

Black Dog Watershed Management Commission

AGENDA

Wednesday, June 15, 2022

5:00 P.M.

COMMISSIONERS:

Curt Enestvedt, Chairperson
Mike Hughes, Vice-Chairperson
Scott Thureen, Secretary/Treasurer
Tom Harmening
Rollie Greeno
Frank Boyce, Alternate
Greg Helms, Alternate
Natalie Walker, Alternate

- I. Approval of Agenda
- II. Approval of Minutes – May 18, 2022
- III. Approval of Accounts Payable
- IV. Review Budget Performance Reports
- V. Approval of Budget Amendment Request for the Plan Update
- VI. Review Summary of Informal Comments, Responses, and Remaining Plan Update Schedule
- VII. Review and Recommend Revisions to the Black Dog WMO Vision
- VIII. Miscellaneous
- IX. 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 June 15, 2022

I. Approval of Agenda

Agenda enclosed.

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

II. Approval of Minutes from the May 18, 2022 Meeting

Minutes enclosed.

Action Requested: A motion be considered to approve the Minutes from the May 18, 2022 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. Approval of Budget Amendment Request for the Plan Update

Enclosed in the packet is a memo from Barr Engineering requesting a change in the 2022 budget. They are requesting the plan update item be changed from \$40,000 to \$57,000. This is not an increase to the overall plan update budget. This change is to accurately reflect the year in which the dollars were spent and provide more accurate budget tracking information.

Action requested: Consider a motion approving the 2022 budget change for the plan update from \$40,000 to \$57,000.

VI. Review Summary of Informal Comments, Responses, and Remaining Plan Update Schedule

Enclosed in the packet is a memo outlining comments and responses to the informal comments that were received. The memo also outlines next steps in the process. Barr Engineering staff will review this information at the meeting.

Action Requested: Commissioners review the informal comments and responses and provide any comments on those items to staff.

VII. Review and Recommend Revisions to the Black Dog WMO Vision Statement

Enclosed in the packet is a memo from Barr Engineering discussing the current Black Dog vision statement and recommending some minor changes to the statement to better reflect the current position of the WMO. Barr will review this memo at the meeting.

Action Requested: Review recommended vision statement revisions and make a motion to approve any desired changes.

VIII. Miscellaneous

IX. Adjournment

DRAFT

**Meeting Minutes
May 18, 2022**

MEMBERS PRESENT

Curt Enestvedt, Chair
Mike Hughes, Vice Chair
Scott Thureen, Secretary/Treasurer
Rollie Greeno

MEMBERS ABSENT

Tom Harmening
Frank Boyce, Alternate
Greg Helms, Alternate
Natalie Walker, Alternate

OTHERS PRESENT

Karen Chandler – Barr Engineering
Joel Jamnik – Campbell Knutson
Samantha Berger – City of Apple Valley
Curt Coudron – Dakota County Soil and Water Conservation District
Daryl Jacobson – BDWMO Administrator
Vickie Martin – Fill in BDWMO Secretary

Curt Enestvedt, Chair, called the May 18, 2022 meeting to order at 5:02 pm.

I. Approval of Agenda

Motion by Mike Hughes, second by Scott Thureen, to approve the May 18, 2022 Agenda as presented.

Ayes – Enestvedt, Hughes, Thureen, Greeno

Nays – None

Motion Carried Unanimously

II. Approval of Minutes from the April 20, 2022 Meeting

Motion by Scott Thureen, second by Rollie Greeno, to approve the April 20, 2022 Minutes as presented.

Ayes – Enestvedt, Hughes, Thureen, Greeno

Nays – None

Motion Carried Unanimously

III. Approval of Accounts Payable

Motion by Mike Hughes, second by Rollie Greeno, to approve accounts payable to Barr Engineering in the amount of \$11,349.63 for services from April 2, 2022 through April 29, 2022; and, to Campbell Knutson in the amount of \$262.50 for April 2022 general services; and, to Dakota County Soil & Water Conservation District in the amount of \$1,135.00 for services from January 2022 through March 2022.

Ayes – Enestvedt, Hughes, Thureen, Greeno

Nays – None

Motion Carried Unanimously

IV. Review Budget Performance Reports

Daryl Jacobson, BDWMO Administrator, shared that the budget performance is good. 2023 Budget will be discussed later in the meeting.

No Formal Action Required

V. Approval of the 2021 Annual Activity Report

The Commission is required to generate and distribute an Annual Activity Report. Enclosed is a “Draft” of the 2021 Annual Activity Report for the Commission’s review and approval.

Karen Chandler suggested minor changes to the report.

Motion by Scott Thureen, second by Rollie Greeno, to approve the annual activity report with the changes discussed and authorize staff to distribute to the appropriate parties.

