

# EAGAN-INVER GROVE HEIGHTS WATERSHED MANAGEMENT ORGANIZATION

## MINUTES BOARD OF MANAGERS MEETING October 16, 2018

The Eagan-Inver Grove Heights Watershed Management Organization (WMO) Board of Managers (Board) met at the Eagan Maintenance Facility, 3501 Coachman Point, Eagan, Minnesota.

### **Board Managers Present:**

Joe Reymann, Chair	Appointed by City of Eagan
Sharon Lencowski, Vice Chair	Appointed by City of Inver Grove Heights
Jennifer Workman-Jesness	Appointed by City of Eagan
Monica Foss	Appointed by City of Eagan
Sarah Saito	Appointed by City of Inver Grove Heights

### **Others Present:**

Ashley Gallagher	Resource Conservationist, Dakota County Soil and Water Conservation District
Eric Macbeth	Water Resources Manager, City of Eagan
Steve Dodge	Assistant City Engineer, City of Inver Grove Heights

### **I. Call to Order**

Chair Reymann called the meeting to order at 5:31 p.m.

### **II. Adopt Agenda**

**Motion by** Foss, second by Lencowski to approve the agenda. Motion carried.

### **III. Approve Consent Agenda**

- A. Minutes of August 21, 2018 Meeting
- B. Invoices for Payment
- C. October 16, 2018 Year-to-Date Budget Performance

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

### **IV. Watershed Based Funding**

Gallagher presented on the progress that has been made with BWSR to execute the FY19 Watershed Based Funding Grant. This includes coordination on tax id/banking information as well as submitting a workplan via BWSR's grant reporting system eLINK. A print out of the workplan was included in the Board packet and conversations with BWSR indicate that it will be approved. There was a question about match and what is required verses what is reported. Only 10% is required for the grant however the City of Eagan and Dakota County contribution far surpass the 10% amount.

### **V. Local Water Management Plans**

Both cities have officially submitted the Local Water Management Plans (LWMP) and the plans have been discussed at previous meetings. Macbeth provided an overview of the City of Eagan's Water Quality and Wetland Management Plan (WQWMP) which was submitted with the Storm Water Master Plan (SWMP) in order to meet the requirements of a LWMP.

Gallagher reviewed the both plans for Eagan and the IGH plan from the E-IGHWMO perspective, which meant primarily looking at how the city plans merge with the E-IGHWMO Watershed Plan. The E-IGHWMO does not have any rules or regulations and looks to separate agreements the cities have for items such as volume and rate of flow.

The WMO is required by statute to incorporate comments from the Metropolitan Council. Met council comments for IGH were included in the draft letter in the Board packets. Met council comments on the Eagan plans was received Monday and will now be incorporated before submitting comments to the city. Upon approval by the Board letters will be sent and the consultants and cities will follow a formal process of receiving and responding to comments.

**Motion by** Workman-Jesness, second by Lencowski to approve the comment letter for the City of Eagan. Motion carried.

**Motion by** Foss, second by Saito to approve the comment letter for the City of Inver Grove Heights. Motion carried.

#### **VI. Draft Education and Outreach Plan 2019-2022**

Comments from the previous meeting were incorporated and the final table was included in the Board packet. Total budget for 2019 is close to the approved 2019 budget. Education and outreach costs are anticipated to increase into the future. There was a question about Master Water Stewards costs. The City of Eagan will continue to cover program participation costs; the WMO will make funds available for capstone projects. There was a question about the 'support' category and how we intend to accomplish these items with no funds allocated to them. They are items that already exist either through the cities or partners. Another title for the category could be partnerships. If opportunities, grants or other funds arise, financially supporting these items could be considered. This plan can be reviewed at future meetings to ensure items are being accomplished.

#### **VII. SWCD Workplans**

There were two workplans that were reviewed. The first workplan was included in the Board packets and is for 2019 services with the SWCD. The second workplan was not developed until the Watershed Based Funding (WBF) Grant was reviewed with the Board of Water and Soil Resources (BWSR). The FY19 WBF workplan was provided at the meeting.

