



# 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

## BOARD OF MANAGERS MEETING

Wednesday, October 6, 2021

7:00 pm

Eureka Town Hall

25043 Cedar Avenue, Farmington, Minnesota 55024

**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 July 21, 2021 Meeting Minutes\*

4.2 Invoices for Payment\*

4.3 Year-to-date Financial Summary\*

**5. New Business**

5.1 Presentation on Dakota County Agricultural Chemical Reduction Effort (ACRE)\*

5.2 Approve the Stakeholder Engagement Plan for NCRWMO Watershed Plan\*

5.3 Review the Performance Review and Assistance Program (PRAP) Report

5.4 Request Extension on BWSR FY19 Watershed Based Funding Grant

5.5 Approve 2022 Budget and Dues\*

5.6 Approve Workplan with SWCD for 2022\*

5.7 Select Legal Services Agreement\*

5.8 Approve 2022 Meeting Schedule

- January 19, 2022
- April 20, 2022
- July 20, 2022
- November 16, 2022

**6. Agenda Items and Location for January 19, 2021 Meeting**

**7. Member Community Reports**

**8. Adjournment**



# 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

July 21, 2021  
7:00 p.m.  
Greenvale Townhall

### 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
Nancy Sauber	Eureka Township
Jeff Reed	Douglas Township

### Others Present:

Ashley Gallagher, Dakota County SWCD Staff  
Jayne Hager Dee, Dakota County SWCD Board  
Melissa King, Board of Water and Soil Resources  
Tony Rowan, Greenvale Township  
Charles Anderson, Greenvale Township  
Linus Langer, Greenvale Township  
Nicki Weber, Castle Rock Resident

**Annual Tour:** Kimber Contour Farms hosted, and Kurt Kimber talked about the perennial intermediate wheatgrass Kernza. Perennial crop systems could help reduce groundwater quality issues, such as high nitrates, as well as provide benefits to surface water quality. More information on Kernza is available through the University of Minnesota Forever Green Initiative.

### 1. Call to Order

Vice Chair Peterson (Alternate for Langer) called the meeting to order at 7:04 p.m.

### 2. Approval of Agenda

**Motion** by Weber, second by Reed to approve the agenda. Motion carried.

### 3. Audience

Vice Chair Peterson 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 April 21, 2021 Meeting Minutes

#### 4.2 Invoices for Payment

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

**Motion** by Sauber, second by Weber to approve the consent agenda. Motion carried.

### 5. New Business

#### 5.1 Presentation on NCRWMO Watershed Plan Update Process

Melissa King, Board Conservationist for the Board of Water and Soil Resources (BWSR) gave a presentation on the Metro Watershed Plan process. There are certain requirements throughout the planning process, especially related to public engagement. The updated Watershed Plan will go to the BWSR Board for final approval and must be complete before the current Watershed Plan expires, which is August 2023.

The NCRWMO is also on the BWSR schedule for a Performance Review and Assistance Program (PRAP). This is a routine inventory that all LGUs must do once every 10 years. The NCRWMO has never been through a PRAP inventory. This will also help NCRWMO assess accomplishments on the current Watershed Plan, and therefore help with the Watershed Plan update.

## **5.2 Draft 2022 Budget**

Ashley Gallagher presented the Draft 2022 Budget. Items highlighted included the increase in administrative time due to the Watershed Plan update. The consultant budget was able to remain fairly low because there is a reliance on the administrator to do many of the engagement activities. Most costs remain the same as previous years, besides an increase of \$5.00 to the SWCD hourly rate. The largest budget item is the Watershed Plan Update, with an estimated cost in the budget of \$35,000 (\$25,000 in 2022). To cover these costs the CD will be used, plus \$12,00 in Watershed Plan reserve and \$2,000 in general reserve. Member dues will also have to increase by \$5,000. However, when spread amongst the members, most dues only increase by a couple hundred dollars.

## **5.3 Selection of Consultant for NCRWMO Watershed Plan Update**

The Board received five proposals, that members reviewed and scored. The Board narrowed it down to two proposals in discussion and then took a vote.

**Motion by** Peine, second by VanDeSteege to select ISG as the consultant for writing the 4<sup>th</sup> Generation Watershed Plan. Motion carried.

## **5.4 Annual Water Quality Monitoring Report**

The report was included in the meeting packet. Lindsey Albright from the SWCD office conducted the monitoring and prepared the report. Gallagher highlighted a few of the impairments and trends.

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

Every two years the WMO is required to go out for bid on services. The agreement for legal services will expire this year, therefore the NCRWMO needs to release an RFP for legal services. The RFP was provided in the meeting packet.

