



ADMINISTRATIVE OFFICE: 3235 Fernbrook Lane N • Plymouth, MN 55447
763.553.1144 • Fax: 763.553.9326

January 11, 2018

Representatives
Pioneer-Sarah Creek Watershed
Management Commission
Hennepin County, Minnesota

*The meeting packet for this meeting
may be found on the Commission's website:
[http://www.pioneersarahcreek.org/minutes--
meeting-packets.html](http://www.pioneersarahcreek.org/minutes--meeting-packets.html)*

Dear Representatives:

A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission will be held Thursday, January 18, 2018, at 6:00 p.m., at the Discovery Center, 5050 Independence Street, Maple Plain, MN.

A light supper will be served. **RSVPs are requested** so that the appropriate amount of food is available. At the time of your response, please let us know if you will be eating supper with us.

In order to ensure a quorum for this meeting, please telephone 763.553.1144 or email Tiffany at tiffany@jass.biz to indicate if you or your Alternate will be attending. It is your responsibility to ascertain that your community will be represented at this meeting.

Regards,

Judie A. Anderson
Administrator
JAA:tim

cc: Alternates

Jim Kujawa, HCEE

Joel Jamnik, Attorney

Brian Vlach, TRPD

City Clerks

Met Council

official newspapers

Diane Spector, Wenck Associates

MPCA

BWSR

DNR

Z:\Pioneer-SarahCreek\Meetings\Meetings 2018\January notice.doc

**REGULAR and PUBLIC MEETING AGENDA
January 18, 2018 • 6:00 pm
Maple Plain City Hall @ The Discovery Center
5050 Independence Street, Maple Plain**

*The meeting packet can be found on the Commission's website:
<http://pioneersarahcreek.org/pages/Meetings/>*

1. Call to Order.
2. Approve Agenda.*
3. Consent Agenda.
 - a. November regular meeting minutes.*
 - b. December Monthly Claims/Treasurers Report.*
 - c. January Monthly Claims/Treasurer's Report.*
4. Action Items. (See Staff Report.*)
 - a. Salem Road project review.**
 - b. Review of 2017 Work Plan.*
 - c. BWSR Funding.*
5. Open Forum.
6. Old Business.
 - a. Updated CIP – Baker. (placeholder, future meeting)
 - 1) Request for projects from the member cities.
 - 2) Consider plan amendment when CIP has been completely updated.
7. New Business.
8. Staff Report.*
9. Education.
10. Communications.
 - a. Rockford Wellhead Protection Plan.*
11. Commissioner Reports.
12. Other Business.
 - a. Election of Officers occurs at February meeting.
 - b. Remind cities to submit 2018 appointments.
13. Adjournment. (Next scheduled meeting-February 15, 2017)

** in meeting packet
**available at meeting*

Capital Improvement Project List

Year	Project	Project Name	Total Cost	Commission Share	Notes
2014-2015	ME-1	Lake Ardmore infiltration basin	30,000	3,000	Complete
	IN-1	Lake Sarah curlyleaf pondweed treatment	40,000	4,000	Complete
	IN-2	Hydrologic restorations: HR 67, 68, 29, and 33	200,000	20,000	Infeasible
	ME-2	Lake Independence curlyleaf pondweed treatment	122,000	12,200	Dropped No state funding
		Subtotal	\$392,000	\$39,200	
2016	GR-3	Dance Hall Creek BMPs	200,000	10,000	Ongoing/opportunistic
	GR-4	Feedlot improvements: Dance Hall Creek	35,000	1,750	Ongoing/opportunistic
	GR-9	Buffer strips: Dance Hall Creek	35,000	1,750	Ongoing/opportunistic
	GR-11	Control carp population: Lake Sarah and other lakes	10,000	500	TAC: Move to 2019
	GR-11	Control carp population: other lakes	10,000	500	TAC: Combine/2019
	IN-3	Lake Sarah curlyleaf pondweed treatment	32,000	3,200	Complete
	IN-4	Gully restorations: GS50 (design)	120,000	12,000	Complete/Grant Rec'd
	ME-4	Lake Ardmore neighborhood projects	80,000	8,000	Redundant with SWA/Remove
		Subtotal	\$522,000	\$37,700	
2017	IN-5	Lake Sarah curlyleaf pondweed treatment	26,000	2,600	Complete
	IN-7	Raingardens in targeted areas	75,000	7,500	Opportunistic
	IN-9	Shoreline restoration – Sarah and Independence	125,000	12,500	Opportunistic
	GR-4	Feedlot improvements: Dance Hall Creek	35,000	1,750	Opportunistic
	GR-9	Buffer strips: Dance Hall Creek	35,000	1,750	Opportunistic
		Subtotal	\$296,000	\$26,100	
2018	GR-3	Hafften, Schendel, Schwauppauß BMPs	100,000	10,000	Opportunistic
	IN-6	Lake Sarah curlyleaf pondweed treatment	20,000	2,000	
	MP-6	South Ravine cleanup	260,000	26,000	More info needed
		Subtotal	\$380,000	\$38,000	

2019-2020	ME-5	Sediment sampling in Lake Independence	18,500	1,850	
	IN-8	Sediment sampling in Lake Sarah	12,000	1,200	
	IN-9	Shoreline restoration – Sarah and Independence	125,000	12,500	
	GR-4	Feedlot improvements	35,000	1,750	
	IN-2	Hydrologic restorations GS50 (install)	520,000	52,000	AKA Baker Park Ravine Sabilization
	ME-6	Tomahawk Trail wetland project	230,000	23,000	
		Subtotal	\$620,500	\$60,300	
SPECIAL STUDIES					
2015	MP-4	Ravine study	3,000	300	Complete
2015	ME-3	Lake Inde Subwatershed Assessment	15,000	1,500	Complete
2018	GR-1	Subw Assess-Hafften, Schendel, Schwauppau	20,000	1,000	
		Subtotal	\$38,000	\$2,800	
		SUBTOTAL	\$2,248,500	\$201,300	
No Year Assigned					
	CIP-7	Lindgren Lane Pond	100,000	10,000	
	CIP-8	Koch's/Mill's Creek Inlet Ponds (now HR 97 & 29)	200,000	20,000	
	CIP-11	Manure Management Cost-Share Projects	250,000	25,000	
	LO-1	Chippewa Road Drainage	21,000	2,100	
	LO-2	Creekview Road Drainage	21,000	2,100	
	LO-3	Retention Pond mapping and cleanup	10,000	1,000	
	LO-4	Ditch Cleaning at Ballpark	10,000	1,000	
	LO-5	Sediment Pond Cleanout	25,000	2,500	
	LO-6	Sediment Pond Cleanout	80,000	8,000	
	MP-1	Drainageway Cleaning –E of Budd	55,000	5,500	
	MP-2	Rock checks, Main St Ravine	23,700	2,370	
	MP-3	Washout, Main St Ravine	8,000	800	
	MP-5	North Ravine Cleanup	286,000	28,600	
		Subtotal	\$1,089,700	\$108,970	
Other Related Local Projects, No Commission Contribution					
	GR-2	Whisper Creek WWTP	\$500,000	\$ -	
Potential New Projects for Addition to CIP					
2018	IN-?	Kazin Wetland Restoration			
2018	ME1-5	Fern St Gully, Fern St IESF, Aspen Ave Pond Enlargement, Medina Boat Launch, Shoreline Resto & stabilization of channel between Ardmore and Independence			
2019-20	MI-1	South Whaletail Lake Alum Treatment			



ADMINISTRATIVE OFFICE: 3235 Fernbrook Lane N • Plymouth, MN 55447
763.553.1144 • Fax: 763.553.9326 • judie@jass.biz • www.pioneersarahcreek.org

REGULAR MEETING MINUTES November 16, 2017

1. CALL TO ORDER. A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order at 6:02 p.m., Thursday, November 16, 2017, by Chair Joe Baker at Maple Plain City Hall, 5050 Independence Street, Maple Plain, MN.

Present: Mike Hoekstra, Greenfield; Joe Baker, Independence; Brenda Daniels, Loretto; John Fay, Maple Plain; James Kujawa and Kirsten Barta, Hennepin County Environment and Energy (HCEE); Brian Vlach, Three Rivers Park District (TRPD); and Amy Juntunen, JASS.

Also present: Scott Johnson, Medina, and Paula Kalinsky, EOR, and Scott Hines, Windsong Farm, for Project 2017-04.

