



Board of Managers Meeting Agenda

Wednesday - August 14th, 2024 - 3:00 p.m.

**Mendota Heights City Hall
1101 Victoria Curve, Mendota Heights, MN 55118**

1. Call Meeting to Order
 - 1.1 Identification of Voting Board Members
 - 1.2 Approval of Agenda* (Additions/Corrections/Deletions) Action
2. Approve July 10th, 2024 Meeting Minutes - Chair* Action
3. Approve August 14th, 2024 Financial Summary & Invoice Payment - Treasurer* Action
4. Discuss LMRWMO Stormwater Modeling - SWCD* ** Discussion
5. Accelerated Implementation Grant Application - Barr Discussion
6. Updates & Handouts
 - 6.1: Grant Tracking Spreadsheet - Barr** Information
 - 6.2: Lake Augusta Updates - SWCD Information
 - 6.3: LMRWMO Project Updates - SWCD Information
 - 6.4: Member City Updates Information
7. Next Meeting: September 11th, 2024 - Mendota Heights City Hall
8. Adjourn

* Materials included in full packet

** Materials available separately on website

<https://lmrwmo.org/about-us/meeting-information/>



Board of Managers Meeting Minutes

Wednesday – July 10th, 2024 - 3:00 p.m.
First Calvary Baptist Church

Managers and Alternates in Attendance:

Sharon Lencowski (Chair), Inver Grove Heights
Steve Gebauer, Mendota Heights
Analiese Miller, West St. Paul
Dan Halvorsen, Sunfish Lake

Karen Reid, Saint Paul
Leslie Pilgrim, Mendota Heights
Mary Kleinberg, Lilydale
Shannon Nelson, Sunfish Lake

Advisors and Others in Attendance:

Krista Spreiter, Mendota Heights
Paul Merchlewicz, Inver Grove Heights
Greg Williams, Barr Engineering
Joe Barten, Dakota County SWCD

Pat Murphy, Saint Paul
Chris English, Inver Grove Heights
Michael MiKinney, Barr Engineering

1. Call Meeting to Order

1.1 Public Comment / Introductions

Audience members may address the Board regarding items not on the agenda.

1.2 Approval of Agenda* (Additions/Corrections/Deletions)

Motion by Reid to approve the agenda, second by Gebauer; motion passed.

2. Approve May 8th, 2024 Meeting Minutes

Motion by Miller to approve the previous meeting minutes, second by Reid; motion passed.

3. Approve July 10th, 2024 Financial Summary & Invoices

Spreiter provided a summary of the finances.

Motion by Reid to approve the financial summary, second by Kleinberg; motion passed.

4. Presentation on Stormwater Modeling from Barr Engineering

The LMRWMO implementation plan includes both hydrology & hydraulic (H&H) water modeling and water quality modeling for the LMRWMO to be completed in the next 10 years. Current water modeling is disjointed across LMRWMO member Cities in its age, type, and level of detail. There may be interesting in moving that implementation timeline up to benefit LMRWMO member Cities.

Michael Kinney from Barr Engineering provided a comprehensive presentation to the Board on the various components of H&H and water quality modeling, what they are, how the modeling is completed, and what the goals and purpose of the modeling can be. Merchlewicz suggested further discussion on the mission, vision, and goals of a LMRWMO modeling effort.

5. Proposed 2025 Budget and Member Dues

Barten explained that the Board has reviewed two versions of the draft 2025 budget, along with 8 year budget projections, and provided a final 2025 budget and member dues for approval.

Motion by Halvorsen to approve the 2025 LMRWMO Budget and Member Dues as shown in the packet, second by Reid; motion passed.

6. Member City Updates

City Advisors provided updates on relevant projects in their Cities. Barten provided updates on the Seidl's Lake shoreline restoration project, the Mississippi River direct drainage study, the Butler Avenue stormwater BMP study and potential Watershed Based Implementation Funding project, and the tour he provided to statewide Board of Water & Soil Resources Board Conservationists on LMRWMO projects.

7. Grant Application

Williams noted that the deadline for the Accelerated Implementation grant is coming up in August. He suggested creating a grant application for the Thompson Lake and Rogers Lake sub-watershed assessments.

Motion by Gebauer to authorize Barr to prepare a grant application for sub-watershed assessments for Thompson and Rogers Lakes in coordination with the LMRWMO Administrator, second by Miller; motion passed.

8. Adjournment and Next Meeting

The meeting was adjourned at 4:45 with the next Board meeting scheduled for June 12th, 2024 at First Calvary Baptist Church in Sunfish Lake.



