LMRWMO
LOWER MISSISSIPPI RIVER
WATERSHED MANAGEMENT ORGANIZATION

Board of Managers Meeting Agenda

Wednesday - May 13th, 2026 - 3:00 p.m.

West St. Paul Municipal Center & City Hall
Council Chambers
1616 Humboldt Ave West St. Paul, MN 55118

1. Call Meeting to Order
- 1.1 Identification of Voting Board Members
- 1.2 Approval of Agenda* (Additions/Corrections/Deletions) — Action
- 1.3 Opportunity for Public Comment (Please limit to 2 minutes per person)

2. Approve April 8th, 2026 Meeting Minutes - Chair * — Action

3. Approve May 13th, 2026 Financial Summary & Invoice Payment - Treasurer * ** — Action

4. Authorization to Not Waive the Monetary Limits on Municipal Tort Liability - SWCD* — Action

5. Review Ivy Falls Study Request for Proposals and Discuss Board Preference on Consultant Solicitation - SWCD* — Action

6. Updates & Handouts
- 6.1 LMRWMO 2025 Annual Report - SWCD** — Information
- 6.2 Storm Drain Stenciling Materials Available to LMRWMO Cities - SWCD — Information
- 6.3 Board Member Updates — Information
- 6.4 City Staff Advisor Updates — Information

7. Adjourn - Next Meeting: June 10th, 2026 - West St. Paul City Hall, Council Chambers

* Materials included in full packet
** Materials posted separately on website
https://LMRWMO.org/about-us/meeting-information/

JOE BARTEN - LMRWMO ADMINISTRATOR
C/O DAKOTA COUNTY SOIL & WATER CONSERVATION DISTRICT
www.LMRWMO.org

4100 220TH ST. WEST SUITE 102
FARMINGTON, MN 55024

LMRWMO
LOWER MISSISSIPPI RIVER
WATERSHED MANAGEMENT ORGANIZATION

Board of Managers Meeting Minutes

Wednesday - April 8th, 2026 - 3:00 p.m.
Friends of the Mississippi River Offices
106 West Water Street, Suite 600, Saint Paul, MN 55107

Managers and Alternates in Attendance:

Sharon Lencowski (Chair) Inver Grove Heights
Karen Reid, Saint Paul
Leslie Pilgrim, Mendota Heights
Mary Kleinberg, Lilydale
Judd Dudgeon, Inver Grove Heights
Analiese Miller (Vice-Chair), West St. Paul
Steve Gebauer (Sec/Tres), Mendota Heights
Tom Sutton, Lilydale
Brian Jastram, Saint Paul
Daniel Anderson, South St. Paul

Advisors and Others in Attendance:

Krista Spreiter, Mendota Heights
Brady Zeug, Saint Paul
Conor Resnikoff, South St. Paul
Jess Hall, West St. Paul
Greg Williams, Barr Engineering
Carrie Jennings, Freshwater Society
Joe Barten, Dakota County SWCD
Pat Murphy, Saint Paul
Chris English, Inver Grove Heights
Jaycie Korth, SSP Conservation Corps
Kate Achenbach, WSB
Greg Genz, Friends of Pool 2
Valerie Neppl, Dakota County

DRAFT

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 Gebauer to approve the meeting agenda, second by Miller; motion passed.

2. Approve March 11th, 2026 Meeting Minutes

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

3. Approve April 8th, 2026 Financial Summary & Invoices

Spreiter summarized the information in the packet.

Motion by Sutton to approve the financial summary, second by Miller; motion passed.

4. Presentation on Data Centers and Large Water Users in Dakota County

Carrie Jennings, the Research and Policy Director at Freshwater presented on groundwater governance, groundwater management, and large water users such as data centers.

Valerie Neppl, the Groundwater Unit Supervisor at Dakota County Groundwater Department presented on the County role in groundwater management, how the County tracks groundwater levels, and the potential impacts of large water users.

5. Review City Responses to City of Inver Grove Heights Water Resources Management Plan (Local Water Plan) and Approve Plan

Williams noted that the City responses to comments were acceptable to Barr plan review staff and that the changes made satisfy LMRWMO plan requirements. He noted that Barr staff recommend approval of the City of Inver Grove Heights Water Resources Management Plan as revised.

Motion by Sutton to approve the City of Inver Grove Heights Water Resources Management Plan, second by Gebauer; motion passed.

6. Updates & Handouts

Williams noted that potential grants are included in the tracking spreadsheet. Barten provided information on the final reporting for the Seidls Lake shoreline restoration grant and project.

7. Member City Updates

City Advisors and Members provided updates on relevant projects in their cities.

8. Adjournment & Next Meeting

Meeting adjourned at 4:55 pm. The next Board meeting is scheduled for May 13, 2026 at the West St. Paul City Hall.

DRAFT

LMR WMO
LOWER MISSISSIPPI RIVER
WATERSHED MANAGEMENT ORGANIZATION

FINANCIAL SUMMARY
April 9, 2026 to May 13, 2026

Beginning Balance - Gateway Bank Checking Account:				**$185,806.23**
Deposit(s)				
Payment(s)				
5057	*5/13/2026*	*wsb*	-	$1,900.50
5058	*5/13/2026*	*Dakota County Soil & Water Conservation District*	-	$24,930.50
5059	*5/13/2026*	*Barr Engineering*		$7,604.00
		Checking Ending Balance		**$151,371.23**
Beginning Balance - Gateway Bank Savings Account:				$271,097.42
Deposit(s)	4-30-2026	April 2026 Interest	+	$568.19
		Savings Ending Balance		**$271,665.61**
Available Total Balance at Gateway Bank				**$423,036.84**