2. AGENDA. Motion by Daniels, second by Fay to approve the agenda. *Motion carried unanimously.*

3. CONSENT AGENDA.

a. September 21, 2017 Meeting Minutes.* Motion by Daniels, second by Hoekstra to approve the September minutes with a correction to the location in item 4.c. as the site is in Independence, not Maple Plain. *Motion carried unanimously.*

b. October Monthly Claims/Treasurer's Report.* Claims total \$5,194.57.

c. November Monthly Claims/Treasurer's Report.* Claims total \$5,757.55. Motion by Daniels, second by Fay to approve the October and November Treasurer's Reports and claims. *Motion carried unanimously.*

4. ACTION ITEMS.

Project Review 2017-05 Ostberg Equestrian Facility, Independence.* This is a 40-acre agriculture parcel located just southwest of the intersections of CSAH 6 and Game Farm Road. This project includes construction of a new home, two garages, a horse stall barn, indoor arena, outdoor ring, eight horse paddocks and an access drive off of CSAH 6. The project will disturb 7 acres during construction and create 1.69 acres of new impervious areas. This project was reviewed for Rule D, stormwater management and Rule E, grading and erosion control. There are also two wetlands that have been delineated on this site, so the Commission wetland buffer requirements (Rule I) are triggered. Stormwater will be routed to a sand filtration system for volume, rate and nutrient controls. A concrete manure pit and written manure management plan were also reviewed and found satisfactory for up to eight horses. If more than eight horses are on the site, the manure management plan will require revision. Twenty-five foot buffers and signage will be installed around the two wetlands. Fencing around the buffers will be required if horses are pastured in these areas. Staff recommends approval of the project contingent upon 1) receipt of an approved long-term basin/pond operation and maintenance plan between the landowner and City of Independence recorded on the land title; and 2) the manure management plan is approved for up to eight horses.

Motion by Daniels, second by Hoekstra to approve project 2017-05 with the contingencies noted above. *Motion carried unanimously.*

5. OPEN FORUM.

6. OLD BUSINESS.

Updated CIP. Baker will continue to work on updating the CIP to include efforts that did not result in projects due to infeasibility or other factors. The updated CIP will be available prior to the PRAP exercise. Commissioners discussed a potential meeting with BWSR and unanimously decided to not pursue a delay in the PRAP exercise scheduled for 2018.

Commissioners directed Staff to include the current CIP into future agendas for review.

Greenfield • Independence • Loretto • Maple Plain • Medina • Minnetrista

*Included in meeting packet.

7. **NEW BUSINESS.**

8. **STAFF REPORT.***

- a. **Kujawa** will follow up with Warren DeLuge later this month regarding a **wetland violation**.

The Hennepin County **Good Steward grant** received 14 applications for BMP installation and prairie restoration. The Committee recommended seven for funding at a total cost of \$72,000. This grant is available to landowners, neighborhood associations, and agencies.

- b. **Barta** noted that the **buffer** deadline has passed. Baker requested a list of Independence residents who are non-compliant with the buffer law. Independence, Maple Plain and Loretto have no compliance issues.

A new scanner has been added to County plow trucks to coordinate use of **salt/sand** on roads. This information will be used to determine which areas need more or less sand/salt and identify areas where drainage or other issues cause increase in use. Identification and evaluation of areas for windbreak installation along county roadways is also in process

Barta is willing to attend **city council** meetings if requested at least two weeks ahead of the meeting date.

Barta is also working on a **horse owner guide** with a goal of distribution in spring 2018. This guide will contain information for site planning, grading, manure management and more.

- c. **Vlach**. Lake Rebecca was not reviewed for de-listing in the **MPCA 2018 Impaired Waters List** because MPCA did not have time to review the data. Rachel Olmanson suggested submitting a formal request for review during the public comment period of November 27, 2017-January 26, 2018. A draft letter was included in the meeting packet. Commissioners directed Staff to prepare the letter on Pioneer-Sarah Creek letterhead and submit to Vlach for inclusion with the TRPD letter. Hennepin County will also submit a letter requesting review.

Adult **zebra mussels** were recently found in two areas of Medicine Lake, suggesting that the mussels have been in the lake for at least one full year. If the zebra mussels are relatively localized, treatment with potash or a copper sulfate product may be pursued.

9. **WATERSHED-WIDE TMDL**. The TMDL was approved by the EPA on September 29, 2017. One comment noted that improvements will ultimately improve water quality in Lake Independence, which has a separate TMDL. Impaired waters were identified in the TMDL, next steps are to define and fund implementation projects designed to meet TMDL goals. Keeping track of reductions through projects and development is important for reporting on a watershed-basis and for city MS4 permits. Subwatershed assessments are critical for identifying the sources of E. Coli and other pollutants and determining where projects can mitigate these loads.

10. **EDUCATION**. DNR grants for curly leaf pondweed treatment were discontinued in 2017. The grants were helpful in the Lake Sarah CLP treatments in 2012-2016 which totaled about \$125,000 and resulted in about 90% control of the invasive species.

Baker requested that Vlach update the Commission on the Fish Lake alum treatment at a future meeting.

11. **COMMUNICATIONS.**

2018 Conservation Corps Clean Water Funding.* TRPD applies for this grant every year in the forestry/horticulture group. The Corps supplies labor to assist with plantings.

12. **COMMISSIONER REPORTS.**

- a. **Fay**. The Maple Plain CIP includes a street reconstruction project for 2018 at Independence Avenue and Howard. The reconstruction will include installation of curb/gutter and stormwater sewer. Drain tile will be installed behind the curb for homeowner sump pump use so sumps are not pumped onto the street.

- b. **Baker** attended the Freshwater Society sponsored talk by Kathy Blake this week on active management of a large stormwater treatment plant and engaging with the community, including ag folks. Fear of

regulation is a motivator in ag segments and education doesn't always lead to behavior change. Baker would like to see Barta recognize landowners who worked to become compliant with the buffer law prior to the deadline. LSIA identified purple loosestrife around Lake Sarah and notified TRPD.

c. **Hoekstra.** Greenfield has improved the landing at Lake Sarah, replacing concrete in the boat ramp to mitigate power loading. Replacement of the current dock is also being pursued. DNR agreed to replace the dock with the same size/type as currently in place, but a floating dock is a better option so Public Works does not need to raise/lower the dock regularly and because the pole dock regularly becomes unlevel due to power loading. Greenfield is currently working on financing and LSIA may be willing to contribute if a different style of dock is approved by DNR.

d. **Daniels** did not have a report.

13. OTHER BUSINESS.

The next regular meeting is scheduled for December 21, 2017. Motion by Daniels, second by Fay to **cancel** the December meeting if there are no pressing agenda items. *Motion carried unanimously.*

14. ADJOURNMENT. There being no further business, motion by Daniels, second by Hoekstra to adjourn. *Motion carried unanimously.* The meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Amy A. Juntunen, Recording Secretary
AAJ:tim

Z:\Pioneer-SarahCreek\Meetings\Meetings 2017\11 Minutes.docx

Pioneer-Sarah Creek Watershed**Cash Disbursements Journal****For the Period From Dec 1, 2017 to Dec 31, 2017**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/18/17	1481	56100	Lake Monitoring 2017	3,700.00	
		10100	Three Rivers Park District		3,700.00
12/18/17	1482	51100	Administration	710.06	
		51100	Meeting-related	545.15	
		51100	Bookkeeping	93.89	
		51400	Website	48.30	
		57000	Education	0.88	
		51120	Project Reviews	2.75	
		51130	WCA	25.20	
		10100	Judie Anderson's Secretarial Service		1,426.23
Total				5,126.23	5,126.23



3000 Xenium Lane North
Plymouth, MN 55441-1299

INVOICE
December 7, 2017

Pioneer-Sarah Creek Watershed Management Commission
Judie Anderson, Executive Secretary
3235 Fernbrook Lane
Plymouth, MN 55447

Pioneer-Sarah Creek Watershed Commission
Lake Monitoring Services - 2017
Household #9775

Sample collection, analysis, reporting for Lake Independence ¹	\$960.00
Sample collection, analysis, reporting for Lake Sarah ¹	\$960.00
Sample collection, analysis, reporting for Whaletail Lake (both basins) ¹	\$1,780.00
TOTAL	\$3,700.00

¹ Lake water quality report cards with water quality data collected for 2017 submitted electronically to PSCWMC c/o Judie Anderson, Executive Secretary

Please include a copy of invoice with your payment.
Thank you.



