

# **Black Dog Watershed Management Commission**

## **AGENDA**

**Wednesday, December 16, 2020**

**5:00 P.M.**

### **COMMISSIONERS:**

Greg Helms, Vice Chairman

Scott Thureen, Secretary/Treasurer

Tom Harmening

Mike Hughes

Curt Enestvedt, Alternate

Rollie Greeno, Alternate

- I. Approval of Agenda
- II. Approval of Minutes – November 18, 2020
- III. Approval of Accounts Payable
- IV. Review Budget Performance Reports
- V. Approve Stakeholder Engagement Plan for the 10 Year Plan Update
- VI. Miscellaneous
- VII. Adjournment

The City of Burnsville and Black Dog Watershed Management Organization do not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the admission or access to, or treatment or employment in, its programs, activities, or services.

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# Black Dog Watershed Management Commission

## Agenda Background December 16, 2020

### I. Approval of Agenda

Agenda enclosed.

**Action Requested:** A motion be considered to approve the Agenda.

### II. Approval of Minutes from the November 18, 2020 Meeting

Minutes enclosed.

**Action Requested:** A motion be considered to approve the Minutes from the November 18, 2020 meeting.

### III. Approval of Accounts Payable

Accounts payable list enclosed.

**Action Requested:** A motion be considered to approve the accounts payable list as submitted by staff.

### IV. Review of Budget Performance Reports

Current Budget Performance Reports enclosed.

**Action Requested:** No formal action required.

### V. Approve Stakeholder Engagement Plan for the 10 Year Plan Update

The plan from Barr Engineering is included in the packet. Barr staff will go over the plan with the commission during the meeting.

**Action Requested:** Review and a motion be considered to approve the plan be submitted to the MN Board of Water and Soil Resources for their review.

### VI. Miscellaneous

### VII. Adjournment

# Black Dog Watershed Management Commission

**DRAFT**

## Meeting Minutes November 18, 2020

### **MEMBERS PRESENT**

Roger Baldwin, Chairman  
Greg Helms, Vice-Chairman  
Tom Harmening  
Mike Hughes  
Curt Enestvedt, Alternate  
Rollie Greeno, Alternate

### **MEMBERS ABSENT**

Scott Thureen, Secretary/Treasurer

### **OTHERS PRESENT**

Karen Chandler – Barr Engineering  
Greg Williams – Barr Engineering  
Samantha Berger – City of Apple Valley  
Joel Jamnik, Campbell Knutson  
Lindsey Albright – Dakota County Soil and Water Conservation District  
Daryl Jacobson – BDWMO Administrator

Roger Baldwin, Chairman, called the November 18, 2020, meeting to order at 5:05 p.m. via WebEx.

#### I. Approval of Agenda

**Motion by** Harmening, second by Hughes, to approve the November 18, 2020 Agenda as presented.

Ayes – Helms, Harmening, Hughes, Baldwin

Nays – None

**Motion Carried Unanimously**

#### II. Approval of Minutes from the October 21, 2020 Meeting

**Motion by** Hughes, second by Harmening, to approve the October 21, 2020 Minutes as presented.

Ayes – Helms, Harmening, Hughes, Baldwin

Nays – None

**Motion Carried Unanimously**

#### III. Approval of Accounts Payable

**Motion by** Harmening, second by Hughes, to approve payments to Barr Engineering in the amount of \$4,717.90 for services from August 29, 2020 through October 2, 2020; and, to Campbell Knutson in the

amount of \$306.00 for October 2020 general services; and, to Dakota County SWCD in the amount of 4,895.00 for services from July through September 2020.

Ayes – Helms, Harmening, Hughes, Baldwin

Nays – None

**Motion Carried Unanimously**

IV. Review Budget Performance Reports

Daryl Jacobson, BDWMO Administrator – Everything is on schedule. Payments are coming in.

**No Formal Action Required**

V. Approval of 2022 Watershed Management Plan Update Draft Scope of Work presented by Barr Engineering

Memo on draft 2022 Watershed Management Plan Update Scope of Work presented by Karen Chandler and Greg Williams of Barr Engineering; memo was provided to the Commission for review prior to this meeting. Proposed \$97,000 base budget. The proposed project with Dakota SWCD, was too complex and will not be included in project or project budget (would have been \$10,000 additional). Available budget is \$110,000.

No changes to stakeholder engagement memo presented to Commission from June 2020. Improvements were made to include more detail regarding goals being more measurable. BSWR requests to review, provide input, and approve (informally) stakeholder engagement plan. A new addition of proposed stakeholder engagement activities includes: partner and/or attend community events to gain knowledge of public feedback on decisions the Board has made to reach a larger number of community members. Revisions to the stakeholder engagement plan during the project may be needed due to changing COVID-19 public health guidance.

SWCD will be launching new website in early 2021.

2022 phase 1 budget is higher compared to 2012 as the phase 1 budget of the Technical Advisory Committee (TAC) budget has been lumped into Phase 1. This is due to getting stakeholder engagement early in the process.

