

# NORTH CANNON RIVER



## WATERSHED MANAGEMENT ORGANIZATION

**WEDNESDAY, JULY 20, 2022**

### **ANNUAL TOUR - 6:00 pm**

Meet at the picnic shelter at Lake Byllesby Regional Park (see attached map). Dakota County Staff will lead a tour of the dam. Improvements have been made, and more are planned. This is an opportunity to learn about the dam, see the changes that have been made and ask questions.

### **BOARD OF MANAGERS MEETING - 7:00 pm**

Meeting will take place following the tour at the Lake Byllesby picnic shelter.

### **INCLEMENT WEATHER POLICY**

If storming the tour will need to be cancelled and the meeting will be moved to Randolph City Hall. The Administrator will email the Board and interested parties the day of the tour and meeting, and post any changes on the website.

**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 20, 2022 Meeting Minutes\*
- 4.2 Invoices for Payment\*
- 4.3 Year-to-Date Financial Summary\*


**5. New Business**

- 5.1 Approve NCRWMO Watershed Plan Framework\*
- 5.2 Approve Updated Data Practices Policy\*
- 5.3 SWCD/County Grant from MDH to Review Mining Ordinances Countywide\*
- 5.4 Capital Improvement Projects (CIP) Discussion\*

**6. Agenda Items and Location for November 16, 2022 Meeting**

**7. Member Community Reports**

**8. Adjournment**



Serving the Communities of: Castle Rock Township, Douglas Township, Eureka Township, Greenvale Township, Hampton Township, Randolph Township, Sciota Township, Waterford Township, City of Miesville, City of New Trier, and the City of Randolph

# NORTH CANNON RIVER



## WATERSHED MANAGEMENT ORGANIZATION

### DRAFT MINUTES

### BOARD OF MANAGERS

April 20, 2022  
7:00 p.m.  
Greenvale Townhall

#### **NCRWMO Managers Present:**

Jeff Reed	Douglas Township
Frank Wergin	Waterford Township
Greg Langer	Greenvale Township
Dan Peine	Hampton Township
Don Dinesen	Randolph Township
Nancy Sauber	Eureka Township
Sandy Weber	Castle Rock Township

#### **Others Present:**

Ashley Gallagher, Dakota County SWCD Staff  
Jayne Hager Dee, Dakota County SWCD Board  
Tony Rowan, Greenvale Supervisor  
Charles Anderson, Greenvale Supervisor

#### **1. Call to Order**

Chair Weber called the meeting to order at 7:02 p.m.

#### **2. Approval of Agenda**

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

#### **3. Audience**

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 19, 2022 Meeting Minutes**

**Motion** by Sauber, second by Langer to approve the minutes with the two corrections as noted. Motion carried.

##### **4.2 Invoices for Payment**

One additional invoice from ISG for Watershed Planning for \$2020.00 came after meeting packets were sent out. **Motion** by Peine, second by Reed to approve invoices as presented. Motion carried.

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

Summaries were included in the meeting packet. There is a summary for the WBF grant from BWSR, and a summary of funds (local dues). Wergin provided updated balances based upon the approved invoices. **Motion** by Reed, second by Sauber to approve the year-end financial summaries. Motion carried.

#### **5. New Business**

##### **6.1 NCRWMO Watershed Plan Update**

Gallagher provided a presentation on the watershed planning process and next steps. Priority resources, issues and concerns were approved at the last NCRWMO Board meeting. The next item that the Technical Committee and Advisory Committee are working on is the Goals,

Strategies and Policies. These items will come to the Board in July for approval. There will be more emphasis on the Implementation Section of the Plan than in the previous planning efforts due to updated planning requirements and future grant funds are more tied to this section than in years past. A self-assessment is also part of the planning process. The BWSR Performance Review and Assessment Program (PRAP) completed last year helps with this. Gallagher also sent out a spreadsheet for each member to fill out that asks about local controls and relates to activities in the current Plan. There was a question about how projects specifically are prioritized. There are many studies and tools done for the watershed that could be used. One example is the Sub-Watershed Analysis (SWA) that have been done on many sub-watersheds. The SWA provides a list of projects ranked by cost/benefit. Also a comment that farmers have made many improvements over the years, and farmers sometimes feel like it is never enough and somebody is always going to want them to do more.

## **6.2 Watershed Based Funding BWSR Grant FY 22-23 Project List**

The convene group met and agreed upon a project list for the FY22-23 grant. Workplan does not open until July but will be submitted when available. Gallagher ran through the list that was included in the meeting packet. There were no comments.

## **6.3 Metropolitan Council Priority Waters List Information**

The list has been just lakes in the past but is now expanded to rivers as well. Within NCR Watershed Lake Byllesby and Chub Lake have been on the list and are still on the list. Most creeks were added. Met Council has provided water monitoring on Lake Byllesby and Chub Lake in the past and it has been helpful. The list is meant to provide planning guidance. There is a possibility that future comprehensive planning may require waters on the list to be address in the plan. There is an open comment period and members are welcome to submit comments or take the online survey.

## **6.4 County Agricultural Chemical Reduction Effort Update**

The factsheet in the meeting packet provided a summary of progress and next steps. The County has had multiple opportunities for public input. They are currently drafting the ACRE Plan and it should be available for comment this summer. Gallagher will notify the group when it is posted for review.

## **6.5 SWCD Programs Updates**

There is still funding available in the new harvestable covers program as well as the existing cover crops program and program for structural practices. The SWCD Board increased the cost-share percentage for structural practices from 75% to 85%. The SWCD started their tree sales program again this year and will likely continue the program next year.

## **6. Agenda Items and Location for July 20, 2022 Tour and Meeting**

Gallagher will come up with some ideas for a tour. The township nearest the tour location will be asked to host.

## **7. Member Community Reports**

There is a potential quarry proposed in Waterford Township. Project is still in preliminary information gathering phase, including test wells. This quarry proposal is much smaller than past proposals in Waterford. The township is interested in Chub Creek flow data.

## **8. Adjournment - Motion** by Reed, second by Peine to adjourn the meeting. Motion carried. Meeting adjourned at 7:45 p.m.



**Dakota County Soil & Water  
Conservation District**

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

# Invoice

DATE	INVOICE #
4/26/2022	3191

BILL TO

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

Reference

TERMS

Net Due in 30 Days

ITEM CODE	DESCRIPTION	HOURS	RATE	AMOUNT
	FY19 Watershed Based Funding Grant Tasks January 1, 2022 to April 2, 2022			
NCR WMO 19	GRANT ADMINISTRATION: (8.00 Hours)		662.00	662.00
NCR WMO 19	PROJECT DEVELOPMENT:		0.00	0.00
NCR WMO W...	AGRICULTURAL PRACTICES:		0.00	0.00
NCR WMO 19	SUBWATERSHED ANALYSIS:		0.00	0.00
NCR WMO 19	DRAINAGE WATER MANAGEMENT: (1.50 Hours)		111.00	111.00
	(9.50 Hours at Billable Rate)			
Thank you.			<b>Total</b>	<b>\$773.00</b>



**Dakota County Soil & Water  
Conservation District**

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

Reference

TERMS
Net Due in 30 Days

ITEM CODE	DESCRIPTION	HOURS	RATE	AMOUNT
	January - March 2022			
NCR WMO	ADMINISTRATIVE ASSISTANCE: General Administration, Financial Tasks, Board Meeting Coordination (January 19). Prepare 2021 Financial Reports and Annual Report. Watershed Based Incentive Funding coordination and convene meeting, project list prepared, plan references. ACRE Plan Public Sector Meeting. Elections office updates. Member Dues invoices prepared. Lake monitoring coordination with Met Council. Wetland Conservation Act Permit inquiry for new build.	48.5	85.00	4,122.50
NCR WMO	Watershed Management Plan	35.5	85.00	3,017.50
NCR WMO	Paper, Printing and Postage		25.00	25.00
NCR WMO	Web Site Updates and Maintenance		0.00	0.00
NCR WMO	Website Hosting (Annual, Includes Security)		900.00	900.00
NCR WMO	TECHNICAL ASSISTANCE, EDUCATION AND COST SHARE:		0.00	0.00
NCR WMO	Water Monitoring:			
NCR WMO	Water Quality Monitoring	3.5	85.00	297.50
NCR WMO	Data Analysis and Reporting	0.5	85.00	42.50
NCR WMO	Water Monitoring Supplies		40.13	40.13
NCR WMO	Advocacy, Education and Outreach:		0.00	0.00
NCR WMO	Landscaping for Clean Water:		0.00	0.00

Thank you.