LMRWMO 2026 Budget & Financial Summary			2025 Budget Carryover		2026 Budget Monthly Revenue						
Revenue	**Budget**		Dec 11 2025 - Jan 14 2026	Jan 15 - Feb. 11 2026 (2025 Budget)	Feb 12 - March 11 2026 (2026 Budget)	Mar 12 - April 8 2026	April 9 - May 13 2026		2026 Budget Totals	**Variance**	**Percent Received**
Dues from Members	**$176,784.00**					$155,792.18			$155,792.18	**$20,991.82**	**88%**
Interest & LMCIT Rebate	**$3,000.00**		$582.19	$583.45	$528.13	$585.87	$568.19		$2,847.83	**$152.17**	**95%**
Grant Revenue (Estimated)	**$150,000.00**			$16,710.69					$16,710.69	**$133,289.31**	**11%**
Subtotal Operating Revenue	**$179,784.00**		**$582.19**	**$17,294.14**	**$528.13**	**$156,378.05**	**$568.19**		**$175,350.70**		
			2025 Budget Carryover		**2026 Budget Monthly Expenses**						
Expenses	**Budget**		Dec 11 2025 - Jan 14 2026	Jan 15 - Feb. 11 2026 (2025 Budget)	Feb 12 - March 11 2026 (2026 Budget)	Mar 12 - April 8 2026	April 9 - May 13 2026		2026 Budget Totals	**Remaining Budget**	**Percent Expended**
Engineering/Technical Assistance									$0.00		
Meetings (Barr)	**$7,000.00**		$462.50	$370.00	$585.00	$585.00	$546.00		$1,716.00	**$5,284.00**	**25%**
Technical Assistance (Barr)	**$6,500.00**		$840.50	$985.00	$232.50	$1,947.50	$1,445.50		$3,625.50	**$2,874.50**	**56%**
Plan Implementation / Project Mgmt. (SWCD) & (WSB[2])	**$21,200.00**			$1,000.00			$4,105.50		$4,105.50	**$17,094.50**	**19%**
Review Local Water Plans (Barr)	**$3,000.00**								$0.00	**$3,000.00**	**0%**
Project Study/Implementation									$0.00		
Priority Watershed Modeling - FY-23 WBIF Match	**$12,000.00**								$0.00	**$12,000.00**	**0%**
Watershed Wide Hydrologic / Hydraulic Model - FY-25 AIG Match	**$9,800.00**								$0.00	**$9,800.00**	**0%**
Seidls Lake Carp Study	**$5,000.00**								$0.00	**$5,000.00**	**0%**
Landscaping for Clean Water Projects	**$10,000.00**			$2,550.00					$0.00	**$10,000.00**	**0%**
Monitoring									$0.00		
Water Monitoring (CAMP) and Reports, Augusta Gage	**$16,500.00**			$5,589.50			$2,089.00		$1,707.50	**$14,792.50**	**10%**
Education									$0.00		
WMO Biannual E-Newsletter	**$2,700.00**			$1,650.00					$0.00	**$2,700.00**	**0%**
Landscaping for Clean Water Classes	**$10,000.00**										
Chloride Education at Libraries	**$1,500.00**						$815.00		$815.00	**$685.00**	**54%**
Storm Drain Stenciling Program	**$3,000.00**								$0.00	**$3,000.00**	**0%**
General Education Requests, Materials, Tabling, Water Stewards	**$3,650.00**			$250.00			$1,102.50		$1,102.50	**$2,547.50**	**30%**
Metro Watershed Partners Membership & Welcome Kits	**$1,000.00**		$1,000.00						$1,000.00	**$0.00**	**100%**
Website Maintenance and Updates	**$4,000.00**			$800.00			$1,492.50		$1,492.50	**$2,507.50**	**37%**
Board Education	**$500.00**								$0.00	**$500.00**	**0%**
Administration									$0.00		
General Administration	**$38,000.00**			$10,300.00			$11,127.50		$11,127.50	**$26,872.50**	**29%**
Grant Development / Review	**$3,000.00**								$0.00	**$3,000.00**	**0%**
Hold Annual TAC Meeting	**$1,000.00**								$0.00	**$1,000.00**	**0%**
Insurance	**$2,700.00**								$0.00	**$2,700.00**	**0%**
Attorney and Audit	**$5,800.00**		$68.00		$204.00				$204.00	**$5,596.00**	**4%**
Subtotal Operating Expenses	**$167,850.00**		$2,371.00	$23,494.50	$1,021.50	$2,532.50	$22,723.50		$26,896.00	**$140,954.00**	**16%**
Grant Expenses	**$400,000.00**		$1,980.50	$2,256.00	$17,823.69	$74,795.30	$11,711.50		$106,586.49	**$293,413.51**	**27%**
Overall Fund Balance			**$404,626.82**	**$396,170.46**	**$377,853.40**	**$456,903.65**	**$423,036.84**				
Total Grant Balance			**$150,421.50**	**$236,750.04**	**$218,926.35**	**$144,131.05**	**$132,419.55**				
Operating Fund Balance			**$254,205.32**	**$159,420.42**	**$158,927.05**	**$312,772.60**	**$290,617.29**				
Unencumbered Operating Fund Balance[1]			**$214,205.32**	**$119,420.42**	**$118,927.05**	**$272,772.60**	**$250,617.29**				

2026 Budget Notes:

1. $40,000 set aside for 2033 Watershed Plan Update, $10,000 additional annually encumbered.
2. Board approved $13,700 in work by WSB for Concord St. Ravine assessment on 1-14-26