**Motion by** VanDeSteege, second by Weber to release the RFP for legal services. Motion carried.

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

Eureka Township will host next meeting.

## **7. Member Community Reports**

None.

## **8. Adjournment - Motion by** Reed, second by Peine to adjourn the meeting. Motion carried. Meeting adjourned at 7:55 p.m.

**FROM:**

Environmental Resources Department  
Attn: Paula Liepold  
Dakota County Western Service Center  
14955 Galaxie Avenue  
Apple Valley, MN 55124

Phone: 952-891-7117

**INVOICE**

SEPT. 17, 2021

**TO:**

Ashley Gallagher  
North Cannon River Watershed Management  
Organization

**FOR:**

Wetland Health Evaluation Program (WHEP)

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

DESCRIPTION	AMOUNT
In accordance with the Joint Powers Agreement for Dakota County to administer the Wetland Health Evaluation Program on behalf of the City, payment for the NCRWMO's participation in WHEP for 2021.  2 (2 plus 1 crosscheck) wetlands @ \$900 each	\$2,700.00
Total	\$2,700.00

**North Cannon River Watershed Management Organization**

June 1, 2021 to October 31, 2021

**Balance Sheet**

**Assets**

Cash in Checking	\$23,156.05
Cash in Savings	\$58,213.96
Certificate of Deposit 11236	<u>\$12,485.83</u>
<b>Total Cash:</b>	<b>\$93,855.84</b>

Accounts Receivable	<u>\$138.66</u>
<b>Total Assets:</b>	<b><u>\$93,994.50</u></b>

---

**Liabilities and Equity**

Accounts Payable	\$8,686.71
Accounts Payable WBF Grant	<u>\$0.00</u>
	\$8,686.71

<b>Grant Funds Deferred</b>	<b>\$5,951.41</b>
-----------------------------	-------------------

**Equity**

General Fund Balance January 1	\$39,124.79
Fund Balance Reserved for WP	\$13,500.00
Net Surplus / (-) Deficit	<u>\$26,731.59</u>
<b>Total Equity:</b>	<b>\$79,356.38</b>

<b>Total Liabilities and Equity:</b>	<b><u>\$93,994.50</u></b>
--------------------------------------	---------------------------

---

# North Cannon River Watershed Management Organization

June 1, 2021 to October 31, 2021

## Revenue and Expense Summary

General Fund	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final Entries	Annual Total	2021 Budget
<b><u>Revenues</u></b>							
Member Allocations	\$0.00	\$28,139.77	\$6,860.23	\$0.00	\$0.00	\$35,000.00	\$35,000.00
Interest - Savings Account	\$19.12	\$0.00	\$15.09	\$0.00	\$0.00	\$34.21	\$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>\$34.84</b>	<b>\$28,139.77</b>	<b>\$6,875.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,049.93</b>	<b>\$35,300.00</b>
<b><u>Expenses</u></b>							
Administrative Services	\$0.00	\$2,905.00	\$3,849.00	\$0.00	\$0.00	\$6,754.00	\$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	\$744.34	\$0.00	\$0.00	\$824.34	\$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>\$4,593.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,318.34</b>	<b>\$39,475.00</b>
<b>Net Surplus / (-) Deficit</b>	<b><u>\$34.84</u></b>	<b><u>\$24,414.77</u></b>	<b><u>\$2,281.98</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$26,731.59</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**

June 1, 2021 to October 31, 2021

Watershed Based Funding Grant

<b>WBF Grant</b>	<b>2018 Activity</b>	<b>2019 Activity</b>	<b>2020 Activity</b>	<b>2021 1st Qtr</b>	<b>2021 2nd Qtr</b>	<b>2021 3rd Qtr</b>	<b>2021 4th Qtr</b>	<b>Annual Total</b>	<b>Cumulative Total</b>	<b>Budget</b>
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	\$3,562.85	\$0.00	\$0.00	\$3,562.85	\$5,120.15	\$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	\$747.96	\$0.00	\$0.00	\$747.96	\$3,144.76	\$7,761.00
Subwatershed Analysis	\$465.90	\$3,432.74	\$2,531.48	\$2,452.83	\$3,435.40	\$0.00	\$0.00	\$5,888.23	\$12,318.35	\$33,250.00
Drainage Water Management	\$294.35	\$313.25	\$446.22	\$331.29	\$940.50	\$0.00	\$0.00	\$1,271.79	\$2,325.61	\$14,744.00
Drainage Water Management Exp	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Total Expenses:</b>	<b>\$848.56</b>	<b>\$45,190.00</b>	<b>\$4,509.18</b>	<b>\$3,074.14</b>	<b>\$8,686.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,760.85</b>	<b>\$62,308.59</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>\$5,951.41</u></b>	<b><u>\$5,951.41</u></b>	<b><u>\$5,951.41</u></b>		<b><u>\$5,951.41</u></b>	