Ayes – Enestvedt, Hughes, Thureen, Greeno

Nays – None

Motion Carried Unanimously

VI. Approval of the Draft 2023 Work Plan and Budget

A draft of the 2023 Work Plan and Budget was provided to the Commission for review prior to tonight’s meeting. Per the BDWMO Joint Powers Agreement, the Commission is to send out a proposed budget for 2023 by July 1, 2022.

Staff provided an overview of the work plan and budget at the meeting.

Karen Chandler, Barr Engineering, reviewed the plan. There will be a correction to item 1 on page 2 that monitoring is on Keller Lake instead of Lac Lavon.

Daryl Jacobson presented a budget overview. He noted an increase in administrative services due to staff costs and plan update. Discussion included possibly increasing member contributions in the future to balance the shortfall of revenue versus expenses.

Motion by Rollie Greeno, second by Mike Hughes, to approve the 2023 Work Plan and Budget for distribution to member cities.

Ayes – Enestvedt, Hughes, Thureen, Greeno

Nays – None

Motion Carried Unanimously

VII. Miscellaneous

1. Daryl Jacobson was approached by Metropolitan Council to include Chloride sampling in the Black Dog CAMP program, but MPCA didn't want surface sampling. The Commission may decline to do the pilot project.
2. Karen Chandler stated the work plan review window will run through July 12, 2022. The turn-around time to update based on comments received will be very tight for the July meeting. She would also like to discuss the vision statement at a future meeting.
3. Samantha Berger stated Melissa King from Board of Water and Soil Resources was promoted and Steve Christopher may be interim contact person.

VIII. Adjournment

Motion by Scott Thureen, second by Mike Hughes, to adjourn at 5:41 pm.

Ayes – Enestvedt, Hughes, Thureen, Greeno

Nays – None

Motion Carried Unanimously



Accounts Payable - June 15, 2022 Meeting

Barr Engineering - Services from April 30, 2022 through May 27, 2022

Engineering	\$	3,959.13
Special Projects: General Fund - 2022 Management Level Monitoring - Lac Lavon	\$	2,620.71
Special Projects: General Fund Reserve - Watershed Management Update	\$	3,978.03
Public Education - Annual Activity Report (BWSR)	\$	247.00
	\$	10,804.87

League of MN Cities Insurance Trust

LMCIT Property/Casualty Insurance Coverage - Annual Premium - 07/15/22 to 07/15/2023	\$	2,801.00
	\$	2,801.00

Accounts Payable Total \$ 13,605.87

resourceful. naturally.
engineering and environmental consultants



June 6, 2022

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 April 30, 2022 through May 27, 2022

TOTAL PAYABLE THIS INVOICE:	\$ 10,804.87
Allocation:	
Engineering	\$ 3,959.13
Special Projects: General Fund	
• Lac Lavon 2022 Management Level Monitoring	\$ 2,620.71
Special Projects: General Fund Reserve	
• Watershed Management Update	\$ 3,978.03
Public Education	
• Annual Activity Report (BWSR)	\$ 247.00

6-6-22

OK

Daryl Jacobson

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

BUDGET SUMMARY - 2022 FY
Black Dog Watershed Management Commission
through May 27, 2022

Work Description	Pre-2022 Costs	2022 Barr Budget	Current Invoice	Spent This Year	Balance
Engineering	-----	31,000.00	3,959.13	15,065.85	15,934.15
Special Projects: General Fund					
<i>Reporting on Crystal Lk 2021 Water Quality Monitoring</i>	-----	4,600.00		4,558.00	42.00
<i>Lac Lavon 2022 Management Level Monitoring</i>		22,500.00	2,620.71	3,753.59	18,746.41
Subtotal -- Special Projects: General Fund	-----	27,100.00	2,620.71	8,311.59	18,788.41
Special Projects: General Fund Reserve					
<i>Watershed Management Plan Update</i> ¹	41,159.50	40,000.00	3,978.03	29,048.53	10,951.47
Subtotal -- Special Projects: General Fund Reserve	-----	40,000.00	3,978.03	29,048.53	10,951.47
Water Quality Monitoring					
<i>Reporting on 2021 Kingsley Lake Habitat Monitoring</i>	-----	9,200.00		9,181.00	19.00
<i>2022 Orchard Lake Habitat Monitoring</i>		2,200.00		72.50	2,127.50
<i>Update Trend Analyses</i>	-----	2,000.00		1,885.00	115.00
Subtotal -- W.Q. Monitoring	-----	13,400.00	0.00	11,138.50	2,261.50
Public Education					
<i>Watershed Annual Report</i>	-----	4,300.00		4,841.50	(541.50)
<i>Annual Activity Report (BWSR)</i>	-----	2,000.00	247.00	1,889.50	110.50
Subtotal -- Public Education	-----	6,300.00	247.00	6,731.00	(431.00)
Total Services	-----	117,800.00	10,804.87	70,295.47	47,504.53

Notes:

¹ Plan Update budget=\$98,200 (\$97,000 authorized at 11/18/2020 meeting, additional \$1,200 authorized at 1/20/2021 meeting), including \$10,000 budgeted in 2020



