



Please note the meeting will be held in person at the Carver County Government Center on the Wednesday, April 16, 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, April 16, 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 Carver County WMO (Andrew Edgcumbe will not join the meeting until after 7:30pm) B. 2025 Legislative Report from Park Street Public C. LMRWD Projects and Programs Quarter 1 Progress Report
5. Consent Agenda	<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> A. Approve Minutes February 19, 2025 Regular Meetings B. Receive and file March 2025 Financial report C. Presentation of Invoices for payment i. Clifton Larson Allen (CLA) – Financial services March 2025 ii. Rinke Noonan, Attorneys at Law –February 2025 general legal services & Area #3

	<ul style="list-style-type: none"> iii. TimeSavers Off Site Secretarial – preparation of February 2025 meeting minutes iv. Daniel Hron –May 2025 office rent v. US Bank Equipment Finance – April 2025 copier lease payment vi. Young Environmental Consulting Group, LLC –March 2025 technical, and Education & Outreach services vii. Naiad Consulting, LLC – March 2025 administrative services, mileage & expenses viii. Bolton & Menk, Inc. – Engineering services related to Vernon Avenue ix. 106 Group – March 2025 invoice for Area #3 services x. I & S Group, Inc. – March engineering services related to Spring Creek xi. Park Street Public – April 2025 Government Relations Services xii. Dakota County SWCD – Q1 2025 monitoring xiii. 4M Fund – February 2025 fund service charges <p>D. Citizen Advisory Committee Report</p> <p>E. Authorize execution of Intergovernmental Agreement Between the Metropolitan Council and the Lower Minnesota River Watershed District for monitoring of Dean Lake under the Community Assisted Monitoring Program</p> <p>F. Minutes of Board Committees</p> <ul style="list-style-type: none"> ○ Personnel Committee – March 19, 2025 ○ Personnel Committee – April 9, 2025
6. Permits	<p>A. LMRWD Permit Renewals</p> <p>B. Metro Pond Maintenance Group A2 Project (LMRWD No. 2024-021)</p>
7. Action Items	<p>A. Award Water Resource Restoration Fund Grants</p> <p>B. Administrative Services Update</p> <p>C. State of the Minnesota River Listening Session</p> <p>D. Study Area #3 Update</p> <p>E. Education & Outreach</p> <ul style="list-style-type: none"> ○ Award Educator Mini-Grant
8. Board Discussion Items	<p>A. Distribution of Managers</p>
9. Information Only	<p>A. Vernon Avenue Update</p> <p>B. LMRWD Permit Program Summary</p>
10. Communications	<p>A. Administrator Report</p> <p>B. President</p> <p>C. Managers</p> <p>D. Committees</p> <p>E. Legal Counsel</p> <p>F. Engineer</p>
11. Adjourn	<p>Next meeting of the LMRWD Board of Managers is Wednesday, May 21, 2025.</p>

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.

- Metro Watersheds – Tuesday, April 15, 2025, 7:00 PM, in person at Capital Region Watershed District, 595 Aldine Street, St. Paul, MN
- Upper Mississippi River Waterway Association – monthly meeting – Thursday, April 17, 2025, 12:00 noon to 1:00 pm, virtual on Zoom
- Minnesota Stormwater Seminar Series - [*Evaluation of Media Effectiveness for Removal of Phosphorus and Other Pollutants in an Active, High-Volume Stormwater Filtration BMP*](#), Thursday, April 17, 2025.
- River Resource Forum -Tuesday, April 29, 2025, 9:00 AM to 4:30 PM, National Eagle Center, 134 Main St W. Wabasha, MN and virtual on [Webex](#)
- LMRWD CAC meeting – Tuesday, May 6, 2025, 6:00 PM to 8:00 PM – US Fish & Wildlife Services, Bass Ponds Trail Head, 24th Avenue South and East 86th Street Bloomington, In-person
- LMRWD Finance Committee meeting – Wednesday, May 7, 2025, 7:00 PM, Small meeting room Savage Library
- LMRWD Personnel Committee meeting – Wednesday, May 14, 2025, 7:00 PM, location to be announced.
- [2025 Agricultural Drainage + Future of Water Quality Field Tour](#) – Thursday, May 29, 2025, Field Tour 11:00 AM to 3:30 PM and Social Hour 3:30 to 5:00 PM, Tour Bus pick-up, Drop-off and Social at [Dudley's Garage Restaurant and Bowling](#), Lakefield, MN
- [MN Watersheds Summer Tour](#) – June 24-26, 2025, hosted by the Roseau River Watershed District, MN Watersheds is chartering a bus from the Twin Cities
- [2025 Salt Symposium](#) – Tuesday, August 5, 2025, [Live stream registration](#)
- [MN Water Resources Conference](#) – Tuesday, October 14, 2025 and Wednesday October 15, 2025, St. Paul RiverCentre

For Information Only

- **WCA Notices**
 - None
- **DNR Public Waters Work permits**
 - None
- **DNR Water Appropriation permits**
 - None
- **Well Head Protection Plans**
 - City of South St. Paul



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, April 16, 2025

Agenda Item

Item 4. A. Presentation by Carver County WMO

Prepared By

Linda Loomis, Administrator

Summary

Andrew Edgcumbe, Lead Water Resources Technician, Carver County Water Management Organization, will join the meeting virtually, to share the 2024 monitoring findings of water resources in Carver County. Andrew will not be available to join the meeting until after 7:30 pm.

The LMRWD has a contract with the Carver County Water Management Organization to monitor water resources within the LMRWD located in Carver County. The current contract runs through 2027. The Carver WMO reports the results of this monitoring annually.

Attachments

No attachments

Recommended Action

No action recommended



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, April 16, 2025

Agenda Item

Item 4. B. – 2025 Legislative Report from Park Street Public

Prepared By

Linda Loomis, Administrator

Summary

Park Street Public has informed the LMRWD that the Lower Minnesota River Watershed District's base language of \$240k per year is included in the Senate Environment Omnibus bill, [SF 2722](#) (linked here). The language is on line 32.11-32.16. It is also below:

- 32.11 (f) \$240,000 the first year and \$240,000 the
- 32.12 second year are for a grant to the Lower
- 32.13 Minnesota River Watershed District to defray
- 32.14 the annual cost of sustaining the state, national,
- 32.15 and international commercial and recreational
- 32.16 navigation on the lower Minnesota River.

The House [DE amendment](#) also came out and includes similar language. According to Joe Birkholz, Principal, Park Street Public, it's a "lights-on" bill because the chairs couldn't reach agreement; LMRWD's base appropriation is included on lines 29.1-29.6.

Joe or Molly will join the meeting to answer any questions the Managers may have and to report on other items they have been following this session.

Attachments

No attachments

Recommended Action

No recommended action



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, April 16, 2025

Agenda Item

Item 4. C. – LMRWD Projects and Programs Quarter 1 Progress Report

Prepared By

Linda Loomis, Administrator

Summary

Della Schall Young will deliver a progress report to the Board, outlining the achievements and milestones reached in the workplan during the first quarter of 2025.

The [2025 LMRWD Workplan](#) was adopted at the November 2024 Board meeting. The workplan represents Work necessary to implement [Section 4 of the Comprehensive Watershed Management Plan](#).

Attachments

Technical Memorandum – Lower Minnesota River Watershed District – Programs and Projects Quarter 1 Progress Report – dated April 11, 2025

Recommended Action

Motion to Receive and file report



Item 5A
LMRWD 3-19-2025

LOWER MINNESOTA RIVER WATERSHED DISTRICT

Minutes of Regular Meeting

Board of Managers

Wednesday, February 19, 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, February 19, 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 called for the roll call. The following Managers were present: President Barisonzi, Manager Apollo Lammers, and Manager Lauren Salvato. Manager Vinatha Viswanathan was absent. Manager Kuplic, who was out of town, joined the meeting virtually but could not be counted towards the quorum as she was not in a publicly accessible location.

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; Joe Birkholz, Park Street Public, LMRWD Government Relations Consultant and Lee Peterson, LMRWD Citizen Advisory Committee member.

2. CITIZEN FORUM

No one present wished to address the Board of Managers.

3. APPROVAL OF THE AGENDA

A. Additions, Corrections and Deletions to the Agenda

President Barisonzi introduced this item and asked that item 7.D. Resolution to seek equitable distribution of Managers to the agenda. He asked if there were any other changes to the agenda. Seeing and hearing no further changes,

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

4. PUBLIC HEARINGS & PRESENTATION

A. Presentation by Dakota County SWCD

Joe Barten from the Dakota County Soil and Water Conservation District came forward and presented the results of the 2024 monitoring conducted in Dakota County and the Dakota Landscaping for Clean Water program.

President Barisonzi asked if they are also tracking for people who did not receive a grant. Mr. Barten said they have not found a good way to track for those who did not get a grant so they are only tracking for those who did receive the grant.

President Barisonzi said he would really like to know the total square footage that were impacted with this program. He asked if the shoreline is covering stormwater retention ponds. Mr. Barten explained that they talk about the difference between manmade, engineered stormwater ponds and actual shorelines.

President Barisonzi asked if any conversations have been had around doing anything specific with these stormwater retention ponds as it relates to those that have not been maintained or dredged since they were installed. Mr. Barten shared that they do not currently have any programs related to this. He said they have done training on this internally. He added that he sometimes has homeowners or HOAs reach out to him and ask what they should do with these ponds and he goes out for a site visit to educate them.

Administrator Loomis added that they have discussed this with each of their partner cities when they conducted the municipal coordination meetings. She noted that if the pond was required to be installed then it is there for a reason and needs to be maintained.

President Barisonzi said he would like to collaborate with those who have infrastructure working on this. He shared that in the city he lives in there are two kinds of stormwater ponds, the ones that have an outlet to the city which are maintained by the city, and those in neighborhoods that are owned by private HOAs that are not maintaining these ponds. He said he would like to see how these HOA ponds overlap the LMRWD's scope of work.

Administrator Loomis explained that several HOAs reached out last year because of concerns with aesthetics of their ponds and what to do with them. She shared that they have provided cost-share grants to some of these HOAs to help with the vegetative maintenance around them.

Manager Lammers asked if Eden Prairie or Bloomington provided any of these services. Administrator Loomis said yes.

Mr. Barten noted that over the last 10 to 15 years, city capacity and knowledge on stormwater management has increased greatly. He added that cities also have to play a role in enforcement for the private property owners, like HOAs.

President Barisonzi asked how many grants the LMRWD gave out with this program in Dakota County. Mr. Barten explained that there is a smaller percentage in Dakota County than any other WMO. Administrator Loomis added that it varies by year to year how many grants they are doing in Dakota County.

President Barisonzi asked if the Dakota County residents that are in the LMRWD are also in the bluff. Administrator Loomis said yes.

President Barisonzi said he would like to see some targeted marketing or a targeted workshop for those who are in this situation where they are in the LMRWD and the bluff. Mr. Barten said they can definitely do something like this.

President Barisonzi asked if they have ever done an educational workshop for people who live on the bluff lines. Administrator Loomis shared that when they first implemented these rules they did hold meetings with those who lived along the bluff but they did not use the meetings as a way to educate these homeowners on how to manage the bluff.

President Barisonzi asked if there are any lake associations in the LMRWD. Administrator Loomis said no.

President Barisonzi shared that he would like to have a hybrid workshop with the natural shoreline and bluff partners.

Manager Salvato suggested advertising for their educators mini grant through the STEM on Tap event as a way to get the teachers who would already be coming to this event.

President Barisonzi added that they could invite members of the CAC to this event as well.

Lee Peters, a member of the Citizens Advisory Committee, asked Mr. Barten if he was familiar with the South Washington salt substitute program and if they have considered this program. Mr. Barten said he is not familiar with this but can look into it.

5. CONSENT AGENDA

President Barisonzi introduced this item.

A. Approve Minutes January 15, 2025

B. Receive and file January 2025 Financial report

C. Approval of Invoices for payment

- i. Clifton Larson Allen (CLA) - Financial services through 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
- vi. Young Environmental Consulting Group, LLC –January 2025 Technical, and Education and Outreach services
- vii. Naiad Consulting, LLC – January 2025 administrative services, mileage, and 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 Invoice for Area #3 services
- xi. Scott County SWCD – Q4 2024 monitoring, technical and education services
- xii. Park Street Public – February 2025 Government Relations Services
- xiii. 4M Fund – November 2024 fund service charges

D. Report from the Citizen Advisory Committee

E. Minutes of Board Committees

- Personnel Committee – February 3, 2025
- Finance Committee – February 5, 2025

- Personnel Committee – February 12, 2025

President Barisonzi made a motion to approve the Consent Agenda. Manager Salvato seconded the motion. Upon a vote being taken, the motion carried unanimously.

6. PERMITS

A. LMRWD Permit Renewals

President Barisonzi introduced this item.

Manager Lammers made a motion to approve renewal of permits as recommended. Manager Salvato seconded the motion. Upon a vote being taken, the motion carried unanimously

B. Ike's Creek Restoration Project

President Barisonzi introduced this item.

Manager Salvato asked if the LMRWD provides any funding for this project. Administrator Loomis said no.

Manager Lammers made a 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. Manager Salvato seconded the motion. Upon a vote being taken, the motion carried unanimously

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

President Barisonzi introduced this item.

Manager Lammers made a 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. Manager Salvato seconded the motion. Upon a vote being taken, the motion carried unanimously

7. ACTIONS ITEMS

A. Administrative Services Update

President Barisonzi introduced this item.

Manager Salvato made a motion to reopen the Administrator position until filled. The motion was seconded by Manager Lammers. Upon a vote being taken, the motion carried unanimously.

President Barisonzi requested to table the proposal for administrative assistance from Young Environmental until it can be discussed at the Personnel Committee.

Manager Lammers asked how much time would be saved for Administrator Loomis if they went with the administrative assistance proposal from Young Environmental. Administrator Loomis noted that it would not save her much time, it would just free her up to work on other things that she is not currently getting to.

President Barisonzi noted that this proposal does not seem to meet the intent as discussed by the Personnel Committee and it needs to be revisited.

President Barisonzi made a motion to table the proposal for administrative assistance from Young Environmental to the Personnel Committee Meeting. The motion was seconded by Manager Salvato. Upon a vote being taken, the motion carried unanimously.

B. 2024 Annual Report Update

President Barisonzi introduced this item.

For information only – no action was taken.

C. Salt Symposium Sponsor

President Barisonzi introduced this item.

Manager Salvato made a motion to sponsor the 2025 Salt Symposium at the Bronze (\$500) Level. The motion was seconded by Manager Lammers. Upon a vote being taken, the motion carried unanimously.

D. Resolution Requesting Equitable Distribution of Managers

President Barisonzi introduced this item.

Manager Lammers shared that Scott County has the largest population, tax base, and amount of square miles in the district. He suggested petitioning BWSR to do a redistribution of Managers to account for this.

President Barisonzi said he is not in favor of this motion as it is premature and in the context of presentations from Scott County to the Board, he thinks it is a questionable decision without deeper conversation. He noted that if Scott County could reach out to the other counties and gain their support then he thinks this could be revisited.

Manager Salvato asked if they need to approve this motion for Scott County to petition BWSR. Manager Lammers said no but noted he would like all counties to be informed of this.

Manager Salvato said she would like to see the other options and does not see it necessary to take action.

Manager Lammers made a motion to request an equitable redistribution of Managers from BWSR. The motion was seconded by Manager Salvato. Upon a vote being taken the motion failed.

8. BOARD DISCUSSION ITEMS

A. State of the Minnesota River Listening Session

President Barisonzi introduced this item. He asked if there was a budget in mind for this and where the budget would be coming from. Ms. Young said it would be discussed as part of a proposal when they bring that forward.

Manager Salvato made a 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. The motion was seconded by Manager Lammers. Upon a vote being taken, the motion carried unanimously.

9. FOR INFORMATION ONLY

A. 2025 Legislative Update

Joe Birkholz, Park Street Public, gave legislative updates to the Board. He shared that there are a number of bills that include some of the LMRWD's legislative priorities; however, they have not gone to hearing yet but he will keep the Board updated as they progress.

Manager Salvato asked about the nature of the calcareous fen proposal. Administrator Loomis shared that they are requiring the DNR to come to a definition of calcareous fens and set boundaries. Mr. Birkholz added that there are three parts to the bill, first being that a Commissioner cannot deny an application based on the potential effects of a calcareous fen unless they first provide the permit applicant with a report on the fen, second is requiring the DNR to adopt rules to define calcareous fen, and lastly, a report on the ecological benefits on calcareous fens. He said this bill is not likely to receive a hearing in the Senate and has not yet been introduced in the House.

President Barisonzi asked about House File 8 and if this would impact the LMRWD. Mr. Birkholz said he can do a deep dive of this bill and provide an update.

President Barisonzi said they do not need to spend time on this unless it moves to another Committee. He noted his biggest concern is the impact it will have on the Wetland Conservation Act. Mr. Birkholz shared that he believes it would have minimal impacts on this Act but he will review further.

B. 2025 Minnesota River Tour Update

President Barisonzi introduced this item and shared the day of this event as August 14.

Manager Salvato shared that she will be able to attend this event due to work travel.

For information only – no action was taken.

C. Study Area #3

Administrator Loomis introduced this item. She shared that legal counsel has been in touch with the Eden Prairie City Attorney who is reluctant to try to accommodate the LMRWD in the re-platting and rezoning without the consent of the seller. She noted they were recommended to reach out to the County to see if they could offer any guidance on this situation. She said she is awaiting a response on guidance.

Ms. Young noted that this will set the stage to get them to 90% completion.

Manager Lammers asked if they will need to have funds available once this gets to the 90% mark. Administrator Loomis said they will need to speak to the consultant about this and she will report back.

For information only – no action was taken.

D. LMRWD Permit Program Summary

No action required.

10. COMMUNICATIONS

- A. **Administrator Report:** Administrator Loomis shared that it was recommended to them that the LMRWD present the work they have done on the calcareous fens at the upcoming Minnesota Groundwater Conference and she authorized the Young Environmental team to put together a presentation for this conference. She added that she attended the Minnesota Association of Watershed Management Administrators meeting this morning where they discussed the new stormwater manual that is being developed by the MPCA. She shared that they received a notice from Chanhassen that they are declining to acquire an LGU permit which will be on the

LOWER MINNESOTA RIVER WATERSHED DISTRICT
BOARD OF MANAGERS
WEDNESDAY, FEBRUARY 19, 2025
MEETING MINUTES

agenda in March. She explained that this means they will be the ones permitting for projects done in Chanhassen.

- B. **President:** President Barisonzi recognized and expressed gratitude for the work of Manager Lammers. He noted that Manager Lammers stepped up and has made lasting impacts to the Board. He stated Manager Lammers will be missed on the Board.
- C. **Managers:** Manager Lammer shared that this is his last month as Manager on the Board and thanked everyone for their great work.
- D. **Committees:** No report
- E. **Legal Counsel:** No report.
- F. **Engineer:** No report

11. ADJOURN

Hearing no further business, President Barisonzi adjourned the meeting at 8:31 PM.

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

Lauren Salvato, Secretary

Attest:

Linda Loomis, Administrator

BEGINNING BALANCE		31-Jan-25	\$ 1,196,831.11
ADD:			
General Fund Revenue:			
	March 2025 Interest	\$ 4,260.14	
	License fee from CHS, Inc. for 2023 placement of dredge materials	\$ 5,565.00	
Total Revenue and Transfers In			\$ 9,825.14
DEDUCT:			
Debits/Reductions			
	106 Group Cultural review work at Area #3	\$ 173.00	
	Bolton & Menk, Inc. Engineering & project management services for Vernon Ave.	\$ 1,507.50	
	Clifton Larson Allen LLP February 2025 financial services	\$ 3,360.00	
	I & S Group, Inc February 2025 Engineering & Project mgmt for Spring Creek	\$ 315.00	
	Daniel Hron April 2025 office rent	\$ 650.00	
	Naiad Consulting, LLC February 2025 Admin services, mileage and expenses	\$ 15,706.03	
	Park Street Public March 2025 Government Relations Services	\$ 2,500.00	
	Redpath and Company Progress payment for FY 2022 financial audit	\$ 9,437.50	
	Rinke Noonan, Attorney at Law January 2025 general legal services	\$ 1,535.50	
	TimeSaver Off Site Secretarial Preparation of December 2024 meeting minutes	\$ 212.50	
	US Bank Equipment Finance February 2025 copier lease payment	\$ 208.38	
	Young Environmental Consulting Group December 2024 Education & Outreach, and Technical services	\$ 64,700.82	
	4M Fund January 2025 bank service fee	\$ 40.00	
Total Debits/Reductions			\$ 100,346.23
ENDING BALANCE	28-Feb-25		\$ 1,106,310.02

General Fund Financial Report

Fiscal Year: January 1, 2025 through December 31, 2025

Meeting Date: April 16, 2025

	2025 Budget	March Actuals	YTD 2025	Over (Under) Budget
Administrative expenses	\$ 373,450.00	\$ 42,652.41	\$ 81,880.71	\$ (291,569.29)
Cooperative Projects				
Eden Prairie Bank Stabilization Area #3	\$ 100,000.00	\$ 1,450.50	\$ 10,071.07	\$ (89,928.93)
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	\$ 1,426.75	\$ 1,672.25	\$ (98,327.75)
Fen Private Land acquisition study	\$ -	\$ -	\$ -	\$ -
Gully Inventory	\$ 150,000.00	\$ 13,138.75	\$ 18,356.50	\$ (131,643.50)
MN River Floodplain Model Feasibility Study	\$ -	\$ 10,540.00	\$ 17,478.75	\$ 17,478.75
Downtown Shakopee Stormwater BMPs	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)
Spring Creek stabilization project	\$ 100,000.00	\$ 528.25	\$ 1,038.25	\$ (98,961.75)
Sustainable Lakes Mgmt. Plan (Trout Lakes)	\$ 50,000.00	\$ 1,001.75	\$ -	\$ (50,000.00)
Geomorphic Assessments (Trout Streams)	\$ 100,000.00	\$ -	\$ -	\$ (100,000.00)
Fen Stewardship Program	\$ 75,000.00	\$ 2,931.75	\$ 5,988.50	\$ (69,011.50)
District Boundary Modification	\$ -	\$ -	\$ -	\$ -
Local Water Management Plan reviews	\$ 5,000.00	\$ -	\$ -	\$ (5,000.00)
Project Reviews	\$ 50,000.00	\$ 8,228.00	\$ 17,101.25	\$ (32,898.75)
Project inspections	\$ -	\$ 776.25	\$ 2,253.25	\$ 2,253.25
<i>Monitoring</i>	\$ 75,000.00	\$ 2,705.00	\$ 6,301.00	\$ (68,699.00)
<i>Watershed Management Plan</i>	\$ -	\$ 4,003.75	\$ 7,857.25	\$ 7,857.25
<i>Public Education/CAC/Outreach Program</i>	\$ 115,000.00	\$ 9,455.57	\$ 25,098.52	\$ (89,901.48)
<i>Cost Share Program</i>	\$ 20,000.00	\$ -	\$ 1,127.50	\$ (18,872.50)
Nine Foot Channel				
Return of unused state funds	\$ -	\$ -	\$ -	\$ -
Dredge Site Improvements	\$ 240,000.00	\$ 1,507.50	\$ 2,780.50	\$ (237,219.50)
Bonded Debt Levy				
Scheduled Area #3 Bond payments	\$ 300,000.00	\$ -	\$ -	\$ (300,000.00)
Total:	\$ 2,049,500.00	\$ 100,346.23	\$ 199,005.30	\$ (1,850,494.70)

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	\$ 23.45	\$ 6.80	\$ 2.35	\$ 10.79	\$ 3.52
Telecommunications-Cell Phone	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 300.00	\$ 258.61	\$ 300.00	\$ 216.00	\$ 62.64	\$ 21.60	\$ 99.36	\$ 32.40
Meeting Supplies/Expenses	\$ 100.00	\$ 108.05	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
Rent	\$ 7,800.00	\$ 7,339.00	\$ 7,800.00	\$ 2,600.00	\$ 754.00	\$ 260.00	\$ 1,196.00	\$ 390.00
Dues	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous - General	\$ 3,000.00	\$ 2,903.22	\$ 3,000.00	\$ 458.50	\$ 132.97	\$ 45.85	\$ 210.91	\$ 68.78
Training & Education	\$ 1,500.00	\$ 1,705.20	\$ 1,500.00	\$ 50.00	\$ 14.50	\$ 5.00	\$ 23.00	\$ 7.50
Insurance & Bonds	\$ 12,000.00	\$ 12,186.00	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 300.00	\$ -	\$ 300.00	\$ 12.25	\$ 3.55	\$ 1.23	\$ 5.64	\$ 1.84
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	\$ 400.12	\$ 116.03	\$ 40.01	\$ 184.06	\$ 60.02
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	\$ 6,170.50	\$ 1,789.45	\$ 617.05	\$ 2,838.43	\$ 925.58
Audit Fees	\$ 30,000.00	\$ 9,252.50	\$ 30,000.00	\$ 9,437.50	\$ 2,736.88	\$ 943.75	\$ 4,341.25	\$ 1,415.63
Professional Services - General	\$ 153,000.00	\$ 172,211.25	\$ 175,000.00	\$ 30,518.75	\$ 8,850.44	\$ 3,051.88	\$ 14,038.63	\$ 4,577.81
Legal Fees - General	\$ 15,000.00	\$ 14,003.50	\$ 15,000.00	\$ 1,922.50	\$ 557.53	\$ 192.25	\$ 884.35	\$ 288.38
Engineering - General	\$ 75,000.00	\$ 117,961.95	\$ 35,000.00	\$ 21,866.00	\$ 6,341.14	\$ 2,186.60	\$ 10,058.36	\$ 3,279.90
Equipment - Maintenance	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment - Lease	\$ 2,500.00	\$ 2,613.25	\$ 2,500.00	\$ 625.14	\$ 181.29	\$ 62.51	\$ 287.56	\$ 93.77
Lobbying/Legislative services	\$ 20,000.00	\$ 20,000.04	\$ 30,000.00	\$ 7,500.00	\$ 2,175.00	\$ 750.00	\$ 3,450.00	\$ 1,125.00
Bank Service fees	\$ 750.00	\$ 440.58	\$ 750.00	\$ 80.00	\$ 23.20	\$ 8.00	\$ 36.80	\$ 12.00
	<u>\$ 377,838.00</u>	<u>\$ 408,326.78</u>	<u>\$ 373,450.00</u>	<u>\$ 81,880.71</u>	<u>\$ 23,722.21</u>	<u>\$ 8,188.07</u>	<u>\$ 37,665.13</u>	<u>\$ 12,282.11</u>



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, April 16, 2025

Agenda Item

Item 5. D. – Report from Citizen Advisory Committee

Prepared By

Linda Loomis, Administrator

Summary

The Citizen Advisory Committee (CAC) cancelled the visit to Ike's Creek due to inclement weather. The visit was rescheduled for May 6th at 6:00 pm. The CAC met virtually instead and Vicki Sherry, Wildlife Biologist, from the US Fish & Wildlife Service made a presentation about the history and planned restoration of Ike's Creek. Lee Peterson and Judy Berglund reported about the March Board of Managers meeting to the group. Administrator Loomis updated the CAC about LMRWD activities. Patti Thomsen reported on a newsletter she and Casey are working on.

