



Please note the meeting will be held in person at the Carver County Government Center on the Wednesday, February 19, 2025. The meeting will also be available virtually using this [link](#).

LOWER MINNESOTA RIVER WATERSHED DISTRICT

Lower Minnesota River Watershed District

7:00 PM – Wednesday, February 19, 2025

Carver County Government Center

602 East Fourth Street, Chaska, MN 55318

Agenda Item	Discussion
1. Call to order	A. Roll Call
2. Citizen Forum	<i>Citizens may address the Board of Managers about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 So are not needed for the Forum, the Board will continue with the agenda. The Board will take no official action on items discussed at the Forum, with the exception of referral to staff or a Board Committee for a recommendation to be brought back to the Board for discussion or action at a future meeting.</i>
3. Approval of Agenda	A. Additions, Corrections, and Deletions to Agenda
4. Public Hearings & Presentations	A. Presentation by Dakota County SWCD
5. Consent Agenda	<p><i>All items listed under the consent agenda are routine by the Board of Managers and will be enacted by one motion and an affirmative vote of a majority of the members present. There will be no separate discussion of these items unless a Board Member or citizen request, in which event, the items will be removed from the consent agenda and considered as a separate item in its normal sequence on the agenda.</i></p> <p>A. Approve Minutes January 15, 2025</p> <p>B. Receive and file January 2025 Financial report</p> <p>C. Presentation of Invoices for payment</p> <ul style="list-style-type: none"> i. Clifton Larson Allen (CLA) – Financial services January 2025 ii. Rinke Noonan, Attorneys at Law –December 2024 general legal services & Area #3 iii. TimeSavers Off-site Secretarial – preparation of December 2024 meeting minutes iv. Daniel Hron –March 2025 office rent v. US Bank Equipment Finance – February 2025 copier lease payment

	<ul style="list-style-type: none"> vi. Young Environmental Consulting Group, LLC –January 2025 technical, and Education & Outreach services vii. Naiad Consulting, LLC – January 2025 administrative services, mileage & expenses viii. Bolton & Menk, Inc. – Surveying services related to Area #3 ix. Bolton & Menk, Inc. – Engineering services related to Vernon Avenue x. 106 Group – January 2025 services for Area #3 xi. Scott County SWCD – Q 4 2024 monitoring, technical and education services xii. Park Street Public – January 2025 Government Relations Services xiii. 4M Fund – November 2024 fund service charges <p>D. Report from the Citizen Advisory Committee</p> <p>E. Minutes of Board Committees</p> <ul style="list-style-type: none"> o Personnel Committee – February 3, 2025 o Finance Committee – February 5, 2025 o Personnel Committee – February 12, 2025
6. Permits	<ul style="list-style-type: none"> A. LMRWD Permit Renewals B. Ike’s Creek Restoration Project (LMRWD No. 2024-020) C. Interstate 35W (I-35W) SP 1981-140 Project Permit (LMRWD No.2023-025)
7. Action Items	<ul style="list-style-type: none"> A. Administrative Services Update B. 2024 Annual Report Update C. Salt Symposium Sponsor
8. Board Discussion Items	<ul style="list-style-type: none"> A. State of the Minnesota River Listening Session
9. Information Only	<ul style="list-style-type: none"> A. 2025 Legislative Update B. 2025 Minnesota River Tour Update C. Study Area #3 Update D. LMRWD Permit Program Summary
10. Communications	<ul style="list-style-type: none"> A. Administrator Report B. President C. Managers D. Committees E. Legal Counsel F. Engineer
11. Adjourn	Next meeting of the LMRWD Board of Managers is Wednesday, March 19, 2025.

Upcoming meetings/Events

Managers are invited to attend any of these meetings. Most are free of charge and if not the LMRWD will reimburse registration fees.

- [Minnesota Stormwater Seminar Series](#) – Assessment of urban stormwater chloride and its impact on surface water trends; Wednesday, February 19, 2025, 10:00 AM – 12:00 PM, in-person at St. Anthony Falls Laboratory Auditorium (2 Third Avenue SE, Minneapolis) or [on-line](#)
- LMRWD CAC meeting – Tuesday, March 4, 6:00 PM to 8:00 PM – [virtual via Webex](#)

- LMRWD Finance Committee meeting – Wednesday, March 5, 2025, 7:00 PM, Small meeting room Savage Library
- LMRWD Personnel Committee meeting – Wednesday, March 12, 2025, 7:00 PM, location to be announced.

For Information Only

- **WCA Notices**
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- **DNR Public Waters Work permits**
 - Carver County, City of Chaska - Request for Comments – City of Chaska Flood Mitigation System Maintenance – removal of accumulated sediment
 - Carver County, City of Chaska – Permit issued – City of Chaska Flood Mitigation System Maintenance - removal of accumulated sediment
 - Hennepin County, City of Bloomington – permit issued for Ike’s Creek Restoration – Erosion Control/Stabilization Fill & Grading
- **DNR Water Appropriation permits**
 - Dakota County, City of Eagan – Amendment to extend expiration date of Appropriation Permit to Metropolitan Council Environmental Services – Siphon Outlet Improvements project
 - Dakota County, City of Eagan – Water Appropriation Permit 703-9003 MH1 - issued to Metropolitan Council Environmental Services - for the replacement of the South Junction Structure of the Nicols Sanitary Siphon
- **Well Head Protection Plans**
 - West Metro Multi-Community Well Head Protection Plan Pilot Project - Announcement of Part 1 Approval & Planned Open House – Bloomington, Chanhassen, Eden Prairie, Edina Hopkins, Minnetonka, Richfield and St. Louis Park - This first-ever jointly executed planning effort between communities with overlapping drinking water supply management areas is an attempt towards more efficient and integrated drinking water protection measures. This pilot project consolidates staff time, engineering and consultation services, outreach communications, and interagency coordination, and is anticipated to be a far more efficient process than past practice where each community performed the same amount of work independently, and the approving agencies had to review and comment on eight distinct, separate plans. The added benefit of more thorough and comprehensive interaction between adjoining communities throughout the planning cycle has obvious benefits to mutual understanding of concerns and support of neighboring priorities. The communities issued a formal notice of approval of the joint well head protection plan – Part 1 for each participating community water supply. Part 1 of the plan covers the science used to delineate each community’s well-head protection areas and define vulnerabilities to the drinking water supply sources. A joint open house for city staff, state and local water resource agencies, and community leaders is scheduled for Monday, February 24, 2025, at the Minnetonka Community Center, starting at 1 PM. Notice is attached to the February 2025 Administrator Report.

*portions of the underlined communities are located within the LMRWD boundaries.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 19, 2025

Agenda Item

Item 4. A. – Report from Dakota County SWCD

Prepared By

Linda Loomis, Administrator

Summary

Joe Barten from the Dakota County Soil and Water Conservation District (Dakota SWCD) will present the results of the 2024 monitoring conducted in Dakota County on behalf of the LMRWD. He will also provide information about the Dakota Landscaping for Clean Water program.

Attachments

No attachments

Recommended Action

No action recommended – for information only



Item 5A
LMRWD 2-19-2025

LOWER MINNESOTA RIVER WATERSHED DISTRICT

Minutes of Regular Meeting

Board of Managers

Wednesday, January 15, 2025

Carver County Government Center, 602 East 4th Street, Chaska, MN 7:00 p.m.

Approved _____, 2025

1. CALL TO ORDER

A. ROLL CALL

On Wednesday, January 15, 2025, at 7:00 PM CST, in the Board Room of the Carver County Government Center, 602 East 4th Street, Chaska, Minnesota, President Barisonzi called to order the meeting of the Board of Managers of the Lower Minnesota River Watershed District (LMRWD).

President Barisonzi asked for the roll call to be taken. The following Managers were present: President Barisonzi, Manager Theresa Kuplic, Manager Apollo Lammers, Manager Lauren Salvato and Manager Vinatha Viswanathan.

In addition, the following attended the meeting in-person: Linda Loomis, Naiad Consulting, LLC, LMRWD Administrator; Della Schall Young, Young Environmental Consulting Group, LLC, LMRWD Technical Consultant; and Joe Barten, Dakota County Soil & Water Conservation District. John Kolb, Rinke Noonan Attorneys at Law, LMRWD Legal Counsel; Commissioner Lisa Anderson, Carver County; Commissioner Jodi Brennan, Scott County; and Ben Burnett, Manager, Prior Lake/Spring Lake Watershed District; attended the meeting virtually. Molly Jansen, Park Street Public, LMRWD Government Relations Consultant joined the meeting at 7:30 PM.

2. CITIZEN FORUM

Joe Barten, Dakota County Soil & Water Conservation District, came forward and shared that he has been with the Dakota County SWCD for 11 years and has worked in urban stormwater management his entire career. He noted that have had a reorganization at the Dakota County SWCD and he is in a new role where he will be interacting with all of the watershed districts in the County so he wanted to introduce himself this evening to the Board. He added that he plans on regularly attending the LMRWD meetings. He shared that he hopes to do a formal presentation at an upcoming meeting about their landscape and clean water programs. He noted that he has lots of ideas that he would like to discuss with the Board in the future.

President Barisonzi asked if the Dakota County SWCD was planning on applying for the MPCA stormwater grant. Mr. Barten said they have looked into this grant opportunity; however, they are not currently planning on applying. He said they will keep this grant in mind for the future.

President Barisonzi asked Mr. Barten if he was able to listen to the listening session that the LMRWD put on. Mr. Barten said no. President Barisonzi shared that they were asked at this event for some more educational initiatives. He said it would be beneficial for the LMRWD and the Dakota County SWCD to get together and come up with plans for more educational initiatives.

Mr. Barten shared that they have looked into creating educational materials that are region-specific to be more cost effective.

3. APPROVAL OF THE AGENDA

A. Additions, Corrections and Deletions to the Agenda

President Barisonzi asked if there were any changes to the agenda. Administrator Loomis requested the addition of two invoices that were received on the day of the meeting; an invoice for February 2025 office rent and an invoice from Carver County WMO for 2024 monitoring services.

Manager Salvato made a motion to approve the agenda with the revisions to the order of items and the addition of the invoices. Manager Kuplic seconded the motion. Upon a vote being taken the motion was carried unanimously.

4. PUBLIC HEARINGS & PRESENTATION

A. 4th Quarter update on 2024 workplan

Ms. Young introduced this item and reviewed the 4th quarter updates to the 2024 workplan.

President Barisonzi asked about the involvement of the County's Staff on these permit projects. Administrator Loomis said they are not sure of the County's involvement. She said they should all be aware; however, she is not sure. She noted that some of the areas within the watershed district are in unincorporated and they require some County involvement as they have the land use authority.

President Barisonzi shared that he has found that the LMRWD permitting process is not typical as LMRWD Staff has taken great responsibility in making it simpler for applicants, so they do not have to go through another layer of government after speaking with the LMRWD. Ms. Young added that they want to make good use of their partnerships with other municipalities, and they do not want to duplicate work where unnecessary.

Ms. Young added that the LMRWD works with the County SWCDs on monitoring and providing assistance for people who live in the County on stormwater management. She said there is always a lot of work that they are doing with the Counties.

Manager Kuplic suggested sharing more of the information on what the LMRWD does to the Counties. Ms. Young shared that they will be looking into how to integrate the Managers into communication with their Counties on the function of the LMRWD.

President Barisonzi shared that he would like the Board to discuss in the coming months what the things are that they would like the CAC to advise them on.

Manager Salvato asked what the water resource restoration fund looked like prior to the Richard T. Anderson West Bluff Outlook stabilization project. She asked if this was levied in Carver County. Administrator Loomis said Carver County did do a levy.

President Barisonzi asked who qualifies to apply for the water resource restoration fund. Administrator Loomis said it is just limited to Cities. Ms. Young added that anyone can apply for cost-share programs; however, this is limited to Cities only.

President Barisonzi asked if they have ever considered doing something similar for the other watershed districts that are in the district. Administrator Loomis said these other districts are their own entities.

Manager Salvato said she would like them to get creative with this fund.

Administrator Loomis shared that the purpose of this fund is to use it on projects as they come up rather than having to do a plan amendment every time they want to help fund a project.

President Barisonzi shared his appreciation for these quarterly reports this year.

Manager Salvato asked if they will be discussing what to do with the funding for the areas that they were under budget. Administrator Loomis shared that the Finance Committee will be discussing this at the February meeting.

President Barisonzi explained that they cut the budget from what was originally planned and there was an assumption built in that there would be excess funding.

Manager Lammers made a motion to receive and file the 4th Quarter update to the 2024 LMRWD Workplan. Manager Salvato seconded the motion. Upon a vote being taken, the motion was carried unanimously.

5. CONSENT AGENDA

President Barisonzi introduced this item.

A. Approve Minutes December 11, 2024, and December 11, 2024, Board Workshop

B. Receive and file December 2024 Financial Report

C. Approval of Invoices for payment

- i. Clifton Larson Allen (CLA) - Financial services through December 2024
- ii. Rinke Noonan, Attorneys at Law - November 2024 general legal services
- iii. Daniel Hron – January 2025 office rent
- iv. US Bank Equipment Finance – January 2025 copier lease payment
- v. Young Environmental Consulting Group, LLC –December 2024 technical, and Education and Outreach services
- vi. Naiad Consulting, LLC – November & December 2024 administrative services, mileage, and expenses
- vii. I & S Group, Inc. – Engineering & project management for Spring Creek
- viii. I & S Group, Inc. – Engineering & project management for Spring Creek through December 31, 2024
- ix. HDR Engineering, Inc. – Website management services through November 30, 2024
- x. Minnesota Star Tribune – invoice for publication of public hearing notice for final levy certification
- xi. Bolton & Menk, Inc. – Surveying services related to Area #3
- xii. Redpath and Company – Installment payment for 2022 Financial Audit
- xiii. Sunram Construction – payment #1 for Spring Creek
- xiv. 106 Group – Final 2024 Invoice for Area #3 services
- xv. Minnesota Community Network – A/V Services for Listening Session
- xvi. Dakota County SWCD – Q 4 2024 monitoring, technical and education services
- xvii. Park Street Public – January 2025 Government Relations Services
- xviii. Carver County WMO – 2024 monitoring and education services
- xix. Daniel Hron – February office rent

xx. 4M Fund – November 2024 fund service charges

- D. Report from the Citizen Advisory Committee**
- E. Minutes of Board Committees**
 - Personnel Committee – Thursday, January 9, 2025
- F. ‘Landscaping for Clean Water’ Report from Dakota SWCD**
- G. Designation of 2025 Official Newspaper**
- H. Designation of Official Depository**
- I. Designation of Data Practices Compliance Official**
- J. Authorize execution of JPA between Dakota County SWCD and the LMRWD for monitoring, educational and technical assistance services**

Manager Lammers made a motion to approve the Consent Agenda with the addition of two invoices one from Carver County WMO, for 2024 monitoring, TACS and Education assistance and one from Daniel Hron, for February office rent. Manager Salvato seconded the motion. Upon a vote being taken, the motion carried unanimously.

