



# North Cannon River Watershed Management Organization

Serving the Townships of: Castle Rock | Douglas | Eureka | Greenvale | Hampton | Randolph | Sciota | Waterford  
And the Cities of: Miesville | New Trier | Randolph

## **ANNUAL TOUR**

**Wednesday, July 21, 2021**

**6:00 pm**

**Kimber Contours Farm**

26660 Biscayne Ave, Farmington, MN 55024

NOT at farmstead but 50 yards north (see map)

## **BOARD OF MANAGERS MEETING**

**7:00 pm**

**Greenvale Town Hall**

31800 Guam Ave, Northfield, MN 55057

**1. Call to Order**

\* Indicates that support materials are included within the packet

**2. Approval of Agenda**

**3. Audience**

*Anyone in the audience wishing to address the Board regarding an item that is not on the agenda may come forward at this time.*

**4. Consent Agenda**

4.1 April 21, 2021 Meeting Minutes\*

4.2 Invoices for Payment\*

4.3 Year-to-date Financial Summary\*

**5. New Business**

5.1 Presentation on NCRWMO Watershed Plan Update Process

5.2 Draft 2022 Budget\*

5.3 Selection of Consultant for NCRWMO Watershed Plan Update

5.4 Annual Water Quality Monitoring Report\*

5.5 Request for Proposals for Legal Services\*

**6. Agenda Items and Location for November 17, 2021 Meeting**

**7. Member Community Reports**

**8. Adjournment**



Meet here at field drive, Not at building site  
26660 Biscayne Ave, Farmington



# North Cannon River Watershed Management Organization

Serving the Townships of: Castle Rock | Douglas | Eureka | Greenvale | Hampton | Randolph | Sciota | Waterford  
And the Cities of: Miesville | New Trier | Randolph

## DRAFT MINUTES

### BOARD OF MANAGERS

April 21, 2021

7:00 p.m.

Castle Rock Townhall  
and Virtual Zoom

#### NCRWMO Managers Present:

Sandy Weber	Castle Rock Township
Frank Wergin	Waterford Township
Wayne Peterson	Greenvale Township
Dan Peine	Hampton Township
Harlan Lichty	City of Randolph
Tony Van De Steeg	Sciota Township
Don Dinesen	Randolph Township

#### Others Present:

Ashley Gallagher, Dakota County SWCD Staff  
Jayne Hager Dee, Dakota County SWCD Board  
Melissa King, Board of Water and Soil Resources

#### 1. Call to Order

Chair Weber called the meeting to order at 7:03 p.m.

#### 2. Approval of Agenda

**Motion** by Dan Peine, second by Don Dinesen to approve the agenda. Motion carried.

#### 3. Audience

Chair Weber asked if there was anyone in the audience that wished to address the Board on an item that is not on the agenda. No one appeared.

#### 4. Consent Agenda

##### 4.1 January 20, 2021 Meeting Minutes

##### 4.2 Invoices for Payment

##### 4.3 Year-to-Date Financial Summary

**Motion** by Wayne Peterson, second by Harlan Lichty to approve the consent agenda. Motion carried.

#### 5. New Business

##### 5.1 Watershed Based Implementation Funding

- Metro Cannon through Dakota SWCD** – First Watershed Based Funding grant is held by the NCRWMO, and then there is a JPA with the SWCD to implement the activities/projects. This grant will expire at the end of this year. Most project dollars are spent already. The second grant was a collaborative process and the grant is held by the SWCD but work is being done throughout the watershed.
- Greater Cannon through Cannon River Watershed Joint Powers Board** – Received their grant from BWSR and group is beginning to implement. A lot of work has been put into policies, and start-up items. At the last CRWJPB meeting, an Executive Committee was established with the four officers and Slavik was elected as the at-large member.



## 5.2 NCRWMO Watershed Plan Update

The NCRWMO Watershed Plan expires August 29, 2023. Plan updates are required every 10 years. The Board of Water and Soil Resources recommends a minimum of 18 months for planning process. The Draft RFP was used for discussion on the following topics:

- **Qualified respondents-** In the past, the SWCD was contracted by the NCRWMO to facilitate the planning process and write the Plan. While the SWCD is open to this, they recommend a private consultant complete these tasks. Cost has been a factor in the past, so if all proposals are too high, could re-consider contracting the SWCD for some aspects of the Plan update.
- **Budget-** NCRWMO budget has set aside \$1,500 annually for a new Plan, that results in \$15,000 over ten years. Certificate of Deposit is around \$12,000 and maturity date is August 2022. Savings account, minus grant dollars, is around \$50,000. A Plan update could easily be around \$30,000. Looking at two other WMO's in the County, one was around \$20,000 another was \$75,000. The Board may have to consider whether they prefer to take from reserves, increase member dues, or a combination of both.
- **Grants-** It was recommended to look into any potential grants that could cover planning costs, one mentioned was Community Development through the County. Since this is required planning it is very unlikely that grants would cover the cost but the Administrator will look into options.
- **Modeling needs-** There is an emphasis at the State level on Prioritize, Target and Measure. This planning area has a number of models and studies complete that could be used. If during the planning process it is determined that further modeling is needed, this could increase the cost.
- **Public engagement-** This is a required component. Could be one advisory committee or two, a technical group and a citizen group, or even some other format.
- **Timeline-** Option to start RFP process now or wait until the July meeting. Board preferred starting now, which would allow for review of proposals and costs sooner rather than later.
- **Submittal and review-** Members prefer paper copies. Administrator will coordinate delivery/pick-up. The full Board will receive the proposals. Administrator will summarize but prior to selection a review/ranking/discussion on the proposals will occur at the July Board meeting.
- **Local Water Plans-** Many Comprehensive Plans, including the Rural Collaborative Plan reference the NCRWMO Plan in order to meet the Metropolitan Council requirements for a Local Water Plan (LWP). If the NCRWMO Plan were allowed to expire, it would likely mean all entities would need a LWP. Furthermore, the NCRWMO may not be eligible for state grants either.

**Motion by** Don Dinesen, second by Frank Wergin to adopt the resolution with the intent to update the NCRWMO Watershed Management Plan. Motion carried.

**Motion by** Dan Peine, second by Wayne Peterson to release the Request for Proposals according to the timeline presented. Motion carried.

## 5.3 Website Updates

Administrator has been providing content to the web developer. The SWCD website is complete, and now the WMO websites are starting to come together. However, NCRWMO website is not ready to go live yet.

## 5.4 Harvestable Covers Program

The SWCD updated their cost-share policies to include harvestable covers. This is different than cover crops because cover crops are not allowed to be harvested for sale/income but harvestable covers are, which is why the rate is slightly lower. Allowing income opportunity can help increase the longevity of adoption of this practice. Examples include alfalfa, intermediate wheatgrass (such as the trademark variety Kernza) and winter annuals like camelina and pennycress. There are benefits to both groundwater and surface water quality. Some areas of the County have greater impact, such as groundwater sensitive areas and would therefore be more of a priority. For

example, partner organizations recently sent a postcard on Kernza to targeted areas/landowners in the Hastings Drinking Water Supply Management Area (DWSMA).

