:XX at X location.

**ATTACHMENT:** Stantec, Gaps Analysis

## Watershed Plan Gaps & Opportunities Analysis

### Statute

#### 103B.201 (1) Protect, preserve, and use natural surface water and groundwater storage and retention systems

*Source*

MN DNR Comment	Increase communication about risk of overuse and degradation of groundwater resources and promote water conservation
MN DNR Comment	Increase coordination of monitoring activities between organizations with water management responsibilities, including monitoring water level trends using member community water level measurements
MN DNR Comment	Increase coordination of communication activities between organizations with water management responsibilities
MN DNR Comment	Facilitate communication across entities (ie. cities of Eagan, IGH) to reduce redundant labor

#### 103B.201 (2) Minimize public capital expenditures needed to correct flooding and water quality problems

*Source*

Staff	In between Alum Treatment support.
Staff	Support volunteer monitoring through CAMP program.
BWSR PRAP Review 2022 Item	Collaborate with non-profits (ie. MN Native Plant Society) and other organizations (US Army Corps of Engineers, St. Paul District, LMRWD, UMN Extension) to increase scale of WMO activities.
Staff & MCPA + BSWR Comments	Sponsor projects through the LCW program in environmental justice areas and provide rain garden grant money to residents.
MN DNR Comment	Receive additional support on Smart Salting or Water Smart Yards programs
MN DNR Comment	Conservation Partners Legacy Grant funds conservation projects that restore, enhance, or protect forests, wetlands, prairies, and habitat for fish, game, and wildlife

## Watershed Plan Gaps & Opportunities Analysis

### 103B.201 (3) Identify and plan for a means to effectively protect and improve surface water and groundwater quality

*Source*

BWSR PRAP Review 2022 Item

Disseminate Eagan + IGH water quality monitoring data in annual WMO report

BWSR PRAP Review 2022 Item

Monitor and report on watershed hydrologic trends and water quality

BWSR PRAP Review 2022 Item

Encourage participation in MN Water Steward program

BWSR PRAP Review 2022 Item

Implement watershed improvements (ie. iron-enhanced sand filter, basin expansion, rain gardens, street sweeping) to reduce annual phosphorus loading in LeMay Lake, O'Leary Lake, Bald Lake, North Lake, Carlson Lake, Quigley Lake Cliff Lake, Fitz Lake, HOLz Lake, Hay Lake, and LP-30.

BWSR comment

Develop quantifiable goals with associated actions to achieve them, such as pollution reduction amounts, number of educational events, assessments, studies, or model ordinances.

BWSR comment

Consider estimated and actual results from completed LCW projects on LeMay lake to inform potential numeric goals for the next ten years.

### 103B.201 (4) Establish more uniform local policies and official controls for surface water and groundwater management

*Source*

MPCA Comment

Enforce Chloride warnings and Smart Salting trainings. Promote Low Salt, No Salt week.

BWSR PRAP Review 2022

Reestablish the advisory committee (annual meetings) and conduct periodic self assessments.

Meet at least once a year.

BWSR PRAP Review + BWSR Comment

Promote BMPs and participation in the LCW program for residents and businesses

### 103B.201 (5) Prevent Erosion of the soil into surface water systems

*Source*

Staff

McCarthy Erosion

MDH Comment

Limit infiltration in delineated Emergency Response Areas (ERAs) within highly vulnerable

DWSMAs (ie. along Interstate 35E)

MDH Comment

Limit or prohibit infiltration within 100 feet of any public drinking water well, and within 50 feet of a drinking water well

## Watershed Plan Gaps & Opportunities Analysis

### 103B.201 (6) Promote groundwater recharge

*Source*

Staff	Stormwater as irrigation to reduce withdrawal
Staff	Infiltration of stormwater
Staff	Infiltration of Senaca WWTP underdrain water