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

Remittance address:
Lockbox 446104
PO Box 64825
St Paul, MN 55164-0825

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

June 6, 2022
Invoice No: 23190374.22 - 5

Total this Invoice	\$4,206.13
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Regarding: BDWMO 2022 Engineering Services

Professional Services from April 30, 2022 to May 27, 2022

Job:	2022	Engineering Services
Task:	001	Attend BDWMO Meetings

Labor Charges

	Hours	Rate	Amount
Vice President			
Chandler, Karen	2.10	190.00	399.00
	2.10		399.00
Subtotal Labor			399.00

Expense Charges

Travel			
5/18/2022	Chandler, Karen	Mileage	14.63
Subtotal Expenses			14.63
Task Subtotal			\$413.63

Task:	002	Miscellaneous Consulting
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Labor Charges

	Hours	Rate	Amount
Vice President			
Chandler, Karen	12.20	190.00	2,318.00
Engineer / Scientist / Specialist III			
Rattei, Margaret	.60	150.00	90.00
Wold, Karen	.50	145.00	72.50
Engineer / Scientist / Specialist II			
Menken, Kevin	5.50	130.00	715.00
Support Personnel II			
Shea, Jayne-Anne	2.50	140.00	350.00
	21.30		3,545.50
Subtotal Labor			3,545.50

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

Task Subtotal	\$3,545.50
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Task:	003	Annual BWSR Activity Report
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Labor Charges

	Hours	Rate	Amount
Vice President			
Chandler, Karen	1.30	190.00	247.00
	1.30		247.00
Subtotal Labor			247.00

Task Subtotal	\$247.00
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Job Subtotal	\$4,206.13
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Total this Invoice	\$4,206.13
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	Current	Prior	Total	Received	A/R Balance
Invoiced to Date	4,206.13	17,590.72	21,796.85	17,590.72	4,206.13

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.



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

Remittance address:
Lockbox 446104
PO Box 64825
St Paul, MN 55164-0825

June 6, 2022

Invoice No: 23190375.22 - 5

Total this Invoice	\$2,620.71
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Regarding: 2022 BDWMO Management Level Water Quality Monitoring

Professional Services from April 30, 2022 to May 27, 2022

Job:	LAC	Lac Lavon 2022 Water Quality Monitoring
Task:	100	Monitoring Data Mgmt & Proj Mgmt

Labor Charges

	Hours	Rate	Amount
Engineer / Scientist / Specialist III			
Olson, Terri	.40	155.00	62.00
Technician II			
Melmer, David	8.20	95.00	779.00
Novack, John	4.00	105.00	420.00
Support Personnel II			
Treanor, Margaret	.40	120.00	48.00
	13.00		1,309.00
Subtotal Labor			1,309.00

Subconsultant Charges

Subconsultants		
4/28/2022	RMB Environmental Laboratories Inc	145.20
5/21/2022	RMB Environmental Laboratories Inc	145.20
Subtotal Subconsultant		290.40

Unit Charges

Barr Owned Vehicle Use	1.0 day @ 95.00	95.00
Canoe	1.0 day @ 32.00	32.00
Kemmerer Vertical Bottle Sampler	1.0 day @ 33.50	33.50
Water Quality Meter (YSI 556 MPS)	0.5 days @ 85.00	42.50
Ice (per bag)	2.0 ea @ 2.50	5.00
Strain Gage Monitoring and Logging Syste	0.5 months @ 350.00	175.00

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

Project	23190375.22	Management Level Water Qual Monitoring	Invoice	5
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Vehicle (Mileage)	33.0 miles @ 0.585	19.31	
Subtotal Units			402.31
	Task Subtotal		\$2,001.71

Task: 200 Aquatic Plant Survey

Labor Charges

	Hours	Rate	Amount	
Vice President				
Chandler, Karen	.40	190.00	76.00	
Engineer / Scientist / Specialist III				
Rattei, Margaret	3.20	150.00	480.00	
Support Personnel II				
Huffman, Yvonne	.60	105.00	63.00	
	4.20		619.00	
Subtotal Labor				619.00
	Task Subtotal			\$619.00
	Job Subtotal			\$2,620.71
	Total this Invoice			\$2,620.71

	Current	Prior	Total	Received	A/R Balance
Invoiced to Date	2,620.71	5,690.88	8,311.59	5,690.88	2,620.71

Thank you in advance for the prompt processing of this invoice. If you have any questions, please contact Kevin Menken, your Barr project manager, at (952) 832-2794 or email at kmenken@barr.com.