FINANCIAL SUMMARY
July 11, 2024 to August 14, 2024

Beginning Balance - Gateway Bank Checking Account: **\$17,714.45**

Deposit	<i>8/8/2024 Transfer from Savings to Checking</i>	+	\$90,000.00
		+	
		+	
5009	<i>8/14/2024 Dakota County Soil & Water</i>	-	\$27,254.09
5110	<i>8/14/2024 wsb</i>	-	\$21,867.00
5111	<i>8/14/2024 Barr Engineering</i>	-	\$2,063.00
5112	<i>8/14/2024 League of Minnesota Cities</i>	-	\$2,772.00
5113	<i>8/14/2024 Minnesota Native Landscapes</i>	-	\$3,990.00
	<i>Checking Ending Balance</i>		\$49,768.36

Beginning Balance - Gateway Bank Savings Account:

			\$274,743.13
<i>Dep</i>	<i>6/1/2024 June 2024 Interest</i>	+	\$299.37
<i>Dep</i>	<i>7/1/2024 July 2024 Interest</i>	+	\$700.79
<i>Transfer</i>	<i>8/8/2024 Transfer from Savings to Checking</i>	-	\$90,000.00
	<i>Savings Ending Balance</i>		<u>\$185,743.29</u>

Available Balance at Gateway Bank **\$235,511.65**

LMRWMO 2024 Budget & Financial Summary													
		2023 Carryover			2024 Monthly Revenue								
Revenue	Budget	Dec 14, 2023 - Jan 10 2024	Jan 11 - Feb 14 2024	Feb 15 - Mar 13 2024	Mar 14 - April 10 2024	April 11 - May 8 2024	May 9 - July 10 2024	July 11 - Aug 14 2024	2024 Total	Variance	Percent Received		
Dues from Members	\$133,676.00		\$42,950.84	\$90,723.74					\$133,674.58	\$1.42	100%		
Interest	\$2,000.00	\$364.62	\$1.02	\$365.97	\$189.01	\$186.60	\$192.36	\$1,000.16	\$2,299.74	(\$299.74)	115%		
LMCIT Rebate	\$250.00								\$0.00	\$250.00	0%		
Grant Revenue	\$117,200.00		\$30,000.00				\$70,192.78		\$100,192.78	\$17,007.22	85%		
Subtotal Operating Revenue	\$135,926.00	\$364.62	\$72,951.86	\$91,089.71	\$189.01	\$186.60	\$70,385.14	\$1,000.16	\$236,167.10				
		2023 Carryover			2024 Monthly Expenses								
Expenses	Budget	Dec 14, 2023 - Jan 10 2024	Jan 11 - Feb 14 2024	Feb 15 - Mar 13 2024	Mar 14 - April 10 2024	April 11 - May 8 2024	May 9 - July 10 2024	July 11 - Aug 14 2024	2024 Total	Remaining Budget	Percent Expended		
Engineering/Technical Assistance													
Technical Assistance	\$6,000.00	\$479.50		\$4,046.50			\$1,323.00	\$1,408.00	\$6,777.50	(\$777.50)	113%		
Meetings	\$6,500.00	\$1,155.00		\$1,671.43			\$1,632.00	\$655.00	\$3,958.43	\$2,541.57	61%		
Plan Implementation/Grant Applications	\$6,000.00					\$1,330.00		\$617.50	\$1,947.50	\$4,052.50	32%		
Watershed Plan Amendment	\$0.00	\$1,369.50							\$0.00	\$0.00			
Project Study/Implementation													
Miss. River Direct Drainage - FY-21 WBIF Match	\$9,300.00								\$0.00	\$9,300.00	0%		
Interstate Valley Creek Stabilization FY-24 CWF Match	\$10,000.00								\$0.00	\$10,000.00	0%		
Priority Watershed Modeling - \$100,000 (FY-23 WBIF Match)	\$12,000.00								\$0.00	\$12,000.00	0%		
Seidis Lake Improvements - \$356,000 (FY-22 CPL % Match)	\$2,500.00								\$0.00	\$2,500.00	0%		
Landscaping for Clean Water Projects	\$13,600.00	\$750.00							\$0.00	\$13,600.00	0%		
Monitoring													
Lake and Stream Water Monitoring (CAMP) and Reports	\$13,760.00	\$3,103.97				\$4,240.94		\$4,756.63	\$8,997.57	\$4,762.43	65%		
Education													
WMO Biannual E-Newsletter	\$3,800.00					\$1,615.00		\$475.00	\$2,090.00	\$1,710.00	55%		
Landscaping for Clean Water Classes (Intro, Design, Maint. Shore)	\$9,500.00							\$9,500.00	\$9,500.00	\$0.00	100%		
MN Water Stewards Support	\$4,000.00	\$225.00				\$285.00		\$427.50	\$712.50	\$3,287.50	18%		
Storm Drain Stenciling Program	\$3,000.00	\$180.00				\$190.00		\$2,434.96	\$2,624.96	\$375.04	87%		
Engage Residents at Public Events / WMO Tabling Materials	\$500.00							\$570.00	\$570.00	(\$70.00)	114%		
General Education Requests	\$1,000.00	\$1,170.00				\$807.50			\$807.50	\$192.50	81%		
Metro Watershed Partners Membership	\$1,000.00		\$1,000.00	\$231.00					\$1,231.00	(\$231.00)	123%		
Website Maintenance and Updates	\$2,900.00					\$2,277.50		\$142.50	\$2,420.00	\$480.00	83%		
Board Education	\$200.00	\$360.00							\$0.00	\$200.00	0%		
Adopt A Drain Welcome Kits ²	\$1,500.00								\$0.00	\$1,500.00	0%		
Administration													
General Administration	\$32,000.00	\$7,925.00				\$10,595.00		\$6,700.00	\$17,295.00	\$14,705.00	54%		
Hold Annual TAC Meeting	\$1,000.00							\$0.00	\$0.00	\$1,000.00	0%		
Insurance	\$2,500.00							\$2,772.00	\$2,772.00	(\$272.00)	111%		
Attorney and Audit	\$5,500.00	\$34.00			\$897.72	\$136.00	\$4,300.00		\$5,333.72	\$166.28	97%		
Subtotal Operating Expenses	\$148,060.00	\$16,751.97	\$1,000.00	\$5,948.93	\$897.72	\$21,476.94	\$7,255.00	\$30,459.09	\$67,037.68	\$81,022.32	45%		
Grant Expenses	\$175,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,442.50	\$61,741.53	\$27,487.00	\$101,671.03	\$73,328.97	58%		
Overall Fund Balance		\$168,417.88	\$240,369.74	\$325,510.52	\$324,801.81	\$291,068.97	\$292,457.58	\$235,511.65					
Total Grant Balance³		\$38,158.59	\$68,158.59	\$86,652.50	\$86,652.50	\$74,210.00	\$82,661.25	\$55,174.25					
Operating Fund Balance		\$130,259.29	\$172,211.15	\$238,858.02	\$238,149.31	\$216,858.97	\$209,796.33	\$180,337.40					
Unencumbered Operating Fund Balance¹		\$115,259.29	\$152,211.15	\$218,858.02	\$218,149.31	\$196,858.97	\$189,796.33	\$160,337.40					