Pioneer-Sarah Creek Watershed Management Commission
3235 Fernbrook Lane Plymouth, MN 55447

3235 Fernbrook Lane
Plymouth MN 55447

December 18, 2017

Total Project Area

General Administration

Administrative		55.00	0.000		
Administrative	7.35	60.00	441.000		
Office Support	2.00	60.00	120.000		
Public storage	1.00	114.52	114.520		
Data Processing/File Mgmt		55.00	0.000		
General filing	0.17	50.00	8.500		
Archiving		50.00	0.000		
Reimbursable Expense	26.04	1.00	26.040	710.060	Administration

Meeting packets, attendance, Minutes and Meeting follow-up

Administrative		50.00	0.000		
Administrative	0.50	55.00	27.500		
Administrative	3.77	60.00	226.200		
Admin - Offsite	3.33	65.00	216.450		
Reimbursable Expense	75.00	1.00	75.000	545.150	Meeting related activitie

Bookkeeping

Bookkeeping	0.17	55.00	9.350		
Bookkeeping, budget, audit requests	0.75	60.00	45.000		
Treasurer's Reports	0.42	60.00	25.200		
Audit Prep		55.00	0.000		Bookkeeping/TRs
Reimbursable Expense	14.34	1.00	14.340	93.890	Audit Prep

Website

Weebly hosting - 2 years		1.00	0.000		
Pages, links, uploads	0.42	55.00	23.100		
Administrative	0.42	60.00	25.200	48.300	Website

Education, Strategic Planning

Administrative		60.00	0.000		
Offsite		65.00	0.000		
Reimbursable Expense	0.88	1.00	0.880	0.880	Education

Project Reviews

Administrative		60.00	0.000		
File Management/Archiving		50.00	0.000		
Reimbursable Expense	2.75	1.00	2.750	2.750	Project Reviews

WCA/Wetland Projects

Administrative		55.00	0.000		
Administrative	0.42	60.00	25.200		
Reimbursable Expense		1.00	0.000	25.200	WCA/Wetland

1,426.230 1,426.230

Pioneer-Sarah Creek Watershed
Income Statement
Compared with Budget
For the Twelve Months Ending December 31, 2017

Item 03c

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
Member Dues	\$ 0.00	\$ 105,700.00	\$ 105,700.00	0.00
Project Review Fees	0.00	3,150.00	5,000.00	(1,850.00)
WCA Adm Fees	300.00	850.00	500.00	350.00
Interest and Dividend Income	250.28	2,034.11	41.00	1,993.11
Total Revenues	550.28	111,734.11	111,241.00	493.11
Operating Expenses				
Engineering/Consulting	0.00	12,703.62	23,000.00	10,296.38
Administrative Expense	2,543.31	32,082.35	36,000.00	3,917.65
Adm-Project Reviews	7.00	552.18	1,000.00	447.82
Adm-CIP Mgmt	0.00	1,575.70	0.00	(1,575.70)
WCA - Admin/Legal Expenses	26.70	160.06	500.00	339.94
Adm - Tech Support	1.00	454.64	750.00	295.36
Legal Expense	0.00	106.46	500.00	393.54
Audit Expense	0.00	4,000.00	4,080.00	80.00
Insurance	(205.00)	2,982.00	3,370.00	388.00
Total Operating Expenses	2,373.01	54,617.01	69,200.00	14,582.99
Program Deliverables and Education				
Website	93.30	1,103.40	2,240.00	1,136.60
Adm - General Programs	0.00	0.00	500.00	500.00
TAC Meetings	0.00	696.29	4,000.00	3,303.71
Lakes Monitoring - TRPD	3,700.00	3,700.00	3,703.00	3.00
Lakes Monitoring - CAMP	550.00	550.00	576.00	26.00
Stream Monitoring	6,120.00	6,120.00	10,802.00	4,682.00
Education	160.78	920.75	6,120.00	5,199.25
Education-Events	0.00	0.00	500.00	500.00
Invertebrate Monitoring	0.00	0.00	1,500.00	1,500.00
Grant Writing	0.00	0.00	1,100.00	1,100.00
Plan Amendment	0.00	190.67	1,000.00	809.33
Third Gen - Admin	0.00	593.33	0.00	(593.33)
Special Projects	0.00	0.00	5,000.00	5,000.00
Total Deliverables and Education	10,624.08	13,874.44	37,041.00	23,166.56
Fund Revenue/Expenses				
WRAPP Income	0.00	10,593.01	0.00	(10,593.01)
WRAPP Expense	0.00	2,630.95	0.00	(2,630.95)
<i>Total WRAPP Income (Expense)</i>	<i>0.00</i>	<i>7,962.06</i>	<i>0.00</i>	<i>(7,962.06)</i>
CIP Income from Dues	0.00	28,000.00	28,000.00	0.00
CIP Income from Other	0.00	6,410.83	0.00	(6,410.83)
CIP Expenses	0.00	18,678.00	33,000.00	14,322.00
<i>Total CIP Income (Expense)</i>	<i>0.00</i>	<i>15,732.83</i>	<i>(5,000.00)</i>	<i>20,732.83</i>
Total Fund Income (Expense)	0.00	23,694.89	(5,000.00)	28,694.89
Total Expenses	12,997.09	44,796.56	111,241.00	66,444.44
Net Income	(\$ 12,446.81)	\$ 66,937.55	\$ 0.00	66,937.55

Pioneer-Sarah Creek Watershed
Balance Sheet
December 31, 2017

Item 03c

ASSETS

Current Assets		
Cash-Checking-USbank	(\$ 3,700.00)	
Cash-4M Fund	<u>314,880.37</u>	
Total Current Assets		311,180.37
Property and Equipment	<u></u>	
Total Property and Equipment		0.00
Other Assets	<u></u>	
Total Other Assets		<u>0.00</u>
Total Assets		<u><u>\$ 311,180.37</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	<u>\$ 8,332.86</u>	
Total Current Liabilities		8,332.86
Long-Term Liabilities	<u></u>	
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		8,332.86
Capital		
WCA Replacement Guarantee	6,850.00	
WCA Monitoring Guarantee	6,816.44	
WCA Administrative Guarantee	696.78	
Third Generation Plan Res	25,000.00	
WRAPP Encumbered	14,023.56	
Retained Surplus	127,292.01	
CIP Fund	55,231.17	
Net Income	<u>66,937.55</u>	
Total Capital		<u>302,847.51</u>
Total Liabilities & Capital		<u><u>\$ 311,180.37</u></u>

**Pioneer-Sarah Creek Watershed
Cash Disbursements Journal
For the Period From Jan 1, 2018 to Jan 31, 2018**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/11/18	1483	21000	Invoice: 2017 Auto-Owners	257.00	
		10100	Auto-Owners Insurance Company		257.00
1/11/18	1484	21000	Invoice: 2017 Met Council	550.00	
		10100	Metropolitan Council		550.00
1/11/18	1485	21000	Invoice: 2017 TRPD	6,120.00	
		10100	Three Rivers Park District		6,120.00
1/11/18	1486	21000	Invoice: 2017 JASS	1,405.86	
		10100	Judie Anderson's Secretarial Service		1,405.86
Total				8,332.86	8,332.86

MN INSURANCE GROUP INC
10580 WAYZATA BLVD STE 150
MINNETONKA MN 55305-1561
INVOICE

Auto-Owners

INSURANCE

LIFE • HOME • CAR • BUSINESS

Phone 1-800-288-8740 Fax 517-391-5101
www.auto-owners.com

Please contact your agent with questions at:
(952) 930-3661

Billing Account Information	
Statement Date	01-11-2018
Account Number	011357772
Payment Plan	FULL PAY
Due Date	02-01-2018

PIONEER SARAH CREEK WATERSHED
MANAGEMENT COMMISSION
3235 FERNBROOK LN N
PLYMOUTH MN 55447-5325

Summary of Billing Account Activity					
Previous Balance	Payments	Policy Activity	Fees	Total	Minimum Due
\$0.00	\$0.00	\$257.00	\$0.00	\$257.00	\$257.00

fold and detach here

0047743

06-0540-00

Auto-Owners
INSURANCE

PIONEER SARAH CREEK WATERSHED
MANAGEMENT COMMISSION
3235 FERNBROOK LN N
PLYMOUTH MN 55447-5325

For updates to your billing address, mark Address Change below
and fill out the back of this stub.

____ Address Change

Billing Account Information	
Account Number	011357772
Due Date	02-01-2018
Total	\$257.00
Minimum Due	\$257.00

Please make checks payable to:

AUTO-OWNERS INSURANCE
PO BOX 740312
CINCINNATI, OH 45274-0312

100000113577720000000000000000002570000000257005

INSURANCE COMPANY
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

AGENCY MN INSURANCE GROUP INC
06-0540-00 MKT TERR 016 952-930-3661

INSURED PIONEER SARAH CREEK WATERSHED
MANAGEMENT COMMISSION

ADDRESS 3235 FERNBROOK LN N
PLYMOUTH MN 55447-5325

TAILORED PROTECTION POLICY DECLARATIONS

Renewal Effective 02-01-2018

POLICY NUMBER 107006-08322408-18

Company Use 08-70-MN-1002

Company Bill	Policy Term	
	12:01 a.m.	12:01 a.m.
	02-01-2018	to 02-01-2019

In consideration of payment of the premium shown below, this policy is renewed. Please attach this Declarations and attachments to your policy. If you have any questions, please consult with your agent.

