

Black Dog Watershed Management Commission

AGENDA

Wednesday, September 18, 2024

5:00 P.M.

COMMISSIONERS:

Curt Enestvedt, Chair

Mike Hughes, Vice Chair

Scott Thureen, Secretary/Treasurer

Rollie Greeno

Todd Christopherson

Greg Helms, Alternate

Paul Below, Alternate

- I. Approval of Agenda
- II. Approval of Minutes – July 17, 2024
- III. Approval of Accounts Payable
- IV. Review Budget Performance Reports
- V. Discuss Information Gathering to Complete Goal Tracking
- 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.

To obtain this information in alternative forms such as braille, large print, audiotape or qualified readers, please contact the City of Burnsville. Telephone (952) 895-4400, TDD (952) 895-4567.

Black Dog Watershed Management Commission

Agenda Background September 18, 2024

I. Approval of Agenda

Agenda enclosed.

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

II. Approval of Minutes from the July 17, 2024, Meeting

Minutes enclosed.

Action Requested: A motion be considered to approve the Minutes from the July 17, 2024, 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. Discuss Information Gathering to Complete Goal Tracking

Barr Engineering staff will ask for input from member cities and the Dakota County SWCD on what methods will work best for them to share information with the WMO. Particularly related to gathering information for the required annual goal tracking.

Action requested: This is an informational item.

VI. Miscellaneous

VII. Adjournment

DRAFT
Meeting Minutes
July 17, 2024

MEMBERS PRESENT

Mike Hughes, Vice Chair
Scott Thureen, Secretary/Treasurer
Rollie Greeno
Todd Christopherson

MEMBERS ABSENT

Curt Enestvedt, Chair
Greg Helms, Alternate
Paul Below, Alternate

OTHERS PRESENT

Greg Williams – Barr Engineering
Cole Birkeland – Campbell Knutson
Curt Coudron – Dakota County Soil & Water Conservation District
Daryl Jacobson – BDWMO Administrator
Tammi Carte – BDWMO Secretary

Mike Hughes, Vice Chair, called the July 17, 2024, meeting to order at 5:03pm.

I. Approval of Agenda

Motion by Thureen, second by Christopherson, to approve the July 17, 2024, Agenda as presented.

Ayes – Hughes, Thureen, Greeno, Christopherson
Nays – None

Motion Carried Unanimously

II. Approval of Minutes from the May 15, 2024, Meeting

Motion by Christopherson, second by Thureen, to approve the May 15, 2024, Minutes as presented.

Ayes – Hughes, Thureen, Greeno, Christopherson
Nays – None

Motion Carried Unanimously

III. Approval of Accounts Payable

Motion by Greeno, second by Thureen, to approve accounts payable to Barr Engineering in the amount of \$11,708.26 for services from April 27, 2024, through June 28, 2024; and, to Campbell Knutson in the amount of \$297.50 for April 2024 general services; and, to Dakota County Soil & Water Conservation District in the amount of \$17,460.00 for services from April 2024 through June 2024; and, to League of MN Cities Insurance Trust in the amount of \$2,857.00 for LMCIT Property/Casualty Insurance for the period of July 15, 2024 to July 15 2025.

Ayes – Hughes, Thureen, Greeno, Christopherson

Nays – None

Motion Carried Unanimously

IV. Review Budget Performance Reports

Daryl Jacobson, BDWMO Administrator, shared the budget was approved in May and sent to member cities.

No Formal Action Required

V. Approval of Joint Powers Agreement for Water Conservation Campaign

A copy of the Joint Powers Agreement (JPA) with the Vermillion River JPO for a water conservation campaign was provided to the Commission for review prior to tonight's meeting. The cost to BDWMO is \$7,500. At a previous meeting the Commission was supportive of joining this campaign. This agreement has been reviewed by the Commission's legal counsel.

Daryl met with the group. The campaign in Dakota County will include using social media, videos, and other similar types of methods to inform the public about water conservation.

Motion by Thureen, second by Christopherson, to approve the JPA with Vermillion River JPO.