The CAC is tabling at the Eden Prairie Eco Expo at the Eden Prairie Center on Saturday, April 12th. They are also reviewing the Educator Mini-grant applications and will have a recommendation for the grant awards at the Board meeting.

We have an Eden Prairie resident who has expressed interest in joining the CAC. His appointment will be on the May agenda.

Attachments

No attachments

Recommended Action

No actions recommended



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers

Meeting Wednesday, April 16, 2025

Agenda Item

Item 5. E. - Authorize execution of Intergovernmental Agreement Between the Metropolitan Council and the Lower Minnesota River Watershed District for monitoring of Dean Lake under the Community Assisted Monitoring Program

Prepared By

Linda Loomis, Administrator

Summary

The City of Shakopee and the LMRWD have agreed to share the cost of a CAMP (Community-Assisted Monitoring Program) volunteer to help us monitor lake health. CAMP is a program managed by the Metropolitan Council, who picks-up and tests water samples collected by volunteers. The waterbody which will be sampled is Dean Lake.

This type of information is vital to understanding ongoing lake health, and is used locally by the county, cities, and watershed organizations to help make informed decisions about water quality management.

Volunteers monitor a specific site on a lake on a regular basis from mid-April through mid-October. Data collected includes a surface water sample, water temperature and clarity, and general weather and lake conditions.

Requirements for volunteers include:

- Attend a Met Council-led training
- Commit to monitoring once every two to four weeks from mid-April through October
- Collect data (monitoring kit provided)
- Keep water samples frozen at all times
- Supply your own boat or have access to a boat (does not need to be motorized)

Check out this 3-minute video from Metropolitan Council to learn more and see what volunteers do: [The Met Council's Community-Assisted Monitoring Program \(CAMP\)](#)

The City of Shakopee will manage the volunteer and keep the samples frozen until they are picked up for testing.

Item 5. E. - Authorize execution of Intergovernmental Agreement Between the Metropolitan Council and the Lower Minnesota River Watershed District for monitoring of Dean Lake under the Community Assisted Monitoring Program

Executive Summary

April 16, 2025

Page 2

Since the cost of the volunteer is being shared, MCES would like to establish separate agreements with each party. Funding for this program is available from the 2025 LMRWD monitoring budget. Victoria Ranua is the volunteer.

Attachments

- Letter from Metropolitan Council to LMRWD dated April 4, 2025
- Metropolitan Council Contract No. 25R007Q – Intergovernmental Agreement Between the Metropolitan Council and the Lower Minnesota River Watershed District

Recommended Action

Motion to approve Metropolitan Council Contract No. 25R007Q and authorize execution



April 4, 2025

Linda Loomis
Lower Minnesota River Watershed District
c/o Naiad Consulting, LLC
112 5th Street East, Suite 102
Eden Prairie, MN 55318
naiadconsulting@gmail.com

Re: CAMP Agreement – Lower Minnesota River Watershed District
Metropolitan Council Contract Number 25R007Q
Contract Transmittal

Dear Linda Loomis,

Attached to the transmitting e-mail, please find a PDF copy of Contract 25R007Q for Community Assisted Lake Monitoring Program (CAMP) for the Lower Minnesota River Watershed District. Please obtain the necessary signatures and return the agreement via email to Christine.hedman@metc.state.mn.

Upon receipt of the Adobe Signed contract, Metropolitan Council will execute the contract and return a copy to you.

If you have any questions or concerns, please contact Brian Johnson, Principal Environmental Scientist, Water Resources, at Brian.Johnson@metc.state.mn.us and 651-602-8743.

Sincerely,

A handwritten signature in black ink that reads "Christy Hedman".

Christy Hedman
Procurement

cc: Brian Johnson, Environmental Services Project Manager

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE
METROPOLITAN COUNCIL AND THE
LOWER MINNESOTA RIVER WATERSHED DISTRICT**

THIS AGREEMENT is made and entered into by and between the Metropolitan Council (the "Council") and the Lower Minnesota River Watershed District (the "Watershed"), each acting by and through its duly authorized officers.

THE ABOVE-NAMED PARTIES hereby agree as follows:

I. GENERAL SCOPE OF AGREEMENT

The Council and the Watershed agree to undertake a volunteer lake monitoring study in order to provide an economical method of broadening the water quality database on lakes in the Twin Cities Metropolitan Area.

II. SPECIFIC SCOPE OF SERVICES

2.01 Lake Monitoring Program. The Watershed and the Council agree to jointly undertake a volunteer lake monitoring program as specified below:

- a. General Purposes of Program. The volunteer lake monitoring program involves the use of volunteers to monitor lakes in the Twin Cities Metropolitan Area. The volunteers will collect surface water samples which will be analyzed for total phosphorus (TP), total Kjeldahl nitrogen (TKN), and chlorophyll-a (CLA). In addition, the volunteers will measure surface water temperature, water transparency, and fill out a monitoring form that describes the lake and weather conditions at the time of the monitoring event. Lakes will be visited from April through October of 2025 (the "Monitoring Period") for the number of times and at the approximate intervals specified in paragraph (b) below. Each lake will be sampled at the location as indicated on the site location map provided by the Council. The Council will arrange for chemical analysis of the samples either through its own laboratory or an outside laboratory.
- b. Specific Lakes Involved. The following lakes and specific lake site(s) listed below will be involved in the Council's Community-Assisted Lake Monitoring Program (CAMP) in 2025.

Lake name	DNR ID#	Number of monitoring events	Approximate monitoring interval	Quantity of new kits
Dean (participation fee 50% cost share with the City of Shakopee)	70-0074	8 to 14	Biweekly	0

2.02 Watershed Responsibilities. The Watershed agrees that it will have sole responsibility for:

- a. Recruiting volunteers (who have access to a boat) to monitor the lakes the Watershed wishes to involve in the program as listed in section 2.01(b) above.
- b. Providing the Council and/or volunteers with needed lake information such as lake bathymetric maps and access locations.
- c. Paying for the laboratory analysis cost of the samples collected by volunteers which cost is included in the amounts specified in Article III below.
- d. Ensuring that the volunteers participate in the training program and follow CAMP methods and procedures.
- e. Ensuring that the volunteers fill out a monitoring form during each monitoring event.
- f. Picking up the samples and the lake monitoring forms from their volunteers and delivering those items to the Watershed's central storage location. The Watershed will be responsible for providing the central storage location. The central storage location can be a Council facility, but the Watershed will be required to deliver the samples and monitoring forms to this facility. The samples are required always to be frozen.
- g. Storing its volunteers' samples until picked up by Council staff. The samples are required always to be frozen.
- h. Maintaining, storing, and restocking its monitoring kits.
- i. Delivering and picking up its monitoring kits to and from their volunteers.

2.03 Council Responsibilities. The Council agrees that it will:

- a. Organize the survey.
- b. Provide training for the volunteers.
- c. Pick up the samples and lake monitoring forms from the Watershed's central storage location and deliver them to the laboratory at approximately 2-month intervals starting in June.
- d. Review the results of the monitoring data.
- e. Prepare a final report containing the physical, chemical, and biological data obtained during the Monitoring Period and a brief analysis of the data.
- f. Provide quality control by collecting lake samples from random lakes involved in the volunteer program. The resulting parameter values will then be compared to the volunteers' results to determine if any problems exist involving the volunteer's monitoring activities and what should be done to correct the problem.
- g. Provide and deliver to the Watershed the expendable monitoring items (e.g. sample containers, labels, filters, aluminum sheets, zip-style plastic bags, and lake monitoring forms). The expendable monitoring items will be delivered in the weeks preceding the start of the monitoring season. The cost of the expendable monitoring items is included in the annual participation fee.

III. COMPENSATION; METHOD OF PAYMENT

3.01 Payment to Council. For all labor performed and reimbursable expenses incurred by the Council under this agreement during the Monitoring Period, the Watershed agrees to pay the Council the following amounts per lake site listed in section 2.01(b). The participation fee will be billed based on the quantity of monitoring events actually monitored or sampled.

Number of Monitoring events	Participation Fee (excludes monitoring equipment)
8 to 14	\$760
1 to 7	\$380
0	\$0

For lake sites requiring monitoring equipment, the cost for a kit of monitoring equipment is \$225 per kit.

3.02 Payment Schedule. Payment of the total amount owing to the Council by the Watershed shall be made within 30 days of the date of the invoice. An invoice specifying the amount owed by the Watershed will be sent under separate cover after the end of the monitoring period.

3.03 Additional Analyses. The total amount specified in paragraph 3.01 does not include the cost of any additional analyses requested by the Watershed, such as analysis of bottom samples. The Council will carry out any such additional analyses at the request of the Watershed and subject to the availability of Council resources for carrying out such analyses. The Council will bill the Watershed after the end of the Monitoring Period for any such additional analyses at the Council's actual cost, and the Watershed will promptly reimburse the Council for any such costs billed. The costs for additional analyses are provided in Exhibit A.

3.04 Replacement of Durable Equipment. The total amount specified in paragraph 3.01 does not include the cost of replacing durable monitoring equipment, such as thermometers, Secchi disks, filter holders, hand pumps, graduated cylinders, sampling jugs, forceps, and tote boxes. The Council will provide and deliver durable monitoring equipment that needs replacement upon request from the Watershed. The Council will bill the Watershed for any such replaced durable monitoring equipment at the Council's actual cost, and the Watershed will promptly reimburse the Council for any such costs billed.

IV. GENERAL CONDITIONS

4.01 Period of Performance. The services of the Council will commence on April 1, 2025, and will terminate on March 31, 2026, or following work completion and payment, whichever occurs first.

4.02 Amendments. The terms of this agreement may be changed only by mutual agreement of the parties. Such changes will be effective only on the execution of written amendment(s) signed by duly authorized officers of the parties to this agreement.

4.03 Watershed Personnel. Linda Loomis, or such other person as may be designated in writing by the Watershed, will serve as the Watershed's representative and will assume primary responsibility for coordinating all services with the Council.

Linda Loomis - Administrator
Lower Minnesota River Watershed District
c/o Naiad Consulting, LLC
112 5th Street East, Suite 102
Eden Prairie, MN 55318
952-204-9691

4.04 Council's Contract Manager. The Council's Contract Manager for purposes of administration of this agreement is Brian Johnson, or successor, or such other person as may be designated in writing by the Council. The Council's Contract Manager will be responsible for coordinating services under this agreement. However, nothing in this agreement will be deemed to authorize the Contract Manager to execute amendments to this agreement on behalf of the Council.

Brian Johnson, or successor
Metropolitan Council
2400 Childs Road
St. Paul, MN 55106
651-602-8743

4.05 Equal Employment Opportunity; Affirmative Action. The Council and the Watershed agree to comply with all applicable laws relating to nondiscrimination and affirmative action. In particular, the Council and the Watershed agree not to discriminate against any employee, applicant for employment, or participant in this study because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age; and further agree to take action to assure that applicants and employees are treated equally with respect to all aspects of employment, including rates of pay, selection for training, and other forms of compensation.

4.06 Liability. Each party to this agreement shall be liable for the acts and omissions of itself and its officers, employees, and agents, to the extent authorized by law. Neither party shall be liable for the acts or omissions of the other party or the other party's officers, employees or agents. Nothing in this agreement shall be deemed to be a waiver by either party of any applicable immunities or limits of liability including, without limitation, Minnesota Statutes, chapter 466 (Municipal Tort Claims).

4.07 Copyright. No reports or documents produced in whole or in part under this agreement will be the subject of an application for copyright by or on behalf of the Council or Watershed.

4.08 Termination of Agreement. The Council and the Watershed will both have the right to terminate this agreement at any time and for any reason by submitting written notice of the intention to do so to the other party at least 30-calendar days prior to the specified effective date of such termination. In the event of such termination, the Council shall retain a pro-rata portion of the amounts provided for in Article III, based on the number of monitoring events occurring for each lake before termination versus the total monitoring events specified for each lake. The balance of the amounts will be refunded by the Council to the Watershed.

4.09 Force Majeure. The Council and the Watershed agree that the Watershed shall not be liable for any delay or inability to perform this agreement, directly or indirectly caused by, or resulting from, strikes, labor troubles, accidents, fire, flood, breakdowns, war, riot, civil commotion, lack of material, delays of transportation, acts of God or other cause beyond reasonable control of Council and the Watershed.

4.10 Audits. Pursuant to Minn. Stat. Section 16C.05, Subd. 5, the parties agree that the books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by either party and the state auditor or legislative auditor, as appropriate, for at least six years from the end of this agreement.

4.11 Relationship of Parties and their Employees. Nothing contained in this agreement is intended, or should be construed, to create the relationship of co-partners or a joint venture between the Council and the Watershed. No tenure or any employment rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay,

retirement, or other benefits available to the employees of one of the parties, including indemnification for third party personal injury/property damage claims, shall accrue to employees of the other party solely by the fact that an employee performs services under this agreement.

4.12 Severability. If any part of this agreement is rendered void, invalid or unenforceable such rendering shall not affect the remainder of this agreement unless it shall substantially impair the value of the entire agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on the dates set forth below. This agreement is effective upon final execution by, and delivery to, both parties.

**LOWER MINNESOTA RIVER
WATERSHED DISTRICT:**

METROPOLITAN COUNCIL:

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: Monitoring and Assessment Manager

Date: _____

Date: _____

By: _____

Name: _____

Its: _____

Date: _____

EXHIBIT A

Metropolitan Council Environmental Services Laboratory Prices for Additional Analyses		
Parameter	Laboratory Code	Price (per sample)
Total Phosphorus, low level	LLTP-AV LLTP-AHV (frozen)	\$15.50
Total Kjeldahl Nitrogen	TKN-AV TKN-AHV (frozen)	\$15.50
Chlorophyll	CLA-TR-CS CLA-CAMP	\$15.50
Chloride	CL-AV2	\$10.00
Ortho-phosphorus	ORTHO-AV	\$12.00
Ca, Mg, + Hardness via calculation	HARD-MSV2	\$16.00
Alkalinity	ALK-AV2	\$15.50
Sulfate	SO4-ICV	\$15.00
Metals (Cd, Cr, Cu, Pb, Ni, Zn)	MET-MSV2	\$48
Minerals Suite (Ca, K, Mg, Na) + Hardness via calculation	MIN-MSV2	\$32
Individual minerals/metals (e.g. Fe)	XX-MSV2	\$8.00 (per element)
A parameter not on this list		Contact the Council's Contract Manager for specific pricing.

**Lower Minnesota River Watershed District
Board of Manager's Personnel Committee
7:00 p.m., Wednesday, March 19, 2025
County Board Room – Carver County Government Center
602 East 4th Street, Chaska, MN 55318
Approved _____, 2025**

In attendance: In-person: President Joseph Barisonzi; Manager Lauren Salvato; Manager Janet Williams; Lee Peterson, LMRWD Citizen Advisory Committee; Linda Loomis, LMRWD Administrator; and Della Schall Young, Young Environmental Consulting Group, LLC, LMRWD Technical Consultant. Manager Theresa Kuplic and Apollo Lammers, former LMRWD Manager; attended virtually. Manager Kuplic was located at a remote location open to the public and noticed on the LMRWD meeting webpage.

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

Agenda:

- 1. Introductions**
- 2. Approval of March 19, 2025, Personnel Committee meeting agenda**

The Agenda was approved

- 3. Approve Personnel Committee meeting minutes**

- Wednesday, February 12, 2025

Made a motion to approve the personnel committee meeting minutes from Wednesday, February 12, 2025

- 4. Watershed Administrator Applications**

The LMRWD received three applications for the District Administrator position: two new ones from Will Lytle and Eric Hanson, and one previously submitted by Victoria Ranua. The Committee discussed inviting all three applicants for interviews. They requested Eric Hanson to submit a proposal comparable to Will Lytle's, as he had only provided a letter of interest.

The Committee decided to request additional information from each candidate by March 26th. They also asked Eric to submit a full proposal comparable to the others received.

Interviews are scheduled for April 9th, starting at 6:00 PM. Each interview will last 45 minutes, with a half-hour interval between them. The Committee has invited Della Schall Young to attend the interviews.

Pre-interview questions will be provided to the applicants, with responses due by April 2nd.

The Board discussed alternatives in case none of the current applicants meet the LMRWD criteria. The Committee decided that if they are not comfortable with any of the applicants, they will recommend to the Board that an executive search firm be retained.

5. Financial Updates related to CY 2025

President Barisonzi informed the Committee that no finance committee meeting was held. He said he was hoping that this meeting could be considered a combined meeting. He does not have a good sense of how much money is available to do fund a search process. Administrator Loomis said that this process was not funded in the budget, but that there is funding for Spring Creek that will not be needed and could be re-allocated to funding an executive search.

The Committee then discussed how to frame the reimbursement for administrative services. President Barisonzi wants to have an outcome scope and tie reimbursement to outcome. He wants to have a deliverable project. Ms. Schall Young then pointed out that deliverables can be so prescriptive that the Administrator doesn't have the flexibility to perform the work necessary for the best interest of the LMRWD.

The discussion then evolved to talk about the scope of the work. Ms. Schall Young said that the applicants should be asked if they understand the work of the watershed and how would they scope the work they intend to perform. There was discussion about moving away from a hourly reimbursement to more monthly fee for services.

6. Board Member Memorandum

No discussion of this item

7. Open Floor Discussion

No discussion of this item

8. Recap Next Steps

- *Candidates will be contacted and invited to submit additional information. Eric will be asked to submit a proposal.*
- *Notice will be posted that anyone interested in submitting an application has until March 26 to submit the application.*
- *Applicants will be provided pre-interviews questions that will be due April 2, 2025.*
- *Applicants will be invited to interviews on April 9th.*

9. Future Meeting Schedule

- Interviews of applicants is scheduled for April 9, 2025
- Next meeting personnel committee is scheduled for May 14, 2025, the committee will likely schedule a special meeting at the April 9, 2025 meeting.

The meeting adjourned at 6:48 PM.

**Lower Minnesota River Watershed District
Board of Manager's Personnel Committee
6:00 p.m., Wednesday, April 9, 2025
County Board Room – Carver County Government Center
602 East 4th Street, Chaska, MN 55318
Approved _____, 2025**

In attendance: In-person: President Joseph Barisonzi; Manager Lauren Salvato; Manager Theresa Kuplic; Manager Vinatha Viswanathan; Apollo Lammers, former LMRWD Manager; Lee Peterson, LMRWD Citizen Advisory Committee; Della Schall Young, Young Environmental Consulting Group, LLC, LMRWD Technical Consultant; and Linda Loomis, LMRWD Administrator.

PURPOSE: The purpose of the meeting was to conduct interviews of applicants for the position of District Administrator.

Agenda:

1. Introductions

Introductions were made with the first Candidate Will Lytle

2. Approval of March 19, 2025, Personnel Committee meeting agenda

No action was taken. Interviews began right after the introductions.

3. Approve Personnel Committee meeting minutes

- o Wednesday, March 19, 2025

No action was taken on this item.

4. Watershed Administrator Interviews

.6:00 to 6:45 – Will Lytle

7:15 to 8:00 – Eric Hanson

8:30 to 9:15 – Victoria Ranua

The Committee discussed impressions of applicants in between interviews. It was the consensus of the group to pursue applicants Will Lytle and Victoria Ranua. Eric Hanson will be notified that the Committee did not feel his proposal was a good fit for the LMRWD at this time.

5. Recap Next Steps

Board members will send any follow-up questions for Victoria and Will to Administrator Loomis by noon Thursday April 10th.

Questions will be compiled and sent to applicants Lytle and Ranua with a request for references, by the end of day Thursday, April 10th

The deadline for receiving responses and references is Monday at 5:00 PM.

Candidates' responses will be forwarded to the Committee on Monday evening.

If both candidates remain viable, Manager Salvato will conduct reference calls on Tuesday and Wednesday.

Applicants will be invited to in-depth conversations with each finalist prior to the Board meeting on Wednesday.

The goal is to make a final recommendation and vote to proceed with contracting one candidate during Wednesday's Board meeting.

6. Future Meeting Schedule

- Wednesday, April 16, 2025

The meeting adjourned at 9:19 PM.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, April 16, 2025

Agenda Item

Item 6. A. – LMRWD Permit Renewals

Prepared By

Linda Loomis, Administrator

Summary

Three permits are up for renewal this month. Young Environmental Consulting Group, representing the LMRWD, has reached out to all permit holders to discuss the necessity and rationale behind the renewals. Details of the permit renewal requests are attached for the Board's information.

Attachments

Technical Memorandum – April 2025 Permit Renewal Requests dated April 9, 2025

Technical Memorandum – TH 494 SP 2785-433 LMRWD (No. 2022-019) dated July 13, 2022

Recommended Action

Motion to renew permits as recommended in Technical Memorandum – April 2025 Permit Renewal Requests, dated April 9, 2025

Technical Memorandum



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

From: Rachel Kapsch, Water Resources Scientist
Erica Bock, Staff Water Resources Scientist II

Date: April 9, 2025

Re: April 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 April 2025 LMRWD Permit Renewal Requests

LMRWD No.	Project Name	City	Previous Expiration Date	Recommended Expiration Date
2023-020	Tramore Heights Addition	Savage	May 2, 2025	May 2, 2026
	Reason for Extension: Needs final vegetation establishment			
2023-007	Minnesota River Greenway Trail	Eagan	May 20, 2025	May 20, 2026
	Reason for Extension: Active construction			
2021-025	TH13 Dakota Ave Improvements	Savage	May 20, 2025	May 20, 2026
	Reason for Extension: Incomplete as-built review			

Recommendations

Based on review of the permit expiration, we recommend approval of permit renewal.