Phase 2: Draft plan development. Updating the Physical Environment Inventory with the most current data.

BWSR would like increased emphasis on quantitative and quantifiable goals. Existing goals may need substantial updating as they were not previously easily measured. Reviewal and revising of policies to align with goals. Create targeted implementation program. BWSR wants to know highest goals and where funds are going.

Electronic distribution of draft plan vs. printed copies will help reduce budget.

Project completion plan adoption in early Fall 2022 (estimated September 2022).

Schedule proposal, specifically phase 2, considers COVID-19 public health recommendations and potential limitations of in-person meetings/ public engagement.

Comments by Commission were positive on updates and how schedule was presented by Barr. Coordinating with other stakeholders to integrate with their plans and creation of checkpoints ensure that tasks will happen.

**Motion by** Helms, second by Hughes, to approve Scope of Work and budget of \$97,00 presented by Barr Engineering.

Ayes – Helms, Harmening, Hughes, Baldwin

Nays – None

**Motion Carried Unanimously**

VI. Miscellaneous

1. Commissioner Roger Baldwin, Black Dog WMO Chairman's final meeting. Retiring November, 2020. Many thanks and sentiments were expressed in appreciation of working with Roger and for his representation of the Black Dog WMO. Years of service from 1996 through 2020. Plaque awarded.

2. The next meeting is scheduled for December 16, 2020. May be canceled

VII. Adjournment

**Motion by Hughes**, second by Helms, to adjourn at 6:01 p.m.

Ayes – Helms, Hughes, Baldwin

Harmening (exited 6:00pm)

Nays – None

**Motion Carried Unanimously**

**BLACK DOG WATERSHED MANAGEMENT COMMISSION**  
**100 Civic Center Parkway**  
**Burnsville, MN 55337**

**Accounts Payable - December 16, 2020 Meeting**

**Barr Engineering** - Services from October 31, 2020 through November 27, 2020

Engineering	\$	1,516.00
Special Projects General Fund Reserve - Watershed Mgmt Plan Update	\$	2,844.50
		<hr/>
	\$	<b>4,360.50</b>

**Campbell Knutson**

November 2020- General Services	\$	170.00
		<hr/>
	\$	<b>170.00</b>

**Innovative Office Solutions**

Plaque Award - Roger Baldwin	\$	115.22
		<hr/>
	\$	<b>115.22</b>

resourceful. naturally.  
engineering and environmental consultants



December 8, 2020

Black Dog Watershed Management Commission  
City of Burnsville  
13713 Frontier Court  
Burnsville, MN 55337-4720

Attn: Mr. Daryl Jacobson

**RE: Engineering & Environmental Consulting Services**

**Invoice of Account with  
BARR ENGINEERING COMPANY**

For professional services during the period of October 31, 2020 through November 27, 2020

<b>TOTAL PAYABLE THIS INVOICE:</b>	<b>\$ 4,360.50</b>
<b>Allocation:</b>	
Engineering	<b>\$ 1,516.00</b>
Special Projects General Fund Reserve	
• Watershed Mgmt Plan Update	<b>\$ 2,844.50</b>

Barr declares under the penalties of law that  
this account, claim, or demand is just and that  
no part of it has been paid.

*Karen L. Chandler*

Karen L. Chandler  
Vice President

OK  
*Daryl Jacobson*  
12-8-20

BUDGET SUMMARY - 2020 FY  
Black Dog Watershed Management Commission  
through November 27, 2020

Work Description		Pre-2020 Costs	Barr Budget:				Current Invoice	Spent This Year	Balance
			Brought Forward	Current Year	Total Barr Budget				
Engineering		---	0.00	31,000.00	31,000.00	1,516.00	24,953.42	6,046.58	
Special Projects: General Fund									
Orchard Lk Water Quality Monitoring (2020)		---	0.00	23,000.00	23,000.00	0.00	14,405.03	8,594.97	
Lac Lavon Mgmt Level Monitoring (2019)		17,449.62	8,250.38	0.00	8,250.38		4,113.50	4,136.88	
Subtotal -- Special Projects: General Fund		---	8,250.38	23,000.00	31,250.38	0.00	18,518.53	12,731.85	
Special Projects: Capital Improvement Fund									
Keller Lake Alum Treatment Feas Study & Impl Planning				7,000.00	7,000.00	0.00	714.00	6,286.00	
Subtotal -- Special Projects: Capital Improvement Fund		---	0.00	7,000.00	7,000.00	0.00	714.00	6,286.00	
Special Projects: General Fund Reserve									
Watershed Management Plan Update				10,000.00	10,000.00	2,844.50	9,971.00	29.00	
Subtotal -- Special Projects: General Fund Reserve		---	0.00	10,000.00	10,000.00	2,844.50	9,971.00	29.00	
Water Quality Monitoring									
2020 Habitat Monitoring (Keller Lake)		---	0.00	9,600.00	9,600.00	0.00	1,755.50	7,844.50	
2019 Habitat Monitoring (Lac Lavon)		2,023.40	6,476.60	0.00	6,476.60	0.00	6,367.50	109.10	
Update Trend Analyses		---	0.00	2,000.00	2,000.00	0.00	1,620.00	380.00	
Subtotal -- W.Q. Monitoring		---	6,476.60	11,600.00	18,076.60	0.00	9,743.00	8,333.60	
Public Education									
Watershed Annual Report		---	0.00	4,000.00	4,000.00	0.00	3,852.00	148.00	
Annual Activity Report		---	0.00	2,000.00	2,000.00	0.00	1,980.00	20.00	
Subtotal -- Public Education		---	0.00	6,000.00	6,000.00	0.00	5,832.00	168.00	
Total Services		---	14,726.98	88,600.00	103,326.98	4,360.50	69,731.95	33,595.03	