## Agricultural Chemical Reduction Effort (ACRE)

The [2020-2030 Dakota County Groundwater Plan](#) identified agricultural chemicals, especially nitrate, crop herbicides, and chloride, as significant drinking water issues for much of rural Dakota County. ACRE is intended to reduce those chemicals in groundwater to levels that no longer pose threats to human health or ecological systems.

### Why develop an ACRE Plan?

- **Nitrate Contamination**

Nitrate contamination is a well-documented problem in Dakota County drinking water. Although low levels of nitrate (zero to 3 mg/L) may occur naturally in water, high levels of nitrate in groundwater usually come from human activities. In the Upper Midwest, the major source is nitrogen fertilizer used on agricultural crops, although septic systems and feedlots are lesser sources.



Elevated nitrate is the most common contaminant to exceed health guidelines in Dakota County drinking water. The City of Hastings had to take multiple actions to maintain safe nitrate levels in their water supply, including a \$3 million nitrate removal system. In addition, between 20% and 30% of the households in Dakota County that rely on private drinking water wells have well water that exceeds the nitrate health guideline of 10 mg/L. For them, an effective drinking water treatment system may cost \$800 to \$1,000 to install, plus ongoing maintenance costs.

- **Crop Pesticides**

In addition to the nitrate problem, numerous pesticides – specifically, crop herbicides and their breakdown products -- are widely detected in the groundwater in rural parts of the County. Although these chemicals are usually at levels far below their respective drinking water guidelines, the presence of such a large number of chemicals is concerning, especially since the health effects of chemical mixtures are not well understood.

- **Chloride**

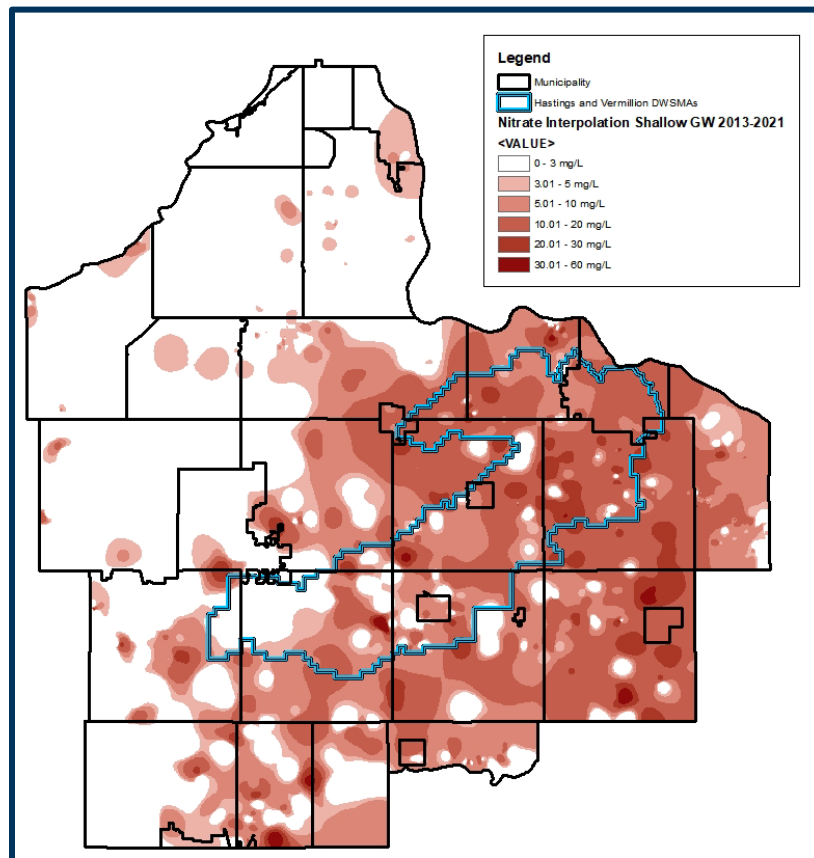
Chloride levels in groundwater in the county are increasing (as they are in most metropolitan areas) and potassium chloride (potash) is one source of chloride in Minnesota waters. As a result, the County will encourage farmers to follow best management practices for potassium fertilizer use, although chloride reduction will be a secondary concern in the ACRE Plan.



