



## LOWER MINNESOTA RIVER WATERSHED DISTRICT

May 2025 Administrator Report  
From: Will Lytle, Administrator  
To: LMRWD Board of Managers

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### Contract Development

A substantial amount of time was taken in the past month in the execution of our services agreement, development of a workplan, a detailed task list, and presentation to the personnel committee meeting. These materials intersect and compliment the efforts of Naiad Consulting during the Administrator Transition period.

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### Onboarding

Recurring meetings have commenced with the following groups to develop tasks, project tracking, and strategic efforts.

**Naiad Consulting** - Account access, orientation, introductions and meeting prep.

**Young Environmental** – Project updates, tech services.

**Rinke Noonan** – Legal support, insurance/licence review, contract dev., statutes.

**Board Chair** – Board expectations, deliverables discussion, contract execution, resolutions.

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### Financial System Integration

Clifton Larsen Allen- Discussion on invoicing process, audits, controls policy, transition budgets, cash reserves, and most valuable financial reports of the board.

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### Meetings

-Meeting with Le Sueur SWCD, WD, and County as well as Norm Senjem on understanding 1W1P opportunities.

-USGS, NOAA, Counties, NWS on data collection.

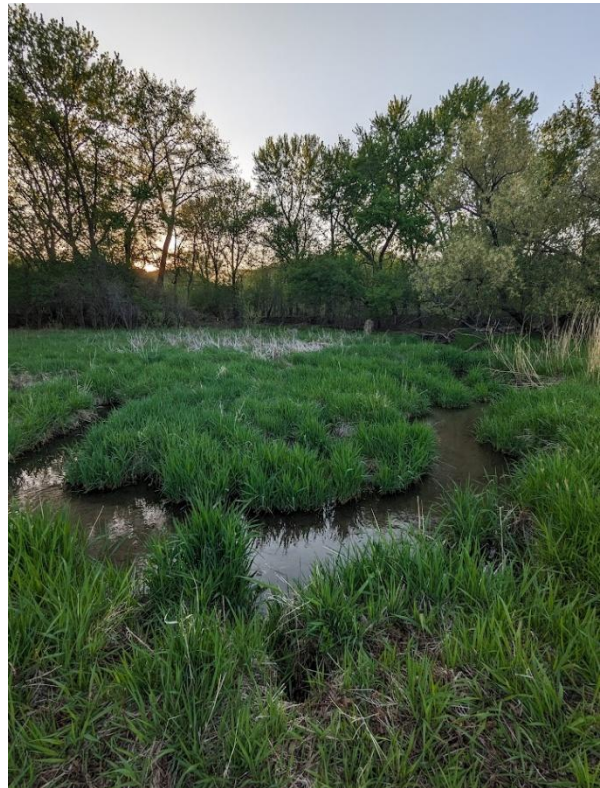
Attended the CAC Meeting and Toured Ikes Creek from mouth to headwaters. Met with CAC board members and Vicky Sherry. Photos and Videos [Here](#).

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## District Tour with Naiad Consulting on May 7th, 2025

### Purpose:

To conduct an in-depth field tour of key project areas and sites within the LMRWD in collaboration with Naiad Consulting, focusing on infrastructure, ongoing maintenance needs, restoration progress, and future planning considerations. Photos and Videos [here](#).



## Tour Itinerary & Site Observations

### Virtual Kickoff:

- Area 3 introduction and planning discussion with Young Env. And Barr Engineering.

### Field Visits:

- **Erdmann Rain Garden (Mound Springs):** Reviewed rain garden application site.
- **Viewed neighboring site that previously was awarded matching funds:** Assessed outcomes and vegetation establishment.
- **Surveyed Parker's Picnic & Trail Area across from Black Dog Power Plant:**
  - Discussion of Black Dog Lake condition and connectivity.
  - Trail corridor planning through the River France prescribed burn area.
  - Review of utility corridor and vegetation cutting within the park.

### Midday Session – Dredge Site (12:00 PM)

- Arrived at the site and reviewed the following:
  - Road improvements.
  - Culvert maintenance.
  - Beaver dam activity management.
  - Site comparisons: public vs. private dredge sites.

- Material handling operations.
- Overlook of Dan Patch Bridge.

#### **Afternoon Session – Carver County Center Meeting with Lisa Anderson (1:00 PM)**

- **East Chaska Creek Site:**
  - 2020-established plunge pool and bridge now filled with sediment.
  - Downed tree and beaver activity observed.
- **Project Maintenance Discussion:**
  - Importance of transitioning routine maintenance to local citizen groups or city staff post-completion.
  - Suggest revisiting sites on a recurring schedule.
- **Tour Spring Creek**
  - Bank stabilization, vegetation, rip rap, and residential engagement.
- **Joined my manager Salvato for rain garden grant visit at River Valley Aquascapes**
  - Rainwater collection, fountain, pumps, irrigation, landscaping, cistern display.
- **Carver Levy and Carver-Scott County pedestrian bridge.**
  - Trail maintenance and stakeholder engagement ideas.
  - Proposed concept: "Lottery Ticket" trail pass to fund Riverside trail maintenance via WD-administered program.
  - Flood Insurance discussion.
  - Discussion on contracts, board size, county engagement.