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

Remittance address:
Lockbox 446104
PO Box 64825
St Paul, MN 55164-0825

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

June 6, 2022

Invoice No: 23191455.00 - 18

Total this Invoice	\$3,978.03
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Regarding: BDWMO 2022 Watershed Management Plan

Professional Services from April 30, 2022 to May 27, 2022

Job:	200	Draft Plan Development
Task:	004	Targeted Implementation

Labor Charges

	Hours	Rate	Amount	
Engineer / Scientist / Specialist III				
Williams, Sterling	15.20	155.00	2,356.00	
	15.20		2,356.00	
Subtotal Labor				2,356.00
				Task Subtotal
				\$2,356.00

Task:	005	Compile Draft Plan
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Labor Charges

	Hours	Rate	Amount	
Vice President				
Chandler, Karen	2.00	190.00	380.00	
Engineer / Scientist / Specialist III				
Williams, Sterling	1.50	155.00	232.50	
Support Personnel I				
Kaul (Contracted), Karen	3.10	95.00	294.50	
	6.60		907.00	
Subtotal Labor				907.00
				Task Subtotal
				\$907.00
				Job Subtotal
				\$3,263.00

Job:	300	Review and Adoption
Task:	001	60 day review and response

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

Labor Charges

	Hours	Rate	Amount	
Engineer / Scientist / Specialist III				
Williams, Sterling	4.50	155.00	697.50	
	4.50		697.50	
Subtotal Labor				697.50

Expense Charges

Communications				
5/18/2022	Federal Express Corp	05.11.2022	17.53	
Subtotal Expenses				17.53

Task Subtotal **\$715.03**

Job Subtotal **\$715.03**

Total this Invoice **\$3,978.03**

	Current	Prior	Total	Received	A/R Balance
Invoiced to Date	3,978.03	56,259.00	60,237.03	56,259.00	3,978.03

Thank you in advance for the prompt processing of this invoice. If you have any questions, please contact Greg Williams, your Barr project manager, at (952) 832-2945 or email at gwilliams@barr.com.



OK
5-24-22

CONNECTING & INNOVATING
SINCE 1913

Invoice

Page 1 of 3

Member Name and Address

Black Dog Watershed
Management Organization
C/O City Of Burnsville
13713 Frontier Court
Burnsville, MN 55337-4720

Invoice Date

05/24/2022

Agent

North Risk Partners LLC
2010 Centre Pointe Blvd
Mendota Heights, MN 55120-1200
(651)379-7800

Account Number: 40002394
Account Type: Property/Casualty Coverage Premium
Current Balance: \$ 2,801.00
Minimum Due: \$ 2,801.00
Due Date: 07/15/2022

Summary of activity since last Billing Invoice	Date	Activity	Account Balance	Minimum Due
		Previous Invoice Balance	2,701.00	
		Payments Received	-2,701.00	
		Total of Transactions and Fees shown on reverse or attached	2,801.00	
See reverse side and attachments for additional information		Current Balance	\$ 2,801.00	\$ 2,801.00

Detach and return this Payment Coupon with your payment	Account Number	Invoice Date	Due Date	Current Balance	Minimum Due
	40002394	05/24/2022	07/15/2022	\$ 2,801.00	2,801.00
					Amount Enclosed
					\$

Member Name Black Dog Watershed Management Organization

BILLING INVOICE - Return stub with payment - make checks payable to:

Mail payment
7 days before
Due Date to
ensure timely
receipt

League of MN Cities Insurance Trust P&C
c/o Berkley Risk Administrators Company
222 South Ninth Street, Suite 2700
P.O. Box 581517
Minneapolis, MN 55458-1517



CONNECTING & INNOVATING
SINCE 1913

Invoice

Page 2 of 3

Detail of activity since last Invoice		Transaction Amount	Minimum Due
Package 1003360-5 Agreement Period 07/15/2021 - 07/15/2022			
Agreement Previous Balance		\$ 2,701.00	
Payment 09/22/2021		\$ -2,701.00	
Agreement Ending Balance		\$ 0.00	\$ 0.00
Package 1003360-6 Agreement Period 07/15/2022 - 07/15/2023			
Agreement Previous Balance		\$ 0.00	
Renewal - PR 05/17/2022		\$ 2,801.00	
Agreement Ending Balance		\$ 2,801.00	\$ 2,801.00
Defense Cost Reimbursement 1003361-5 Agreement Period 07/15/2021 - 07/15/2022			
Agreement Previous Balance		\$ 0.00	
Agreement Ending Balance		\$ 0.00	\$ 0.00
Defense Cost Reimbursement 1003361-6 Agreement Period 07/15/2022 - 07/15/2023			
Agreement Previous Balance		\$ 0.00	
Agreement Ending Balance		\$ 0.00	\$ 0.00
Total Current Balance		\$ 2,801.00	
Total Minimum Due			\$ 2,801.00



CONNECTING & INNOVATING
SINCE 1913

Invoice

Page 3 of 3

Thank you for choosing us as your Coverage carrier. The following information is to assist you in reviewing your Billing Invoice.

Billing Inquiries: CONTACT YOUR AGENT FOR QUESTIONS ON YOUR AGREEMENT OR CHANGES IN COVERAGE. For billing inquiries, please call 1-612-766-3000

BILLING PROCEDURES

New Agreements and renewals: If your Agreement is issued after the date that coverage began, your first Billing Invoice for the agreement may include more than one installment payment due.