55039 (11-87)

COMMON POLICY INFORMATION

Business Description: Water Protection

Entity: Governmental

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S):	PREMIUM
COMMERCIAL CRIME COVERAGE	\$257.00
TOTAL	\$257.00

THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

Forms that apply to all coverage part(s) shown above (except garage liability, dealer's blanket, commercial automobile, if applicable):
55000 (07-12)

Countersigned By: COMPANY ISSUED



Auto-Owners Ins. Co.

Issued 12-04-2017 Item 03cAGENCY MN INSURANCE GROUP INC
06-0540-00 MKT TERR 016Company POLICY NUMBER 107006-08322408-18
Bill 08-70-MN-1002

INSURED PIONEER SARAH CREEK WATERSHED

Term 02-01-2018 to 02-01-2019

55041 (02-88)

COMMERCIAL CRIME COVERAGE

THIS DECLARATIONS PAGE SHOWS THE COVERAGE FORM(S) AND SECTION(S) WHICH APPLY AND FOR WHICH YOU HAVE PAID A PREMIUM.

Plan: 01 Combination Crime-Separate Limits Option**Location:** All Premises

COVERAGE	BY PERSON/ POSITION	SECTION	LIMIT	DEDUCTIBLE	PREMIUM
A-Blanket Employee Dishonesty			\$100,000	\$250	\$199.00
B-Forgery Or Alteration			\$100,000	\$250	\$58.00

Cancellation of prior insurance: By acceptance of this fidelity bond you give us notice cancelling prior fidelity bond with the cancellation to be effective at the time this policy becomes effective.

Forms that apply to all premises:

IL0017 (11-85)	IL0245 (01-95)	CR0125 (06-90)	IL0003 (07-02)	29415 (01-16)
CR0001 (10-90)	CR1000 (06-95)	CC175 (01-86)	25053 (07-16)	CR0003 (01-86)

COMMERCIAL CRIME COVERAGE - ALL PREMISES PREMIUM SUMMARY	PREMIUM
ALL PREMISES PREMIUM	\$257.00

**INVOICE**

Item 03c

Invoice No:
Invoice Date:
Page:0001075907
12/19/17
1 of 1**Please Remit To:**Metropolitan Council
Environmental Services
PO Box 856513
Minneapolis MN 55485-6513
United States**Customer Number:**
Payment Terms:
Due Date:7195
Due 30 dys
1/18/18**Bill To:**PIONEER-SARAH WATERSHED MGMT COMMISSION
JUDIE ANDERSON
c/o Jass Inc
3234 Fernbrook Ln
Plymouth MN 55447
United States**AMOUNT DUE: \$ 550.00 USD**

Amount RemittedFor account questions: metcar@metc.state.mn.us

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original
						Net Amount
1	CAMP	Citizen-Assist-Monitor-Prj	1.00	EA	550.00	550.00

Subtotal:

550.00

Contract: 17R028

Quantity of lake sites: 1 at \$550.
2017 Citizen-Assisted Monitoring ProgramFor questions about this bill, please contact Brian Johnson at 651-602-8743 or Brian.Johnson@metc.state.mn.us.

ANY UNPAID BALANCE OVER 30 DAYS FROM DATE OF INVOICE WILL BE SUBJECT TO A FINANCE CHARGE AT THE RATE OF 1.5% PER MONTH (18% PER YEAR)

Amount Due:**\$ 550.00**



3000 Xenium Lane North
Plymouth, MN 55441-1299

INVOICE
December 11, 2017

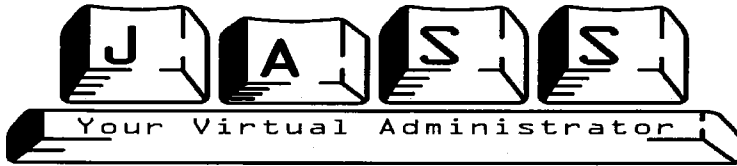
Pioneer-Sarah Creek Watershed Mgmt Commission
Judie Anderson
Executive Secretary
3235 Fernbrook Lane
Plymouth, MN 55447

Pioneer-Sarah Creek Watershed Commission
2017 Stream Monitoring Services
Household #9775

Flow monitoring on Pioneer Creek @ Site PSC (Copeland Road) ¹	\$2,040.00
Flow monitoring on Pioneer Creek @ Site PSP (Pagenkopf Road) ¹	\$2,040.00
Flow monitoring on Sarah Creek @ Site SCO (County Road 92) ¹	\$2,040.00
TOTAL	\$6,120.00

¹ Spreadsheet with flow and water quality data collected for 2017 submitted electronically to PSCWMC c/o Judie Anderson, Executive Secretary

Please include a copy of invoice with your payment.
Thank you.



Pioneer-Sarah Creek Watershed Management Commission
3235 Fernbrook Lane Plymouth, MN 55447

3235 Fernbrook Lane
Plymouth MN 55447

January 11, 2018

Total Project Area

General Administration

Administrative		55.00	0.000		
Administrative	8.38	60.00	502.800		
Office Support	2.00	60.00	120.000		
Public storage	1.00	114.52	114.520		
Data Processing/File Mgmt	0.75	55.00	41.250		
General filing		50.00	0.000		
Archiving		50.00	0.000		
Reimbursable Expense	120.33	1.00	120.330	898.900	Administration

Meeting packets, attendance, Minutes and Meeting follow-up

Administrative		50.00	0.000		
Administrative		55.00	0.000		
Administrative	1.08	60.00	64.800		
Admin - Offsite		65.00	0.000		
Reimbursable Expense	2.80	1.00	2.800	67.600	Meeting related activities

Bookkeeping

Bookkeeping	0.17	55.00	9.350		
Bookkeeping, budget, audit requests	2.67	60.00	160.200		
Treasurer's Reports	0.25	60.00	15.000		
Audit Prep		55.00	0.000		Bookkeeping/TRs
Reimbursable Expense	43.16	1.00	43.160	227.710	Audit Prep

Website

Weebly hosting - 2 years		1.00	0.000		
Pages, links, uploads		55.00	0.000		
Administrative	0.75	60.00	45.000	45.000	Website

Education, Strategic Planning

Administrative		60.00	0.000		
Offsite	2.46	65.00	159.900		
Reimbursable Expense		1.00	0.000	159.900	Education

Project Reviews

Administrative		60.00	0.000		
File Management/Archiving		50.00	0.000		
Reimbursable Expense	4.25	1.00	4.250	4.250	Project Reviews

WCA/Wetland Projects

Administrative		55.00	0.000		
Administrative		60.00	0.000		
Reimbursable Expense	1.50	1.00	1.500	1.500	WCA/Wetland

Technical Support - General

Secretarial		50.00	0.000		
Administrative		60.00	0.000		
Reimbursable Expense	1.00	1.00	1.000	1.000	Technical Support

1,405.860 1,405.860

MEMORANDUM

TO: Pioneer-Sarah Creek Watershed Management Commission
FROM: James Kujawa and Kirsten Barta, Hennepin County Dept. of Environment and Energy
DATE: January 11, 2018
SUBJECT: Staff Report

2013-04 Franklin Hills Second Addition, Independence. At their September 2013 meeting, the Commission approved site plans with three conditions. These conditions have been met with the exception of the Commission's receipt of the final O&M plan recorded document. The developer and City are still working on finalizing the plat and recording all documents, including the O&M plan. The City stated they will be recording the document and will provide a copy to the Commission. No new information has been received.

2016-05 Proto Labs Parking Lot Expansion, Maple Plain. The Commission approved this project contingent upon three conditions. One condition remains open - receipt of an Operation and Maintenance agreement on the biofiltration basin per Staff findings dated September 6, 2016. No new information has been received.

