



January 10, 2019

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 17, 2019, 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 me at [judie@jass.biz](mailto:judie@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	City Clerks	MPCA
	Jim Kujawa, Kirsten Barta, HCEE	Met Council	BWSR
	Joel Jamnik, Attorney	official newspapers	DNR
	Brian Vlach, TRPD	Ed Matthiesen, Diane Spector, Wenck Assocs	

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

**REGULAR MEETING AGENDA**  
**January 17, 2019 • 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 meeting minutes.\*
  - b. Monthly Claims/Treasurers Report.\*
4. Action Items.
  - a. Project Review 2018-18 Baker Park Campground Ravine Stabilization.\*
  - b. Annual appointments. Currently:
 

1) Official depositories - 4MFund/US Bank	2) Deputy Treasurer -Judie Anderson
3) Auditor - Johnson & Company	4) Official newspaper – <i>Crow River News</i> .
5. Open Forum.
6. Old Business.
7. New Business.
  - a. Election of Officers occurs at February meeting. Currently:
 

1) Chair – Baker	2) Vice Chair – Fay
3) Secretary – Daniels	4) Treasurer – Cook
  - b. Reminder to cities to submit 2019 appointments.
  - c. Solicitation of Interest Proposals – published in January 14, 2019 edition of *State Register*.
8. Watershed Management Plan – Local Plans – *see Staff Report*.
  - a. Greenfield
  - b. Independence.
  - c. Maple Plain.
9. Staff Report.\*
  - a. Annual financial reporting requirements.\*
10. Education.
  - a. Horse Manure Composting system.\*
11. Grant Opportunities.
12. Communications.
13. Commissioner Reports.
14. Other Business.
15. Adjournment. (*Next scheduled meeting February 21, 2019*).

\* in meeting packet

\*\* available at meeting

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**REGULAR MEETING MINUTES**  
**November 15, 2018**

**1. CALL TO ORDER.** A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order at 6:10 p.m., Thursday, November 15, 2018, by Vice Chair John Fay at Maple Plain City Hall, 5050 Independence Street, Maple Plain, MN.

Present: Brad Spencer, Independence; John Fay, Maple Plain; Mike McLaughlin, Medina; John Tschumperlin, Minnetrista; James Kujawa, Hennepin County Environment and Energy (HCEE); Brian Vlach, Three Rivers Park District (TRPD); and Amy Juntunen, JASS.

Also present: Scott Johnson, Medina.

**2. AGENDA.** Motion by McLaughlin, second by Spencer to approve the agenda as presented. *Motion carried unanimously.*

**3. CONSENT AGENDA.** Motion by Tschumperlin, second by McLaughlin to approve the Consent Agenda:

a. **October Regular Meeting Minutes.\***

b. **November Monthly Claims/Treasurer's Report.\*** Claims total \$10,345.84.

*Motion carried unanimously.*

**4. ACTION ITEMS.**

a. **Hennepin County Pictometry Agreement.\*** In 2015 the Commission authorized entering into a contract with Hennepin County to obtain access to detailed aerial imagery and pictometry resources. The County makes these available to local governments and their staff at no cost. Third parties performing services to the local government such as consulting engineers may, with authorization, also obtain access, but only for the performance of those services. These high-quality images are valuable in supplementing or even replacing some types of field work or site visits. Included in the meeting packet are a letter and information about the resources as well as the Agreement provided by Hennepin County. Staff recommends that the Commission authorize execution of the Agreement. Motion by McLaughlin, second by Tschumperlin to approve the Hennepin County pictometry agreement. *Motion carried unanimously.*

b. **BWSR Watershed Based Funding Grant Agreement.\*** It was noted that the agreement states that the BWSR logo be predominantly displayed on the Commission's website. Staff will update the website to include the logo. Motion by McLaughlin, second by Tschumperlin to approve the BWSR Watershed based funding grant agreement. *Motion carried unanimously.*

**5. OPEN FORUM.**

**6. OLD BUSINESS.**

**7. NEW BUSINESS.**

**8. WATERSHED MANAGEMENT PLAN.** Plans for Maple Plain and Independence have not yet been approved. Both plans are expected to be submitted by the end of December.

**9. STAFF REPORT.\***

a. Kujawa requested approval to deny the **Crow River Overlook** project (2018-017) in Greenfield. Grading has already started on the project, but the project review is currently incomplete and the deadline for Commission review and approval is December 15. If the Commission does not make a decision within that time,

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

\*Included in meeting packet.

the project is automatically approved. Motion by McLaughlin, second by Spencer to grant authority to Kujawa to administratively deny the project if necessary. *Motion carried unanimously.*

b. The **Buffer Law** requirements going forward require staff to check each parcel in the county at least once every three years and spot check up to 15% of parcels. Hennepin has opted to section the County into thirds and check 1/3 each year. This will begin in 2019. Those residents chosen to have a spot check done will be notified by letter.

c. Staff gave **administrative approval** for two projects that only required review for erosion and sediment control.

d. A **county-wide chloride meeting** is scheduled for 8:30 a.m. December 6, 2018 at Riley-Purgatory-Bluff Creek Watershed District.

#### 10. EDUCATION.

11. **GRANT OPPORTUNITIES.** The BWSR Watershed-based funding project will include the Lake Ardmore BMP project. The Watershed-based funding grant will cover \$58,317 of the total project cost of \$74,062. The Commission's CIP fund and Hennepin County grants total \$13,745 and the City of Medina's cost-share is \$2,000.

#### 12. COMMUNICATIONS.

a. **BWSR Level II Performance Review PRAP – final report.\*** The City of Maple Plain will need to draft a resolution designating the Pioneer-Sarah Creek Commission as LGU for WCA through January 1, 2020. After that time, Hennepin County will no longer provide those services for the Commission. Administrative staff was commended for participating in the process and the favorable assessment.

b. **Baker Ravine weekly updates.\*** The project is still waiting for the Army Corps of Engineers permit, which is a lengthy process. The permit is expected to be received in January or February 2019. Due to this delay, the start of construction was postponed to October 2019. This project was reviewed by the Commission, but project review fees have not yet been received from TRPD.

c. **Independence Draft Manure Management Policy.\*** This policy will be part of the Local Water Management Plan adopted at the first Council meeting in December. Kujawa will review the policy and submit comments on behalf of Pioneer-Sarah Creek.

#### 13. COMMISSIONER REPORTS.

a. **Spencer** noted that there was no change in City leadership as 2018 was not an election year in Independence.

b. **Tschumperlin** expects to serve a four-year term on the Commission since he won a City Council seat in the Minnetrista elections this year.

#### 14. OTHER BUSINESS.

The **next regular meeting** is scheduled for December 20, 2018. Fay stated that he was unable to attend and suggested that if there is no pressing business, the December meeting be canceled.

15. **ADJOURNMENT.** There being no further business, motion by McLaughlin, second by Tschumperlin to adjourn. *Motion carried unanimously.* The meeting was adjourned at 6:44 p.m.