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, April 16, 2025

Agenda Item

Item 6. B. - Metro Pond Maintenance Group A2 Project (LMRWD No. 2024-021)

Prepared By

Linda Loomis, Administrator

Summary

The Minnesota Department of Transportation (MnDOT) plans to conduct maintenance of several stormwater ponds. Young Environmental Consulting Group has reviewed the permit application and associated exhibits and recommends conditional approval of a permit.

Attachments

Technical memorandum – Metro Pond Maintenance Group A2 Project (LMRWD No. 2024-021), dated April 9 2025

Recommended Action

Motion to conditionally approve a permit for Metro Pond Maintenance Group A2 Project (LMRWD No. 2024-021) contingent upon receipt of the following:

- Copy of the NPDES construction stormwater permit.
- Name, address and telephone number of the person(s) responsible for erosion control inspections and maintenance.
- Name, address and telephone number(s) of all contractors undertaking land-disturbing activities as part of the project.
- Final staging locations.
- Final designation of an individual who will remain liable to the LMRWD for performance under rule B from the time the permitted activities commence until vegetative cover is established and the LMRWD has certified satisfaction with erosion and sediment control requirements.

Technical Memorandum



To: Linda Loomis, Administrator
Lower Minnesota River Watershed District

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

Date: April 9, 2025

Re: Metro Pond Maintenance Group A2 Project (LMRWD No. 2024-021)

The Minnesota Department of Transportation (MnDOT) has applied for an individual project permit from the Lower Minnesota River Watershed District (LMRWD) to conduct repairs and maintenance on MnDOT stormwater ponds in 2025. There are three locations slated for pond maintenance in the LMRWD:

1. **Site 8** is located on Nicols Road, to the east of Trunk Highway (TH) 77 in Eagan, MN. The associated MnDOT pond number is 2319059.
2. **Site 9** is underneath the Minnesota River Bridge in Burnsville, MN. The associated MnDOT pond numbers are 2319135, 2319136, and 2319137.
3. **Site 11** is located northeast of TH 62 and MN 55 in Fort Snelling, MN. The associated MnDOT pond numbers are 2318947 and 2318948.

The applicant's engineer, TKDA, submitted the permit application, associated application exhibits, and site plans for the Metro Pond Maintenance Group A2 project (Pond Maintenance project).

The project will disturb approximately 9.84 acres within the LMRWD. The project will disturb 7.96 acres at Site 8, a total of 1.29 acres at Site 9 (Wet Pond A: 0.46 acres, Wet Pond B: 0.41 acres, and Wet Pond C: 0.42 acres), and a total of 0.59 acres at Site 11 (Wet Pond A: 0.29 acres and Wet Pond B: 0.30). There will be no new or reconstructed impervious area as part of the Pond Maintenance project.

General pond maintenance activities include pond dewatering, clearing and grubbing of cattails and vegetation, and excavation of accumulated sediment and muck. At Site 8, there was previously a slope washout at the existing apron outlet discharging stormwater from TH 77. The proposed Pond Maintenance project will restore this slope to its original condition and extend the apron outlet to the normal water level (NWL) to prevent future washout. A spillway berm is also proposed at Site 8. This will create a forebay to allow sediment to settle out of stormwater before discharging to the Minnesota River. At Site 9, the berms separating the three ponds are being restored to their original condition. Wet Pond A has been negatively impacted by off-road vehicle traffic, which has worn down the berm, requiring more fill to restore the berm than the other ponds at Site 9. Boulders are being placed along Wet Pond A to prevent future vehicle traffic from entering the pond area. At Site 11, stream bank restoration and slope repair will occur on the southeastern side of the pond. Spillway berm repair will also be conducted at Site 11.

Additional site maintenance activities include:

- Site 8 activities include cleaning out sediment and organics, replacing 100 feet of corrugated steel pipe (CSP) and an outlet structure gate valve, removing perimeter trees, and installing geotextile filter type 3 and 4, and Class II and IV riprap.
- Site 9 activities include cleaning out sediment, muck, and cattails, replacing scupper energy dissipater, outlet structures, and pipes, restoring berms, and installing geotextile filter type 3 and Class II riprap.
- Site 11 activities include cleaning out sediment, organics and cattails, repairing spillway berm, replacing outlet structure, removing perimeter trees, and installing geotextile filter type 3 and 4, and Class II and III riprap.

The project is located within a High-Value Resource Area (HVRA), the Minnesota River Floodplain and the Steep Slopes Overlay District (SSOD). The applicant proposes to begin maintenance activities in spring 2025. The project triggers LMRWD Rule B – Erosion and Sediment Control and Rule C – Floodplain and Drainage Alteration. An individual permit is required for the project elements proposed by MnDOT within the LMRWD and is subject to LMRWD permitting review.

SUMMARY

Project Name: Metro Pond Maintenance Group A2 Project

Purpose: Perform pond maintenance activities such as sediment excavation, vegetation removal, and repair to pond slopes and berms.

Project Size:

Site Name	Pond Name	Area Disturbed (acres)
Site 8	Wet Pond B	7.96
Site 9	Wet Pond A	0.46
	Wet Pond B	0.41
	Wet Pond C	0.42
Site 11	Wet Pond A	0.29
	Wet Pond B	0.30

Location: Site 8: TH 77 at Nicols Road

Site 9: TH 77 at Minnesota River Bridge

Site 11: MN 55 at Hiawatha Trail

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 December 11, 2024:
 - LMRWD Online Permit Application
 - MnDOT Pond Preservation Sites Map
 - Plan Set
- 100% Plan Set; received December 18, 2024.
- MnDOT (Jason Swenson) Comments; received December 20, 2024.
- The following documents were received on January 16, 2025:
 - TKDA Comments
 - Revised LMRWD Online Permit Application
 - Twin Cities Model Boat Club Permit from MnDOT
 - Floodplain Calculations and Cross Sections
 - Authorization of Agent Form
 - Revised 100% Plans
 - Site 11 Wetland Impacts Figure
- Revised Floodplain Calculations; received January 30, 2025.
- The following documents were received on February 25, 2025:
 - Revised Floodplain Calculations and Cross Sections
 - Minnesota “No-Rise” Certification (including Original Construction Plan Set, dated September 1980)
 - Revised 100% Plans
- Wetland Conservation Act (WCA) Public Road Project Notification; received March 7, 2025.

The application was deemed complete on March 5, 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 that affect one acre or more under Rule B. The proposed project would disturb approximately 9.84 acres within the LMRWD boundary. The applicant has provided an erosion and sediment control plan and a Stormwater Pollution Prevention Plan (SWPPP). Temporary erosion and sediment control measures include sediment control logs, silt fencing, inlet protection, random riprap, culvert end controls, and stabilized construction exits. Disturbed areas are to be seeded to achieve final stabilization.

The project generally complies with Rule B, but a copy of the National Pollutant Discharge Elimination System (NPDES) construction stormwater permit, contact information for contractors performing erosion and sediment control inspections and maintenance, contact information for contractors performing land-disturbing activities, specification of final staging areas, and a designated representative to remain liable to the LMRWD from the time the permitted activities commence until vegetative cover is established are needed before the LMRWD can issue a permit.

Rule C—Floodplain and Drainage Alteration

The LMRWD requires documentation that any proposed floodplain fill will not cause an increase in 100-year water surface elevations. Site 8 and Site 9 are located within the Minnesota River 100-year floodplain, per Flood Insurance Rate Map (FIRM) Panel 27037C0080E (effective December 2, 2011) and Figures 2 and 3.

The proposed project will result in cut below the normal water level of the ponds (sediment removal) and fill above the normal water level (slope repair, berm repair, etc.). Changes to the water quality volume/dead storage (below the normal water level) are reported in Table 1. These changes will not be discussed in further detail because altering storage below the normal water level does not impact the floodplain storage of the pond and thereby does not affect the resulting 100-year water level.

The project proposes 95 cubic yards of cut and 642 cubic yards of fill, resulting in 547 cubic yards of net fill between the normal water level and the 100-year water surface elevation of the Minnesota River. The work at Site 8 includes installation of a spillway berm and slope restoration resulting in 61 cubic yards of cut and 48 cubic yards of fill (net cut of 13 cubic yards). The work at Site 9 includes berm restoration resulting in 34 cubic yards of cut and 594 cubic yards of fill (net fill of 560 cubic yards). The work at Site 9 does not include compensatory storage.

Berms at Site 9 were originally constructed in the 1980s. The applicant's engineer submitted original construction plans for the Site 9 ponds and berms. Per the original construction plans, the proposed pond maintenance activities will restore Site 9 ponds and berms to their original condition. The applicant also submitted proposed project plans, cut and fill calculations and cross sections for activities within the Minnesota River 100-year floodplain, and a signed no-rise certification. The original plan set validates that all construction activities and fill occurring as part of the proposed project is to restore the original construction conditions of 1980, therefore confirming no change in the 100-year water surface elevation. The project complies with Rule C.

Table 1. Floodplain cut and fill calculations (by site)

Site	Location	Pond Name	Pond Number	Between Pond Bottom and NWL (Water Quality Volume/Dead Storage)		Between NWL and Below 100-Yaer Floodplain Elevation (Floodplain Storage)	
				Cut	Fill	Cut	Fill
				Yd³	Yd³	Yd³	Yd³
8	TH 77 at Nicols Rd	Wet Pond B	2319059	11307	2410	61	48
9	TH 77 at Minnesota River Bridge	Wet Pond A	2319135	94	32	25	340
		Wet Pond B	2319136	67	4	5	125
		Wet Pond C	2319137	157	3	4	129
Totals				11,625	2,449	95	642
Net Cut (Yd³)				9,176		-547	

Recommendations

Based upon the review of the project, we recommend conditional approval of the Metro Pond Maintenance Group A2 Project contingent on receipt of the following:

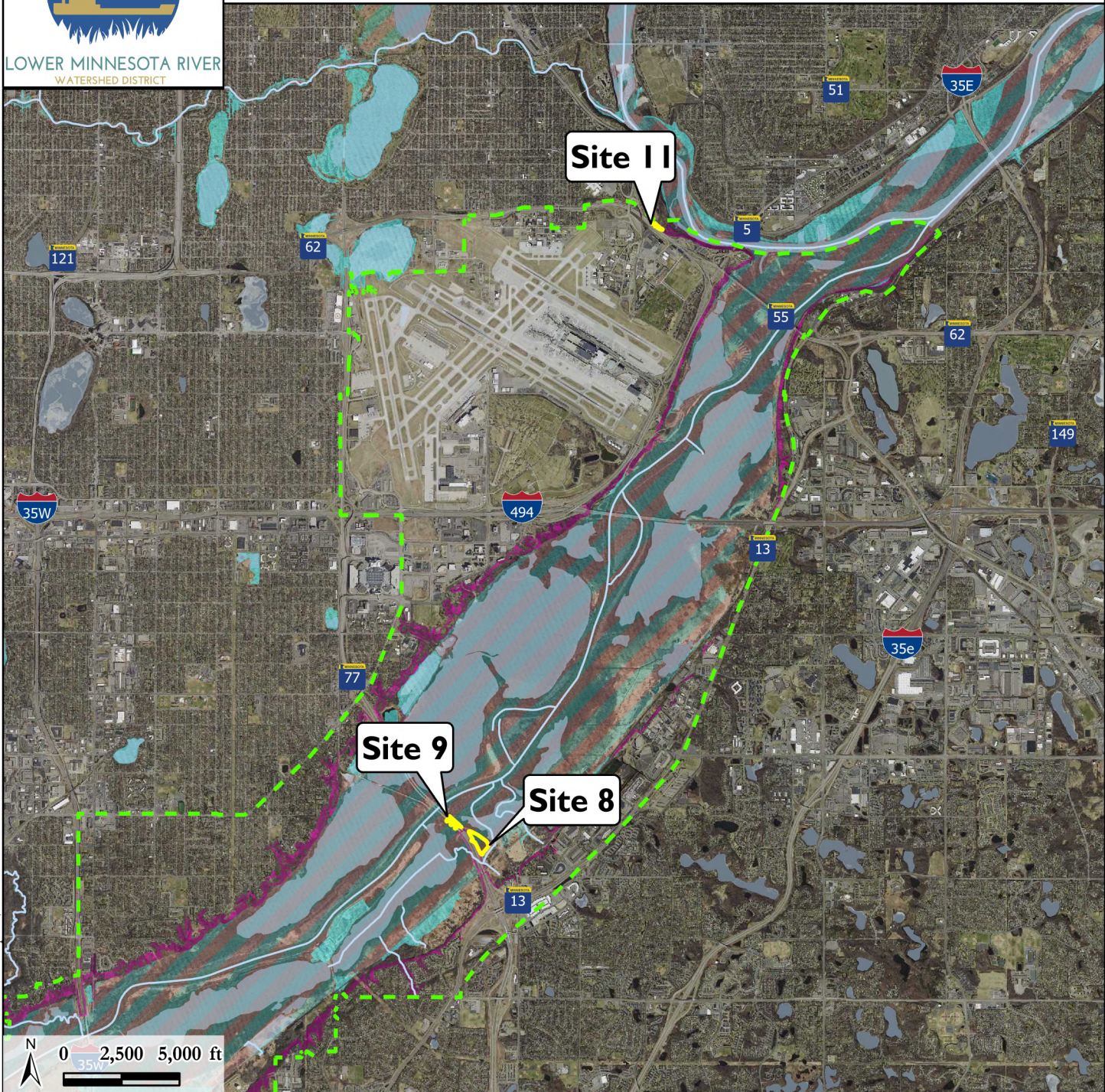
- Copy of the NPDES construction stormwater permit.
- Name, address, and phone number of the person(s) responsible for erosion control inspections and maintenance.
- Name, address, and phone number(s) of all the contractors undertaking land-disturbing activities as part of the project.
- Final staging locations.
- Final designation of an individual who will remain liable to the LMRWD for performance under Rule B from the time the permitted activities commence until vegetative cover is established and the LMRWD has certified satisfaction with erosion and sediment control requirements.

Attachments

- Figure 1—Metro Pond Maintenance Group A2 Project Locations
- Figure 2—Metro Pond Maintenance Group A2 Site 8
- Figure 3—Metro Pond Maintenance Group A2 Site 9
- Figure 4—Metro Pond Maintenance Group A2 Site 11



Figure I: Metro Pond Maintenance Group A2 Project Locations
LMRWD No. 2024-021



Legend

- Project Location
- LMRWD Boundary
- Public Waters
- Public Waterbodies
- Steep Slope Overlay District
- 100-yr Floodplain
- Floodway

LMRWD Watershed Location Map

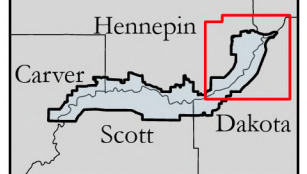
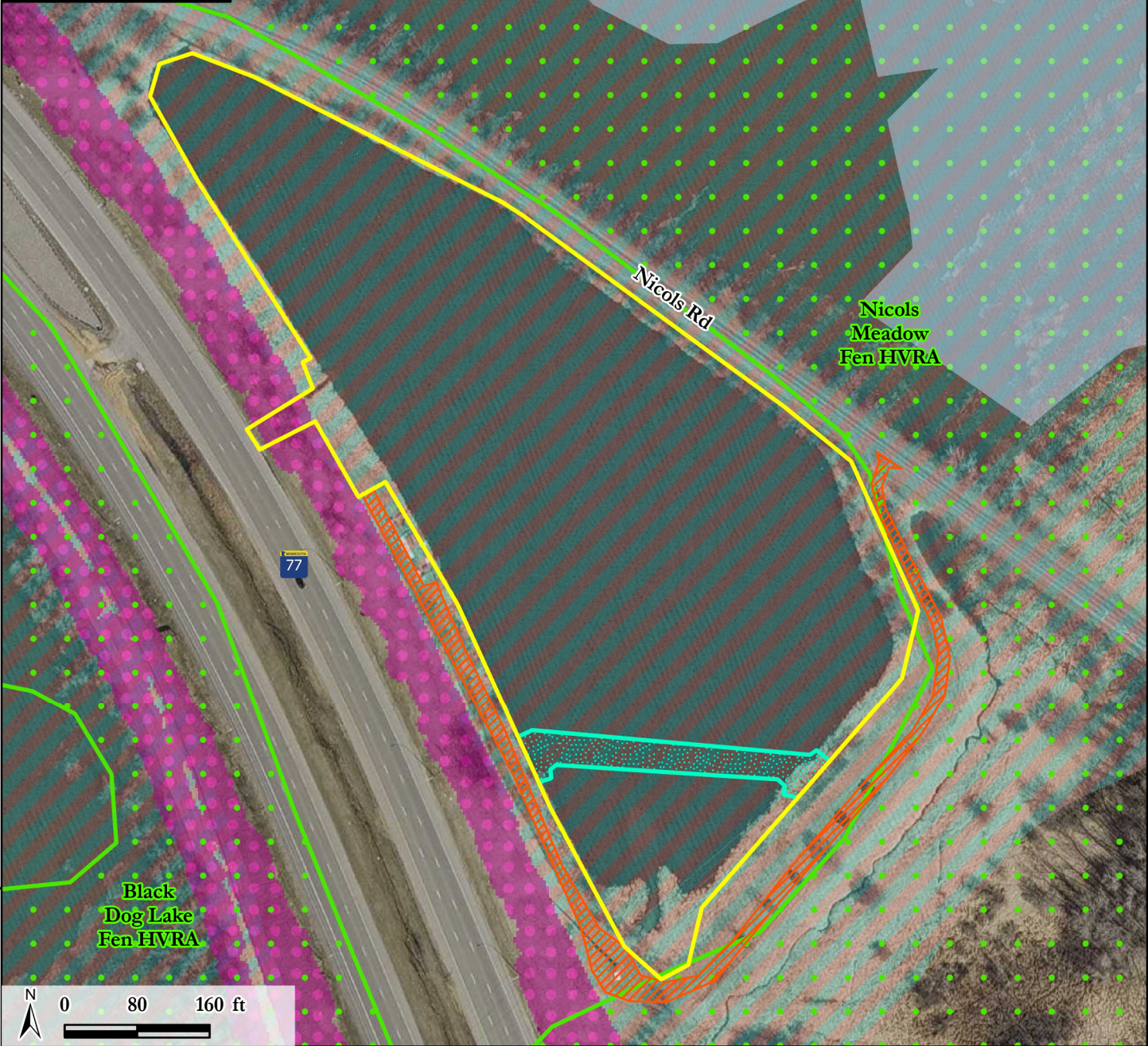




Figure 2: Metro Pond Maintenance Group A2 Site 8
LMRWD No. 2024-021



Legend

- | | |
|--------------------|------------------------------|
| Project Location | High Value Resource Area |
| Access Route | Steep Slope Overlay District |
| Spillway Berm | Floodway |
| Public Waterbodies | |

LMRWD Watershed Location Map

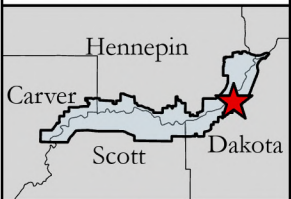




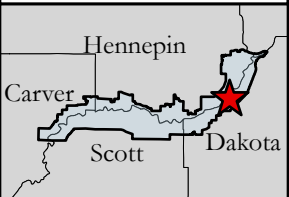
Figure 3: Metro Pond Maintenance Group A2 Site 9
LMRWD No. 2024-021



Legend

- Project Location
- Access Route
- Public Waterbodies
- High Value Resource Area
- Steep Slope Overlay District
- Floodway

LMRWD Watershed Location Map



Projects\LMRWD\Project Reviews\02 In Process\2024-021 Metro Pond Maintenance Group A2\04 GIS



Figure 4: Metro Pond Maintenance Group A2 Site 11
LMRWD No. 2024-021



Legend

- Project Location
- Trail
- Stream Bank Restoration and Slope Repair
- Access Route
- Steep Slope Overlay District

LMRWD Watershed Location Map





LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, April 16, 2025

Agenda Item

Item 7. A. - Award Water Resource Restoration Fund Grants

Prepared By

Linda Loomis, Administrator

Summary

The 2025 LMRWD Budget allocated \$100,000 for a grant program available to cities within the LMRWD. The Water Resources Restoration Fund grant program is promoted during annual municipal coordination meetings and via direct emails. This year, two applications were received from the cities of Eden Prairie and Shakopee. Young Environmental Consulting Group reviewed the applications and exhibits on behalf of the LMRWD. Attached are the details of the applications and the methodologies used to determine funding.

Recommendations are to award funds as follows:

- Eden Prairie \$9,720
- Shakopee \$90,280

The cities have been notified of the recommendation and will have representatives at the meeting to answer any questions Managers may have.

Attachments

Technical Memorandum – LMRWD Water Resources Restoration Fund Review dated April 9, 2025

Recommended Action

Motion to award Water Resources Restoration Funds to the City of Shakopee in the amount of \$90,280 and to Eden Prairie in the amount of \$9,720, and to enter into cooperative agreements with both cities outlining the roles and expectations for advancing the projects and managing the grant

Technical Memorandum



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

From: Erica Bock, Staff Water Resources Scientist II
Jenny Mocol-Johnson, Water and Natural Resources Program Manager

CC: Kirby Templin, PE, Water Resource – Environmental Manager, City of Shakopee
Lori Haak, Water Resources Coordinator, City of Eden Prairie

Date: April 9, 2025

Re: LMRWD Water Resources Restoration Fund Review for (1) City of Shakopee, Water Quality Best Management Practice (BMP) – Riverbank Stabilization Project and (2) City of Eden Prairie, Eden Prairie’s Low Salt City Center

Summary

At the November 6, 2024, LMRWD Board Meeting, the LMRWD Board of Managers approved the Water Resources Restoration Fund (WRRF) work plan. The goal of the WRRF is to help fund projects sponsored by local government units (LGUs) that align with the LMRWD’s work to reduce urban nonpoint source pollution, improve and protect groundwater quality, and promote surveys and studies of wetland (fen) health management. The WRRF application materials were distributed to LGU partners after the municipal coordination meetings on January 7, 2025. The deadline for the WRRF application was February 28, 2025.

The LMRWD received two (2) applications on February 28, 2025, from the City of Eden Prairie and the City of Shakopee for projects. Young Environmental reviewed the projects in line with the previously developed and Board-approved evaluation form (Attachment 1). This memo summarizes Young Environmental’s funding evaluation of the City of Shakopee’s Water Quality BMP WRRF Application (Attachment 2) and the City of Eden Prairie’s Low Salt City Center WRRF Application (Attachment 3).

City of Shakopee Application

The City of Shakopee is requesting funding from the LMRWD for a water quality BMP. This water quality BMP was identified in the Shakopee Downtown BMP Study. The Shakopee Downtown BMP Study was a District-sponsored Watershed Based Implementation Funded (WBIF) project and the information is available upon request. The project is part of the Northwest Shakopee Stormwater BMP Retrofit project initiative, which aims to provide treatment to reduce urban nonpoint source pollution to the downtown Shakopee area. Currently, this area has little treatment and discharges directly to the Minnesota River. Implementation is planned in coordination with the overall Minnesota Riverbank Stabilization project. The [Minnesota Riverbank Stabilization project](#) is a City of Shakopee Project that aims to reduce flooding and erosion risk to critical City of Shakopee Infrastructure and significant cultural resources along the Minnesota Riverbank.

The Water Quality BMP Project is located at 150 Fillmore Street North, Shakopee, MN 55379. This is the Huber Park Area, which is publicly accessible (Attachment 2, Page 7–Project Location Map). The contributing watershed is 257 acres and approximately 2/3 of the watershed currently has no treatment. The Water Quality BMP Project elements will provide pollutant removal benefit above and beyond what would be required alone by the Riverbank Stabilization project. The project includes a diversion structure, grit chamber/prereatment, pond area, outlet structure, and restoration.

The estimated cost for the stabilization project is \$689,448 (Attachment 2).

Design and permitting continue in 2025 with construction planned for 2026.

The City of Shakopee is requesting \$100,000 from the WRRF, which is 14.5% of the estimated total cost of the water quality BMP project.

City of Eden Prairie Application

The City of Eden Prairie is requesting funding from the LMRWD for the Eden Prairie Low Salt City Center (Low Salt City Center) project. The project aims to transform the Eden Prairie City Center parking lot into a model for low salt design through the practical application of low salt design principles, including decreased impervious surfaces and reduced meltwater footprint.