Gallagher mentioned that the 2019 services workplan increased by just over \$3,000. This increase is due to the increase in LCW projects, which earlier in 2018 was increased from 8 to 12. As with previous workplans other items include a variety of administrative tasks. The workplan is not-to-exceed \$29,480. **Motion by** Workman-Jesness, second by Foss to approve the 2019 workplan for services with Dakota County SWCD. Motion carried.

Gallagher presented the workplan for tasks associated with the FY19 WBF grant. The three main task categories are grant administration, lake feasibility study and project development. The not-to-exceed amount is based on the amount budgeted in the grant workplan and is not-to-exceed \$6,208. **Motion by** Saito, second by Lencowski to approve the FY29 Watershed Based Funding grant workplan. Motion carried.

#### **VIII. Library Water Theme Backpacks**

Workman-Jesness reported that all the materials have been approved by the library and now they will order through their vendors. There were some items that needed to change from the original idea, including removal of a dip net for macroinvertebrate (bug) monitoring. This activity is still in the bag, just

without the net as it could be returned wet and wreck other materials. There are two themes of the backpacks, Water in your Home and Water in the Community. Library originally requested eight in each library including Wescott and Inver Glen, for a total of 16 backpacks. They now indicated they only have room for storage of 4 at each library. There will be two of each type at each library. This will help us keep costs down as well. Workman-Jesness is still working on determining the best bag with the library. Bags will be screen printed with the E-IGHWMO logo. The group still intends to host a kickoff event at the libraries when they are complete.

Foss left the meeting at 6:30.

#### **IX. Rainbarrel Program**

Gallagher coordinated an approach with the attorney. The attorney prefers that the Board send letters as opposed to a public notice for public relations reasons, but either is legally okay. Expectations should be set with Hardware Hank as well, that others can participate. The Board thinks that a public notice will ensure others an opportunity without the risk of missing someone with a mailing. The Board reviewed a draft request for qualifications. Minor edits were made. Gallagher will coordinate a public notice in the Sun This Week newspaper, leave the request for qualification open for three weeks, and have those submitted ready for Board review at the next meeting. Goal is to have a program ready to kick-off in the spring.

#### **X. Audit Schedule**

Gallagher reviewed audit requirements for the E-IGHWMO based upon MN 8410 Rules. The annual income of the organization has been below the threshold determined by the Office of the State Auditor and it should remain under this threshold. In 2017 the threshold was \$216,000. However, even under this threshold an audit is required every five years. The E-IGHWMO will have to have an audit complete in 2019 on 2018.

#### **XI. Master Water Stewards (MWS) Activity Updates**

A few updates were provided by MWS. Reymann brought the banner and materials to the Eagan Community Center for promoting programs and MWS signups. This did not result in any new people signing up for this year. The next year of MWS has two new participants. Foss is working on an interactive display for future tabling events. Reymann has been coordinating with the City of Eagan on stormdrain inventory. There was discussion on also door knocking, talking to people and explaining adopt-a-drain while conducting the stormdrain inventory. Reymann mentioned a conversation with his church leaders that sparked an idea of partnering and reaching out to churches. Gallagher mentioned that Dakota County SWCD worked with Eagan this past year on a Congregations for Clean Water program to provide Landscaping for Clean Water style programming, and generate stormwater improvement projects ideas.

#### **XII. Community Updates**

Inver Grove Heights continues to work on retrofitting their curb cut raingardens with new inlets. The inlets will be easier to maintain and increase the lifespan of the raingardens. They are looking to increase their stormwater fees over the next few years. They will coordinate comments on the Local Water Management Plan with their consultant and other city staff.

Eagan provided an update on the Master Water Stewards program. There are four that will soon graduate, and a MWS will be moving into Eagan. The City will be hosting a tour for MWS that will likely end up being a weeknight afternoon/evening. The City has been coordinating with Thomas Lake Center property on incorporating stormwater best management practices into future redevelopment work.

**XIII. Agenda Items for Next Meeting**

- Watershed Based Funding Update
- LWMP Updates
- Library Backpacks Update
- Rainbarrel Program

**XIV. Adjournment**

Meeting adjourned by Chair Reymann at 7:05pm.