### 103B.201 (7) Protect and enhance fish and wildlife habitat and water recreational facilities

*Source*

Staff	Support fisheries management
Staff	Create wildlife corridor
Staff	Public Outreach to promote fishing
Staff	Wild Rice Lake (DNR), Blackhawk Lake
City of Eagan (2020) Water Quality & Wetland Management Plan	Support protection of calcereous fens as they are an outstanding resource value to waters Increase local environmental stewardship through community outreach programs, such as organize trash cleanup event at local parks.
MPCA Comment	Educate lakeshore owners through shoreline restoration workshops
MN DNR Comment	Conduct updated systematic inventory of AIS in Eagan/IGH lakes. Communicate new infestations to community and DNR.
MN DNR Comment	

### 103B.201 (8) Secure other benefits associated with the proper management of surface water and groundwater

*Source*

MN DNR Comment	Host networking and educational events for all WMOs to collaborate Update three-year Communication and Outreach Plan - recording trends in participation (website views, social media followers, event attendance, etc.) to gauge reach of various messages. Follow-up on implementation of plan.
MN DNR Comment	
MPCA + BSWR Comments	Increase diversity, equity, inclusion, and environmental justice initiatives to address issues in communities that are more adversely impacted by environmental harm than others Serve as liaison with Cities to support MS4 reporting and ensure credits are received for stormwater and water quality minimum control measures
MN DNR Comment	
Staff & MPCA + BSWR Comments	Ensure Landscaping for Clean Water program targets communities of color in Eagan and IGH to promote equitable outcomes of water quality across the communities



# Eagan - Inver Grove Heights

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## Watershed Management Organization

### BOARD AGENDA ITEM REPORT

<b>MEETING DATE:</b>	February 18, 2025
<b>AGENDA ITEM:</b>	5.1
<b>AGENDA ITEM:</b>	Annual appointment of officers

#### **BACKGROUND:**

Based the Joint Powers Agreement that established the E-IGHWMO:

*Subdivision 5. Organization/Structure. At the Board's first meeting and annually thereafter, the Board shall elect from its managers a Chair, Vice Chair, Secretary, Treasurer, and any other officers it deems necessary to conduct its meetings and affairs. ... Unless otherwise provided by public notice, Board meetings shall be held in the council chambers of one of the members. The dates, times, and locations of meetings of the Board and the subject matter of the meetings shall be posted on the bulletin board of each member at least ten (10) days prior to the date of the meeting.*

Current positions:

Chair                                      Monica Foss  
Secretary/Treasurer      Jennifer Workman Jesness

**BUDGET IMPACT:** None.

**RECOMMENDED MOTION:** None.

What to update on this Communications and Outreach spreadsheet for 2025 / early 2026?