**5.5 Summer Tour Ideas**

Greenvale will host the July meeting, so something around that part of the County for a tour/site visit. There may be a wetland that could be visited, could have Lindsey talk about water monitoring, or other ideas. Administrator will come up with a tour idea for before the July meeting.

**6. Agenda Items and Location for July 21, 2021 Meeting**

**7. Member Community Reports**

Jayne Hager Dee mentioned that while not in the NCRWMO but within the Cannon River Watershed, there have been two new public land acquisitions through the Trust for Public Land. One is near Shields Lake, which is the start of the Cannon River. The other is in Goodhue County in Sogn Valley.

**8. Adjournment - Motion** by Harlan Lichty, second by Frank Wergin to adjourn the meeting. Motion carried. Meeting adjourned at 7:45 p.m.

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

North Cannon River WMO  
Attn: Ashley Gallagher, Admin.  
Ashley.Gallagher@co.dakota.mn.us

Page: 1  
May 31, 2021  
Account # 3498-0000G  
6

RE: GENERAL MATTERS  
SERVICES RENDERED TO DATE:

			HOURS	
05/05/2021	JJM	Review RFP and Contract for a 4th Generation Watershed Management Plan.	1.40	224.00
		AMOUNT DUE	1.40	224.00
		TOTAL CURRENT WORK		224.00
		PREVIOUS BALANCE		\$3,552.00
10/16/2020		Payment - thank you		-3,552.00
		TOTAL AMOUNT DUE		<u>\$224.00</u>

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



# Invoice

## Dakota County Soil & Water Conservation District

4100 220th Street West, Ste 102  
651-480-7777  
Farmington, MN 55024

DATE	INVOICE #
4/27/2021	3081

BILL TO

North Cannon River WMO  
Frank Wergin, Treasurer  
30468 Canada Avenue  
Northfield, MN 55057

Reference

TERMS

ITEM CODE	DESCRIPTION	HOURS	RATE	AMOUNT
	January - March 2021			
NCR WMO	ADMINISTRATIVE ASSISTANCE: General Administration, Financial Tasks, Board Meeting Coordination (January 20). Prepare 2019 Financial Reports. Annual Report Prepared; Storm Water Management Model, Irrigation Management Assistant Tool, Sub-Watershed Analysis updated. Randolph/88 stormwater inquiry follow-up.	34.5	80.00	2,760.00
NCR WMO	Paper, Printing and Postage		25.00	25.00
NCR WMO	Web Site Updates and Maintenance	1.5	80.00	120.00
NCR WMO	ADVOCACY, EDUCATION AND OUTREACH WHEP promotion, emails, acres check, summary prepared.	3	80.00	240.00
	COST SHARE PROGRAM			
NCR WMO	WATER MONITORING: Water Monitoring	1	80.00	80.00

Thank you.

**Total** \$3,225.00



# Invoice

## Dakota County Soil & Water Conservation District

4100 220th Street West, Ste 102  
651-480-7777  
Farmington, MN 55024

DATE	INVOICE #
4/27/2021	3082

BILL TO

North Cannon River WMO WBF Grant  
Frank Wergin, Treasurer  
30468 Canada Avenue  
Northfield, MN 55057

Reference

TERMS

ITEM CODE	DESCRIPTION	HOURS	RATE	AMOUNT
	FY19 Watershed Based Funding Grant Tasks January 1, 2021 to April 3, 2021			
NCR WM...	Administration (4.00 Hours)		290.02	290.02
NCR WM...	Project Development		0.00	0.00
NCR WM...	Structural Practices		0.00	0.00
NCR WM...	Non-Structural Practices		0.00	0.00
NCR WM...	Subwatershed Analysis (31.50 Hours)		2,452.83	2,452.83
NCR WM...	Drainage Water Management (4.50 Hours)		331.29	331.29
NCR WM...	Drainage Water Management Expenses  (40.00 Hours at Billable Rate)		0.00	0.00
Thank you.			<b>Total</b>	<b>\$3,074.14</b>





# Invoice

## Dakota County Soil & Water Conservation District

4100 220th Street West, Ste 102  
651-480-7777  
Farmington, MN 55024

DATE	INVOICE #
7/14/2021	3109

BILL TO

North Cannon River WMO  
Frank Wergin, Treasurer  
30468 Canada Avenue  
Northfield, MN 55057

Reference

TERMS

ITEM CODE	DESCRIPTION	HOURS	RATE	AMOUNT
	April - June 2021			
NCR WMO	ADMINISTRATIVE ASSISTANCE: General Administration, Financial Tasks, Board Meeting Coordination (April 21). Watershed Plan Updates and Discussion, Request for Proposals for Plan Coordination, 2021 Dues Invoices Prepared, BWSR WBIF Survey Completed, WMO/SWCD Check-in.	44.5	80.00	3,560.00
NCR WMO	Paper, Printing and Postage		25.00	25.00
NCR WMO	Web Site Updates and Maintenance	0.5	80.00	40.00
	ADVOCACY, EDUCATION AND OUTREACH			
	COST SHARE PROGRAM			
	WATER MONITORING:			
NCR WMO	Water Monitoring	1.5	80.00	120.00
NCR WMO	Data Analysis	7.5	80.00	600.00
NCR WMO	Water Monitoring Supplies		24.34	24.34

Thank you.

**Total** \$4,369.34



# Invoice

## Dakota County Soil & Water Conservation District

4100 220th Street West, Ste 102  
651-480-7777  
Farmington, MN 55024

DATE	INVOICE #
7/14/2021	3110

BILL TO

North Cannon River WMO WBF Grant  
Frank Wergin, Treasurer  
30468 Canada Avenue  
Northfield, MN 55057

Reference

TERMS

ITEM CODE	DESCRIPTION	HOURS	RATE	AMOUNT
	FY19 Watershed Based Funding Grant Tasks April 4, 2021 to June 26, 2021			
NCR WM...	Administration		0.00	0.00
NCR WM...	Project Development 39.00 Hours		3,562.85	3,562.85
NCR WM...	Agricultural Practices			
NCR WM...	Non-Structural Practices		0.00	0.00
NCR WM...	Structural Practices		0.00	0.00
NCR WM...	Technical Engineering 12.00 Hours		747.96	747.96
NCR WM...	Subwatershed Analysis 41.50 Hours		3,435.40	3,435.40
NCR WM...	Drainage Water Management 13.00 Hours		940.50	940.50
NCR WM...	Drainage Water Management Expenses  (105.50 Hours at Billable Rate)		0.00	0.00
Thank you.			<b>Total</b>	<b>\$8,686.71</b>