# INVOICE

Barr Engineering Co.  
4300 MarketPointe Drive, Suite 200  
Minneapolis, MN 55435  
Phone: 952-832-2600; Fax: 952-832-2601  
FEIN #: 41-0905995 Inc: 1966

Mr. Daryl Jacobson  
Black Dog WMO  
City of Burnsville  
13713 Frontier Court  
Burnsville, MN 55337-4720

December 8, 2020  
Invoice No: 23190374.20 - 10

<b>Total this Invoice</b>	<b>\$4,360.50</b>
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Regarding: BDWMO 2020 Engineering Services

**Professional Services from October 31, 2020 to November 27, 2020**

Job:	2020	2020 Engineering Services
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Task:	001	Attend BDWMO Meetings
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**Labor Charges**

	Hours	Rate	Amount
Principal			
Chandler, Karen	1.30	180.00	234.00
Engineer / Scientist / Specialist III			
Williams, Sterling	1.50	145.00	217.50
	2.80		451.50
<b>Subtotal Labor</b>			<b>451.50</b>
<b>Task Subtotal</b>			<b>\$451.50</b>

Task:	002	Miscellaneous Consulting
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**Labor Charges**

	Hours	Rate	Amount
Principal			
Chandler, Karen	4.90	180.00	882.00
Support Personnel II			
Burt, Deborah	.40	100.00	40.00
Nypan, Nyssa	1.50	95.00	142.50
	6.80		1,064.50
<b>Subtotal Labor</b>			<b>1,064.50</b>
<b>Task Subtotal</b>			<b>\$1,064.50</b>
<b>Job Subtotal</b>			<b>\$1,516.00</b>

Job:	PLAN	Plan Update
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Task:	001	Plan Update
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**Labor Charges**

	Hours	Rate	Amount
Principal			
Chandler, Karen	6.70	180.00	1,206.00

PLEASE REMIT TO ABOVE ADDRESS and INCLUDE INVOICE NUMBER ON CHECK.

Terms: Due upon receipt. 1 1/2% per month after 30 days. Please refer to the contract if other terms apply.

Project	23190374.20	2020 Engineering Services	Invoice	10
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Engineer / Scientist / Specialist III

Williams, Sterling

11.30	145.00	1,638.50
18.00		2,844.50

**Subtotal Labor**

**2,844.50**

**Task Subtotal \$2,844.50**

**Job Subtotal \$2,844.50**

**Total this Invoice \$4,360.50**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
<b>Invoiced to Date</b>	<b>4,360.50</b>	<b>36,395.92</b>	<b>40,756.42</b>	<b>36,395.92</b>	<b>4,360.50</b>

Thank you in advance for the prompt processing of this invoice. If you have any questions, please contact Karen Chandler, your Barr project manager, at (952) 832-2813 or email at [kchandler@barr.com](mailto:kchandler@barr.com).


**CAMPBELL KNUTSON**  
**Professional Association**  
**Attorneys at Law**  
**Federal Tax I.D. #41-1562130**  
**Grand Oak Office Center I**  
**860 Blue Gentian Road, Suite 290**  
**Eagan, Minnesota 55121**  
**(651) 452-5000**

Black Dog Watershed Management Organization  
Attention: Daryl Jacobson  
City of Burnsville  
100 Civic Center Parkway  
Burnsville MN 55337-3817

Page: 1  
November 30, 2020  
Account # 602-0000G  
358

RE: GENERAL SERVICES  
RENDERED TO DATE:

			HOURS	
11/18/2020	JJJ	Board meeting.	1.00	170.00
		AMOUNT DUE	1.00	170.00
		TOTAL CURRENT WORK		170.00
		PREVIOUS BALANCE		\$306.00
11/30/2020		Payment - thank you		-306.00
		TOTAL AMOUNT DUE		<u>\$170.00</u>

OK  
  
12-8-20

Amounts due over 30 days will be subject to a finance charge of  
.5% per month (or an annual rate of 6%). Minimum charge - 50 cents.