Warren DaLuge Wetland Violation, 4890 Woodland Trail, Greenfield. Staff met with DaLuge and came to an agreement for him to voluntarily remove any fill placed in the wetland on his farmstead by December 1, 2017. **Staff will follow up on this voluntary compliance and report their findings to the Commission.**

2017-03 Equestrian Facility (Bel Farms) Independence. This is a 16.5 acre rural residential parcel located approximately 500 feet north of the intersection of CR6 and Nelson Road. The owner is proposing to construct a new garage/apartment, horse stall barn, indoor arena, outdoor arena, six grass and four sand paddocks for horses. Because this project disturbs greater than 1.0 acre and creates 3.1 acres of additional impervious area, it triggers the Commission's review for Rules D and E. Staff provided grading and erosion control approval contingent upon 1) The applicant assuming the risk and responsibility for any changes to the site plans necessary for final Commission approval and 2) The City of Independence approving a grading permit. Staff recommends the Commission approve the Stormwater Management Plan contingent upon receipt of an approved long term pond/basin operation and maintenance plan between the landowner and City of Independence. Said plan must be recorded on the land title. This project was approved at the Commission's September meeting. No new information has been received since that time.

2017-04 Windsong Farm Golf Club Practice Facility, Independence.* This site is north of CR 6 and the entrance to the current Windsong Golf Course. The total area owned by Windsong Farm Golf Club north of CR 6 is 126 acres. This project will impact the three easterly parcels (36 acres) of their property. The applicant proposes to construct a new practice facility on a portion of these three parcels. Actual grading/disturbance will be 13.4 acres. New impervious areas will be 0.7 acres. The east shore of Fox Lake (DNR 925W) is the west border of the parcels being impacted. The Commission Rules that apply to this work will include Rules D, E, F, and I. Staff recommends approval contingent upon: 1) Specific turf establishment timing requirements being outlined in the SWPPP or Site Plan, 2) Floodplain and Wetland/buffer easements being established over said features on the three parcels where this project is located, and 3) The locations and signage standards for the wetland buffer monumentation being provided to the Commission for review and approval. The Commission approved this project per Staff's recommendations. Since that time, item 1 has been addressed adequately, but Staff are still awaiting word on items 2 and 3.

2017-05 Ostberg Equestrian Facility, Independence.* This is a 40 acre agriculture parcel located just southwest of the intersections of CSAH 6 and Game Farm Road. The owner is proposing to construct a new home, two garages, a horse stall barn, indoor arena, outdoor ring, eight horse paddocks and an access drive off of CSAH 6. The project will disturb 7 acres during construction and create 1.69 acres of new impervious areas. Because this project disturbs more than 1.0 acres and creates 1.7 acres of additional impervious area, this triggers the Commission's review for Rules D and E. There are also two wetlands that have been delineated on this site, so the Commission wetland buffer requirements (Rule I) are triggered. The project received grading and erosion control approval by Staff in October 2017 pending final Commission approvals. The project was approved by the Commission at their November 2017 meeting contingent upon receipt of an approved long term pond/basin operation and maintenance plan between the landowner and the City of Independence. Said plan must be recorded on the land title. **No new**

RULE D - STORMWATER MANAGEMENT

RULE E - EROSION AND SEDIMENT CONTROL

RULE F - FLOODPLAIN ALTERATION

Language in red indicates current updates

* indicates enclosure

RULE G - WETLAND ALTERATION

RULE H - BRIDGE AND CULVERT CROSSINGS

RULE I - BUFFERS

Staff Report January 11, 2018

www.gonitro.com

information has been received on the O&M plan documents.

2017-07W Salem Lane Reconstruction, City of Greenfield. The City will be reconstructing 900 feet of Salem Lane at its easterly boundary with Corcoran. This application was for a) the wetland delineation submittal and review and b) application for the BWSR Local Road Replacement Program. With the BWSR program, certain local road projects that meet safety and maintenance criteria are exempt from the replacement requirements of the MN WCA. Projects that meet this requirement can have BWSR replace the wetland impacts at no cost to the local road authority. This project will impact 10,333 SF of wetland. The Technical Evaluation Panel (TEP) and Commission staff determined the project is eligible for this program and provided said documentation to BWSR. Commission staff also approved the wetland delineation and noticed it per WCA requirements.

2018-01 Salem Lane Reconstruction Project, Greenfield. Salem Lane work must also be reviewed for floodplain fill/mitigation and erosion controls. A stormwater quality review is not necessary because the site disturbance is less than 1.0 acre and less than 0.5 acres of new impervious area. Review documents were not received in time for Staff to review and make a recommendation in this report. If available, this item will be presented to the Commission at their meeting with Staff's recommendation.

HENNEPIN COUNTY NATURAL RESOURCE GRANT

Two projects were recommended for approval in the Pioneer-Sarah Creek Watershed from the fall signup for the Good Steward Grant.

- 1) Jim Bunker's Prairie Restoration project at 860 Kuntz Drive. They are proposing to restore ~4.3 acres of land into four different prairie planting zones around his new home.
- 2) Doug McDonald's Shoreland Stabilization and Restoration Project at 4976 S. Shoreland Drive on Lake Independence. This project will stabilize and restore gully washouts and unstable bank slopes adjacent to the lake.

LOCAL WATER PLANS

Per the amended MN Rule 8410.0105, subp. 9, and 8410.0160, subp. 6, Local Water Plans must be prepared by metropolitan cities and towns and must become part of their local comprehensive plans. They must be revised essentially once every ten years in alignment with the local comprehensive plan schedule. A municipality has two years prior to its local comprehensive plan being due to adopt its local water plan. The next local comprehensive plans are due December 31, 2018; thus all cities and towns in the seven-county metropolitan area must complete and adopt their local plans between January 1, 2017 and December 31, 2018.

The City of Loretto's Local Plan was approved by the Commission at its April 20, 2017 meeting, the City of Medina's Local Plan at the Commission's September 21, 2017 meeting.

KIRSTEN BARTA

1. **Buffers.** Deadline for compliance has passed and anyone who has not responded or gotten their property into compliance will be referred to BWSR for enforcement. Cities interested in who will be referred to the state may request a list for **their city only**.
2. The **plow trucks** are being fitted with sander heads that allow us to scan them as they come and go from the shops. This information will allow us to know if a truck needs re-calibration or staff training.
3. I have been kicking around the idea of showing my face at a **city council meeting** for each member city this winter to hear any concerns and answer questions. If there is a specific meeting date that would be preferred, let me know.
4. Staff have evaluated areas to install **windbreaks**, and in the spring the trees will be planted with landowners to provide both conservation benefits as well acting like snow fences along county roads. If this pilot is successful, it will be expanded beyond the County Road system.
5. The **horse owner guide** is being outlined and hopefully will be written before spring for distribution in May/June. This will cover water quality topics as well as things like grazing management and other best practices.

Z:\Pioneer-SarahCreek\TechMemos\Tech Memos 2018\January Tech Memo.docx

RULE D - STORMWATER MANAGEMENT

RULE E - EROSION AND SEDIMENT CONTROL

RULE F - FLOODPLAIN ALTERATION

Language in red indicates current updates

* indicates enclosure

RULE G - WETLAND ALTERATION

RULE H - BRIDGE AND CULVERT CROSSINGS

RULE I - BUFFERS

Staff Report January 11, 2018

www.gonitro.com



3235 Fernbrook Lane
Plymouth, MN 55447
(763) 553-1144
Fax: (763) 553-9326
judie@jass.biz

To: Watershed Commissioners
From: Amy Juntunen
Date: January 10, 2018
Subject: BWSR Funding

BWSR is potentially moving from a competitive grant funding model to a watershed-based funding model. For the metro area, the funding will be allocated by county, calculated based on the square mileage of private land within the county. County and Municipal-owned land is included as private land for the purposes of this calculation. Hennepin County's share of watershed-based funding for FY 2018-2019 is \$1,018,000.

If all watershed organizations in Hennepin County choose to create a collaborative group for the watershed-based funding, that share of funds is available for Hennepin County projects.

If the watershed organizations choose to remain in the competitive-based grant funding, that money will be pooled with other counties who also choose to remain competitive-based, meaning that Hennepin County watershed organizations may receive more or less than the \$1,018,000.

The decision on whether to move forward as a collaborative within the county or to remain as competitive must be made by June 30, 2018. This decision can be changed in the future, but BWSR requires that the eligible LGUs complete a documented process to make that determination by June 30.

The Watershed-based funding pilot program does allow certain activities to be eligible for BWSR grant funds that are not eligible under the competitive grant program such as: programs, project support, grant management and reporting, and technical and engineering assistance necessary to implement activities.

Beginning over the next few weeks, Hennepin County will be convening a meeting of all eligible LGUs, which includes Watershed Districts, WMOs and Cities with a state-approved plan (City Local Water Management Plans are considered state-approved if approved by the governing Watershed). The first meetings are to determine eligible participants, establish voting representation, establish a direction for the collaborative, and discuss potential projects for FY2018-2019.