	Activity	Description	Implementation Year and Estimated Cost			Estimate Source	Partners
			2022	2023	2024		
Events	CLIMB Theatre	Support CLIMB Theatre one time water themed performances to groups (i.e. seniors, young adults, businesses)	\$1,000	\$1,000	\$1,000	Based on previous contracts	CLIMB Theatre
	Tour	Tour of watershed including best management practices installed followed by picnic celebration	-	\$2,000	-	Staff time to organize plus rentals/food, Every other year	DCSWCD, Cities
	Lakefest	Support Lakefest by hosting a table or providing programming	\$100	-	\$100	Materials, Rely on volunteers, Every other year event	Eagan
	Marketfest	Support Marketfest by hosting or partnering to provide a table on water quality activities	\$100	\$100	\$100	Materials, Rely on volunteers	Eagan
	Lake Clean-up	Organize 1-2 cleanups annually that are focused on a lake and rotate throughout the watershed	\$500	\$500	\$500	Materials, Rely on Volunteers, Staff time to organize	Eagan
	Dakota County Fair	Assist with the display at the fair and staff the booth	\$100	\$100	\$100	Materials, Rely on Volunteers	DCSWCD
Programming	Minnesota Water Stewards	Support current stewards with projects, activities and continuing education for maintaing certification.	\$2,000	\$2,000	\$2,000	Materials, Staff time	Freshwater, Eagan
	CLIMB Theatre	Support CLIMB Theatre water themed performances in multiple elementary schools	\$3,500	\$3,500	\$3,500	Based on previous contracts	CLIMB Theatre, Schools
	Rainbarrels	Rainbarrel distribution program in partnership with local businesses	-	\$4,000	-	Cost from rainbarrel supplier plus coordination	Local Business, Rain Water Solutions Inc
	Neighborhood Scale	Neighborhood scale meetings in conjunction with city stormwater and water quality improvement or protection projects	\$500	\$500	\$500	Staff time to organize and promotion materials	Cities, Neighborhood residents
	Landscaping for Clean Water	Support the promotion, education and installation of raingardens/native plantings/shoreline planting through the Landscaping for Clean Water Program	\$14,000	\$14,000	\$14,000	Based on previous contracts	DCSWCD, Cities
	Schools	Lesson plans tailored to meet standards and provide water education, taught by the SWCD	-	\$800	\$800	\$800 per program, Wait until after start up year or STEM standards are complete	DCSWCD, Schools
	Raingarden Maintenance	Raingarden maintenance workshops and/or adopt-a-raingarden	\$1,600	\$1,600	\$1,600	Staff time and materials, Every other year in partnership with other watersheds	DCSWCD, Cities
	Certifications	Explore different certification programs including yard/lawn care (possibly title Watershed Stars).	\$500	\$500	\$500	Staff time	DCSWCD, Cities
	Chloride	Develop and/or support education on chloride pollution and salt alternatives	\$500	\$500	\$500	Eagan and/or MPCA program	Watersheds, MPCA
	Backpacks	Water themed backpacks at libraries in the watershed	\$250	\$250	\$250	Upkeep costs	Libraries
Communication	Government	Outreach to City Councils	\$200	\$200	\$200	Staff time and materials	Cities
	Newsletter	Write an article on the E-IGHWMO and pollution prevention practices for incorporation in city newsletters	\$100	\$100	\$100	Staff Time	Cities
	Social Media	Regular watershed notes or short messages via existing social media (DCSWCD and cities)	\$200	\$200	\$200	Staff time	DCSWCD, Cities
	Reporting	Meet reporting requirements for metro watershed 8410 rules which includes an annual report	\$500	\$500	\$500	Average of previous years costs	DCSWCD, Cities, BWSR
	Lawn Care Checklist	Paper and electronic formats of a guide for lawn care that is WQ friendly. Look at incorporating a score and signs.	\$500	\$1,500	\$1,500	Staff time, sign (design/print)	Cities
	Website	Maintain website with user friendly, time relevant information and news. Develop list of resources, including models and displays, education apps, etc.	\$500	\$500	\$500	Previous years maintenance costs	DCSWCD
Partner	Fishing	Support existing fishing education programs	-	-	-	Program supported by Eagan	Eagan, MDNR
	Stormdrain Stenciling	Support existing storm drain stenciling or adopt-a-drain programs	-	-	-	Cities have stenciling programs, Adopt-a-drain is online tool	Adopt-a-Drain, Cities
	Lawn Care	Support existing water wise lawn care education for homeowners	-	-	-	Program supported by Eagan	Eagan
As Opportunities Arise	Climate Change	Participate in programs related to changing water levels and storm intensity due to climate change	\$500	\$500	\$500		
	Aquatic Invasive Species	Participate in programs related to Aquatic Invasive Species	\$500	\$500	\$500		
	Speakers Forum	Organize a local forum for hosting speakers on water related topics	\$500	\$500	\$500		
<b>Totals</b>			\$28,150	\$35,850	\$29,950		





# Eagan - Inver Grove Heights

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## Watershed Management Organization

### BOARD AGENDA ITEM REPORT

<b>MEETING DATE:</b>	February 18, 2025
<b>AGENDA ITEM:</b>	5.2.1
<b>PREPARED BY:</b>	Victoria Ranua, Administrator
<b>AGENDA ITEM:</b>	Lakeshore Owners, SWCD Shoreline Mailing

#### **BACKGROUND:**

In the Watershed Plan, it calls out lakeshore owners in several places (listed below). The Dakota SWCD will hold a Landscaping for Clean Water Natural Shoreline class on Monday, April 14 at 6:00pm at Thompson Park Dakota Lodge in West Saint Paul.

There are over 300 residential lakeshore owners in Eagan-Inver Grove Heights WMO on 23 lakes. Reaching these landowners with a shoreline class, can have a positive impact in creating advocates for each lake and taking direct actions that help improve water quality. We could send out a postcard targeting lakeshore owners.