**North Cannon River Watershed Management Organization**

January 1, 2020 to December 31, 2020

**Balance Sheet**

**Assets**

Cash in Checking	\$68.26
Cash in Savings	\$76,679.75
Certificate of Deposit 11236	<u>\$12,470.11</u>
<b>Total Cash:</b>	<b>\$89,218.12</b>

Accounts Receivable	<u>\$138.66</u>
<b>Total Assets:</b>	<b><u>\$89,356.78</u></b>

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**Liabilities and Equity**

Accounts Payable	\$18,376.50
Accounts Payable WBF Grant	<u>\$643.23</u>
	\$19,019.73

<b>Grant Funds Deferred</b>	<b>\$17,712.26</b>
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**Equity**

General Fund Balance January 1	\$43,580.21
Fund Balance Reserved for WP	\$12,000.00
Net Surplus / (-) Deficit	<u>-\$2,955.42</u>
<b>Total Equity:</b>	<b>\$52,624.79</b>

<b>Total Liabilities and Equity:</b>	<b><u>\$89,356.78</u></b>
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**North Cannon River Watershed Management Organization**

January 1, 2021 to May 31, 2021

**Balance Sheet**

**Assets**

Cash in Checking	\$27,188.30
Cash in Savings	\$58,179.75
Certificate of Deposit 11236	<u>\$12,485.83</u>
<b>Total Cash:</b>	<b>\$97,853.88</b>

Accounts Receivable	<u>\$138.66</u>
<b>Total Assets:</b>	<b><u>\$97,992.54</u></b>

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**Liabilities and Equity**

Accounts Payable	\$3,225.00
Accounts Payable WBF Grant	<u>\$3,074.14</u>
	\$6,299.14

<b>Grant Funds Deferred</b>	<b>\$14,638.12</b>
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**Equity**

General Fund Balance January 1	\$39,124.79
Fund Balance Reserved for WP	\$13,500.00
Net Surplus / (-) Deficit	<u>\$24,430.49</u>
<b>Total Equity:</b>	<b>\$77,055.28</b>

<b>Total Liabilities and Equity:</b>	<b><u>\$97,992.54</u></b>
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**North Cannon River Watershed Management Organization**

January 1, 2021 to May 31, 2021

**Revenue and Expense Summary**

<b>General Fund</b>	<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>	<b>4th Qtr</b>	<b>Final Entries</b>	<b>Annual Total</b>	<b>2021 Budget</b>
<b><u>Revenues</u></b>							
Member Allocations	\$0.00	\$28,139.77	\$0.00	\$0.00	\$0.00	\$28,139.77	\$35,000.00
Interest - Savings Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
Interest - CD	<u>\$15.72</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$15.72</u>	<u>\$250.00</u>
<b>Total Revenues:</b>	<b>\$15.72</b>	<b>\$28,139.77</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,155.49</b>	<b>\$35,300.00</b>
<b><u>Expenses</u></b>							
Administrative Services	\$0.00	\$2,905.00	\$0.00	\$0.00	\$0.00	\$2,905.00	\$18,025.00
Financial Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Organizational Dues	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Advocacy, Education, Outreach	\$0.00	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00	\$2,000.00
Education and Outreach GF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,700.00
CS-Agricultural Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
CS-Landscaping for Wtr Quality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
Water Quality Monitoring	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00	\$8,500.00
4th Generation WM Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
<b>Total Expenses:</b>	<b>\$0.00</b>	<b>\$3,725.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,725.00</b>	<b>\$39,475.00</b>
<b>Net Surplus / (-) Deficit</b>	<b><u>\$15.72</u></b>	<b><u>\$24,414.77</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$24,430.49</u></b>	<b><u>-\$4,175.00</u></b>

\* Board Approved 2021 Budget with use of \$4,175.00 Fund Balance

**North Cannon River Watershed Management Organization**

January 1, 2021 to May 31, 2021

Watershed Based Funding Grant

WBF Grant	2018 Activity	2019 Activity	2020 Activity	2021 1st Qtr	2021 2nd Qtr	2021 4rd Qtr	2021 4th Qtr	Annual Total	Cumulative Total	Budget
Grant Funds Received	\$68,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,260.00	\$136,520.00
<b>Expenses</b>										
Grant Administration	\$88.31	\$246.95	\$449.44	\$290.02	\$0.00	\$0.00	\$0.00	\$290.02	\$1,074.72	\$6,826.00
Project Development	\$0.00	\$475.26	\$1,082.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,557.30	\$4,085.00
Agricultural Practices										
Not-Structural Practices	\$0.00	\$38,325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,325.00	\$32,490.00
Structural Practices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,364.00
Technical Engineering	\$0.00	\$2,396.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,396.80	\$7,761.00
Subwatershed Analysis	\$465.90	\$3,432.74	\$2,531.48	\$2,452.83	\$0.00	\$0.00	\$0.00	\$2,452.83	\$8,882.95	\$33,250.00
Drainage Water Management	\$294.35	\$313.25	\$446.22	\$331.29	\$0.00	\$0.00	\$0.00	\$331.29	\$1,385.11	\$14,744.00
Drainage Water Management Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses:</b>	<b>\$848.56</b>	<b>\$45,190.00</b>	<b>\$4,509.18</b>	<b>\$3,074.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,074.14</b>	<b>\$53,621.88</b>	<b>\$136,520.00</b>
<b>Grant Balance:</b>	<b><u>\$67,411.44</u></b>	<b><u>\$22,221.44</u></b>	<b><u>\$17,712.26</u></b>	<b><u>\$14,638.12</u></b>	<b><u>\$14,638.12</u></b>	<b><u>\$14,638.12</u></b>	<b><u>\$14,638.12</u></b>		<b><u>\$14,638.12</u></b>	