## What is ACRE?

The focus of ACRE is to reduce agricultural related nitrate contamination in groundwater, and address other agricultural contaminants (e.g., pesticides and chlorides) where practical. Dakota County will work with the Minnesota Department of Agriculture (MDA) which is already working on addressing nitrates in the Hastings area.

Below is a map showing nitrate contamination throughout most of rural Dakota County. The data are from private wells located within the shallow groundwater. The darker the red, the higher concentration of nitrate. As shown, there are many areas of the county that are well above the drinking water standard of 10 mg/L. The overarching goal is to achieve shallow nitrate concentrations below 10 mg/L.



## Where to find more information?

If you're interested in learning more about ACRE, go to [www.dakotacounty.us](http://www.dakotacounty.us), search ACRE. Or email [groundwater@co.dakota.mn.us](mailto:groundwater@co.dakota.mn.us).

*Funding for the ACRE Plan is provided through the Clean Water Land and Legacy Amendment, distributed by the Minnesota Department of Health to Dakota County.*



# North Cannon River WMO 4<sup>th</sup> Generation Management Plan Stakeholder Engagement Plan

September 29, 2021

Watershed management plans that reflect the concerns and priorities of stakeholders are more likely to be supported during the implementation phase and therefore have a greater likelihood of achieving plan goals. The stakeholder engagement plan for the development of the North Cannon River WMO (NCRWMO) 4<sup>th</sup> Generation Management Plan incorporates opportunities for stakeholder engagement in the first four of the five tactics of the public participation spectrum. While the NCRWMO retains the overall decision on approving the watershed management plan content, the public participation plan provides the platform for stakeholders to significantly influence the issues, priorities, and strategies incorporated in the plan.



Figure 1: International Association of Public Participation Spectrum of Public Participation

## INFORM + CONSULT OPPORTUNITIES

### Website updates

Background information including previous planning documents and general watershed information is available via the NCRWMO website. The website will be updated throughout the planning process as key tasks are completed to keep interested stakeholders informed of the progress. This includes posting draft materials for review and information on committee meetings and engagement opportunities.

### Formal comment opportunities

There are three formal opportunities for comments to be submitted for consideration in the plan development process. The first opportunity is at the start of the planning process when the NCRWMO solicited from interested parties to submit input. This process was initiated on June 25, 2021 and concluded 60 days after the notice. Comments were received from the following reviewers:

- Minnesota Board of Water and Soil Resources
- Dakota County
- Dakota County Soil and Water Conservation District
- Minnesota Department of Agriculture
- Metropolitan Council
- Minnesota Department of Natural Resources
- Minnesota Pollution Control Agency (anticipated)

The second opportunity for formal comments to be submitted is after the conclusion of the plan development and prior to or at the public hearing to finalize the plan. It is anticipated that this comment period will begin in January 2023.

Lastly, stakeholders can attend the public hearing after the official comment period has ended as well as attend the NCRWMO board meetings to provide additional input.

### **Plan development public kick-off**

A planning kick-off event will be held upon approval of the stakeholder engagement plan. Due to concerns regarding in-person meetings during the pandemic, two mechanisms for obtaining public input are being planned, an in-person open house and a virtual open house.

The open house format was selected so that attendance could be limited to only a certain number of individuals in the room at one time, to encourage attendance across a longer time-period, and for attendees to be able to move through the event and provide input at their own pace. The benefits provided by the in-person event are that it includes large boards and maps that can be marked up and the ability to interact with staff and other resource professionals. This event will be held if public health guidance at the time of the event permits in-person meetings.

The virtual open house will take place for a period of 4-weeks beginning in mid-October using a virtual space designed specifically for this project. The virtual open house will walk participants through a virtual room with surveys linked to each virtual easel that will collect input from stakeholders. An interactive map will be made available in the last virtual station that will allow participants to drop pins with a comment on priority areas in the planning area. The benefit provided by the virtual open house is that it can be completed by anyone with internet access at any time.

The content and feedback process will be the same for both the in-person and virtual methods.

1. Rank priority resource categories, such as surface water, habitat, groundwater, that are identified in the Cannon River 1W1P and the current NCRWMO WMP.
2. Rank priority concerns and issues associated with the priority resource categories. These may include groundwater quality, flooding, and land use development as well as others identified in the agency comment letters.
3. List issue concerns not included in steps 1 and 2
4. Identify priority resources (i.e., specific lakes and streams) on a map.