Respectfully submitted,



Amy A. Juntunen, Recording Secretary  
AAJ:tim

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Pioneer-Sarah Creek Watershed  
Balance Sheet  
December 31, 2018

item 03b

ASSETS

Current Assets		
Cash-Checking-USbank	(\$ 12,780.00)	
Cash-4M Fund	553,896.51	
Total Current Assets		541,116.51

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$ 2,184.02	
Total Current Liabilities		2,184.02
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		2,184.02
Capital		
WCA Replacement Guarantee	12,000.00	
Next Generation Plan Fund	25,000.00	
Retained Surplus	8,034.23	
CIP Fund	95,505.51	
Grant Fund - Baker Park Ravine	165,577.76	
Net Income	232,814.99	
Total Capital		538,932.49
Total Liabilities & Capital		\$ 541,116.51

Pioneer-Sarah Creek Watershed  
Income Statement  
Compared with Budget  
For the Twelve Months Ending December 31, 2018

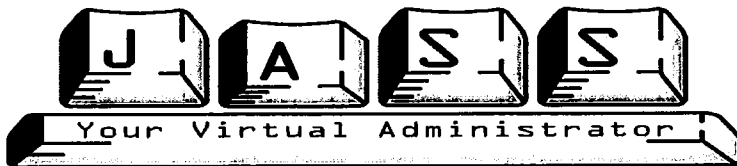
item 03b

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
Member Dues	\$ 0.00	\$ 100,000.00	\$ 100,000.00	0.00
Lake Sarah TMDL Imple	0.00	4,592.61	0.00	4,592.61
Project Review Fees	150.00	6,050.00	5,000.00	1,050.00
CIP Income	0.00	28,000.00	28,000.00	0.00
Grant-Baker Park Ravine	0.00	208,000.00	0.00	208,000.00
WCA Adm Fees	0.00	2,400.00	500.00	1,900.00
Interest and Dividend Income	983.40	8,220.25	270.00	7,950.25
Total Revenues	1,133.40	357,262.86	133,770.00	223,492.86
Expenses				
Engineering/Consulting	0.00	10,636.77	23,600.00	12,963.23
Administrative Expense	3,958.85	31,190.84	36,000.00	4,809.16
Adm-Project Reviews	158.29	835.80	1,000.00	164.20
Adm-CIP Mgmt	0.00	1,418.21	0.00	(1,418.21)
WCA - Admin/Legal Expenses	10.20	1,186.03	500.00	(686.03)
Adm - Tech Support	0.00	698.95	750.00	51.05
Legal Expense	0.00	124.00	500.00	376.00
Audit Expense	0.00	4,000.00	4,150.00	150.00
Insurance	(207.00)	2,618.00	3,500.00	882.00
Website	98.75	773.70	2,240.00	1,466.30
Adm - General Programs	0.00	0.00	500.00	500.00
TAC Meetings	0.00	1,962.60	4,000.00	2,037.40
Lakes Monitoring - TRPD	5,180.00	5,180.00	5,180.00	0.00
Lakes Monitoring - CAMP	0.00	550.00	550.00	0.00
Lake Sarah TMDL Implementation	0.00	4,611.53	0.00	(4,611.53)
Stream Monitoring	7,600.00	7,600.00	7,600.00	0.00
Education	0.00	706.51	6,120.00	5,413.49
Education-Events	0.00	0.00	500.00	500.00
Invertebrate Monitoring	0.00	0.00	1,000.00	1,000.00
Grant Writing	0.00	0.00	1,000.00	1,000.00
Plan Amendment	0.00	0.00	900.00	900.00
Third Gen - Admin	0.00	974.20	0.00	(974.20)
Special Projects	0.00	0.00	6,000.00	6,000.00
Capital Improvement Project	0.00	6,958.49	28,180.00	21,221.51
CIP Baker Ravine	362.70	42,422.24	0.00	(42,422.24)
				0.00
Total Expenses	17,161.79	124,447.87	133,770.00	9,322.13
Net Income	(\$ 16,028.39)	\$ 232,814.99	\$ 0.00	232,814.99

**Pioneer-Sarah Creek Watershed  
Cash Disbursements Journal  
For the Period From Jan 1, 2019 to Jan 31, 2019**

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/11/19	1523	21000 10100	Invoice: 2018 JASS Judie Anderson's Secretarial Service	2,184.02	2,184.02
	<b>Total</b>			<u>2,184.02</u>	<u>2,184.02</u>



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

3235 Fernbrook Lane  
Plymouth MN 55447

January 11, 2019

				Total Project Area	
<b>General Administration</b>					
Administrative	0.67	55.00	36.850		
Administrative	20.06	60.00	1,203.600		
Administrative - offsite		65.00	0.000		
Office Support	2.00	60.00	120.000		
Public storage	1.00	92.76	92.760		
Data Processing/File Mgmt	0.33	55.00	18.150		
Reimbursable Expense	32.63	1.00	32.630	1,503.990	Administration
<b>Meeting packets, attendance, Minutes and Meeting follow-up</b>					
Administrative		55.00	0.000		
Administrative	5.26	60.00	315.600		
Admin - Offsite		65.00	0.000		
Reimbursable Expense	16.16	1.00	16.160	331.760	Meeting related activities
<b>Bookkeeping</b>					
Bookkeeping, budget, audit requests	3.08	60.00	184.800		
Treasurer's Reports	0.42	60.00	25.200		
Audit Prep		60.00	0.000		Bookkeeping/TRs
Reimbursable Expense	17.76	1.00	17.760	227.760	Audit Prep
<b>Website</b>					
Pages, links, uploads		55.00	0.000		
Administrative	0.25	60.00	15.000	15.000	Website
<b>Project Reviews</b>					
Administrative	1.42	60.00	85.200		
File Management/Archiving		50.00	0.000		
Reimbursable Expense	10.11	1.00	10.110	95.310	Project Reviews
<b>WCA/Wetland Projects</b>					
Administrative		55.00	0.000		
Administrative	0.17	60.00	10.200		
Reimbursable Expense		1.00	0.000	10.200	WCA/Wetland
				<b>2,184.020</b>	<b>2,184.020</b>





**ADMINISTRATIVE OFFICE:** 3235 Fernbrook Lane N • Plymouth, MN 55447  
 763.553.1144 • Fax: 763.553.9326 • Email: judie@jass.biz  
**TECHNICAL OFFICE:** 701 Fourth Street South, Suite 700, Minneapolis,  
 MN 55415-1600 Phone: 612.348.7338 • Fax: 612.348.7338 •  
 Email: james.kujawa@co.hennepin.mn.us

**Baker Park Campground**  
**Ravine Stabilization**  
**Medina, Project #2018-18**

**Project Overview:** Three Rivers Park District and Pioneer-Sarah Creek Watershed District have applied for a project review for a ravine stabilization project located in Baker Park Campground in Section 18 of Township 118N and Range 23W in Medina, Hennepin County.

The proposed project involves restoration of approximately 2,254 feet of an eroding ravine located within Baker Park Campground. Restoration will improve water quality in Lake Independence by reducing the nutrient load due to erosion in the ravine channel. One wetland, is within the project area but will not be disturbed during this project. This project will be reviewed for compliance to the Commissions grading and erosion control standards.

**Applicant:** Three Rivers Park District, Brian Vlach, 12615 Rockford Road, Plymouth, MN 55441. Phone: 763-694-7846. Email: brian.vlach@threeriversparks.org

**Agent/Engineer:** Wenck Associates, Inc., Attn. Meaghan Watson, 7500 Olson Memorial Highway, Suite 300, Golden Valley, MN 55427. Phone; 763-252-6896. Email: mwatson@wenck.com.