# NCRWMO

## DRAFT 2022 Budget

EXPENSES	AMOUNT	NOTES
Administrative Services	\$15,000	See SWCD Work Plan: Based on 4 meetings 170 hours @ \$85/hour Plus website domain
Administrative Services for 4th Generation Watershed Management Plan	\$3,400	See SWCD Work Plan: Advisory meetings 30 hours @ \$85/hour Formal review process 10 hours @ \$85/hour
Financial Audit	\$0	Annual Audit: Needed in 2025 on 1 of 5 past years
Water Quality Monitoring	\$9,200	See SWCD Work Plan: Increased in 2022 due to SWCD rate increase
Agricultural Cost Share Program	\$4,000	See SWCD Work Plan: \$3,000 project funding and \$1,000 technical
Landscaping for Clean Water	\$3,000	See SWCD Work Plan: 3 projects (raingarden, native garden, or shoreline)
Advocacy, Education and Outreach	\$2,125	See SWCD Work Plan: 25 hours @ \$85/hour
Support Existing Education Programs	\$2,700	Sponsor a team to monitor wetlands through the Wetland Health Evaluation Program (WHEP) or other programs approved by the Board.
4th Generation Watershed Management Plan	\$25,000	Plan is to be completed by August 2023, total cost estimated at \$35,000 with over half the work occurring in 2022.
5th Generation Watershed Management Plan Reserves	\$1,500	Next generation Watershed Plan required in 2033.
Organizational Dues	\$500	Membership to applicable and approved organizations: Cannon River Watershed Joint Powers Board or other approved by NCRWMO.
<b>TOTAL EXPENSES</b>	<b>\$66,425</b>	
REVENUES	AMOUNT	NOTES
Member Allocations	\$40,000	Increased by \$5,000 to cover WP expenses
Projected Interest	\$300	Same estimate as 2021
Use of Fund Balance	\$26,600	Certificate of deposit matures in August 2022. Full estimated amount of CD \$12,600 plus WP reserve of \$12,000 and \$2,000 general reserve.
<b>TOTAL REVENUES</b>	<b>\$66,900</b>	
<b>TOTAL BUDGET SURPLUS/(DEFICIT)</b>	<b>\$475</b>	

## NCRWMO 2022 Member Dues

COMMUNITY	% Watershed	Tax Capacity in Watershed	% Tax Capacity	50/50 Share	2022 Member Dues	Code	2021 Member Dues	Difference
<b>Townships</b>								
Castle Rock Township	10.31	1.21	11.28	10.80	\$4,318.40	7	\$3,778.60	\$539.80
Douglas Township	17.78	1.21	11.30	14.54	\$5,815.61	9	\$5,088.66	\$726.95
Eurkea Township	7.43	0.65	6.10	6.76	\$2,704.87	13	\$2,366.76	\$338.11
Greenvale Township	19.97	1.71	15.97	17.97	\$7,188.02	16	\$6,289.52	\$898.50
Hampton Township	15.68	1.32	12.27	13.98	\$5,590.04	17	\$4,891.28	\$698.75
Randolph Township	6.98	1.86	17.37	12.18	\$4,871.47	31	\$4,262.54	\$608.93
Sciota Township	9.99	0.91	8.46	9.23	\$3,690.95	35	\$3,229.58	\$461.37
Waterford Township	9.90	1.12	10.43	10.17	\$4,066.06	41	\$3,557.80	\$508.26
<b>Cities</b>								
Miesville	1.17	0.22	2.09	1.63	\$652.24	28	\$570.71	\$81.53
New Trier	0.12	0.07	0.67	0.40	\$158.47	29	\$138.66	\$19.81
Randolph	0.67	0.43	4.05	2.36	\$943.87	32	\$825.89	\$117.98
<b>TOTALS</b>	100.00	10.72	100.00	100.00	\$40,000.00			

# North Cannon River Watershed

## 2020 Water Monitoring Report

### Surface Water Monitoring Sites by Subwatershed

Chub Creek - 4  
Pine Creek - 1  
Trout Brook - 3

### Monitoring Schedule

1x per month  
April - October

### Monitoring Data Loggers

Water level and temperature equipment installed at Chub Creek on Dixie Avenue and at all sites in Pine Creek and Trout Brook subwatersheds

### Monitoring Parameters

Physical - Conductivity, Dissolved Oxygen, pH, Sediment, Temperature

Nutrients - Nitrates, Phosphorus

Bacteria - *E. coli*



### Water Quality Impairments

#### Chub Creek

Macroinvertebrates (2014)  
Fishes (2014)  
Fecal Coliform (1994, 2006)

#### Dutch Creek

Macroinvertebrates (2016)  
Fishes (2016)

#### Mud Creek

Fecal Coliform (2006)

#### Pine Creek

Nitrates (2010)

#### Trout Brook

Turbidity (2006)  
Nitrates (2010, 2018)  
\*different branches  
Macroinvertebrate (2014)

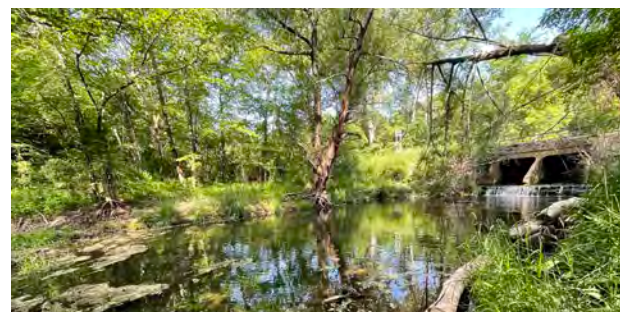
### Trout Brook Groundwater Monitoring

Quarterly nitrate monitoring at four sentinel springs - Beaver, Fox, Le Duc, Swede

and three surface water monitoring sites - TB1, TB2, TB3

**The Cannon River Watershed within Dakota County** is divided into three major subwatersheds - Chub Creek, Pine Creek, and Trout Brook. The watershed is predominantly rural, with agriculture as its primary land use. Rolling hills spread across the northern and southwest portions of the watershed; steep hills, bluffs, and rocky outcroppings are found in the east. Karst features are prevalent, highlighted by shallow depth of soils and glacial material covering limestone. Water quality is a major concern as these features can have a profound impact on the rate of infiltration and the flow path of water.

Since 1999, the North Cannon River Watershed Management Organization (NCRWMO) has monitored water quality and quantity of at multiple sites on all major creeks in the watershed. In 2018, the NCRWMO partnered with Dakota County Parks to monitor historical surface water sites in the Chub Creek and Pine Creek subwatersheds and expand groundwater monitoring activities in the Trout Brook subwatershed.