Promotion of the kick-off event and the online survey will be done through existing partnerships and local media. This includes promoting through the NCRWMO member townships and cities, posting on partner social media sites (i.e. DCSWCD), press releases to local newspapers, and direct emails to citizens and organizations within the watershed.

## **INVOLVE + COLLABORATE OPPORTUNITIES**

Two advisory committees will be actively engaged throughout the plan development process. The purpose, role, and member representation of each are provided below. At this time, it is anticipated that the meetings for all advisory committees will be held in a virtual format. The NCRWMO Board and Administrator have determined the members for these committees (see attached).

### **Technical Committee (TC)**

The TC is responsible for ensuring that the plan content is based in best available science and data and for providing input on funding, policy, and programs that will help the NCRWMO achieve plan goals. The TC develops the recommendations on plan content that will be reviewed by the Advisory Committee, revised as appropriate, and presented to the Board for approval. The TC will comprise of representatives from state and regional agencies (BWSR, DNR, MPCA, MDA, MDH, MnDOT, Met Council). It is anticipated that the TAC will meet monthly.

### Advisory Committee (AC)

The AC will be engaged to provide feedback and advice at key touchpoints throughout the content development process. Key touchpoints for feedback will be after the TC has developed recommendations for the Board on priority issues as well as the goals, strategies, and policies to address those priority issues. The AC will comprise of individuals that represent local governments, environmental, agricultural, landowner, and outdoor and recreational groups as well as other interests. Interest in becoming a member of this committee will be solicited during the open house and via the online survey.

## MILESTONES

Additional meetings or workshops will be added as needed.

### 2021

October Board Meeting: *Stakeholder engagement plan*

### 2022

January Board meeting: *Initial planning Meeting and Issue Prioritization*

April Board Meeting: *Progress update*

July Board Meeting: *Goals, Strategies, and Policies*

November Board Meeting: *Begin Review*

### 2023

January Board Meeting: *Approval for 60-day comment period*

April Board Meeting: *Public Hearing*

April Review: 90-day BWSR review

July Board Meeting: *Plan Adoption*

## COMMITTEE MEMEBERS

### Technical Committee (TC)

Organization	Representative
DNR	Taylor Huinker
MDH	John Freitag
MDA	Jeff Berg
Met Council	Emily Resseger
MPCA	Kristen Dieterman
MNDOT	Beth Neuendorf
BWSR	Melissa King

### Advisory Committee (AC)

Organization	Representative
UMN Extension	Greg Klinger
Clean River Partners	Kristi Pursell
Lake Byllesby Improvement Association	Bob Koch
Carleton Arboretum	Nancy Breaker
Trout Unlimited	Tony Nelson
MN Rural Water	Scott Hanson
Cannon River Watershed Joint Powers Board	Steve Pahs
SE Irrigators	Brian Molitor
WHEP	Paula Leipold
Freshwater	Carrie Jennings
Corn/Soybean Growers	Matt Braun
USDA-NRCS	Michelle Wohlers
USDA-FSA	Brandon Dahl
Dakota County	Valerie Grover
Dakota SWCD	Brian Watson
Dakota County Parks	Tom Lewanski

# NCRWMO

## DRAFT 2022 Budget

EXPENSES	AMOUNT	NOTES
Administrative Services	\$15,350	See SWCD Work Plan: Based on 4 meetings 170 hours @ \$85/hour Plus website domain
Administrative Services for 4th Generation Watershed Management Plan	\$6,800	See SWCD Work Plan: <b>Coordination 40 hours @ \$85/hour</b> 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>\$70,175</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	\$29,600	Certificate of deposit matures in August 2022. Full estimated amount of CD \$12,600 plus WP reserve of \$12,000 and <b>\$5,000 general reserve.</b>
<b>TOTAL REVENUES</b>	<b>\$69,900</b>	
<b>TOTAL BUDGET SURPLUS/(DEFICIT)</b>	<b>-\$275</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
Eureka 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			