Staff asks for approval to attend the Hennepin County collaboration meetings on behalf of the Commission. Commissioners and Cities will also be invited to participate in these meetings.

Guiding Principles

Watershed-based Funding Pilot Program



Vision

BWSR's vision is to move towards more systematic Clean Water Funding for local water management (LWM) authorities on a watershed basis. This funding approach will result in greater efficiency and effectiveness for both LWM authorities and the state and is critical for Minnesota to reach its clean water goals. This funding model could also serve as a future framework for broadening funding to include other state funding sources associated with supporting LWM activities.

Purpose

The purpose of this document is to further outline this vision by providing the guiding principles that will direct and influence future policies and procedures for Clean Water Funds appropriated to the Board of Water and Soil Resources for the purposes of implementing comprehensive watershed management plans. Eligible watersheds are defined as those areas that have watershed management plans developed under the One Watershed, One Plan Program or the Metropolitan Surface Water Management Act.

- **Watershed-based funding will be used to implement activities identified in comprehensive watershed management plans developed under the One Watershed, One Plan program, the Metropolitan Surface Water Management Act, or the Metropolitan Groundwater Management Act.** These plans focus on results and an evidence-based decision-making process. Plans contain implementation timelines, milestones, and cost estimates that address the largest pollution threats and provide the greatest environmental benefits to each watershed.
- **Watershed-based funding must be based upon accountability and performance in achieving measurable progress towards elements of the comprehensive watershed management plan.** Requests for funding must include transparent standards of accountability and performance criteria to objectively evaluate and prioritize funding based on outcomes.
- **Watershed-based funding will be consistent with the Nonpoint Priority Funding Plan (NPFP).** Leadership from State agencies tasked with protection and restoration of Minnesota's water resources came together and agreed on a set of high-level State priorities and criteria to ensure Clean Water Funds are used effectively and efficiently. BWSR must allocate funding according to the priorities and criteria identified in the NPFP when Clean Water Funds are the source of funding.
- **Watershed-based funding envisions a holistic and flexible approach that includes both protection and restoration.** Recognizing that the level of government closest to the ground can best understand resource management needs and implement effective strategies, funding should not be strictly prescribed to a limited number of conservation practices but should allow the flexibility needed by local

water management authorities to address watershed-specific priorities identified in comprehensive watershed management plans consistent with the requirements of the available funding source(s).

- **Watershed-based funding envisions funding requests through a single watershed based work plan.** LWM authorities, as provided in their formal implementation agreement, submit a commitment to collaboratively pursue priority projects and, as identified within the implementation schedule of their approved comprehensive watershed management plans.
- **Watershed-based funding will require a non-state contribution.** A non-state match will be required from LWM authorities in order to have access to this state funding.

FY 2018 Watershed-Based Funding Pilot Program Policy

From the Board of Water and Soil Resources, State of Minnesota

Version: FY2018

Effective Date: 12/20/2017

Approval: Board Resolution #17-96

Policy Statement

The Clean Water Fund was established to implement part of Article XI, Section 15, of the Minnesota Constitution, and Minnesota Statutes §114D with the purpose of protecting, enhancing, and restoring water quality in lakes, rivers, and streams and to protect groundwater and drinking water sources from degradation.

Applicable Clean Water Fund Programs and Grants

- Watershed-based Funding Pilot Program

Reason for the policy

The purpose of this policy is to provide expectations for implementation activities conducted via the Board of Water and Soil Resources (BWSR) Clean Water Fund (CWF) Watershed-based Funding Pilot program as defined by the Clean Water Fund appropriation under Laws of Minnesota 2017, Chapter 91, Article 2, Section 7 (a).

\$4,875,000 the first year and \$4,875,000 the second year are for a pilot program to provide performance-based grants to local government units. The grants may be used to implement projects that protect, enhance, and restore surface water quality in lakes, rivers, and streams; protect groundwater from degradation; and protect drinking water sources. Projects must be identified in a comprehensive watershed plan developed under the One Watershed, One Plan or metropolitan surface water management frameworks or groundwater plans. Grant recipients must identify a non-state match and may use other legacy funds to supplement projects funded under this paragraph.

BWSR will use grant agreements for assurance of deliverables and compliance with appropriate statutes, rules and established policies. Willful or negligent disregard of relevant statutes, rules and policies may lead to imposition of financial penalties or future sanctions on the grant recipient.

BWSR's Grants Administration Manual (<http://www.bwsr.state.mn.us/grants/manual/>) provides the primary framework for local management of all state grants administered by BWSR.

Program Requirements

1. Local Governmental Unit Eligibility Criteria

In the seven-county Twin Cities Metropolitan Area, eligible recipients through this policy include local governments (counties, watershed districts, watershed management organizations, soil and water conservation districts, and municipalities¹) having a current state approved and locally adopted: watershed management plan required under §103B.231, county groundwater plan authorized under §103B.255, or soil and water conservation district comprehensive plan under Minnesota statutes §103C.331, Subd. 11 who have partnered within a county boundary to develop a joint work plan. The BWSR reserves the right for the Executive Director to determine if the partnership is sufficient to meet the goals of the pilot program. Disputes to this decision may be brought to the BWSR Central Region Committee.

For areas outside of the seven-county Twin Cities Metropolitan Area, eligible recipients include partnerships of local governments (counties, soil and water conservation districts, watershed management organizations, watershed districts and other local governments) that have a current state approved and locally adopted comprehensive watershed management plan authorized under Minnesota statutes §103B.101, Subd. 14 or §103B.801 and a formal agreement to implement this plan together. Local governments within the partnership that have not adopted the state approved comprehensive watershed management plan cannot directly receive these funds; however, implementation may still occur with these funds in the geographic area of that local government by another entity within the partnership.

All recipients must be in compliance with applicable federal, State, and local laws, policies, ordinances, rules, and regulations. Recipients who have previously received a grant from BWSR must be in compliance with BWSR requirements for grantee website and eLINK reporting before grant execution and payment.

2. Match Requirements

A non-State match equal to at least 10% of the amount of the Watershed-Based Funding received is required. Match can be provided by a landowner, land occupier, private organizations, local government or other non-State sources and can be in the form of cash or the cash value of services or materials contributed to the accomplishment of grant objectives.

3. Eligible Activities

The primary purpose of activities funded through this program is to implement projects that protect, enhance, and restore surface water quality in lakes, rivers, and streams; protect groundwater from degradation; and protect drinking water sources. Eligible activities must be identified in the state approved, locally adopted comprehensive watershed management plan developed under Minnesota statutes §103B.101, Subd. 14 or §103B.801, watershed management plan required under §103B.231, or county groundwater plan authorized under §103B.255 and have a primary benefit towards water quality. Activities must be first submitted through a

¹ Municipalities (cities and townships) in the seven-county metropolitan area are eligible if they have a water plan that has been approved by a watershed district or a watershed management organization as provided under Minn. Stat. 103B.235.

work plan that will be reviewed by BWSR. The work plan must be approved by BWSR prior to funds being distributed.

Eligible activities can consist of structural practices and projects; non-structural practices and measures, program and project support, and grant management and reporting. Technical and engineering assistance necessary to implement these activities are considered essential and are eligible to be included. Activities that result in multiple benefits are strongly encouraged.

- 3.1 **Practice Standards.** All practices must be consistent with the Natural Resource Conservation Service (NRCS) Field Office Technical Guide (FOTG), Minnesota Stormwater Manual, or be professionally accepted engineering or ecological practices. Design standards for all practices must include specifications for operation and maintenance for the effective life of the given practice, including an inspection schedule and procedure.
- 3.2 **Effective Life.** All practices must be designed and maintained for a minimum effective life of ten years for best management practices and 25 years for capital improvement practices. The beginning date for a practice's effective life is the same date final payment is approved and the project is considered complete. Where questions arise under this section, the effective lifespan of structural practices and projects shall be defined by current and acceptable design standards or criteria as defined in Section 3.1.
- 3.3 **Project Assurances.** The grantee must provide assurances that land owners or land occupiers receiving this funding will keep the practice in place for its intended use for the expected lifespan of the practice. Such assurances may include easements, deed recordings, enforceable contracts, performance bonds, letters of credit, and termination or performance penalties. BWSR may allow replacement of a practice or project that does not comply with expected lifespan requirements with a practice or project that provides equivalent water quality benefits. See also the Projects Assurances section of the Grants Administration Manual.
- 3.4 **Operation, Maintenance and Inspections.** Identifying operation and maintenance activities specific to the installed practices is critical to ongoing performance of installed practices as well as to planning and scheduling those activities. An operation and maintenance plan must be prepared by designated technical staff for the life of the practice and be included with the design standards. An inspection schedule, procedure, and assured access to the practice site shall be included as a component of maintaining the effectiveness of the practice.
- 3.5 **Technical and Administrative Expenses.** Clean Water Funds may be used for actual technical and administrative expenses to advance plan implementation. Eligible expenses include the following activities: grant administration, site investigations and assessments, design and cost estimates, construction supervision, and construction inspections. Technical and administrative expenditures must be appropriately documented according to the Grants Administration Manual.
- 3.6 **Grant Management and Reporting.** All grant recipients are required to report on the outcomes, activities, and accomplishments of Clean Water Fund grants. The grant funds may be used for local grant management and reporting that are directly related to and necessary for implementing the project or activity.