**Exhibits:**

- 1) Project 2018-18 PSCWMC Request for Plan Review received November 6, 2018.
- 2) Project review fee of \$150, received December 17, 2018.
- 3) Baker Ravine wetland delineation report by Wenck and Associates, dated June 2018.
  - a. LGU Notices of Application, wetland boundary/type dated August 13, 2018 and no-loss determination dated October 8, 2018.
  - b. LGU Notices of Decision, wetland boundary/type dated September 22, 2018 and no-loss determination dated November 5, 2018.
- 4) Construction Plans (100%) for Baker Ravine Stabilization by Wenck Associates, last revision date of September 19, 2018.
  - a. G-101, Title Sheet and Index
  - b. G-102, Legends and Notes
  - c. C-100, Site Access Plan
  - d. C-101, Existing Conditions and Removals.
  - e. C-111 to C-112, Plans and Profiles.
  - f. C-201, SWPPP
  - g. C-202, Erosion Control Plan
  - h. C-801 & C-802, Details

GREENFIELD • INDEPENDENCE • LORETTO • MAPLE PLAIN • MEDINA • MINNETRISTA

Baker Park Campground Gully Stabilization Project  
2018-018  
January 10, 2019

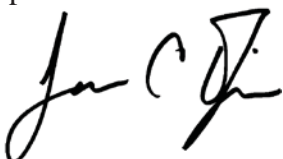
- 5) Baker Park Reserve Campground Ravine and Subwatershed Assessment by Wenck Associates dated December 2016.

**Findings:**

- 1) A complete application was received on December 17, 2018. The initial 60-day review period expires February 15, 2019.
- 2) Rule D. Stormwater Management does not require a review for this project. The plan proposes no new impervious area.
- 3) Rule F. There is FEMA floodplains within the project corridor. However, the stream restoration work will use riprap and bioengineering methods along the gully area below the floodplain elevation on Lake Independence and cause no net loss of floodplain conveyance or storage.
- 4) Rule G. Wetland Alteration. The City of Medina is the LGU in charge of administering the MN Wetland Conservation Act in the City of Medina. One wetland basin is in the project area, approximately 80 feet above Lake Independence. This wetland is part of the channel itself and is roughly 100' long by 25' wide. An analysis by Wenck determined flow rates and velocities were stable enough in the wetland basin that gully restoration work did not need occur in it. The City issued a no-loss decision on this wetland.
- 5) Rule I. Buffer Strip requirements. New development along wetlands require 25 feet buffers. An undisturbed buffer area of 15' upstream and downstream of the wetland will be maintained throughout and after the project. The Commission does not require buffers for linear, gully stabilization work such as this. The complete wetland basin is within Three Rivers Park District. Besides the 15' buffer being maintained above and below the wetland, the existing natural buffer areas around the remainder of the wetland will not be disturbed and be maintained by the District. These areas far exceed the Commission's buffer requirements.
- 6) Rule E. Erosion and Sediment Control will meet the Commission's requirements. SWPPP narrative addresses NPDES permit requirements. Perimeter erosion controls are designed to isolate the restoration area and contain sediment. Permeant vegetation restoration is specified according to MPCA requirements.
- 7) TP reduction = 134 lbs/year. TSS reductions = 289,222 lbs/year.

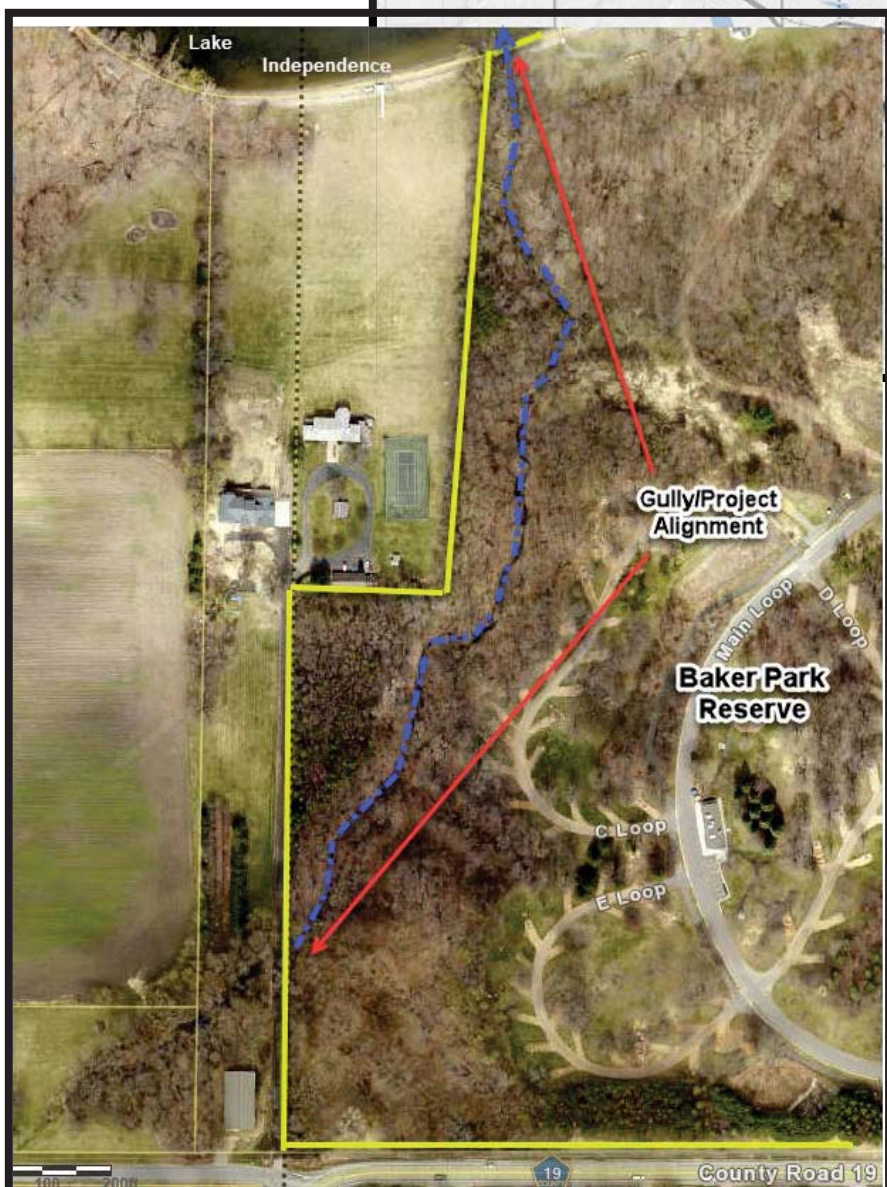
**Recommendation:** Approval.