**Watershed Plan. Goal Area B. Water Quality. E.** *The E-IGHWMO will promote installation of water quality BMPs such as bioinfiltration and filtration basins and shoreline and wetland buffers by providing information and educational opportunities for property owners.*

#### **Communication Plan and Public Outreach Program Goals**

##### *2. Lakeshore Property Owners*

*A. Know the water quality status of their lake, and the types and magnitude of improvements needed.*

*D. Understand and undertake Best Management Practices such as lakeshore buffers...*

**BUDGET IMPACT:** The WMO already contributes to SWCD Landscaping for Clean Water programing; this would target lakeshore owners to increase WMO resident participation. Postage for postcard is \$0.56 x 320 owners = \$179.20 + staff time to create card.

**RECOMMENDED MOTION:** Not sure if a motion is needed.

**ATTACHMENT:** Sample post card for lakeshore owners from Cannon River



# Native Shoreland Planting

**Provides Pollinator Habitat**  
**Captures Pollutants**  
**Protects Water**



Cannon River Watershed  
Joint Powers Organization



**From:** [Ranua, Victoria](#)  
**To:** [Jennifer Workman Jesness \(jworkmanjesness@gmail.com\)](#); [Kathleen Reitz \(kathleen.l.reitz@gmail.com\)](#); [Masanori Sarah Saito](#); [Monica Foss \(fossme@gmail.com\)](#); [nportugal@ighmn.gov](#); [Steve Errante \(serrante@yahoo.com\)](#)  
**Cc:** [Gregg Thompson](#); [Jenna Olson](#)  
**Subject:** E-IGHWMO: Tabling the Dakota County Master Gardener: "Let's Get Growing Expo" in Eagan March 1  
**Date:** Tuesday, January 7, 2025 11:16:00 AM

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To the Board,

The Dakota County Master Gardener's are hosting "Let's Get Growing Expo" on Saturday, March 1<sup>st</sup> at the Eagan Community Center (normally held in Rosemount).

In the E-IGHWMO, Education and Outreach Plan last updated in 2023, I see that you had a March Eagan Home & Leisure show attendance as well as promoting rain barrels and Landscaping for Clean Water programming. I know we don't have a meeting until February 18, but its good to have an idea if anyone is available and interested in tabling.

Website - <https://www.dakotamastergardeners.org/lets-get-growing>

Speakers - [https://abceace2-50a1-4488-a964-](https://abceace2-50a1-4488-a964-5c1f87e5c3b7.usrfiles.com/ugd/abceac_99d3329a78964887a87122f6b39cf926.pdf)

[5c1f87e5c3b7.usrfiles.com/ugd/abceac\\_99d3329a78964887a87122f6b39cf926.pdf](https://abceace2-50a1-4488-a964-5c1f87e5c3b7.usrfiles.com/ugd/abceac_99d3329a78964887a87122f6b39cf926.pdf)

I will have this on the February Agenda if there is interest.

Thanks for considering this. I hope those that are able are getting out to ice skate on our lakes. If we can have cold and not snow, then let's skate! Most lakes that didn't have snowmobile or ATV traffic are wonderful right now!

### **Victoria Ranua**

Watershed Coordinator | Dakota County SWCD  
 Administrator via SWCD | E-IGHWMO and NCRWMO  
 Office: (651) 480-7717 | [victoria.ranua@co.dakota.mn.us](mailto:victoria.ranua@co.dakota.mn.us)  
 4100 220<sup>th</sup> Street West | Farmington, MN 55024 |  
[www.dakotaswcd.org](http://www.dakotaswcd.org)



**Partners in Land & Water Conservation**    

**From:** [Cassie Bros](#)  
**To:** [Ranua, Victoria](#)  
**Subject:** Save the Date: Vendor Invitation for Earth Week 2025  
**Date:** Monday, December 2, 2024 12:48:06 PM

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**WARNING: External email. Please verify sender before opening attachments or clicking on links.**

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Hello,

My name is Cassie Bros, and I'm an AmeriCorps member for the city of Eagan. I work under the direction of Gillian Catano, the Sustainability Coordinator.