Application of Payments and Cancellation: If you pay more than the Minimum Due, the extra payment will be applied to your next installment proportionately to all agreements on your account. For Accounts owned on agreements with the same Due Date, the payment will be applied proportionately to all agreements with the same Due Date.

Minimum Due is the amount to pay to avoid any agreements on your account from going into a late pay status which could cause cancellation of coverage. If you fail to pay the Minimum Due by the Due Date, a Direct Notice of Cancellation for Non Payment may be issued for one or more agreements on your account. If your account has more than one agreement and you pay less than the Minimum Due, your payment will be applied first to amounts owed on agreements with the oldest balance due.

If we receive a payment after the cancellation effective date and we elect not to reinstate your agreement, the payment will be applied toward any unpaid earned premium on your account before any remainder is refunded.

After an agreement is cancelled, we will bill you for any unpaid earned premium. If you do not pay, the matter may be referred to collections.

Audit Premium: Any Audit Premium owed will be included in both Current Balance and Minimum Due balance shown on the Billing Invoice. Payment of Audit Premium is due in full by the Due Date. If Audit Premium is owed, your payment may be applied first to Audit Premium owed and then to amounts owed on agreements with the earliest Due Date. If special arrangements are needed for repayment of audit premium you MUST contact the Billing Unit at the number shown above for consideration of any such arrangements.

Refunds: Any refund due will be mailed from our office within 15 days after the Invoice date.

Payment address: ALL PAYMENTS SHOULD BE SENT TO OUR PAYMENT PROCESSING CENTER ALONG WITH THE PAYMENT COUPON. The address change from below is printed on the back of the payment coupon. If needed it may also be sent along with your payment to the Payment Processing Center at:

222 South Ninth Street, Suite 2700 Minneapolis, MN 55402 . Please do not send any other correspondence to the payment processing center.

CHANGE OF ADDRESS AND/OR NAME PLEASE FILL IN THE NAME, AGREEMENT NUMBER AND CHECK APPROPRIATE BOX

- ☐ Name Change Only
☐ Name and Address Change
☐ Address Change Only

Name: _____

Address: _____

Former Name: _____ Address: _____

Agreement Number: _____ City: _____ State _____ Zip Code: _____

PLEASE REFER ALL OTHER CHANGES TO YOUR AGENT. THANK YOU.

BLACK DOG WMO
CASH ACTIVITY REPORT 2022

				Expenditures:												
				Monthly Cash Balance	General Engineering Support	Special Projects (General)	Special Projects (Capital)	Special Projects (Gen. Reserve)	Insurance	Legal & Audit	Admin Support	Public Education	Water Quality Monitoring	Conf Public	Contingency	
Date	Description	Deposits	Check #	Check Amount												
Balance as of 12/31/21					456,991.62											
19-Jan	Barr Engineering Co (2021)		1774	9,154.44		4,758.94	1,406.00	-	2,989.50				-			
19-Jan	Met Council - Environ Services (2021)		1775	3,800.00									3,800.00			
20-Jan	State of MN Grant (2021) - Cap	65,926.24														
31-Jan	Interest Income	4.16														
01/31/22 Balance		65,930.40		12,954.44	509,967.58	4,758.94	1,406.00	-	2,989.50	-	-	-	-	3,800.00	-	-
16-Feb	Barr Engineering Co		1776	11,132.63		2,156.63	163.00	-	7,965.00				655.50	192.50		
16-Feb	Campbell Knutson (2021)		1777	221.00						221.00						
16-Feb	City of Burnsville (2021)		1778	24,302.86							24,302.86					
16-Feb	Dakota County Soil & Water (2021)		1779	1,280.00			-	-	-				1,280.00			
28-Feb	Interest Income	3.95														
02/28/22 Balance		3.95		36,936.49	473,035.04	2,156.63	163.00	-	7,965.00	-	221.00	24,302.86	1,935.50	192.50	-	-
16-Mar	Barr Engineering		1780	18,263.21		2,923.71	1,300.00	-	7,394.50				1,696.50	4,948.50		
16-Mar	Campbell Knutson		1781	666.68				-			666.68					
31-Mar	Interest Income	22.10														
03/31/22 Balance		22.10		18,929.89	454,127.25	2,923.71	1,300.00	-	7,394.50	-	666.68	-	1,696.50	4,948.50	-	-
20-Apr	Barr Engineering		1782	18,745.13		2,572.13	1,958.00	-	7,263.50				2,394.50	4,557.00		
20-Apr	Campbell Knutson		1783	157.50							157.50					
30-Apr	Interest Income	74.49														
04/30/20 Balance		74.49		18,902.63	435,299.11	2,572.13	1,958.00	-	7,263.50	-	157.50	-	2,394.50	4,557.00	-	-
18-May	Barr Engineering		1784	11,349.63		3,454.25	2,269.88	-	2,447.50				1,737.50	1,440.50		
18-May	Campbell Knutson		1785	262.50							262.50					
18-May	Dakota County Soil & Water Conservation		1786	1,135.00		-	-	-	-				1,135.00	-		
31-May	Interest Income	187.60														
05/31/20 Balance		187.60		12,747.13	422,739.58	3,454.25	2,269.88	-	2,447.50	-	262.50	-	2,872.50	1,440.50	-	-
Total Revenue		66,218.54	Total Expense		100,470.58	15,865.66	7,096.88	-	28,060.00	-	1,307.68	24,302.86	8,899.00	14,938.50	-	-
Less: 2021 A/R		(65,926.24)	Less: 2021 A/P		(38,758.30)	(4,758.94)	(1,406.00)	-	(2,989.50)	-	(221.00)	(24,302.86)	(1,280.00)	(3,800.00)	-	-
December LMC insurance reclass		-			-											
Total YTD 2022 Revenue		292.30	Total YTD 2022 Exp		61,712.28	11,106.72	5,690.88	-	25,070.50	-	1,086.68	-	7,619.00	11,138.50	-	-
			2022 Budget		186,750.00	31,000.00	40,600.00	5,000.00	40,000.00	3,000.00	5,500.00	19,000.00	20,050.00	17,100.00	500.00	5,000.00
			Budget Remaining		125,038.00	19,893.00	34,909.12	5,000.00	14,929.50	3,000.00	4,413.32	19,000.00	12,431.00	5,961.50	500.00	5,000.00