# INVOICE


Number 84511-1  
Date 10/28/2020  
Client ID 1191454  
Rep Chris Foss

**INVOICE TO**

9989409 - City of Burnsville  
Macheal Collins  
100 Civic Center PKWY  
Burnsville MN 55337

**SHIP TO**

9989409 - City of Burnsville  
Tammi Carte  
100 Civic Center PKWY  
Burnsville MN 55337

Ship Via	FOB	Customer Order No.	Terms		Tax Number
Our Discretion	Factory		Net 30 Days		
Qty Shipped	Description		Unit Price	Extension	
1	Fairfield Medium Plaque Award				
	Color : Unclassified		\$56.18	\$56.18	
	Decorating Method : 4 color process				
1	Setup Charge :		\$24.00	\$24.00	
	Decorating Location : standard				
	Decorating Size : 5.75"w x 7.5"h				
	Design Name : VERTICAL LAYOUT				
	PMS : 4 COLOR PROCESS				
<div>OK</div> <div></div> <div>12-8-20</div>					
Terms & Conditions					
1.5% service charge per month (18% per annum) on overdue accounts. All claims for shortages or damaged goods must be made in writing within seven days of receipt of goods or invoice. Thank you for your business!			Artwork	\$0.00	
			Freight	\$27.38	
			Sub-Total	\$107.56	
			Tax	\$7.66	
			TOTAL	\$115.22	
			Deposit	\$0.00	
			Balance Due	\$115.22	

**BLACK DOG WMO**  
**CASH ACTIVITY REPORT 2020**

Date	Description	Deposits	Check #	Check Amount	Monthly Cash Balance	Expenditures: General Engineering Support	Special Projects (General)	Special Projects (Capital)	Insurance	Legal & Audit	Admin Support	Public Education	Water Quality Monitoring	Conf Public	Contingency
<b>Balance as of 12/31/19</b>					<b>538,405.58</b>										
15-Jan	Barr Engineering Co (2019)		1713	2,283.50		1,875.00	408.50	-					-		
15-Jan	Campbell Knutson (2019)		1714	224.00						224.00					
15-Jan	City of Burnsville (2019)		1715	19,296.23							19,296.23				
31-Jan	Interest Income	625.10													
<b>01/31/20 Balance</b>		625.10		21,803.73	<b>517,226.95</b>	1,875.00	408.50	-	-	224.00	19,296.23	-	-	-	-
19-Feb	Barr Engineering Co		1716	8,012.38		1,605.38	449.50	-				1,138.00	4,819.50		
19-Feb	Campbell Knutson		1717	666.40						666.40					
19-Feb	Dakota County Soil & Water (2019)		1718	1,815.00			1,500.00	-				315.00			
29-Feb	Interest Income	532.69													
<b>02/28/20 Balance</b>		532.69		10,493.78	<b>507,265.86</b>	1,605.38	1,949.50	-	-	666.40	-	1,453.00	4,819.50	-	-
31-Mar	Interest Income	494.67													
<b>03/31/20 Balance</b>		494.67		-	<b>507,760.53</b>	-	-	-	-	-	-	-	-	-	-
15-Apr	Barr Engineering		1719	6,698.00		2,380.00	1,016.00	629.00				765.00	1,908.00		
15-Apr	Campbell Knutson		1720	273.00						273.00					
15-Apr	Barr Engineering		1721	6,350.00		1,782.50	2,266.00	85.00				1,781.50	435.00		
15-Apr	Campbell Knutson		1722	95.00						95.00					
30-Apr	Interest Income	241.36													
<b>04/30/20 Balance</b>		241.36		13,416.00	<b>494,585.89</b>	4,162.50	3,282.00	714.00	-	368.00	-	2,546.50	2,343.00	-	-
20-May	Barr Engineering		1723	11,997.49		7,668.54	1,968.45	-				1,535.50	825.00		
20-May	Campbell Knutson		1724	595.00						595.00					
20-May	Dakota County Soil & Water Conservation		1725	2,075.00		-	-	-				2,075.00	-		
31-May	Interest Income	87.76													
<b>05/31/20 Balance</b>		87.76		14,667.49	<b>480,006.16</b>	7,668.54	1,968.45	-	-	595.00	-	3,610.50	825.00	-	-
17-Jun	Campbell Knutson		1727	323.00						323.00					
17-Jun	Void		1728	-											-
17-Jun	Barr Engineering		1729	4,443.15		1,923.50	2,249.65	-				270.00	-		
30-Jun	Interest Income	12.49													
<b>06/30/20 Balance</b>		12.49		4,766.15	<b>475,252.50</b>	1,923.50	2,249.65	-	-	323.00	-	270.00	-	-	-
15-Jul	Barr Engineering		1730	4,940.28		1,689.00	3,197.28	-				54.00	-		
15-Jul	Campbell Knutson		1731	306.00						306.00					
15-Jul	League of MN Cities Insurance Trust		1732	2,812.00					2,812.00						
31-Jul	Interest Income	8.09													
<b>07/31/20 Balance</b>		8.09		8,058.28	<b>467,202.31</b>	1,689.00	3,197.28	-	2,812.00	306.00	-	54.00	-	-	-
5-Aug	City of Lakeville	29,773.00													
11-Aug	City of Apple Valley	12,110.00													
11-Aug	City of Eagan	568.00													
21-Aug	City of Burnsville	110,549.00													
31-Aug	Interest Income	9.23													
<b>08/31/20 Balance</b>		153,009.23		-	<b>620,211.54</b>	-	-	-	-	-	-	-	-	-	-