Hennepin County  
Department of Environment and Energy



James C. Kujawa  
Technical Advisor to the Commission

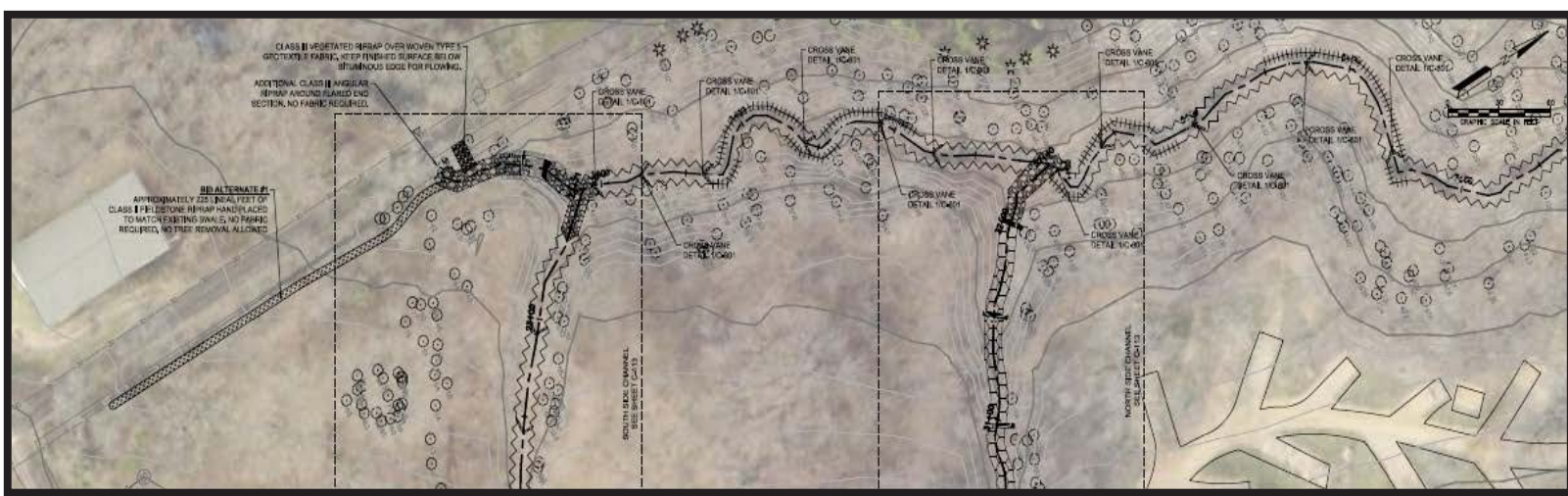
January 10, 2019



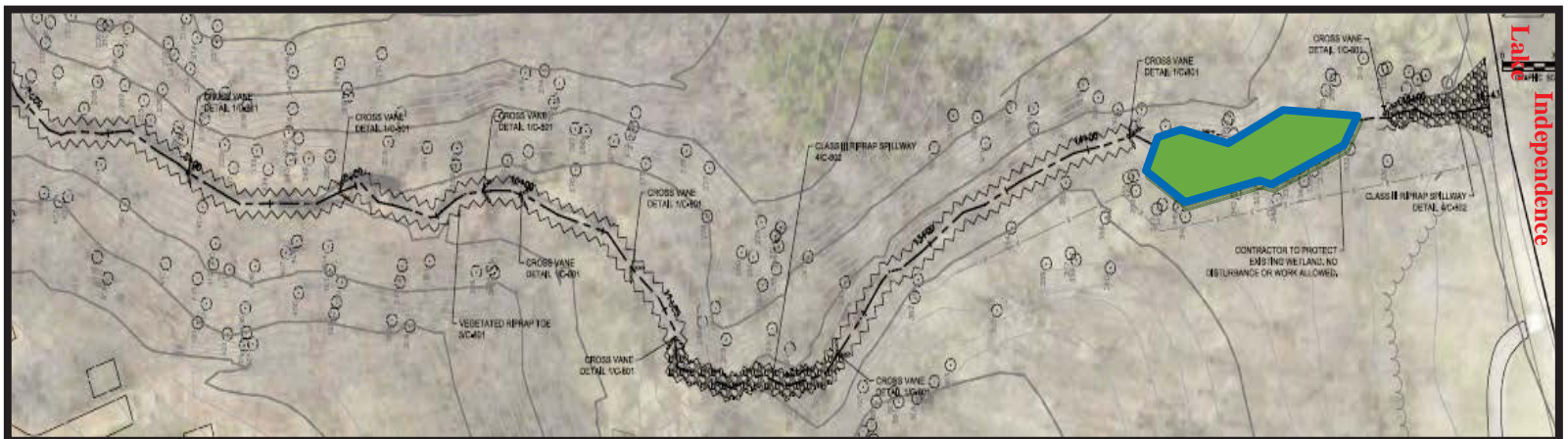


Baker Park Campground Gully Stabilization Project  
2018-018  
January 10, 2019

## Upstream Project Area



## Downstream Project Area



## MEMORANDUM

**TO:** Pioneer-Sarah Creek Watershed Management Commission  
**FROM:** James Kujawa and Kirsten Barta, Hennepin County Dept. of Environment and Energy  
**DATE:** January 11, 2019  
**SUBJECT:** Staff Report

**1. 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. The agreement has been signed but remains to be recorded on the property title.

**2. 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. In September 2017 the Commission approved the Stormwater Management Plan contingent upon receipt of an approved long-term pond/basin operation and maintenance plan between the landowner and City, to be recorded on the land title. No new information has been received since that time.

**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 acre 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, said plan to be recorded on the land title. This information has not been received as of this report.

**4. 2018-01 Salem Lane Reconstruction Project, Greenfield.** Salem Lane work must be reviewed for compliance with Rules E and F. A stormwater quality review is not necessary because the site disturbance is <1.0 acre and < 0.5 acres of new impervious area. At the January 2018 meeting, this item was approved per Staff's recommendations. The only remaining item is Staff approval of the erosion and sediment control plans, which have not been submitted as of this report.

**5. 2018-02W Warren DaLuge Wetland Violation, 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. As of February 8 the work had not started. Staff requested a restoration order be issued for compliance by June 15. The order was sent by certified mail. Staff has stopped in on the site four or five times since the June 15th deadline. They have been actively moving dirt out of the wetland, but are only about 3/4 of the way done to date. As long as they continue to work on it, Staff will continue to monitor their progress and update the Commission.

**6. 2018-010 Chippewa Estates, Loretto.** This is a 1.54-acre parcel located in the far northeast corner of Loretto on Chippewa Road. The project is proposing to subdivide the lot into four single family residential lots and triggers the Commission's review for Rules D and E. The applicant has requested administrative approval from Staff to begin grading the site. Staff provided this approval contingent upon the City of Loretto issuing a grading permit and that the applicant understands they assume all risks associated with changes that may be necessary for final Commission approvals. At

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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

their August 16, 2018 meeting, the Commission approved Staff findings with three conditions regarding the operations and maintenance plan, sequencing, and retrofitting of the pond.

It is Staff's understanding that the City chose not to expand their existing regional pond to accommodate this site's stormwater, so the back and side yard filter system will be installed per the site plans. With this being the case, the only remaining item necessary for final approval is the Operation and Maintenance agreement on the stormwater system. If the City chooses not to maintain the filter system, the applicant must provide an operation and maintenance plan that is acceptable to the City and the Commission and must be recorded on the title to the property.