BLACK DOG WATER MANAGEMENT COMMISSION

Budget Performance Report May 31, 2022

	CURRENT MONTH	YEAR TO DATE			
	ACTUAL	GENERAL FUND BUDGET	CAPITAL IMPROVEMENT FUND BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Opening Fund Balance		\$ 402,670	\$ 81,489	\$ 484,160	
REVENUES :					
Member Contributions:					
City of Apple Valley	\$ -	\$ 10,399	\$ 1,742	\$ -	\$ (12,141)
City of Burnsville	-	94,104	16,193	-	(110,297)
City of Eagan	-	575	-	-	(575)
City of Lakeville	-	25,922	4,065	-	(29,987)
Total Member Contributions	-	131,000	22,000	-	(153,000)
Other Revenues:					
Interest	\$ 188	\$ 40	\$ -	\$ 292	\$ 252
Grant (State of MN BWSR)	-	-	-	-	-
Total Other Revenue	188	40	-	292	252
Total Revenues	\$ 188	\$ 131,040	\$ 22,000	\$ 292	\$ (152,748)
EXPENDITURES :					
General Engineering Support	\$ 3,454	\$ 31,000	\$ -	\$ 11,107	\$ 19,893
Special Projects - General Fund	2,270	40,600	-	5,691	34,909
Special Projects - Capital Improvement Fund	-	-	5,000	-	5,000
Special Projects - General Fund Reserve	2,448	40,000	-	25,071	14,930
Insurance	-	3,000	-	-	3,000
Legal and Audit	263	5,500	-	1,087	4,413
Administrative Support	-	19,000	-	-	19,000
Public Education	2,873	20,050	-	7,619	12,431
Water Quality Monitoring	1,441	17,100	-	11,139	5,962
Conference/Publications	-	500	-	-	500
Contingency	-	5,000	-	-	5,000
Total Expenditures	12,747	181,750	5,000	61,712	125,038
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(12,560)	(50,710)	17,000	(61,420)	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES PLUS OPENING FUND BALANCE				422,740	
TOTAL CASH AVAILABLE 5/31/2022	422,740				
Fund Balance 5/31/2022	\$ 422,740				

Memorandum

To: Black Dog Watershed Management Organization (BDWMO) Commissioners
From: Greg Williams, PE, Barr Engineering Co.
Subject: Revisions to 2022 BDWMO Plan Update Budget
Date: June 6, 2022
Project: 23191455
c: Daryl Jacobson, BDWMO Administrator

Requested BDWMO Commission actions:

1. Review and approve the request to increase the 2022 BDWMO annual budget amount for the Plan Update from the current \$40,000 to \$57,000 to reflect the balance of the remaining BDWMO Plan Update total budget.

1.0 Background

The Black Dog Watershed Management Organization (BDWMO) commissioners are in the process of updating the BDWMO Watershed Management Plan (Plan). The commissioners approved an overall project budget of \$97,000 (including approximately \$10,000 spent in 2020) at the November 18, 2020 BDWMO meeting. The commissioners authorized an increase in the total budget to \$98,200 on January 20, 2021, following changes to the stakeholder engagement strategy (see Table 1).