**Total**



I & S Group, Inc.  
115 E. Hickory St.  
Suite 300  
Mankato, MN 56001  
507-387-6651  
www.ISGInc.com

North Cannon River WMO  
4100 220th Street West  
Suite 102  
Farmington, MN 55024

Invoice Number 82566  
Date 05/31/2022

Project 21-25618 North Cannon  
River WMO Mgmt Plan -  
Farmington, MN

Progress billing for professional services provided through date of invoice

Description	Contract Amount	Prior Billed	Current Billed
Task 1: Gaps Analysis	\$2,620.00	\$2,620.00	
Task 2: Stakeholder Engagement	\$3,718.00	\$3,718.00	
Task 3: Issue Prioritization	\$3,538.00	\$3,538.00	
Task 4: Goals, Strategies, Policies	\$7,308.00	\$7,308.00	
Task 5: Plan Prep + Review	\$14,928.00	\$4,960.00	\$1,900.00
Reimbursables			
	\$32,112.00	\$22,144.00	\$1,900.00

Invoice Amount \$1,900.00

Payment Terms: Net 30 days from invoice date. Past due balances are subject to late fees in the amount of 1.5% per month.  
If you have a question regarding your invoice or are interested in receiving invoices electronically, please e-mail AR@ISGInc.com

**Automated Clearing House (ACH) Instructions**

Account Name: I&S Group, Inc.  
ABA/Routing Number: 073000642  
Account Number: 2348642289  
Send Remittance to: AR@ISGInc.com

**Aging Summary**

Invoice Number	Invoice Date	0 - 30	31 - 60	61-90	Over 90	Balance
81234	5/6/2022	\$4,788.00	\$0.00	\$0.00	\$0.00	\$4,788.00
82566	5/31/2022	\$1,900.00				\$1,900.00

North Cannon River WMO

Invoice number 82566

Invoice date 5/31/2022

Page 1 of 2



I & S Group, Inc.  
115 E. Hickory St.  
Suite 300  
Mankato, MN 56001  
507-387-6651  
[www.ISGInc.com](http://www.ISGInc.com)

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Total Outstanding	\$6,688.00	\$0.00	\$0.00	\$0.00	\$6,688.00
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**North Cannon River Watershed Management Organization**

January 1, 2022 to July 20, 2022

Revenue and Expense Summary

<b>General Fund</b>	<b>Jan 19 2022</b>	<b>April 20 2022</b>	<b>July 20 2022</b>	<b>Nov 16 2022</b>	<b>Final Entries</b>	<b>Annual Total</b>	<b>2022 Budget</b>
<b><u>Revenues</u></b>							
Member Allocations	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00
Interest - Savings Account	\$10.41	\$0.00	\$0.00	\$0.00	\$0.00	\$10.41	\$50.00
Interest - CD	<u>\$15.79</u>	<u>\$15.30</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$31.09</u>	<u>\$250.00</u>
<b>Total Revenues:</b>	<b>\$40,026.20</b>	<b>\$15.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,041.50</b>	<b>\$40,300.00</b>
<b><u>Expenses</u></b>							
Administrative Services	\$0.11	\$0.00	\$5,047.50	\$0.00	\$0.00	\$5,047.61	\$15,350.00
Administrative Services - WM Plan	\$0.00	\$0.00	\$3,017.50	\$0.00	\$0.00	\$3,017.50	\$6,800.00
Organizational Dues	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Advocacy, Education, Outreach	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,125.00
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	\$3,000.00
Water Quality Monitoring	\$0.00	\$0.00	\$380.13	\$0.00	\$0.00	\$380.13	\$9,200.00
4th Generation WM Plan	\$3,538.00	\$7,480.00	\$6,688.00	\$0.00	\$0.00	\$17,706.00	\$25,000.00
5th Generation WM Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
<b>Total Expenses:</b>	<b>\$4,038.11</b>	<b>\$7,480.00</b>	<b>\$15,133.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,651.24</b>	<b>\$70,175.00</b>
<b>Net Surplus / (-) Deficit</b>	<b><u>\$35,988.09</u></b>	<b><u>-\$7,464.70</u></b>	<b><u>-\$15,133.13</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$13,390.26</u></b>	<b><u>-\$29,875.00</u></b>



**North Cannon River Watershed Management Organization**

January 1, 2022 to July 20, 2022

Watershed Based Funding Grant

<b>WBF Grant</b>	<b>2018 Activity</b>	<b>2019 Activity</b>	<b>2020 Activity</b>	<b>2021 Activity</b>	<b>January 19 2022</b>	<b>April 20 2022</b>	<b>July 20 2022</b>	<b>Nov 16 2022</b>	<b>Final Entries</b>	<b>Annual Total</b>	<b>Cumulative Total</b>	<b>Budget</b>
Grant Funds Received	\$68,260.00	\$0.00	\$0.00	\$0.00	\$54,608.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,608.00	\$122,868.00	\$136,520.00
<b><u>Expenses</u></b>												
Grant Administration	\$88.31	\$246.95	\$449.44	\$1,914.24	\$0.00	\$0.00	\$662.00	\$0.00	\$0.00	\$662.00	\$3,360.94	\$5,726.00
Project Development	\$0.00	\$475.26	\$1,082.04	\$13,521.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,078.63	\$14,785.00
Agricultural Practices												
Not-Structural Practices	\$0.00	\$38,325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,325.00	\$38,325.00
Structural Practices	\$0.00	\$0.00	\$0.00	\$30,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,375.00	\$34,014.00
Technical Engineering	\$0.00	\$2,396.80	\$0.00	\$747.96	\$0.00	\$10,068.71	\$0.00	\$0.00	\$0.00	\$10,068.71	\$13,213.47	\$13,020.00
Subwatershed Analysis	\$465.90	\$3,432.74	\$2,531.48	\$16,221.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,651.13	\$23,650.00
Drainage Water Management	\$294.35	\$313.25	\$446.22	\$2,075.66	\$0.00	\$0.00	\$111.00	\$0.00	\$0.00	\$111.00	\$3,240.48	\$7,000.00
Drainage Water Management Exp	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$28.56</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>	\$28.56	<u>\$0.00</u>
<b>Total Expenses:</b>	<b>\$848.56</b>	<b>\$45,190.00</b>	<b>\$4,509.18</b>	<b>\$64,883.76</b>	<b>\$0.00</b>	<b>\$10,068.71</b>	<b>\$773.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,841.71</b>	<b>\$126,273.21</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>-\$47,171.50</u></b>	<b><u>\$72,320.26</u></b>	<b><u>\$62,251.55</u></b>	<b><u>\$61,478.55</u></b>	<b><u>\$61,478.55</u></b>	<b><u>\$61,478.55</u></b>		<b><u>-\$3,405.21</u></b>	

**North Cannon River Watershed Management Organization**

January 1, 2022 to July 20, 2022

**Balance Sheet**

**Assets**

Cash in Checking	\$224.26
Cash in Savings	\$56,934.17
Certificate of Deposit 11236	<u>\$12,563.66</u>
<b>Total Cash:</b>	<b>\$69,722.09</b>

Accounts Receivable	\$0.00
Accounts Receivable WBF Grant	\$3,405.21
<b>Total Assets:</b>	<b><u>\$73,127.30</u></b>

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**Liabilities and Equity**

Accounts Payable	\$15,133.13
Accounts Payable WBF Grant	<u>\$773.00</u>
	\$15,906.13

<b>Grant Funds Deferred</b>	<b>\$0.00</b>
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**Equity**

General Fund Balance January 1	\$43,830.91
Fund Balance Reserved for WP (Expended)	\$0.00
Net Surplus / (-) Deficit	<u>\$13,390.26</u>
<b>Total Equity:</b>	<b>\$57,221.17</b>

<b>Total Liabilities and Equity:</b>	<b><u>\$73,127.30</u></b>
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# Memorandum

North Cannon River Watershed Management Organization 4<sup>th</sup> Generation Watershed Plan Update

The logo for ISG (Interdisciplinary Systems Group) is located in the top right corner. It consists of the letters "ISG" in a white, sans-serif font, centered within a dark gray square.