6. PERMITS

A. LMRWD Permit Renewals

There were no permit renewal requests this month.

7. ACTIONS ITEMS

A. 2025 Legislative Agenda

Administrator Loomis introduced this item and Molly Jansen from Park Street Public.

Ms. Jansen shared that the legislature convened yesterday at noon. She noted that the Senate has had a few committees that have met; however, nothing having to do with the LMRWD initiatives. She shared that there has been a lot of drama in the House and they will not be getting anything done for the next few weeks. She said they are off to a rocky start in this legislative session.

President Barisonzi noted that the Board came up with three critical priorities and five supporting items this legislative session. He asked if there were any items discussed at the listening session that are not on this agenda that should be added. Ms. Jansen shared that she and Mr. Barten debriefed after the listening session and neither of them saw anything that was an immediate action item. She noted that the legislative agenda is robust and covers everything discussed.

Manager Kuplic made a motion to adopt the legislative priorities and presented. Manager Salvato seconded the motion. Upon a vote being taken, the motion carried unanimously.

B. Administrative Services Update

No new information from the last update.

C. Select date for 2025 Minnesota River Tour

President Barisonzi introduced this item.

Administrator Loomis shared that a date in August would likely be best so there would not be as many potential scheduling conflicts. She asked the Managers to send her any dates that they would be unavailable in August and she will plan around this.

Manager Salvato made a motion to authorize Staff to select a date for the 2025 Minnesota River Tour. Manager Kuplic seconded the motion. Upon a vote being taken, the motion was carried unanimously.

8. BOARD DISCUSSION ITEMS

A. State of the Minnesota River Listening Session

President Barisonzi introduced this item. He asked the Board for feedback and next steps based on the listening session.

Manager Kuplic shared that the session went very well and they had a great turn out.

Manager Salvato shared that in looking at the attendance list, she noticed that there were not as many congressional staff members or County commissioners in attendance which reinforces the need for regular communication. She said she would like to have more details on what a partnership with the Minnesota River Collaborative would look like before making this commitment. She noted that they heard a lot of suggestions but would like more information on what is feasible and what is not. Manager Kuplic agreed.

Manager Lammers said he would like to reach out to the Prior Lake Spring Lake Watershed District as well as the city of Eagan to see how the LMRWD could work with them.

President Barisonzi noted that there has been communication with those who manage Dean Lake.

Administrator Loomis shared that she had put in her report the request for citizen assisted monitoring at Dean Lake. She added that she and Ms. Young did not have Dean Lake classified as a lake, but rather an open water wetland. She said the proposal to put storage in Dean Lake could be problematic. She shared her recommendation to approve Victoria, a resident on Dean Lake, for citizen assisted monitoring.

President Barisonzi thanked Staff for their work on this session and getting everything together. He shared that they still need to work to get their desired targets in front of the LMRWD. He noted that the issues that were brought up need to be discussed to see where they fit into future workplans. He asked about the budget capacity to do a round of feedback on the report. Ms. Young said she can get back to the Board on this. She added that they can add whatever the Board would like to the report. Administrator Loomis said they would not be able to have this report finished by the February meeting. She asked them to get her and Ms. Young the information they would like in the report in the coming weeks.

President Barisonzi shared that he would like there to be a sub-document or a directory of what the Board was asked at the listening session.

Ms. Young shared that Steve Woods did a great job as MC of this event. She asked the Board if they would be supportive of Mr. Woods helping create the report. There was no objection from the Board.

9. FOR INFORMATION ONLY

A. Study Area #3

For information only – no action was taken.

B. LMRWD Permit Program Summary

No action required.

10. COMMUNICATIONS

- A. **Administrator Report:** Administrator Loomis reported that 1099s have been prepared and will be mailed out shortly. The next meeting of Metro Watersheds is scheduled for January 21, 2025 and will held via Zoom. She reported a conversation with Rita Weaver from BWSR to discuss water storage activities. Scott County WMO and Carver County WMO have both begun the next generation of their Watershed Management Plans. The LMRWD has been invited to be part of the Scott County planning process. The LMRWD has not been invited to participate in its planning process.
- B. **President:** No report.
- C. **Managers:** Manager Salvato asked Administrator Loomis to send the Managers an email about the Q&A session for the Managers to share.
- D. **Committees:** President Barisonzi stated the Committees have been very busy and shared his appreciation for the Managers serving on these Committees.
- E. **Legal Counsel:** No report.
- F. **Engineer:** No report.

11. ADJOURN

Hearing no further business, President Barisonzi adjourned the meeting at 8:25 PM.

The next regular meeting of the LMRWD Board of Managers will be at 7:00, Wednesday, February 19, 2025, in the Board Room at the Carver County Government Center.

Lauren Salvato, Secretary

Attest:

Linda Loomis, Administrator

Item 5.B.
 LMRWD 2-19-2025

BEGINNING BALANCE	31-Dec-24	\$ 1,490,090.60
ADD:		
General Fund Revenue:		
January 2025 Interest		\$ 5,425.09
Tax Settlement Final 2024:		
Hennepin County		\$ 1,428.06
Dakota County		\$ 914.46
Carver County		\$ 718.75
Scott County		\$ 5,108.89
Watershed Outlet Monitoring Program Grant		\$ 4,500.00
Total Revenue and Transfers In		\$ 18,095.25
DEDUCT:		
Debits/Reductions		
106 Group	Area #3 historical review services	\$ 427.50
Bolton & Menk, Inc.	Survey of Area #3 for platting & zoning	\$ 5,448.00
Carver County Financial Services	payment for 2024 monitoring services by Carver WMO	\$ 29,419.90
Clifton Larson Allen LLP	December 2024 financial services	\$ 1,627.50
Dakota County SWCD	Q4 2024 monitoring, TACS & education services	\$ 4,085.00
Daniel Hron	January 2025 office rent	\$ 650.00
Daniel Hron	February 2025 office rent	\$ 650.00
HDR Engineering, Inc	website management & maintenance services	\$ 704.92
I & S Group, Inc.	Spring Creek project management	\$ 460.00
I & S Group, Inc.	Spring Creek project management	\$ 15,699.95
Minnesota Community Network	A/V Services for January 8 Listening Session	\$ 5,500.00
Naiad Consulting, LLC	November 2024 Admin services, mileage and expenses	\$ 14,957.13
Naiad Consulting, LLC	December 2024 Admin services, mileage and expenses	\$ 15,774.35
Park Street Public	January 2025 Government Relations Services	\$ 2,500.00
Redpath & Company	Payment for audit services FY 2022	\$ 6,252.50
Rinke Noonan, Attorney at Law	November 2024 general legal services	\$ 1,992.00
US Bank Equipment Finance	January 2025 copier lease payment	\$ 208.38
MN Star Tribune	Publication of Levy Certification Public Hearing Notice	\$ 431.20
Sunram Construction	First payment for Spring Creek Construction	\$ 61,735.89
Young Environmental Consulting Group	December 2024 Education & Outreach, and Technical services	\$ 48,759.49
Manager stipend & expenses	2nd half per diem payments & expenses	\$ 7,075.24
4M Fund	November 2024 bank service fee	\$ 40.00
Total Debits/Reductions		\$ 224,398.95
ENDING BALANCE	31-Jan-25	\$ 1,283,786.90

	2024 Budget	December Actuals	YTD 2024	Over (Under) Budget
Administrative expenses	\$ 377,838.00	\$ 54,647.67	\$ 408,326.78	\$ 30,488.78
Cooperative Projects				
Eden Prairie Bank Stabilization Area #3	\$ 100,000.00	\$ 6,188.00	\$ 151,787.23	\$ 51,787.23
Gully Erosion Contingency Fund	\$ -	\$ -	\$ -	\$ -
Seminary Fen Ravine Restoration site A	\$ -	\$ -	\$ -	\$ -
Seminary Fen Ravine Restoration site C-2	\$ 90,000.00	\$ -	\$ -	\$ (90,000.00)
Eagle Creek Bank Restoration: Town & Country R	\$ 30,000.00	\$ -	\$ -	\$ (30,000.00)
Shakopee River Bank Stabilization	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)
509 Plan Budget				
<i>Resource Plan Implementation</i>				
Watershed Resource Restoration Fund	\$ 82,500.00	\$ -	\$ 8,586.00	\$ (73,914.00)
Fen Private Land acquisition study	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)
Gully Inventory	\$ 150,000.00	\$ 397.51	\$ 28,203.51	\$ (121,796.49)
MN River Floodplain Model Feasibility Study	\$ -	\$ 6,590.00	\$ 45,005.44	\$ 45,005.44
Downtown Shakopee Stormwater BMPs	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)
Spring Creek stabilization project	\$ 100,000.00	\$ 78,052.09	\$ 94,474.60	\$ (5,525.40)
Sustainable Lakes Mgmt. Plan (Trout Lakes)	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)
Geomorphic Assessments (Trout Streams)	\$ 100,000.00	\$ -	\$ 97,243.03	\$ (2,756.97)
Fen Stewardship Program	\$ 75,000.00	\$ 7,158.75	\$ 94,839.82	\$ 19,839.82
District Boundary Modification	\$ -	\$ -	\$ -	\$ -
Local Water Management Plan reviews	\$ 5,000.00	\$ -	\$ -	\$ (5,000.00)
Project Reviews	\$ 50,000.00	\$ 8,254.19	\$ 118,538.43	\$ 68,538.43
Project inspections	\$ -	\$ 618.80	\$ 31,824.23	\$ 31,824.23
<i>Monitoring</i>	\$ 75,000.00	\$ 29,179.90	\$ 59,485.40	\$ (15,514.60)
<i>Watershed Management Plan</i>	\$ -	\$ 11,094.00	\$ 42,357.70	\$ 42,357.70
<i>Public Education/CAC/Outreach Program</i>	\$ 115,000.00	\$ 12,647.16	\$ 123,900.04	\$ 8,900.04
<i>Cost Share Program</i>	\$ 20,000.00	\$ -	\$ 10,481.22	\$ (9,518.78)
Nine Foot Channel				
Return of unused state funds	\$ -	\$ -	\$ -	\$ -
Dredge Site Improvements	\$ 240,000.00	\$ 62.50	\$ 191,655.82	\$ (48,344.18)
Bonded Debt Levy				
Scheduled Area #3 Bond payments	\$ 300,000.00	\$ -	\$ -	\$ (300,000.00)
Total:	\$ 2,110,338.00	\$ 214,890.57	\$ 1,506,709.25	\$ (603,628.75)

	2025 Budget	January Actuals	YTD 2025	Over (Under) Budget
Administrative expenses	\$ 373,450.00	\$ 4,008.38	\$ 4,008.38	\$ (369,441.62)
Cooperative Projects				
Eden Prairie Bank Stabilization Area #3	\$ 100,000.00	\$ -	\$ -	\$ (100,000.00)
Gully Erosion Contingency Fund	\$ -	\$ -	\$ -	\$ -
Seminary Fen Ravine Restoration site A	\$ 80,000.00	\$ -	\$ -	\$ (80,000.00)
Seminary Fen Ravine Restoration site C-2	\$ -	\$ -	\$ -	\$ -
Eagle Creek Bank Restoration: Town & Country R'	\$ 16,050.00	\$ -	\$ -	\$ (16,050.00)
Shakopee River Bank Stabilization	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)
509 Plan Budget				
<i>Resource Plan Implementation</i>				
Watershed Resource Restoration Fund	\$ 100,000.00	\$ -	\$ -	\$ (100,000.00)
Fen Private Land acquisition study	\$ -	\$ -	\$ -	\$ -
Gully Inventory	\$ 150,000.00	\$ -	\$ -	\$ (150,000.00)
MN River Floodplain Model Feasibility Study	\$ -	\$ -	\$ -	\$ -
Downtown Shakopee Stormwater BMPs	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)
Spring Creek stabilization project	\$ 100,000.00	\$ -	\$ -	\$ (100,000.00)
Sustainable Lakes Mgmt. Plan (Trout Lakes)	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)
Geomorphic Assessments (Trout Streams)	\$ 100,000.00	\$ -	\$ -	\$ (100,000.00)
Fen Stewardship Program	\$ 75,000.00	\$ -	\$ -	\$ (75,000.00)
District Boundary Modification	\$ -	\$ -	\$ -	\$ -
Local Water Management Plan reviews	\$ 5,000.00	\$ -	\$ -	\$ (5,000.00)
Project Reviews	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)
Project inspections	\$ -	\$ -	\$ -	\$ -
<i>Monitoring</i>	\$ 75,000.00	\$ -	\$ -	\$ (75,000.00)
<i>Watershed Management Plan</i>	\$ -	\$ -	\$ -	\$ -
<i>Public Education/CAC/Outreach Program</i>	\$ 115,000.00	\$ 5,500.00	\$ 5,500.00	\$ (109,500.00)
<i>Cost Share Program</i>	\$ 20,000.00	\$ -	\$ -	\$ (20,000.00)
Nine Foot Channel				
Return of unused state funds	\$ -	\$ -	\$ -	\$ -
Dredge Site Improvements	\$ 240,000.00	\$ -	\$ -	\$ (240,000.00)
Bonded Debt Levy				
Scheduled Area #3 Bond payments	\$ 300,000.00	\$ -	\$ -	\$ (300,000.00)
Total:	\$ 2,049,500.00	\$ 9,508.38	\$ 9,508.38	\$ (2,039,991.62)