**2022 SWCD Work Plan and Budget**  
**North Cannon River Watershed Management Organization**

**Administrative Assistance**

<b>Task</b>	<b>Estimated Annual Cost</b>
<b>Treasurer Report and Budget Performance Report</b> Calculate and report for each meeting fund balances on CDs, savings, and checking accounts and update budget performance report, assist Auditor with audit as needed.	10 hours @ \$ 85/hour = \$ 850 <sup>1</sup>
<b>Board Meeting Preparation Based on 4 Meetings</b> 1) Put together full Board packet mailing materials including agenda, minutes, treasurer report, etc. 2) Find and reserve meeting space and coordinate building locking/unlocking. 3) Maintain and update database of Board member addresses. 4) Distribute Board packet to Board members and alternates, plus key partners. 5) Distribute agenda and minutes to 11 clerks.	60 hours @ \$ 85/hour = \$ 5,100 <sup>2</sup>  Paper and postage = \$100
<b>Annual Reports, Plans, Financial Reports</b> Meet BWSR requirements by developing and submitting reports for previous year plus next year's plans.	25 hours @ \$ 85/hour = \$ 2,125
<b>Annual Budget Development and Dues Calculations</b> Prepare annual budget from approved plan and Board priorities and distribute. Receive tax capacity figures from County Assessor's office and calculate appropriate dues for each member depending on budget.	15 hours @ \$ 85/hour = \$ 1,275
<b>Website Hosting and Administration</b> Host and maintain a website, as required by BWSR, to display information on meetings, plans, reports, cost-share projects, grants and other information.	20 hours @ \$ 85/hour = \$ 1,700 Hosting fee = \$900
<b>General Correspondence and Coordination</b> Coordinate with various entities regarding pertinent watershed management topics and events. Coordination of watershed-based implementation funding for NCRWMO priorities.	40 hours @ \$ 85/hour = \$ 3,400
<b>Watershed Management Plan Update</b> Coordinate with the consultant, Board and partners on developing the 4 <sup>th</sup> generation Plan. Lead public engagement strategies and the Plan approval process.	Coordination 40 hours @ \$85/hour = \$3,400 Engagement 30 hours @ \$85/hour = \$2,550 Approval process 10 hours @ \$85/hours = \$850
<b>Administrative Assistance Subtotal</b>	<b>\$22,250</b>

<sup>1</sup> \$200 will be charged for each additional Board meeting scheduled.

<sup>2</sup> \$ 1,275 will be charged for each additional Board meeting scheduled.



## Technical Assistance

Task	Estimated Annual Cost
<b>Water Monitoring</b> 1) Water Quality Monitoring – Routine a. Lab analysis for bacteria, nutrients, and solids. b. Staff time for sample collection  2) Water Quality Monitoring - Event a. Lab analysis for bacteria, nutrients, and solids. b. Staff time for sample collection  3) Data Analysis and Reporting a. Data analysis, compilation, and reporting to MPCA b. Creating a monitoring report and presenting findings to NCRWMO board	7 monthly samples @ \$90.25/sample = \$631.75 35 hours @ \$85/hour = \$2,975  5 event samples @ \$90.25/sample = \$451.25 25 hours @ \$85/hour = \$2,125  10 hours @ \$85/hour = \$850 25 hours @ \$85/hour = \$2,125  Sub-Total for Monitoring = \$9,158
<b>Advocacy, Education and Outreach</b> Coordinate with local, County, State and Federal stakeholders to implement the advocacy, education and outreach strategies within the Watershed Management Plan.	25 hours @ \$85/hour = \$2,125
<b>Landscaping for Clean Water (LCW)</b> 1) Staff time for technical assistance. 2) Provide cost share to landowners for up to 3 projects including raingardens, native plantings and shoreline stabilization projects consistent with SWCD cost share policies.	\$500 TA x 3 Projects = \$1,500  \$250 grant x 3 projects = \$750  Sub-Total for LCW= \$2,250
<b>Cost Share Program</b> Provide cost share to landowners for implementing conservation projects through existing SWCD cost share programs (pass through funds).  Technical and administrative assistance to execute landowner contracts, provide construction oversight and certify completion of the project.	\$3,000  \$1,000
<b>Technical Assistance Subtotal</b>	<b>\$19,783</b>

**Total Not-To-Exceed Amount = \$42,033**

Note: Additional items may be required of the SWCD during the workplan timeframe and individual budget amounts may change as work progresses. If proposed changes are to exceed the total agreed amount, this work plan will then be amended and re-executed by the NCRWMO and SWCD.