To: North Cannon River WMO Board  
From: ISG  
Date: July 20<sup>th</sup>, 2022  
Subject: Issue Framework

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This memo contains the framework for the priority issues that were approved in the January 19<sup>th</sup> North Cannon River WMO Board meeting and includes information for each of the issues that will be incorporated into the North Cannon River Watershed Management Organization's 4<sup>th</sup> Generation Plan. The information presented in the framework will direct the development of the plan and plan implementation table. Developing the framework has been an interactive process for both the Advisory Committee and the Technical Committee. As such, the content below is ready for your review and approval.

The issues in the framework are organized in order of priority and grouped by the two tiers approved in the January board meeting, with the first tier being the highest priority and the second tier providing opportunities to incorporate multiple benefits into projects addressing the Tier 1 issues. The information for each issue is divided into the categories of top concerns, desired future condition, issue statement, measurable goals, targeting, and strategies. Definitions for each of these categories been provided for your reference below.

### CATEGORY DEFINITIONS:

**Top Concerns:** Top concerns related to the issue category based on the stakeholder engagement survey results and refined by the technical committee. Top concerns are addressed through issue strategies.

**Desired Future Conditions:** Long term "final" conditions of issue category that strategies work towards achieving. These conditions are not tied to a timeline and establish an end target to work towards achieving.

**Issue Statement:** Statement that defines the overarching goal to address the issue category in terms that are relatable to what people care about.

**Measurable Goals:** Specific goals that are quantifiable so efforts can be tracked throughout the 10-year plan timeframe. These goals are achieved through implementing strategies in the targeted areas, both of which are identified for each issue category.

**Targeting:** The criteria that will direct the location of implementation efforts towards the plan's priority areas and resources. This criteria is intended to be flexible to accommodate the realities of matching planned practices with landowner willingness.

**Strategies:** Actions or projects that will be implemented in the targeted areas that achieve the measurable goals.

## Tier 1 Issues

### SURFACE WATER

#### Top Concerns:

- High nutrients
- Erosion/high sediment
- Soil health
- Excessive water runoff/flooding

#### Desired Future Conditions:

- All surface waterbodies meet water quality standards for aquatic life and recreational use and perennial streams are hydrologically connected in all flow conditions.

#### Issue Statement:

Protect and improve water quality in streams, rivers, and lakes by reducing pollutants that reach surface waterbodies and improving soil health.

#### Measurable Goals:

- Reduce sediment by X tons/yr
- Establish X acres of cover crops
- Establish 39 acres of restored wetland pool and buffer area treating 1,421 acres of runoff in the Chub Creek subwatershed (from the Comprehensive Watershed Management Plan (CWMP) for Chub Creek subwatershed)
- Establish X nutrient management plans
- Work towards achieving the WRAPS total nitrogen reduction goals (20% interim goal and 45% long term goal), nitrate goal (less than 10mg/L nitrate concentration in baseflow), total phosphorus reduction goal (12%), and TSS reduction goals (less than 10% exceedance of applicable TSS standard).

Work towards achieving TMDL reductions for Chub Lake (83.83% reduction in TP). **Targeting:**

Targeting reflects where outreach efforts will be focused to generate additional support from landowners to implement planned projects. The targeting criteria is broken into two sections to reflect 1) the need to target efforts to drainage areas based on established priority resource implementation ranking, and 2) targeting areas within each of the priority resource drainage areas for implementation.

- 1) Allocate more of the planning implementation efforts to drainage areas that have a higher implementation priority ranking. The following is a list of the priority resources in order of implementation priority and their 2022 draft impairments.
  - Chub Creek (Impairments: Fecal Coliform, Macroinvertebrates and Fish – Candidate stressors are Phosphorus, Dissolved Oxygen (DO), Total Suspended Solids (TSS), and Habitat)
  - Chub Lake (Impairment: Nutrients)
  - Mud Creek (Impairment: Fecal Coliform)
  - Pine Creek (Impairment: Nitrate)
  - Trout Brook (Impairments: Nitrate, Macroinvertebrates – Candidate stressors are Nitrate and Habitat)
  - Lake Byllesby (Impairments: Fecal Coliform, Turbidity, Mercury, and Macroinvertebrates and Fish – Candidate stressors are nutrients, TSS, and lack of fish passage)/Cannon River (Impairment: Nutrients, Mercury)

2) Targeting Criteria within each priority resource drainage area:

- Implementation sites by priority rank as identified in the Subwatershed Analysis (SWA) reports completed by Dakota County SWCD
  - Focus on Projects with either a “I” or a “II” feasibility code. Feasibility refers to the “reasonable likelihood” a project would be applied with a “I” equaling a high likelihood and a “II” equaling a medium likelihood. Projects with a “III” feasibility have a low likelihood because they may require multiple landowners to be effective, landowner who has not previously worked with SWCD/NRCS, or practice disrupts ability to farm the field and/or installation cost is prohibitive.
- Priority projects identified in the Dakota County Rural SWMM Study
- Additional criteria for strategies not identified in the SWA reports or Storm Water Management Model (SWMM) study:
  - Areas with highly erodible soils
  - Restorable wetland areas based on Restorable Wetland Inventory (RWI) GIS data layer
  - Areas with highest sediment delivery to outlet based on PTMAApp outcomes
  - Location of feedlots and size of feedlots
- Review 6 years of cropping history, target fields that are known to be “leaky” systems (ie – corn on corn, limited rotation fields)
- Feedlots
  - Focus related to manure management

## Strategies:

1. Strategies Identified in Subwatershed Analysis:
  - a. Cover Crops
  - b. Grassed Waterways
  - c. Water and Sediment Control Basins (WASCOBs)
  - d. Filter Strip
  - e. Critical Area Planting
  - f. Grade Stabilization
  - g. Stream and Shoreline Protection and Restoration
2. Dakota County Rural SWMM Study:
  - a. Wetland Restorations
3. Additional Strategies:
  - a. Nutrient Management Plans
  - b. Manure Management Plans
  - c. Multi-purpose Drainage Management (including but not limited to controlled tile drainage, bioreactors, saturated buffers, and alternative side inlets)
  - d. Restored Wetlands (in addition to locations identified in Dakota County Rural SWMM Study)
  - e. Conservation Tillage
  - f. Adaptive Lake Management Plan
    - i. Outreach and Education Program success based on tracking behavior change in addition to traditional numerical tracking of event attendance
  - g. Promote Conservation Crop Rotation (adding forages and small grains to corn/soybean rotation)
  - h. Promote Increased Planting of Perennial Vegetation
  - i. Promote Septic System upgrades for non-compliant systems to assist with addressing coliform impairments
  - j. Water Storage with multiple benefits
  - k. Meeting with townships
  - l. Meeting with those applying chemicals – Chub Lake Feed, crop consultants, etc.
  - m. Tile outlet BMPs

## GROUNDWATER

### Top Concerns:

- High nitrates
- Surface water to groundwater connections
- Drinking water safety
- Stresses to quantity from irrigation

### Desired Future Conditions:

- Groundwater and drinking water are free from unhealthy levels of contamination
- Groundwater is sufficient to meet human needs and sustain groundwater-dependent ecosystems

### Issue Statement:

Protect groundwater quality and quantity to ensure drinking water is safe for consumption and supply is sufficient to meet human needs and support groundwater-dependent ecosystems.