BLACK DOG WMO  
CASH ACTIVITY REPORT 2020

						Expenditures:											
					Monthly	General	Special	Special		Legal	Admin	Public	Water	Conf	Contin-		
Date	Description	Deposits	Check #	Check Amount	Cash Balance	Engineering Support	Projects (General)	Projects (Capital)	Insurance	& Audit	Support	Education	Quality Monitoring	Public	gency		
16-Sep	Barr Engineering		1733	11,566.10		2,757.00	6,877.10	-				288.00	1,644.00				
16-Sep	Campbell Knutson		1734	323.00						323.00							
16-Sep	Dakota County Soil & Water Conserv Dist		1735	8,475.00			-	-				8,475.00					
16-Sep	MMKR		1726	5,084.00			-	-		5,084.00		-					
30-Sep	Interest Income	10.17															
09/30/20 Balance		10.17		25,448.10	594,773.61	2,757.00	6,877.10	-	-	5,407.00	-	8,763.00	1,644.00	-	-		
21-Oct	Barr Engineering		1736	6,646.15		1,932.00	4,602.65	-					111.50				
21-Oct	Campbell Knutson		1737	1,094.00						1,094.00							
21-Oct	ECM Publishers		1738	25.50		-								25.50			
31-Oct	Interest Income	10.03															
10/31/20 Balance		10.03		7,765.65	587,017.99	1,932.00	4,602.65	-	-	1,094.00	-	-	111.50	25.50	-		
18-Nov	Barr Engineering		1739	4,717.90		1,699.50	3,018.40	-					-				
18-Nov	Campbell Knutson		1740	306.00						306.00							
18-Nov	Dakota County Soil & Water Conserv Dist		1741	4,895.00			4,500.00	-				395.00					
30-Nov	Interest Income	9.63															
11/30/20 Balance		9.63		9,918.90	577,108.72	1,699.50	7,518.40	-	-	306.00	-	395.00	-	-	-		
Total Revenue		155,041.22	Total Expense		116,338.08	25,312.42	32,053.53	714.00	2,812.00	9,289.40	19,296.23	17,092.00	9,743.00	25.50	-		
Less: 2019 A/R		-	Less: 2019 A/P		(23,618.73)	(1,875.00)	(1,908.50)	-	-	(224.00)	(19,296.23)	(315.00)	-	-	-		
December LMC insurance reclass		-			-												
Total YTD 2020 Revenue		155,041.22	Total YTD 2020 Exp		92,719.35	23,437.42	30,145.03	714.00	2,812.00	9,065.40	-	16,777.00	9,743.00	25.50	-		
2020 Budget					145,700.00	31,000.00	46,500.00	-	3,000.00	8,400.00	18,000.00	17,900.00	15,400.00	500.00	5,000.00		
Budget Remaining					52,981.00	7,563.00	16,354.97	(714.00)	188.00	(665.40)	18,000.00	1,123.00	5,657.00	474.50	5,000.00		

# BLACK DOG WATER MANAGEMENT COMMISSION

## Budget Performance Report November 30, 2020

	CURRENT MONTH	YEAR TO DATE			
	ACTUAL	GENERAL FUND BUDGET	CAPITAL IMPROVEMENT FUND BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>Opening Fund Balance</b>		\$ 415,753	\$ 100,849	\$ 514,787	
<b>REVENUES :</b>					
<b>Member Contributions:</b>					
City of Apple Valley	\$ -	\$ 10,376	\$ 1,734	\$ 12,110	\$ -
City of Burnsville	-	94,293	16,256	110,549	-
City of Eagan	-	568	-	568	-
City of Lakeville	-	25,763	4,010	29,773	-
Total Member Contributions	-	131,000	22,000	153,000	-
<b>Other Revenues:</b>					
Interest	\$ 10	\$ 40	\$ -	\$ 2,041	\$ 2,001
Grant (State of MN BWSR)	-	-	-	-	-
Total Other Revenue	10	40	-	2,041	2,001
<b>Total Revenues</b>	<b>\$ 10</b>	<b>\$ 131,040</b>	<b>\$ 22,000</b>	<b>\$ 155,041</b>	<b>\$ 2,001</b>
<b>EXPENDITURES :</b>					
General Engineering Support	\$ 1,700	\$ 31,000	\$ -	\$ 23,437	\$ 7,563
Special Projects - General Fund	7,518	46,500	-	30,145	16,355
Special Projects - Capital Improvement Fund	-	-	-	714	(714)
Insurance	-	3,000	-	2,812	188
Legal and Audit	306	8,400	-	9,065	(665)
Administrative Support	-	18,000	-	-	18,000
Public Education	395	17,900	-	16,777	1,123
Water Quality Monitoring	-	15,400	-	9,743	5,657
Conference/Publications	-	500	-	26	475
Contingency	-	5,000	-	-	5,000
<b>Total Expenditures</b>	<b>9,919</b>	<b>145,700</b>	<b>-</b>	<b>92,719</b>	<b>52,981</b>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(9,909)</u>	<u>(14,660)</u>	<u>22,000</u>	<u>62,322</u>	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES PLUS OPENING FUND BALANCE				<u><u>577,109</u></u>	
TOTAL CASH AVAILABLE 11/30/2020	577,109				
<b>Fund Balance 11/30/2020</b>	<u><u>\$ 577,109</u></u>				