Ayes – Hughes, Thureen, Greeno, Christopherson

Nays – None

VI. Update on the 2024 Management Level Monitoring on Orchard Lake

Greg Williams, Barr Engineering, provided an update on the monitoring of Orchard Lake. Water level monitoring for 2024 is Orchard Lake. The site has already been tested five times. The quality and test result numbers look great. There is lily pad growth along with growth of other noninvasive plant species. Source control over time should have positive results. With an early spring the 2024 monitoring of the lake started early. Chloride numbers show the need for continued improvement. We can do targeted education but for now monitoring current conditions is the focus. City and County are already applying best practices to improve chloride levels.

No Formal Action Required

VII. Miscellaneous

1. Crystal Beach – water levels are checked every Monday and will continue for a specific period of time. The beach was closed for one day due to unsafe water quality conditions until results returned to normal levels. The beach reopened the next day.
2. Thana Ross – League of Women Voters (LWV) of Dakota County – had a Teams meeting with Daryl Jacobson to review 70 questions about the WMO. The League met with all WMOs reviewing the same questions and will eventually publish the watershed questionnaires.
3. Burnsville / Apple Valley – per a JPA both cities share management of Keller Lake. Milfoil growth has been detected on the lake. A treatment was applied using a new chemical that took a couple weeks to receive. The treatment took place last week but should have been applied a couple weeks earlier. Because of the timing it might take longer to see results. The treatment should provide three years of control. Natural plant reintroduction will continue.
4. The next Black Dog WMO meeting is scheduled for Wednesday, August 21st.
5. Curt Coudron – The number of Clean Water applications and grants increased. There has been a lot of interest this year.
6. New Commission Alternate – Paul Below has been appointed the new Burnsville Black Dog Commission Alternate. He may not be available to attend meetings initially.

VIII. Adjournment

Motion by Greeno, second by Christopherson, to adjourn at 5:27pm.

Ayes – Hughes, Thureen, Greeno, Christopherson

Nays – None

Motion Carried Unanimously



Accounts Payable September 18, 2024 Meeting

Barr Engineering - Services from June 29, 2024 through August 31, 2024

Engineering	\$	1,413.50
Special Projects: General Fund - 2024 Management Level Monitoring - Orchard Lake	\$	6,470.87
	\$	<u>7,884.37</u>

Campbell Knutson

General Services - May 2024	\$	227.50
General Services - June 2024	\$	52.50
General Services - July 2024	\$	122.50
	\$	<u>402.50</u>

Accounts Payable Total \$ 8,286.87

resourceful. naturally.
engineering and environmental consultants



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

September 9, 2024

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 June 29, 2024 through August 31, 2024

TOTAL PAYABLE THIS INVOICE:	\$ 7,884.37
Allocation:	
Engineering	\$ 1,413.50
Special Projects: General Fund	
• Reporting on 2023 Keller Lake Water Quality Monitoring	\$ 0.00
• Orchard Lake 2024 Management Level Monitoring	\$ 6,470.87

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

A handwritten signature in black ink that reads "Karen L. Chandler".

Karen L. Chandler
Vice President

9-10-24
OK
A large, stylized handwritten signature in black ink, possibly reading "Daryl Jacobson".

BUDGET SUMMARY - 2024 FY
 Black Dog Watershed Management Commission
 June 29, 2024 through August 31, 2024

Work Description	2024 Barr Budget	Current Invoice	Spent This Year	Balance
Engineering	34,000.00	1,413.50	16,291.50	17,708.50
Special Projects: General Fund				
<i>Reporting on Keller Lake 2023 Water Quality Monitoring</i>	7,500.00	0.00	7,549.50	(49.50)
<i>Orchard Lake 2024 Management Level Monitoring</i>	21,000.00	6,470.87	12,667.04	8,332.96
Subtotal -- Special Projects: General Fund	28,500.00	6,470.87	20,216.54	8,283.46
Water Quality Monitoring				
<i>Update Trend Analyses</i>	2,000.00	0.00	1,820.00	180.00
Subtotal -- W.Q. Monitoring	2,000.00	0.00	1,820.00	180.00
Public Education				
<i>Watershed Annual Report</i>	4,800.00	0.00	4,014.00	786.00
<i>Annual Activity Report (BWSR)</i>	3,000.00	0.00	204.00	2,796.00
Subtotal -- Public Education	7,800.00	0.00	4,218.00	3,582.00
Total Services	72,300.00	7,884.37	42,546.04	29,753.96



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

September 09, 2024
 Invoice No: 23190374.24 - 6

Total this Invoice	\$1,413.50
---------------------------	-------------------

Regarding: BDWMO 2024 Engineering Services

This invoice is for professional services related to the above project.