### Measurable Goals:

Measurable outcomes for this issue are surrogates that will allow for tracking towards achieving the goals identified in the County's Groundwater Protection plan (measurable decrease in number of households that have private wells with nitrate higher than 10mg/L and households that have private wells with pesticide degradants higher than 50% of their respective drinking water guidelines)

- Establish X acres of cover crops in vulnerable groundwater areas
- Enroll X landowners in Irrigation Management Assistant (IMA) tool
- Acquire X easements for perennial cover
- Incorporate X acres of perennial crops or winter annuals into cropping rotations

### Targeting:

- Karst areas and areas of high pollution sensitivity of near surface materials
  - Specifically focusing on St. Peter sandstone at surface and karst areas
- Dakota County Nitrate Interpolation Data
- Location of sinkholes identified in state inventory
- Randolph Drinking Water Supply Management Area (DWSMA)

### Strategies:

- Support Dakota County in implementing county groundwater plan (below list includes action items from plan that are medium or high priority and identify WMO's as partners)
  - Partner with farmers to promote water quality Best Management Practices (BMPs)
  - Develop, adopt, and implement an Agricultural Chemical Reduction Effort (ACRE) with prioritized, targeted, and measurable strategies that are more protective than existing objectives (Nitrogen Fertilizer Management Plan and Groundwater Protection Rule).
  - Provide cost-share funding for agricultural water quality BMPs
  - Partner with SWCD to facilitate, promote, and potentially provide cost-share funding for irrigation practices and technologies that reduce groundwater contamination and conserve water

- Leverage County Land Conservation, State, and Federal funds, along with County and SWCD Staff expertise, to acquire easements on private lands that promote practices that improve water quality.
- Implement a chloride reduction plan and policies in accordance with MCPA's Statewide Chloride Management Plan and Twin Cities Metropolitan Area Chloride Management Plan
- Develop and implement a County-wide water supply/conservation initiative
- Provide cost-share funding for water conservation projects that include irrigation efficiency projects, replacing low-water-efficiency appliances with high-efficiency ones
- Provide cost-share for water reuse projects
- Provide cost-share funding for water quality improvement practices such as low impact development, wetland restoration, and permanent vegetation
- Develop, monitor, protect, restore, and manage wetlands for water retention and habitat. (Includes wetland restoration initiatives like Wetland Banking)
- Support County efforts to promote private well and faucet water testing, particularly in relation to geogenic issues with groundwater, such as manganese and arsenic.
- Private well education and outreach identifying which tools are available for landowners with private wells and how the WMO can ensure that landowners are aware of those tools
- Create awareness of surface water and groundwater connection within the public. Include information on lag time for contamination to appear.
- Support MPCA and Dakota County outreach efforts by distributing information on proper disposal of waste products (specifically from pole sheds, truck washes, industrial facilities, salvage yards), as well as the illegal storage of “junk”.

## POLICY AND REGULATION

### Top Concerns:

- Lack of enforcement of existing ordinances
- Lack of resources to track enforcement
- Inconsistencies in ordinances between partnering local government units
- Lack of coordination between different levels of government agencies
- Policies related to Drainage Management
- Ordinances related to groundwater and mining

### Desired Future Conditions:

- Capacity to track and enforce existing ordinances
- Local policies are consistent across WMO partners and with other local and state agencies while supporting WMO plan goals

### Issue Statement:

Partner with member local governments to support them meeting their statutory requirements which may include, establishing consistent ordinances throughout the planning area, enforcing existing ordinances, and implementing this Watershed Management Plan effectively.

### Measurable Goals:

- Complete gaps analysis of ordinances, establish X%/half of ordinance gaps with model ordinances, then ~~ensure~~ encourage all member LGU's to implement consistent ordinances.
- Conduct X# of meetings with LGU's to communicate outcomes of gaps analysis and where enforcement and consistency is lacking.

# Memorandum

North Cannon River Watershed Management Organization 4th Generation Watershed Plan Update

ISG

- Coordinate 2 meetings per year for partner entities to discuss enforcement of existing ordinances and improve coordination efforts between entities. Meetings should address any hurdles identified with coordination and enforcement of ordinances.

## Targeting:

- Watershed-wide

## Strategies:

- Groundwater:
  - Review MPCA permitting requirements for infiltration in areas that require a "higher level of engineering review" to develop recommendations for the cities and townships for designs, land use restrictions, and practices to maximize clean recharge, to the extent possible.
  - Encourage communities to complete or update wetland protection and management plans, assessments, and update, and incorporate these documents into ordinance.
  - Administer wetland rules and regulations through the appropriate city, township, the SWCD or the DNR.
- Establish defined process for reporting variances to ordinances related to water
- Review ordinances from each partnering Local Government Unit (LGU) to identify inconsistencies
- Review county shoreland and floodplain ordinances during gaps analysis to identify comments/feedback if necessary
- Utilize advisory committee
- Provide opportunities for local decision makers to learn about their role in local and state policies related to water quality
- Advocate with MPCA to update requirements for land application of biosolids (primary concerns are PFAS and Nitrate).
  - Update to reflect climate change/increased precipitation
- Mining
  - SWCD is developing model ordinance for mining (not prior to adoption of this plan)
    - Call out in plan that future adoption of an ordinance is in the works
- Advocate with townships to restrict dewatering during mine operations
- Participate in Dakota County's Groundwater/Source Water Collaborative
- WMO Administrator to develop quarterly updates and talking points for WMO Board members to bring back to their respective Boards.
  - Encouraging NCRWMO board members to communicate specific topics to their respective township boards with ultimate goal of increasing their ownership of communicating materials between WMO and LGU's
  - Provide engagement opportunities for decision makers to engage in WMO conservation efforts.
- Increase awareness of contaminants of emerging concern, such as biosolids being applied locally, PFAS, and microplastics

## OUTREACH AND EDUCATION

### Top Concerns:

- Landowners, land operators, and decision makers understanding of connections between land use activities and water quality
- Landowners, land operators, and decision makers understanding of groundwater issues
- Landowners, land operators, and decision makers understanding of cost share opportunities to implement BMPs
- Landowners, land operators, and decision makers engagement with water and natural resource goals



# Memorandum

North Cannon River Watershed Management Organization 4th Generation Watershed Plan Update

ISG

## Desired Future Conditions:

- Landowners, land operators, and decision makers are knowledgeable about water issues, conserve water, and prevent pollution
- Landowners, land operators, and decision makers are knowledgeable of conservation practice funding opportunities
- Landowners, land operators, and decision makers change behaviors to water quality friendly practices based upon knowledge gained

## Issue Statement:

To increase the awareness of water resources and practices needed for their improvement or protection among all sectors of the community.