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 to future expenses

LMRWMO 2026 Grant Budget & Financial Summary

	Budget	Jan 12 2023 - Jan 10 2024	Jan 11, 2024 - Jan 8 2025	Jan 9 2025 - Jan 14, 2026	Jan 15 - Feb 11 2026	Feb12 - Mar 11 2026	Mar 12 - April 8 2026	April 9 - May 13 2026		Total	Variance	Percent Received/ Expended
BWSR - FY 2023 Watershed Based Implementation Funding (Priority Watershed Project ID & Model - Thompson, Rogers, Seidls)												
Revenue												
BWSR FY-2023 WBIF Payment	**$118,385.00**	$59,193.00								$59,193.00	**$59,192.00**	**50%**
WBIF Matching Funds (LMRWMO)	**$12,000.00**									$0.00	**$12,000.00**	**0%**
Total Revenue	**$130,385.00**	**$59,193.00**	**$0.00**	**$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	$517.00	$188.00			$749.00		$2,223.50	**$5,776.50**	**28%**
Project Development	**$10,000.00**		$1,491.00	$3,713.00	$1,833.00			$1,337.50		$8,374.50	**$1,625.50**	**84%**
Priority Watershed Project ID & Model	**$100,385.00**			$983.50		$536.50	$1,554.45	$2,940.50		$6,014.95	**$94,370.05**	**6%**
Priority Watershed Project ID & Model (WMO Match)	**$12,000.00**									$0.00	**$12,000.00**	**0%**
Total Expenses	**$130,385.00**	**$0.00**	**$2,260.50**	**$5,213.50**	**$2,021.00**	**$536.50**	**$1,554.45**	**$5,027.00**	**$0.00**	**$16,612.95**	**$113,772.05**	**13%**
FY-23 WBIF Balance		**$59,193.00**	**$56,932.50**	**$51,719.00**	**$49,698.00**	**$49,161.50**	**$47,607.05**	**$42,580.05**	**$42,580.05**	**$42,580.05**		
BWSR - FY 2025 Watershed Based Implementation Funding (Ivy Falls Creek Study)												
Revenue												
BWSR FY-2025 WBIF Payment	**$102,410.00**			$51,205.00						$51,205.00	**$51,205.00**	**50%**
WBIF Matching Funds (LMRWMO)	**$10,241.00**									$0.00	**$10,241.00**	**0%**
Total Revenue	**$112,651.00**	**$0.00**	**$0.00**	**$51,205.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$51,205.00**	**$61,446.00**	**45%**
Expenses												
Grant Administration	**$6,410.00**							$535.00		$535.00	**$5,875.00**	**8%**
Project Development	**$28,000.00**				$235.00			$856.00		$1,091.00	**$26,909.00**	**4%**
Ivy Falls Stream and Watershed Study	**$68,000.00**									$0.00	**$68,000.00**	**0%**
Ivy Falls Stream and Watershed Study (WMO Match)	**$10,241.00**									$0.00	**$10,241.00**	**0%**
Total Expenses	**$112,651.00**	**$0.00**	**$0.00**	**$0.00**	**$235.00**	**$0.00**	**$0.00**	**$1,391.00**	**$0.00**	**$1,626.00**	**$111,025.00**	**1%**
FY-25 WBIF Balance		**$0.00**	**$0.00**	**$51,205.00**	**$50,970.00**	**$50,970.00**	**$50,970.00**	**$49,579.00**	**$49,579.00**	**$49,579.00**		
MN DNR - Conservation Partners Legacy Grant (Seidls Lake Shoreline Restoration)												
Revenue												
Grant Reimbursement Payments	**$382,000.00**		$70,192.78	$257,751.06	$16,710.69					$344,654.53	**$37,345.47**	**90%**
City Matching funds	**$81,000.00**										**$81,000.00**	**0%**
Total Revenue	**$463,000.00**	**$0.00**	**$70,192.78**	**$257,751.06**	**$16,710.69**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$344,654.53**	**$118,345.47**	**74%**
Expenses												
Grant Administration/Project Mgmt	**$26,000.00**	$15,118.00	$6,171.50	$5,211.50						$26,501.00	**($501.00)**	**102%**
Construction	**$276,000.00**			$176,035.74		$13,557.19	$66,613.85			$256,206.78	**$19,793.22**	**93%**
Engineering	**$46,000.00**			$54,034.25		$3,153.50	$5,260.00			$62,447.75	**($16,447.75)**	**136%**
Engineering	**$35,000.00**			$35,209.50						$35,209.50	**($209.50)**	**101%**
Total Expenses	**$383,000.00**	**$15,118.00**	**$6,171.50**	**$235,285.99**	**$0.00**	**$16,710.69**	**$71,873.85**	**$0.00**	**$0.00**	**$380,365.03**	**$2,634.97**	**99%**
Seidls Lake Shoreline Balance		**-$15,118.00**	**$48,903.28**	**$71,368.35**	**$88,079.04**	**$71,368.35**	**-$505.50**	**-$505.50**	**-$505.50**	**-$501.00**		
BWSR - FY-25 Accelerated Implementation Grant (Modeling)												
Revenue												
Grant Reimbursement Payments	**$98,000.00**			$49,000.00						$49,000.00	**$49,000.00**	**50%**
Matching funds (LMRWMO)	**$9,800.00**									$0.00	**$9,800.00**	**0%**
Total Revenue	**$107,800.00**	**$0.00**	**$0.00**	**$49,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$49,000.00**	**$58,800.00**	**45%**
Expenses												
Grant Administration	**$7,000.00**							$481.50		$481.50	**$6,518.50**	**7%**
Project Development	**$11,000.00**							$2,140.00		$2,140.00	**$8,860.00**	**19%**
Consultant - Develop Models	**$80,000.00**			$997.00		$576.50	$1,367.00	$2,672.00		$5,612.50	**$74,387.50**	**7%**
Consultant - Develop Models (WMO Match)	**$9,800.00**									$0.00	**$9,800.00**	**0%**
Total Expenses	**$107,800.00**	**$0.00**	**$0.00**	**$997.00**	**$0.00**	**$576.50**	**$1,367.00**	**$5,293.50**	**$0.00**	**$8,234.00**	**$99,566.00**	**8%**
FY-25 AIG Balance		**$0.00**	**$0.00**	**$48,003.00**	**$48,003.00**	**$47,426.50**	**$46,059.50**	**$40,766.00**	**$40,766.00**	**$40,766.00**		