As part of the BDWMO annual budgeting process, Barr Engineering Co. (Barr) and the BDWMO Administrator estimate the amount of the Plan Update budget Barr will spend each year. In establishing, the 2021 BDWMO annual budget, we estimated Barr would spend about \$70,000 on the Plan Update. When developing the 2022 BDWMO annual budget in the spring of 2021, Barr was on pace to spend less than the estimated \$70,000 in 2021. Thus, the 2022 Plan Update budget was estimated to be \$40,000, which assumed approximately \$58,000 of the Plan Update budget would be spent by the end of 2021.

Table 1 Summary of Plan Update Annual Budgets and Spending

Year	Total project budget ¹	BDWMO Annual Budget	Annual Spending	Project Budget Remaining ³	Requested Revised BDWMO Annual Budget
2020	\$98,200	\$10,000	\$10,905	\$87,295	--
2021	\$98,200	\$70,000	\$30,255	\$57,041	--
2022	\$98,200	\$40,000	\$29,049 ²	\$27,992	\$57,041
Total	\$98,200	--	\$70,208	\$27,992	--

¹ Budget of \$97,000 authorized on 11/18/2020; project budget revised to \$98,200 on 1/20/2021

² Spending year-to-date

³ Project Budget Remaining = Total project budget – Annual Spending

To: Black Dog Watershed Management Organization (BDWMO) Commissioners
From: Greg Williams, PE, Barr Engineering Co.
Subject: Revisions to 2022 BDWMO Plan Update Budget
Date: June 6, 2022
Page: 2

Total spending on the Plan Update through 2021 was far less than anticipated, at about \$41,000, leaving approximately \$57,000 of the total project budget remaining at the beginning of 2022 (see Table 1). We anticipate completing the project in 2022 and within the overall project budget of \$98,200. However, we anticipate that 2022 Plan Update costs will exceed the budgeted \$40,000 as we respond to official 60-day review comments and revise the Plan accordingly. Currently, Barr has spent approximately \$29,000 on the Plan Update in 2022; approximately \$28,000 remains in the total project budget (see Table 1).

Therefore, we request that the commissioners approve increasing the 2022 BDWMO annual budget amount for the Plan Update from the previously estimated \$40,000 to \$57,000 to reflect the total remaining project budget.

Memorandum

To: Black Dog Watershed Management Organization (BDWMO) Commissioners
From: Greg Williams, PE, Barr Engineering Co.
Subject: Informal comments on Draft Watershed Management Plan submitted for 60-day review
Date: June 6, 2022
Project: 23191455
c: Daryl Jacobson, BDWMO Administrator

Requested BDWMO Commission actions:

1. Review the informal comments and responses/edits included in this memo and provide additional direction for future revision/edits to be made during the 60-day review process, if necessary.

1.0 Background

The Black Dog Watershed Management Organization (BDWMO) commissioners are in the process of updating the BDWMO Watershed Management Plan (Plan). With the April 20, 2022, BDWMO meeting packet, Barr Engineering Co. (Barr) staff distributed a copy of the draft Plan for informal review. At the April 20, 2022 meeting, the commissioners authorized Barr staff to revise the draft Plan based on comments received during informal review and to submit the draft Plan for official 60-day review, as required per Minnesota Statutes 103B.231. This memorandum summarizes significant comments received during informal review and corresponding edits made to the draft Plan (or deferred until after submittal of the 60-day review draft).

2.0 Informal Comments from BWSR and Responses/Edits

Melissa King, the Board of Water and Soil Resources (BWSR) Board Conservationist for the BDWMO, provided brief informal comments on the draft Plan on May 6, 2022. Notable comments (paraphrased), and Barr staff's responses to those comments (*red*), are included below. Text from the April 20th draft Plan is included in *black italics*, and revised draft Plan text in *red italics*, where applicable.

1. The executive summary should include the responsibilities of local governments related to implementation of the plan, including any changes in responsibility from the previous plan.

Barr staff added a bulleted list of major member city responsibilities to the executive summary (taken from Section 5 – Implementation Program) and noted in the text that member city roles and responsibilities are essentially unchanged from the previous BDWMO Plan.

2. Stand-alone erosion and sedimentation goals seem out of place, as this was not a priority issue. This is especially true of goal "H" (in Section 4.3.1) being a repeat of goal "B" (in Section 4.1.1). Goal B/H states:

Cooperate with member cities to achieve stormwater sediment loading goals consistent with member city MS4 permits to protect and improve local water resources and the Minnesota River.

Barr staff left both goals in the draft Plan and noted in the response to Melissa King that the inclusion of goal "H" (in addition to goal "B"), as well as the separation of "erosion and sedimentation" as its own subsection in Section 4, would be reviewed by the commissioners during the 60-day review period.