The Low Salt City Center project is located at 8080 Mitchell Road, Eden Prairie, MN 55344 (Attachment 3, Page 7–Project Location Map). The Low Salt City Center Project proposes to directly reduce chloride pollution to Purgatory Creek by 16,260 pounds per year (32%) by reducing impervious surfaces and adding new snow storage areas. The additional incorporation of a bioretention (infiltration) stormwater BMP will also reduce stormwater volume, total suspended sediment (TSS), and total phosphorous (TP) discharging to Purgatory Creek. The proposed infiltration basin will have a capacity of 10,300 cubic feet, with the ability to treat up to 1.1 inches over 2.6 acres of impervious surfaces. The project proposes reconstruction of 0.45 acres of impervious surfaces routed to the infiltration basin allowing the basin to treat the current proposed project. The basin is oversized as the City of Eden Prairie would like to create excess treatment to allow for future improvements. Once the basin is utilized at full capacity, TP and TSS will be reduced by 22% for the entire 25.8-acre watershed. The proposed bioretention basin was modeled using Minimal Impact Design Standards (MIDS). The supporting MIDS calculator was submitted and reviewed.

The project is not within the LMRWD jurisdictional boundary; however, it discharges to a creek that ultimately discharges to the Minnesota River and will reduce chloride pollution to a high-risk water body according to the Minnesota Pollution Control Agency (MPCA) [Minnesota's Chloride Conditions Map](#). Chloride pollution is an ongoing issue of concern for the State of Minnesota and the LMRWD.

The estimated cost of the project is \$739,400 (Attachment 3). The project has additional partners including collaboration between the City of Eden Prairie's three watershed districts, lake associations, and Friends of the Eden Prairie Parks. The applicant has received \$425,000 from the MPCA and \$100,000 from Riley Purgatory Bluff Creek Watershed District (RPBCWD).

The current project schedule is 2025–fall 2026 for design and construction administration; followed by project construction, including installation of education components, to be completed in spring 2026–June 2028. The MPCA funds must be spent by the end of 2028.

The City of Eden Prairie is requesting \$100,000 from the WRRF, which is 13.5 % of the estimated total costs of the Low Salt City Center Project.

Evaluation

Table 1 shows the scoring of the projects based on alignment with the goals, policies, and strategies of the LMRWD 2018-2027 Watershed Management Plan (WMP).

Table 1: WRRF Applications Request Scoring for Shakopee Water Quality BMP Project and Eden Prairie Low Salt City Center Project

Scoring Metric	City of Shakopee Scoring Comments	Shakopee Project Score	City of Eden Prairie Scoring Comments	Eden Prairie Project Score	Points Available
1. Project Type	The Water Quality BMP Project addresses goals within the City's Capital Improvement Plan (CIP) 2025-2029 as the Riverbank Stabilization Project on page 24. The water quality BMP is part of the City's initiative to implement BMPs from the Northwest Shakopee Stormwater BMP retrofit project in the City's Surface Water Management Plan and is a direct tributary to the Minnesota River. Maximum points were awarded	24	The Low Salt City Center Project does not discharge directly to a MPCA-listed impaired water; however, the project addresses issues and goals within the City's comprehensive plan and Surface Water Management Plan.	9	24
2. LMRWD WMP Goals Addressed	<ul style="list-style-type: none"> • Goal 2: Surface Water Management • Goal 4: Unique Resource Management 	2	<ul style="list-style-type: none"> • Goal 2: Surface Water Management • Goal 3: Groundwater Management • Goal 4: Unique Resource Management • Goal 9: Public Education and Outreach 	4	9
3. Water Capture	Because of site conditions (soil and bedrock) the Water Quality BMP Project is not planned to be a volume management BMP.	0	Captures 1.1 inches of runoff over the impervious area routed to the proposed infiltration BMPs. Maximum points were awarded.	7	7
4. Pollutant Management	25% reduction in TSS and 15% reduction in TP.	5	32% reduction in chloride use. TP and TSS will be reduced 22% when the basin is utilized at full capacity.	5	7

Scoring Metric	City of Shakopee Scoring Comments	Shakopee Project Score	City of Eden Prairie Scoring Comments	Eden Prairie Project Score	Points Available
5. Habitat Restoration	This Water Quality BMP Project provides a secondary benefit to habitat by seeding the disturbed areas with native seed mixtures that provide food and habitat for wildlife.	3	This Low Salt City Center Project is still under design. No habitat benefits provided.	0	7
6. Bank Stabilization	Not applicable.	0	Not applicable.	0	7
7. Watershed Benefits	The Water Quality BMP Project location discharges to directly to the Minnesota River and will provide treatment to Downtown Shakopee, which is previously a largely untreated watershed area. Maximum points were awarded.	7	The Low Salt City Center Project location discharges to storm sewer. If the project discharged directly to the Creek, the watershed benefits score would be higher.	3	7
8. Partnership Opportunities	The Water Quality BMP Project has provided funding details and intends to contribute the remaining funds to implement the project. Maximum points were awarded.	7	The City intends to partner with many agencies for the project, including MPCA, RPBCWD, Lake Riley Improvement Association, etc. Maximum points were awarded.	7	7
9. Public Education	The Water Quality BMP Project is located on a public park. Public education is not incorporated but the project team is considering public education water quality signage.	3	The Project will provide principles for chloride reduction and provide a built example of low salt design, incorporating educational signage and materials. Maximum points were awarded	7	7
Total Score	Shakopee	51	Eden Prairie	42	82

Project Scoring

Based on the presented information, the City of Shakopee Water Quality BMP received a score of 51 points out of a maximum of 82 points, placing it in the moderate-to-high priority category for the LMRWD (Attachment 1, Table 1). This category qualifies the project for partial funding.

The City of Eden Prairie Low Salt City Center Project received a score of 42 points out of a maximum of 82 points, placing it in the moderate-to-high priority category for the LMRWD (Attachment 1, Table 1). This category qualifies the project for partial funding. The City of Eden Prairie has also mentioned their intent to apply for additional funding next year. This request would capitalize on the \$100,000 maximum. Because funding this cycle would be used for design and planning of the project while next year the application will focus on construction, the grant request will be considered based on the \$64,800 engineering and design cost, not the total project cost, because the design is ongoing with construction planned for 2026–2027 (Attachment 3, Page 10).

Funding Recommendations

The projects address goals in both the LMRWD 2018-2027 WMP as well as the cities' surface water management plans. Furthermore, both projects follow the LMRWD's strategy of partnering with LGUs to leverage financial resources and improve natural resources within the LMRWD boundaries.

Based on the scoring and the fact that there are two moderate-to-high priority project applications for funding recommendation, we recommend contributing up to \$90,280 (approximately 13% of the project cost [lesser of the awarded project cost or engineers cost estimate]) for the City of Shakopee, Water Quality BMP – Riverbank Stabilization Project. However, the final contributed dollar amount will be based on the awarded construction contract and will be up to a maximum of \$90,280.

Before funds can be released, the following information is required for the City of Shakopee project:

- Documentation that the project meets the permitting requirements of the LMRWD and other regulatory agencies.
- Final signed construction plans and specifications.
- Awarded contract and bid information.
- Executed LMRWD grant and maintenance agreement or resolution.
- Agreement that payments from the LMRWD are reimbursement-based and require receipts of paid invoices as well as a summary of the work completed as part of the receipt/invoice.

The Low Salt City Center Project can proceed with less than the requested funding amount of \$100,000 and plans to seek additional funding next year. We recommend contributing up to \$9,720 (15%) of the project's engineering design cost estimate of \$64,800 for the City of Eden Prairie's Low Salt City Center Project. This would help the City of Eden Prairie meet their required project fund match dollar amount.

The following information is required for the City of Eden Prairie project:

- Executed LMRWD grant agreement or resolution.
- Agreement that payments from the LMRWD are reimbursement-based and require receipts of paid invoices as well as a summary of the work completed as part of the receipt/invoice.

Attachments

- Attachment 1—LMRWD Funding Request Evaluation
- Attachment 2— City of Shakopee Water Quality BMP WRRF Application
- Attachment 3—City of Eden Prairie Low Salt City Center WRRF Application

Attachment 1—Funding Request Evaluation

Funding Request Evaluation

LMRWD continues to receive inquiries from municipalities and other partners for project funding support. Historically, because the requests were infrequent and appeared to compete with other requests or priorities, the decision to provide financial assistance was not supported by documented criteria nor scoring. Recently, with the request from the City of Carver for the levee project, Young Environmental developed the following scoring system, which was applied to this request.

The goal of the scoring system is to establish impartial and fair evaluations for all District funding requests based on the project's alignment with the goals, policies, and strategies of the LMRWD Watershed Management Plan. Projects are scored on nine different metrics, detailed below, for a possible 82 points.

- 1. Project Type (Maximum 24 points):** The Project Type Score considers whether a proposed project is tributary to an impaired waterway, if it solves an issue previously identified by the community or LMRWD plans, and whether the project is explicitly included in the community or LMRWD plans. Points are awarded based on how well the project aligns with the community or LMRWD plans.
- 2. Plan Goals (Maximum 9 points):** The Plan Goals Score gives credit depending on how well-aligned a proposed project is with the goals of the LMRWD Watershed Plan. Projects are assigned a score of 0 through 9 based on how many of the LMRD's goals are addressed.
- 3. Water Capture (Maximum 7 points):** The Water Capture Score gives credit to projects that meet or exceed the standards for stormwater runoff volume management. Projects are assigned a score of 0 to 7 based on the amount of volume reduction that the proposed project provides.
- 4. Pollutant Management (Maximum 7 points):** The Pollutant Management Score gives credit to projects that meet or exceed the amount of water quality treatment provided beyond what is required for regulatory purposes. Projects without a pollutant reduction component will receive a score of 0, whereas those that reduce pollutant loading to downstream resources can receive a score of up to 7.
- 5. Habitat Restoration (Maximum 7 points):** The Habitat Restoration Score gives credit to projects that provide habitat benefits. Projects with no habitat benefit receive a score of 0. Projects likely to achieve habitat benefits as a secondary project benefit receive a score of 3. Projects that include a replacement of the existing habitat with an improved habitat receive a score of 5. Projects that include habitat creation or enhancement as the primary purpose of the project receive a score of 7.

- 6. Bank Stabilization (Maximum 7 points):** The Bank Stabilization Score gives credit to projects that restore or stabilize degraded gullies, streambanks or shorelines. A project is assigned a bank stabilization score based on the length of the gully, streambank, or shoreline restored or stabilized and the level of existing degradation. This metric is only applied to projects with a designed restoration component (versus indirect benefits). Projects without a designed bank or shoreline restoration component are assigned a score of 0.
- 7. Watershed Benefits (Maximum 7 points):** The Watershed Benefits Score gives credit to projects that provide benefits beyond the immediate site location. Scores are based on where the proposed project is located within the watershed, giving greater weight to those near headwaters.
- 8. Partnership Opportunities (Maximum 7 points):** The Partnership Opportunity Score gives credit to projects that allow the LMRWD to partner with other organizations. The LMRWD is interested in being a project partner with its member communities. A project receives the maximum score of 7 if one or more of the partners is a financial contributor to the project.
- 9. Public Education (Maximum 7 points):** The Public Education Score gives credit to projects that spread awareness of the LMRWD's projects and their benefits to the public. The score is based on the accessibility of the final project, giving the greatest weight to those on public lands with public access.

Using the total points scored, projects fit in one of four priority categories (e.g., low, low-to-moderate, moderate-to-high, high), as shown in Table 1.

Table 1. LMRWD Funding Request Scoring Priority

Project Score	Priority	Recommended Action
0–19	Low	Do not recommend funding requests at this time; additional information may be needed to evaluate the potential project more fully.
20–40	Low-to-Moderate	Work with project sponsors to incorporate more District goals, policies, or strategies.
41–61	Moderate-to-High	Consider partial funding requests, with funding amount and design components that align with District priorities.
62–82	High	Recommend full funding request as presented.



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

Lower Minnesota River Watershed District (LMRWD) Water Resources Restoration Fund Application

Fill out the project application. The following information is required for all projects.

Project Information	
Project Name:	Water Quality BMP - Riverbank Stabilization Project
Address/Cross Streets:	150 Fillmore St N, Shakopee, MN 55379 (Located at Huber Park Area)
Property Owner Name:	City of Shakopee
City:	Shakopee
County:	Scott
Project Contact Name:	Kirby Templin
Project Contact Phone:	952-233-9372
Project Contact Email:	KTemplin@shakopeemn.gov
Land Access:	<input type="checkbox"/> Private Access Only <input type="checkbox"/> Partially Private Access <input type="checkbox"/> Partially Public Access <input checked="" type="checkbox"/> Public Access
Describe Access Location:	Access is available through Huber Park or along Bluff Avenue East.
Attach access map showing: <ul style="list-style-type: none"> Public versus private land Limits of disturbance Property lines and property ownership Right-of-way (ROW) and access information <div style="text-align: right; font-size: small;">This information is available in the attached project location map.</div>	
Attach project map showing: <ul style="list-style-type: none"> Project location Project features Watershed boundary (if applicable) Waterbodies to which the project drains Calcareous fens (if applicable) Trout streams (if applicable) Minnesota Pollution Control Agency (MPCA) Impaired Waters (if applicable) <div style="text-align: right; font-size: small;">This information is available in the attached project location map and the additional supporting figures from the feasibility study.</div>	
List Project Partners:	<p>City of Shakopee - Primary funding source for water quality BMP project element.</p> <p>Lower Minnesota River Watershed District - \$100,000 - Cost Share Partner for Gully/Riverbank Stabilization elements of the project.</p> <p>Watershed Based Implementation Funding - \$149,297 - Money was allocated from both the LMRWD and Scott WMO Planning Metro WBIF areas. Grant money received for construction costs of the water quality improvements associated with the Minnesota River Riverbank Stabilization Project.</p>

What is the proposed project schedule? (Estimated schedule is acceptable. Please indicate the finality of the schedule. For construction projects, at a minimum, provide the estimated bid opening date, construction start date, and length of anticipated construction.) Describe factors that may affect your anticipated schedule, if any.

Various elements of the project are in design and permitting. Preliminary concept level planning for the water quality improvements have been considered in relation to other project elements that are in design, however, the design of the water quality improvements has not occurred yet. Design and permitting continue in 2025 with construction planned for 2026.

Provide a project narrative informing the LMRWD how the project addresses similar goals of the LMRWD Watershed Management Plan ([Watershed Management Plan, Section 3: Goals, Policies, and Strategies](#)). Address how the project meets of the goals of the local governmental unit's (LGU) surface water management plan. Describe the goals, need, size, and quantifiable benefits of the project. Project narratives should include a summary of existing and proposed conditions. Reference attachments as necessary.

This project was identified in the Shakopee Downtown BMP Study that was completed with WBIF funds and partnership with LMRWD. This water quality BMP is part of the NW Shakopee Stormwater BMP Retrofit project initiative to provide treatment to reduce urban nonpoint source pollution to the Downtown Shakopee area which has little to no treatment and discharges directly to the Minnesota River (Previous projects in this initiative include the Scott County Parking Lot A BMP project, Lewis and 2nd Avenue Parking Lot BMP). A feasibility study identified a project opportunity at this location, and implementation is planned in coordination with the overall Minnesota Riverbank Stabilization project. The project will divert low flows from Watershed/Pipeshed S to provide treatment in a pond to allow for settling of sediment to remove TSS and TP. The contributing Watershed/Pipeshed S is 257.3 acres (approximately 2/3 of the watershed currently has no treatment). There is an existing BMP at Huber Park that provides treatment to Watershed/Pipeshed Q which is 53.4 acres that treatment will be consolidated and enhanced with the new proposed BMP. The water quality BMP project element will provide benefit above and beyond what would be required by the Riverbank Stabilization project by itself. This project provides benefits to a larger watershed (approximately 250+acres) outside of the direct project site. The project includes a diversion structure, grit chamber/pretreatment, pond area, outlet structure, restoration, etc. The water quality BMP project element will provide benefit above and beyond what would be required by the Riverbank Stabilization project by itself. This project provides benefits to a larger watershed (approximately 250+acres) outside of the direct project site. This project addresses LMRWD goals including Issue 3 Water Quality and Goal 2 Surface Water Management. One of the district strategies to address this issue and goal is strategy 2.2.3 cost share incentive program for implementation projects. Attached are figures and summary information from the feasibility study that provides more information on the BMP and contributing watershed.

Funding	
Funding Amount Request from LMRWD (up to 25% of total cost):	\$ \$100,000.00
Matching Funds from applicant and additional partners	Applicant Contribution \$ \$440,151.00
	\$ WBIF \$149,297.00
	\$
	\$
Total Project Cost (attach engineer's cost estimate if project has not yet been bid or fee estimate if your project is not a construction project)	\$ \$689,447.85
Attach cost/fee estimate or bidded construction cost Cost Estimate is Attached	
Is the project in the LMRWD Watershed Management Plan Capital Improvement Projects Section (pg. 188/259 of the Watershed Management Plan)?	<input checked="" type="checkbox"/> Yes (If Yes, what is the name of the project as identified in the Plan?): Shakopee Riverbank Stabilization Project <input type="checkbox"/> No
Is the project included in the LGU Local Comprehensive Plan or LGU Surface Water Management Plan (SWMP)?	<input checked="" type="checkbox"/> Local Comprehensive Plan Location (Section and Page No.): The project is included in the City of Shakopee CIP 2025-2029 as the Riverbank Stabilization Project on Page 24. <input checked="" type="checkbox"/> SWMP Location (Section and Page No.): The water quality BMP is part of the project initiative to implement BMPs in the "NW Shakopee Storm Water BMP Retrofit" project. Listed in Section VI Table 6.1 on pdf page 50
What waterbody(s) does your project drain to?	Name(s): Minnesota River
Are any of these waterbodies an MPCA listed impaired water, designated trout stream, calcareous fen, or Minnesota Department of Natural Resources (DNR)-Protected wetland? Minnesota Impaired Waters List	<input checked="" type="checkbox"/> Yes (If Yes, Name/s): Minnesota River - 07020012-506 (Nutrients and Turbidity) <input type="checkbox"/> No
What issues does the project address within the LGU Local Comprehensive Plan or SWMP?	<p>For this specific project request, the water quality BMP associated with the Minnesota Riverbank stabilization project is to address water quality (TP and TSS - Nutrients and Turbidity) to the Minnesota River. This BMP is part of the NW Shakopee Stormwater BMP Retrofit project initiative to provide treatment to reduce urban nonpoint source pollution to the Downtown Shakopee area which has little to no treatment and discharges directly to the Minnesota River (Previous projects in this initiative include the Scott County Parking Lot A BMP project, Lewis and 2nd Avenue Parking Lot BMP project). A feasibility study identified a project opportunity at this location, and implementation is planned in coordination with the overall Minnesota Riverbank Stabilization project.</p> <p>There is riverbank stabilization with this project, however, that is a different project element that the LMRWD has already partnered with cost share of \$100,000 for gully/riverbank stabilization.</p>

Please fill out the rest of the application form as it applies to your project.

The following sections may not apply to all projects.

If a section does not apply, please select not applicable (N/A).

Stormwater Volume Control	
Does your project propose any volume control or reduction of stormwater runoff?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
If yes, what is the estimated total volume reduction? (Ensure your project narrative describes method of stormwater volume control)	Based on soils and bedrock information in the project area, it is not anticipated that infiltration will be feasible for this project. The water quality BMP is planned to not be a volume management BMP.

Pollutant Management											
Does your project propose pollutant management to prevent impairment or protect downstream resources?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A										
Is the downstream resource impaired for any pollutants? Minnesota's Impaired Waters List	<input checked="" type="checkbox"/> Yes (If yes, list the impairments): Minnesota River - 07020012-506 (Nutrients and Turbidity) <input type="checkbox"/> No										
What are the pollutants targeted and their percent reduction because of the project? (Ensure that your project narrative describes the method of pollutant management)	<table border="1"> <thead> <tr> <th>Pollutant</th> <th>Percent Reduction</th> </tr> </thead> <tbody> <tr> <td>TSS</td> <td>25% Reduction (10,000 lbs per year)</td> </tr> <tr> <td>TP</td> <td>15% Reduction (20 lbs per year)</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Pollutant	Percent Reduction	TSS	25% Reduction (10,000 lbs per year)	TP	15% Reduction (20 lbs per year)				
Pollutant	Percent Reduction										
TSS	25% Reduction (10,000 lbs per year)										
TP	15% Reduction (20 lbs per year)										

Brief Description of Habitat Restoration Benefits
<p>Please provide a brief description (500 words or less) about how the proposed project provides habitat benefit (i.e. increase in native plantings, removing dams, aquatic connectivity, riparian restoration, wetland restoration, forest management). If project is in a stream or river, please provide the MPCA Stream Habitat Assessment (MSHA) score (or other stream habitat assessment), documentation, and photos (if applicable).</p> <p>The project will have a native planting buffer around the water quality BMP. The water quality BMP will be a pond with standing open water that will also have wildlife benefits. The water quality benefits from the BMP will benefit/improve the habitat of the Minnesota River.</p>

Streambank Stabilization	
Is there a designed streambank restoration component of the project?	<input type="checkbox"/> Yes If Yes, what is the proposed length to be stabilized: <hr/> <input checked="" type="checkbox"/> N/A LMRWD is already a partner with cost share of \$100,000 for the riverbank/gully stabilization component of the Shakopee Riverbank Stabilization Project.
Has the current bank stability been evaluated? (i.e. Bank Erosion Hazard Index, MPCA Channel Condition and Stability Index, Minnesota Department of Transportation (MnDOT) HydInfra, etc.) Please attach supporting documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: center;">NA</div>
What is the current streambank stability? Please attach supporting documentation and photos.	<input type="checkbox"/> Very Stable <input type="checkbox"/> Stable <input type="checkbox"/> Moderately Unstable <input type="checkbox"/> Unstable <div style="text-align: center;">NA</div>
Permitting	
Does the project trigger any LMRWD Rules (if applicable)?	<input checked="" type="checkbox"/> Rule B: Erosion and Sediment Control <input checked="" type="checkbox"/> Rule C: Floodplain and Drainage Alteration <input checked="" type="checkbox"/> Rule D: Stormwater Management: <input type="checkbox"/> Rule F: Steep Slopes <input type="checkbox"/> N/A
If the project triggers LMRWD Rules, summarize how the project intends to comply with the Rules (i.e. stormwater management).	<p>The project is located within the floodplain of the Minnesota River. The project will work with LMRWD to get a permit for this work and demonstrate that it meets requirements.</p> <p>The project will trigger the Erosion and Sediment Control rule. The city of Shakopee is the LGU for this rule, however, if LMRWD decides to permit for this work, the city will demonstrate it meets the requirements. The project will obtain necessary NPDES Construction Stormwater permit and include a SWPPP and erosion control plan with the project construction plans. The city will complete inspections in compliance with the NPDES Construction Stormwater Permit.</p> <p>The project will trigger the Stormwater Management rule. The city of Shakopee is the LGU for this rule, however, if LMRWD decides to permit for this work, the city will demonstrate it meets the requirements. The project will develop a stormwater management plan that demonstrates the project meets stormwater requirements. The stormwater management plan will also summarize the above and beyond benefit of the proposed water quality BMP.</p>
Provide documentation of additional permitting requirements from regulatory agencies (e.g., Minnesota DNR, MPCA, and/or additional city permits). Identify which permits are required and provide their status (in-progress, obtained, etc.) Before funds are dispersed, copies of approved permits will be required; however, approval is not required for application eligibility.	
Permit	Status
MN DNR Permitting	In Progress
USACE Permitting	In Progress

Construction Plans

Attach Construction Plan Sheets
(if applicable)

Project design and permitting is in progress. Construction plans are not available. See attached for project location map and summary information from the feasibility study.