## Measurable Goals:

- Conduct X amount of Outreach and Education events/materials on Surface Water Issues
- Conduct X amount of Outreach and Education events/materials on Groundwater Issues

## Targeting:

1. Surface Water
  - a. Coordinate with local farming equipment dealers, agriculture dealers, and co-ops to include information on cover crops and specific equipment needed to plant
  - b. Provide resources or support landowners currently implementing cover crops and other conservation practices to ensure they have resources to continue implementing and progress is not lost through maintaining financial incentives
  - c. Coordinate with landowners, local farming equipment dealers, agriculture dealers, and co-ops where existing relationships exist
  - d. Establish new relationships with landowners who neighbor properties currently implementing conservation practices
  - e. Build relationships in targeted areas to increase practice implementation practice implementation that benefits water quality
  - f. Correspondence with large land holders to target transition of property for conservation projects to new landowners
    - i. Use parcel information to conduct a GIS exercise that will determine who the large landowners are and when potential property transfers may occur.
  - g. Coordinate with road authorities to protect water quality throughout construction projects, especially in wetland and water storage project areas
2. Groundwater
  - a. Areas within statewide Fall Nitrogen Fertilizer Restriction

## Strategies:

1. Surface Water
  - a. Information on benefits of cover crops
  - b. Information on funding opportunities for targeted implementation strategies
  - c. Ag field days
    - i. Demonstrate what is happening in the watershed
      1. Lake Byllesby and other areas
  - d. Support local outreach that is already occurring with a focus on building community through these events
2. Groundwater
  - a. Send information on available resources to private well owners

- b. Promote well owner participation in county Community Focused Sampling program, nitrate clinics, or other water testing events.
    - c. Coordinate with and support County's efforts to engage and educate public on groundwater issues and target efforts within NCRWMO boundaries.
3. Policy and Regulations
  - a. Ensure regulatory requirements are clear for applicable landowners
4. Support existing programs
  - a. Example programs to support: SWCD Landscaping for Clean Water and UMN Extension
5. General
  - a. Identify and support local leaders
  - b. Peer to peer, farmer led groups on small subwatershed scales
  - c. Adopting roadsides, adopt a river, clean up days
  - d. Local collections of problematic materials (such as plastic from hay and unwanted chemicals) to dispose of them properly and conveniently for the landowners – coordinate with county which does a fair amount of this already to make a more manageable lift.
  - e. Develop strategic plans for incorporating diverse communities
  - f. Develop a full education and outreach plan that allows for evaluate of the program
  - g. Coordinate with contractors and townships to distribute information about when mowing should be avoided to prevent the spread of noxious/invasives such as wild parsnip.
    - i. Townships are partners with local weed management – make connections to leverage this resource
    - ii. Education on invasive species to contractors, local decision makers, landowners, and land managers
    - iii. Utilize CSAs as an opportunity to reach and educate people
  - h. Alignment with the Dakota County and SWCD Education and Outreach plans
  - i. Education about where hazardous materials are stored on the landscape in comparison to where they should be stored utilizing information in existing local ordinances

## Tier 2 Issues

### HABITAT

#### Top Concerns:

- Protection of high-quality habitat
- Poor aquatic habitat
- Loss of riparian habitat
- Loss of upland habitat
- Terrestrial invasive species
- Aquatic invasive species
- Lack of habitat connectivity
- Lack of pollinator habitat
- Loss of forested riparian areas

#### Desired Future Conditions:

- Protect and expand areas of high-quality habitat in the NCRWMO area.

#### Issue Statement:

To promote the protection and restoration of high-quality natural areas throughout the watershed including wetlands, woodlands, prairies, and riparian corridors for improvement of water-based recreation, fish and wildlife habitat, and water quality.

# Memorandum

North Cannon River Watershed Management Organization 4th Generation Watershed Plan Update

ISG

## Measurable Goals:

- Support the development of a habitat management plan/s that protect and enhance X acres of habitat
- Incorporate native plantings and habitat maintenance plan in X number of BMPs targeted for water quality benefits

## Targeting:

- Efforts to protect/enhance/restore habitat will be targeted to riparian and aquatic habitat areas of priority resources.
- Location criteria to refine targeting within riparian areas includes:
  - Waterbodies with impaired biological communities with habitat as stressors as identified in MPCA's Stressor Identification Report
  - Dakota County Conservation Focus Areas (CFA)
  - Habitat areas of "Outstanding", "High", and "Moderate" Biodiversity Significance
  - Native Prairie areas
  - Wetland restoration sites
  - Critical area planting areas
  - Filter strips/riparian buffer areas
  - Stream and Shoreline Protection areas

## Strategies:

1. Establish Habitat Management Plan for aquatic and riparian habitat in and around Chub Lake
2. Native vegetation maintenance plans for native plantings for strategies identified in Subwatershed Analysis:
  - a. Filter Strip
  - b. Critical Area Planting
  - c. Stream and Shoreline Protection
  - d. Include information about the management of invasive species
3. Native vegetation maintenance plans for native plantings for Wetland Restorations identified Dakota County Rural SWMM Study
  - a. Include information about the management of invasive species
4. Communicate and advocate with members to support implementation of Dakota County's Land Conservation Plan which includes:
  - a. Protecting groundwater recharge areas within CFA's
  - b. Establish and implement a coordination group between the County and townships
  - c. Support outreach and education on opportunities for landowners to adopt BMPs

## DATA & STUDIES

### Top Concerns:

- Data gaps that limit understanding of pollutant sources and impacts
- Knowledge on effectiveness of existing conservation practices
- Data sharing with agencies (local, state, federal)

### Desired Future Conditions:

- Sufficient data to direct conservation actions based on sound science
- Long-term data to detect trends and changes in watershed conditions
- Data that can be effectively used to educate landowners

# Memorandum

North Cannon River Watershed Management Organization 4th Generation Watershed Plan Update

ISG

## Issue Statement:

Expand upon existing data and studies to fill gaps or outdated information so that conservation actions are guided by sound science and achieve cost-effective results.

## Measurable Goals:

- Complete one comprehensive gaps analysis
- Revisit gaps analysis 5 years into planning period to assess what data/studies require updating

## Targeting:

- Watershed-wide
- Investigating sources of nitrates throughout the watershed utilizing nitrate loading maps

## Strategies:

- CIP feasibility studies
- Project/practice feasibility studies, particularly around Chub Lake.
- Gap analysis to identify data and study needs to address higher priority goals more effectively
  - Locations/areas of data gaps
  - Pollutants or stressors identified in higher priority issues that lack data
  - Long-term data needs to track progress
  - Coordinate with local and state agencies to share monitoring data and communicate data and information needs
  - Assessing model needs (specific issue-based needs such as localized flooding or addressing outdated information/outcomes)
  - Partner/coordinate with researchers to review and update design considerations to account for impacts from changes in precipitation patterns
- Potential studies to fill existing data gaps:
  - Identify and quantify areas of high-quality habitat plus lower quality areas that present opportunities for improvement
  - Identify riparian areas not subject to buffer law but important for riparian protection. Information would be used for outreach and education to encourage implementation of additional buffers in these areas.
  - Complete SWAs for all subwatersheds and revisit existing SWAs to update to reflect new data.
- Explore partnering with Discovery Farms to establish monitoring on a farm in the watershed.

## EMERGING ISSUES

### Top Concerns:

- Chloride
- Climate change and resilience
- Contaminants of emerging concerns (PFAs, PCBs, etc.)
- Land development changes

# Memorandum

North Cannon River Watershed Management Organization 4th Generation Watershed Plan Update



## Desired Future Conditions:

- Local policy makers are aware of and consider potential impacts from emerging concerns
- Public is educated on potential risks of emerging concerns and actions to mitigate impacts

## Issue Statement:

Equip local partners with the knowledge and tools so they are prepared to manage challenges resulting from issues of emerging concern.

## Measurable Goals:

- Develop X# of outreach and educational materials related to issues of emerging concern

## Targeting:

- Watershed-wide, both public and policy makers

## Strategies:

- Outreach and education – WMO is lead entity for communicating information and data received from state agencies to local partners and public.
  - Impacts of chloride on water resources in the watershed, sources of chloride, and what individuals/business can do to minimize their impacts.
  - Information on changes in precipitation patterns, how it impacts water quality conditions, and what actions the WMO is taking to address the impacts.
  - Information on contaminants of emerging concern, where they have been detected, what they are, and what the public should be aware of related to health and safety.
  - Education to local decision makers
- Internal tracking of agencies that monitoring CEC and share information if/when available.