2024 Budget Notes:

- \$20,000 set aside for 2033 Watershed Plan Update, \$5,000 additional annually encumbered.
 - \$1,500 Added to Budget at 1-8-23 Meeting, carryover from 2023
 - Overage from FY-19 WBIF grant of \$18,493.91 (\$13,000 additional water monitoring Lake Augusta, \$5,493.91 in staff time) officially shown as absorbed into WMO general fund, to zero out/close out grant, on March 13, 2024.
- General: Budget is an estimate and will vary depending on changing priorities and grant project progress.

Balances Explained:

Overall Fund Balance	Balance of all bank accounts
Total Grant Balance	Grant funds in-hand
Operating Fund Balance	WMO funds without grants
Unencumbered Operating Fund Balance	WMO funds not already dedicated

LMRWMO 2024 Grant Budget & Financial Summary														
	Budget	Aggregate Prior to Jan 12, 2022	Jan 13, 2022 - Jan 11, 2023	Jan 12 2023 - Jan 10 2024	Jan 11 - Feb 14 2024	Feb 15 - Mar 13 2024	Mar 14 - April 10 2024	April 11 - May 8 2024	May 9 - July 10 2024	July 11 - Aug 14 2024	Total	Variance	Percent Received/ Expended	
BWSR - FY 2021 Watershed Based Implementation Funding (Miss. River Direct Drainage Study)														
Revenue														
BWSR FY-2021 WBIF Payment	\$93,042.00	\$46,521.00									\$46,521.00	\$46,521.00	50%	
WBIF Matching Funds	\$9,304.00										\$0.00	\$9,304.00	0%	
Total Revenue	\$102,346.00	\$46,521.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,521.00	\$55,825.00	45%	
Expenses														
Grant Administration	\$10,042.00			\$156.00				\$3,248.50		\$176.00	\$3,580.50	\$6,461.50	36%	
Erosion & Direct Drainage Study	\$71,000.00								\$6,666.75	\$21,867.00	\$28,533.75	\$42,466.25	40%	
Erosion & Direct Drainage Study Match (WMO)	\$9,304.00										\$0.00	\$9,304.00	0%	
Project Development	\$12,000.00			\$2,733.50				\$4,539.00		\$528.00	\$7,800.50	\$4,199.50	65%	
Total Expenses	\$102,346.00	\$0.00	\$0.00	\$2,889.50	\$0.00	\$0.00	\$0.00	\$7,787.50	\$6,666.75	\$22,571.00	\$39,914.75	\$62,431.25	39%	
FY-21 WBIF Balance		\$46,521.00	\$46,521.00	\$43,631.50	\$43,631.50	\$43,631.50	\$43,631.50	\$35,844.00	\$29,177.25	\$6,606.25	\$6,606.25			
BWSR - FY 2023 Watershed Based Implementation Funding (Priority Watershed Project ID & Model - Thompson, Rogers, Seidls)														
Revenue														
BWSR FY-2021 WBIF Payment	\$118,385.00			\$59,193.00							\$59,193.00	\$59,192.00	50%	
WBIF Matching Funds	\$12,000.00										\$0.00	\$12,000.00	0%	
Total Revenue	\$130,385.00	\$0.00	\$0.00	\$59,193.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59,193.00	\$71,192.00	45%	
Expenses														
Grant Administration	\$8,000.00							\$769.50			\$769.50	\$7,230.50	10%	
Priority Watershed Project ID & Model	\$100,385.00										\$0.00	\$100,385.00	0%	