3. The audiences identified in goal "S" are not consistent with the actions identified in the bulleted points that follow the goal. The bullets seem more targeted at residents versus local officials/city staff listed in the main goal text. Goal "S" states:

Increase awareness and knowledge of residents, local officials, and city staff regarding water resources and stormwater management through actions coordinated with member cities, Dakota SWCD, and other partners, including:

- o presentations at K-12 schools*
- o electronic newsletters/social media posts presenting information on priority issues*
- o resource clean-up events or similar volunteer activities*

Barr staff agreed with the comment and revised the main goal text to identify "community members" instead of residents, local officials, and city staff." Barr staff noted in the response to Melissa King that we will clarify with the commissioners during the 60-day review whether they wish to add strategies specifically targeted to city staff.

4. The implementation section does not reference an operations and maintenance (O&M) program.

Barr staff noted in a response to Melissa King that the BDWMO does not have an O&M program because it does not own stormwater infrastructure. Barr staff added text to Section 5.1.5 (Projects and Capital Improvements) to this effect; the text also references the requirements for member cities where it is stated that cities must maintain their own infrastructure and required maintenance agreements from developers.

5. The Plan does not outline the regulatory enforcement process (i.e., how does the BDWMO ensure that member cities are meeting BDWMO performance standards).

Barr staff added text to Section 5.4.1 – Annual Reporting detailing the annual review of member city performance and compliance with the BDWMO Plan. In that section the following text was added:

"The BDWMO will meet with city staff to review member city compliance with the goals, policies, and performance standards established in this Plan. This effort may include:

- *Evaluation of the status of local water plan adoption and local implementation of activities required by the watershed management organization*
- *Review of member city ordinance/local controls and any revisions addressing water resources (e.g., wetlands, erosion and sediment control), including their enforcement*

If annual review of member city practices reveals implementation inconsistent with the BDWMO Plan, the BDWMO will take administrative or legal action to ensure that BDWMO policies and performance standards are being implemented by the member cities."

3.0 Comments from Commissioners

After submittal of the draft Plan for 60-day review, Commissioner Thureen provided comments directly to Barr staff. Notable comments and proposed responses/edits include:

1. The percent drainage area reaching Keller Lake without treatment (46%, page 2-27) seems very large.

The 46% untreated drainage area is incorrectly carried over from the 2012 Plan and does not reflect improvements constructed since that time. We will work with City staff to update that number.

2. Watershed boundaries shown on the Figure ES-2 show some gaps in alignments.

We will confirm that Figure ES-2 is presenting the jurisdictional boundary of the BDWMO (versus hydrologic boundary) to better align with the adjacent WMO boundaries shown. The publicly available data layer from BWSR does include some areas where adjacent WMOs do not align exactly.

3. The administrative budget shown in Table 5-2 (item AE-1, \$19,000 per year) seems too small based on the most current approved budget.

The 2023 draft budget includes \$24,000 for planned expenses corresponding to item AE-1 shown in Table 5-2. We will update Table 5-2 to reflect the higher administrative costs.

Additional comments provided directly to Barr staff were minor in nature (e.g., grammatical errors).

4.0 Next Steps

Barr staff will work with the BDWMO commissioners to resolve informal comments not adequately addressed in the 60-day review draft. Barr will compile comments received during the formal 60-day review period and prepare draft responses/edits to be presented to the BDWMO commissioners.

Memorandum

To: Black Dog Watershed Management Organization (BDWMO) Commissioners
From: Greg Williams, PE, Barr Engineering Co.
Subject: Proposed minor revisions to BDWMO vision
Date: June 6, 2022
Project: 23191455
c: Daryl Jacobson, BDWMO Administrator

Requested BDWMO Commission actions:

1. Review the proposed edits to the BDWMO vision and approve, reject, or approve as further revised at the June 15, 2022 WMO meeting.

1.0 Background

The Black Dog Watershed Management Organization (BDWMO) commissioners are in the process of updating the BDWMO Watershed Management Plan (Plan). At the beginning of this process, the commissioners expressed the consensus opinion that the Plan update should emphasize a continuation of the BDWMO's current direction (i.e., "evolution not revolution"). As such, Barr Engineering Co. (Barr) staff did not propose updates to the BDWMO vision at that time. The current BDWMO vision (from the 2012 Plan) states:

Water resources and related ecosystems are managed to sustain their long-term health and aesthetic beauty to contribute to the well-being of the citizens within the watershed.

2.0 Suggested Minor Revisions to BDWMO Vision Statement

Overall, the above vision statement still accurately represents the direction of the BDWMO and is consistent with the implementation program of the 2023-2032 draft Plan. However, we do recommend some minor edits, as shown below:

Water resources and related ecosystems are managed to sustain their long-term health and ~~aesthetic beauty~~ public value to contribute to the well-being of the ~~citizens~~ communities within the watershed.

The proposed edit from "aesthetic beauty" to "public value" is suggested to be more inclusive of the many ways watershed residents and visitors use the water and natural resources within the BDWMO, as reflected in the public survey.

The proposed edit from "citizens" to "communities" is suggested to reflect the different levels of community that exist in the watershed (e.g., cities, neighborhoods, lake associations, business owners) and remove any perception that citizenship is a pre-requisite to any activity or benefit of the BDWMO.