## 5.2 Approve Updated Data Practices Policy

### North Cannon River WMO General Record Retention Schedule

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA	2022 UPDATE
ADMINISTRATION	ANNUAL REPORTS Annual report of NCRWMO activities including annual work plans for the upcoming year.	Retain permanently or transfer to the State Archives.	Yes	Public MS 13.03	Paper	Electronic
ADMINISTRATION	BIDS – SPECIFICATIONS & SUPPORTING PAPERS – NOT ACCPETED	6 yrs.	No	Public MS 13.03	Paper	Electronic
ADMINISTRATION	BIDS & QUOTATIONS ACCEPTED Approved by the NCRWMO Board.	6 yrs. after purchase or completion of project.	No	Public MS 13.03	Paper	Electronic
ADMINISTRATION	BOARD OF SUPERVISORS BY LAWS AND OPERATING RULES	Until Superseded	Yes	Public MS 13.03	Paper	Electronic
ADMINISTRATION	CERTIFICATES OF TITLES	Length of ownership	No	Public MS 13.03	Paper	Paper
ADMINISTRATION	CONTRACT/AGREEMENTS Copies of contracts and agreements entered into with agencies and businesses and other pertinent information.	10 yrs. after contract has expired.	No	Public MS 13.03	Paper	Scan to Electronic after 10 yrs.
ADMINISTRATION	CORRESPONDENCE a. Routine correspondence and memorandums with agencies, landowners, businesses, etc. b. NCRWMO correspondence and subject files of a policy-making nature.	3 yrs.  3 yrs. Then transfer to the State Archives for selection and disposition	No  Yes	Varies with subject of correspondence	Paper/ Electronic Paper/ Electronic	Electronic
ADMINISTRATION	GRANTS Local, State, Federal	6 yrs. after grant agreement expires unless agreement dictates otherwise.	No	Public MS 13.35	Paper	Electronic
ADMINISTRATION	MANUALS – NCRWMO Equipment Instructions or maintenance manuals of office equipment.	Until removed or superseded	No	Public MS 13.03	Paper	Paper/ Electronic
ADMINISTRATION	MINUTES Minutes recording actions taken in meetings, regular and special meetings, necessary for the management of the NCRWMO and its activities. The state archives wishes to have transferred Minutes of governing boards.	Permanent (has historical value)	Yes	Public MS 13.03	Paper	Electronic
ADMINISTRATION	NOTICE OF MEETINGS NCRWMO generated, changes from normally scheduled NCRWMO Board meetings.	6 yrs.	No	Public MS 13.03	Paper	Electronic
ADMINISTRATION	POLICIES & PROCEDURES – OPERATIONAL HANDBOOK Documents the policies and procedures of the NCRWMO.	Until superseded	No	Public MS 13.03	Paper	Electronic
CONTRACTS/AGREEMENTS	AGREEMENTS/CONTRACTS/LEASES/JOINT POWERS Various associations doing business with the NCRWMO.	10 yrs. after expiration	No	Public MS 13.03	Paper	Electronic
EDUCATION	NCRWMO SPONSORED EDUCATION PROGRAMS Includes, but not limited to: Landscaping for Clean Water Program, K-12 education, Envirothon (Area & State), rain gauge soil health and stewardship information, etc. These programs have various correspondence, order forms, reservations requests, and application forms.	2 yrs.	No	Public MS 13.03	Paper	Electronic
EDUCATION	NEWSLETTERS Published by the NCRWMO and sent out to Dakota County residents	3 yrs.	No	Public MS 13.03	Paper	Electronic
EDUCATION	PUBLICITY Includes news releases and public service announcements from NCRWMO.	2 yrs.	No	Public MS 13.03	Paper/ Electronic	Electronic
FINANCE	ACCOUNTS RECEIVABLE – LEDGERS & JOURNALS Record of all accounts of monies owed to the NCRWMO.	6 yrs.	No	Public MS 13.03	Paper	Electronic

### North Cannon River WMO General Record Retention Schedule

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA	2022 UPDATE
FINANCE	ALL TRANSACTIONS JOURNAL – GENERAL LEDGER Accounting sheets showing all transactions affecting the NCRWMO's chart of accounts.	6 yrs.	No	Public MS 13.03	Paper	Electronic
FINANCE	AUDIT REPORTS – EXTERNAL Reports based on the NCRWMO's internal operations.	Permanent	Yes	Public MS 13.03	Paper	Paper
FINANCE	BALANCE SHEETS	6 yrs.	No	Public MS 13.03	Paper	Electronic
FINANCE	BANK STATEMENTS Deposit slips & reconciliations	6 yrs.	No	Public	Paper	Paper
FINANCE	BILLING CLAIMS Monthly expense records for NCRWMO expenses, purchase orders, invoices, claim forms, accounts payable forms, etc.	6 yrs.	No	Public MS 13.03	Paper	Electronic
FINANCE	BILLING STATEMENTS	6 yrs.	No	Public MS 13.03	Paper	Electronic
FINANCE	BUDGET WORKPAPERS/RECORDS Worksheets used to develop annual budget requests. Includes supporting data and monthly department budget report.	2 yrs.	No	Public MS 13.03	Paper/ Electronic	Electronic
FINANCE	CASH RECEIPTS Sales receipts received for items or services from the NCRWMO.	6 yrs.	No	Public MS 13.03	Paper/ Electronic	Electronic
FINANCE	CHART OF ACCOUNTS Accounting structures.	Until Superseded	No	Public MS 13.03	Paper/ Electronic	Electronic
FINANCE	CHECKS, CANCELED a. Paid and returned checks b. Paid and returned payroll checks	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper	Electronic
FINANCE	FINANCIAL REPORTS (ANNUAL) As audited by CPA.	Permanent	No	Public MS 13.03	Paper	Electronic
FINANCE	INVENTORY/FIXED ASSETS SCHEDULE Physical inventory of furnishings and equipment owned by the NCRWMO.	Until Superseded.	No	Public MS 13.03	Paper/ Electronic	Electronic
FINANCE	INVESTMENT DOCUMENTS Record of investments (certificates of deposit) made by the NCRWMO.	6 yrs. after maturity	No	Public MS 13.03	Paper	Paper
FINANCE	PETTY CASH RECORDS	6 yrs.	No	Public MS 13.03	Paper	Electronic
FINANCE	RECEIPTS – COMPUTER (QUICKBOOKS) GENERATED Record documenting cash received by the NCRWMO.	6 yrs.	No	Public MS 13.03	Paper/ Electronic	Electronic
FINANCE	SALES TAX INFORMATION Records of payment to IRS for sales tax.	6 yrs.	No	Public MS 13.03	Paper	Electronic
FINANCE	VOUCHERS – PAID INVOICES, CLAIM VOUCHERS Record of payment and requests for payment of accounts paid by the NCRWMO.	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper	Electronic
PLANNING	COMPREHENSIVE PLAN Comprehensive plans approved by the Minnesota Board of Water & Soil Resources.	6 yrs.	Yes	Public MS 13.03	Paper	Electronic
PLANNING	FILES – LOCAL GOVERNMENTAL UNITS Includes subdivision files, final plat, application, NCRWMO reviews and comments, wetland activities and other technical assistance provided by staff, County reviews, studies, etc. (original maintained by the City or Township where plat is located)	7 yrs.	No	Public MS 13.03	Paper	Scan to Electronic after 7 yrs.
RECORDS MGMT	AUTHORITY TO DISPOSE OF RECORDS STATE FORM PR-1 Used to approve destruction of records not on an approved retention schedule.	Permanent	No	Public MS 13.03	Paper	Electronic