Priority Watershed Project ID & Model Match (WMO)	\$10,000.00										\$0.00	\$10,000.00	0%	
Project Development	\$12,000.00							\$534.00			\$534.00	\$11,466.00	4%	
Total Expenses	\$130,385.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,303.50	\$0.00	\$0.00	\$1,303.50	\$129,081.50	1%	
FY-21 WBIF Balance		\$0.00	\$0.00	\$59,193.00	\$59,193.00	\$59,193.00	\$59,193.00	\$57,889.50	\$57,889.50	\$57,889.50	\$57,889.50			
MN DNR - Conservation Partners Legacy Grant (Seidls Lake Shoreline Restoration)														
Revenue														
Grant Reimbursement Payments	\$382,000.00								\$70,192.78		\$70,192.78	\$311,807.22	18%	
Matching funds	\$75,000.00										\$0.00	\$75,000.00	0%	
Total Revenue	\$457,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,192.78	\$0.00	\$70,192.78	\$386,807.22	15%	
Expenses														
Grant Administration/Project Mgmt	\$26,000.00			\$15,118.00				\$3,351.50		\$926.00	\$19,395.50	\$6,604.50	75%	
Construction	\$356,000.00								\$23,496.03	\$3,990.00	\$27,486.03	\$328,513.97	8%	
Engineering - Construction Docs	\$37,500.00								\$31,578.75		\$31,578.75	\$5,921.25	84%	
Engineering - Const. Mgmt, Permits, Bids	\$37,500.00													
Total Expenses	\$457,000.00	\$0.00	\$0.00	\$15,118.00	\$0.00	\$0.00	\$0.00	\$3,351.50	\$55,074.78	\$4,916.00	\$78,460.28	\$341,039.72	17%	
Seidls Lake Shoreline Balance		\$0.00	\$0.00	-\$15,118.00	-\$15,118.00	-\$15,118.00	-\$15,118.00	-\$18,469.50	-\$3,351.50	-\$8,267.50	-\$8,267.50			
	Budget	Aggregate Prior to Jan 12, 2022	Jan 13, 2022 - Jan 11, 2023	Jan 12 2023 - Jan 10 2024	Jan 11 - Feb 14 2024	Feb 15 - Mar 13 2024	Mar 14 - April 10 2024	April 11 - May 8 2024	May 9 - July 10 2024	July 11 - Aug 14 2024	Total	Variance	Percent Received/ Expended	
TOTAL GRANT FUNDS RECEIVED	\$763,656.00	\$118,856.00	\$0.00	\$156,528.00	\$30,000.00	\$18,493.91	\$0.00	\$0.00	\$70,192.78	\$0.00	\$394,070.69	\$428,778.31	52%	
PASS THROUGH MATCH RECEIVED	\$130,000.00	\$0.00	\$0.00	\$25,000.00	\$30,000.00	\$18,493.91	\$0.00	\$0.00	\$0.00	\$0.00	\$73,493.91	\$70,450.09	57%	
LMRWMO MATCH PROVIDED	\$13,944.00	\$0.00	\$3,040.00	\$546.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,586.00	\$428,778.31	26%	
GRANT EXPENSES (MINUS WMO MATCH)	\$762,712.00	\$5,985.63	\$158,488.68	\$72,751.10	\$0.00	\$0.00	\$0.00	\$12,442.50	\$61,741.53	\$27,487.00	\$342,482.44	\$420,229.56	45%	
PASS THROUGH MATCH EXPENSES	\$130,000.00	\$0.00	\$58,040.00	\$546.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,578.75	\$0.00	\$90,164.75	\$39,835.25	69%	
NET FUND BALANCE (MINUS WMO MATCH)		\$112,870.37	-\$45,618.31	\$38,158.59	\$68,158.59	\$86,652.50	\$86,652.50	\$74,210.00	\$82,661.25	\$55,174.25	\$55,174.25			