LMRWD - Statement of Revenue and Expenditures
General Fund - FY 2024

Account	2024 Budget	2024 Actual	Administration @ 29%	Cooperative @10%	509 Plan @ 46%	9-foot Channel @15%
Manager Per Diem	\$ 15,000.00	\$ 12,375.00	\$ 3,588.75	\$ 1,237.50	\$ 5,692.50	\$ 1,856.25
Manager Expense	\$ 4,500.00	\$ 1,323.97	\$ 383.95	\$ 132.40	\$ 609.03	\$ 198.60
Telecommunications-Cell Phone	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 300.00	\$ 258.61	\$ 75.00	\$ 25.86	\$ 118.96	\$ 38.79
Meeting Supplies/Expenses	\$ 100.00	\$ 108.05	\$ 31.33	\$ 10.81	\$ 49.70	\$ 16.21
Rent	\$ 7,800.00	\$ 7,339.00	\$ 2,128.31	\$ 733.90	\$ 3,375.94	\$ 1,100.85
Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous - General	\$ 3,000.00	\$ 2,903.22	\$ 841.93	\$ 290.32	\$ 1,335.48	\$ 435.48
Training & Education	\$ 1,500.00	\$ 1,705.20	\$ 494.51	\$ 170.52	\$ 784.39	\$ 255.78
Insurance & Bonds	\$ 12,000.00	\$ 12,186.00	\$ 3,533.94	\$ 1,218.60	\$ 5,605.56	\$ 1,827.90
Postage	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopying	\$ 750.00	\$ 2.21	\$ 0.64	\$ 0.22	\$ 1.02	\$ 0.33
Legal Notices - General	\$ 2,000.00	\$ 1,484.10	\$ 430.39	\$ 148.41	\$ 682.69	\$ 222.62
Mileage	\$ 5,000.00	\$ 2,590.14	\$ 751.14	\$ 259.01	\$ 1,191.46	\$ 388.52
Subscriptions & Licenses	\$ 400.00	\$ 583.55	\$ 169.23	\$ 58.36	\$ 268.43	\$ 87.53
Taxable Meal Reimbursement	\$ 500.00	\$ 52.33	\$ 15.18	\$ 5.23	\$ 24.07	\$ 7.85
Lodging/Staff Travel	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Financial Services/Accounting	\$ 25,438.00	\$ 28,932.33	\$ 8,390.38	\$ 2,893.23	\$ 13,308.87	\$ 4,339.85
Audit Fees	\$ 30,000.00	\$ 9,252.50	\$ 2,683.23	\$ 925.25	\$ 4,256.15	\$ 1,387.88
Professional Services - General	\$ 153,000.00	\$ 172,211.25	\$ 49,941.26	\$ 17,221.13	\$ 79,217.18	\$ 25,831.69
Legal Fees - General	\$ 15,000.00	\$ 14,003.50	\$ 4,061.02	\$ 1,400.35	\$ 6,441.61	\$ 2,100.53
Engineering - General	\$ 75,000.00	\$ 117,961.95	\$ 34,208.97	\$ 11,796.20	\$ 54,262.50	\$ 17,694.29
Equipment - Maintenance	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment - Lease	\$ 2,500.00	\$ 2,613.25	\$ 757.84	\$ 261.33	\$ 1,202.10	\$ 391.99
Lobbying/Legislative services	\$ 20,000.00	\$ 20,000.04	\$ 5,800.01	\$ 2,000.00	\$ 9,200.02	\$ 3,000.01
Bank Service fees	\$ 750.00	\$ 440.58	\$ 127.77	\$ 44.06	\$ 202.67	\$ 66.09
	<u>\$ 377,838.00</u>	<u>\$ 408,326.78</u>	<u>\$ 118,414.77</u>	<u>\$ 40,832.68</u>	<u>\$ 187,830.32</u>	<u>\$ 61,249.02</u>

LMRWD - Statement of Revenue and Expenditures
General Fund - FY 2025

Account	2024 Budget	2024 Actual	2025 Final Budget	2025 YTD	Administration @ 29%	Cooperative @10%	509 Plan @ 46%	9-foot Channel @15%
Manager Per Diem	\$ 15,000.00	\$ 12,375.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Manager Expense	\$ 4,500.00	\$ 1,323.97	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunications-Cell Phone	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 300.00	\$ 258.61	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
Meeting Supplies/Expenses	\$ 100.00	\$ 108.05	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
Rent	\$ 7,800.00	\$ 7,339.00	\$ 7,800.00	\$ 1,300.00	\$ 377.00	\$ 130.00	\$ 598.00	\$ 195.00
Dues	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous - General	\$ 3,000.00	\$ 2,903.22	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Training & Education	\$ 1,500.00	\$ 1,705.20	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance & Bonds	\$ 12,000.00	\$ 12,186.00	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopying	\$ 750.00	\$ 2.21	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Notices - General	\$ 2,000.00	\$ 1,484.10	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage	\$ 5,000.00	\$ 2,590.14	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions & Licenses	\$ 400.00	\$ 583.55	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Taxable Meal Reimbursement	\$ 500.00	\$ 52.33	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Lodging/Staff Travel	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Financial Services/Accounting	\$ 25,438.00	\$ 28,932.33	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Fees	\$ 30,000.00	\$ 9,252.50	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services - General	\$ 153,000.00	\$ 172,211.25	\$ 175,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Fees - General	\$ 15,000.00	\$ 14,003.50	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering - General	\$ 75,000.00	\$ 117,961.95	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment - Maintenance	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment - Lease	\$ 2,500.00	\$ 2,613.25	\$ 2,500.00	\$ 208.38	\$ 60.43	\$ 20.84	\$ 95.85	\$ 31.26
Lobbying/Legislative services	\$ 20,000.00	\$ 20,000.04	\$ 30,000.00	\$ 2,500.00	\$ 725.00	\$ 250.00	\$ 1,150.00	\$ 375.00
Bank Service fees	\$ 750.00	\$ 440.58	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -
	\$377,838.00	\$408,326.78	\$373,450.00	\$ 4,008.38	\$ 1,162.43	\$ 400.84	\$ 1,843.85	\$ 601.26



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 19, 2025

Agenda Item

Item 5. D. – Report from the Citizen Advisory Committee meeting

Prepared By

Linda Loomis, Administrator

Summary

On August 21, 2024, the Board of Managers adopted Resolution 24-12 2024 Citizen Advisory Committee Appointments, which appointed John Williams, among others, to the Citizen Advisory Committee (CAC). Mr. Williams responded to the recruitment efforts of the LMRWD in 2024, but since then has not attended a meeting or responded to attempts to contact him. Technical Memorandum – Citizen Advisory Committee (CAC) Membership Termination – John Williams dated February 13, 2025, details LMRWD efforts to reach out to Mr. Williams. It is recommended that the Board of Managers terminate his appointment. Resolution 25-04 is attached terminating the appointment of John Williams to the CAC.

The (CAC) held its officer elections at the January meeting, electing Lee Peterson as chair.

In February, the CAC heard presentations from Carrie Jennings of Freshwater and Joel Wurscher from the Sibley County Soil & Water Conservation District. Carrie discussed her research on the Minnesota River, while Joel provided insights into the Minnesota Conservation Reserve Enhancement Program (CREP) and invited the CAC to brainstorm collaborative support strategies.

The CAC also reviewed the 2025 calendar, which includes periodic attendance at Board of Managers meetings. The February meeting packet is attached for the Board's information.

The next CAC meeting is scheduled for 6:00 PM on Tuesday, March 4, 2025.

Attachments

- Technical Memorandum – Citizen Advisory Committee (CAC) Membership Termination – John Williams dated February 13, 2025
- Resolution 25-04 – Terminating appointment of John Williams to LMRWD Citizen Advisory Committee
- February 2025 CAC meeting materials

Item 5. D. – Report from the Citizen Advisory Committee meeting
Executive Summary
February 19, 2025
Page 2

Recommended Action

Motion to adopt Resolution 25-05 Termination of Appointment to Citizen Advisory Committee

Technical Memorandum



To: Linda Loomis, Administrator
Lower Minnesota River Watershed District (LMRWD)

From: Rachel Kapsch, Water Resources Scientist
Suzy Lindberg, Communications Manager

Date: February 13, 2025

Re: Citizen Advisory Committee (CAC) Membership Termination – John Williams

Young Environmental Consulting Group (Young Environmental), the Lower Minnesota River Watershed's technical consultant, recommends that John Williams officially be removed from the Citizen Advisory Committee (CAC) membership list. This recommendation is being made due to continued unexcused absences. The CAC bylaws state "Any member may be removed for repeated, unexcused absences from CAC meetings. The Chair or LMRWD staff must notify the Board President when any member has three or more unexcused absences or when a member's sporadic attendance prevents meaningful participation on CAC matters".

Member absences greatly affect CAC efficiency because the number of rostered members is directly tied to the number of members who must be present at each meeting in order to meet quorum. As membership increases, so must the number of members present at each meeting to meet quorum. For this reason, we recommend that John Williams be removed from the CAC roster.

John Williams was added to the committee through the recruitment campaign in summer 2024; however, he has yet to attend a meeting or respond to attempts to contact him.

Recommendation

- Remove John Williams from the CAC membership list and inform him of his removal from the Committee.

RESOLUTION 25-04

RESOLUTION OF THE LOWER MINNESOTA RIVER WATERSHED DISTRICT BOARD OF MANAGERS

Termination of Appointment to Citizen Advisory Committee

Manager _____ offered the following Resolution and moved its adoption, the motion was seconded by Manager _____:

WHEREAS, pursuant to Minnesota Statute 103D.331, the Lower Minnesota River Watershed District (LMRWD) Board of Managers must annually appoint a Citizen Advisory Committee (CAC), organized to assist the LMRWD Board of Managers on matters affecting the interests of the watershed district; and

WHEREAS, on August 21, 2024, the LMRWD Board of Managers adopted Resolution 24-12, appointing John Williams, among other to the CAC; and

WHEREAS, since that time, John Willaims has failed to attend any meeting of the CAC and has not responded to attempts at communication; and

WHEREAS bylaws of the CAC state “Any member may be removed for repeated, unexcused absences from CAC meetings. The Chair or LMRWD staff must notify the Board President when any member has three or more unexcused absences or when a member’s sporadic attendance prevents meaningful participation on CAC matters.”; and

WHEREAS John Williams has met the threshold cited in the CAC bylaws.

NOW, THEREFORE, BE IT RESOLVED that the Lower Minnesota River Watershed District Board of Managers hereby terminate the appointment of John Williams to the Citizen Advisory Committee.

The question was on the adoption of the Resolution and there were ___ yeas and ___ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
BARISONZI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KUPLIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAMMERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SALVATO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISWANATHAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(signatures on following page)

Upon a vote being taken, the President declared Resolution 25-04 adopted by the Board of Managers of the Lower Minnesota River Watershed District this 19th day of February 2025.

Joseph Barisonzi, President

ATTEST:

Lauren Salvato, Secretary



Attendance

Members			
Judy Berglund		Lee Peterson	
Greg Genz		Patty Thomsen	
Kati Johngrass		Meah Vogel	

Staff			
Linda Loomis		Suzy Lindberg	
		Rachel Kapsch	

1. Call to Order and Roll Call
2. Citizen Input on Non-agenda Items
3. Consent Agenda
 - a. Approval of the February Agenda
4. **Guest Speaker: Carrie Jennings (Freshwater Society) – 6:15-6:45pm**
 - a. Carrie will share work from her studies on the Minnesota River and discuss how the landscape has changed over time.
 - b. Freshwater Society partnership
 - Understanding the work that Freshwater does as a partner.
 - Ways to engage with Freshwater Society (events, volunteering, opportunities for shared partnerships).
 - c. Q&A with Carrie
5. **Guest Speaker: Joel Wurscher (Sibley County Soil and Water Conservation District [SWCD]) – 6:45-7:15pm**
 - a. Joel will share information on the Minnesota Conservation Reserve Enhancement Program (CREP), including upstream practices and their downstream effects.
 - b. Sibley SWCD Partnership
 - Understand the work that Sibley SWCD does as a partner.
 - Brainstorm ways to support each organization’s work.
 - c. Q&A with Joel
6. **Review and Approve Recommended 2025 Calendar –7:15-7:30pm**
 - a. Board meeting attendance (March 19 – Judy and Lee)
 - Discuss updates to give the Board and help prep our team about updated to give. (Elected positions, assignments for 2024 etc.)
 - b. Quarterly articles (Spring article - Patty, Casey)
 - Discuss topics for spring articles and make assignments.
 - c. Tabling events (all dates listed below are projected and subject to change):
 - Arbor Day Walk and Green Fair (April 26)
 - Native Plant Market (May 17)
 - Bloomington Farmers’ Market (June 28)

- Burnsville Farmers' Market (July 26)
- Carver Farmers' Market (August 26)
- Savage Farmers' Market (September 28)
- d. Tours (dates and times subject to change)
 - Ike's Creel (during ephemeral bloom)
 - Boiling Springs
 - Cost-Share Projects

7. Additional New Projects to Consider –7:30- 7:40pm

- a. Review of cost-share grant program and recommendations
- b. Review of educator mini-grant program and recommendations

8. Communications –7:40-7:50pm

- a. Administrator Report
 - Update on Watershed Activities
- b. CAC Report
 - Open Floor for Announcements and Information Sharing

9. Adjournment

Summary

- CAC Motions for Board of Managers: _____
- Key CAC Discussion Items for Board of Managers: _____

Please RSVP to confirm a quorum

2025 Citizen Advisory Monthly Meeting Calendar

Events, Tours, Topics, and Talks



Jan 7, 2025

Standard Virtual Meeting

Focus on confirming 2025 calendar, electoral roles, Board meeting attendance, and article assignments.

Feb 4, 2025

Standard Virtual Meeting (feat. Carrie Jennings (Freshwater) and Joel Wurscher [Sibley SWCD])

Hear from our guest speakers on the history of the Minnesota River and conservation in agricultural practices.

March 4, 2025

Standard Virtual Meeting

Review Annual Report Draft. Informative presentation by author of Spring Article.



Spring Article Due: Patty and Casey



Board Mtg: Judy and Lee

April 1, 2025

Ike's Creek Ephemeral Tour

Tour Ike's Creek to view forest floor early blooms.

Review Spring educator mini-grant applications.

May 6, 2025

Standard In-Person Meeting (Location: TBD)

GUEST SPEAKER

June 3, 2025

Cost-Share Tour

Visit cost-share sites in the LMRWD to see dollars at work for the environment.