**7. 2018-011W Hilary Driveway Access Wetland Replacement Plan, Greenfield.\*** This replacement plan corresponds to the Town Hall Drive Wetland Delineation (2018-09W). Two wetlands were identified, delineated and surveyed on the property with that delineation. This plan is for impacting and replacing 3,968 SF of wetland to install an access driveway into this lot. 2:1 replacement ratio mitigation is proposed. 1:1 credits from the Ball Wetland Bank (account 1546) in Greenfield and 1:1 credits from the Stamer Wetland Bank (account 1542) in Stearns County. The project application and decision has been noticed per WCA requirements. At their October 18, 2018 meeting, the Commission approved the Hilary Wetland Replacement Plan dated July 24, 2018, as amended on October 5, 2018, conditioned upon: an escrow \$12,000 in the form of cash or acceptable letter of credit, or A BWSR certified bank credit transfer for 3,968 SF from bank account 1546 into this project and 3,968 SF from bank account 1542. The cash escrow was received in October. **BWSR certification of the wetland banking credit transfers has been received. The escrow can be returned to the applicant and this item will be removed from the report.**

**8. 2018-014 Verizon Tower, Independence.\*** Verizon Wireless is proposing to build a 120-foot cell tower and a 12x30 foot equipment building on the south side of Highway 12, just west of Mobile Marine (PID 2211824440001). There is floodplain located on this property and the project is considered commercial. The Commission rules require review and approval of the grading and erosion control site plans. Disturbance and grading on this project will be <1 acre. Approximately 6,500 SF (0.15 acre) of new impervious area will be created. The disturbance and new impervious area do not trigger the thresholds for the Commission's review of stormwater management. Staff administratively approved this project on November 8. **This item will be removed from the report.**

**9. 2018-017 Crow River Overlook, Greenfield.** This is a 42-acre agriculture parcel located on CR 10 just north of 84th Avenue. Approximately 38 acres is east of CR 10, and 4 acres is located west of CR 10 along the Crow River. The applicant proposes to subdivide the property into an 8 large lot residential development. Lot sizes will range from 2.85 acres up to 10.1 acres. One cul-de-sac street will be constructed for access to the lots, with one street platted for future access to the property east of this project. One additional outlot will remain on the west side of CR 10. This project will be reviewed for Rules D, E, F and I. A complete application was received on October 15. Staff's project review and findings were provided to the City, applicant and his engineer on October 29. **A revised plan was received from the engineer December 12, 2018. The project review deadline was extended by Staff to January 29, 2019. Staff findings dated January 11, 2019 with no recommendation are included in the meeting packet.**

**10. 2018-18 Baker Park Reserve Gully Control Project, Medina.** This project is located just west of the campground area of the park. The ravine stabilization project would affect a total of 2,254 LF of eroded, channelized ravine and its branches. Bank stabilization practices include riprap swales, vegetated riprap, outside bank (riprap) toe protection, and boulder cross vanes. Staff reviewed the site plans for erosion control and floodplain impacts. **Staff findings with a recommendation for approval are included in the meeting packet.**

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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

## 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-country metropolitan area must complete and adopt their local plans between January 1, 2017 and December 31, 2018.

Local plans from the cities of **Loretto** and **Medina** were approved in 2017.

**Minnetrista's** Local Plan was approved by the Commission at their October 18, 2018 meeting.

**Greenfield's** Local Plan comments were forwarded to the City in August 2018 for their consideration in their final plan. Responses to Staff's comments were received January 9. Staff has not had the opportunity to review them prior to this report.

**Independence** and **Maple Plain's** local water plans were submitted on December 31, 2018. Staff has not had the opportunity to review them prior to this report.

## GRANT OPPORTUNITIES

MPCA put out an RFP for section 319 funding (pass through from US EPA) to implement watershed wide impairment reductions. Hennepin Staff put in an application on behalf of the watershed, but Pioneer Sarah Creek was not selected for the final round of consideration this year. MPCA feedback indicates there were two reasons for this: 1. Lack of general idea how much it would cost to clean up the entire watershed (staff will work on producing this for the next round of applications), and 2. Because the state is not confident the Commission itself would be willing to invest in this project. Pioneer Sarah Creek does not have a strong track record of spending or allocating funds for larger projects so MPCA was not comfortable entering into a 16-year pilot program that involves spending a significant amount of money at this time. Hennepin will work together with TRPD staff to come up with a ballpark monetary amount for the next round of applications – there will be three more years to apply.

## RURAL CONSERVATIONIST UPDATES

The Buffer Law requirements going forward require staff to check each parcel in the county at least once every three years and spot check up to 15% of parcels. Hennepin has opted to section the county into thirds and check 1/3 each year, beginning in 2019. Those residents chosen to have a spot check done will be notified by letter.

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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



**From:** Joel Jamnik <JJamnik@ck-law.com>  
**Sent:** Thursday, January 10, 2019 1:21 PM  
**To:** Judie Anderson <Judie@jass.biz>  
**Subject:** RE: Pioneer-Sarah Creek

- 1) Watershed Districts formed under 103D need to have an annual audit per [103D.355](#)
- 2) Joint Powers Watershed Management Organizations (us) are required to make an "annual report" consistent with BWSR rules, per 103B.231, Subd. 14, that provides:

**Subd. 14. Annual report.**

The Board of Water and Soil Resources shall adopt rules establishing:

(1) requirements for annual watershed management organization financial reports to the board, including a report on administrative, project, and other expenditures;

(2) standards for annual financial audits by certified public accountants, procedures for the board to follow before ordering state financial and performance audits as determined by the board, and procedures for charging the costs of financial and performance audits to the watershed management organization; and

(3) requirements for the content of annual activity reports to the board, which must include the number and type of permits issued, complaints received, plan and ordinance violations, projects constructed, new officers installed, variances granted, status of local unit adoption and enforcement of model ordinance requirements, and financial conditions of the watershed management organization.

- 3) The BWSR rule, below, provides for an annual audit, except as provided in M.S. 6.756.

**8410.0150 ANNUAL REPORTING AND EVALUATION REQUIREMENTS.**

**Subpart 1. Requirement for annual activity and audit reports.**

- A.** An organization shall annually:
- (1) within 120 days of the end of the calendar year submit to the board an activity report for the previous calendar year; and
  - (2) within 180 days of the end of the organization's fiscal year, submit to the board and the state auditor's office an audit report for the preceding fiscal year if the organization has expended or accrued funds during this time, except as provided in Minnesota Statutes, section 6.756. When a county or city audit report contains the financial statements for an organization, the organization must submit to the board excerpts from the audit report concerning the



*organization within 30 days of completion of the audit report. The audit report must be prepared by a certified public accountant or the state auditor in the format required by the Government Accounting Standards Board.*

4) As our auditor noted, Minnesota Statutes 6.756 provides the following for “special districts”, the definition of which includes JPA WMOs, but please note the highlighted language:

6.756 SPECIAL DISTRICTS; INFORMATION REQUIRED TO BE FILED WITH STATE AUDITOR; AUDITS.

**Subdivision 1. Governance documents must be filed.**

Each special district must file with the state auditor, within 60 days of adoption, any document relating to the governance of the district, including articles of incorporation, bylaws, or agreements, and any amendment to these documents.

**Subd. 2. Audit requirements.**

(a) A special district with total annual revenue greater than the threshold amount for cities under section [412.591, subdivision 3](#), paragraph (b), must provide for an annual audit of the district's financial affairs by the state auditor or a public accountant in accordance with minimum auditing procedures prescribed by the state auditor.