# CAMPBELL KNUTSON

PROFESSIONAL ♦ ASSOCIATION

\*\*\*

*Direct Dial: (651) 234-6201*

*E-Mail Address: [jmonge@ck-law.com](mailto:jmonge@ck-law.com)*

August 31, 2021

Elliott B. Knetsch  
Joel J. Jamnik  
Andrea McDowell Poehler  
Soren M. Mattick  
David S. Kendall  
Henry A. Schaeffer, III  
Alina Schwartz  
Shana N. Conklin  
James J. Mongé, III  
Jerome M. Porter  
Leah C.M. Koch  
Meagan K. Kelley  
Benjamin J. Colburn  
Jared D. Shepherd

Thomas J. Campbell\*  
Roger N. Knutson\*  
\*Retired

North Cannon River Watershed  
Management Organization  
c/o SWCD  
4100 220<sup>th</sup> Street West, Suite 102  
Farmington, MN 55024

**RE: NORTH CANNON RIVER WATERSHED MANAGEMENT ORGANIZATION  
RESPONSE TO REQUEST FOR PROPOSALS FOR LEGAL SERVICES**

Dear Ms. Gallagher:

In response to the solicitation of proposals from qualified firms to provide legal services to the North Cannon River Watershed Management Organization (NCRWMO) for 2021-2023, Campbell Knutson, P.A., respectfully requests consideration by the Board of Managers. The following information is being provided to assist in your review:

**1. NAME AND LOCATION OF FIRM.** Our firm name is Campbell Knutson, *Professional Association*, Grand Oak Office Center I, 860 Blue Gentian Road, Suite 290, Eagan, Minnesota 55121. The firm is located off of Dodd Road in Eagan just south of I-494 and north of Highway 55.

**2. NUMBER OF YEARS IN OPERATION AT EAGAN LOCATION.** The firm has been located in the Eagan area since it was founded in 1986, and moved to its current location at the Grand Oak Office Center in July 2015.

**3. EXPERIENCE WITH WATERSHED DISTRICTS.** Campbell Knutson currently represents five other watersheds in the seven-county area, and we previously provided legal services to the Gun Club WMO. The firm has been active in every aspect of watershed law from drafting joint powers agreements, reviewing 509 Plans, advising clients on law and rule changes, undertaking acquisitions for improvement projects and defending against claims. Our practice of municipal law dovetails with our watershed practice.

Grand Oak Office Center I  
860 Blue Gentian Road  
Suite 290  
Eagan, Minnesota 55121  
Main: 651-452-5000  
Fax: 651-234-6237  
[www.ck-law.com](http://www.ck-law.com)

**4. PROFESSIONAL STAFF AVAILABLE TO THE WMO.** Should Campbell Knutson be selected to represent the NCRWMO, we propose that James J. Mongé be the lead attorney for the NCRWMO and James will attend Board meetings as needed. Joel J. Jamnik would be the primary back-up should James be unavailable at a particular time. The firm's other attorneys would also be available to provide legal services to the NCRWMO.

**5. QUALIFICATIONS/EXPERIENCE.** James served as NCRWMO's lead attorney for the years 2019-2021. James provides general municipal services for all of the firm's clients and is the lead city attorney for Shafer and Stacy. Prior to joining the firm in 2015, James worked at the League of Minnesota Cities for 14 years. At the League, James served as Senior Land Use Litigator, Property/Casualty Litigator, and Research Attorney.

James has been a land use instructor for Government Training Services. He has also lectured to the League of Minnesota Cities and Continuing Legal Education classes for attorneys on various municipal law topics.

Joel currently serves as lead attorney for the Eagan-Inver Grove Heights WMO, Elm Creek WMO and Pioneer-Sarah Creek WMO in the west metro, and as the primary assistant for the Black Dog WMO in Burnsville. He is the lead City Attorney for Arden Hills, Burnsville, Farmington, Monticello and several smaller communities, and is an assistant for our other city clients.

Prior to joining the firm in 1997, Joel spent 17 years at the League of Minnesota Cities, starting in 1980. At the League, Joel was Legislative Counsel and Senior Intergovernmental Relations Representative from 1983-1997, with primary responsibility for land use and environmental legislative and regulatory matters. He was the League's primary lobbyist for all DNR and BWSR matters, and worked extensively on state WMO, shore land and wetland legislation and rules. He either directly served as the League representative on the rule writing task forces (such as for the 1986 shore land rules revision) or as support staff for the League appointed representatives (such as for the WCA rule process).

Joel has been a land use instructor for Government Training Services, and is a past-President of the Minnesota City Attorneys Association. He has also served as Vice-President of the Snail Lake Improvement District.

In the unlikely event that James or Joel would be temporarily unavailable to provide services to NCRWMO, Campbell Knutson has six other attorneys with expertise in municipal and watershed law that can assist. Campbell Knutson is a partnership in the true sense of the word. We are an open and collaborative group who work as a team to serve each of our clients. While each of our attorneys practice general municipal law, we each have developed specialties that we are able to provide to each of our clients, such as labor and employment, real estate, land use, condemnation, and telecommunications.