	Budget	Jan 12 2023 - Jan 10 2024	Jan 11, 2024 - Jan 8 2025	Jan 9 2025 - Jan 14, 2026	Jan 15 - Feb 11 2026	Feb12 - Mar 11 2026	Mar 12 - April 8 2026	April 9 - May 13 2026		Total	Variance	Percent Received/ Expended
TOTAL GRANT FUNDS RECEIVED	**$593,385.00**	**$59,193.00**	**$70,192.78**	**$357,956.06**	**$16,710.69**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$455,052.53**	**$189,537.47**	**77%**
PASS THROUGH MATCH RECEIVED	**$81,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$93,000.00**	**0%**
LMRWMO MATCH PROVIDED	**$12,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$6,014.95**	**$189,537.47**	**50%**
GRANT EXPENSES (MINUS WMO MATCH)	**$413,000.00**	**$15,118.00**	**$8,432.00**	**$241,496.49**	**$2,256.00**	**$17,823.69**	**$74,795.30**	**$11,711.50**	**$0.00**	**$392,589.03**	**$122,820.97**	**95%**
PASS THROUGH MATCH EXPENSES	**$81,000.00**	**$0.00**	**$0.00**	**$89,243.75**	**$0.00**	**$3,153.50**	**$5,260.00**	**$0.00**	**$0.00**	**$103,672.20**	**-$22,672.20**	**128%**

NET GRANT FUNDS BALANCE (MINUS WMO MATCH)	**$44,075.00**	**$105,835.78**	**$222,295.35**	**$236,750.04**	**$218,926.35**	**$144,131.05**	**$132,419.55**	**$132,419.55**	

LEAGUE of MINNESOTA CITIES

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than $500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to $1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.

- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to $2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is $2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to $2,000,000, regardless of the number of claimants.

- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

_____

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature:_____ Position: _____

LMRWMO
LOWER MISSISSIPPI RIVER
WATERSHED MANAGEMENT ORGANIZATION

Request for Proposals
for
Ivy Falls Creek Stabilization
and
Volume Reduction Feasibility Study

Issued by: The Lower Mississippi River WMO

Dated: *May XX, 2026*

- A qualified respondent should review the attached specification and submit one electronic copy in PDF format via email by 5:00 pm on or before Tuesday, May 3rd, 2026 to. Hard copies will be accepted as well if received by the deadline.

  Lower Mississippi River WMO
  c/o: Joe Barten, Administrator
  Dakota County Soil & Water Conservation District
  4100 220th St. West, Suite 102
  Farmington, MN 55024

  Telephone: (952) 212-2266
  EMAIL: joe.barten@co.dakota.mn.us

- Questions regarding this request for proposal shall be via email and must be received by the LMRWMO Administrator no later than 5:00 pm on Monday, May XX 2026 to:

  EMAIL: joe.barten@co.dakota.mn.us

  Responses from the WMO will be communicated via e-mail to all recipients of this RFP by 5:00 pm on May XX 2026.

I. INTRODUCTION

A. Description of Issuing Agency

Lower Mississippi River WMO
c/o: Joe Barten, Administrator
Dakota County Soil and Water Conservation District
4100 220th St. West Suite 102
Farmington, MN 55024

B. RFP Contents

This RFP contains the following sections:

I. Introduction
II. Project Purpose and Background
III. Scope of Services
IV. Timeline
V. Instructions to Proposers
VI. Evaluation of Proposals
VII. Contract Terms and Conditions

II. PROJECT PURPOSE AND BACKGROUND

The Lower Mississippi River Watershed Management Organization (LMRWMO) has identified Ivy Falls Creek and its tributaries as a high priority area due to the presence of bank erosion. The LMRWMO has previously partnered with the City of Mendota Heights on successful stream and watershed studies. Ivy Falls creek is one of two open stream channels within the LMRMMO. The study area includes the entire watershed draining to Ivy Falls Creek, as shown in Exhibit A. This includes the creek and adjacent slopes all the way below the Ivy Falls to its outlet at Pickerel Lake. The study does not include the historic dump site at the outlet of Ivy Falls Creek, although bank erosion in that area should be included along with any other areas of bank erosion. Streambank stabilization measures specific to each location of erosion shall be analyzed to feasibility or concept level design (determined by consultant proposal), focusing on bioengineered stabilization (where possible) shall be proposed, prioritized, and ranked utilizing cost/benefit analysis.

High volumes of stormwater entering the stream are exacerbating streambank erosion issues during heavy rain events. Therefore, the LMRWMO also seeks to assess the watershed hydrology through updated watershed modeling. Assessment includes identifying the location of large scale BMPs for volume reduction which could reduce overall bank erosion in the long term. Feasible BMPs shall be analyzed to feasibility or concept level design (determined by consultant proposal), mapped, evaluated for estimated costs, and assigned pollutant reductions, priority practice ranking, and cost benefit analysis.

Both desktop analysis and detailed field reconnaissance will be conducted as part of the Ivy Falls Creek study. The final report will identify and characterize streambank stability issues and recommend measures to reduce erosion, including both direct stabilization techniques and strategies that address underlying causes such as toe erosion, upper bank sloughing, and slope instability. The analysis will focus on identifying and minimizing root causes of erosion throughout the watershed, while also incorporating opportunities for habitat enhancement and considering long-term maintenance needs.

The report will include planning-level cost estimates, pollutant reduction calculations, project prioritization, and cost-benefit analysis for recommended improvements. In addition, regulatory requirements and potential permitting considerations associated with proposed stabilization measures and stormwater best management practices (BMPs) will be evaluated. Any identified data gaps, along

with recommendations for future study or monitoring, will also be documented and noted in the initial meeting and in the final study if applicable.