Summer Article Due: Kati Johngrass



Board Mtg: Lee and Casey

July 1, 2025

Standard In-Person Meeting (Location: TBD)

Informative presentation by author of Summer Article

GUEST SPEAKER

Aug 5, 2025

Boiling Springs Tour

Tour Boiling Springs and learn more about its history as a sacred site and as a tourist destination of the early 20th century.

Sept 2, 2025

Minnesota River Boat Tour (Tentative)

Watch the leaves change as you enjoy the Minnesota River.



Fall Article Due: Judy



Board Mtg: Patty and Kati

Oct 7, 2025

Standard In-Person Meeting (Location: TBD)

GUEST SPEAKER

Nov 3, 2025

Standard Virtual Meeting

Informative presentation by author of Fall Article. Review and score Fall educator mini-grant applications.

Dec 2, 2025

Standard Virtual Meeting

End-of-year recap, celebration, and recognition of CAC. Informative presentation by author of Winter Article.



Winter Article Due: Lee and Greg



Board Mtg: Patty and Greg

Lower Minnesota River Watershed District
Board of Manager's Special Personnel Committee
7:00 p.m., Monday, February 3, 2025
White Oak Room – Chaska Community Center
1661 Park Ridge Drive, Chaska, MN
Approved _____, 2025

In attendance: In-person: Manager Apollo Lammers; Lee Peterson, CAC member; and Linda Loomis, LMRWD Administrator. Virtual attendance: President Joseph Barisonzi; Manager Theresa Kuplic; and Della Young, Young Environmental Consulting Group, LLC, LMRWD Technical Consultant.

PURPOSE: The purpose of the meeting will be to review and discuss applications submitted for the District Administrator position.

Agenda:

1. Approve meeting agenda

The meeting agenda was approved

2. Approve Personnel Committee meeting minutes

- [Thursday, January 9, 2025](#)
- [Wednesday, November 13, 2024](#)
- [Thursday, October 31, 2024](#)
- [Thursday, October 3, 2024](#)

The meeting minutes were unanimously approved.

3. Review applications received

There was uncertainty about the number of applications received, as the mailbox Personnel@Lowermnriverwd.org was never set-up. Administrator Loomis will work with HDR to retrieve applications sent to that email address. President Barisonzi was copied on two of the applications sent to the Personnel Committee mailbox, so he was able to share two applications. It was not known if other application had been received. If other applications were received, Administrator Loomis will share those application with Committee members and those interested in participating in the process

4. Determine which applicants to invite to interviews

- Interviews will occur Thursday, February 6, 2025, and will continue Friday, February 7, 2025 if necessary

Given that only two applications were received, the Committee decided to interview both applicants and any others that may have submitted applications.

LOWER MINNESOTA RIVER WATERSHED DISTRICT
PERSONNEL COMMITTEE
WEDNESDAY, FEBRUARY 3, 2025
MEETING MINUTES

5. Set schedule for interviews

Interviews are scheduled for Thursday, February 6, 2025, from 3:00 PM to 6:00 PM. Each interview will last 45 minutes, with a 15-minute interval between applicants. The White Oak Room at the Chaska Community Center has been reserved for these interviews.

The Committee was adjourned at 8:15 PM.

The Personnel Committee will convene Thursday, February 6, 2025, at 3:00 PM in the White Oak Room at the Chaska Community Center for the purpose of interviewing candidates for the position of LMRWD District Administrator.

UNAPPROVED

**Lower Minnesota River Watershed District
Board of Manager's Finance Committee
7:00 p.m., Wednesday, February 5, 2025
Small meeting room – Savage Public Library
13090 Alabama Avenue South, Savage, MN
Approved _____, 2025**

In attendance: In-person: Manager Apollo Lammers; and Linda Loomis, LMRWD Administrator.
Virtual attendance: President Joseph Barisonzi.

The Finance Committee is a standing Committee of the Board of Managers that meets on the first Wednesday of the month.

Agenda:

1. Update status of Financial Audits

Administrator Loomis updated the Committee of the status of the FY 2022 Audit.

DUE OUTS:

- *Check with PLSL WD to see who audits for them*
- *Ask Accounting consultant to assist with finding an auditor for FY 2023*
- *Consider a multi-year contract to catch up on audits*
- *Discuss options with State Auditor for managing difficulty in contracting auditors for small organizations*
- *Check for partners to engage in a process to make finding auditors for small organizations easier*

2. Develop an internal control policy/financial controls

A draft internal controls policy was shared with the committee prior to the meeting. Committee members submitted comments and suggestions to the Administrator. It was suggested that a meeting with the LMRWD accounting consultant be set-up to discuss potential efficiencies and improvement in reporting and logging information. Items that were suggested at the meeting that should be added to an internal control policy include:

- *Consider pre-approving payments for recurring expenses like the copier lease and rent*
- *Align Internal Control policy with MN Statute*
- *Clarify Manager Bonding requirement within internal control policies*
- *Include references to relevant MN Statutes in internal Control Policies such as Manager Compensation, tax levy process and fund categories*
- *Implement a policy allowing budget re-allocations by Administrator and Treasurer up to 10% with Board notification, rather than requiring full board approval for all re-allocations*
- *Include an audit review process in Internal Control Policy*
- *Change language referencing financial management to a "qualified financial professional" instead of mandating a CPA.*
- *Prohibit cash transaction*

- *Include a statement in the Internal Control policy about carrying industry-appropriate insurance coverage and conducting regular reviews*
- *Create a basic chart of responsibilities*
- *Review financial reporting methods*
- *Adjust administrative cost allocation across LMRWD funds and activities*

3. Develop a fund balance policy

Time did not allow for discussion of a fund balance policy. This will be added to the March agenda.

4. Develop a policy for more efficient & timely payment of claims

More efficient payment of recurring expenses was discussed and it was determined that it could become part of the Internal Controls policy. Recurring expenses like payments on the copier lease, when the Board approved the lease agreement, should not have to come before the Board every month for authorization. The Committee directed that such payments come before the Board at an upcoming Board meeting for authorization through the end of the year. This item will be on the March Board agenda.

5. Budget process, timeline, and flowchart

Time did not allow for discussion of a fund balance policy. This will be added to the March agenda.

6. Developing a cost benefit analysis

Manager Lammers asked that this item be placed on the Finance Committee agenda. Time did not allow for discussion of a fund balance policy. This will be added to the March agenda.

7. Discuss potential financial impact to LMRWD due to Rapidan Dam failure

Manager Lammers asked that this item be placed on the Finance Committee agenda. Time did not allow for discussion of a fund balance policy. This will be added to the March agenda.

8. Identify 2025 Budget funding for Executive Compensation

President Barisonzi asked that this item be placed on the Finance Committee agenda. The committee asked that the following be considered:

- *Identify Compensation components:*
 - *Separate direct & indirect compensation related to the executive position.*
- *Evaluate skill sets for new administrator:*
 - *Assess the skill sets required for the new administrator, including whether certain functions like bookkeeping should remain contracted out for control purposes.*
- *Review administrative budget holistically:*
 - *Assess the entire administrative budget, not just the compensation for the watershed administrator, to explore different staffing options.*
- *Consider splitting the administrator role:*
 - *Evaluate the possibility of dividing the administrator role into smaller positions with different job descriptions.*
- *Identify responsibilities for an in-house bookkeeper:*
 - *Determine additional responsibilities for and in-house bookkeeper to justify the position, such as meeting preparation and administrative tasks.*
- *Evaluate the need for separate accounting:*

- *Discuss the necessity of keeping accounting functions separate for financial controls and consider the implication of hiring an in-house accountant.*
- *Assess time spent on meeting preparation:*
 - *Estimate time spent on meeting preparation and identify tasks that could be transitioned to an administrative assistant.*
- *Explore compensation adjustments:*
 - *Look into increasing compensation to attract more applicants for the administrator position.*

9. Adjourn

The meeting adjourned at 8:00 PM

Next Finance Committee: The next meeting of the Finance Committee is scheduled for 7:00 PM, Wednesday, March 5, 2025 at the Savage Public Library.

**Lower Minnesota River Watershed District
Board of Manager's Personnel Committee
7:00 p.m., Wednesday, February 12, 2025
Red Maple Room – Chaska Community Center
1661 Park Ridge Drive, Chaska, MN
Approved _____, 2025**

In attendance: In-person: Manager Apollo Lammers; Manager Lauren Salvato; Linda Loomis, LMRWD Administrator; Paul Moline, Carver County; Victoria Ranua; LMRWD resident and applicant for District Administrator position. Virtual attendance: President Joseph Barisonzi; Manager Theresa Kuplic; and Della Young, Young Environmental Consulting Group, LLC, LMRWD Technical Consultant.

PURPOSE: The purpose of the meeting will be to discuss next steps finding a successor for the District Administrator position.

Agenda:

1. Approve meeting agenda

The Agenda was approved

2. Approve Personnel Committee meeting minutes

- Monday, February 3, 2025

Meeting minutes from the February 3, 2025 Special Personnel Committee Meeting were not available for approval.

3. Discuss options to bring to the Board of Managers to fill the position of District Administrator

The Committee was informed that one of the two applicants withdrew his applications before interviews were scheduled. Interviews were therefore cancelled.

The committee then discussed the following:

- *Consider options for filling an open position and discuss whether to hire an employee or use an independent contractor.*
- *Identify actual cost between the two options.*
- *How long is the current administrator willing to stay on.*
- *Look to Young Environmental Consulting Group, LLC to take on some administrative responsibilities.*
- *Oversight by current Administrator will still be necessary.*
- *Consider other options such as contracting a firm or other non-governmental entity to succeed as Administrator.*
- *Consideration of proactive outbound recruitment through a recruiting firm to find suitable candidates.*
- *Repost position and note that it will remain open until filled.*
- *Clarify contract position vs. direct employee before actively recruiting, while keeping the posting open.*

DUE OUTS:

- *Young Environmental will prepare a proposal outlining administrative duties they can take on and provide a quote for the estimated time and cost. The proposal should be reviewed and supported by the current Administrator. The consulting contractor with the current Administrator will require an amendment based on the proposal.*
- *Investigate ramifications of transitioning from an independent contractor to a full-time employee.*
- *Check-in with legal counsel about re-posting the position with in an open until filled context.*
- *President Barisonzi will edit the job posting and supporting documents to reflect the preference for a contractor or firm that has the capacity to support an administrative team.*

The meeting adjourned at 7:43 PM

The next Personnel Committee meeting is scheduled for 7:00 PM, Wednesday March 12, 2025, at a location to be announced.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, February 19, 2025

Agenda Item

Item 6. A. – LMRWD Permit Renewals

Prepared By

Linda Loomis, Administrator

Summary

There is only one permit renewal this month. The renewal is for LMRWD permit no. 2022-010; Quarry Lake Trail and Pedestrian Bridge. This project is for the construction of a trail that connects to a pedestrian bridge over State Highway 169 in Shakopee. The trail and bridge have been completed. The reason for the renewal of the permits is to allow more time for the vegetation to become established.

Attachments

Technical Memorandum – February 2025 Permit Renewal Requests dated February 12, 2025

Recommended Action

Motion to approval renewal of permits as recommended.

Technical Memorandum



To: Linda Loomis, Administrator
Lower Minnesota River Watershed District (LMRWD)

From: Ashley Weihs, Water Resources Scientist Intern
Erica Bock, Staff Water Resources Scientist II

Date: February 12, 2025

Re: February 2025 Permit Renewal Requests

Per Lower Minnesota River Watershed District (LMRWD) Rule A, it is the permittee's responsibility to request permit renewals when necessary. However, LMRWD staff has taken a proactive approach by sending out a reminder two months prior to permit expiration to current permit holders with upcoming permit expirations.

Table 1 summarizes the permittees who have received permit expiration reminder emails. If a project is not complete, the LMRWD will renew the permit to maintain permitting authority throughout all close out procedures. Requests for information regarding changes to project scope since the original permit issuance and project close out materials are also included on permit expiration reminder emails.

SUMMARY

Table 1. Summary of February 2025 LMRWD Permit Renewal Requests

LMRWD No.	Project Name	City	Previous Expiration Date	Recommended Expiration Date
2022-010	Quarry Lake Trail and Pedestrian Bridge	Shakopee	March 1, 2025	March 1, 2026
	Reason for Extension: Needs final vegetation establishment			

Recommendations

Based on review of the permit expirations, we recommend approval of permit renewals.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 19, 2025

Agenda Item

Item 6. B. – Ike’s Creek Restoration Project (LMRWD No. 2024-020)

Prepared By

Linda Loomis, Administrator

Summary

This project has been reported in the past through the Administrator Reports. US Fish & Wildlife Service has applied for a permit from the LMRWD. Young Environmental Consulting Group, LLC has reviewed the documentation on behalf of the LMRWD and is recommending conditional approval. Details of the review by Young Environmental can be found in the attached Technical Memorandum.

Attachments

Technical Memorandum – Ike’s Creek restoration Project (LMRWD No. 2024-020) dated February 12, 2025

Recommended Action

Motion to approve LMRWD No. 2024-020 permit for Ike’s Creek restoration Project subject to receipt of a copy of the NPDES Construction stormwater permit, contact information for the contractor(s) undertaking land-disturbing activities, contact information for the individuals(s) responsible for erosion control inspections and maintenance, a copy of the approved MN DNR permit, Final construction plans signed by a professional engineer and a final Stormwater Pollution Prevention Permit.

Technical Memorandum



To: Linda Loomis, Administrator
Lower Minnesota River Watershed District (LMRWD)

From: Rachel Kapsch, Water Resources Scientist
Erica Bock, Water Resources Scientist
Gabrielle Campagnola, Water Resources Engineer (Barr Engineering)

Date: February 12, 2025

Re: Ike's Creek Restoration Project (LMRWD No. 2024-020)

The U.S. Fish and Wildlife Service (USFWS) has applied for an individual project permit from the Lower Minnesota River Watershed District (LMRWD) to perform habitat restoration on Ike's Creek in the City of Bloomington (Figure 1). Ike's Creek is a small tributary to the Minnesota River with a naturally reproducing population of native brook trout. The applicant's engineer, Inter-Fluve, and USFWS submitted the permit application, supporting exhibits, and site plans for the Ike's Creek Restoration Project.

The proposed habitat restoration project location is within a former impoundment (a buildup of water between two structures) and between berms constructed in the early 20th century on the Minnesota River valley bottom. The project includes removing portions of the berms, realigning impacted stream sections, floodplain grading, and installing stone and large wood in the stream channel. The project aims to remove passage barriers and create complex step-pool stream habitat, improving in-stream and riparian habitat for native species in Ike's Creek.