3.7 Livestock Waste Management Practices. Funding for application of conservation practice components to improve water quality is limited to: livestock management systems that were constructed before **October 23, 2000**, and livestock operations registered with the Minnesota Pollution Control Agency Database or its equivalent and are not classified as a Concentrated Animal Feeding Operation (CAFO) and have less than 500 animal units (AUs), in accordance with Minnesota Rule Chapter 7020.

BWSR reserves the right to deny, postpone or cancel funding where financial penalties related to livestock waste management violations have been imposed on the operator.

- a. Funded projects must be in compliance with standards in MN Rule Chapter 7020 upon completion.
- b. Eligible practices and project components must meet all applicable local, State, and federal standards and permitting requirements.
- c. Eligible practices are limited to best management practices listed by the MN USDA-NRCS. (www.nrcs.usda.gov/wps/portal/nrcs/detail/mn/programs/financial/eqip/?cid=nrcs142p2_023513)
- d. Feedlot roof structure is an eligible practice with the following payment limitation: The maximum grant for a feedlot roof structure is not to exceed \$100,000. Funding is not eligible for projects already receiving flat rate payment equaling or exceeding this amount from the NRCS or other State grant funds.
- e. Feedlot relocation is an eligible practice, with the following conditions:
 - 1) The existing eligible feedlot must be permanently closed in accordance with local and State requirements,
 - 2) Payment Limitation: The maximum grant for a feedlot relocation is not to exceed \$100,000. Funding is not eligible for projects already receiving flat rate payment equaling or exceeding this amount from the NRCS or other State grant funds.
 - 3) The existing and relocated livestock waste management systems sites are considered one project for grant funding.

3.8 Subsurface Sewage Treatment Systems

- a. Only identified imminent threat to public health systems (ITPHS) are eligible for grants funds, except as provided under b. Project landowners must meet low income thresholds. Low income guidelines from U.S Rural Development are strongly encouraged as the basis for the definition of low income.
- b. Proposed community wastewater treatment systems involving multiple landowners are eligible for funding, but must be listed on the MPCA's Project Priority List (PPL) and have a Community Assessment Report (CAR) or facilities plan [Minn. Rule 7077.0272] developed prior to work plan submittal. For community wastewater system applications that include ITPHS, systems that fail to protect groundwater are also eligible.
- c. In an unsewered area that is connecting into a sewer line to a municipal waste water treatment plant (WWTP), the costs associated with connecting the home to the sewer line is eligible for funding if the criteria in a. and b. above are met.

3.9 Multipurpose Drainage Management. Proposed activities must be conducted adjacent to, on, or within the watershed of a priority Minnesota Statutes Chapter 103E Drainage System(s). Following is a list of eligible conservation practices and activities.

- a. NRCS Conservation Practice Standard (CPS) Code 410 Grade Stabilization Structure: When proposing side inlet structures in combination with a continuous berm along a Chapter 103E drainage ditch, eligibility is limited to the side inlet pipes and construction of an average 3 ft. high (above existing ground) berm.
- b. CPS Code 412 Grassed Waterway
- c. CPS Code 638 Water and Sediment Control Basin
- d. Open tile inlet replacement: Replacement of existing open tile inlets with water quality improvement inlets (e.g. perforated riser, dense pattern tile, or gravel inlet) in accordance with NRCS CPS Code 606 Subsurface Drain, as applicable, to reduce sediment entering a Chapter 103E drainage system via subsurface drainage tile.
- e. Storage and Treatment Wetland Restoration: This activity requires a perpetual flowage and conservation easement to be held by the Chapter 103E drainage system.
- f. A perpetual flowage and conservation easement must be approved by BWSR for entire contiguous storage and treatment wetland restoration(s) on, or within the watershed of, a Chapter 103E drainage system. Total payment rates, including match shall not exceed Reinvest in Minnesota (RIM) rates. The perpetual flowage and conservation easement must include an upland buffer of perennial native vegetation around the wetland area having a minimum width of 30 feet and average width of 50 feet, except where the wetland boundary is adjacent to a road right-of-way or property boundary, as approved by BWSR. The maximum upland buffer to increase multipurpose benefits or square off the easement area is limited to a 1:1 upland to wetland area ratio for each wetland, as approved by BWSR. Payable non-cropland buffer acres are limited to 20% of the total buffer acres. Design and construction components necessary for wetland and upland buffer restoration are eligible.
- g. NRCS Conservation Activity Plan (CAP) 130 Drainage Water Management Plan: The CAP 130 can include controlled subsurface drainage, denitrifying bioreactor, and saturated buffer components. The plan must be developed by a Technical Service Provider (TSP) certified in the NRCS Tech Regulation for CAP 130.
- h. CPS Code 587 Structure for Water Control:
- i. CPS Code 554 Drainage Water Management, Implementation/Operation: A CAP 130 is required. For areas where controlled subsurface drainage structures have been installed to manage water levels, NRCS rates must be applied.
- j. CPS Code 604 Saturated Buffer:
- k. Code 605 Denitrifying Bioreactor:

3.10 Non-Structural Practices and Measures. Non-structural practices and activities that supplement, or exceed current minimum State standards or procedures for protection, enhancement, and restoration of water quality in lakes, rivers, and streams or that protect groundwater from degradation are eligible. Non-structural vegetative practices must follow the Native Vegetation Establishment and Enhancement Guidelines: www.bwsr.state.mn.us/native_vegetation/seeding_guidelines.pdf.

- a. **In-lake or in-channel treatment.** Best management practices such as rough fish management, lake drawdown and alum treatments that have been identified as an implementation activity in a TMDL study or Watershed Restoration and Protection Strategies document are allowable. A feasibility study must be completed, reviewed and approved by BWSR staff prior to funds being spent on these activities. Eligible costs apply only to initial costs for design and implementation. All subsequent applications and treatments under this subsection are considered to be Operations and Maintenance expenses that are a local responsibility.
- b. **Incentives.** Incentives may be used to encourage landowners to install or adopt land management practices that improve or protect water quality. Incentive payments and enhanced protection measures should be reasonable and justifiable, supported by grant recipient policy, consistent with prevailing local conditions, and must be accomplished using established standards. All incentivized practices or procedures must have a minimum duration of at least 3 years with a goal of long-term landowner adoption. BWSR reserves the right to review and approve incentive payment rates established by grant recipient policy. Any projects proposing incentives for more than 3-years must be reviewed by BWSR staff and approved by the Executive Director prior to work plan approval.
- c. **Project Support.** Eligible activities include community engagement, education and outreach, equipment and other activities, which directly support or supplement the goals and outcomes expected with the implementation of items identified in section 3.0 above. Refer to guidance within the Grants Administration Manual for Capital Equipment Purchases.
- d. **Easements.** Proposed use of easements and payment amounts must be reviewed and approved by BWSR staff prior to expenditure of grant funds to acquire an easement. Total payment rates for perpetual easements, including match shall not exceed Reinvest in Minnesota (RIM) rates.

4. Ineligible Activities

The following activities will not be considered:

- a. Activities that do not have a primary benefit of water quality
- b. Stormwater conveyances that collect and move runoff, but do not provide water quality treatment benefit
- c. Replacement, realignment or creation of trails or roads
- d. Municipal wastewater treatment
- e. Municipal drinking water supply facilities or individual drinking water treatment systems
- f. Routine maintenance activities within the effective life of existing practices or projects
- g. General maintenance and repair of capital equipment
- h. Activities having the primary purpose of water quality monitoring
- i. Livestock Waste Management Practices: Practices and activities that are not listed in the USDA NRCS-EQIP docket or are not included in the USDA NRCS eFOTG
- j. Subsurface Sewage Treatment Systems (SSTS):
 - 1) Small community wastewater treatment systems serving over 10,000 gallons per day with a soil treatment system, and
 - 2) A small community wastewater treatment system that discharges treated sewage effluent directly to surface waters without land treatment.