### North Cannon River WMO General Record Retention Schedule

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA	2022 UPDATE
RECORDS MGMT	RECORDS INVENTORIES List of specific types of records generated by the NCRWMO staff. Used for generating retention schedules.	Until Superseded.	No	Public MS 13.03	Paper	Electronic
RECORDS MGMT	RECORDS MANAGEMENT MANUAL Documents the policies and procedures of the different programs in records management. May include training materials, retention schedules, micrographic procedures, vital records protection procedures, file standards, and general records guidelines.	Until Superseded.	No	Public MS 13.03	Paper	Electronic
RECORDS MGMT	RECORDS RETENTION SCHEDULES List of specific types of records maintained by an agency and the period of time that each type should be retained.	Until Superseded.	No	Public MS 13.03	Paper	Electronic
RECORDS MGMT	RECORDS TRANSFER/TRANSMITTAL LIST Documentation that tracks and verifies the transfer of records.	1 yr. or until the records are removed/destroyed.	No	Public MS 13.03	Paper/ Electronic	Electronic
NCRWMO TECHNICAL	COOPERATOR/PROJECT FILES Files of individual projects, may include tiling information, technical notes, survey notes.	10 Years after completion of project	Yes	Public MS 13.03	Paper	Scan to Electronic after 10 yrs.
NCRWMO TECHNICAL	STATE COST-SHARE CONTRACTS/AMENDMENTS/VOUCHERS Contracts with landowners, in which the landowner received funds from the NCRWMO to share the costs of practices for erosion or sedimentation control, or water quality improvement projects that are designed to protect and improve natural resources. Also includes any amendments made to the contracts, and payment vouchers.	10 yrs. after contract has expired.	No	Public MS 13.03 Private MS 13.43	Paper	Scan to Electronic after 10 yrs.
NCRWMO TECHNICAL	SURVEY NOTES Notes on survey shots taken in the field.	10 Years after completion of project	Yes	Public MS 13.03	Paper	Paper or Scan to Electronic after 10 yrs.
NCRWMO TECHNICAL	TECHNICAL NOTES Project log records, tech. notes or diaries pertaining to specific contracts or agreements.	10 Years after completion of project	Yes	Public MS 13.03	Paper	Paper or Scan to Electronic after 10 yrs.
NCRWMO TECHNICAL/ ENGINEERING	AERIAL PHOTOGRAPHS Photographs taken throughout the County (black and whites).	Permanent (has historical value)	Yes	Public MS 13.03	Paper	Paper
NCRWMO TECHNICAL/ ENGINEERING	CONSTRUCTION BLUEPRINTS ORIGINAL Includes, but not limited to: critical area stabilization, diversions, field windbreaks, grass waterways, waste management, riparian buffer strips, sediment retention, erosion or water control, streambank, shoreland, roadside, stripcropping, and terraces.	10 Years after completion of project	No	Public MS 13.03 Non-Public MS 13.37	Paper	Paper/ Archive in-office
NCRWMO TECHNICAL/ ENGINEERING	ENGINEERING DESIGN BOOKS, PRODUCT DEVELOPMENT STANDARDS, SPECIFICATION BOOKS, DRAWINGS	10 Years after completion of project	No	Public MS 13.03	Paper	Paper/ Archive in-office
NCRWMO TECHNICAL/ ENGINEERING	MAPS – AS BUILT Includes, but not limited to: critical area stabilization, diversions, field windbreaks, grass waterways, waste management, riparian buffer strips, sediment retention, erosion or water control, streambank, shoreland, roadside, stripcropping, and terraces (cost-share practices).	10 Years after completion of project	No	Public MS 13.03	Paper	Paper/ Archive in-office
NCRWMO TECHNICAL/	MAPS – TOPOGRAPHICAL	Permanent	No	Public MS. 13.03	Paper	Paper



### ***North Cannon River WMO General Record Retention Schedule***

<b>SECTION</b>	<b>TITLE &amp; DESCRIPTION</b>	<b>RETENTION/STATUTE</b>	<b>ARCHIVE</b>	<b>DATA CLASS</b>	<b>STORAGE MEDIA</b>	<b>2022 UPDATE</b>
ENGINEERING						
NCRWMO TECHNICAL/ ENGINEERING	PLANS & SPECIFICATIONS Including spec books.	6 yrs. after receipt of as builds.	No	Public MS. 13.03	Paper	Paper/ Archive in-office
NCRWMO TECHNICAL/ ENGINEERING	PROJECT RECORDS Engineered designed projects should be retained permanently if project has historical value, is assessed, or is a major capital improvement. Non-assessed projects, or projects not having historical value such as non-engineered projects, need only be retained for 5 yrs. after project completion or contract expiration.	10 Years after completion of project	No	Public MS. 13.03	Paper	Paper/ Archive in-office

## Dakota County Countywide Mining Ordinance Review

## 5.3 SWCD/County Grant from MDH to Review Mining Ordinances Countywide

**Issue:** Aggregate resources are critical to the region's economic health. However, the quantity of aggregate in the Metropolitan Area is limited. As aggregate resources are exhausted, the resources in Dakota County will become increasingly attractive alternatives for new quarries. Aggregate resources are extremely valuable; however, they must be responsibly mined to minimize impacts on surface water and groundwater resources.

*Funding provided by Accelerated  
Implementation Grant through  
Minnesota Department of Health*



**Landuse Control:** Dakota County is in a unique land use planning and zoning position; the 13 townships in the county were given municipal planning and zoning powers in the late 1970s. As a result, Dakota County has no land use planning, zoning, or regulatory authority in the townships, except for property located partially or entirely within shoreland and floodplain districts.

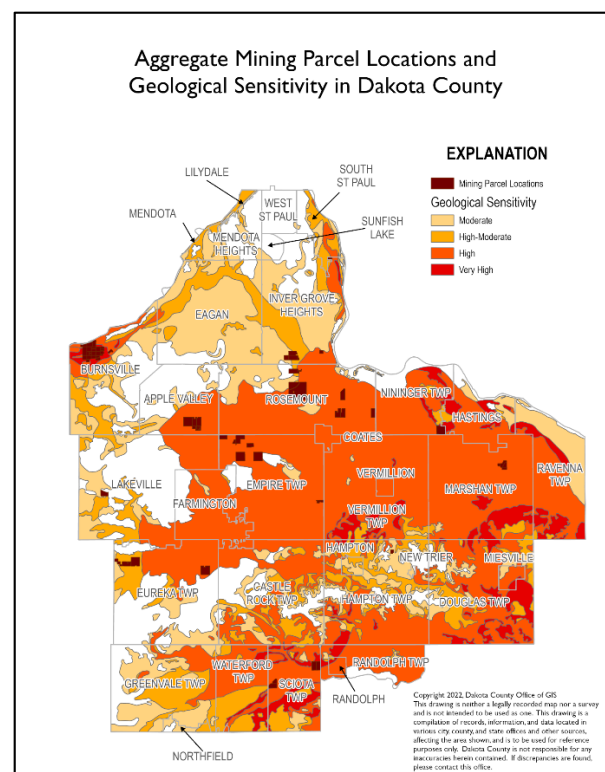
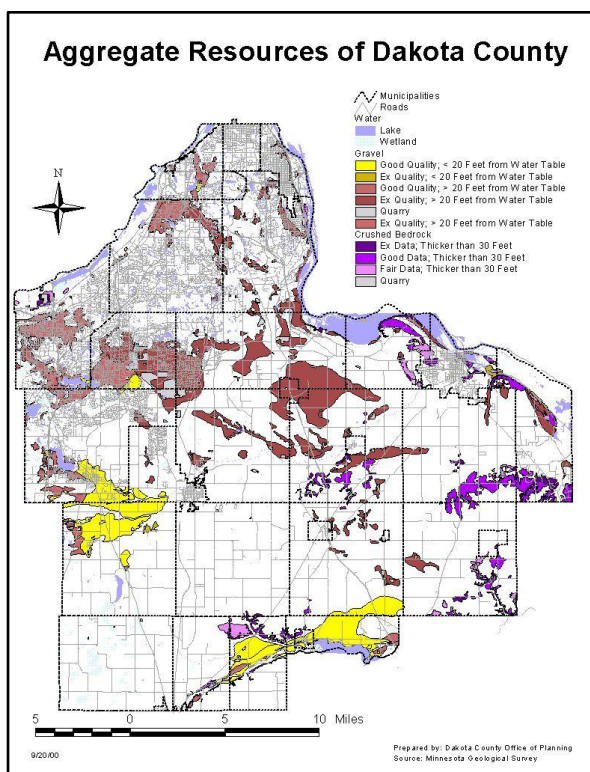
**Project Purpose and Activities:** The purpose of this project is to provide updated guidance and recommendations on local aggregate mining controls, for optional use by cities and townships, to help ensure protection of surface water and groundwater resources.