The total disturbed area within the LMRWD is 1.27 acres, including 3,111 cubic yards of cut and 4,105 cubic yards of fill below the 100-year water surface elevation of the Minnesota River. The project is located within the High Value Resource Area (HVRA), the Minnesota River 100-year floodplain, and the Steep Slopes Overlay District (SSOD). However, there is less than 50 cubic yards of earth displacement/removal and less than 5,000 square feet of surface area or vegetation disturbance; the plans submitted support these calculations. The applicant proposes to begin tree clearing within the project area in March 2025. Tree clearing must be completed by April 15, 2025, because of the presence of endangered bat species. The remaining construction is set to occur between April and June 2025. Although the City of Bloomington has a Municipal (LGU) Permit for Rule B (Erosion and Sediment Control), the City waived permitting authority to the LMRWD during a pre-application coordination meeting on September 19, 2024, to simplify the permitting process for Inter-Fluve. The project requires an individual permit for Rule B and Rule C (Floodplain and Drainage Alteration).

SUMMARY

Project Name:	Ike's Creek Restoration Project										
Purpose:	Improve in-stream and riparian habitat for species native to Ike's Creek										
Project Size:	<table border="1"><thead><tr><th>Area Disturbed</th><th>Cut</th><th>Fill</th><th>Net Change</th></tr></thead><tbody><tr><td>1.27 acres</td><td>3,111 cubic yards</td><td>4,105 cubic yards</td><td>+994 cubic yards</td></tr></tbody></table>	Area Disturbed	Cut	Fill	Net Change	1.27 acres	3,111 cubic yards	4,105 cubic yards	+994 cubic yards		
Area Disturbed	Cut	Fill	Net Change								
1.27 acres	3,111 cubic yards	4,105 cubic yards	+994 cubic yards								
Location:	Bass Ponds Trailhead, 2501 86th Street East, Bloomington, MN 55425										
LMRWD Rules:	Rule B—Erosion and Sediment Control Rule C—Floodplain and Drainage Alteration										
Recommended Board Action:	Conditional approval										

DISCUSSION

The LMRWD received the following documents for review:

- The following documents were received on November 18, 2024
 - HEC-RAS Model
 - No-Rise Certification
 - Hydraulic Analysis for Ike's Creek Restoration Project (dated November 18, 2024)
- The following documents were received on November 21, 2024
 - LMRWD Online Permit Application
 - LMRWD Rule C (Floodplain and Drainage Alteration) Cover Page
 - U.S. Department of the Interior Memorandum
 - Level 2 Wetland Delineation Report
- The following documents were received on November 27, 2024
 - Ike's Creek Cross Section Map
 - Ike's Creek SSOD Figure
- Section 01 57 14 Flow Management, Erosion and Sediment Control; received December 10, 2024.
- The following documents were received on December 16, 2024
 - Revised Permit Application
 - Revised Project Plan Set
 - HEC-RAS Cross Sections Overlay Figure

- The following documents were received on January 10, 2025
 - Letter from USACE (dated June 21, 2024)
 - Response to LMRWD Comments (dated January 9, 2025)
 - Revised Section 01 57 14 Flow Management, Erosion and Sediment Control
 - Revised Hydraulic Analysis for Ike’s Creek Restoration Project (dated January 8, 2025)
 - Floodplain Permit Approval Letter from the City of Bloomington (dated January 13, 2024)
 - Letter from MPCA titled “Nationwide Permits – Clean Water Act Section 401 Water Quality Certification”

The application was deemed complete on January 15, 2025, and the documents received provide the minimum information necessary for permit review.

Rule B—Erosion and Sediment Control

The LMRWD regulates land-disturbing activities involving the displacement or removal of 5,000 square feet or more of surface area within the HVRA under Rule B. The proposed project will disturb approximately 1.27 acres within the LMRWD boundary. The applicant provided an erosion and sediment control plan that includes temporary best management practices such as silt fencing, sediment control logs, seed and Type 3 mulch, nonwoven coir fabric, and a stone check dam.

The project complies with Rule B, but the following documents are required before the LMRWD can issue a permit:

- National Pollutant Discharge Elimination System (NPDES) construction stormwater permit
- Final stormwater pollution prevention plan (SWPPP)
- Contact information for all contractors undertaking land-disturbing activities
- Contact information for the individual responsible for inspection and maintenance of all erosion and sediment control measures,
- Proof of obtaining a permit from the Minnesota Department of Natural Resources (DNR)

Rule C—Floodplain and Drainage Alteration

The LMRWD requires documentation that the proposed floodplain fill will not cause an increase in 100-year water surface elevations. The project is located within the Minnesota River 100-year floodplain, per the Flood Insurance Rate Map (FIRM) Panel 27053C0476F (effective November 4, 2016) and Figure 1. The project proposes 3,111 cubic yards of cut and 4,105 cubic yards of fill, resulting in 994 cubic yards of net fill below the 100-year water surface elevation of the Minnesota River. No compensatory storage is proposed. The project includes in-channel habitat enhancements, excessive sediment load mitigation, and restoration of the historic valley geomorphic conditions. Floodplain work includes removing portions of the berms, realigning impacted portions of the stream, grading the alluvial fan, and installing stone and large wood within the stream channel.

The applicant submitted project plans showing cut and fill within the Minnesota River 100-year floodplain, along with a signed no-rise certification and HEC-RAS modeling. The HEC-RAS model includes alterations in the floodplain resulting from the project and confirms no change in the 100-year water surface elevation. The project complies with Rule C.

Recommendations

Based on a review of the project, we recommend conditional approval of the Ike's Creek Restoration Project, contingent upon receipt of the following:

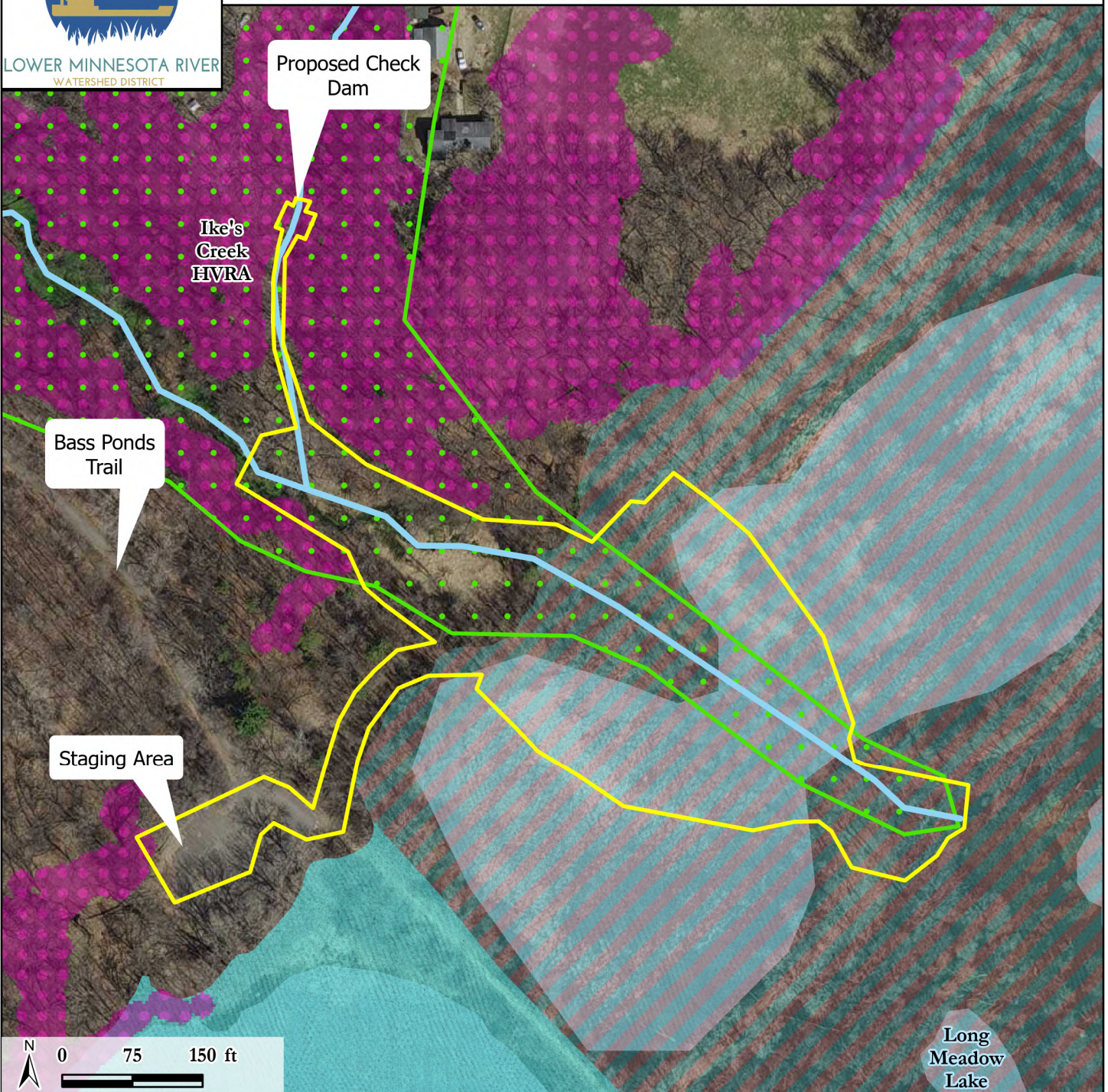
- Copy of the NPDES construction stormwater permit
- Contact information for the contractor(s) undertaking land-disturbing activities
- Contact information for the individual(s) responsible for erosion control inspections and maintenance
- Copy of approved Minnesota DNR permit
- Final construction plans signed by a professional engineer
- Final SWPPP

Attachments

- Figure 1– Ike's Creek Restoration Project Location



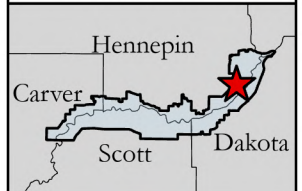
Figure 1: Ike's Creek Restoration Project Location
LMRWD No. 2024-020



Legend

- Project Location
- Ike's Creek
- High Value Resource Area
- Steep Slope Overlay District
- 100-yr Floodplain
- Floodway
- Public Waterbodies

LMRWD Watershed Location Map



Projects\LMRWD\Project Reviews\02 In Process\2024-020 Ike's Creek Restoration\04 GIS



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 19, 2025

Agenda Item

Item 6. C. – Interstate 35W (I-35W) SP 1981-140 Project Permit (LMRWD No. 2023-025)

Prepared By

Linda Loomis, Administrator

Summary

This project concerns Interstate 35W, spanning from TH 13 north to approximately 0.5 miles north of the Cliff Road entrance to northbound I-35W. Young Environmental Consulting Group, LLC, on behalf of the LMRWD, has reviewed the project for compliance with LMRWD rules and is recommending contingent approval. Detailed review and recommendations are provided in the attached Technical Memorandum – Interstate 35W (I-35W) SP 1981-140 Project Permit (LMRWD No. 2023-025) dated February 12, 2025.

Attachments

Technical Memorandum – Interstate 35W (I-35W) SP 1981-140 Project Permit (LMRWD No. 2023-025) dated February 12, 2025

Recommended Action

Motion to approve a permit for Interstate 35W (I-35W) SP 1981-140 Project Permit (LMRWD No. 2023-025) contingent upon receiving of a copy of the NPDES Notice of Coverage document, contact information for the contractor(s) undertaking land-disturbing activities and contact information for the individual(s) responsible for erosion control inspections and maintenance.

Technical Memorandum



To: Linda Loomis, Administrator
Lower Minnesota River Watershed District (LMRWD)

From: Rachel Kapsch, Water Resources Scientist
Erica Bock, Water Resources Scientist
Gabrielle Campagnola, Water Resources Engineer (Barr Engineering)

Date: February 12, 2025

Re: Interstate 35W (I-35W) SP 1981-140 Project Permit (LMRWD No. 2023-025)

The Minnesota Department of Transportation (MnDOT) has applied for an individual project permit from the Lower Minnesota River Watershed District (LMRWD) to perform pavement resurfacing, including spot mobility improvements, EZ-Pass lanes, and unbonded overlay. Additionally, the project includes replacing the Interstate 35W (I-35W) bridge over Cliff Road and the Union Pacific Railroad, the State Highway 13 (TH 13) bridge over I-35W, and the Burnsville Parkway bridge over I-35W. These proposed activities are affiliated with the prior LMRWD No. 2024-004 I-35W SP 1981-150 Early Release Project.

The I-35W SP 1981-140 project is located within the I-35W corridor in Burnsville, Minnesota, extending from Southcross Drive West to the north of West 121st Street (Figure 1). Within the LMRWD, the project spans from 0.1 miles south of the I-35W and TH 13 interchange to approximately 0.5 miles north of the Cliff Road northeast entrance ramp (onto I-35W). A small portion of the project runs along Black Dog Road, which will be used for hauling materials. Therefore, the road's condition will deteriorate during the SP 1981-140 project. To account for this, Black Dog Road will be resurfaced following completion of construction activities. The applicant's engineer, TKDA, submitted the permit application, associated application exhibits, and site plans for the I-35W SP 1981-140 project. The project will disturb 32.67 acres of developed MnDOT right-of-way (ROW) and proposes a net increase of 3.35 acres of new and fully reconstructed impervious surfaces within the LMRWD.

To comply with Rule D—Stormwater Management requirements within the LMRWD, two infiltration basins and one wet pond will be constructed for permanent stormwater management. The applicant has submitted the necessary materials and hydrologic and hydraulic analyses to demonstrate the existing and proposed rates, volume control, and water quality benefits of the proposed permanent stormwater best management practices (BMPs).

The project is located within the High Value Resource Area (HVRA) and the Minnesota River floodplain. The applicant proposes to let the project in March 2025, with construction to occur from 2025 through 2026. The project triggers LMRWD Rule B—Erosion and Sediment Control, Rule C—Floodplain and Drainage Alteration, and Rule D—Stormwater Management.

The City of Burnsville has an LMWRD Municipal local governmental unit (LGU) permit. However,

because the city does not have authority to permit MnDOT projects, this project requires an LMRWD individual permit and is subject to LMRWD permitting review.