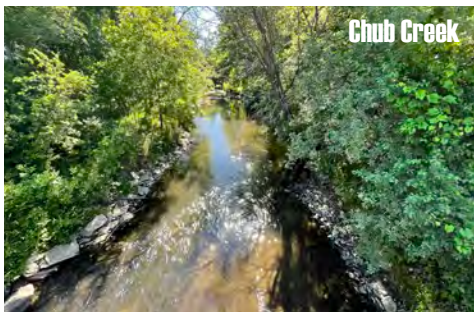
Dutch Creek



Mud Creek



North Branch Chub Creek

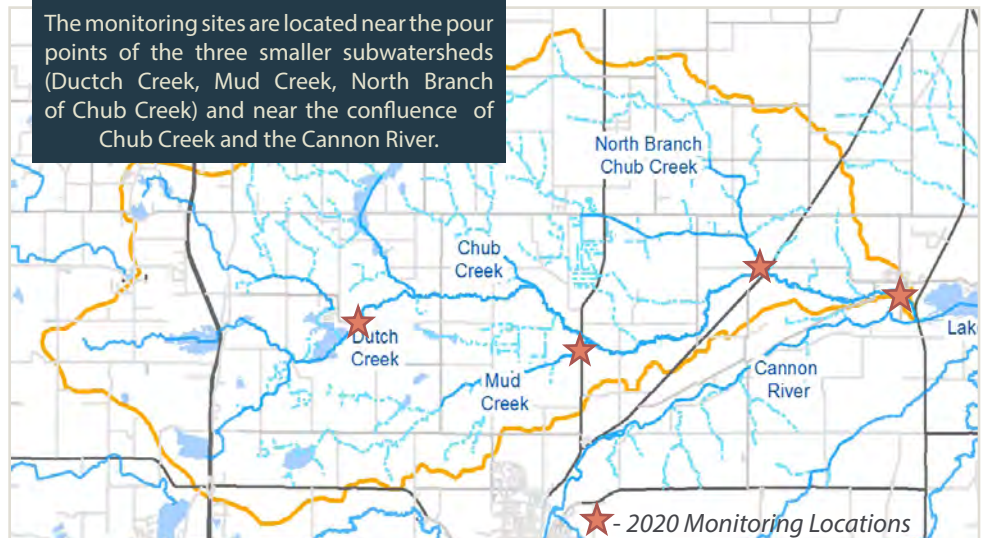


Chub Creek

# Chub Creek Watershed

## Chub Creek, Dutch Creek, Mud Creek, & North Branch Chub Creek

The monitoring sites are located near the pour points of the three smaller subwatersheds (Dutch Creek, Mud Creek, North Branch of Chub Creek) and near the confluence of Chub Creek and the Cannon River.



Data collected in 2020 show:

- North Branch Chub Creek has the highest **nitrate** level in watershed (above state standard). Chub Creek has the second highest level, caused by North Branch feeding into Chub Creek above the Chub monitoring site.
- **Total phosphorus** levels in Dutch Creek was highest; both Mud Creek and Chub Creek saw a spike in July (Chub spike caused by Mud).
- **Total suspended solids** and **chlorophyll-a** (new in 2020) had high variability throughout the monitoring season.
- **E. coli** levels at all sites exceeded the state standard during most monitoring events. Dutch Creek (tailend of a wetland complex), Chub Creek, and Mud Creek had the highest levels.

### 2020 Monitoring Locations

#### Dutch Creek (DUTCH300)

Dutch Creek at 300th Street W

#### Mud Creek (MUD3)

Mud Creek at Highway 3

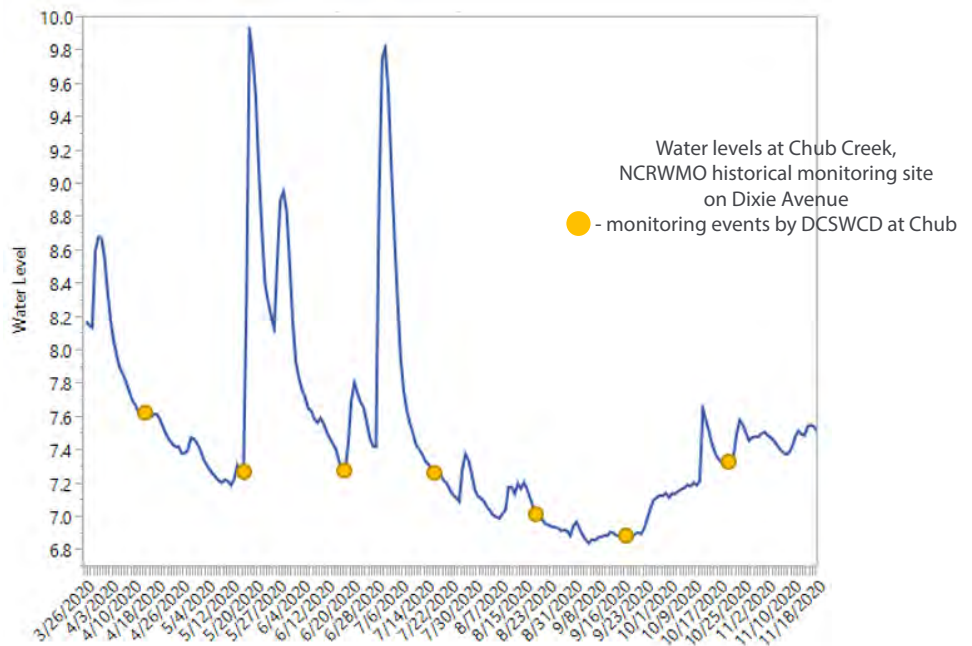
#### North Branch Chub Creek (NB47)

North Branch Chub Creek at Highway 47

#### Chub Creek (Chub PMS)

Chub Creek on Dixie Ave

Temperature and water level logger installed at Chub Creek by DCSWCD staff



# Pine Creek Watershed

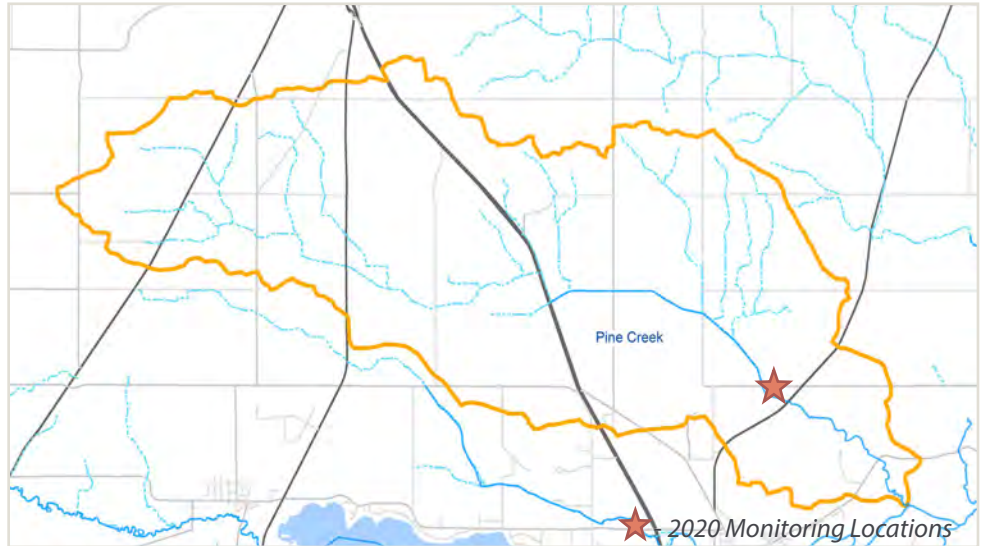
## Pine Creek



Water quality sampling in the Pine Creek watershed began back in 2006, providing natural resource managers with a longterm dataset to use when evaluating watershed health and determining management activities.