Professional Services from June 29, 2024 to August 31, 2024

Job: 2024 Engineering Services
 Task: 001 Attend BDWMO Meetings

Labor Charges

	Hours	Rate	Amount	
Engineer / Scientist / Specialist III Williams, Sterling	1.80	170.00	306.00	
	1.80		306.00	
Subtotal Labor				306.00
				Task Subtotal \$306.00

Task: 002 Miscellaneous Consulting

Labor Charges

	Hours	Rate	Amount	
Vice President Chandler, Karen	.70	210.00	147.00	
Engineer / Scientist / Specialist III Williams, Sterling	4.50	170.00	765.00	
Support Personnel II Nypan, Nyssa	1.70	115.00	195.50	
	6.90		1,107.50	
Subtotal Labor				1,107.50
				Task Subtotal \$1,107.50
				Job Subtotal \$1,413.50

Total this Invoice \$1,413.50

	Current	Prior	Total	Received	AR Balance
Invoiced to Date	1,413.50	19,096.00	20,509.50	19,096.00	1,413.50

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.

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



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

September 09, 2024
 Invoice No: 23190375.24 - 6

Total this Invoice	\$6,470.87
---------------------------	-------------------

Regarding: Management Level Water Quality Monitoring

This invoice is for professional services related to the above project.

Professional Services from June 29, 2024 to August 31, 2024

Job:	ORC	Orchard Lake 2024 Water Qual Monitorin
Task:	100	Monitoring Data Mgmt & Proj Mgmt

Labor Charges

	Hours	Rate	Amount
Engineer / Scientist / Specialist III Olson, Terri	2.80	165.00	462.00
Engineer / Scientist / Specialist II Menken, Kevin	3.50	140.00	490.00
Engineer / Scientist / Specialist I Kramarczuk, Katie	8.40	105.00	882.00
Technician II Melmer, David	6.70	110.00	737.00
Novack, John	5.00	110.00	550.00
Schneider, Anna	1.70	100.00	170.00
Wolf, Matthias	2.00	95.00	190.00
Support Personnel II Trenor, Margaret	4.30	125.00	537.50
	34.40		4,018.50
Subtotal Labor			4,018.50

Subconsultant Charges

Subconsultants			
7/7/2024	RMB Environmental Laboratories Inc		172.92
7/18/2024	RMB Environmental Laboratories Inc		172.92

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

7/28/2024	RMB Environmental Laboratories Inc	172.92	
8/17/2024	RMB Environmental Laboratories Inc	172.92	
Subtotal Subconsultant			691.68

Unit Charges

Canoe	1.5 days @ 45.00	67.50	
Ice (per bag)	4.0 ea @ 3.10	12.40	
Kemmerer Vertical Bottle Sampler	1.0 day @ 33.50	33.50	
Turbidimeter	1.0 day @ 25.00	25.00	
Vehicle (Mileage)	77.0 miles @ 0.67	51.59	
Water Quality Meter (YSI 556 MPS)	1.5 days @ 85.00	127.50	
Barr Owned Vehicle Use	1.5 days @ 115.00	172.50	
500 ML Disposable Filtration Apparatus	2.0 ea @ 38.60	77.20	
Subtotal Units			567.19
Task Subtotal			\$5,277.37

Task: 200 Phytoplankton Counts

Labor Charges

	Hours	Rate	Amount	
Engineer / Scientist / Specialist III				
Rattei, Margaret	7.70	155.00	1,193.50	
	7.70		1,193.50	
Subtotal Labor			1,193.50	
			Task Subtotal	\$1,193.50
			Job Subtotal	\$6,470.87
			Total this Invoice	\$6,470.87

	Current	Prior	Total	Received	AR Balance
Invoiced to Date	6,470.87	13,745.67	20,216.54	13,745.67	6,470.87

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 952.932.2945, or email gwilliams@barr.com.


CAMPBELL KNUTSON
Professional Association
Attorneys at Law
Federal Tax I.D. #41-1562130
Grand Oak Office Center I
860 Blue Gentian Rd Ste 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
May 31, 2024
Account # 602-0000G
396

RE: GENERAL SERVICES
RENDERED TO DATE:

		HOURS	
05/15/2024	CAB	Review agenda/meeting preparation.	0.20 35.00
	CAB	Attend meeting; drive to and from.	1.10 192.50
		AMOUNT DUE	1.30 227.50
		TOTAL CURRENT WORK	227.50
		PREVIOUS BALANCE	\$297.50
		TOTAL AMOUNT DUE	<u>\$525.00</u>


9-10-24

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.