Table 2-2 Summary of Pipesheds and Existing Condition Water Quality Model Results

Pipeshed ID	Area (acres)	Percent Impervious	Percent Directly Connected Impervious	TSS Loading (lbs/yr)	TSS Removal from Existing BMPs (lbs/yr)	TSS Removal from Existing BMPs (%)	TSS Loading to Outfall (lbs/yr)	TP Loading (lbs/yr)	TP Removal from Existing BMPs (lbs/year)	TP Removal from Existing BMPs (%)	TP Loading to Outfall (lbs/yr)
A	86.8	65%	63%	35,348	4,989	14%	30,359	115	10	8%	106
B	2.5	77%	75%	1,213	0	0%	1,213	4	0	0%	4
C	2.3	16%	15%	255	0	0%	255	1	0	0%	1
D	59.9	67%	64%	24,853	2,551	10%	22,302	81	2	3%	78
E	379.2	41%	31%	78,833	15,276	19%	63,557	261	27	10%	234
F	4.5	92%	90%	2,584	4	0%	2,580	8	0	0%	8
G	0.6	45%	31%	121	18	14%	103	0	0	14%	0
H	5.7	61%	60%	2,235	2,009	90%	226	7	4	60%	3
I	6.8	99%	97%	4,234	1	0%	4,233	14	0	0%	14
J	0.3	2%	1%	7	0	0%	7	0	0	0%	0
K	3.8	60%	55%	1,363	74	6%	1,289	4	0	4%	4
L	3.6	73%	65%	1,532	182	12%	1,350	5	0	5%	5
M	2.8	74%	61%	1,126	101	9%	1,025	4	0	8%	3
N	254.3	48%	33%	55,824	15,775	28%	40,049	184	36	20%	148
O	7.3	89%	74%	3,476	392	11%	3,084	11	1	5%	11
P	6.3	95%	85%	3,454	588	17%	2,866	11	1	5%	11
Q	53.4	55%	41%	14,592	8,651	59%	5,941	48	18	37%	30
R	9.2	16%	11%	769	645	84%	124	3	1	29%	2
S	249.7	45%	30%	51,448	11,655	23%	39,793	170	30	17%	141
T	7.2	51%	41%	1,980	162	8%	1,818	7	1	8%	6
U	2.6	30%	22%	395	38	10%	357	1	0	10%	1
V	8.5	63%	57%	3,189	2,885	91%	304	10	6	61%	4
W	200.7	56%	45%	59,168	8,945	15%	50,223	194	19	10%	175
X	0.8	11%	8%	53	48	90%	5	0	0	60%	0
TOTAL	1,359	50%	39%	348,052	74,989	22%	273,063	1,143	156	13%	989

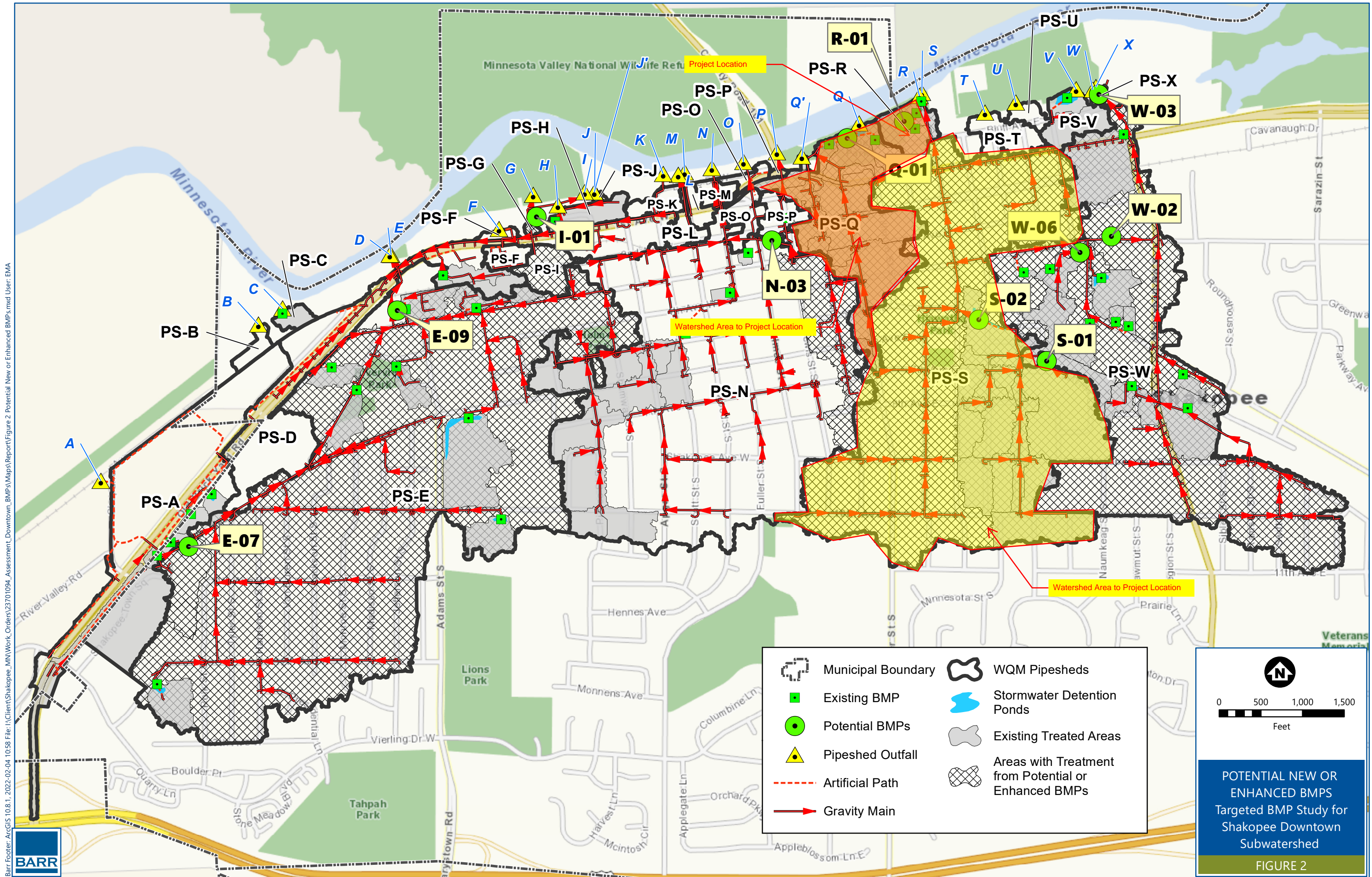
Table 3-1 Summary of Potential BMP Performance and Planning Level Costs

BMP ID	Drainage Area (acre)	TSS Loading (lbs/yr)	TSS Removal (lbs/yr)	TSS Removal (%)	TP Loading (lbs/yr)	TP Removal (lbs/yr)	TP Removal (%)	Planning Level Cost Estimate	Annualized Benefit-Cost (\$/lb-TSS/yr)	Annualized Benefit-Cost (\$/lb-TP/yr)
E-07	10.3	3,074	2,767	90%	10.3	6.2	60%	\$751,000	\$19.98	\$8,915
E-09	372.8	61,934	35,055	57%	228.2	72.1	32%	\$1,826,000	\$3.83	\$1,864
G-01	0.6	103	102	99%	0.3	0.3	100%	\$49,000	\$35.36	\$12,021
I-01	7.4	4,530	2,598	57%	14.7	4.8	33%	\$411,000	\$11.64	\$6,302
N-03a	26.4	4,656	2,793	60%	18.4	4.6	25%	\$2,014,000	\$53.07	\$32,224
N-03b	26.4	4,656	4,561	98%	18.4	18	98%	\$1,939,000	\$31.29	\$7,928
Q-01a ¹	54.8	12,283	5,145	42%	43.5	14.22	33%	\$416,000	\$5.95	\$2,153
Q-01b ¹	54.8	12,283	4,530	37%	43.5	8.62	20%	\$715,000	\$11.62	\$6,105
R-01a	257.3	40,489	22,163	55%	143.0	41.9	29%	\$184,000	\$0.61	\$323
R-01b	257.3	40,216	34,064	85%	142.2	73.4	52%	\$2,639,000	\$5.70	\$2,646
S-01a ¹	23.0	2,932	880	30%	10.0	2.58	26%	\$180,000	\$15.05	\$5,135
S-01b ¹	23.0	2,932	733	25%	10.0	1.29	13%	\$244,000	\$24.50	\$13,921
S-02a ¹	80.3	10,944	2,295	21%	39.5	4.38	11%	\$594,000	\$19.05	\$9,981
S-02b ¹	80.3	10,944	5,031	46%	39.5	6.28	16%	\$1,185,000	\$17.34	\$13,888
W-02	56.4	10,998	5,415	49%	47.6	14.1	30%	\$1,090,000	\$14.82	\$5,690
W-03 ¹	201.5	49,365	3,796	8%	180.2	7.99	4%	\$276,000	\$5.35	\$2,542
W-06 ¹	14.0	3,531	0	0%	11.7	3.9	33%	\$488,000	N/A	\$9,209

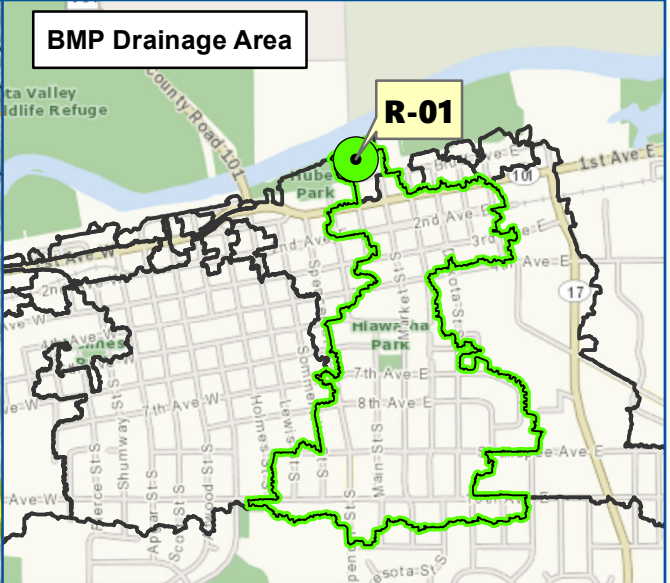
¹ For sites with existing BMPs, removals and annualized benefit-costs are reported as the difference between existing conditions and proposed conditions.

Scaled Removal Estimates based on Barr Study and Estimates. The actual project will be approximately 30% of R-01b.

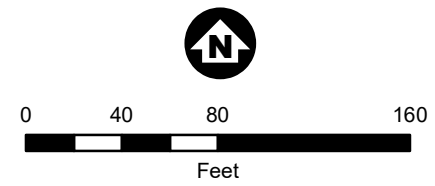
Estimated Load Reductions.
TSS, 10,000 lbs per year (25% reduction)
TP, 20 lbs per year (15% Reduction)



Barr Footer: ArcGIS 10.8.1, 2022-02-04 10:47 File: I:\Client\Shakopee MN\Work Orders\23701094 Assessment Downtown BMPs\Map\Report\R-01.mxd User: EMA



- | | | | |
|--------------------|-------------------------------------|-------------------------------|-----------------|
| BMP Bottom Contour | Existing Stormwater Detention Ponds | City of Shakopee Owned Parcel | 10-Foot Contour |
| BMP NWL Contour | Proposed Storm Sewer | 2-Foot Contour | |
| BMP Top Contour | Assumed | | |
| Proposed Grading | Modeled Gravity Main | | |



BMP R-01
Targeted BMP Study for
Shakopee Downtown
Subwatershed
FIGURE 9

BARR		PREPARED BY: BARR ENGINEERING COMPANY				2021
ENGINEER'S OPINION OF COST - SUMMARY		Cost Estimate 4-22-2024				2022
PROJECT: Assessment		Item	Unit	Estimated Quantity	Unit Cost	Extended Cost
LOCATION: Shakopee, MN		Mobilization (5%)	LS	1	\$23,825.00	\$ 23,825.00
PROJECT #: 23701094		Erosion and Seidment Control	LS	1	\$ 5,000.00	\$ 5,000.00
OPINION OF COST - SUMMARY		Dewatering	LS	1	\$30,000.00	\$ 30,000.00
Engineer's Opinion		Traffic Control	LS	1	\$ 2,000.00	\$ 2,000.00
Description: BMP R-01		Tree Removal	EA	60	\$ 1,000.00	\$ 60,000.00
Cat. No.	ITEM DESCRIPTION	Trail and Road Removal and Replacement	SY	390	\$ 40.00	\$ 15,600.00
A	Mobilization	Storm Sewer Diversion Structure	EA	1	\$25,000.00	\$ 25,000.00
B	Erosion and Sediment Control	Grit Chamber	EA	1	\$60,000.00	\$ 60,000.00
C	Traffic Control	Outlet Control Structure	EA	1	\$25,000.00	\$ 25,000.00
D	Tree Removal	Tie Back into Storm Sewer Structure	EA	1	\$25,000.00	\$ 25,000.00
E	Trail Removal	Storm Sewer	LF	260	\$ 120.00	\$ 31,200.00
F	Storm Sewer	Common Excavation	CY	6000	\$ 30.00	\$180,000.00
G	Storm Sewer	Rip Rap	CY	85	\$ 120.00	\$ 10,200.00
H	Storm Sewer	Restoration and Plantings	LS	1	\$ 7,500.00	\$ 7,500.00
I	Storm Sewer					
J	Excavation and Backfill					
K	Grading					
L	Restoration and Plantings					
					Total	\$ 500,325.00
	CONSTRUCTION				2026 Cost	\$ 530,344.50
	CONSTRUCTION					
	ESTIMATED COST					
					Contingency (30%)	\$ 159,103.35
	PLANNING, ENGINEERING				Engineering Designing BMP	\$ 30,000.00
	ESTIMATED TOTAL				Total	\$ 719,447.85
ESTIMATED 20-YEAR LIFE CYCLE COST AT 4% INTEREST						\$194,230

Notes

¹ Limited Design Work Completed (10-15%).

² Quantities Based on Design Work Completed.

³ Unit Prices Based on Information Available at This Time.

⁴ Limited Soil Boring and Field Investigation Information Available.

* This feasibility-level (Class 4, 1-15% design completion per ASTM E 2516-11) cost estimate is based on feasibility-level designs, alignments, quantities and unit prices. Costs will change with further design. Time value-of-money escalation costs are not included. A construction schedule is not available at this time. Contingency is an allowance for the net sum of costs that will be in the Final Total Project Cost at the time of the completion of design, but are not included at this level of project definition. The anticipated accuracy range for the Total Project Cost is -30% to +50% per ASTM E2516-11, but is not specifically included in the table above. Project contingencies and accuracy ranges are based on professional judgement considering the level of design completed, the complexity of the project and the uncertainties in the project as scoped. Project contingencies and accuracy ranges are not intended to include costs for future scope changes that are not part of the project as currently scoped or costs for risk contingency.

⁶ Estimate assumes that projects will not be located on contaminated soil and does not require any archeological work.

⁷ Estimate costs are to design, construct, and permit each alternative. The estimated costs do not include operations, maintenance, monitoring, or additional tasks following construction.

⁸ Estimate costs are reported to nearest thousand dollars.

⁹ Estimate assumes that project will not required bedrock excavation.



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

Lower Minnesota River Watershed District (LMRWD) Water Resources Restoration Fund Application

Fill out the project application. The following information is required for all projects.

Project Information	
Project Name:	
Address/Cross Streets:	
Property Owner Name:	
City:	
County:	
Project Contact Name:	
Project Contact Phone:	
Project Contact Email:	
Land Access:	<input type="checkbox"/> Private Access Only <input type="checkbox"/> Partially Private Access <input type="checkbox"/> Partially Public Access <input type="checkbox"/> Public Access
Describe Access Location:	
Attach access map showing: <ul style="list-style-type: none"> • Public versus private land • Limits of disturbance • Property lines and property ownership • Right-of-way (ROW) and access information 	
Attach project map showing: <ul style="list-style-type: none"> • Project location • Project features (see "Aerial - Proposed") • Watershed boundary (if applicable) • Waterbodies to which the project drains • Calcareous fens (if applicable) • Trout streams (if applicable) • Minnesota Pollution Control Agency (MPCA) Impaired Waters (if applicable) 	
List Project Partners:	

What is the proposed project schedule? (Estimated schedule is acceptable. Please indicate the finality of the schedule. For construction projects, at a minimum, provide the estimated bid opening date, construction start date, and length of anticipated construction.) Describe factors that may affect your anticipated schedule, if any.

Provide a project narrative informing the LMRWD how the project addresses similar goals of the LMRWD Watershed Management Plan ([Watershed Management Plan, Section 3: Goals, Policies, and Strategies](#)). Address how the project meets of the goals of the local governmental unit's (LGU) surface water management plan. Describe the goals, need, size, and quantifiable benefits of the project. Project narratives should include a summary of existing and proposed conditions. Reference attachments as necessary.

Funding	
Funding Amount Request from LMRWD (up to 25% of total cost):	\$
Matching Funds from applicant and additional partners	Applicant Contribution \$
	\$
	\$
	\$
Total Project Cost (attach engineer's cost estimate if project has not yet been bid or fee estimate if your project is not a construction project)	\$
Attach cost/fee estimate or bidded construction cost (see "Project Cost Estimate LMRWD")	
Is the project in the LMRWD Watershed Management Plan Capital Improvement Projects Section (pg. 188/259 of the Watershed Management Plan)?	<input type="checkbox"/> Yes (If Yes, what is the name of the project as identified in the Plan?): _____
	<input type="checkbox"/> No
Is the project included in the LGU Local Comprehensive Plan or LGU Surface Water Management Plan (SWMP)?	<input type="checkbox"/> Local Comprehensive Plan Location (Section and Page No.): _____
	<input type="checkbox"/> SWMP Location (Section and Page No.): _____
What waterbody(s) does your project drain to?	Name(s): _____
Are any of these waterbodies an MPCA listed impaired water, designated trout stream, calcareous fen, or Minnesota Department of Natural Resources (DNR)-Protected wetland? Minnesota Impaired Waters List	<input type="checkbox"/> Yes (If Yes, Name/s): _____ _____
	<input type="checkbox"/> No
What issues does the project address within the LGU Local Comprehensive Plan or SWMP?	

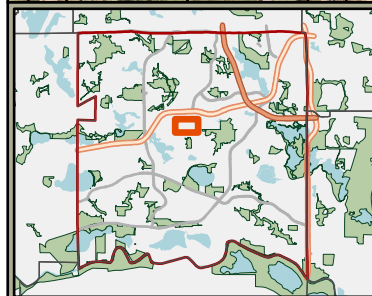
If a section does not apply, please select not applicable (N/A).

Brief Description of Habitat Restoration Benefits
Please provide a brief description (500 words or less) about how the proposed project provides habitat benefit (i.e. increase in native plantings, removing dams, aquatic connectivity, riparian restoration, wetland restoration, forest management). If project is in a stream or river, please provide the MPCA Stream Habitat Assessment (MSHA) score (or other stream habitat assessment), documentation, and photos (if applicable).

Streambank Stabilization	
Is there a designed streambank restoration component of the project?	<input type="checkbox"/> Yes If Yes, what is the proposed length to be stabilized: _____ <input type="checkbox"/> N/A
Has the current bank stability been evaluated? (i.e. Bank Erosion Hazard Index, MPCA Channel Condition and Stability Index, Minnesota Department of Transportation (MnDOT) HydInfra, etc.) Please attach supporting documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the current streambank stability? Please attach supporting documentation and photos.	<input type="checkbox"/> Very Stable <input type="checkbox"/> Stable <input type="checkbox"/> Moderately Unstable <input type="checkbox"/> Unstable
Permitting	
Does the project trigger any LMRWD Rules (if applicable)?	<input type="checkbox"/> Rule B: Erosion and Sediment Control <input type="checkbox"/> Rule C: Floodplain and Drainage Alteration <input type="checkbox"/> Rule D: Stormwater Management: <input type="checkbox"/> Rule F: Steep Slopes <input type="checkbox"/> N/A
If the project triggers LMRWD Rules, summarize how the project intends to comply with the Rules (i.e. stormwater management).	
Provide documentation of additional permitting requirements from regulatory agencies (e.g., Minnesota DNR, MPCA, and/or additional city permits). Identify which permits are required and provide their status (in-progress, obtained, etc.) Before funds are dispersed, copies of approved permits will be required; however, approval is not required for application eligibility.	
Permit	Status

Construction Plans	
Attach Construction Plan Sheets (if applicable)	

Access Map



DISCLAIMER: The City of Eden Prairie does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will The City of Eden Prairie be liable for any damages, including loss of business, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed. Any errors or omissions should be reported to The City of Eden Prairie.

*Any aerial photography and parcel geometry was obtained from Hennepin County and all users are bound by the express written contract between Hennepin County and the City of Eden Prairie.

Addresses

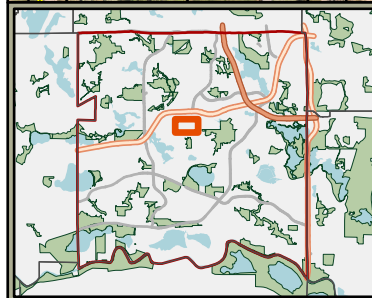
Parcels

0 300
ft

Scale: 1:3,625



Project Map



DISCLAIMER: The City of Eden Prairie does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will The City of Eden Prairie be liable for any damages, including loss of business, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed. Any errors or omissions should be reported to The City of Eden Prairie.

*Any aerial photography and parcel geometry was obtained from Hennepin County and all users are bound by the express written contract between Hennepin County and the City of Eden Prairie.