(b) A special district with total annual revenue that is equal to or less than the threshold amount for cities under section [412.591, subdivision 3](#), paragraph (b), must provide for an audit of the district's financial affairs by the state auditor or a public accountant in accordance with minimum audit procedures prescribed by the state auditor at least once every five years. The audit must be for a one-year period to be determined at random by the person conducting the audit. The audited financial statement must be prepared in a form prescribed by the state auditor similar to the reporting requirements for cities under 2,500 in population. For any year in which a special district is not audited, the district must prepare a financial statement in a form prescribed by the state auditor similar to the reporting requirements for cities reporting on a cash basis and file that statement with the state auditor.

(c) This subdivision does not apply to a special district subject to financial auditing and reporting requirements under other law.

**Subd. 3. Presentation to governing board; filing with state auditor.**

Except as provided by other law, financial statements and audits must be completed, presented to the district's governing board, and filed with the state auditor within 180 days after the end of the district's fiscal year.

So, even if the audit only has to be once every 5 years, there is still a requirement for an annual financial statement, and the provision in subparagraph c that says the audit exception doesn't apply for special districts subject to audit requirements under other law seems somewhat circular (at least to me).

The general legal community consensus, however, is that small Commissions are only legally obligated to audit once every five years, but have annual reports.

**Joel J. Jamnik**

Attorney

**CAMPBELL KNUTSON, P.A.**

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## **Crow River Overlook** **Greenfield, Project #2018-17**

**Project Overview:** This is a 42-acre agriculture parcel located on CR 10 just north of 84<sup>th</sup> Avenue. Approximately 38 acres is east of CR 10, and 4 acres is located west of CR 10 along the Crow River. The applicant proposes to subdivide the property into an 8, large lot residential development. Lot sizes will range from 2.85 acres up to 10.1 acres. One cul-de-sac street will be constructed for access to the lots, with one street platted for future access to the property east of this project. One additional outlot will remain on the west side of CR 10. Based on the PSCWMC 3<sup>rd</sup> Generation Management Plan, this project will be reviewed for Stormwater Management (Rule D), Erosion and Sediment Controls (Rule E), Wetland Buffers (Rule I) and Floodplains (Rule F).

**Applicant:** Kevin Anderson, 7770 Woodland Trail, Greenfield, MN 55373. Phone: 612-990-5200. Email: kevin@foyhomes.com

**Engineer:** Gronberg and Associates, Mark Gronberg, 445 North Willow Drive, Long Lake, MN 55356. Phone: 952-473-4141. Email: markg@gronbergassoc.com

### **Exhibits:**

- 1) PSCWMC Request for Plan Review, received October 15, 2018.
- 2) Project review fees for 42 acres, Residential Development, density <2 units per acre. \$2,550.
- 3) Updated drainage report, maps and calculations by Gronberg & Associates dated December 8, 2018
- 4) Existing and Proposed HydroCAD models and drainage maps. HydroCAD printed date of December 8, 2018.
- 5) Crow River Overlook-Kevin Anderson Site Plans by Gronberg & Associates dated July 11, 2018 with latest revision date of December 8, 2018.
  - a. Sheet 1 of 6, Title Sheet
  - b. Sheet 2 of 6, Existing Conditions
  - c. Sheet 3 of 6, Grading/SWPP Plan
  - d. Sheet 4 of 6, SWPP Plan
  - e. Sheets 5 and 6 of 6, Road Plan and Profiles.
- 6) PSCWMC Project 2018-12W, 7770 Woodland Trail Wetland Delineation Review.

Crow River Overlook  
Project 2018-17  
January 11, 2019

### **Findings:**

- 1) A complete application was received on October 15, 2018. The initial 60-day decision period per MN Statute expires December 15, 2018. The project was extended to January 29, 2019 by staff.
- 2) This site drains west, directly into the Crow River.
- 3) The proposed plat drawing is necessary for our review.

### **Stormwater Management**

- 1) Rate Controls meet the Commission requirements.

Pre-vs Post Development flow rates;

	2-yr (cfs)		10-yr (cfs)		100-yr (cfs)	
	Pre-Development	Post-Development	Pre-Development	Post-Development	Pre-Development	Post-Development
<b>North Drainage Area (25.8 ac)</b>	<b>9.5</b>	<b>3.2</b>	<b>18.0</b>	<b>10.9</b>	<b>66.9</b>	<b>25.5</b>
<b>South (on-site) Drainage Area (7.1 ac)</b>	<b>4.5</b>	<b>0.8</b>	<b>11.7</b>	<b>4.4</b>	<b>31.1</b>	<b>16.9</b>

- 2) An off-site area of approximately 32 acres drains through the two lots proposed in the SE corner of this project. The applicant estimated these flows to provide a recommendation for a culvert for the future driveway to lot 3, block 2. With the exception of the driveway, these flows are not affected by this development.
- 3) Abstraction requirements; (the proposed grading plans meet the Commission's abstraction requirements)
  - a. The site plans propose 2.82 acres of new impervious areas. Abstraction required for 2.82 acres is 11,260 cubic feet.
  - b. Three infiltration basins, accounting for 13,907 cubic feet of abstraction is proposed.
    - i. Soils percolation tests determined infiltration rates of 0.45 to 1.0" per hour for the 3 basins. Drawdown for the three basins will range from 9.6 to 26.7 hours. Commission standard is 48 hours maximum.
    - ii. A typical infiltration pond/raingarden cross section is shown on the site plans (sheet 6). Detail must include a note to rip existing soils 8-12" deep prior to placement of amended soils in basin.
    - iii. Emergency overflow information must be provided on ponds 1B and 3. Typical EOF details are required on the plans.

Crow River Overlook  
Project 2018-17  
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- iv. Specific sequencing plans for the infiltration basin construction is necessary. Basins must not be constructed until the rest of the site is stabilized with permanent vegetation established.

4) Water Quality

- a. Per commission standards, phosphorus and TSS requirements are met if the details asked for above are provided and considered adequate.

Grading, erosion and sediment controls:

- 1) It appears that a portion of the grading on the north infiltration pond will be in the CR 10 ROW. This grading must remain outside of the ROW unless a permit from the Hennepin County Department of Transportation is obtained.
- 2) The notes on the certificate of survey state "Infiltration basin will be required when house sites and driveway locations for Lots 3 & 4, Block 2, are known". Because of the limited driveway access into Lot 3 and the wetland in lot 4, driveways to these lots should be identified at this time. Infiltration basins must be constructed at the time of road construction.
- 3) Specific sequencing plans for the infiltration basin construction is necessary. Basins must not be constructed until the rest of the site is stabilized with permanent vegetation established.
- 4) The Commission must approve an erosion and sediment control plan for this site. Current plans do not meet the Commissions erosion control standards.
- 5) Because over 1.0 acres will be disturbed during construction, a Stormwater Pollution Prevention Plan will be required on this site.
- 6) We would recommend that 86<sup>th</sup> Avenue be graded at this time, so disruption of the adjoining lots is minimized in the future.

Wetlands and Buffers

- 1) The wetland delineation on this site was approved by staff under project 2018-12W.
- 2) All wetland areas west of CR 10 show 25' buffers per the Commission requirements.
- 3) Native seeding is required in all wetland buffer areas that have been cropped in the past 5 years.
- 4) Wetland buffer monumentation locations are required on the site plans.
- 5) The Crow River must show a 50' buffer from the ordinary high-water elevation of the river. This buffer must have a drainage and utility easement dedicated over it.