A qualified consultant will:

1. Conduct technical review of current city and township planning and zoning requirements.
2. Develop Model Mining/Zoning Ordinance.
3. Conduct outreach to cities and townships.

*Tons of Aggregate Removed per City/Township in 2021*

City or Township	Tons of Aggregate
Apple Valley	565,015
Burnsville	1,591,010
Empire Township	2,823,174
Eureka Township	478,541
Hastings	591
Inver Grove Heights	252,885
Lakeville	140,688
Marshan Township	80,753
Nininger Township	184,308
Rosemount	1,629,382
Sciota Township	680,143
Vermillion Township	125,043



## 5.4 Capital Improvement Projects (CIP) Discussion

### CAPITAL IMPROVEMENT PROJECTS

For this plan, capital improvement projects are larger scaled, more expensive, and have a longer effective life expectancy than projects typically funded through agricultural incentive and cost-share programs. Capital improvement projects can be multifaceted and involve one large complex set of activities, such as a stream restoration that includes on and off channel storage components or providing groundwater recharge through restoring drained wetlands, or they can have a singular focus of restoring a large, historic wetland complex or basin. A capital improvement project generally exceeds \$100,000 in cost, has an expected life greater than 25 years. Some capital improvement projects may be under the \$100,000 cost threshold yet meet the other requirements, which may include a multi-year planning and implementation process—usually five to seven years—creation of an Operation and Maintenance (O&M) plan, inspection schedule, and an ownership component that usually extends beyond a private landowner. As such, land acquisition and/or conservation easements are feasible project elements. Since each project requires O&M and inspection plans for the life of the project to ensure the project's effectiveness, these projects are often completed in cooperation with multiple entities and are strong candidates for state or federal grant funding. Early coordination with permitting agencies is encouraged for all projects but especially for capital improvement projects. The types of projects identified in this section are intended to provide significant benefits, often on a regional scale rather than a field scale, and often require feasibility studies before design and construction.

#### Capital Improvement Plan

The North Cannon River Watershed Management Organization (NCRWMO) capital improvement plan (CIP) is focused on supporting the acquisition of funds and advancing of projects that complement and support the goals identified in this plan. The NCRWMO has limited financial resources. Therefore, only capital improvement projects that are externally funded will be pursued with the NCRWMO as the lead entity. Additionally, the NCRWMO will leverage the existing knowledge and emerging opportunities presented by project partners, such as Dakota County Soil and Water Conservation District (SWCD), road authorities, Dakota County, the Minnesota Department of Natural Resources (DNR), and others. NCRWMO is dedicated to protecting and improving the water resources within the North Cannon River Watershed and will support other partners in the capital improvement project pursuits to the extent feasible. Some examples of support that may be provided by the NCRWMO include, but are not limited to, assisting with outreach efforts, grant and project review, participation on project planning teams, O&M plan development, and attending public meetings to support the project. The NCRWMO anticipates partnering on water retention and storage projects, stormwater projects with cities or townships, streambank stabilization, and wetland restorations.

#### Dakota County Framework: Land Conservation Plan

Dakota County, a long-standing partner of the NCRWMO, provides a framework for addressing several priority issues and geographies in the Watershed within their Land Conservation Plan. Additionally, the Land

Conservation Plan identifies a variety of funding options that could be utilized, along with a variety of county tools that could be used to enhance the partnership's ability to implement conservation projects.

<https://www.co.dakota.mn.us/Environment/LandConservation/Plan/Documents/LandConservationPlan.pdf>

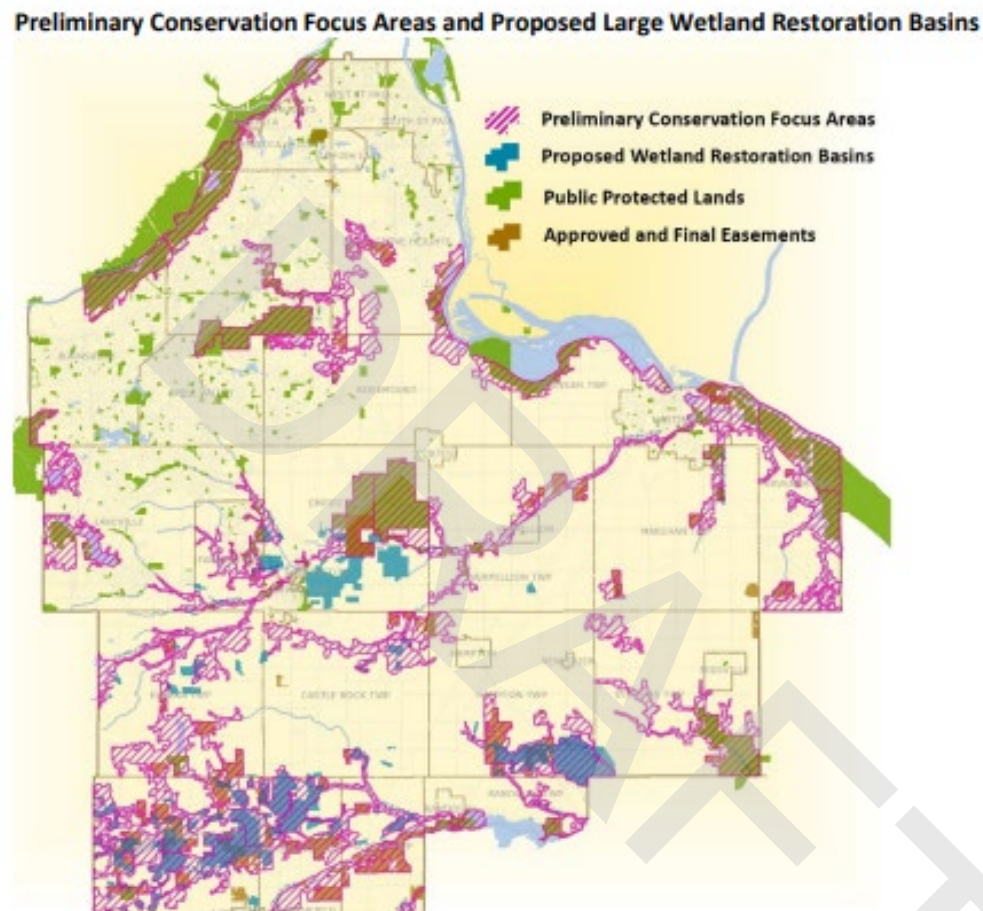


Figure 1. Dakota County Conservation Focus Areas (CFA) and Proposed Wetland Restoration Basins

### Coordination with Road Projects

Another way that the NCRWMO will coordinate the implementation of capital improvement projects will be through meeting with road authorities at least every two years. The meetings will allow the NCRWMO to learn about anticipated road projects in advance, which will provide adequate time to develop grant applications or seek funding for additional water quality benefits. This process may also include coordinating with the DNR when culverts are being replaced for the purposes of fish navigation, as this could be a source of funding for the partners.

## Capital Improvement Plan Funding + Timeline

Implementing a large-scale project or program affords some economies of scale through acquiring and implementing funds for Best Management Practices (BMPs) as part of a larger-scaled project rather than implementing BMPs on an individual basis. Since capital improvement projects typically take a five- to seven years from concept development through completion, a concept plan and feasibility study must often be completed before engineering and construction are funded. Table 1 provides a schematic of potential capital improvement projects, costs, and timelines. Capital improvement projects require the coordination of numerous project components, and strong partnerships to enhance the capacity of the NCRWMO. Partnership input is important as these projects are developed from feasibility to construction. Capital improvement project concepts that the NCRWMO may consider include a suite of practices to address sediment and nutrient loading in targeted sub-watersheds, or stabilizing a section of streambank while also promoting edge of field water storage practices.