- k. Drain tile, except for tile outlets required for water and sediment control basins, tile required to make eligible drainage water management practices function, and dense pattern tile to replace open tile inlet(s)
- l. Ditching except if needed for the creation of a storage and treatment wetland restoration
- m. Back-flow preventing flap gates on side inlet structure pipes where a system-wide analysis has not been completed
- n. Bridges
- o. Fee title land acquisition (costs may count towards match)
- p. Contribution to a contingency or reserve fund that extends beyond the grant agreement period
- q. Payment(s) to an equipment replacement fund

5. Technical Expertise

The grantee has the responsibility to ensure that the designated technical staff have the appropriate technical expertise, skills and training for their assigned role(s). See also the Technical Quality Assurances section of the Grants Administration Manual.

5.1 Technical Assistance Provider. Grantees must identify the technical assistance provider(s) for the practice or project and their credentials for providing this assistance. The technical assistance provider(s) must have appropriate credentials for practice investigation, design, and construction. Credentials can include conservation partnership Job Approval Authority (JAA), also known as technical approval authority; applicable professional licensure; reputable vendor with applicable expertise and liability coverage; or other applicable credentials, training, and/or experience.

5.2 BWSR Review. BWSR reserves the right to review the qualifications of all persons providing technical assistance and review the technical project design if a recognized standard is not available.

6. Practice or Project Construction and Sign-off

Local governments receiving these funds shall verify that the practice or project was properly installed and completed according to the plans and specifications, including technically approved modifications, prior to authorization for payment.

7. BWSR Grant Work Plan, Reporting, and Reconciliation Requirements

BWSR staff is authorized to develop grant agreements, requirements and processes for work plans and project outcomes reporting, closeouts, and fiscal reconciliations. All grantees must follow the Grants Administration Manual policy and guidance. BWSR recognizes that as a pilot program activities may be identified after the work plan is approved. Work plan revisions must follow the BWSR Grants Administration Manual procedures for Grant Agreement Amendments and Work Plan Revisions.

In the event there is a violation of the terms of the grant agreement, BWSR will enforce the grant agreement and evaluate appropriate actions, up to and including repayment of grant funds at a rate up to 150% of the grant agreement.

8. Performance

Watershed-based funding will be based upon accountability and performance in achieving measurable progress towards elements of the comprehensive watershed management plan. As a performance-based grant, BWSR reserves the right to modify, suspend, or cancel the grant agreement at any time if work under the grant agreement is found by BWSR to be unsatisfactory. Performance under this program may impact future watershed-based funding allocations.

A future performance measure under consideration for these grants is the amount or percent leveraged funds; therefore, grantees are encouraged to report all funds leveraged above and beyond the required match.

History

This version is the first for this policy

Contact

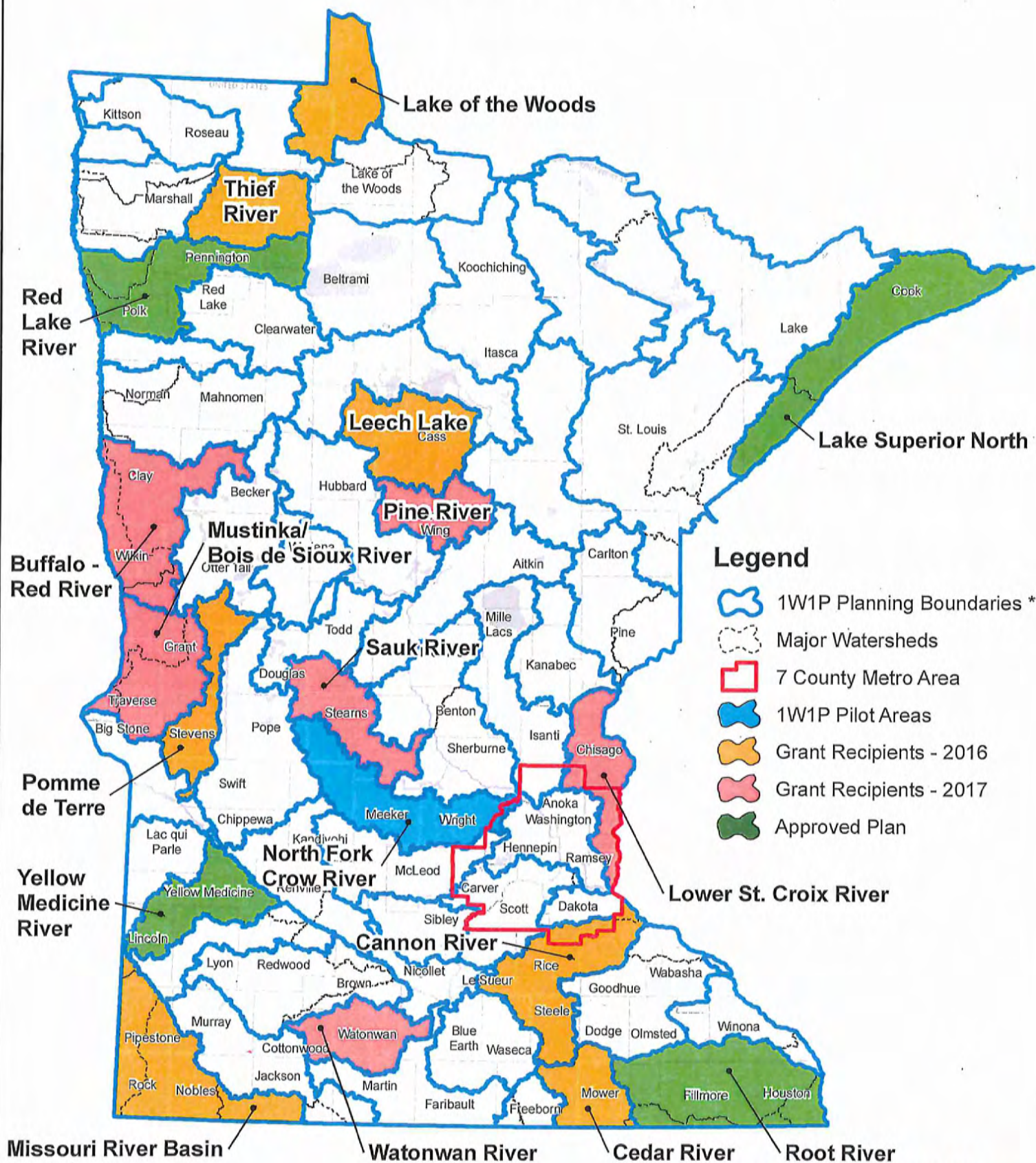
For Clean Water Programs: Marcey Westrick, Clean Water Coordinator

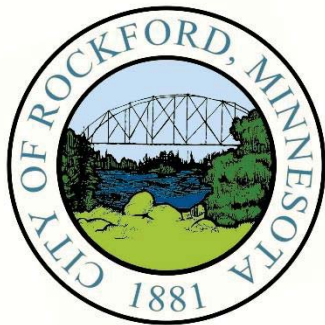
Item 04c-2



One Watershed, One Plan

Participating Watersheds





City of Rockford

Item 11a

6031 Main Street, Rockford, MN 55373 • (763) 477-6565 • Fax (763) 477-4393

NOTICE TO LGUs REGARDING WHP PLAN APPROVAL AND IMPLEMENTATION INTENT

Date: December 21, 2017

To: Mr. Michael Potter, Chairperson, Wright County Board
Brad Johnson, Mayor, City of Greenfield
Mr. Christopher Uecker, Chairperson, Wright Soil and Water Conservation District
Judie Anderson, Administrator, Pioneer-Sarah Creek Watershed Management Commission
Karen Vos, Planner, Minnesota Department of Health

From: Trevor Brummer, City of Rockford

Re: Wellhead Protection Plan for the City of Rockford

The City of Rockford has completed the wellhead protection planning amendment process and received notice from the Minnesota Department of Health that the submitted plan has been approved on September 20, 2017. With this approval, we must begin implementation of our amended plan within 60 days after approval (part 4720.5560, subpart 1).

The City of Rockford appreciated your assistance with the amendment of our wellhead protection plan, and we look forward to your continued cooperation with this effort.

If you have any questions or concerns, please contact me at 763-477-6565.

cc: Joseph Jacobs, Water Plan Coordinator, Wright Soil and Water Conservation District
Kerry Saxton, District Manager, Wright Soil and Water Conservation District
Robyn Hoerr, Ground Water Specialist, Minnesota Rural Water Association
Sean Riley, Zoning Administrator, Wright County Government Center
Ron Struss, MN Department of Agriculture
Trudi Witkowski, Minnesota Department of Health