The city of Eagan is hosting an Earth Week celebration, and we are excited to invite Eagan- Inver Grove Heights WMO to be a vendor at this event on **Saturday, April 19, 2025, at Trapp Farm Park**. We aim to foster conversations about sustainability and engage residents and businesses in celebrating our Earth.

There will be no vendor registration fee, and as we approach the event date, I will send out more information and a vendor registration form so that you can specify whether you will bring any interactive activities, promotional items, or giveaways.

Please let me know if your organization would like to participate in this event or if you would prefer to opt-out. This will help me follow up with more information or remove your organization from our mailing list as needed.

**\*\*Date:\*\*** April 19, 2025  
**\*\*Time:\*\*** 1:00 PM - 4:00 PM (event time)  
**\*\*Location:\*\*** Trapp Farm Park

Thank you for considering this opportunity, and I look forward to hearing back from you soon.

Cassie Bros



**Cassie Bros**  
MN AmeriCorps, Climate Impact Project Coordinator  
3830 Pilot Knob Rd | Eagan, MN 55122  
<https://www.cityofeagan.com>



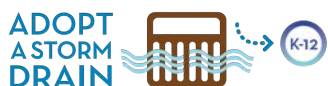
## Adopt-a-Drain K-12 Partnership Proposal 2024-25 Eagan and E-IGHWMO

December 4, 2024

The [Adopt-a-Drain K-12 program](#) provides training and tools for teachers to implement effective practices to protect local waterways. This program combines Citizen Science and Service Work components with online interactive modules to create a well-rounded learning experience around stormwater pollution and run-off issues. It also provides measurable results in removing pollutants from our waterways.

Our program consists of these components:

- Classroom Materials and Support
- Outreach and Marketing | Evaluation and Reporting



## Project Details

### Classroom Materials

CGEE will assemble and deliver Classroom Materials to participating teachers to implement the Adopt-a-Drain K-12 Program with students and their families. Materials can be viewed at larger sizes at [Adopt-a-Drain K-12](#).

Each teacher will receive one Adopt-a-Drain 5 gallon bucket as well as one box of the following per classroom. Each box includes:

- 1 Teacher Guide
- 1 Poster (18" x 24")
- 1 Drawstring Bag
- 1 Water Bottle
- 1 Hat
- 2 Pairs of Gloves
- 30 Sign-up & Safety Tip Cards
- 30 Data Collection Cards
- 30 Stickers
- 30 Temporary Tattoos
- 30 Pencils

### Teacher Support

CGEE will provide training, support and online resources to help teachers flexibly integrate the Adopt-a-Drain K-12 Program into their own classroom curriculum, school and community.

This includes:

- Online Adopt-a-Drain K-12 Training to navigate website, sign up as a school and report data
- Bi-weekly K-12 newsletter with Adopt-a-Drain tips, stories and updates
- Delivery of teacher and classroom support materials
- Priority invitations to [Rivers Institute Professional Development](#)
- Priority invitations to [Waters to the Sea Webinars](#)
- Unlimited access to Adopt-a-Drain and other online [K-12 classroom resources](#) to support students' understanding of water, pollutants, and protecting local waterways.

## Outreach and Marketing

In order to recruit new teachers, CGEE will reach out to schools in the Eagan and E-IGHWMO area. This will include direct emails to current teachers as well as prospective teachers and administrators at eligible schools, contact with partner organizations, contact with potential teachers at CGEE's Summer River Institutes and other events as opportunities arise. We will include the teacher link for sign-up in CGEE's Adopt-a-Drain K-12 and CGEE's main newsletter as well.

In addition, CGEE will provide the following marketing resources to partners to publicize the program on their own:

- [Adopt-a-Drain K-12 for Educators](#) website link to share in newsletter and direct emails
- Adopt-a-Drain K-12 images to post on social media
- Adopt-a-Drain K-12 images of flyers to print for events

## Evaluation and Reporting

CGEE will provide evaluation of the success of the Adopt-a-Drain K-12 Program with a report on:

- The number of classrooms, students, teachers, and schools engaged
- The number of drains officially adopted online and an estimate of any other drain maintenance reported by teachers (in-person and in surveys) that is not reflected in the official Adopt-a-Drain online data.
- A summary of the strengths of the program and recommendations on how it can be improved.