Data collected in 2020 show:

- **Phosphorus** and **sediment** levels were consistent all season and stayed below the state standard
- **E. coli** level were below the state standard in both the spring and fall months, but increased during the summer months
- **Nitrate** level averaged just under 12 mg/L; exceeding the drinking water standard throughout the seasons



MNDNR hydrologists visit this site and another site upstream intermittently to monitor streamflow from March to November each year. Continuous temperature and water level monitoring equipment are deployed at both monitoring sites year round and data is collected on 15 minute intervals. Data is available on the MNDNR's website.

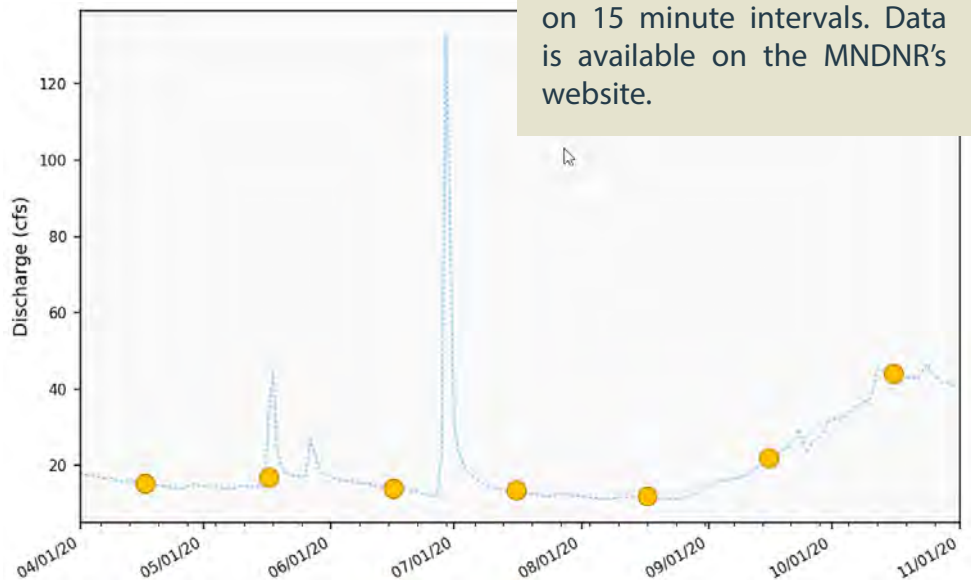
### 2020 Monitoring Location Pine Creek (PC3)

Pine Creek at 280th Street

### Monitoring Partner

Minnesota Department of Natural Resources (MNDNR)

PC3 is part of the MNDNR's stream monitoring program. Water temperature and level are continuously monitored and flow measurements are collected intermittently.

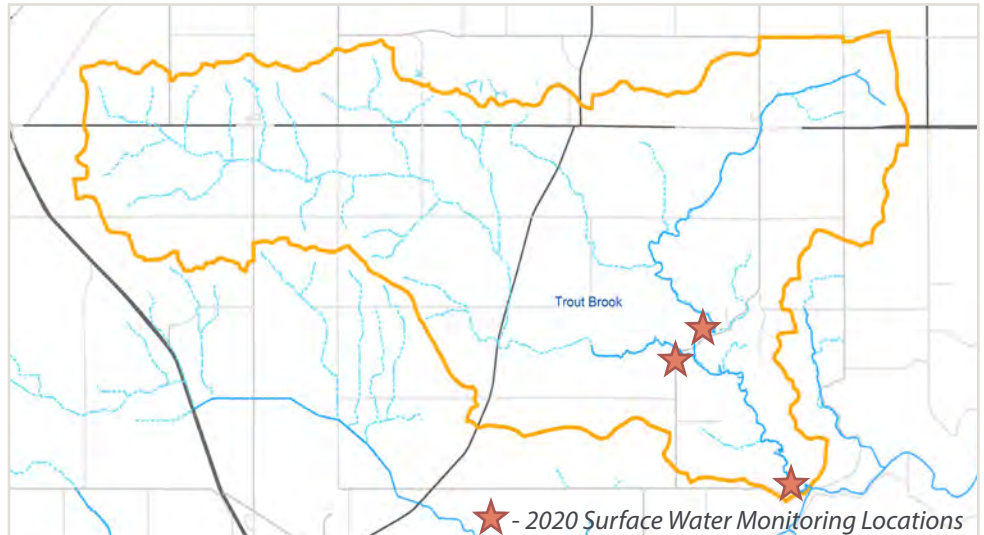


Discharge (cubic feet per second) at PC2, NCRWMO historical monitoring site on Hogan Avenue  
● - monitoring events by DCSWCD at PC3



# Trout Brook Watershed

## Trout Brook Surface Water



Surface and groundwater monitoring activities occur in and around Trout Brook. Three surface water sites are monitored during the field season, testing water from the tributary and mainstem upstream of their confluence, as well as at the bottom of the watershed.

### 2020 Monitoring Locations

#### Trout Brook (TB1)

Unnamed Tributary to Trout Brook at Miesville Trail

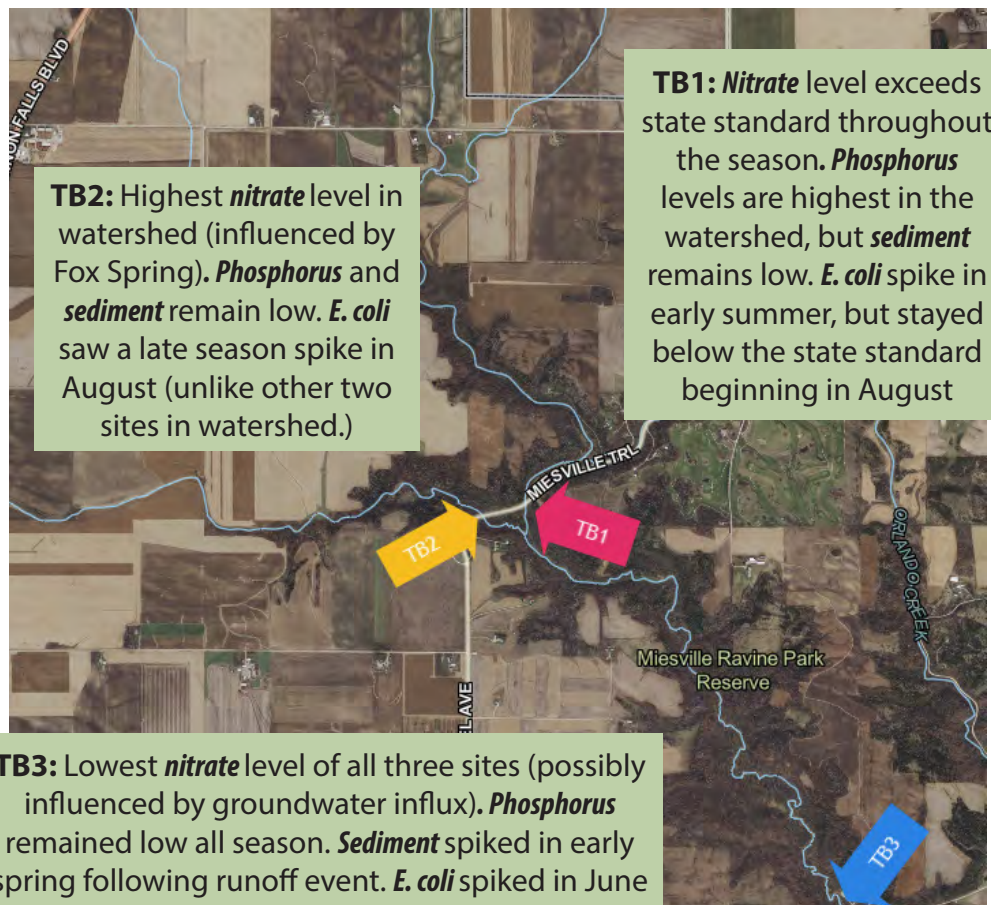
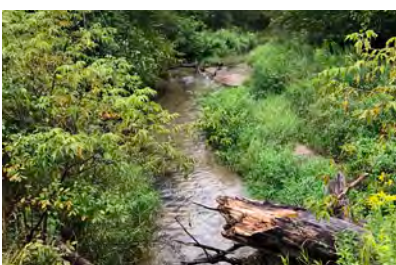
#### Trout Brook (TB2)