SUMMARY

Project Name: Interstate 35W (I-35W) SP 1981-140

Purpose: Perform pavement resurfacing, including spot mobility improvements, EZ-Pass lanes, and unbonded overlay. Replace existing bridges.

Project Size:	Area Disturbed	Existing Impervious Area	New/Reconstructed Impervious Area
	32.67 acres	25.78 acres	3.35 acres

Location: Project Extent (All): I-35W (NB/SB) from Southcross Drive West to north of West 121st Street, Burnsville, MN 55337
Project Extent (within LMRWD): I-35W (NB/SB) from 0.1 miles south of I-35W and Highway 13 interchange to 0.5 miles north of Cliff Road northeast entrance ramp, Black Dog Road

LMRWD Rules: Rule B—Erosion and Sediment Control
Rule C—Floodplain and Drainage Alteration
Rule D—Stormwater Management

Recommended Board Action: Conditional approval

DISCUSSION

The LMRWD received the following documents for review:

- LMRWD online permit application; received January 24, 2024.
- LMRWD application exhibits for Interstate 35W (I-35W) SP 1981-140 Project by TKDA; received January 24, 2024.
- SP 1981-150 Drainage Plans, and TKDA Response to Comments; received February 13, 2024.
- The following documents were received on October 4, 2024:
 - Final Drainage Report
 - 2023-025 Final TKDA Responses to LMRWD Comments
 - 95% Plans
 - Inplace Drainage & Removal Plan
 - Drainage Plan
 - Drainage Tabulations and Profiles
 - Drainage Tabulations
 - Drainage Details
 - Staged & Temporary Drainage Plans
 - SWPPP
 - Erosion & Sediment Control Plan

- Turf Establishment Plan
 - Contour Plan
 - App A- Color Layout
 - App B- Existing Drainage Area Map
 - App C- SWPPP Location Map and Impaired Waters Map
 - App D- Proposed Drainage Area Map
 - App E- Drainage Overview Map
 - App F- Regulatory Agency Correspondence and Matrix of Permit Requirements
 - App G- Wetland Impact Summary Table and Figure
 - App H- Soil Survey Map and Soil Boring Data
 - App I- Impervious Surface Figures
 - App J- Peak Discharge Summary and Water Quality Summary
 - App K- Existing HydroCAD Model Output
 - App L- Proposed HydroCAD Model Output
 - App M- Storm Sewer Calculations
 - App N- SP 1981-120 Storm Sewer Calculations
 - App P- FEMA FIRM Map
 - App Q- Floodplain Impact and Mitigation Calcs
- 100% Contour Plan, and Revised LMRWD Permit Application; received October 28, 2024.
 - Authorization of Agent form, and MnDOT Metro District 2019 MS4 SWPPP; received October 29, 2024.
 - Existing Contour Plans, and Historic Construction Plans; received November 5, 2024.
 - Email from MnDOT to applicant; received November 19, 2024.
 - The following documents were received on December 6, 2024:
 - 2023-025 TKDA Responses to LMRWD November Comments
 - App J1- Peak Discharge Summary_TH35W_2024-12-06
 - App K- Existing HydroCAD Model Output_2024-12-06
 - App L- Proposed HydroCAD Model Output_2024-12-06
 - Sheet CN4 (Contour Plan)
 - Sheet DD3 (Drainage Details)
 - Sheet DR14 (Drainage Plan)
 - Sheet EC12 (Erosion & Sediment Control Plan)
 - Final Drainage Report_2024-12-06
 - Revised LMRWD Permit Application
 - Revised Existing HydroCAD Model
 - Revised Proposed HydroCAD Model
 - The following documents were received on January 8, 2025:
 - Revised Existing HydroCAD Model
 - Revised Proposed HydroCAD Model
 - Revised Existing Drainage Area Map
 - Revised Proposed Drainage Area Map
 - Sheet DP19 (Drainage Tabs and Profiles)
 - Sheet DR11 (Drainage Plan)
 - Sheet DR13 (Drainage Plan)
 - SP 1981 Peak Discharge and Runoff Volume Summary

- The following conditional approval items were received on January 30, 2025:
 - Final Signed Title Sheet
 - Final Construction Plans Signed by a Professional Engineer
 - Agreement 1058408 between Union Pacific Railroad Company and the State of Minnesota
 - Wetland Conservation Act (WCA) Notice of Decision (NOD)

The application was deemed complete on January 8, 2025, and the documents received provide the minimum information necessary for permit review.

Rule B—Erosion and Sediment Control

The LMRWD regulates land-disturbing activities affecting one or more acres under Rule B. The proposed project will disturb approximately 32.67 acres within the LMRWD boundary. The applicant has provided an erosion and sediment control plan and a Stormwater Pollution Prevention Plan (SWPPP). Proposed temporary erosion and sediment control measures include filter berm type 1 (compost), storm drain inlet protection, culvert end controls, sediment control logs (compost), silt fencing, random riprap, and rapid stabilization methods 3 and 4. The contractors and the individual responsible for erosion and sediment control inspections and maintenance will be determined in early 2025 following bidding and will be required as a conditional approval item

The project complies with Rule B, but a copy of the National Pollutant Discharge Elimination System (NPDES) Notice of Coverage document and contact information for the contractor(s) performing land-disturbing activities are needed before the LMRWD can issue a permit.

Rule C—Floodplain and Drainage Alteration

The LMRWD requires the applicant to provide documentation that proposed floodplain alterations will not cause an increase in 100-year water surface elevations. The project is located within the Minnesota River 100-year floodplain, as shown on the Flood Insurance Rate Map (FIRM) Panel 27037C0070E, effective December 2, 2011 (see Figure 1). The project proposes 901.6 cubic yards of cut and 863.7 cubic yards of fill, resulting in 37.9 cubic yards of net cut. The applicant submitted cut and fill calculations and cross sections showing the proposed changes. The project will occur in the ineffective area of the floodplain. An ineffective area of the floodplain is used to describe areas of a cross section where flow is not being conveyed, therefore, development within ineffective areas has little to no effect on conveyance and water surface elevations.

The northernmost portion of the project is located along Black Dog Road within the Minnesota River floodway. Black Dog Road will be used to haul construction materials and equipment, leading to excess wear and tear and increased surface repair needs. Following construction, the applicant proposes resurfacing parts of Black Dog Road used for hauling and access. Because resurfacing does not constitute cut and fill, Rule C requirements do not apply.

The proposed modifications for the I-35W SP 1981-140 project will not affect conveyance or the 100-year water surface elevations, meeting the minimum requirements of Rule C.

Rule D—Stormwater Management

The project proposes 3.35 acres of new and fully reconstructed impervious surface, including 5,838 square feet within the HVRA. Stormwater management will be provided by existing MnDOT

stormwater ponds and infiltration basins, along with two proposed infiltration basins and one wet pond within the LMRWD. Runoff from areas upstream of the LMRWD drains to Earley Lake, while stormwater from the portion of the project within the LMRWD ultimately discharges into the Minnesota River.

Section 5.4.1 of Rule D requires applicants to demonstrate no increase in the proposed runoff rates compared to existing conditions. The applicant submitted drainage area maps (existing and proposed) and HydroCAD modeling (existing and proposed) to review the runoff rates discharging from the project site. The project plans to use the proposed infiltration basins and wet pond for rate control. Additionally, a filter berm is proposed before any discharge to the HVRA. Six discharge sites within the LMRWD were reviewed using the project area data and the HydroCAD model.

Table 1. I-35W Rate Control Summary

Discharge Point	Location	2-year		10-year		100-year	
		Existing Rate (cfs)	Proposed Rate (cfs)	Existing Rate (cfs)	Proposed Rate (cfs)	Existing Rate (cfs)	Proposed Rate (cfs)
7	City Storm Sewer	2.8	2.8	5.0	5.0	11.1	11.0
8	In-Place Beacon Pond	24.8	22.0	46.5	40.2	111.5	89.2
9	Unnamed Stream	44.6	44.6	111.5	109.5	259.9	295.4
10	Embassy Road Culverts	10.4	10.0	16.6	16.2	32.5	32.1
11	Existing Wetland (HVRA)	1.7	1.7	5.2	5.2	16.9	16.9
12	Existing Dry Pond	27.3	26.2	46.0	44.3	93.3	90.0

The reported runoff rates¹ show a decrease or no change compared to existing conditions for the 2-, 10-, and 100-year events, meeting the rate control requirements of Rule D.

Section 5.4.2 of Rule D requires projects to retain one inch of runoff from the new and fully reconstructed impervious areas. The project proposes 3.35 acres of new and fully reconstructed area within the LMRWD. Therefore, the project must provide 12,161 cubic feet of volume retention to meet Rule D requirements. The applicant proposes two infiltration basins within the LMRWD to meet the volume control requirements.

Table 2. I-35W Volume Control Summary

BMP	Volume (CF) – Live Storage
Proposed Burnsville Parkway Infiltration Basin	5,576
Proposed TH13 Infiltration Basin	9,975

¹ The reported runoff rates are strictly a comparison between the existing and proposed project-site conditions and do not include off-site drainage areas.

BMP	Volume (CF) – Live Storage
Total	17,467

The project’s volume control requirement has been met through the proposed infiltration basins, and the project complies with the Rule D volume requirements.

Section 5.4.3 of Rule D requires no net increase in total phosphorus (TP) or total suspended solids (TSS) to receiving waterbodies when compared to existing conditions. The applicant proposes using the same infiltration basins and a wet pond to meet LMRWD water quality requirements. The applicant also proposes infiltrating 15,551 cubic feet of stormwater runoff, which exceeds Rule D volume reduction requirements, thereby meeting the LMRWD water quality requirement. As presented, the pollutant load for both TP and TSS would be reduced, confirming compliance with the water quality requirements established under Rule D.

Recommendations

Based on the review of the project, we recommend conditional approval contingent on receipt of the following:

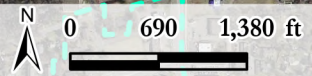
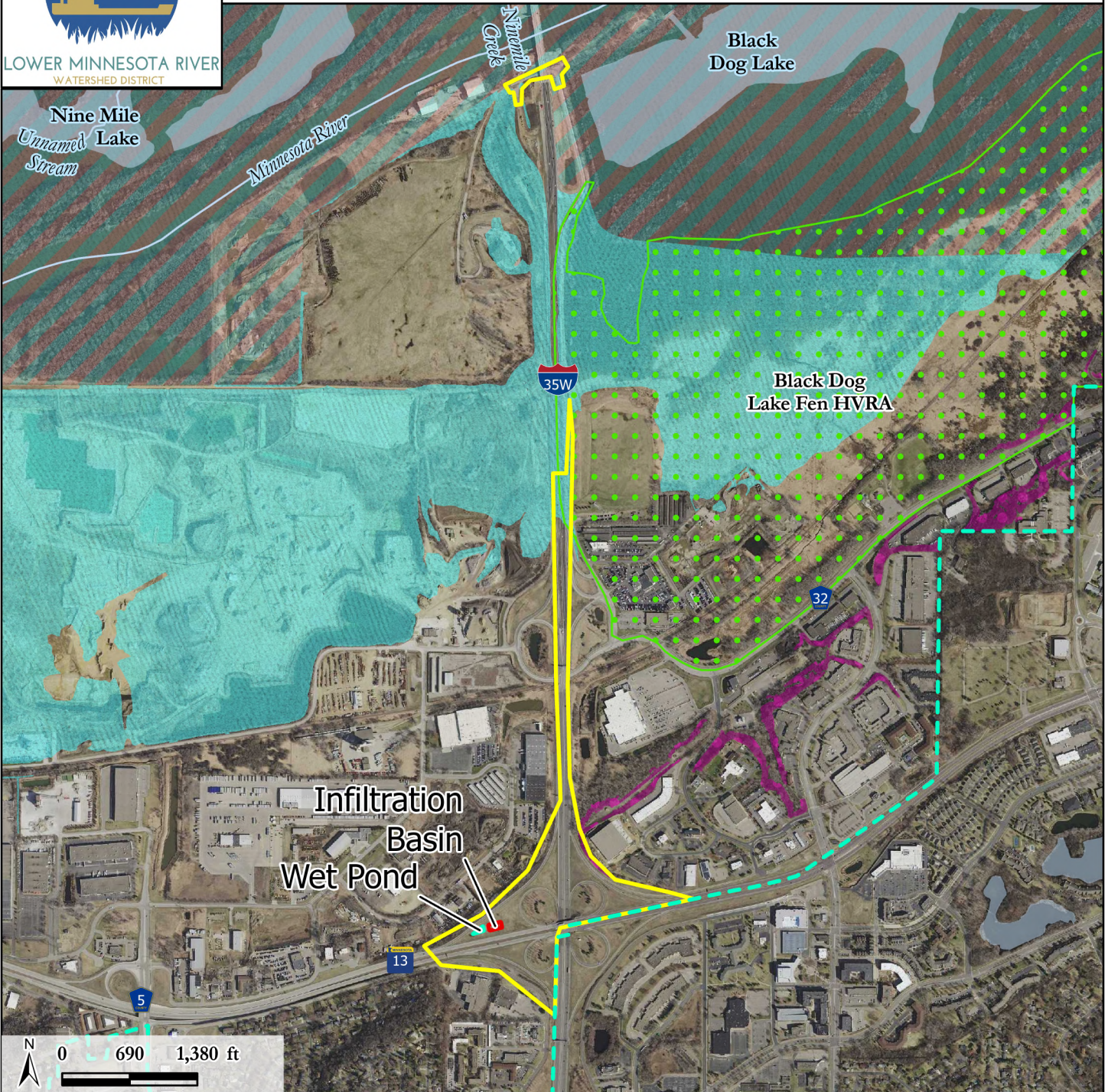
- Copy of the NPDES Notice of Coverage document
- Contact information for the contractor(s) undertaking land-disturbing activities
- Contact information for the individual(s) responsible for erosion control inspections and maintenance

Attachments

- Figure 1– I-35W SP1981-140 Project Location



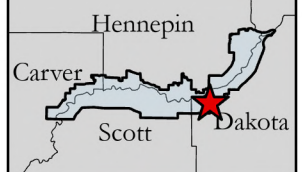
Figure I: I-35W SPI981-I40 Project Location
LMRWD No. 2023-025



Legend

- Project Location
- LMRWD Boundary
- Wet Pond
- Infiltration Basin
- Public Waters
- Public Waterbodies
- High Value Resource Area
- Steep Slope Overlay District
- 100-yr Floodplain
- Floodway

LMRWD Watershed Location Map



Projects \LMRWD\Project Reviews\02 In Process\2023-025-TH35W SPI981-I40\04 GIS



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 19, 2025

Agenda Item

Item 7. A. – Administrative Services Succession Update

Prepared By

Linda Loomis, Administrator

Summary

The LMRWD set a deadline of January 30, 2025, to receive applications for a successor to the current Administrator, who plans to retire sometime in 2025. Two applications were received. The Personnel Committee scheduled a special meeting on Monday, February 3, 2025, to review the applications and determine which applicants to interview. The Committee planned to interview both candidates on Thursday, February 6, 2025. However, on Tuesday, February 4, 2025, one of the candidates withdrew from consideration, leaving only one candidate. The Committee felt it was not in the best interests of the LMRWD to proceed with only one candidate and canceled all interviews.