Floodplain

- 6) The 100-year floodplain elevation for the Crow River is 908.0 (1928 NGVD) on this parcel. All areas on both sides of CR 10 must be protected by drainage and utility easements below that elevation.

Crow River Overlook  
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**Recommendation:** None currently.

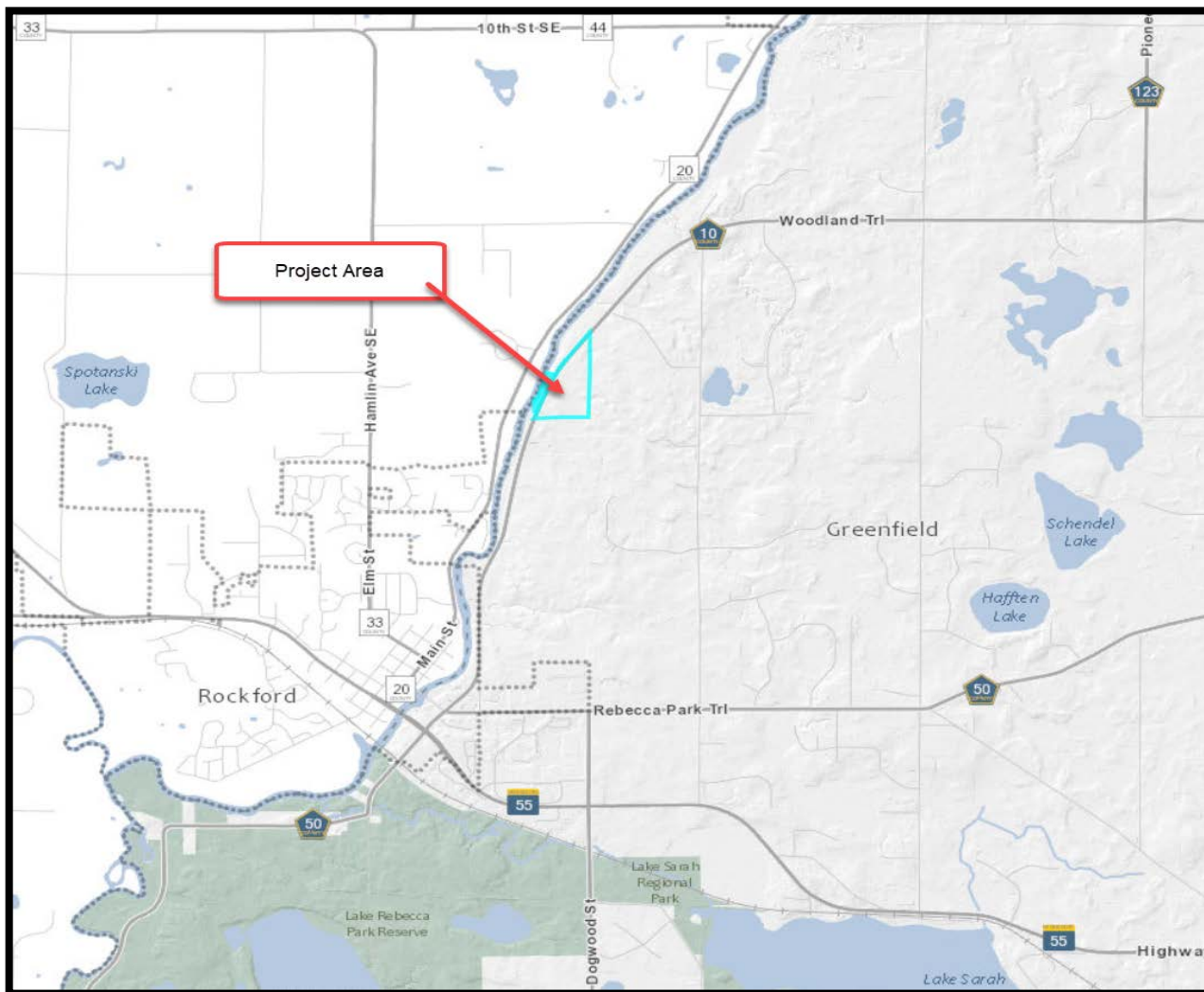
Hennepin County Department of Environmental Services  
Advisor to the Commission