Trout Brook at Miesville Trail

#### Trout Brook (TB3)

Trout Brook at Orlando Trail

These sites part of the MNDNR's stream monitoring program. Water temperature and level are continuously monitored and flow measurements are collected intermittently by MNDNR staff







Beaver Spring



Fox Spring



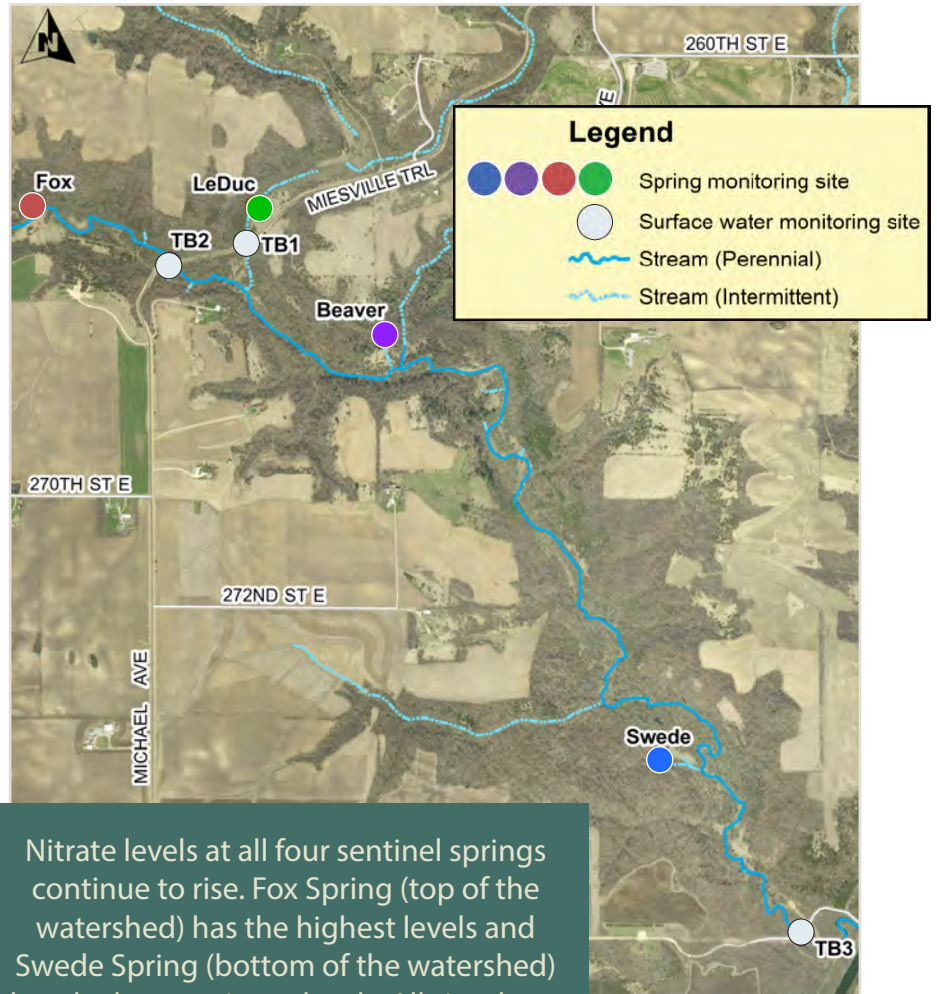
LeDuc Spring



Swede Spring

# Trout Brook Watershed

## Trout Brook Groundwater



Nitrate levels at all four sentinel springs continue to rise. Fox Spring (top of the watershed) has the highest levels and Swede Spring (bottom of the watershed) has the lowest nitrate levels. All sites have nitrate levels above the state standard.

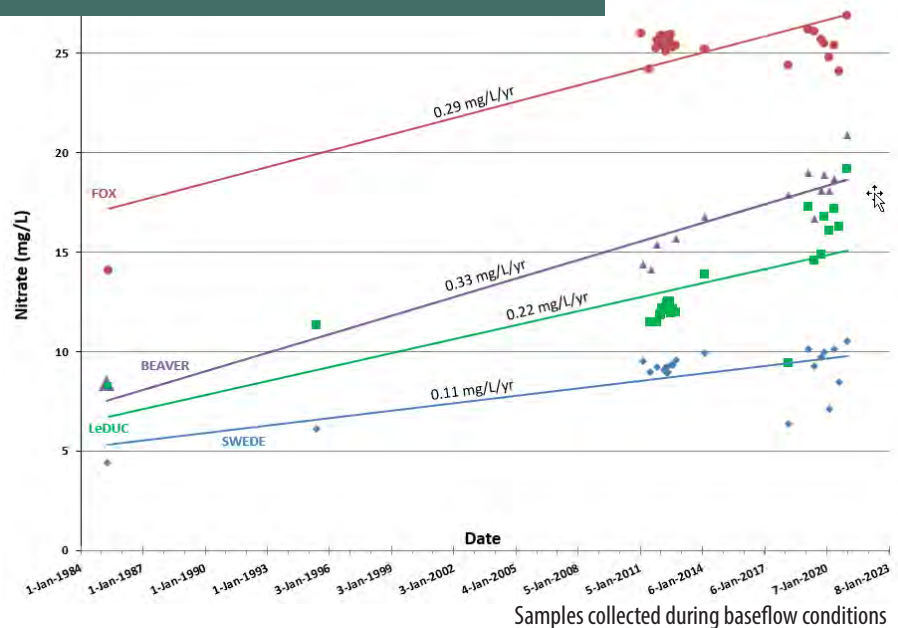
### Sentinel Springs

Beaver, Fox, Le Duc, Swede

Spring monitoring in the Trout Brook watershed began as a one off effort in 1985. A monitoring strategy was developed as part of the NCRWMO's watershed management plan, resulting in regular monitoring at the same four springs beginning in 2011.