III. SCOPE OF SERVICES

The following scope of work is structured to directly achieve the intended outcomes of:

- Providing a comprehensive watershed and erosion analysis
- Identifying and evaluating streambank restoration and grade control opportunities
- Identifying and evaluating stormwater BMPs for rate control, volume control, and pollutant reductions.
- Delivering a prioritized, cost-effective project list to guide implementation and funding decisions to allow the LMRWMO to seek grant funds for identified projects.

The consultant will be required to furnish all labor, materials, transportation, tools, supplies, equipment, insurance, and any other items necessary for completing the work. All sub-consultant needs and costs expected for the tasks below shall be included with the overall costs proposed by a consultant. The LMRWMO currently has a budget $80,000 to complete the following tasks:

Task 1 – Project Initiation and Data Review

The Consultant will initiate the project with a kickoff meeting including LMRWMO and City staff to confirm project goals, grant requirements, measurable outcomes, and available data and identify known problem areas. The Consultant will compile and review existing information to support watershed and erosion analysis.

Subtasks:

- Conduct a desktop analysis of the Ivy Falls Creek watershed and contributing subwatersheds to identify data needs and erosion-prone areas.
- Review existing studies, including prior watershed modeling and erosion assessments.
- Compile GIS, stormwater infrastructure, and environmental datasets provided by the City and LMRWMO.
- Identify data gaps necessary to complete the study and meet grant objectives.

Task 2 – Ivy Falls Creek Erosion and Infrastructure Assessment

The Consultant will perform a comprehensive assessment of streambank conditions, erosion severity, and existing grade control structures along Ivy Falls Creek and identified tributaries. Consultant will coordinate with City and LMRWMO staff to meet for partial review of key assessment or problem areas.

Subtasks:

- Conduct comprehensive field reconnaissance to identify and classify streambank erosion, channel instability, and additional erosion-prone areas.
- Evaluate the condition and function of existing grade control structures (e.g., wooden and gabion weirs) stability and expected remaining lifespan and identify repair or replacement needs.
- Determine probable causes of erosion, including hydrologic, hydraulic, and geomorphic factors.
- Assess feasibility of streambank stabilization, restoration, and/or grade control improvements that include both low impact bioengineering stabilization and hard armoring methods where appropriate and necessary to reduce existing erosion issues.

- Identify potential impacts to wetlands, parkland, private property, and infrastructure, including permitting considerations.
- Develop conceptual-level alternatives for streambank stabilization and grade control improvements, including representative details.
- Prepare planning-level cost estimates for each identified project.
- Perform pollutant reduction calculations, project prioritization, and cost-benefit analysis using accepted methodologies for recommended stabilization or grade control replacement projects.

Task 3 – Watershed Analysis and BMP Identification

The Consultant will evaluate the entire Ivy Falls Creek sub-watershed to identify opportunities for stormwater volume reduction, pollutant reduction, and peak flow mitigation through implementation of watershed volume and pollutant best management practices (BMPs).

Subtasks:

- Develop and apply a watershed model to evaluate existing hydrologic and hydraulic conditions.
- Utilize GIS, stormwater system data, and prior studies to support analysis.
- Identify and evaluate potential BMP opportunities, including:
    - Retention and detention basins
    - Regional or dispersed infiltration practices
    - Other volume reduction and water quality BMPs
- Conduct field reviews to assess feasibility of BMP implementation on public and private property.
- Evaluate impacts to wetlands, parks, infrastructure, and permitting requirements.
- Perform future conditions modeling to assess BMP effectiveness in reducing:
    - Pollutant loading (e.g., sediment, phosphorus, bacteria)
    - Stormwater volume
    - Peak flows contributing to channel erosion
- Develop conceptual-level BMP designs and mapping.
- Prepare planning-level cost estimates.
- Perform pollutant reduction calculations, cost-benefit analysis, and prioritization of BMPs.

Task 4 – Feasibility Study, Prioritization, and Final Deliverables

The Consultant will prepare a comprehensive feasibility study and final report consistent with and meeting all BWSR grant requirements and measurable outcomes.

Subtasks:

- Develop a prioritized project list identifying:
    - Streambank stabilization projects
    - Grade control (weir) improvements
    - BMP implementation opportunities
- Rank projects within the above categories and against all projects based on cost-effectiveness, pollutant reduction, erosion mitigation, and feasibility with input from City and LMRWMO staff on ranking process.
- Incorporate stakeholder input, including City, LMRWMO, and potential landowner considerations (as applicable).
- Provide an opinion of costs for individually located conceptual designs to stabilize the streambanks and minimize erosion, as well as complete pollutant calculations, priority ranking, and cost benefit analysis using MN Board of Water and Soil Resources (BWSR) accepted pollutant reduction/water quality benefit estimation tools;

- Conduct a progress meeting with project partners (City Staff and LMRWMO Staff) to discuss potential projects after field review has been completed and prior to drafting study;
- Allow project partners to review and comment on the draft plan prior to finalization and with sufficient time for modifications as necessary.
- Incorporate project partner feedback and comments as appropriate.
- Prepare a final report documenting:
    - Methods and analysis
    - Watershed modeling results
    - Identified erosion sites and infrastructure needs
    - Recommended projects and BMPs
    - Cost estimates and prioritization
    - Supporting maps, figures, and technical documentation

Task 5 – Final Deliverables

Provide a comprehensive report which accomplishes project objectives. Subtasks include:

- All work and deliverables must be completed by November 30th, 2026.
- The main final deliverable will be a high-quality electronic format (PDF and original editable document) copy of the report, along with associated graphics, maps, tables, and supporting information.
- Provide all high-quality photos taken during field review and assessment.
- Provide all GIS data and layer shapefiles with associated project attributes.
- Additional final deliverables include all electronic drawings, conceptual design figures and exhibits, cost calculation spreadsheets, reports, maps, stormwater modeling data/files (if any), and other work products or supporting technical documentation prepared or produced in performance of this Contract which shall be transmitted to the WMO in their original electronic form prior to completion of the project and final payment.