**6. CONFLICTS OF INTEREST.** Campbell Knutson does not currently have any clients in conflict with NCRWMO. As our firm focuses on municipal law, we do not represent any real estate developers and do not take positions contrary to municipal interests either locally or in a broader context through court cases, bargaining, or lobbying. We do not serve or represent any of the eleven NCRWMO communities.

**7. FEE SCHEDULE/HOURLY BILLING RATES.** Campbell Knutson proposes to provide general legal services to the NCRWMO at the following rates for the period November 20, 2021 to November 20, 2023:

Attorneys	\$ 165.00
Law Clerks/Assistants	\$ 95.00

Services rendered are billed according to the actual time incurred, with a minimum increment of one-tenth of an hour. We would also bill for the firm's out-of-pocket costs according to the following schedule:

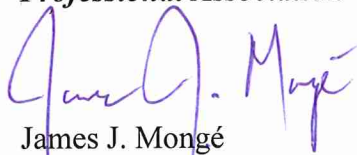
- Photocopies: \$ .20/page
- Lexis research: actual cost
- Postage over \$.50: actual cost

The NCRWMO would not be charged for any other items, including postage under \$.50.

We are very interested in providing quality legal services to the NCRWMO. If you have any questions or require any additional information, please do not hesitate to contact me.

Very truly yours,

**CAMPBELL KNUTSON**  
***Professional Association***

  
James J. Mongé  
JJM/jmo





## JAMES J. MONGÉ III

Attorney

[jmonge@ck-law.com](mailto:jmonge@ck-law.com)  
(651) 234-6201



**CITY ATTORNEY FOR THE CITIES OF:**  
Shafer and Stacy

### PROFESSIONAL EXPERIENCE

James joined the firm in 2015. From 2000-2015 James served as a Senior Land Use Litigator, Property/Casualty Litigator, and Research Attorney for the League of Minnesota Cities. From 1998-2000, James served as judicial law clerk for the Honorable Paul T. Benshoof in the Ninth Judicial District.

James has an extensive background in municipal law, including land use, open meeting law, data practices, and ordinance drafting. He also has significant litigation experience.

### NOTABLE CASES

*Sawh v. Lino Lakes*, 823 N.W.2d 627 (Minn. 2012) (city's determination that dog was a dangerous animal did not violate owner's constitutional right to procedural due process and was supported by a substantial basis in the record).

*Ortell v. City of Nowthen*, 814 N.W.2d 40 (Minn. App. 2012) (city's denial of application for a variance upheld).

*Wessman v. City of Mankato*, 2011 Minn. App. Unpub. LEXIS 597 (trial court's dismissal of plaintiff's substantive due process and temporary regulatory taking claims affirmed).

*Hess v. Fergus Falls*, 2007 Minn. App. Unpub. LEXIS 1061 (city decision to vacate right of way upheld).

### EDUCATION

Marquette University Law School

J.D.

Boston College

B.A.

### PROFESSIONAL MEMBERSHIPS

- Minnesota State Bar Association
- Wisconsin State Bar Association
- Ramsey County Bar Association
- Warren E. Burger Inn of Court

### RECOGNITION

Super Lawyers  
Rising Star, 2007 & 2008

### BAR ADMISSIONS

Minnesota 1999

Wisconsin 1998

U.S. District Court,  
District of Minnesota 2003



## Joel J. Jamnik

Shareholder

[jjamnik@ck-law.com](mailto:jjamnik@ck-law.com)  
(651) 234-6219



---

### City Attorney for the Cities of:

Arden Hills, Braham, Burnsville, Farmington, Monticello, Mora and Woodland

### Practice Areas

Joel has an extensive background in municipal law, including lobbying, land use planning and development, zoning, contracts, personnel, data practices, and ordinance preparation.

### Professional Experience

From 1980 to 1997, Joel served as Research Assistant, Legislative Counsel and finally Senior Intergovernmental Relations Representative for the League of Minnesota Cities. Joel was primarily responsible for city-state relations in the areas of land use, environmental law, criminal law, transportation, personnel, public safety and general governmental policy. He was chief author of the Handbook for Minnesota Cities 1983-1995, and frequent presenter for the LMC and Government Training Services.

### Professional Memberships

- Minnesota State Bar Association
  - o Public Law Section
- Dakota County Bar Association
- Minnesota Association of City Attorneys
  - o Past President and Board Member
- International Municipal Lawyers Association

### Education

William Mitchell College  
of Law  
J.D., magna cum laude

St. Cloud State University,  
B.A. with honors (dual  
major in CJS and Political  
Science)

### Bar Admissions

Minnesota

U.S. District Court,  
District of Minnesota 1