0 300
ft

Scale: 1:3,625



- Addresses
- Catch Basin
- Storm - Sump
- Sump MH
- ▲ Sump
- ▲ Pond Inlet
- ▲ Pond Outlet
- Storm - Points
- Control Strc

- ✕ Crossover
- ◆ Flared End
- ★ MIA
- ▲ Overland Inlet
- ▲ Overland Outlet
- Storm Manhole
- Surge Basin Inlet
- ▶ Storm Main

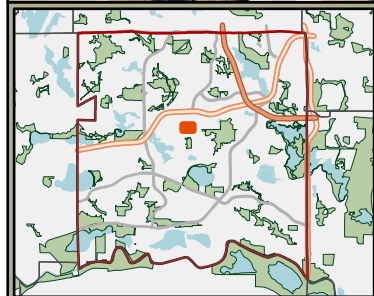
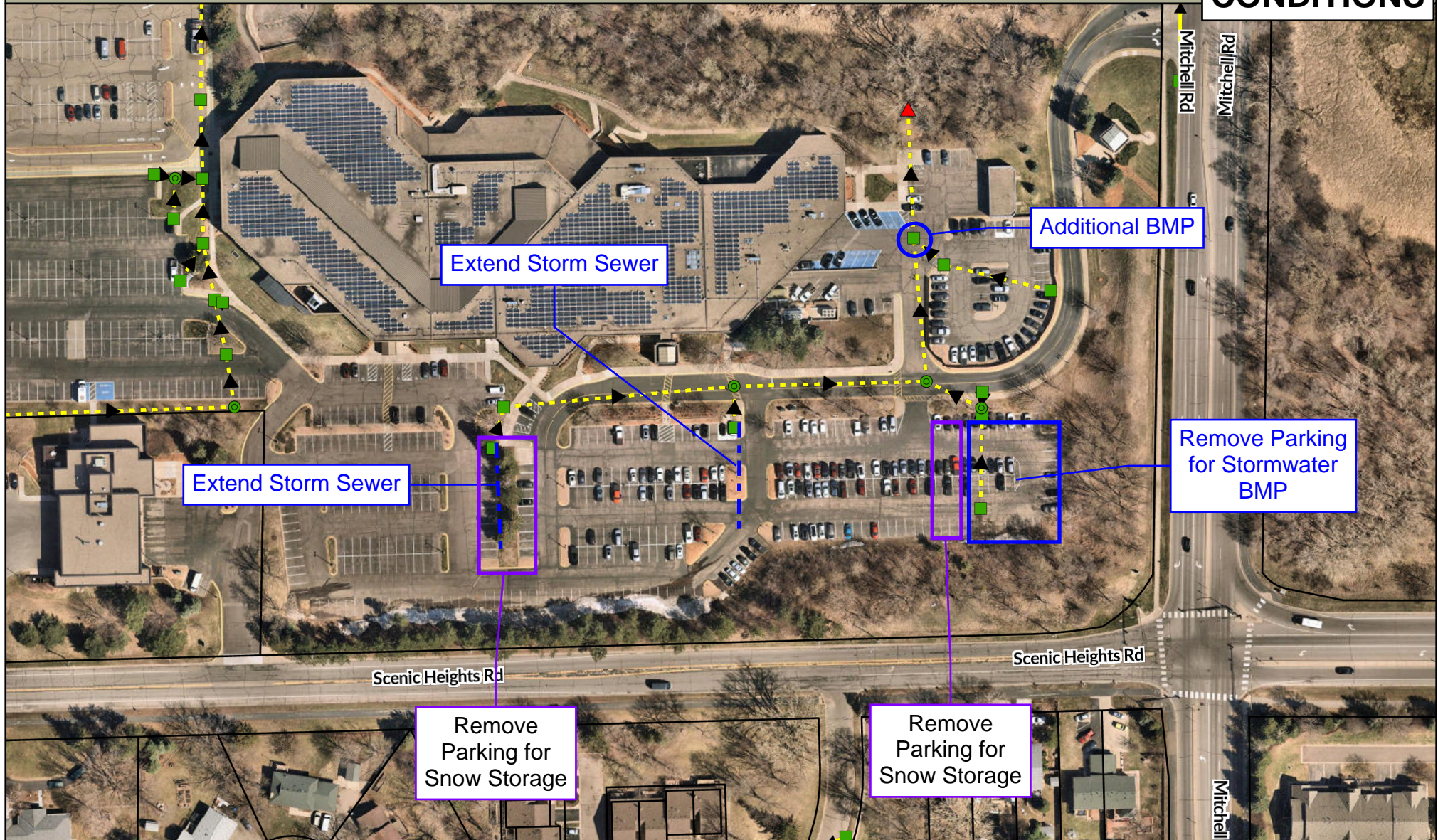
- Storm Lines - Lines
- Drain Tile
- Private Storm Pts
- Feat_Code
- Catch Basin
- Control Strc
- ◆ Flared End
- ▲ Overland Inlet
- ▲ Pond Inlet

- ▲ Pond Outlet
- Storm Manhole
- ▲ Sump
- Private Storm Lines
- Private Drain Tile
- ▶ Private Main
- Storm Pt Precision
- Plotted Inlets

- Plotted Lines
- Overland Flow
- Cont. Ponds
- Wetlands
- Mitigated Wetlands
- Non-Mitigated Wetlands
- DNR Waters
- Parcels

Eden Prairie Low Salt City Center

PROPOSED CONDITIONS



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0 140
ft
Scale: 1:1,682



- Catch Basin
- Storm Manhole
- ▶ Storm Main

Private Storm Pts

- Catch Basin
- ▲ Pond Inlet

- Storm Manhole

Private Storm Lines

- ▶ Private Main

PROJECT COST ESTIMATE: Eden Prairie's Low Salt City Center

Cost category	Cost (\$/unit)	Unit	Quantity (Qty/Unit)	Unit	MPCA Grant Funds	Budgeted Match: Cash	Budgeted Match: In-kind	Total Budgeted Match	Total Budget
Task 1 of 4: DESIGN & CONSTRUCTION ADMINISTRATION									
Subtask 1a: Engineering									
Project design (contract)	64,800.00	each	1	each	39,800.00	25,000.00		\$ 25,000.00	\$ 64,800.00
Total 1a					\$ 39,800.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 64,800.00
Subtask 1b: Construction Administration									
Inspection (contract)	49,980.00	each	1	each	29,980.00	20,000.00		\$ 20,000.00	\$ 49,980.00
Total 1b					\$ 29,980.00	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 49,980.00
Task 1 - Total					\$ 69,780.00	\$ 45,000.00	\$ -	\$ 45,000.00	\$ 114,780.00
Task 2 of 4: PROJECT CONSTRUCTION									
Subtask 2a: Demolition and removal									
Mobilization	60,000.00	each	1	each	-	60,000.00		\$ 60,000.00	\$ 60,000.00
Removals	48,720.00	each	1	each	33,020.00	15,700.00		\$ 15,700.00	\$ 48,720.00
Total 2a					\$ 33,020.00	\$ 75,700.00	\$ -	\$ 75,700.00	\$ 108,720.00
Subtask 2b: Construction									
Earthwork	226,800.00	each	1	each	190,000.00	36,800.00		\$ 36,800.00	\$ 226,800.00
Parking lot restoration	83,500.00	each	1	each	83,500.00			\$ -	\$ 83,500.00
Erosion & sediment control	5,000.00	each	1	each	-	5,000.00		\$ 5,000.00	\$ 5,000.00
Total 2b					\$ 273,500.00	\$ 41,800.00	\$ -	\$ 41,800.00	\$ 315,300.00
Subtask 2c: Stormwater infrastructure									
Manholes + pipe	43,700.00	each	1	each	33,700.00	10,000.00		\$ 10,000.00	\$ 43,700.00
Additional BMP	42,000.00	each	1	each	1,000.00	41,000.00		\$ 41,000.00	\$ 42,000.00
Total 2c					\$ 34,700.00	\$ 51,000.00	\$ -	\$ 51,000.00	\$ 85,700.00
Subtask 2d: Restoration and planting									
Topsoil & Seeding	12,000.00	each	1	each	7,000.00	5,000.00		\$ 5,000.00	\$ 12,000.00
BMP vegetation	12,000.00	each	1	each	7,000.00	5,000.00		\$ 5,000.00	\$ 12,000.00
Total 2d					\$ 14,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 24,000.00
Subtask 2e: Establishment maintenance									
Maintenance	7,000.00	each	2	year		14,000.00		\$ 14,000.00	\$ 14,000.00
Total 2e					\$ -	\$ 14,000.00	\$ -	\$ 14,000.00	\$ 14,000.00
Subtask 2f: Educational signage and resources									
Signage	3,000.00	each	4	each		12,000.00		\$ 12,000.00	\$ 12,000.00
Low salt resources	7,500.00	(lot)	1	each			7,500.00	\$ 7,500.00	\$ 7,500.00
Total 2f					\$ -	\$ 12,000.00	\$ 7,500.00	\$ 19,500.00	\$ 19,500.00
Task 2 - Total					\$ 355,220.00	\$ 204,500.00	\$ 7,500.00	\$ 212,000.00	\$ 567,220.00
Task 3 of 4: CHLORIDE REDUCTION ADVISORY GROUP									
Subtask 3a: Prepare for meetings									
Project manager	80.00	hour	40	hours			3,200.00	\$ 3,200.00	\$ 3,200.00
Consultant	200.00	meeting	10	each		2,000.00		\$ 2,000.00	\$ 2,000.00
Total 3a					\$ -	\$ 2,000.00	\$ 3,200.00	\$ 5,200.00	\$ 5,200.00
Subtask 3b: Convene meetings and follow-up									
Project manager	80.00	hour	40	hours			3,200.00	\$ 3,200.00	\$ 3,200.00
Consultant	500.00	meeting	10	each		5,000.00		\$ 5,000.00	\$ 5,000.00
Total 3b					\$ -	\$ 5,000.00	\$ 3,200.00	\$ 8,200.00	\$ 8,200.00
Task 3 - Total					\$ -	\$ 7,000.00	\$ 6,400.00	\$ 13,400.00	\$ 13,400.00
Task 4 of 4: PROJECT MANAGEMENT & REPORTING									
Subtask 4a: Project Management (City employees)									
Project Management	80.00	hour	500	hours			40,000.00	40,000.00	\$ 40,000.00
Total 4a					\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Subtask 4b: Semiannual reports									
Semiannual Reporting	500.00	each	6	report			3,000.00	3,000.00	\$ 3,000.00
Total 4b					\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Subtask 4c: Final report									
Final Report	1,000.00	each	1	report			1,000.00	1,000.00	\$ 1,000.00
Total 4c					\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Task 4 - Total					\$ -	\$ -	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00

	\$ 425,000.00	\$ 256,500.00	\$ 57,900.00	\$ 314,400.00	\$ 739,400.00
MPCA	57%		MATCH	43%	TOTAL



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, April 16, 2025

Agenda Item

Item 7. B. – Administrative Services Update

Prepared By

Linda Loomis, Administrator

Summary

On April 9, 2025, interviews of three candidates were held. The Personnel Committee narrowed the field to two candidates and asked that the two candidates answer some follow-up questions. Responses to the questions are due, end of day, Monday, April 14, 2025. Responses to the follow-up questions will be shared with the Personnel Committee when received. The Board should determine next steps and set a date for the next Personnel Committee meeting.

Attachments

No attachments

Recommended Action

No action recommended



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, April 16, 2025

Agenda Item

Item 7. C. – State of the Minnesota River Listening Session

Prepared By

Linda Loomis, Administrator

Summary

At the March 19, 2025, meeting the Board approved a communication and public engagement strategy to build on momentum from the Listening Session. Young Environmental is completing the process of selecting an interested PR firm and will make a recommendation for the Board of Managers at the May Board of Managers meeting. Details of the work completed in the past month are attached for the Board's information.

Attachments

Technical Memorandum – Public Relations Firm Subcontract – Education and Outreach dated April 10, 2025

Recommended Action

No action recommended

Technical Memorandum



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

From: Suzy Lindberg, Communications Manager

Date: April 10, 2025

Re: Public Relations Firm Subcontract—Education and Outreach

EXECUTIVE SUMMARY

Young Environmental drafted a Public Engagement and Communications Strategy (Attachment 1), which was presented and approved at the March meeting as part of the Public Listening Session report. Our team is currently in the process of solidifying costs and detailed proposals from public relations (PR) firms who submitted their information for consideration. This consultant will work as an extension of the Young Environmental team, being managed by Suzy Lindberg and Della Schall Young, using funds already approved as part of the Education and Outreach 2025 work plan (Attachment 2).

Funds will specifically be applied from the following tasks:

- **Task 1.4: Coordinate complementary communications:** *Young Environmental will work with external consultants as directed to publish advocacy work through maintained channels.*
- **Task 2.2: Adaptable Community Outreach and Engagement for High-Profile Issues and Special Resources:** *Adaptable community outreach uses funding resources to support and provide adaptability to all objectives as they relate to community outreach and engagement throughout the year. The LMRWD Board will coordinate the communications it deems necessary to reach decision-makers with targeted messaging and opportunities.*
- **Task 2.3: Maintain Social Media Accounts:** *Social media campaigns will target the LMRWD's mission-relevant goals and serve as a supplement to these goals. If the Board authorizes work from advocacy groups and develops such content, Young Environmental will coordinate its publication through social media channels.*

Next Steps

Young Environmental is completing the selection process with interested PR firms to subcontract to formalize a Communications and Engagement Strategy based on the initial draft, and create three campaigns related to findings from the Public Listening Session, culminating in the Minnesota River Boat Tour.

Schedule to Subcontract PR Consultant and Implement Strategy:

1. **April 2025:** Education and Outreach team requesting detailed scope of work and budgets for subcontract. Reviewing scope of work and develop subcontract agreements.
2. **May 2025:** Submit selected subcontractor for final Board approval. Kick off project with meeting to develop Communications and Engagement Strategy.
3. **June 2025-September 2025:** Develop, approve, and publish three campaigns identified in Communications and Engagement Strategy.
4. **September 2025:** Close out subcontract, revisit next steps to adaptively use Communications and Engagement Strategy moving forward. Discuss and memorialize lessons learned from strategy implementation and key data from campaigns to inform next steps.

Attachments

- Attachment 1—Public Listening Session Communications and Engagement Strategy Memo
- Attachment 2— 2025 Education and Outreach Approved Work Plan (Young Environmental)



Technical Memorandum

To: Linda Loomis, Administrator
Lower Minnesota River Watershed District

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

Date: March 12, 2025

Re: Public Listening Session—Public Engagement and Communications Strategy

On January 8, 2025, Young Environmental helped Lower Minnesota River Watershed District (LMRWD) coordinate a public listening session that gathered insight and feedback from dozens of stakeholders regarding issues, challenges, and opportunities facing the Minnesota River. The LMRWD Board of Managers has identified a need to respond to this feedback while producing strategic actions and measurable outcomes for upcoming advocacy, communications planning, and policy updates.

To address this need, Young Environmental has drafted a preliminary public engagement and communication strategy and contacted several specialized public relations firms to provide on-call support for additional strategy implementation. The goal would be to build momentum and collaboration among the general public, municipal agencies, and local governments.

Finalizing and Releasing Public Listening Session Report

The draft Public Listening Session report will be submitted to the Board of Managers at the March 19, 2025, meeting. The managers will review and approve the report, recommending any final changes to its content. The following activities must be completed to finalize and release the report:

1. **Board of Managers:** Review and advise on the recommended prioritization of requests in both **3: Policy and Legislative Considerations** (external audience) and **5: Board Action Items and Implementation Plan** (internal audience). Complete review by April 2 and return feedback to staff to finalize the action plan.
2. **LMRWD Staff:** Build LMRWD webpage with **2: Testimony Aggregation**, once approved. House public-facing reports: **3: Policy and Legislative Considerations** and **4: Data and Supporting Evidence** on the website. Complete by April 9, 2025.
3. **LMRWD Staff:** Develop a mass email with the content from the website page summary to drive traffic to the Public Listening Session report. Release by April 9, 2025.
4. **LMRWD Staff:** Explore contracting with a public relations firm based on Board recommendations, to be completed in April 2025. Begin working on key milestones and roles to implement the **6: Public Engagement and Communications Strategy**,

introduced below.

5. **LMRWD Staff:** Document internal-facing documents on a shared site for future reference, including **1: Review of Process, 5: Board Action Items and Implementation Plan,** and **6: Public Engagement and Communications Strategy.**

Communications and Public Engagement Strategy

For: Lower Minnesota River Watershed District

Focus: Traction on Communications and Public Engagement Related to Key Water and Natural Resource Management Challenges and Opportunities

Duration: January– December 2025

Goals

1. Build on momentum from the Public Listening Session to continue conversations and progress on shared issues and solutions.
2. Increase public awareness about water-related issues (e.g., flooding and water quality) and natural resource protection.
3. Foster collaboration with stakeholders (including elected representatives and government officials, nongovernmental organizations, state and federal agencies, cities and counties, partner water management organizations, businesses, community groups, and educational institutions).
4. Encourage public participation in water and natural resources protection initiatives while creating awareness about challenges and issues facing the watershed district.
5. Establish transparent communication between upstream and downstream partners. Promote policy compliance and behavior change toward water resources protection.

Engagement Methods

The following engagement methods should be considered as primary avenues to continue the public engagement and communication strategy:

- **Digital Outreach:** Website updates, social media campaigns, and email newsletters. Led by Young Environmental with key campaigns developed in collaboration with the third-party public relations consultant. The Citizen Advisory Committee (CAC) is also interested in creating content to be released through digital methods through their quarterly article assignments.
- **Community Events:** Public tabling events, tours of key resources, additional listening sessions and workshops on key topics, and community cleanup events, such as buckthorn removal at fens or along the Minnesota River, to build cohesion and ownership of unique resources. Led by Young Environmental with support from the CAC and potentially a public relations firm (e.g., to design pop-up events).

- **Stakeholder Collaboration:** Partner meetings, technical advisory committee check-ins, and meet-and-greets on joint initiatives. Primarily led by the Board of Managers and the District Administrator with content creation and support from Young Environmental and/or the public relations firm. Finalize a Board of Managers presentation and leave-behind for key outreach meetings. Create a digital video for broader reach, particularly upstream and downstream.
- **Educational Programs:** Continue outreach to schools and educators, bolstering the mini-grant program with additional resources like webinars, handouts/infographics, and/or curriculum design. Led by Young Environmental with support from the CAC.
- **Traditional Media:** Press releases, TV/radio spots, and brochures. Potentially led by a public relations firm, preferably as strategic campaigns based on key topics.

Draft Public Engagement and Communication Strategy

The following strategy can be employed by Young Environmental in coordination with LMRWD leadership and a third-party public relations/media specialist to respond to key feedback in the Public Listening Session and to build momentum around shared priorities. It is intended to provide high-level structured engagement methods with a clear responsiveness to stakeholders and coalition-building, and, with enough flexibility for adaptation.

Stage 1: Listening to Stakeholders (January – March 2025)

Goal: Understand public concerns, priorities, and stakeholder perspectives.

January – Stakeholder Outreach & Public Listening

- **Method:** Request testimony and hold Public Listening Session

February – Community Engagement & Research

- **Method:** Compiling key themes from the Public Listening Session for next steps. Soliciting additional capacity from PR consultants.

March – Data Review & Key Themes Identification

- **Method:** Finalize Public Listening Session report with key data and findings.

Stage 2: Responding Through Key Campaigns (April – July)

Goal: Develop and implement targeted communication campaigns addressing stakeholder input.

April – Campaign 1: Key Theme 1

- **Method:** Publish the Public Listening Session report, and launch public awareness campaign on Listening Session Key Theme 1.

- **Channels:** Use website, social media, infographics, video testimonials from local leaders, and in-person meetings with Board and County Commissioners to introduce overview of campaigns.
- **Press:** Release media feature on Listening Session Key Theme 1.

May – Campaign 2: Key Theme 2

- **Method:** Launch of public awareness campaign on Listening Session Key Theme 2.
- **Channels:** Use website, social media, infographics, in-person meetings with other identified stakeholders or partners.
- **Press:** Release media feature on Listening Session Key Theme 2.

June – Campaign 3: Key Theme 3

- **Method:** Launch of public awareness campaign on Listening Session Key Theme 3.
- **Channels:** Use website, social media, webinars, and printed brochures for outreach events.
- **Press:** Conduct interview with expert on Key Theme 3.

July – Campaign 4: Policy Awareness & Compliance

- **Method:** Public education on policy and legislative stances and opportunities.
- **Channels:** Use FAQ section on website, and interactive quizzes on social media.

Stage 3: Building Coalitions & Partnerships (August – October)

Goal: Strengthen collaboration among government, community groups, businesses, and nongovernmental organizations.

August – Strengthening Stakeholder Collaboration

- **Method:** Establish working groups to tackle key concerns and shared initiatives.
- **Channels:** Use website hub for coalition resources, and stakeholder email updates.
- **Event:** Host the Minnesota River Boat Tour.
- **Press:** Release an announcement of coalition-building efforts and event promotion.

September-October – Grassroots and Volunteer Engagement

- **Method:** Continue ongoing initiative to engage partners following river tour.

- **Channels:** Use outreach emails, LinkedIn articles, and social media posts of event.
- **Press:** Release media story on partner contributions to conservation.

Stage 4: Revisiting, Analyzing, and Adapting (November – December)

Goal: Evaluate progress, share impact, and plan for 2026.

November – Measuring Impact and Public Feedback

- **Method:** Conduct post-engagement survey and collect case studies.
- **Channels:** Website impact report, and social media recap.
- **Press:** Year-end reflection article.

December – Strategy Adaptation and Future Planning

- **Method:** Conduct an internal review and refine strategy based on findings. Develop work plan for 2026, and evaluate partnership with Young Environmental and PR/media consultant.
- **Channels:** Use website update on 2026 priorities, and thank-you messages to stakeholders.
- **Press:** Release an announcement of 2026 engagement roadmap.

Recruiting and Onboarding a Public Relations Firms

To add capacity and specialization to the Education and Outreach strategy, Young Environmental staff circulated a request for information (RFI) to gauge the range of costs and level of interest to support the existing team with additional communications and public engagement activities. The RFI was circulated to the following firms:

- **Tunheim:** Liz Tunheim Sheets
- **Goff Public:** Jennifer Hellman (CEO) and Heidi Larson (CFO/COO)
- **Clear Edge:** Michelle Meek
- **Zan Associates:** Joy Miciano

We received responses and interest from three of the four firms contacted. The next page includes a summary of information received through the interview process with recommendations for next steps. The responses received have been included in the package for reference.

Range of Costs and Specializations for Public Relations and Media Consulting

Firm Name	Services	Range of Costs	Available Staff and Rates	Specialties	Interested in Contract
Clear Edge					Did not respond to request
Goff Public	<ul style="list-style-type: none"> Public relations Creative services 	<ul style="list-style-type: none"> Customized communications and media strategy: \$15,000 On-call support for media and communications campaigns: \$5,000 per month Drafting and circulating press releases: \$3,000 <p>Total Range of Costs: \$15,000-\$39,000</p>	<ul style="list-style-type: none"> Sarah Swenson Madeleine Rush Cali Torell Grace Rose Caroline Burns James Schueneman Jenny Alvermann Kamilah Jester Nate Kass Chris Beeth Liv Hultgren Adam Darragh 	<ul style="list-style-type: none"> Public sector, local government clients Creative storytelling and campaigns Experience with Minnesota Association of Soil and Water Conservation Districts and Natural Resources Conservation Service 	Yes
Tunheim	<ul style="list-style-type: none"> Review stakeholder feedback from Public Listening Session Immersion meeting with LMRWD team Develop customized communications 	<ul style="list-style-type: none"> Develop customized communications strategy: \$11,725 On-call retainer: \$2,500-4,500 per month On-call media and communications support can be 	<ul style="list-style-type: none"> Liz Sheets, Project Manager Charlie Vander Aarde Ashley Pettingill Miles Plueger, Associate 	<ul style="list-style-type: none"> Liz is the Natural Resources Commissioner in Mendota Heights 	Yes

Firm Name	Services	Range of Costs	Available Staff and Rates	Specialties	Interested in Contract
	and media strategy	<p>provided on a monthly basis (\$2,500-\$4,500) or a campaign basis depending on preferences</p> <ul style="list-style-type: none"> - Media relations and messaging support: \$1,750-\$3,500 per campaign - Social media and public engagement support: \$2,500-\$5,000 per campaign - Strategic communications: \$4,500-\$8,500 per campaign • Drafting and circulating press releases: \$1,000-\$2,250 per release <p>Total Range of Costs: \$11,725-31,975</p>			

Firm Name	Services	Range of Costs	Available Staff and Rates	Specialties	Interested in Contract
Zan Associates	<ul style="list-style-type: none"> • Project management • Scoping workshop for communications and engagement plan with media strategy • Draft and final plan • Media strategy 	<ul style="list-style-type: none"> • Project management: \$5,368.70 • Scoping workshop for communications and engagement plan with media strategy: \$1,889.80 • Draft and final plan: \$5,221.00 • Media strategy: \$9,325.20 <p>Total Project Cost: \$21,804.70</p>	<ul style="list-style-type: none"> • President: \$232.95 • Vice President: \$216.30 • Senior Associate 3: \$201.35 • Senior Associate 2: \$184.80 • Senior Creative 2: \$184.80 • Senior Associate 1: \$148.40 • Senior Creative 1: \$148.40 • Associate 2: \$115.80 • Creative 2: \$115.80 • Associate 1: \$99.30 • Creative 1: \$99.30 • Admin: \$80.40 • Intern: \$80.40 • Media Specialist: \$258.15 	Not highlighted	Yes

Recommendations

Three qualified public relations and media firms are available to provide support to Young Environmental and the LMRWD to build momentum surrounding the communications and public engagement strategy. We recommend a meeting to discuss the level of support needed and finalize the budget available to bring on added capacity and welcome initial recommendations from the Board.

Attachment 2

LOWER MINNESOTA RIVER WATERSHED DISTRICT

2025 Education and Outreach Plan

Work Plan—October 2, 2024

Young Environmental continues to administer the Lower Minnesota River Watershed District's (LMRWD's) public education and outreach program. The tasks below fulfill the Watershed Management Plan, Goal 9: Public Education and Outreach, which works to increase public participation and awareness of the Minnesota River and its unique natural resources.

For the work plan, **education** is the action of sharing resources with the intent of educating a targeted audience about science-based problems and solutions related to water and natural resources. **Outreach** is the act of reaching out to targeted audiences, with the strategic intent of delivering key messages intended to build partnerships, drive engagement, and elicit a desired action. Outreach also refers to the sharing of news specific to the LMRWD.

Summary

Outcome:	2025 Education and Outreach Plan
Project Partners:	City partners, residents, and businesses of the LMRWD; US Fish and Wildlife Service; nongovernmental organizations (NGOs); Citizen Advisory Committee (CAC); and public and private schools
Timeline for Completion:	January 2025–December 2025
Total Fees:	\$84,700
Total Project Budget:	\$150,000

Note: The LMRWD has created a total budget of \$150,000 for education and outreach. This work plan introduces services and deliverables related only to Young Environmental.

Objective 1. Project Management and Board of Managers Coordination

Target Audiences: Board of Managers, Subconsultants

Task 1.1. Project plan development and plan management. Finalize the work plan, assign project tasks, determine whether additional resources are needed, set dates for deliverables, generate and maintain project schedule, and perform monthly invoicing.

Task 1.2. Consensus and partnership building. Maintain alignment between the Education and Outreach Plan and the Board of Managers' goals and vision by soliciting feedback twice a year through a digital survey. Young Environmental will administer the survey, synthesize results, and propose adjustments to the work plan through a technical memo for approval. Young Environmental will also maintain one list of existing education and/or sustainability program

partnerships with local cities, counties, nonprofits, and NGOs, and potential new partnerships that the CAC will evaluate for relevancy.