CAMPBELL KNUTSON
Professional Association
Attorneys at Law
Federal Tax I.D. #41-1562130
Grand Oak Office Center I
860 Blue Gentian Rd Ste 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
June 30, 2024
Account # 602-0000G
397

RE: GENERAL SERVICES
RENDERED TO DATE:

			HOURS	
06/06/2024	CAB	Review JPA; send email.	<u>0.30</u>	<u>52.50</u>
		AMOUNT DUE	0.30	52.50
		TOTAL CURRENT WORK		52.50
		PREVIOUS BALANCE		\$525.00
		TOTAL AMOUNT DUE		<u>\$577.50</u>

OK


7-10-24

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.

CAMPBELL KNUTSON
Professional Association
Attorneys at Law
Federal Tax I.D. #41-1562130
Grand Oak Office Center I
860 Blue Gentian Rd Ste 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
July 31, 2024
Account # 602-0000G
398

RE: GENERAL SERVICES
RENDERED TO DATE:

			HOURS	
07/17/2024	CAB	Attend meeting.	0.70	122.50
		AMOUNT DUE	0.70	122.50
		TOTAL CURRENT WORK		122.50
		PREVIOUS BALANCE		\$577.50
07/29/2024		Payment - thank you		-297.50
		TOTAL AMOUNT DUE		<u>\$402.50</u>

OK


8/12/24

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.

**BLACK DOG WMO
CASH ACTIVITY REPORT 2024**

Date	Description	Deposits	Check #	Check Amount	Monthly Cash Balance	Expenditures: 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
Balance as of 12/31/23					563,723.96											
17-Jan	Barr Engineering Co (2023)		1822	6,289.38		4,969.38	1,320.00									
17-Jan	Campbell Knutson (2023)		1823	595.00							595.00					
17-Jan	Dakota Cnty Soil & Water Cons Dist (2023)		1824	4,815.00			4,500.00						315.00			
31-Jan	Interest Income	2,484.79														
01/31/24 Balance		2,484.79		11,699.38	554,509.37	4,969.38	5,820.00	-	-	-	595.00	-	315.00	-	-	-
21-Feb	Barr Engineering Co		1825	2,857.50		2,507.50	70.00							280.00		
21-Feb	Campbell Knutson (2023)		1826	245.00							245.00					
21-Feb	Campbell Knutson			477.88							477.88					
21-Feb	City of Burnsville (2023)		1827	23,184.01								23,184.01				
29-Feb	Interest Income	2,318.70														
02/28/24 Balance		2,318.70		26,764.39	530,063.68	2,507.50	70.00	-	-	-	722.88	23,184.01	-	280.00	-	-
20-Mar	Barr Engineering		1828	4,957.50		1,617.00	590.50						1,490.00	1,260.00		
20-Mar	Campbell Knutson		1829	261.04							261.04					
31-Mar	Interest Income	2,389.48														
03/31/24 Balance		2,389.48		5,218.54	527,234.62	1,617.00	590.50	-	-	-	261.04	-	1,490.00	1,260.00	-	-
17-Apr	Barr Engineering		1830	5,093.91		1,119.00	2,054.91						1,640.00	280.00		
17-Apr	Campbell Knutson		1831	157.50							157.50					
17-Apr	Dakota County Soil & Water		1832	1,422.50									1,422.50			
30-Apr	Interest Income	2,276.48														
04/30/24 Balance		2,276.48		6,673.91	522,837.19	1,119.00	2,054.91	-	-	-	157.50	-	3,062.50	280.00	-	-
15-May	Barr Engineering		1833	10,044.50		2,910.50	6,046.00						1,088.00			
31-May	Interest Income	2,309.04														
05/31/24 Balance		2,309.04		10,044.50	515,101.73	2,910.50	6,046.00	-	-	-	-	-	1,088.00	-	-	-
30-Jun	Interest Income	2,215.78														
06/30/24 Balance		2,215.78		-	517,317.51	-	-	-	-	-	-	-	-	-	-	-
17-Jul	Barr Engineering		1834	11,708.26		6,724.00	4,984.26						-	-		
17-Jul	Campbell Knutson		1835	297.50							297.50					
17-Jul	Dakota Co Soil & Water Cons Dist		1836	17,460.00			3,400.00						14,060.00			
17-Jul	League of MN Cities Ins Trust		1837	2,857.00						2,857.00						
31-Jul	Interest Income	2,252.79														
07/31/23 Balance		2,252.79		32,322.76	487,247.54	6,724.00	8,384.26	-	-	2,857.00	297.50	-	14,060.00	-	-	-
29-Aug	City of Lakeville	28,358.00														
31-Aug	Interest Income	2,158.26														
08/31/23 Balance		30,516.26		-	517,763.80	-	-	-	-	-	-	-	-	-	-	-
Total Revenue		46,763.32	Total Expense		92,723.48	19,847.38	22,965.67	-	-	2,857.00	2,033.92	23,184.01	20,015.50	1,820.00	-	-
Less: 2023 A/R		-	Less: 2023 A/P		(35,128.39)	(4,969.38)	(2,820.00)	-	-	-	(840.00)	(23,184.01)	(3,315.00)	-	-	-
December LMC insurance reclass		-			-											
Total YTD 2024 Revenue		46,763.32	Total YTD 2024 Exp		57,595.09	14,878.00	20,145.67	-	-	2,857.00	1,193.92	-	16,700.50	1,820.00	-	-
			2024 Budget		144,800.00	34,000.00	43,800.00	-	-	2,500.00	5,000.00	24,000.00	24,000.00	6,000.00	500.00	5,000.00
			Budget Remaining		87,205.00	19,122.00	23,654.33	-	-	(357.00)	3,806.08	24,000.00	7,299.50	4,180.00	500.00	5,000.00
YTD Interest Income		18,405.32														