## Costs

Number of Classrooms	Classroom Materials and Support (\$500 per classroom)	Outreach and Marketing, Evaluation and Reporting (Fixed Cost)	Total
10 classrooms	\$5,000	\$3,000	\$8,000
20 classrooms	\$10,000	\$6,000	\$16,000
30 classrooms	\$15,000	\$9,000	\$24,000



# Eagan - Inver Grove Heights Watershed Management Organization

## BOARD AGENDA ITEM REPORT

<b>MEETING DATE:</b>	February 18, 2025
<b>AGENDA ITEM:</b>	5.3
<b>PREPARED BY:</b>	Victoria Ranua, Administrator
<b>AGENDA ITEM:</b>	Watershed Based Implementation Funding (WBIF)

**BACKGROUND:** The Board of Soil and Water Resources (BSWR) has allocated to the Eagan-Inver Grove Heights WMO \$162,370.

On February 7, 2025, a team of representatives from the WMO, City of Eagan, City of Inver Grove Heights, Dakota County Groundwater, Dakota SWCD, and BSWR assembled to comply with the BSWR convene process to select projects that occur within the E-IGHWMO to receive the funding allocated to the WMO. Funding must be applied for by April 30, 2025.

PROJECT	WATER RESOURCE	GRANT FUNDING	MATCH
City of IGH, Stormwater SNOUTs	Southern Lakes	\$77,500	
City of Eagan, McCarthy Land Trust Ag BMPs	Fish Lake (Hurley Pond)	\$81,470	\$10,000
Dakota SWCD, Grant Administration		\$3,400	\$6,240
	<b>TOTAL</b>	<b>\$162,370</b>	<b>10%</b>

Funded projects must tie back to WMO or Dakota County Water plans. Plan References include:

WMO Goal B.3 Reduce pollutant loading to downstream water resources

WMO Goal D.1 Protect and/or restore wetlands to improve or maintain their function.

County Groundwater Plan 1B1A Partner with farmers, other farming interest, SWCD, UMN, & State Agencies to promote water quality BMPs and AMTs.

The convene team felt it was in the best interest for Dakota SWCD to be the fiscal agent for the funding to eliminate need for WMO to go through the approval process, reduce administrative burden on the cities doing the projects, and allow flexibility in funding shifting when only one entity is applying for a grant.

**BUDGET IMPACT:** None. SWCD will be fiscal agent for projects benefiting E-IGHWMO. No E-IGHWMO funds will be used as a project match.

**RECOMMENDED MOTION:** To appoint Chair Monica Foss or Administrator Victoria Ranua as the WMO representative to the WBIF convene project decision maker.





# Eagan - Inver Grove Heights

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## Watershed Management Organization

### BOARD AGENDA ITEM REPORT

<b>MEETING DATE:</b>	February 18, 2025
<b>AGENDA ITEM:</b>	5.4
<b>PREPARED BY:</b>	Victoria Ranua, Administrator
<b>AGENDA ITEM:</b>	Audit
<b>GOAL AREA &amp; OBJECTIVE</b>	Statutory Compliance

**BACKGROUND:** Watershed Management Organizations of our small sized budgets are required to have audits under *§6.756 Special Districts, Audits*, every 5 years.

We received a proposal from our auditing firm Peterson Company Ltd (Waconia, MN) to perform an audit of our past financials. The quoted amount is for \$4,000 for the required audit.

I reached out to the accounting firm to see if I could get a lower rate as well as reaching out to other accounting firms. I was not able to get audit service proposals for a lower amount.

**BUDGET IMPACT:** \$4,000. We only budgeted \$2,000 for this audit under the *A. File Annual Activity Report, Finance Report and Audit line item*. We may need to amend budget at some point. This would not result in re-invoicing Cities, as you could increase the amount of the fund balance used from \$52,000 to \$54,000.

**RECOMMENDED MOTION:** Approve selecting Peterson Company Ltd. to perform the WMO audit for \$4,000.