Task 1.3. Quarterly updates. Young Environmental will provide quarterly updates on Education and Outreach Plan tasks and deliverables to keep the Board of Managers informed on progress, evolving needs, and lessons learned from the CAC and the broader community as applicable.

Task 1.4. Coordinate complementary communications. Maintain a dual-purpose outreach strategy while differentiating roles of the Board and Young Environmental. Dual-purpose strategy consists of (a) Young Environmental providing education and outreach campaigns based on water resource science and watershed behavior best practices, and (b) the Board providing locally engaged advocacy as it sees fit to carry out its mission or achieve advocacy-oriented objectives. Young Environmental will work with external consultants and stakeholders as directed to publish advocacy work through maintained channels (Task 2.3–2.5). The Board and Young Environmental will reference this task through quarterly updates (Task 1.3) as appropriate to either party.

Task 1.5. Printing, postage, and other expenses. Printing, postage, and other expenses are covered as needed across any of the listed objectives and tasks. Expenses may include in-person events within the watershed (travel, materials) or production of educational handouts for community events. We may investigate the purchase and rental of interactive displays and present the cost findings to the Board. Displays and prints will be organized and maintained through a print memorandum. We have budgeted expenses up to \$5,000.

Objective 2. Districtwide Education and Outreach

This objective includes districtwide education and outreach to inform a variety of audiences using many channels. The outreach and engagement activities that Young Environmental leads will reach the community of decision-makers and residents with water quality and natural resources messaging and will involve targeted outreach to the LMRWD's specific work, progress, and needs. Outreach will take place through both in-person and digital channels to reach a variety of stakeholders through a diversified approach.

Outreach Channels

Young Environmental will plan and execute a number of special events to reach key decision-makers needed to promote the LMRWD's mission.

Target Audiences: State Officials, County Boards, Legislators, and City Officials

Task 2.1. Minnesota River boat tour. Young Environmental will coordinate the annual Minnesota River boat tour, including event promotion and staffing. The tour serves as a venue to gather valuable stakeholders such as soil and water conservation districts, local government staff and elected officials, and partners from county, school, nonprofit, and business representations.

To enhance engagement, targeted discussions will focus on specific policy areas, and stakeholders will receive structured engagement materials both before and after the event to foster continued dialogue. The event is likely to occur in the fall; however, we will set the date in January 2025.

Task 2.2. Adaptable community outreach and engagement for high-profile issues and special resources: Adaptable community outreach and engagement uses funding resources to support

and provide adaptability to all objectives as they relate to community outreach and engagement throughout the year. Examples include but are not limited to special events such as a Flood Listening Session (January 2025), tabling activities, relevant training and seminars for the CAC or Board with partnering organizations, and invitation of specialists for speaking engagements, demonstrations, and workshops. The LMRWD Board will coordinate whatever communications it deems necessary to reach decision-makers (legislative, county, city, elected officials, and state agencies) with targeted messaging and opportunities. This task also includes coordination of the Fen Technical Work Group, developing education and outreach materials to assist the public in understanding fens' unique characteristics. We will provide materials to landowners during permitting and public events. This task also involves necessary coordination with the LMRWD's legislative advisor. *Instead of hosting independent events, the LMRWD will focus on supporting partner organizations by participating in their established community events through tabling and informational displays to build visibility and goodwill.*

Educational Channels

Young Environmental will maintain the following educational channels to reach all intended audiences. In addition to educational themes on water quality best practices and water and natural resource management, the content will focus on LMRWD-specific issues, news, projects, and updates.

Target Audiences: All Audiences

Task 2.3. Maintain social media accounts. Manage social media sites on behalf of the LMRWD and publish content for a variety of project, event, and watershed best practices communications. Starting in 2025, we will audit the effectiveness of the current channels used and recommend discontinuations and adoption of new platforms (e.g., retiring X and adopting LinkedIn to reach commercial businesses). Young Environmental will monitor statistics, maintain public input, and report any significant conversations gained through social media. This social media monitoring will take place on a campaign basis, organized by a content calendar and using CAC input for photos and storytelling. Social media campaigns will target the LMRWD's mission-relevant goals and serve as a supplement to these goals. Campaigns may include networking and use of relevant partner content from counties and other local watershed organizations. If the Board authorizes work from advocacy groups and develops such content, Young Environmental will coordinate its publication through social media channels with citation of the contribution to the Board.

Task 2.4. Maintain content updates on website. Young Environmental will continue to maintain website content, periodically updating projects, technical resource pages, LMRWD staff and advisory group photos and bios, and the news page with relevant stories. Information published on the website will mirror campaigns on social media, and we will collaborate with the technical consultant to ensure resource information and data are up to date. Our team will contribute content updates up to the \$5,700 approved annual retainer and work in coordination with the LMRWD's technical website consultant, HDR.

Task 2.5: District signage. Identify sites for LMRWD project and resource interpretive signage and make recommendations for proposed interpretive sign locations. Young Environmental will continue to work with local partners and the CAC on locations and messaging and with the current signage contractor for design and fabrication. The Board of Managers will receive estimates for proposed signs as project completion occurs and as relevant local events promote public understanding. Signage may be large, small, permanent, or temporary depending on context and need.

Objective 3. Empowering Successful Advisory Committees (CAC and Technical Advisory Committee)

Target Audiences: Citizens (i.e., residents, homeowners' associations, recreationists, youth, businesses) accessed through the CAC and technical advisory partners (i.e., cities, soil and water conservation districts, counties, state agencies) accessed through the Technical Advisory Committee (TAC)

CAC: Young Environmental supports the CAC by preparing meeting agendas and minutes; securing educational presentations, tours, and learning opportunities; creating educational materials; coordinating attendance at local events; and increasing membership. With success in growing membership throughout 2024, the current CAC has the numbers and enthusiasm to meet its education and outreach goals in 2025. Throughout the coming year, Young Environmental will continue to provide resources that empower the CAC to grow and lead meaningful work on the LMRWD's behalf. Based on the October 2024 CAC meeting and vision of the CAC's new membership, Young Environmental will create a structure that empowers an engaged, dedicated, and self-directed CAC. This includes creating CAC-approved roles, processes (scheduling assignments for content creation and member attendance at Board meetings), and meeting frameworks that give the CAC the required tools to succeed.

TAC: We understand that effective education and outreach will involve a high level of collaboration with TAC members. This targeted audience includes city, county, and state partners with concurrent education and outreach responsibilities. Our team will continuously look for opportunities to partner on projects and use of resources with aligned goals and expand outreach through existing networks by maintaining regular communication with these partners.

Task 3.1. Maintain CAC recruitment support. We will contribute to maintaining a strong CAC membership and incorporate CAC recruitment efforts as needed using a combination of digital announcements (website and social media), in-person events, and direct mail campaigns throughout the year. Young Environmental will also continue to provide resources for CAC members to engage in recruitment.

Task 3.2. Plan and facilitate CAC meetings. To create effective meetings that accomplish their intended purpose, we will plan and facilitate regular meetings, co-create agendas with input from the LMRWD and CAC as directed by the Board, and submit meeting minutes for Board approval. Young Environmental can serve as a timekeeper and offer support in keeping conversations targeted and on message. As part of agenda development, Young Environmental may also organize guest speakers and visits to projects and high-value resource sites. Young Environmental and the CAC will formulate agendas with a blend of opportunities for local and regional learning, networking, and outreach. To plan for 2025, we will audit the effectiveness of monthly meetings and explore models for frequency and venues (i.e., virtual and in-person) that are most engaging to recruiting and retaining members. This audit will explore the CAC's availability and align activities with the most return on investment to create an active group that lends unique talents to the LMRWD's mission. We will also promote the adoption of roles defined in the bylaws—chair, vice-chair, and secretary—to improve meeting function. *Sixty percent of the CAC's efforts will focus on providing quarterly reports and recommendations to the Board of Managers to align with the LMRWD's key initiatives. The remaining 40 percent will focus on outreach initiatives, particularly in collaboration with partner organizations.*

Task 3.3. TAC and CAC assistance. Provide communications support such as fielding questions or providing technical information to make necessary mission-related connections among the TAC, CAC, Board of Managers, and LMRWD staff. Young Environmental will draft technical memos and requests to formalize recommendations and requests from the CAC to the Board of Managers. In support of the TAC, we may employ regular meetings or communication to ensure that relevant education and outreach is occurring and that we are not duplicating work already done through existing programs (i.e., municipal separate storm sewer requirements). We will continue to coordinate with TAC members to ensure they align with LMRWD news, issues, projects and solutions, and opportunities for partnership. *Integrate River Watch and monitoring programs with Soil and Water Conservation Districts to ensure cohesive data collection and promote broader participation involving schools and local organizations.*

Task 3.4. Develop and maintain CAC roles and responsibilities. Young Environmental will work closely with the CAC to define and establish clear roles and responsibilities that empower members to contribute independently to the LMRWD's mission. CAC members will take on various responsibilities, including representing the LMRWD at community events to promote initiatives and engage directly with the public, facilitating informal public tours of project and resource sites to enhance community understanding of water resource management, and conducting outreach activities on watershed best practices. They will also promote key LMRWD initiatives such as the mini-grant program through both digital and in-person outreach. Additionally, CAC members will assist in tracking and addressing recurring issues from the public and summarizing them for consideration by the Board of Managers. The CAC will also play a key role in recruitment efforts to expand membership and will support the development of localized educational resources and public outreach campaigns.

Young Environmental will provide templates and supportive structures and materials for the CAC to build familiarity and routines for the resulting roles and responsibilities. We will create a calendar of meetings and coordinate with both the Board and TAC to maintain the flow of communication annually. Young Environmental and the CAC will codevelop this effort in 2025, potentially developing subcommittees that the CAC and the Board identify. Young Environmental will serve as an editor to formalize and publish materials, ensuring that items are technically sound and compliant with LMRWD branding.

Objective 4. Facilitate Schools Engagement

Target Audiences: Youth and Educators

School-age youth and college students are a primary targeted audience for education and outreach. Education not only involves community members in watershed management from a young age, but it also provides inroads to other adult family members who can take action. Throughout the previous years, Young Environmental has actively built a mailing list of educators within and surrounding the LMRWD and continued to gain more traction for mini-grant opportunities. We recommend a systematic approach that packages curriculum, resources, and grant opportunities to local educators, allowing replicable outreach to multiple schools rather than infrequent one-off events. Our team can also serve as a conduit to connect educators with resources such as local county technical partners and nonprofit organizations.

Task 4.1. Develop formal education resources. Develop water resource curriculum and supplemental educational resources for students within our partner cities to grow and expand our relationship with schools. Young Environmental will develop education plans for the 2024–2025

and 2025–2026 academic years. Resources may include strategies such as a DIY curriculum for teachers, local resources such as county and state education tools, and/or local guest speakers. Based on CAC discussion, consider outreach to colleges in the district with environmental programs.

Task 4.2. Administer mini-grant program. Evaluate proposals, award grants, and compile reports and reimbursement requests for the educator mini-grant program. Young Environmental and the CAC will collaborate on grant promotion, planning, and the sharing of success stories. *Collaborate with partner organizations to use microgrants for expanding their reach within our district rather than run the mini-grant program independently. This could support watershed monitoring projects, educational programs, or habitat restoration efforts. Launch two joint projects annually in collaboration with partner organizations and expand existing programs.*

Objective 5. Sponsorships

As part of the overall education and outreach budget, the LMRWD contributes a number of sponsorships. Young Environmental typically does not provide services related to sponsorships; however, we will publicize them as part of Objective 2.

Task 5.1. Sponsorship support. The LMRWD will continue its membership in and support of the **Scott County Water Education Program**.

Task 5.2. Sponsorship support. The LMRWD will continue its sponsorship of the **Minnesota River Congress**.

Task 5.3. Sponsorship support. The LMRWD will continue its sponsorship of the **Salt Symposium and Water Summit events**.

Task 5.4. Sponsorship support. The LMRWD will continue its sponsorship of the **Metro Children’s Water Festival**.

Task 5.5. Sponsorship support. The LMRWD will continue its membership in and support of the **Friends of the Minnesota (MN) Valley River Watch**.

Task 5.6. Sponsorship support. The LMRWD will continue its membership in and support of the **Coalition for a Clean MN River**.

Task	Deliverable description	Measurable (if applicable)	Budget
Objective 1: Project Management and Board of Managers Coordination			
1.1	Maintain work plan, tasks, schedule, and invoicing	Monthly invoices	\$10,000
1.2	Digital survey	Two per year	
1.3	Quarterly updates	Four per year	

Task	Deliverable description	Measurable (if applicable)	Budget
1.4	Maintain outreach strategy per work plan, reference as needed	N/A	
1.5	Printing, postage, tabling materials, and other expenses (\$5,000)	Printing, mileage, and supply expenses (as needed).	
Objective 2: Districtwide Education and Outreach			
2.1	Minnesota River boat tour (\$4,000)	One boat tour	\$44,700
2.2	Adaptable community outreach and engagement for high-profile issues and special resources (\$15,000)	Minimum one fen outreach campaign per permitting or earth moving activities; other campaigns as needed and relevant	
2.3	Maintain social media accounts (\$10,000)	Minimum of four campaigns per year with minimum three posts per campaign, one content calendar	
2.4	Maintain content updates on website (\$5,700)	Monthly content contributions, updates, or housekeeping as needed	
2.5	District signage (\$10,000)	Minimum of three permanent or temporary signs per year	
Objective 3: Empowering Successful Advisory Committees			
3.1	Recruitment efforts and resources to CAC members for recruitment	Minimum of six recruitment efforts per year	\$15,000
3.2	Facilitate CAC meetings	Minimum of eight CAC meetings and minutes per year	
3.3	CAC assistance	On call	
3.4	Develop CAC roles and responsibilities	Minimum of five role outlines	
Objective 3: Facilitate Schools Engagement			
4.1	Develop formal education resources	Minimum of five DIY teacher activities, minimum of five local partnership opportunities	\$15,000
4.2	Administer mini-grant program	Essential tasks according to number of grant applications	
Objective 5: Sponsorships			

Task	Deliverable description	Measurable (if applicable)	Budget
5.1	Scott County Water Education Program	Outside of Young Environmental Work Plan	\$7,500
5.2	Sponsorship of MN River Congress	Outside of Young Environmental Work Plan	\$400
5.3	Sponsorship of Salt Symposium and Water Summit	Outside of Young Environmental Work Plan	\$500
5.4	Sponsorship of Metro Children's Water Festival	Outside of Young Environmental Work Plan	\$1,650
5.5	Friends of the MN Valley River Watch	Outside of Young Environmental Work Plan	\$20,000
5.6	Coalition for a Clean MN River	Outside of Young Environmental Work Plan	\$5,000
Young Environmental/Consultant Services			\$84,700
Total LMRWD Education and Outreach Budget			\$150,000



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, April 16, 2025

Agenda Item

Item 7. D. – Study Area #3

Prepared By

Linda Loomis, Administrator

Summary

Action is required to finalize the project's design so that construction bids can be solicited. Inter-Fluve, the firm collaborating with the LMRWD on this project, has informed the LMRWD that due to unforeseen permitting delays, they are unable to proceed further.

The attached Technical Memorandum from Young Environmental Consulting Group, dated April 11, 2025, outlines the measures taken by the LMRWD to advance this project.

It is recommended that the Board approve Barr Engineering to provide final design and construction administration services for the Project at a not-to-exceed fee of \$257,900.

Other outstanding items for this project include the replat and re-zoning of the property. Legal Counsel has sent a letter to the Huelers, informing them that legal action will be taken if they do not provide the required signature for the city to proceed with the proposed land use changes and regulatory measures.

Attachments

Technical Memorandum – Area #3 Minnesota Riverbank Stabilization Project Recommendation dated April 11, 2025, and Proposal from Barr Engineering

Recommended Action

Motion to approve Barr Engineering to provide final design and construction administration services for the Project at a total not-to-exceed fee of \$257,900 and authorize execution of a Professional Services Agreement or equivalent, subject to review by legal counsel.

Technical Memorandum



To: Linda Loomis, Administrator
Lower Minnesota River Watershed District

From: Jennifer Mocol-Johnson, Water and Natural Resources Program Manager
Della Schall Young, CPESC, PMP, CTF, Principal Scientist

Date: April 11, 2025

Re: Area 3 Minnesota Riverbank Stabilization Project Recommendation

In 2023, the Area 3 Minnesota Riverbank Stabilization Project (Project), led by Inter-Fluve, advanced to 60% design but was subsequently delayed due to permitting requirements. Since that time, all permitting and associated coordination have been completed, positioning the Project to move toward construction.

On February 28, 2025, Young Environmental Consulting Group, LLC (Young Environmental), on behalf of the Lower Minnesota River Watershed District (LMRWD), issued a Request for Information (RFI) to identify a consulting firm to carry the Project through final design, construction, and completion. The RFI included detailed background information and a tentative project schedule and was distributed via email to firms in the LMRWD's engineering pool: Barr Engineering, ISG, Geosyntec Consultants, and Bolton & Menk.

By the extended submission deadline of March 26, 2025, Young Environmental received one proposal from Barr Engineering. Two firms, Geosyntec Consultants and Bolton & Menk, submitted responses declining to propose. Geosyntec Consultants provided no reason for their decision. Bolton & Menk cited concerns related to the current design stage and scheduling conflicts preventing their participation.

Submittal Review and Evaluation

Young Environmental reviewed the proposal submitted in response to the RFI for the Area 3 Minnesota Riverbank Stabilization Project. Evaluation criteria included the following:

- Demonstrated understanding of the project and site conditions
- Technical approach and methodology
- Qualifications and experience of the project team
- Cost reasonableness and responsiveness to the scope

To ensure objectivity, Young Environmental staff conducted independent reviews of the submittal and subsequently met to discuss key elements and reach a consensus on the evaluation.

Barr Engineering Proposal Summary

Barr Engineering's submittal demonstrated a clear understanding of the urgency and complexity of addressing the riverbank erosion in Area 3. Their proposed scope of work reflects industry-standard practices and includes validation of existing conditions and refinement of the 60% design toward final construction.

Barr Engineering's approach includes the following key elements:

- Reviewing prior studies and conceptual designs
- Obtaining and incorporating existing digital files (e.g., hydraulic models, CAD data)
- Conducting a bathymetric survey to assess recent erosion and grade changes
- Revisiting and refining hydraulic, civil, and geotechnical analyses as needed
- Developing a 90% design package and facilitating a stakeholder review meeting
- Finalizing a 100% bid-ready design package based on LMRWD and partner feedback
- Managing the contractor bidding process
- Providing construction administration services

Cost Proposal

Barr Engineering's cost proposal included a detailed breakdown of design and construction administration tasks.

- Design-related services (through final design): \$131,300
- Construction administration: \$126,600
- Total proposed fee: \$257,900

This cost estimate is within the available budget for the project and reflects a comprehensive scope of services.

Recommendation

Based on our review, Barr Engineering submitted a responsive and qualified proposal that aligns with the technical needs and schedule for the Area 3 Minnesota Riverbank Stabilization Project. The proposal demonstrates the firm's understanding of site-specific challenges and offers a logical and technically sound path toward implementation.

Recommendation: Young Environmental recommends that the LMRWD Board approve Barr Engineering to provide final design and construction administration services for the Project at a total not-to-exceed fee of \$257,900.

Attachments

- Attachment 1—Barr Engineering Proposal to Provide Design Services: Area 3 Minnesota Riverbank Stabilization Project



Proposal to provide
Design services:
Area 3 Minnesota Riverbank
Stabilization Project



Prepared for
Lower Minnesota River Watershed District

Submitted by
Barr Engineering Co.

March 26, 2025



March 26, 2025

Linda Loomis, District Administrator
Lower Minnesota River Watershed District
112 E 5th Street, #102
Chaska, Minnesota 55318
Sent by email: admin@lowermnriverwd.org

Re: Design services: Area 3 Minnesota Riverbank Stabilization Project

Dear Linda:

On behalf of Barr Engineering Co. (Barr), we're pleased to present our proposal to provide design services for the Area 3 Minnesota Riverbank Stabilization Project. We're excited about the opportunity to continue our involvement in this important work—we believe that our team is well-suited to help the Lower Minnesota River Watershed District (LMRWD) see this project to completion because:

A sound and streamlined design benefits from prior site knowledge and project support. Brent Theroux, PE, and Tom MacDonald, PE, led the geotechnical and hydraulic analyses for Barr's Area 3 slope stability assessments. They will be key team members for the final design, adding valuable staff continuity and site knowledge—particularly regarding the stability of the upper slope.

Regional experience seeing fast-paced stabilization projects through construction will minimize delays. We understand that the LMRWD would like to have a final design by August 2025. We've assembled a team of professionals with experience working together on fast-paced riverbank stabilization projects in the region for watershed management organizations and the U.S. Army Corps of Engineers St. Paul District. These projects are summarized in our proposal. Leveraging this experience, we feel confident in our ability to help the LMRWD finish this project efficiently and as envisioned.

Thank you for the opportunity to propose our design services. If you have any questions about our proposal, please get in touch with Jim (jherbert@barr.com, 952-832-2784) or Matt (mpeterson@barr.com, 952-832-2949).

Sincerely,

A handwritten signature in blue ink that reads 'Jim Herbert'.

Jim Herbert, PE
Vice President, Senior Civil Engineer
Principal in Charge

A handwritten signature in blue ink that reads 'Matt Peterson'.

Matt Peterson, PE
Senior Civil Engineer
Project Manager



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Appendix A: Project examples

Project understanding and approach

Project understanding

The Lower Minnesota River Watershed District (LMRWD) seeks to stabilize approximately 1,500 feet of riverbank along the Minnesota River. The project area is referred to as “Area 3” and is located south of the intersection of Riverview Road and Janine Place in Eden Prairie, Minnesota. Over the last several years, LMRWD has retained several consultants to study the area and create conceptual stabilization designs. The latest design (60%) was completed by Inter-Fluve, Inc. in early 2023.

Building on previous studies and conceptual designs, LMRWD’s next objectives are to finalize the design and construct the project. Barr has extensive experience designing and overseeing the construction of bank stabilization projects (summaries are provided in [Appendix A](#)); our team is qualified and looks forward to completing this project for LMRWD.

We understand that the existing riverbank instability is caused by fluvial erosion and groundwater seepage along the riverbank. Homes above the bluff may be impacted if the erosion and riverbank instability are not addressed.

Barr Engineering Co. (Barr) completed a slope stability analysis of the overall bluff slopes in this area in 2022 and concluded that the overall bluff slope has an acceptable factor of safety, confirming the previous assumptions that the drivers of the riverbank instability are fluvial erosion and groundwater seepage rather than geotechnical instability. These conclusions were updated with additional geotechnical investigations and analysis and confirmed in 2024.

The current 60% design applies a launchable riprap toe designed to mitigate the existing erosion and protect the bluff toe to an estimated 100-year scour depth. We understand that LMRWD has completed state and federal permitting for this design, and therefore, LMRWD would like to avoid significant changes to the design that would require additional or new permitting. We understand that LMRWD intends to prepare and submit a watershed district permit application and city grading and right-of-way permit applications after the 90% design is completed.

Project approach

Barr’s approach to completing the project will include:

- Coordinating with LMRWD and Young Environmental Consulting Group, LLC (Young Environmental) throughout the project as necessary.
- Reviewing in detail the previous studies and conceptual designs completed for this area.
- Obtaining digital files (hydraulic model, CAD files, etc.) for work previously completed by other consultants. We assume LMRWD will assist with obtaining these files.
- Performing a bathymetric survey of the project extent to understand how erosion has impacted the grades since the most recent survey and determine how that may impact the design.
- Reviewing the 60% design and updating and revising analyses as needed from hydraulic, civil, and geotechnical approaches. We assume that the final design concept will be similar to the 60% design. If significant changes are needed based on our review and analysis, we will revisit the scope, schedule, and budget with LMRWD.
- Preparing a 90% design package for LMRWD and partners' review and hosting a 90% review meeting.
- Incorporating feedback from LMRWD and partners review and develop a 100% final bid package.

- Hosting and managing the contractor bidding process for LMRWD.
- Completing construction administration, including serving as the primary point of contact for the contractor, reviewing documents from the contract, hosting meetings, and providing onsite construction observation.
- Preparing and providing record drawings and coordinating project closeout with the contractor and LMRWD.

The following work plan describes in detail how we will provide our services.