BLACK DOG WATER MANAGEMENT COMMISSION

Budget Performance Report August 31, 2024

	CURRENT MONTH	YEAR TO DATE			
		GENERAL FUND BUDGET	CAPITAL IMPROVEMENT FUND BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
	ACTUAL				
Opening Fund Balance		\$ 412,606	\$ 115,989	\$ 528,596	
REVENUES :					
Member Contributions:					
City of Apple Valley	\$ -	\$ 10,562	\$ 1,021	\$ -	\$ (11,583)
City of Burnsville	-	93,822	9,149	-	(102,971)
City of Eagan	-	588	-	-	(588)
City of Lakeville	28,358	26,028	2,330	28,358	-
Total Member Contributions	<u>28,358</u>	<u>131,000</u>	<u>12,500</u>	<u>28,358</u>	<u>(115,142)</u>
Other Revenues:					
Interest	\$ 2,158	\$ 500	\$ -	\$ 18,405	\$ 17,905
Grant (State of MN BWSR)	-	-	-	-	-
Total Other Revenue	<u>2,158</u>	<u>500</u>	<u>-</u>	<u>18,405</u>	<u>17,905</u>
Total Revenues	<u>\$ 30,516</u>	<u>\$ 131,500</u>	<u>\$ 12,500</u>	<u>\$ 46,763</u>	<u>\$ (97,237)</u>
EXPENDITURES :					
General Engineering Support	\$ -	\$ 34,000	\$ -	\$ 14,878	\$ 19,122
Special Projects - General Fund	-	43,800	-	17,146	26,654
Special Projects - Capital Improvement Fund	-	-	-	-	-
Special Projects - General Fund Reserve	-	-	-	-	-
Insurance	-	2,500	-	2,857	(357)
Legal and Audit	-	5,000	-	1,194	3,806
Administrative Support	-	24,000	-	-	24,000
Public Education	-	24,000	-	19,701	4,300
Water Quality Monitoring	-	6,000	-	1,820	4,180
Conference/Publications	-	500	-	-	500
Contingency	-	5,000	-	-	5,000
Total Expenditures	<u>-</u>	<u>144,800</u>	<u>-</u>	<u>57,595</u>	<u>87,205</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>30,516</u>	<u>(13,300)</u>	<u>12,500</u>	<u>(10,832)</u>	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES PLUS OPENING FUND BALANCE				<u><u>517,764</u></u>	
TOTAL CASH AVAILABLE 7/31/2024	517,764				
Fund Balance 7/31/2024	<u>\$ 517,764</u>				