The Committee met again on its regular meeting date, Wednesday, February 12, 2025, to determine a path forward. They intend to recommend to the Board that the position be advertised again and, rather than setting a deadline for applications, the position will remain open until it is filled. Young Environmental Consulting Group was asked to estimate the cost to assist with the transition to a new Administrator and possibly serve as an interim Administrator. A memorandum from Young Environmental Consulting Group LLC. That outlines a plan to assist with the transition is attached.

The Committee will provide additional information at the meeting. The remaining candidate has requested that her application remain under consideration. She is seeking a position as an employee rather than as an independent contractor.

Attachments

Proposal for Administrative Assistance from Young Environmental Consulting Group, LLC dated February 14, 2025

Recommended Action

Provide direction to staff



February 14, 2025

Linda Loomis, Administrator
Lower Minnesota River Watershed District
Email: naiadconsulting@gmail.com

Re: Proposal for Administrative Assistance

Dear Administrator Loomis:

Young Environmental appreciates the opportunity to present this proposal to the Lower Minnesota Review Watershed District (LMRWD) for administrative and documentation support over the next three months (March, April, and May). We have designed this proposal to assist in preparing for the retirement of your esteemed administrator, Linda Loomis, and her successor's onboarding. Below is the proposed scope of work, including deliverables, assumptions, and a fee estimate.

Administrative Assistance: Young Environmental will provide logistical and documentation support for finance, personnel, and board meetings held monthly on the first, second, and third Wednesdays, respectively. The primary task, as the LMRWD Administrator requested, is to assist with meeting minutes. We can also provide additional services, as outlined below.

Requested task:

Develop official minutes for the Board, Personnel Committee, and Finance Committee meetings, documenting discussions and actions taken. This assumes three meetings per month or 12 meetings. Young Environmental will provide draft minutes of all meetings at the end of each month.

Additional services:

- Host a pre-meeting with the administrator and board chair two weeks before each board meeting to discuss agenda content.
- Reserve or confirm the reservation of meeting locations.
- Support the noticing process and the development of packet materials for the meetings.

Administrative Service Cost Estimate

- Minutes support: Assumes 8 hours per month at a blended rate of \$125 or \$3,000
- Additional tasks: Assumes 6 hours per month at a blended rate of \$125 or \$2,250

Knowledge Transfer Plan Development: Young Environmental aims to document the outgoing administrator's extensive knowledge and experience, encapsulating tasks, projects, responsibilities, and critical processes accumulated over the years.

Tasks provided will include the following:

- Using AI to review 10 administrative reports, identifying recurring duties needing documentation. We will present the findings to the Personnel Committee to prioritize critical areas for process documentation, such as the biannual solicitation of legal services, district engineering, and engineering pool contractors as well as finance and general oversight processes.

- Developing, reviewing, and finalizing up to eight critical document processes as guided by the administrator and Personnel Committee. Young Environmental will provide a final draft for Personnel Committee review. Following the receipt of one comprehensive set of comments, Young Environmental will finalize the document for board consideration.
- Hosting up to six biweekly two-hour meetings to record and refine each process as it is developed.

Knowledge Transfer Cost Estimate:

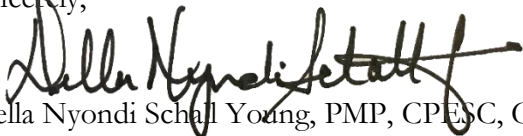
Assumes 16 hours per process documentation at a blended rate of \$150 per hour or \$19,200 for 8 documented processes.

Assumptions

- We will provide all meeting materials to the appropriate groups one week prior to the meeting, including board packets, committee packets, and one-on-one knowledge transfer meetings with the administrator.
- Emails sent by Young Environmental and LMRWD will be responded to within two business days.
- This proposal includes one round of revisions to the initial draft based on feedback from the LMRWD administrator.

We appreciate your partnership and welcome the opportunity to discuss this further. If you would like to schedule a meeting, please contact me at della@youngecg.com or 651-249-6974. Thank you for the opportunity to support the LMRWD. We remain committed to the organization's success and will continue to adapt to your needs and expectations.

Sincerely,



Della Nyondi Schall Young, PMP, CPESC, CTF
Chief Executive Officer
Young Environmental Consulting Group, LLC



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, February 19, 2025

Agenda Item

Item 7. B. – 2024 Annual Report Update

Prepared By

Linda Loomis, Administrator

Summary

At the December 11, 2024, Board of Managers meeting, the Board authorized the preparation of the 2024 Annual Report. Staff have since met to discuss the report's contents. The Technical Memorandum – 2024 Annual Report Development, dated February 13, 2025, outlines the general direction staff intends for the report.

The Board is asked to provide any feedback to staff by Wednesday, February 26, 2025, so that it can be considered when preparing the draft report for the Board's March 19, 2025, meeting.

Attachments

Technical Memorandum – 2024 Annual Report Development, dated February 13, 2025

Recommended Action

Provide feedback to staff by Wednesday, February 26, 2025

Technical Memorandum



To: Linda Loomis, Administrator
Lower Minnesota River Watershed District (LMRWD)

From: Suzy Lindberg, Communications Manager

Date: February 13, 2025

Re: 2024 Annual Report Development

EXECUTIVE SUMMARY

Annual reporting is one of the Board of Water and Soil Resources (BWSR) requirements for metro watershed districts, due 120 days from the end of the calendar year (due April 30, 2025). Although it is a primary statutory requirement to report on activities, it also provides an opportunity to create a showcase, a communications piece that provides value to a wider audience.

The LMRWD staff met to kick off the annual report process and are working to create the report to summarize work completed in 2024. Staff will maximize the return on investment by using existing materials, a LMRWD-branded template created in 2023, quarterly reports from Young Environmental, and information in Board packets, combined with updated information and photos to provide a unique annual report that is high quality and consistent with previous deliverables.

[View the previous annual report here.](#)

Outline

BWSR has established an outline for material that must be included in the annual report (see MN [Rule 8410.0150 Subp.3](#)). Although their requirements are prescriptive, there is still an opportunity to infuse creativity through the use of photos, highlights, and graphics that showcase the uniqueness of the LMRWD, the progress made in 2024, and the challenges faced—such as extreme flooding in the District.

Key Themes

Through collaboration, LMRWD staff have identified the following key themes to consider for the 2024 Annual Report. These themes may be reinforced through the cover photo, the cover letter from the Administrator, and callout boxes throughout the document.

Themes provide an avenue to reinforce key messages of importance through many sections of the document.

- **Theme 1: Flooding Impacts on the Minnesota River**

In 2024, the LMRWD experienced a major flooding event with notable impacts to the areas along the Minnesota River in the western portion of the watershed district. The annual report will introduce the challenges of flooding and the increased impact as climate change produces more frequent and extreme rainfall events. Staff will research and compile information on the amount of material dredged compared to previous years, material shipped from Cargill and CHS Inc. (if information is made available), and the days the nine-foot navigation channel was closed by the US Army Corps of Engineers. We will highlight the District's response to the flooding and how the LMRWD is responsible for flood control.

- **Theme 2: Fens as a Unique Resource**

In 2024, the LMRWD progressed on stewardship plans and creating partnership with the Minnesota Department of Natural Resources (MnDNR) to protect calcareous fens as an extremely rare and precious natural resource. We will introduce readers to the importance of the resource and preservation, highlighting the sensitivity of protecting these resources in one of the fastest growing counties in the state. We will highlight some of the known issues with resource management (i.e. stormwater and pumping) and showcase what readers can do to get involved with fen protection. As the LMRWD explores ways to repair past issues, we can share lessons learned from uncovering previous harmful activities to ensure we are protecting these fragile resources moving forward.

- **Theme 3: Partnerships in Action**

Last year included a wide range of partnerships with cities, advocacy organizations, educators, and subject-matter experts. With this theme, we will showcase the importance of partnership and the level of collaboration and support necessary to take on large, basin-wide challenges to protect the Minnesota River and the surrounding areas. Highlights will include the late-summer boat tour, educator mini grants, the River Watch program, and more.

Annual Report Sections

The annual report will also highlight the people that make the LMRWD special. We will showcase progress made on projects, share plans, and showcase education and outreach work. We will also highlight the permit program and changes that were implemented in 2024 to improve the process.

The outline includes the following sections:

- i. Cover (Featuring Recent, Compelling Photos)
- ii. Cover Letter (Key Themes Introduced)
- A. Board of Managers, Citizen Advisory Committee, Technical Advisory Committee, Staff, and Consultants
- B. Contact Person
- C. Previous Year Work Plan Summary
- D. Work Plan and Budget

- E. Progress on Goals
- F. Summary of Significant Trends in Monitoring Data
- G. Annual Communication (includes ways to connect with LMRWD, Education and Outreach Summary)
- H. Solicitation for Consultant Proposals
- I. Local Water Plan Adoption
- J. Status of Locally Adopted Ordinances
- K. Summary of Permits/Variations

Next Steps and Recommendations

The LMRWD staff will compile a draft annual report, for review at the March 2025 Board of Managers meeting. We will also provide the annual report to the Citizen Advisory Committee and welcome any feedback they'd like to share to improve the document and messaging from a public interest perspective. Our team will make revisions and finalize the document to submit to BWSR by mid-April.

We request that the Board of Managers submit any feedback on the outline or approach for LMRWD staff consideration by **Wednesday, February 26, 2025**, through our brief survey. [Complete a two-minute survey to provide input!](#) Board of Managers feedback is optional but will provide staff direction if there are any considerations you'd like us to include during annual report development



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 19, 2025

Agenda Item

Item 7. C. – Salt Symposium Sponsor

Prepared By

Linda Loomis, Administrator

Summary

The LMRWD has been invited to sponsor the 2025 Salt Symposium, which will be held on Tuesday, August 5, 2025. This 26th annual event is a day-long virtual gathering of professionals from around the world to share expertise on current research, planning, and initiatives, including snow and ice management, low salt design, water softening, wastewater, and fertilizer.

The [Salt Symposium](#) focuses on understanding the concerns, research, solutions, and management of chloride use, aiming to innovate towards a lower salt future to enhance community sustainability and protect vital freshwater systems and infrastructure.

Funding for this sponsorship is included in the 2025 LMRWD Budget. The LMRWD has supported the Symposium as a sponsor since 2017, typically at the \$500 level, which is also the amount allocated in the 2025 budget.

More information can be found at <https://www.bolton-menk.com/resources/salt-symposium/>

Attachments

Salt Symposium sponsorship levels

Recommended Action

Motion to approve Sponsorship of 2025 Salt Symposium at the \$500 level



2025 Salt Symposium Sponsorship (Aug. 5, 2025)

All sponsorships include placement of organization logos and contact information in a PDF distributed directly to all conference attendees. All sponsors will be recognized via Bolton & Menk's social media platforms; sponsor's logo size in social media posts will be determined by sponsorship tiers below (i.e., largest images for platinum sponsorship, smallest images for specialized sponsorship). All sponsors will receive a contact list of attendees who agree to share their information.

Platinum Sponsor - \$4,000

- You can submit your own 30 sec. – 1 min. promotional video that will play during one of the event days.
- Directly tagged on a social media sponsorship post on LinkedIn.
- Recognition as the sponsor of a morning or afternoon block of presentations.
- Highly prominent logo placement on conference materials, 6 complimentary registrations, 5 break period advertisement slides, and 3 customized audience polls or promotional links sent via conference chat.

Gold Sponsor - \$2,500

- Directly tagged on a social media sponsorship post on LinkedIn.
- Prominent logo placement on conference materials, 3 complimentary registrations, 4 break period advertisement slides, 2 customized audience polls or promotional links sent via conference chat.

Silver Sponsor - \$1,000

- Logo placement on conference materials, 2 complimentary registrations, 3 break period advertisement slides, 1 customized audience poll or promotional link sent via conference chat.

Bronze Sponsor - \$500

- Logo placement on conference pamphlet and other materials, 1 complimentary registration, 2 break periods advertisement slides, 1 customized audience poll or promotional link sent via conference chat.

Specialized Sponsor – Non-cash donation

- Logo placement on conference materials, with other arrangements subject to agreement.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 19, 2025

Agenda Item

Item 8 A. – State of the Minnesota River Listening Session

Prepared By

Linda Loomis, Administrator

Summary

At the January 2025 Board of Managers meeting, the Board requested that staff refine the messaging to be shared with the public and other stakeholders. Staff sought individual feedback from managers and developed a plan to proceed.

Details of the plan are outlined in the Technical Memorandum – Public Listening Session – Summary Documents for Internal and External Purposes, dated February 13, 2025. The Board will need to authorize staff to proceed with the recommendations in the Technical Memorandum.

Staff has reached out to other watershed districts for the names of media consultants/PR firms that they have used. In addition, the LMRWD received a proposal from a firm, VeCoeur, through the solicitation of Education and Outreach proposals in 2024.

Attachments

Technical Memorandum – Public Listening Session – Summary Documents for Internal and External Purposes, dated February 13, 2025

Recommended Action

Motion to authorize staff to complete the post-event summary report through the deliverables outlined in Table 1 (of the Technical Memorandum) and to issue a Request for Proposals to onboard a media relations/PR firm to add capacity in developing and implementing the Public Engagement and Communication Strategy Document.