## Memorandum

**To:** Black Dog Watershed Management Organization Commissioners  
**From:** Greg Williams and Karen Chandler, Barr Engineering Co.  
**Subject:** Stakeholder Engagement Plan for 2022 Watershed Management Plan Update  
**Date:** December 8, 2020  
**Project:** 23191455.00

In developing its 2022 Watershed Management Plan (Plan), the Black Dog Watershed Management Organization (BDWMO) has an opportunity to engage and receive input from a broad group of stakeholders within the watershed. Consideration of stakeholder input is an important step in establishing Plan priorities and is key in developing the community and partner support necessary to successfully implement BDWMO projects and programs. We understand that the BDWMO values input from member cities, partner organizations, residents, businesses, and community groups and seeks to ensure that its communities are represented, engaged, heard and empowered throughout the WMP update process.

This memorandum details the proposed methods by which the BDWMO Commissioners, in cooperation with Barr Engineering Co. (Barr) staff and the BDWMO Administrator, will engage stakeholders during Plan development. The stakeholder engagement plan considers current public health guidance related to the ongoing COVID-19 pandemic – revision may be warranted based on changes in federal, state, or local public health guidance.

### **Requested BDWMO Commission action:**

1. Review the proposed stakeholder engagement plan and discuss any suggested revisions to the plan (including the proposed survey questions).
2. Direct Barr to submit the stakeholder engagement plan to Minnesota Board of Water and Soil Resources staff for review and approval.

## 1.0 Targeted Stakeholders

With consideration for current and past outreach efforts, the 2022 Plan stakeholder engagement efforts will focus on obtaining input from the stakeholders groups listed below. Parties listed in **bold** are referred to in Minnesota Rules 8410 as “Plan review agencies.” Minnesota Rules 8410 also defines “Plan review authorities” as the Plan review agencies listed in **bold** and additional entities identified below in *italics*.

- *Cities: Apple Valley, Burnsville, Eagan, Lakeville*
- Residents – property owners and tenants
- Businesses and developers
- Lake associations
- Neighborhood organizations, faith based organizations, and community groups

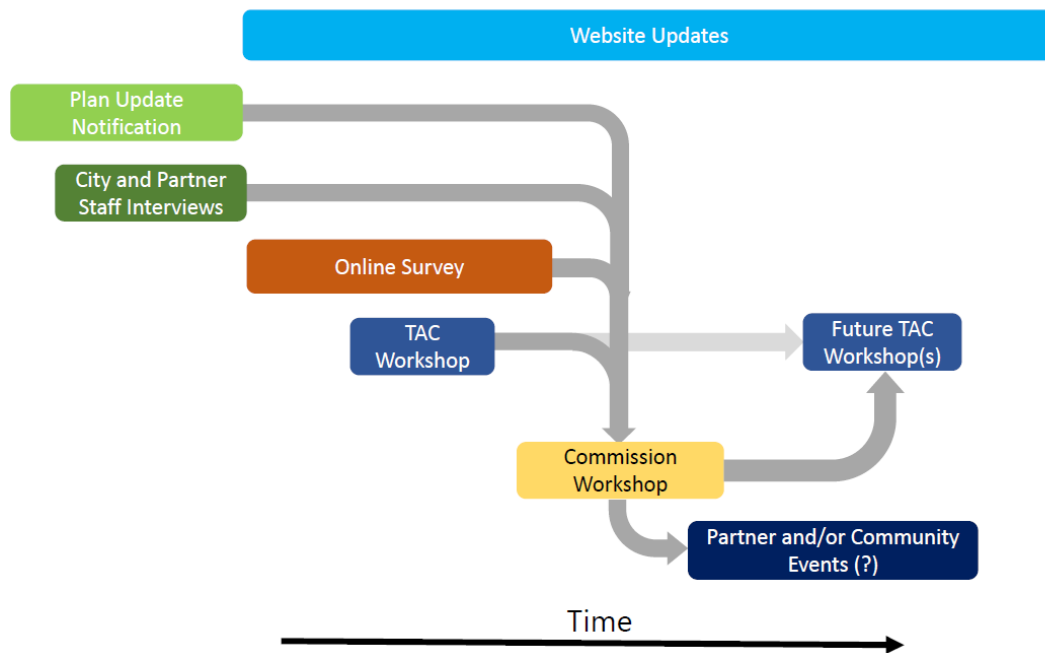
- *Dakota County and the Dakota County Soil and Water Conservation District*
- State agencies including: the **Metropolitan Council**, **Minnesota Department of Agriculture** (MDA), **Minnesota Department of Health** (MDH), **Minnesota Department of Natural Resources** (MDNR), **Minnesota Pollution Control Agency** (MPCA), **Minnesota Board of Water and Soil Resources** (BWSR), and **MN Department of Transportation** (MnDOT).
- *Adjacent Watershed Management Organizations (WMOs): Egan-Inver Grove WMO, Lower Minnesota River WMO, Scott WMO, and Vermillion River Watershed Joint Powers Organization (these organizations will be notified of plan activity per Minnesota Rules 8410)*