IV. TIMELINE

Project Timeline

This RFP will be conducted according to the following tentative schedule. This tentative schedule may be altered at any time at the discretion of the WMO.

Task	Timeline
Release of RFP	June 1st, 2026
Deadline for Questions Regarding RFP	June 12th, 2026
Deadline for Response to Consultant Questions	June 19th, 2026
Deadline for Submittal of Proposals	July 3rd, 2026 (5:00 pm)
Proposal Review	July 4th - Aug 11th, 2026
Selection of Contractor	August 12th, 2026
Execute Contract	Shortly after selection

Task	Timeline
Commence Work/Services	As per proposal
Complete Work/Services	As per proposal
Final Report Provided to the LMRWMO Board	**Prior to September 30th, 2027**

V. INSTRUCTIONS TO PROPOSERS

A. General Information

1. Submittal of Proposals

Proposers shall submit one electronic copy of their proposal to Joe Barten via email at: joe.barten@co.dakota.mn.us.

All proposals shall be received no later than 5:00 pm on Tuesday, July 3rd, 2026. Proposals received after this time may be rejected. The WMO reserves the right to accept or reject any proposals.

2. Proposal Format

Proposals shall be prepared on 8-1/2" x 11" format. Maps or appendices may be in larger format. Index the proposal and sequentially number all pages throughout or by section. All text and exhibits should be succinct and relevant to the RFP requirements.

3. Examination of RFP

By submitting a proposal, the Proposer represents that the proposer has thoroughly examined and become familiar with the work required under this RFP and that the proposer is capable of performing quality work to achieve the objectives of the WMO.

4. Addenda/Clarifications

Any changes to this RFP will be made by the WMO through a written addendum transmitted via e-mail as noted in the project timeline. No verbal modification will be binding.

5. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the Proposer in: 1) preparing its proposal in response to this RFP; 2) submitting the proposal to the WMO; or 3) any other expenses incurred by the Proposer prior to the date of execution of the proposed agreement.
The WMO shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposers in the preparation of their proposals. Proposers shall not include any such expenses as part of their proposals.

6. Exceptions and Deviations

Any exceptions to the requirements in this RFP must be included in the proposal submitted by the Proposer. Segregate such exceptions as a separate element of the proposal under the heading “Exceptions and Deviations.”

7. Contract Award

Issuance of this RFP and receipt of proposals do not commit the WMO to award a contract. The WMO reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP.

8. Joint Offers

Where two or more Proposers desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The WMO intends to contract with a single firm and not with multiple firms doing business as a joint venture.

9. Contact Person

The Proposer's sole point of contact with the WMO for this proposal is Joe Barten, LMRWMO Administrator.

10. WMO Rights

The WMO may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer, and require additional evidence of qualifications to perform the work described in this RFP. The WMO reserves the right to:

a. Reject any or all proposals.
b. Cancel the Request for Proposals;
c. Issue a subsequent Request for Proposals;
d. Remedy technical errors in the Request for Proposal;
e. Appoint evaluation committees to review proposals;
f. Establish a short list of 3 Proposers eligible for interview after evaluation of written proposals;
g. Negotiate with any, all, or none of the RFP respondents; and
h. Reject and replace one or more subcontractors.

11. Ownership of Proposals

All submitted proposals become the property of the WMO. By submitting a proposal, the Proposer agrees that the WMO may copy the proposal for purposes of facilitating the evaluation or to respond to requests for public data. The proposer consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party, including copyrights.

B. Components for the Proposal

1. Letter of Transmittal

Address the letter of transmittal to the address set forth on the cover page of this RFP and include, at a minimum, the following:

a. Identification of the offering firm(s), including name, address, and telephone number of each firm;
b. Acknowledgment of receipt of RFP addenda, if any;
c. Name, title, address, telephone and email address of contact person during period of proposal evaluation;
d. A statement to the effect that the proposal shall remain valid for a period of not less than 90 days from the date of submittal; and

e. Signature of a person authorized to bind the offering firm to the terms of the proposal.

2. Proposer's Team

Identify the interrelationship of the Proposer's team members and key personnel. Identify the team members' areas of responsibility. Provide subcontractors' company name, address, contact person, and telephone number. Describe your previous experience working with each subcontractor (if applicable).

3. Qualifications and Experience

Identify similar projects undertaken by the Proposer's team within the last five (5) years. Document the team members' actual responsibility on each project. The subcontractors' projects should be similar to the work they will perform on this project. For each project, provide the contact information for the client who is familiar with the firm's key personnel.

4. Key Personnel

For each of the key personnel shown, provide a brief resume. A longer résumé may be used for the project manager. Include in the project manager's résumé a summary of experience with any specialization or expertise at the local, state and national level needed for the project.

5. Work Plan and Budget for Scope of Services

The proposal should demonstrate the Proposer's understanding of the project intent, goals, and deliverables. The proposal must include a clear description of the methods or process to be used to complete each task in the scope of services along with a project schedule that details tasks, timelines, and work products.

The Proposer shall provide a detailed budget and not to exceed cost for the proposed project. The budget should include each of the tasks in the scope of services and provide:

a. Professional fees, including hourly rates and number of hours to be worked per person
b. Direct expenses (equipment, supplies, etc.)
c. Other (contract labor, travel, etc.)

6. Conflict of Interest

The Proposer must identify any potential conflict of interest it may have providing the services contemplated by this RFP.

7. Appendix.

Include other information you believe may be valuable in reviewing the qualifications of your firm.

VI. EVALUATION OF PROPOSALS

Each proposal will be assessed by project partners for its response to the needs outlined in the RFP. Factors to be considered during the review include, but will not be limited to the following:

1. Qualifications and experience of the Firm, Project Manager, and key staff proposed to work on the project and availability.