#### **Follow-up Actions & Recommendations**

1. **Maintenance Handoff Plan:** Develop a framework for post-project maintenance responsibilities and schedules.
2. **Trail Funding Pilot:** Assess feasibility of a "Trail Pass" maintenance fund model.
3. **Contract Review:** Finalize contract proposals for board approval.
4. **Site Monitoring:** Establish schedule and criteria for revisiting priority restoration sites.



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## Memo on Transition Purchases

As part of the onboarding process, we have uncovered a small amount of one-time purchases for transition-related purchases. These items will support safety, identification, and professional representation in the field. Based on discussion, it appears that these items fit into current budgeted areas and likely do not require specific approval, this memo is for board information.

### Proposed Purchases:

250 Business Cards (local printer) – \$67.30

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Hard Hat with LMRWD Logo – \$25.00

Car Safety Strobe Light – \$30.00

Safety Vest – \$50.00

Car Magnets with LMRWD Logo (x2) – \$60.00

Total Amount: \$232.30 (rounded to \$250 to allow for incidental taxes or fees)

These items are necessary to ensure the Administrator is properly equipped for site visits, public engagement, and field safety.

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## Memo for Website and Email Transition

**Date:** Drafted 5.1.2024

### Overview

This memo outlines a structured plan to transition the District’s website and email infrastructure to a more secure, centralized, and sustainable system. The transition will involve auditing and backing up current web and email data, registering a new domain, and migrating hosting and email services to Microsoft 365 platforms. The District will also consider engaging an external IT support service to assist with technical setup, migration, and ongoing support.

### Objectives

1. **Conduct a website audit** to assess current content, archivable materials, structure, and functionality.
2. **Back up all LMRWD website files** and email data to Microsoft SharePoint.
3. **Transfer ownership and register the domain** – *lowermnrivewd.org* – through GoDaddy.
4. **Migrate website hosting** to Microsoft 365.
5. **Reassign and configure email addresses** using Microsoft 365 (Outlook, OneDrive, SharePoint).
6. **Deploy new email profiles** for consultants, managers, and process functions (invoices@, outreach@, proposals@, levy@).
7. **Optionally engage an IT support provider** to assist with technical implementation, training, and troubleshooting.

### Scope of Work

#### 1. Website Audit and Backup

- Review the existing website to evaluate:
  - Content accuracy and relevance.
  - Accessibility and performance.

- o Security and compliance with modern web standards.
- Create a full backup of all website files and databases.
- Archive the backup securely in Microsoft SharePoint.

## **2. Email Backup**

- Export and archive current email communications from existing accounts.
- Store email data in a secured, structured SharePoint document library.

## **3. Transfer Ownership and Domain Registration**

- Purchase and register the domain name *lowermnriverwd.org* via GoDaddy.
- Ensure administrative control is retained by the District.

## **4. Hosting Migration**

- Set up web hosting through Microsoft 365.
- Rebuild or migrate existing website content to the new platform.
- Ensure mobile responsiveness, SSL certification, and accessibility compliance.

## **5. Email Transition**

- Set up Microsoft 365 Exchange for email hosting.
- Assign new email addresses using the registered domain.
- Link accounts to OneDrive and SharePoint for collaboration and document storage.

## **6. Email Profile Deployment**

- Configure and deploy new Outlook profiles across user devices.
- Provide documentation and basic onboarding for new accounts.
- Set up forwarding or archiving from legacy email addresses, if needed.

## **7. Optional IT Support Services**

- The District may contract with an IT support vendor to:
  - o Assist with domain setup, DNS configuration, and security.
  - o Perform email and website migrations.
  - o Troubleshoot technical issues during deployment.
  - o Provide training and ongoing technical support.

## **Timeline**

Phase	Task	Estimated Duration
Phase 1	Website & Email Audit + Backup	1–2 weeks
Phase 2	Domain Registration & Hosting Setup	1 week
Phase 3	Website Migration	2–3 weeks
Phase 4	Email Setup & Deployment	1–2 weeks
Phase 5	Testing, Training, and Finalization	1 week

## **Budget Considerations**

- **Domain registration:** ~\$20/year (GoDaddy)
- **Microsoft 365 licenses:** Based on user count and selected plan
- **Optional IT support services:** Estimated based on vendor proposals
- **Optional website redesign or support:** TBD

## **Approval and Next Steps**

Following this memo, the District will finalize a detailed project schedule and determine whether to contract an IT service provider for implementation and support or work with the existing admin and web support staff. A point of contact or project lead will be designated to oversee the transition.