## 2.0 Planned Stakeholder Engagement Activities

We recommend several concurrent strategies to obtain meaningful input from a diverse group of Plan stakeholders. These include stakeholder engagement strategies required by Minnesota Rules 8410 and additional strategies. The planned activities are listed below and described in the following sections.

- Plan update notification (see MN Rules 8410.0045 Subp. 3 and Subp. 4)
- Partner staff interviews
- Website updates
- Online survey (serving role of public kickoff (see MN Rules 8410.0045 Subp. 5)
- Technical advisory committee workshops (see MN Rules 8410.0045 Subp. 2)
- Commission issue identification workshop
- Engagement at partner and/or community events (pending public health guidance)

**Error! Reference source not found.** presents a conceptualized stakeholder engagement process including the above activities.



**Figure 1** Flowchart of proposed stakeholder engagement activities

## 2.1 Plan Update Notification (completed)

**Target audiences:** plan review agencies; plan review authorities

**Schedule:** Fall 2020 (completed)

Per MN Rules 8410.0045 Subp. 3 and Subp. 4, a notification of the Plan update must be sent to the Plan review agencies and the Plan review authorities, respectively. On behalf of the BDWMO Commissioners, Barr distributed the Plan notification letter electronically on August 20, 2020 and requested a response by October 19, 2020. The notification requested that the recipients provide information about their respective priority issues, goals, and data relevant to the Plan updated. The BDWMO received responses from the following organizations:

- Dakota County
- Dakota Soil and Water Conservation District (SWCD)
- Minnesota Department of Natural Resources (MDNR)
- Minnesota Board of Water and Soil Resources (BWSR)
- Metropolitan Council

## 2.2 Partner Staff Interviews (completed)

**Target audiences:** member cities, Dakota County, Dakota SWCD

**Schedule:** Fall 2020 (completed)

As a joint powers watershed management organization, the effectiveness of the BDWMO is dependent upon partnership and collaboration with its member cities and the Dakota Soil and Water Conservation

District (SCWD). On behalf of the Commissioners, Barr staff interviewed several partner staff to better understand the value of BDWMO services, primary issues facing BDWMO partners, and opportunities to improve working relationships. Barr staff contacted the following individuals:

- Samantha Berger (City of Apple Valley) – interviewed on September 16, 2020
- Jessica Schaum (City of Apple Valley) – interviewed on September 16, 2020
- Eric Macbeth (City of Eagan) – interviewed on September 21, 2020
- Ann Messerschmidt (City of Lakeville) – interviewed on September 23, 2020
- Mac Cafferty (City of Lakeville) – interviewed on September 23, 2020
- Caleb Ashling (City of Burnsville) – interviewed on September 24, 2020
- Jill Trescott (Dakota County) – interviewed on October 7, 2020

The information collected through these interviews was summarized in a memo and presented to the Commission at their October 15, 2020 meeting.

## 2.3 Website Updates

**Target audiences:** residents, businesses, community groups      **Schedule:** December 2020 – ongoing

The BDWMO will use its website to communicate important steps in Plan development. This information may include advertising and linking to the online survey (see Section 2.4) and providing opportunities for stakeholders to review the results of engagement activities, draft Plan content, and details about the Plan development process. Website updates will include an email link to allow viewers to provide feedback (or leverage other applicable features made possible by the pending BDWMO website update).

## 2.4 Online Survey

**Target audiences:** residents, businesses, community groups      **Schedule:** December 2020 – ongoing

We recommend that the BDWMO website host an online survey to obtain information from residents, property owners, business owners, and other individuals who live, work, or recreate in the watershed. A survey provides a template to collect information from a large number of people with minimal labor. Hosting the survey online allows greater access. We recommend that the survey be relatively brief (less than 10 questions) to encourage participation and allow some or all of the survey questions to be asked during potential future face-to-face interactions with stakeholders (e.g., partner/community events). Draft survey questions for Commission consideration are attached to this memo.

Information obtained through the survey will inform identification of issues for the Plan and may be used to tailor future education and outreach strategies. The BDWMO will leverage existing member city communication tools (e.g., city newsletters, websites, and social media) to advertise the survey. The online survey will be heavily promoted during the initial phase of Plan development, although input may be considered throughout the project.

In consideration for public health, the survey is intended replace the public kickoff meeting (required per MN Rules 8410.0045) as an opportunity for the public may participate in identifying and prioritizing issues.