Technical Memorandum



To: Linda Loomis, Administrator
Lower Minnesota River Watershed District (LMRWD)

From: Suzy Lindberg, Communications Manager
Della Schall Young, CTF, CPESC, PMP, Principal Scientist

Date: February 13, 2025

Re: Public Listening Session—Summary Documents for Internal and External Purposes

INTRODUCTION

After successfully hosting a Public Listening Session to hear input from partners and the public, the LMRWD Board of Managers provided post-event direction to create external messaging to share with those who gave testimony, event attendees, and additional core audiences who were not in attendance but are critical to future partnerships.

After synthesizing the feedback and input from the Board managers, we have compiled the following outlines to highlight the final reports that will be created for both internal and external purposes to close out the event. This also includes a forward-looking strategy to continue communication and relationship building with core stakeholders. As part of this process, we recommend exploring the hiring of a third-party public relations (PR) consultant that can provide objective insight into developing a public engagement and communication strategy.

The memo highlights the next steps to compile and release key findings from the Public Listening Session.

Board Feedback

Several managers provided feedback on next steps, including ways to summarize the event and information needed to move forward. Board managers provided the following high-level conclusions as part of their feedback. Table 1 presents the approach to summarize the event, and incorporates the Board's feedback, specifically in the Board Implementation Process, Public Engagement and Communication Strategy, and Policy and Legislative Considerations sections of the summary report.

Feedback included the following key points:

1. Board managers need to understand what additional funding or resources are needed for testimony requests and who would be involved. They are also interested in a strategy for where to find increased funding and resources.
2. Board managers need to understand their potential actions and avenues to react to the

testimony provided.

3. There needs to be a recognition of the request for increased educational programs about the LMRWD's work and the Minnesota River as well as increased involvement with related groups and associations.
4. There needs to be an exploration of advocacy for more water storage.
5. The Board needs to develop protocols for how and when to advocate, convene, or get involved in matters occurring upstream of the LMRWD's boundaries.
6. The LMRWD's need to do more work in the areas of advocacy, policy updates, and strategic planning.
7. The LMRWD needs to lead work that produces real action and measurable outcomes on behalf of the perspectives heard during the Public Listening Session to build momentum and collaboration.

Table 1. Outlines for Public Listening Session Summary Report Deliverables

Internal Summary Documents			External Summary Documents		
Reporting Item	Description	Format Requested	Reporting Item	Description	Format Requested
Process Summary	Summarize the process for event planning, providing a template for future events as well as an opportunity to visit lessons learned and continuously improve. This section will include key findings such as logistics, participation, and costs to complete.	<ul style="list-style-type: none"> Two-page report with after-action summary. Summarize direct and non-direct costs to host event, presenting recommendations for return-on-investment and ability to replicate in the future. 	Testimony Aggregation	A core external output will be sharing the testimony received with the public through the LMRWD website. This includes testimony, transcripts, and written input received. A new landing page can house all materials, including the external-facing summaries, to provide a full overview of the event and action items.	<ul style="list-style-type: none"> Infographics to visualize stakeholder types and key themes at a glance (two to three graphics). Indexed testimony, slides, transcript, and video to be housed on the LMRWD website. Note: Staff will confirm ADA compliance with HDR. External-facing summaries on LMRWD website.
Board Implementation Process	This section will serve as an <u>internal</u> summary to outline specific requests and their correlation to policy or legislative suggestions. This step will highlight recommendations that align with ongoing initiatives (i.e. water storage), while identifying new ideas and their ranking for future consideration.	<ul style="list-style-type: none"> Transcript for analysis using AI exercise to analyze to pull out key themes and actions. Two- to four-page table with summary of specific requests from participants and categories to rank priorities into a work plan format. 	Policy and Legislative Considerations	This section will serve as an <u>external</u> summary for what the Board of Managers heard during the session and what it plans to do with the requests. The summary will indicate whether the request has already been incorporated into an existing priority or whether there is a gap requiring an action to amend it.	<ul style="list-style-type: none"> Two to four-page report with a table summary of specific requests from participants along with the corresponding LMRWD response (i.e. policy, program, or legislative priority.) Partner with the legislative liaison for review. Release information through a MailChimp email and link to website.
Public Engagement and Communication Strategy	LMRWD staff will provide recommendations for an ongoing strategy to engage with the public and key stakeholders who were involved in with the session. The strategy will indicate materials needed, additional needs (i.e. media and public relations [PR] consulting), and timelines for next steps.	<ul style="list-style-type: none"> Two-page public engagement and communication strategy. Board presentation materials for future meetings with County commissioners. Proposal for additional consulting support. 	Data and Evidence Supporting Testimony	Because the managers requested science-based data for the Public Listening Session, this summary will highlight data referenced for testimony and indicate any data gaps needing more research.	<ul style="list-style-type: none"> Two-page bibliography compiling quantitative data sources cited from the submitted testimony and presentations. Summary of qualitative themes and/or statements needing additional research or evidence. Identification of data gaps.

Next Steps and Recommendations

Following the approval of the outline, LMRWD staff will complete all assignments and present the final Public Listening Session summary documents for Board approval at the March meeting.

At this time, we would like the Board's approval on the following items:

- Complete the post-event summary report through the deliverables outlined in Table 1.
- Draft a request for proposal to onboard a media relations/PR firm to add capacity in developing and implementing the Public Engagement and Communication Strategy document.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, February 19, 2025

Agenda Item

Item 9. A. – 2025 Legislative Update

Prepared By

Linda Loomis, Administrator

Summary

The House of Representatives is finally meeting, after the Democratic Representatives returned. Managers should be receiving communications from Park Street Public with updates about what is happening.

Molly Jansen and Joe Birkholz have been invited to join the meeting to provide the Board with an update.

Recommended Action

No action recommended – for information only



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, February 19, 2025

Agenda Item

Item 9. B. – 2025 Minnesota River Tour Update

Prepared By

Linda Loomis, Administrator

Summary

A date has been selected for the summer riverboat tour: Thursday, August 14th. Most of the Managers have indicated that this date works for them. The alternative dates are Tuesday, August 12th, or Tuesday, August 19th. Thursday, the 14th, will be confirmed unless the Board decides otherwise.

The event will be scheduled for late afternoon. The invitation list from last year will be updated and shared with the Board, who can add names to the list and/or reach out to invitees with personal invitations.

The Board should brainstorm ideas for a program.

Attachments

No attachments

Recommended Action

Confirm date of event



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 19, 2025

Agenda Item

Item 9. C. – Study Area #3 Update

Prepared By

Linda Loomis, Administrator

Summary

Staff is still awaiting approval from the US Army Corps of Engineers, who is waiting word from the Minnesota State Historic Preservation Office (SHPO), before issuing approval.

Staff is also waiting for guidance from the City of Eden Prairie as to how the LMRWD can get the recently purchased property re-platted and rezoned.

Attachments

No attachments

Recommended Action

No action recommended

LMRWD Permit Program Summary



Permit Number	Project Name	Owner	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date
							Information Only	Conditional Approval	Approval		
2021-016	Whispering Waters	Keyland Homes	Active		4/14/2021	6/4/2021		6/16/2021		7/13/2021	7/14/2025
2021-025	TH13/Dakota Ave Improvement	MnDOT	Construction Complete		6/11/2021	6/15/2021		2/16/2022		5/20/2022	5/20/2025
2021-030	Building Renovation Park Jeep	Park Chrysler Jeep	Construction Complete		7/9/2021	7/16/2021		9/15/2021		6/21/2022	8/15/2025
2022-005	Chaska West Creek Apt	Hickory Investments LLC	Construction Complete		2/8/2022	3/29/2023		4/19/2023		6/6/2023	6/6/2025
2022-010*	Quarry Lake Trail and Ped Bridge	City of Shakopee	Construction Complete		2/24/2022	3/18/2022		4/20/2022		3/1/2023	3/1/2026
2022-015	Xcel Driveway	Xcel Energy	Construction Complete	5/25/2023	6/21/2023	7/31/2023		8/16/2023		9/21/2023	9/21/2025
2022-016	ORF Relocation	SMSC	Active		4/20/2022	6/30/2023		7/19/2023		7/20/2023	7/20/2025
2022-019	I494 SP 2785-433	MnDOT	Active		4/21/2022	6/24/2022		7/20/2022		4/10/2023	4/10/2025
2022-022	Ace Rent A Car	Walser	Construction Complete		5/10/2022	11/3/2023			11/15/2023	11/16/2023	11/16/2025
2022-031	RSI Marine	RSI Marine	Conditional Approval		9/20/2023	1/24/2024	8/17/2022	2/21/2024			
2022-039	Former Knox Site	Beton LLC	Construction Complete		11/3/2022	12/19/2022		1/18/2023		6/6/2023	6/6/2025
2022-040	Burnsville Sanitary Landfill	Waste Management	Active		11/21/2022	2/15/2023		3/15/2023	8/16/2023	8/17/2023	8/17/2025
2022-042	3rd Street Bridge Replacement	City of Carver	Active		12/16/2022	2/2/2023		2/15/2023		5/22/2024	5/22/2025
2023-001	Lakota Lane After-the-Fact	Andrew Polski	Conditional Approval		1/10/2023	5/30/2024		6/20/2024			
2023-007	MN River Greenway Trail	Dakota County	Active		3/1/2023	3/15/2023		4/19/2023	11/6/2024	11/6/2023	11/7/2025
2023-008	Chaska Tech Center Amendment	Lariat Companies Inc.	Construction Complete		3/4/2023	4/11/2023		4/19/2023	7/19/2023	5/15/2023	5/15/2025
2023-009	AT&T Bloomington to Eureka Fiber	AT&T	Active		3/31/2023	5/19/2023		6/21/2023		6/26/2023	6/26/2025
2023-010	MN River Greenway RR Bridge	Dakota County	Conditional Approval	4/5/2023	5/17/2024	9/10/2024		10/9/2024			
2023-013	Merriam Junction Trail	Scott County	Active	4/5/2023	5/8/2023	5/31/2024		6/20/2024		11/5/2024	11/5/2025
2023-015	City of Bloomington Storm Sewer Maintenance	City of Bloomington	Construction Complete		5/24/2023	6/15/2023		7/19/2023		8/23/2023	8/23/2025
2023-017	MN Bluffs Regional Trail	City of Chaska	Active	6/14/2023	12/28/2023	2/26/2024		3/20/2024		11/6/2024	11/6/2025
2023-019	Dean Lake Wetland Fill	Ryan Klingenberg	Active		8/27/2023	9/10/2023		9/20/2023		10/4/2023	10/4/2025
2023-020	Tramore Heights Addition	Larry Hassler	Active	9/1/2023	8/21/2023	1/24/2024		2/21/2024	10/18/2023	10/20/2023	5/2/2025
2023-022	Safety and Security Center Phase II	MAC	Active		10/2/2023	4/3/2024		5/15/2024	5/15/2024	5/28/2024	5/25/2025

Permit Number	Project Name	Owner	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date
							Information Only	Conditional Approval	Approval		
2023-023	Vernon Avenue Road Improvements	LMRWD	Conditional Approval		10/6/2023			11/15/2023			
2023-024	Carmeuse Savage Marine Improvements	Carmeuse	Active		10/11/2023	12/1/2023		12/20/2023		7/8/2024	7/8/2025
2023-025*	35W SP1987-140	MnDOT	Conditional Approval	10/31/2023	1/24/2024	1/27/2025		2/19/2025			
2023-026	CenterPoint Pipeline Abandonment	CenterPoint Energy	Active		1/5/2024	1/24/2024	1/20/2024	2/21/2024		5/29/2024	5/29/2025
2023-027	TH 41 ORF Intersection Reconstruction	SMSC	Active	11/6/2023	12/12/2023	5/13/2024	1/17/2024	6/20/2024		6/20/2024	6/20/2025
2023-029	Tarnhill Pond	City of Bloomington	Construction Complete		11/15/2023	11/22/2023		12/20/2023		12/27/2023	12/27/2025
2024-002	MnDOT Pond Maintenance	MnDOT	Active		3/20/2024	4/26/2024		5/15/2024		11/18/2024	11/18/2025
2024-004	35W Early Release	MnDOT	Active		2/20/2024	4/3/2024		4/17/2024		10/3/2024	10/3/2025
2024-006	T2 North Expansion	MAC	Active		2/28/2024	6/4/2024		8/21/2024		8/22/2024	8/22/2025
2024-009	FWTEC	Minneapolis Parks & Recreation	Active		3/28/2024	6/21/2024		7/17/2024		7/25/2024	7/24/2025
2024-010	Lyndale Road	City of Bloomington	Active		3/29/2024	5/28/2024		6/20/2024		8/27/2024	8/27/2025
2024-012	Concourse G Infill Pods Phase 2	MAC	Conditional Approval		5/29/2024	9/3/2024		9/18/2024			
2024-013	MnDNR Trail 1B	MnDNR	Upcoming								
2024-014	LTS MSP Lateral 2	LTS Telecommunications	Active		6/3/2024	10/31/2024			12/11/2024	12/12/2024	12/12/2025
2024-016	Flying Cloud Airport	Metropolitan Airports	Construction Complete	7/11/2024	7/23/2024	8/2/2024		8/21/2024		9/26/2024	9/26/2025
2024-018	CPE Xenwood and 125th St.	Center Point Energy	Active		8/23/2024	9/11/2024		10/9/2024		10/10/2024	10/10/2025
2024-020*	Ike's Creek Restoration	USFWS	Conditional Approval		11/21/2024			2/19/2025			
2024-021	Metro Pond Maintenance Group A2	MnDOT	Under Review		12/11/2024						
2024-022	Dell Road Reconstruction	City of Eden Prairie	Under Review		12/27/2024						
2025-001	Eagle Creek Restoration		Upcoming	1/24/2025							

*Staff recommendation only, has not yet been presented to the Board for action

STATUS DEFINITIONS:

Active Permit: Applicant has a valid permit issued by LMRWD

Conditional Approval: LMRWD managers conditionally approved the permit application, pending receipt of additional information from applicant

Expired: Applicant either obtained conditional approval, approval, and/or was issued a permit and the expiration date has passed

Under Review: Permit application is complete and under review by LMRWD staff

Construction Complete: project construction is complete but permit is not closed

Upcoming: Applicant has requested pre-permit application reviews or meetings, but has not yet applied for a permit from LMRWD



Permit Number	Project Name	Owner	Status	Pre-Permit Meeting	Date Received	Date Considered Complete	Board Actions			Permit Issued	Permit Expiration Date
							Information Only	Conditional Approval	Approval		