MEMORANDUM

To: LMRWMO Board of Managers
From: Joe Barten, Dakota County SWCD
Subject: LMRWMO Watershed Modeling
Date: August 9, 2024

Summary

LMRWMO member cities have developed and maintain hydrologic and hydraulic models, as needed, to support local stormwater management (e.g., infrastructure planning, MS4 reporting, specific projects). The LMRWMO has also developed hydrologic and hydraulic models for portions of the watershed in support of specific projects and analyses. However, there is not a comprehensive watershed-wide model for the LMRWMO that covers the entire watershed. Additionally, these models vary widely in their age, level of detail, and what modeling software or platform was used in their creation.

To standardize and create watershed-wide modeling for the LMRWMO, the LMRWMO Watershed Management Plan implementation tables suggest implementing both watershed-wide Hydrologic and Hydraulic Modeling and watershed-wide Water Quality Modeling, which consists of the following:

Watershed Wide Hydrologic and Hydraulic (H&H) Modeling

Combine City GIS, storm sewer, and subwatershed data to create a comprehensive watershed-wide hydrologic and hydraulic model. Model would be maintained by LMRWMO staff and updated on a frequent schedule and may be used to assess potential project impacts/benefits and for prioritization based on flood risk impacts. Estimated cost from 2022 plan development was \$150,000.

Watershed Wide Water Quality Model

Use watershed-wide hydrologic and hydraulic model to develop a watershed-wide water quality model incorporating City BMP data. Model would be maintained by LMRWMO staff and updated on a set schedule and may be used to assess potential project impacts/benefits and for prioritization based on pollutant loading. Estimated cost from 2022 plan development was \$100,000.

LMRWMO Watershed-Wide Modeling

At the July 2024 LMRWMO Board meeting, staff from Barr Engineering presented the various components of H&H and water quality modeling, what they are, how the modeling is completed, and what the goals and purpose of the modeling can be. Prior to initiating a modeling effort, it was suggested to refine the mission, vision, and goals of such a significant project.

Mission

The LMRWMO strives to support and provide value to its member cities and provide consistent data across the closely interconnected stormwater and water resources drainage system.

Vision

The LMRWMO will create a watershed wide and consistent Hydrologic and Hydraulic (H&H) model. This will be subsequently used to create selective water quality models for specific prioritized waterbodies within the LMRWMO (to be determined later). The LMRWMO will bear the cost to maintain a watershed model through updates and provide the model openly to LMRWMO member Cities for their use.

Goals

1. Have standardized procedures for all future model (H&H and water quality) creation within the LMRWMO.
2. The H&H model will help identify flood risk areas within the LMRWMO and member Cities.
3. The H&H model will assist in prioritization of projects, infrastructure planning, and maintenance.
4. The H&H model and water quality models will assist Cities in development and re-development permitting processes and compliance for Cities.
5. The H&H model and water quality models will assist Cities in creation of their Local Water Plans.

Proposed Next Steps

1. Consider development of standards, policies, or best practices for development, maintenance, housing, sharing, ownership, and updates of all future H&H and water quality models.
2. Identify potential grant programs to seek funding for LMRWMO H&H and water quality modeling.

Board Action Requested

Discuss and revise the proposed mission, vision, and goals and for LMRWMO modeling and provide direction to LMRWMO Administrator on next steps.

Attached

July 2024 Barr Engineering presentation slides on modeling