2. Understanding of project requirements.
3. Completeness and clarity of proposal which demonstrates a thorough approach to study and report, overall understanding of the project objective and individual work tasks, appropriate level of detail, documentation, and back-up material.
4. Responsiveness to the client, clarity of proposed schedule, and ability to complete with in required timeline.
5. Fee estimate and value of fee estimate: total project cost, appropriately assigning qualified personnel to complete tasks, and demonstrating value in the allocation of staff hours to project tasks.
6. Any other factors deemed relevant by the LMRWMO and partners.

The LMRWMO reserves the right to consider any additional information gathered by the LMRWMO or submitted by the consultant to evaluate the submitted proposal. The LMRWMO reserves the right to request interviews of consultants prior to selection if necessary.

Lowest cost will not be the sole determining factor in awarding a contract. Rather, the LMRWMO may award the contract to the consultant whose proposal represents the best value proposal, as determined by the evaluation criteria above.

VII. CONTRACT TERMS AND CONDITIONS

The following terms and conditions, together with any necessary State requirements, shall be incorporated into the agreement with the successful proposer.

A. Term

The term of the contract awarded under this RFP shall commence on approximately, May 12th, 2026 and end no later than November 30th, 2027. Final billing from Consultant must be received no later than December 31st, 2027.

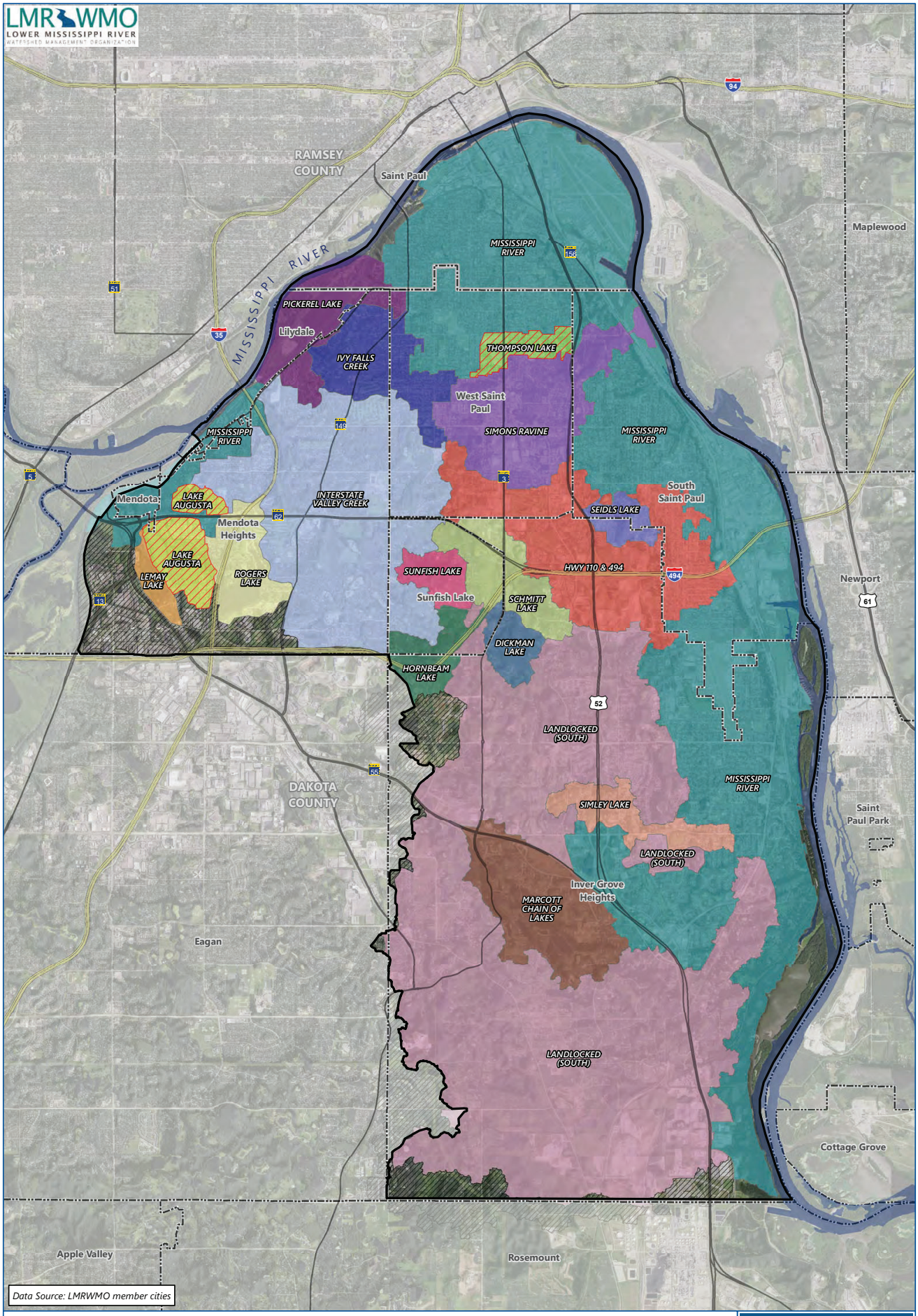
B. Contract

The selected Contractor must be willing to sign a contract that has the terms set forth in the form of the contract attached, including the following attachments to such form contract:

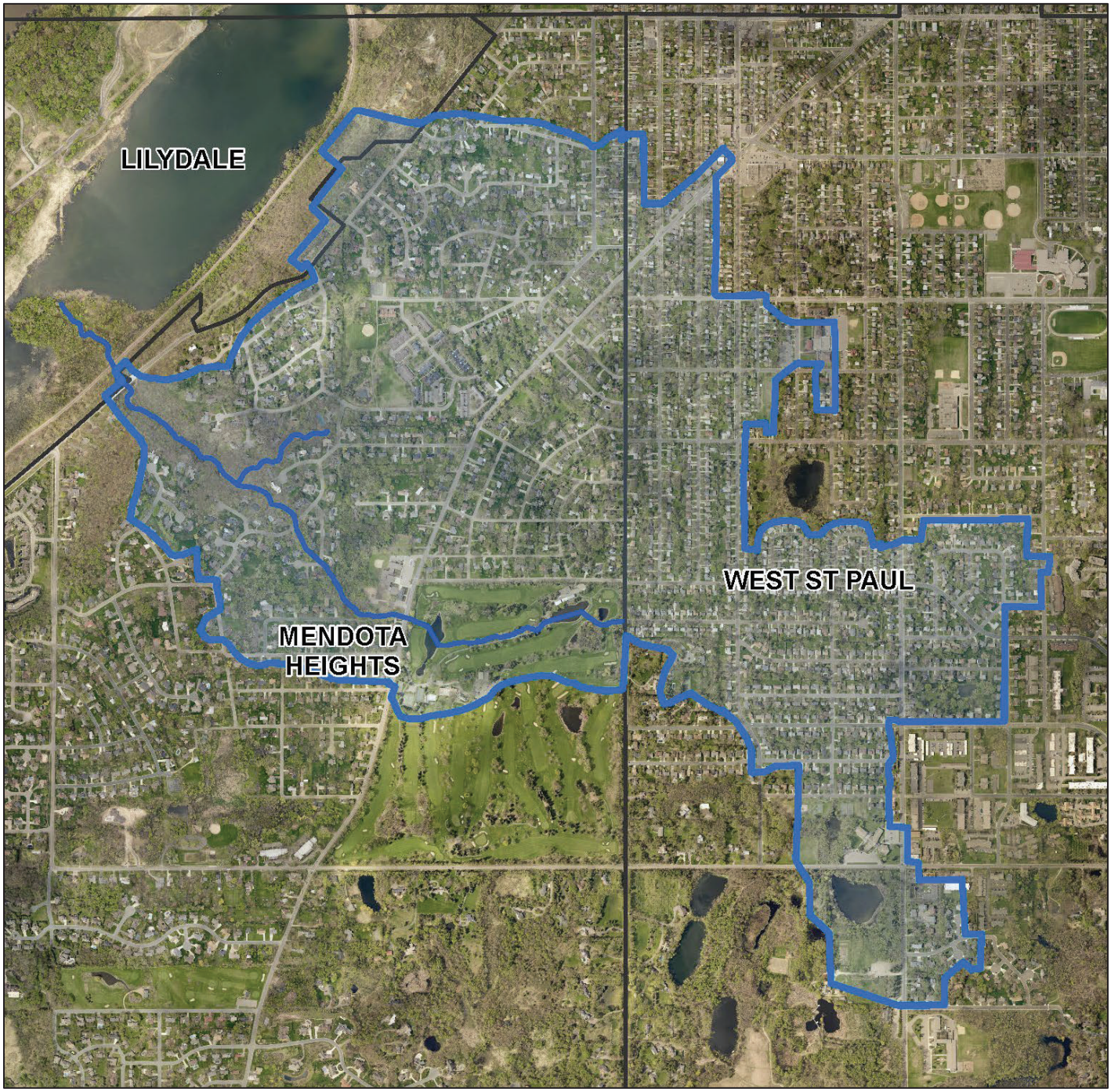
Attachment A Request for Proposals
Exhibit A - Stream Study Area
Exhibit B - Watershed Area
Attachment B Response to Request for Proposal
Attachment C Certificate(s) of Insurance

The below is a template contract information and the WMO has the right to make any additions, deletions, changes and modifications to the form contract as it deems necessary, prior to the award and execution of the contract.

(THE FOLLOWING IS TEMPLATE INFORMATION
FOR FUTURE CONTRACT)


LMRWMO
LOWER MISSISSIPPI RIVER
WATERSHED MANAGEMENT ORGANIZATION
RAMSEY COUNTY
Saint Paul
Maplewood
MISSISSIPPI RIVER
PICKEREL LAKE
Lilydale
IVY FALLS CREEK
THOMPSON LAKE
West Saint Paul
SIMONS RAVINE
MISSISSIPPI RIVER
MISSISSIPPI RIVER
Mendota
LAKE AUGUSTA
INTERSTATE VALLEY CREEK
South Saint Paul
SEIDLS LAKE
Mendota Heights
LAKE AUGUSTA
LEMAY LAKE
ROGERS LAKE
SUNFISH LAKE
HWY 110 & 494
Newport
Sunfish Lake
SCHMITT LAKE
DICKMAN LAKE
HORNBEAM LAKE
LANDLOCKED (SOUTH)
DAKOTA COUNTY
MISSISSIPPI RIVER
SIMLEY LAKE
Saint Paul Park
LANDLOCKED (SOUTH)
Inver Grove Heights
MARCOTT CHAIN OF LAKES
Eagan
LANDLOCKED (SOUTH)
Cottage Grove
Apple Valley
Rosemount
Data Source: LMRWMO member cities
Lower Mississippi River WMO Boundary
County Boundary
Municipal Boundary
River
LMRWMO Regulatory Watershed
Planning Subwatersheds
Dickman Lake
HWY 110 & 494
Hornbeam Lake
Interstate Valley Creek
Ivy Falls Creek
Lake Augusta
Lemay Lake
Landlocked (South)
Marcott Chain of Lakes
Mississippi River
Pickerel Lake
Rogers Lake
Schmitt Lake
Seidls Lake
Simley Lake
Simons Ravine
Sunfish Lake
Thompson Lake
Drains to other WMO
N
0
5,000
Feet
LMRWMO PLANNING SUBWATERSHEDS
LMRWMO Watershed Management Plan
FIGURE 2-3

Ivy Falls Creek

Stream and Watershed Map

746 acres