Sampling frequency increased to quarterly in order to get a higher resolution dataset to better understand nitrate levels in the watershed over time.

Monitoring is supported by Dakota County Parks.



## **Request for Proposals for Legal Services**

Pursuant to Minn. Stats. §103B.227. Subd. 5, the North Cannon River Watershed Management Organization (NCRWMO) hereby solicits proposals from qualified firms for legal services for the period between November 20, 2021 and November 20, 2023.

The NCRWMO anticipates the following schedule for this RFP and related services contract:

August 16, 2021 Public Notice Posted and RFP sent to Qualified Firms

October 1, 2021 Response Deadline for Proposals

November 17, 2021 Selection of Firm by Board of Managers

November 18 – 20, 2021 Development of Contract

November 20, 2021 – November 20, 2023 Effective Period of Contract

Written proposals setting forth the experience of the individuals who would perform legal services should be sent to:

North Cannon River Watershed Management Organization

c/o Ashley Gallagher

4100 220<sup>th</sup> St W, Suite 102

Farmington, MN 55024

[ashley.gallagher@co.dakota.mn.us](mailto:ashley.gallagher@co.dakota.mn.us)

Proposals will be reviewed by the NCRWMO board of managers at its November 17, 2021 meeting and a firm will be selected at that time. The NCRWMO reserves the right to reject any or all proposals when it is determined to be in the best interest of the organization. There is no expressed or implied obligation for the NCRWMO to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Attached:

1. 2021-2023 Solicitation for Legal Services
2. 2021 NCRWMO Budget

# **Solicitation of Applicants to Provide Legal Services**

## **I. Purpose**

Pursuant to Minn. Stats. §103B.227. Subd. 5, the purpose of this action is to select a qualified firm to provide legal services to the North Cannon River Watershed Management Organization (NCRWMO) between November 20, 2021 and November 20, 2023.

## **II. Background**

The NCRWMO was established in 1983 through a joint powers agreement (JPA) between the eight townships and three small cities in Dakota County that are located within the Cannon River Watershed. The purpose of the NCRWMO is to regulate water storage and retention of the watershed, according to Minn. Stats. §103B.201. The member townships and cities appoint the organization's board, approve budgets, and provide administrative funds. A board of eleven managers, who are appointed by the member townships and cities, govern the NCRWMO. Members include: Castle Rock Township, Douglas Township, Eureka Township, Hampton Township, Randolph Township, Sciota Township, Waterford Township, City of Miesville, City of New Trier, and City of Randolph.

## **III. Watershed Characteristics**

The North Cannon River Watershed Management Organization is located in southern Dakota County. The drainage area is approximately 95,000 acres, or about 150 square miles. While Dakota County is considered a metropolitan county, the area is south of the Metropolitan Urban Service Area (MUSA) and is rural in nature. The NCRWMO includes the sub-watersheds of Chub Creek, Trout Brook and Pine Creek, and the Cannon River from Northfield to Lake Byllesby. The primary landuse in the watershed is agriculture followed by natural areas and rural residential.

## **IV. Scope of Required Services**

The NCRWMO attorney will provide legal counsel, as necessary, regarding development and implementation of its management plans, review and approval of local water management plans, joint powers and other inter-jurisdictional agreements, correspondence that reflects legal positions of the NCRWMO Board, state legislation and county ordinances that affect the NCRWMO, constraints within which the NCRWMO and member cities must operate, and other related matters as appropriate.

## **V. Instructions to Applicants**

Firms interested in providing legal services to the NCRWMO are requested to submit the following information:

1. The name and location of the firm and location of headquarters, if different.
2. The number of years in operation at the Twin Cities location and at headquarters, if different.
3. A brief (less than 2-page) description of the firm and the type of work that it does.  
The NCRWMO is especially interested in expertise in the areas of:
  - Stormwater management
  - Groundwater protection

- Water quality management
  - Lake protection and restoration
  - Wetlands protection, management, and mitigation
  - Review of developments and project conformance with WMO plans, policies, standards and criteria.
  - Watershed Management Planning
4. The total number of relevant professional staff at company location that will be made available to the WMO. Also include the number of professional staff at these locations that are engaged in the fields of expertise identified above.
  5. Short (less than 2-page) résumés for the person(s) who would, if requested, be available to supply legal services in the next two years. Also, identify the person who would serve as primary contact and attorney for the WMO. The résumés should list the qualifications of these persons to serve the WMO, including the following:
    - Education
    - Years of experience in legal aspects of water and land resource management
    - Primary areas of expertise
    - Hourly billing rate
  6. Whether your firm is currently retained by any of the eleven NCRWMO communities or any developers with projects within NCRWMO boundaries. If so, list these relationships and discuss how your firm would avoid any conflict of interest if it were selected as the WMO's consultant.
  7. Company fee schedule.

## **VI. Schedule**

The NCRWMO anticipates the following schedule for this RFP and related services contract:

August 16, 2021 Public Notice Posted and RFP sent to Qualified Firms

October 1, 2021 Response Deadline for Proposals

November 17, 2021 Selection of Firm by Board of Managers

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November 20, 2021 – November 20, 2023 Effective Period of Contract

## **VII. Evaluation and Selection**

### **A. Evaluation Criteria**

1. Qualifications of firm and attorney who would serve WMO:
  - Skill and capability of assigned personnel
  - Applicable experience with resource management programs at the local government level
  - Knowledge of the Surface Water Management Act passed by the State of Minnesota in 1982, the revised "509" rule requirements, and other applicable water-related laws and regulations.
2. Costs

- Reasonableness of hourly costs and other expenses
3. Other, including:
- Knowledge of North Cannon River Watershed area and location of office
  - Availability and location of the assigned personnel
  - Ability to communicate and overall capability of personnel
  - Conformity of proposal with RFP

B. Procedure

Responses will be reviewed and evaluated by the NCRWMO Board. The top firm or firms may be interviewed by the Board after evaluations have been completed. Unsuccessful candidates will be notified by mail.

**VIII. WMO Contact and Submission Deadline**

Proposals must be received by 12:00 noon on Friday, October 1, 2021. One (1) copy of the proposal should be sent to: North Cannon River Watershed Management Organization c/o SWCD, 4100 220<sup>th</sup> St W, Suite 102, Farmington, MN 55024. Electronic copies of proposals via email are acceptable. Please email: [ashley.gallagher@co.dakota.mn.us](mailto:ashley.gallagher@co.dakota.mn.us).