## **2.5 Technical Advisory Committee Workshops**

**Target audience:** City staff, Dakota County, Dakota SWCD, plan review agencies      **Schedule:** January 2021 – ongoing

City staff from several BDWMO member cities and staff from the Dakota SWCD regularly attend BDWMO Commission meetings and are active partners in watershed management. In addition to this participation, Barr will work with the BDWMO Administrator to form and convene a Technical Advisory Committee (TAC) to meet during Plan development. The TAC will include member city staff, Dakota County and SWCD staff, as well as participants from plan review agencies (e.g., MDNR, MPCA), and other groups identified by the Commission. With assistance from the BDWMO Administrator, Barr will facilitate up to four meetings of the TAC during Plan development (virtual or in person depending on public health guidance). Meetings of the TAC may address:

- Identifying and prioritizing issues and resources to be addressed by the Plan
- Establishing and reviewing measurable goals
- Establishing and reviewing policy and performance standards
- Identifying and reviewing implementation strategies

Additional TAC meetings may be scheduled, as needed, to ensure that TAC participants have adequate opportunity to provide input on the 2022 Plan.

## **2.6 Commissioner Issue Identification Workshop**

**Target audience:** BDWMO Commissioners      **Schedule:** April 2021

MN Rules 8410 require that watershed management organization plans identify priority issues and resources to be addressed during the life of the plan. Barr will host an issue identification workshop for BDWMO commissioners. Barr will present the summarized results of the completed stakeholder engagement efforts as they relate to the identification and prioritization of issues and resources, including the partner staff interview results, responses to the notification letter, online survey results, and TAC meeting input. Barr will identify similarities and differences relative to the issues identified in the 2012 Plan. Barr will lead a discussion among the commissioners seeking to confirm the priority issues and resources to be addressed in the 2022 Plan update. Barr will memorialized the results of the workshop in a memorandum.

## **2.7 Engagement at partner and/or community events**

**Target audience:** residents, businesses, community groups      **Schedule:** June 2021 – August 2021

**To:** Black Dog Watershed Management Organization Commissioners  
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Events focused on water resource management typically draw few attendees, and the attendees often have very specific/narrow concerns. Conversely, community events within the watershed present ready-made opportunities for BDWMO representatives (member city staff, Administrator, and/or Barr staff) to engage with a broader cross-section of potential stakeholders.

If public health guidance supports attending such events, BDWMO representatives will attend select community events to share information about the Plan update and solicit input from community members. Barr will prepare a large board and one-page handouts including a watershed map, a brief introduction to the BDWMO, and the Plan update process. BDWMO representatives will ask interested individuals questions similar to those developed for the online survey and document any feedback provided (or direct individuals to the online survey).

**Potential Survey Questions:**

1. Do you live, work, recreate, or own property within the Black Dog Watershed Management Organization (BDWMO) boundary? If so, in what city? *(select all that apply)*

	Apple Valley	Burnsville	Eagan	Lakeville
Live				
Work				
Recreate				
Own property				

Other relationship to the BDWMO: \_\_\_\_\_

2. How do you interact with the water and natural resources (lakes, streams, wetlands, natural areas) in the BDWMO? *(open ended question)*
3. How important are each of the following to your quality of life in your community?

	Very important	Somewhat Important	A little important	No impact on my quality of life
Lakes				
Ponds				
Wetlands				
Natural Areas				

4. How does the health of surface water, groundwater, and natural resources in the BDWMO affect you, your friends, or your community? *(open ended question)*
5. Of the following, what concerns you about the condition of the surface water, groundwater, and natural resources in the BDWMO? *(select all that apply)*

- Pollutants like road-salt, fertilizer and heavy metals entering surface- or groundwater
- Clarity of water
- Sediment filling in the water body
- Amount and/or diversity of aquatic plants
- Aquatic invasive species
- Health of the fishery
- Abundance and diversity of wildlife
- Erosion along stream banks or shorelines
- Amount of trash in or around the water body
- Inability to use the water body for recreation
- Impacts of climate change
- Flooding
- Stability of surface water levels
- Sustainability of groundwater supplies
- Other: \_\_\_\_\_

6. Are there surface water resources or natural areas in the BDWMO you would like to see improved? If so, how?
7. How willing are you to take the following actions around your home and yard to improve surface water and groundwater quality?

	Already do	Willing to do	Not willing to do
Pick up after your pet			
Sweep up fertilizer from sidewalks/hard surfaces			
Pick up litter and debris along your curb			
Use a rain barrel to capture and use rainwater			
Install a rain garden			
Plant drought tolerant or no-mow grass seed			
Wash your car on the lawn or at a carwash			
Let your lawn grow longer (~3 inches or more)			
Participate in volunteer activities			
Direct gutter downspouts onto the lawn			
Keep grass clippings and leaves out of the street			

8. Please enter your email address if you would like to be contacted about any of the following (*select all that apply*):
- Updates on the 2022 Plan development process and future engagement opportunities
  - Information about actions you can take to protect and improve water and natural resources