

To: Requestee of a RPBCWD site visit
From: B Lauer, Groundwater Conservation and Stewardship Grant Program Coordinator
Re: Watershed Stewardship Grant Covid-19 Adapted Zero-Contact Site Visit Protocols

Dear site visit requestee,

District Staff have developed a zero-contact protocol for conducting site visits that not only ensures your safety, but the safety of our staff and technicians as well. Staff were thrilled to receive almost 40 site visit requests thus far. Please be patient with us as we work to visit each property. We will be working through our list on a first come first served basis. We will follow the following protocol to schedule and conduct site visits.

1. You will get an email from me with an online form to complete. The form will include scheduling options for the following week. You will indicate a preference for a day for the technician to visit your property. You will also indicate, on the form, which method you prefer to receive the technical advice gathered on the visit (a live phone call, a follow up phone call, or an email). There will be a space on the form to upload pictures of the site. I will also attach a map of your property (from the Hennepin or Carver County Property Identification Websites). Please mark on the map where the area of concern is/ where the proposed project would be located (see example below) and return it to me via email so that the technician will know where to focus.
2. I will send an email to confirm the date of your site visit and remind you of The District's safety protocols.
3. On the day of your scheduled site visit, the technician, clad in high visibility gear, will visit your property in a marked vehicle. **DO NOT exit your home.** The technician will survey the property and then leave. If you have indicated that you would like a live phone call with the technician, please monitor your phone. If at any time you exit your home and/or approach the technician, they have been instructed to leave the premises immediately. We take the health and safety of our staff and contractors very seriously.
4. If you have indicated that you would prefer an email or phone follow up, that will be sent/ scheduled shortly after your visit.

We will do our best to work as quickly through the waitlist as possible. Please inform me if you no longer wish to participate in the grant program and therefore no longer wish to receive a site visit. Do not hesitate to contact me with any questions or concerns. We wish health and safety for you and your loved ones.

Best,

B Lauer
Groundwater Conservation and Stewardship Grant Program Coordinator

Example annotated site map:

You can use a computer program to draw and write on top of the image (as shown below) or print your site map, annotate it by hand, and either scan or send an image of your annotated map. The more detail you provide the better