Project work plan

Task 1: Project management

- 1.1 **Kickoff meeting:** Barr staff will meet virtually with LMRWD to discuss and initiate the final design and construction of this project. It is assumed up to four Barr team members will attend this meeting, which will last up to one hour. Barr will prepare and distribute an agenda prior to the meeting and minutes after the meeting.
- 1.2 **Design review meetings:** We will conduct design review meetings at the completion of 90% and 100% designs. We have assumed up to four Barr team members will attend design review meetings, which will last up to two hours.
- 1.3 **General day-to-day project management and administration:** Barr will develop and manage the project schedule, coordinate tasks, and manage the project budget. The scope includes periodic internal project meetings prior to key delivery dates. We will establish ongoing project coordination with LMRWD.
- 1.4 **Optional Task: Periodic meetings with LMRWD:** Although not part of the scope, we recognize the project schedule is aggressive. To accommodate the project schedule and facilitate communication, Barr recommends bi-weekly or other periodic project meetings with LMRWD during the final design phase of the project. Barr will prepare and distribute agendas prior to the meetings and minutes after the meetings. We will provide a budget for this task if LMRWD is interested.

Task 1 deliverables:

- Agendas and meeting minutes for all project meetings.

Task 2: Final Design (90 Percent)

- 2.1 **Bathymetric survey:** Barr will complete a bathymetric survey of the project area to confirm if river elevations have changed since previous surveys, and how that may impact the design.
 - This will be completed using a Jon Boat with sonar equipment and two Barr staff.
 - Data will be collected at cross sections every 25-50 feet for 2,000 feet in the immediate project area for use in hydraulic modeling and the final design modifications/layout. We will also collect bathymetric approximately 4,000 feet upstream and downstream of the project area, with cross sections at approximately 100 feet for use in confirming hydraulic modeling.
 - We assume that the survey will require up to 1.5 days for data collection.
- 2.2 **Geotechnical design:** Barr will confirm the final geotechnical design. Additional slope stability modeling of areas outside of the stabilization limits is not included. A geotechnical engineer will review the Plans and Specifications and conceptually review the proposed stabilization.
- 2.3 **Hydraulic design:** Barr will confirm the final hydraulic design. We assume Barr will be provided the hydraulic model from the 60% design and that we will update the model with the new bathymetric data and current design geometry.
- 2.4 **Prepare Final Plans:** We will use the preliminary Plans from the previous consultant to update and reflect the final design and prepare Final Plans (90%).

- 2.5 Prepare specifications:** Barr will prepare technical specifications as well as “front-end” or Division 00 Specifications for the project.
- 2.6 Construction cost estimate:** We will prepare an engineer’s opinion of probable construction cost of the final design. We will submit the estimate to LMRWD for comment and respond to one round of comments.

Task 2 deliverables:

- Updated bathymetric survey data
- Revised design calculations (if applicable)
- Revised technical design memorandum
- 90% design Final Plans
- 90% Specifications (front-end and technical)
- 90% engineer’s opinion of probable construction cost

Task 3: Bid documents and bidding administration

- 3.1 Finalize bidding documents:** We will use feedback on the 90% design from the LMRWD and partners to revise the 90% design package and prepare the 100% design package for bid. Documents will incorporate EJCDC general conditions.
- 3.2 Post on Quest CDN:** We will post the bidding documents on Quest CDN, including paying any applicable fees, and we will monitor the site for any questions from prospective bidders (see below).
- 3.3 Host virtual pre-bid meeting:** We will host a virtual pre-bid meeting with the potential bidders interested in the project. We will review the key elements of the Plans and Specifications to help better inform the potential bidders about the project.
- 3.4 Monitor bid site and respond to questions:** We will monitor the Quest CDN site and respond to bidder questions as they arise. We will prepare the bid addenda if needed. We assume that a maximum of two minor addenda will be necessary.
- 3.5 Bid review letter:** We will review the bids received for the project, prepare a bid tabulation, and help the LMRWD select the lowest responsive and responsible bidder.

Task 4: Construction administration

- 4.1 Preconstruction meeting:** Barr will host a one-hour preconstruction meeting, attended virtually by up to three Barr staff members. Barr will prepare and distribute an agenda prior to the meeting and minutes following the meeting.
- 4.2 On-site observation:** Barr will provide on-site construction administration support. For budgeting purposes, we assume we will have one construction observer on site for eight hours per day from November 3, 2025, until January 30, 2026 (three months) for substantial completion; and then one construction observer onsite for three hours per day from March 1, 2026 until May 1, 2026 (two months) for final completion. The exact timing of construction observation is likely to vary based on weather, the contractor’s schedule and working hours, and the complexity of work.
- 4.2 Submittal review:** We will review requested submittals from the selected contractor to confirm conformance with the contract documents.

- 4.3 RFI responses:** We will review and respond to Request for Information (RFI) and questions from the contractor during construction.
- 4.4 Weekly meetings:** During construction, we will host weekly meetings with the contractor, owner, and engineer. We assume the meetings will last 30 minutes, and two Barr staff members will attend. Barr will prepare an agenda prior to the meetings and minutes following the meetings.
- 4.5 Record drawings:** We will document changes made during construction and incorporate those changes into a set of updated AutoCAD record drawings.

Task 4 deliverables:

- Meeting agendas and minutes
- Construction daily observation reports
- Punchlist for contractor final completion
- Record drawings
- Final construction cost estimate
- Management of bid posting
- Bid review letter

Project schedule

Below is a proposed project schedule. We recognize that some decisions may require approval at LMRWD board meetings, which typically occur on the third Wednesday of each month. Thus, some milestone dates may need to be shifted to accommodate these meetings.

- Notice to proceed with final design: April 28, 2025
- Submit 90% design documents for LMRWD review: June 27, 2025
- Finalize Issue for bid documents: August 22, 2025
- Advertise project for contractors: September 2, 2025
- Bids due: September 30, 2025
- Award bid: October 20, 2025
- Construction substantial completion: March 30, 2026
- Construction final completion: May 1, 2026

Project team

Our team will be led by **Jim Herbert, PE**, who brings 40 years of experience leading the design and construction of water resources projects. Jim will oversee the quality of Barr's service and deliverables so they meet LMRWD standards and expectations, coordinating closely with **Matt Peterson, PE**, project manager, who will oversee day-to-day project execution. Matt will monitor the schedule and budget of the project in consultation with Jim. **Karen Chandler, PE** will serve as senior advisor, offering Jim and Matt her project knowledge from supporting Barr's previous work on Area 3 as well as decades of experience supporting Minnesota watershed organizations. **Brent Theroux, PE** will lead our geotechnical work, and **Tom MacDonald, PE** will lead hydrologic and hydraulic (H&H) analysis—both Brent and Tom supported Barr's previous work on Area 3 and will provide important service continuity. Our leads will be supported by **Paul Orban, EIT**, H&H modeler, and **Rachel Bateman, PE**, who will provide civil design, plan preparation, and construction observation. The bathymetric survey will be led by **Jim Staberg**, senior survey technician.

Below are short bios for each key personnel member; detailed resumes can be provided upon request. **Appendix A** provides examples of similar projects demonstrating our relevant experience and qualifications.

Capacity

At Barr, project managers are given latitude to select the staff with the experience and availability best suited to the scope, budget, and timeline for a given project. Matt Peterson has confirmed our team's commitment to completing this project according to LMRWD's desired schedule. Should an unexpected event pose a risk to the schedule, Matt will be able to quickly draw from Barr's deep bench of water resources engineers, civil engineers, and geotechnical engineers to add support.

Team bios and billing rates



2025 billing rate:
\$235

Principal in Charge **Jim Herbert, PE**

Vice President, Senior Civil Engineer
BS, Civil Engineering

Jim Herbert has 40 years of experience, primarily in water resources management. He has managed projects related to urban stormwater management, construction administration and management, environmental compliance, dam and tunnel rehabilitation, and waste management. Serving as principal in charge, Jim has overseen many channel and bluff stabilization projects for municipalities, local and state government agencies, and watershed management organizations in the Twin Cities metro area. In addition to serving LMRWD as a subconsultant to Young Environmental Consulting Group, Jim provides ongoing engineering services to the Bassett Creek Watershed Management Commission and Capital Region Watershed District.



2025 billing rate:
\$195

Project Manager
Matt Peterson, PE

Sr. Civil Engineer
BS, Civil Engineering

Matt has 17 years of experience as a project engineer and project manager. He specializes in work in and around rivers including riverbank stabilizations, dam removals and replacements, flood control systems, and landslide repairs. He's dedicated his career to work on these types of projects, and his work has included feasibility studies, detailed design, preparation of plans and specifications, and construction cost estimating. Beyond his design experience, Matt has also spent an extensive portion of his career focusing on the construction phase of these types of projects. Examples of his work include serving as project manager for the Crow River bank stabilization project (see Appendix A), project manager and design lead for the Lake Alvin spillway replacement in South Dakota, design lead and engineer of record for the Karey Dam rehabilitation project in North Dakota, and design engineer and construction administrator for the Albert Lea Lake outlet modifications project in Minnesota.



2025 billing rate:
\$225

Advisor
Karen Chandler, PE

Vice President, Sr. Water Resources
Engineer
MS, Civil Engineering

Karen's 43 years of experience include 38 years at Barr working with watersheds, cities, and other public clients to develop and implement watershed and stormwater management plans; conduct H&H and water quality analyses; manage water quality monitoring programs; and complete feasibility assessment, design, and construction of stormwater projects. She also assists clients with community relations, public presentations, and facilitation of public processes. Karen provides ongoing engineering services to the Bassett Creek WMC and Black Dog WMO. Serving as principal in charge, she provided and oversaw engineering services to the LMRWD through Barr's previous professional services agreement, including Barr's previous work on Area 3.



2025 billing rate:
\$210

Geotechnical Lead
Brent Theroux, PE

Sr. Geotechnical Engineer
MS, Geotechnical Engineering

Brent has 24 years of experience conducting geotechnical evaluations and analyses; developing detailed geotechnical investigation and instrumentation programs; and preparing geotechnical reports, designs, and construction plans and specifications. His projects have involved slope stability, seepage, settlement, shallow and deep foundations, earth retention, soil anchors, soft ground improvement, drainage filter media, dewatering, landslide back analysis, pavement support, rock excavation, and rock fall catchment. Brent has experience with alternative project delivery methods, such as design-build and construction manager/general contractor. He served as Barr's geotechnical lead for Barr's previous work on Area 3.

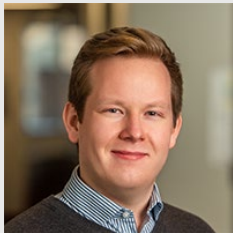


2025 billing rate:
\$230

H&H Lead
Tom MacDonald, PE

Vice President, Sr. Water Resources
Engineer
MS, Civil Engineering

Tom has 33 years of experience with a wide range of H&H projects for watersheds, cities, local and state governments, and industry. His work focuses on river hydraulics, stream classification, monitoring, and restoration, dam removal and modification, stormwater management, and surface water permitting. Tom has conducted feasibility studies and preliminary and final designs for the restoration of streams, rivers, and ravines. He supported the H&H analysis for Barr's previous work on Area 3.



2025 billing rate:
\$140

H&H Modeler
Paul Orban, EIT

Water Resources Engineer-in-Training
BS, Environmental Engineering

Paul has six years of experience helping clients solve problems related to hydrology and hydraulics. He performs H&H analysis, conducts site evaluations, and writes technical reports. His experience includes river hydraulic modeling, flood mitigation analysis, and erosion mitigation. Paul has supported numerous geohazard projects across the United States, evaluating the potential for stream erosion and mitigation using HEC-RAS. He has also recently completed multiple scour assessments in North Dakota, for which he built two-dimensional SRH-2D models for bridge scour screening.



2025 billing rate:
\$135

**Civil Design, Plan Preparation,
Construction Observation**
Rachel Bateman, PE

Civil Engineer
BS, Civil Engineering

Rachel, who joined Barr in 2020, provides design services and construction observation for projects involving slope stabilization, tailings management, and dams. For slope stabilization projects, she performs Civil 3D modeling, plan preparation, and quantity and material takeoffs. Rachel was the civil designer for Barr's work on the Colfax WWTP Slope Stabilization Project (see Appendix A) for the U.S. Army Corps of Engineers (St. Paul District).



2025 billing rate:
\$140

Bathymetric Surveyor
Jim Staberg

Senior Survey Technician
*TWIC certified (Transportation Worker
Identification Credential)*

Jim has over 40 years of experience providing field services in a variety of industries. During his 36 years at Barr, he has worked extensively with conventional and GPS surveying methods, hydrographic sounding systems, laser survey technology, AutoCAD, and Civil 3D modeling. Jim is Barr's lead technician for state-of-the-art remote surveying and bathymetric mapping techniques and equipment. He also performs and coordinates soil testing and analysis; high-resolution surveys (HDS) using 3-D techniques; bridge-scour investigations; record, topographic, control, and construction surveys; construction staking and observation; and cost estimating.

Cost proposal

The cost of services will not exceed the “Estimated Project Total” shown in the following table without LMRWD authorization. The cost of services for Tasks 1-3 will not exceed the lump sum shown for the “design subtotal” in the following table. The scope of Task 4 is less defined, and therefore it will be billed on a time-and-expense basis. Hourly rates for key team members are provided with bios, above.

Task		Estimated hours	Labor subtotal	Expenses	Total estimated cost
1	Project management	177	\$35,700	\$0	\$35,700
2	Final design (90%)	482	\$78,800	\$2000	\$80,800
3	Bid documents (100%) and bidding administration	84	\$14,600	\$200	\$14,800
	Design subtotal	---	---	---	\$131,300
4	Construction administration	782	\$121,100	\$5,500	\$126,600
	Estimated Project Total	1,525	\$250,200	\$7,700	\$257,900



Appendix A:



Project examples



Appendix A:



Project examples

Area 3 slope stability monitoring and analysis

**Client**

Young Environmental Consulting Group, LLC and Lower Minnesota River Watershed District

Location

Minnesota

Services provided:

- Geotechnical field instrumentation
- Geotechnical, hydraulic, and slope stability analyses

From 2019 to 2024, Barr helped the LMRWD monitor the slope instability at Area 3 and advise on courses of action.

- Starting in 2019, Barr began collecting field readings from slope inclinometers (previously installed by a different consultant) and advised the LMRWD and Young Environmental on potential decisions resulting from those readings.
- In 2021, Barr conducted a geotechnical and hydraulic review of alternatives for bank restoration, which included a site visit to Area 3 by geotechnical and hydraulic engineers and a memorandum summarizing our observations and comments. Due to the non-creep properties of the slope soils, we recommended abandoning the existing slope inclinometer installations in favor of using conventional surface measurements to track migration of the instability scarp.
- In 2022, Barr geotechnical engineers conducted a preliminary slope stability analysis to assess performance expectations for the bluff slope in relation to private residential lots located farther upslope. We concluded that the existing slopes may perform adequately but recommended additional investigation and monitoring to confirm.
- In 2023, Barr environmental scientists completed a field wetland delineation and threatened and endangered species review. We also coordinated with the local government unit to receive approval for the wetland delineation boundary.
- In 2024, Barr and a subconsultant performed two soil borings to confirm soil and groundwater conditions assumed in the 2022 preliminary slope stability analysis. Results were confirmed that the upper portion of the slope is stable.

Key staff: Karen Chandler, PE; Brent Theroux, PE; Tom MacDonald, PE

Crow River bank stabilization

**Client**

Engineering & Construction Innovations, Inc.

Location

Minnesota

Services provided:

- Geotechnical investigation and hydraulic modeling for stability analysis
- Slope stabilization design
- Permitting and construction support

The St. Paul District of the U.S. Army Corps of Engineers (USACE) needed to repair an eroding highway embankment along a stretch of the Crow River near Delano, Minnesota. An original repair consisting of a riprap armored toe and geosynthetic reinforced soil slope (GRSS) had been completed in 2013. However, additional repairs were needed to address slope instability at the upstream and downstream GRSS transitions—some as close as 10 feet from the edge of the road.

Barr teamed with Engineering & Construction Innovations, Inc. (ECI) to complete a design–build slope repair for the USACE. Repairs included riprap armoring along the riverbank toe, rock vanes along the riverbank to push the highest river velocities away from the slope, and a soil anchor and mesh reinforcement system (TECCO®) to stabilize the slope, protect against surface erosion, and afford vegetation re-establishment.

Barr performed geotechnical investigation and design for the slope stabilization system. In addition, Barr performed hydraulic modeling and design for the riprap and rock vane placement. Civil design entailed temporary erosion control, removals, site access and staging, drainage control, traffic control, Stormwater Pollution Prevention Plan, and site restoration. Additionally, permitting assistance was provided for Section 404, public waters work, National Pollutant Discharge Elimination System permits, and county and other local permits. Construction was completed in August 2020.

Key staff: Matt Peterson, PE; Brent Theroux, PE; Tom MacDonald, PE



Wastewater treatment plant slope stabilization project

**Client**

Engineering & Construction Innovations, Inc.

Location

Wisconsin

Services provided:

- Slope stabilization design

In March 2022, the St. Paul District of the U.S. Army Corps of Engineers hired Barr and Engineering & Construction Innovations, Inc. (ECI) to design and construct a slope stabilization project for the Village of Colfax, Wisconsin's wastewater treatment plant (WWTP). The plant's lagoons were perched above an eroding riverbank of the Red Cedar River, presenting concerns about the long-term integrity of these impoundments. On an accelerated schedule due to the project's urgency, Barr completed the design of a riprap bank stabilization. We worked intimately with ECI to confirm the project was constructable and within the overall project budget. We also worked closely with the USACE to confirm the project met their design and technical expectations. The project was constructed in the fall of 2022.

Key staff: Matt Peterson, PE; Brent Theroux, PE; Tom MacDonald, PE; Rachel Bateman



Technical Memorandum



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

From: Suzy Lindberg, Communications Manager

Date: April 15, 2025

Re: Educator Mini-Grant Spring Recommendations–Fast-Track Application Approval

The Educator Mini-Grant program is a key component of the Education and Outreach (E&O) Program, focusing on educating school-aged students within and surrounding the Lower Minnesota River Watershed District (LMRWD). The program provides up to 10 grants per school year—with a maximum fund distribution of \$500 per recipient—to help offset the costs associated with water and natural resource educational materials or programming.

On behalf of the LMRWD, Young Environmental Consulting Group, LLC (Young Environmental) announced a new round of educator mini-grants with an April 6 deadline and received **four applications**. Young Environmental prescreened the applications for compliance and funding eligibility and created review packets for the Citizen Advisory Committee (CAC) to review at their May 2025 meeting. During the prescreening process, staff found that one applicant was seeking funding for a May 2 event, which would pre-date scoring and approval at both the May 6 CAC meeting and May 21 Board meeting.

To facilitate a fast-tracked application approval, Young Environmental requested that CAC members review and score the application before the April Board meeting to provide a recommendation. The CAC members who were able to respond ranked the application very highly and recommended approval by the Board at the April meeting. The remaining three applications will be reviewed on the original schedule with the remainder of the recommendations provided at the May Board meeting.

SUMMARY

Young Environmental and the CAC recommend authorizing funding for the fast-tracked educator mini-grant application to support May 2 programming, noting its alignment with the LMRWD's mission and goals for watershed-focused education. This recommendation, if approved, would authorize \$500 in funding to this applicant. The mini-grant application is provided as Attachment 1.

Mini-Grant	Summary	Total Average Score	Recommended Board Action
Mini-Grant for April Board Approval			
Mini-Grant 1: Hiawatha Academies	Funds will be used to visit Thomas Savage Visitor's Center at Fort Snelling State Trail, allowing 90 students to collect data about water pollution and research water ecosystems in partnership with River Watch. Funds will be used to pay for bus transportation.	7.3	Recommend approving the funding request for \$500.
TOTAL GRANT AMOUNT REQUESTED FOR BOARD APPROVAL (APRIL)			\$500
Additional Mini-Grants to be Discussed at May Board Meeting			
Mini-Grant 2: Poplar Elementary	Funds would be used to transport 90 students to the Big River Journey, touring the Mississippi River on a boat ride. Funds would be used to lower the field trip costs per student. Funds requested: \$500	TBD	No action requested at this time.
Mini-Grant 3: Integrated Arts Academy	Funds would be used to teach students about soil classification and how to test physical properties of soil to understand the impacts of pollutants and runoff on our water resources. Funds requested: \$340.	TBD	No action requested at this time.
Mini-Grant 4: Great River School	Funds would be used for a student-led experience to access water testing equipment and rental vans to understand water quality in the Root River. Funds requested: \$500	TBD	No action requested at this time.



Educator Mini-Grant Program Application

Name of School/Organization:

First Name:

Last Name:

Email:

Phone:

Describe your current role?



If you are a student, please provide the name and email of your supervising educator.

Address of School/Organization

Street Address:

Address line 2:

City:

State:

Zip Code:

Name and Address Where Activity Will Take Place (if Different from Above)

Street Address:

Address line 2:

City:

State:

Zip Code:

What age(s) are the participants?

K–5th grade

6–12th grade

18+ years

Senior

Estimated number of participants:

Describe your proposed activity or project and how it relates to water resources and wildlife habitat education. Include project goals and learning objectives for participants.

When is this activity/project scheduled to take place?

Total requested amount (maximum \$500):

\$

Specify how funds will be allocated (e.g. supplies, materials, and transportation):

I understand that if my funding request is approved, I must complete and submit the Program Project Reporting and Reimbursement form to receive payment. Any photos submitted may be used by the LMRWD in future communications.

Signature:



Date:



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, April 16, 2025

Agenda Item

Item 8. A. – Distribution of Managers

Prepared By

Linda Loomis, Administrator

Summary

At the February 19, 2025, Board of Managers meeting, Manager Lammers proposed a motion to grant Scott County additional representation to the Board, but the motion did not pass. During the March 19, 2025, meeting, various options for achieving this were presented to the Board, but no action was taken.

Among the options—redistribution of managers or addition of a manager—the former requires a petition initiated by the County. The latter, adding a manager, can be petitioned by the Board of Managers. If the Board were to petition, it would need to establish that the addition of a manager would benefit public welfare, public interest, and the purpose of 103D.305. For the first option, redistribution, the responsibility lies with Scott County Court. The second option, which could be initiated by the LMRWD, has not yet been formally requested by any county.

Attachments

No attachments

Recommended Action

No action recommended



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, April 16, 2025

Agenda Item

Item 9. A. – Vernon Avenue Update

Prepared By

Linda Loomis, Administrator

Summary

This project is set to commence once heavy equipment road restrictions are lifted. A preconstruction meeting took place on April 4, 2025, at Bolton & Menk's Burnsville office.

At the March meeting of the Board of Managers, it was noted that the funds initially intended by the LMRWD for Area #3 can be allocated to the Vernon Avenue Project. Staff is currently consulting with BWSR to determine if State funds can be used to reimburse the LMRWD for these expenses.

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	5/20/2026
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
2022-007	Engineered Hillside	Topline Landscape	Construction Complete		2/15/2022	3/14/2022			4/20/2022	4/21/2022	9/20/2024
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	4/10/2026
2022-022	Ace Rent A Car	Walser	Construction Complete		5/10/2022	11/3/2023			11/15/2023	11/16/2023	11/16/2025
2022-039	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			
2023-002	Eagle Creek Bridge	City of Savage	Construction Complete		1/13/2023	4/19/2023		5/9/2023		7/14/2023	7/14/2025
2023-007*	MN River Greenway Trail	Dakota County	Active		3/1/2023	3/15/2023		4/19/2023	11/6/2024	11/6/2023	5/20/2026
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	Active	4/5/2023	5/17/2024	9/10/2024		10/9/2024		3/17/2025	3/17/2026
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	5/2/2026

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		
2023-022	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
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	Active	10/31/2023	1/24/2024	1/27/2025		2/19/2025		4/1/2025	4/1/2026
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	Active		5/29/2024	9/3/2024		9/18/2024		3/12/2025	3/20/2026
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	Conditional Approval		12/11/2024	3/5/2025		4/16/2025			
2024-022	Dell Road Reconstruction	City of Eden Prairie	Conditional Approval		12/27/2024			3/19/2025			
2025-001	Eagle Creek Restoration	MnDNR	Upcoming	1/24/2025							
2025-002	MCES Kennaley's Creek Trout Stream Restoration	MCES	Upcoming	2/27/2025							
2025-003	MAC Ponds 3 and 4	MAC	Upcoming	2/27/2025							

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

**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