James C. Kujawa,  
Water Quality Specialist

January 11, 2019  
Date

Location Map





Crow River Overlook  
Project 2018-17  
January 11, 2019

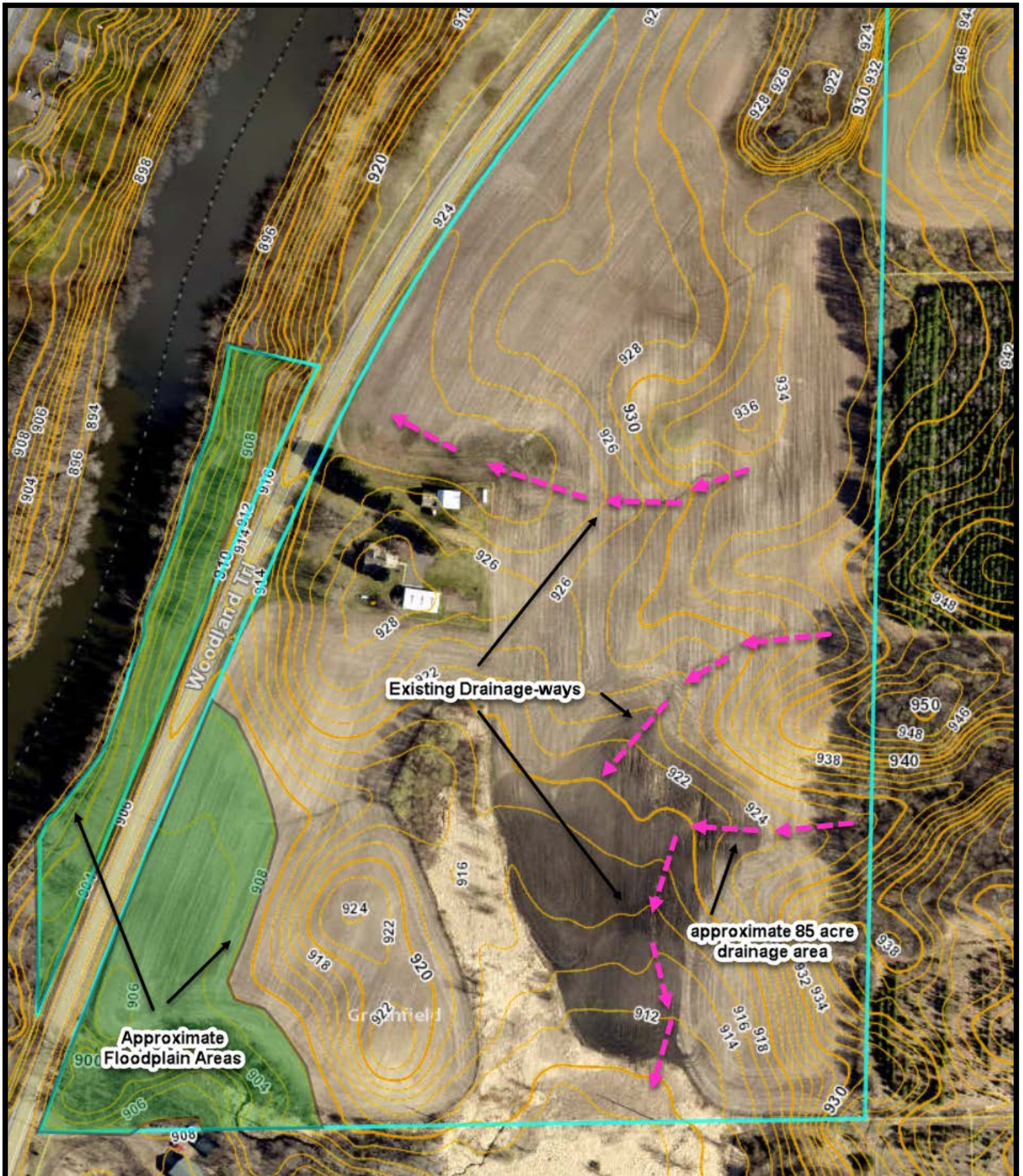
Parcel 2015 Aerial Photo





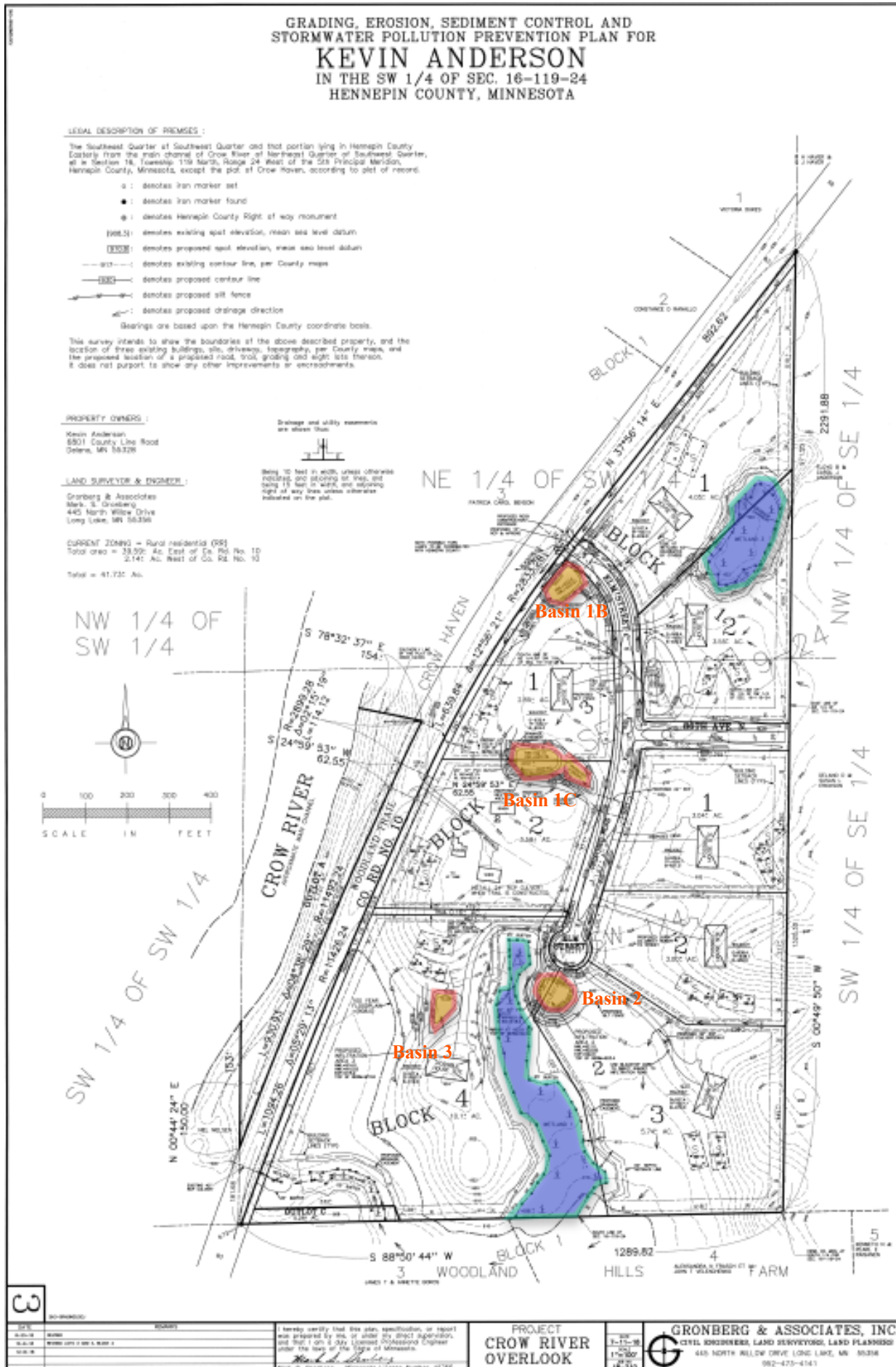
Crow River Overlook  
Project 2018-17  
January 11, 2019

# Approximate Floodplain and Drainage Patterns





Crow River Overlook  
Project 2018-17  
January 11, 2019



## A Simple Horse Manure Composting System --corrals fertility, curbs runoff for cleaner water

*LuAnn Brenno shares her story of creating a horse manure composting system that makes their manure handling more convenient and less time consuming. This manure storage and composting facility conserves valuable fertility for their pasture and hay fields. It also prevents those very same nutrients from leaching to groundwater and running off to the adjacent creek. A great example of conscientious landowners doing their part for clean water.*



**Before:** Manure and bedding piled on the ground. Hard to manage. Loss of valuable nutrients to runoff and leaching to surface and groundwater.



**Jim Kujawa, Hennepin Co. Environment & Energy Conservationist, consults with Brenno on design considerations.**



**During construction.**



**After:** Manure, bedding and nutrients contained, easier to access, better compost; nutrients conserved, runoff pollution curtailed; cleaner water.

My husband and I have lived on our 15 acre hobby farm in western Hennepin County for 21 years. Over the past 20 years we have had between two and five horses that we care for on our farm.

We have always composted our manure and bedding in two piles below the barn and spread the finished compost on our hay fields. We typically spread the composted manure three times a year in the early spring, mid-summer after the second crop of hay is harvested, and again in the late fall. This has maintained the fertility of the fields, without any purchased fertilizers, and provides good yields of hay for our horses.

For the past two years we have had difficulty getting the manure out of the area we were using to pile the manure due to the wet conditions and the increasing steepness of the hill down to the piles. This year we decided to have a manure bunker built at the top of the hill near the stables. We wanted to contain the manure for easier access and to minimize runoff. While we have a wide vegetated buffer area between the manure piles and Pioneer Creek, we wanted to further minimize runoff near the creek.

The manure composting bunker we built is 14 feet deep, 24 feet long and five feet high. We will maintain two piles in this bunker. We will complete one pile and let it compost before spreading and then begin the other pile. We did not install a divider as we expect to be able to keep the piles adequately separated. The manure is stacked and aerated using a skid steer bucket. The size should be adequate for at least three horses. In addition, if we were to decide to have manure hauled off site, we could use the entire space thus making the need for removal less frequent.

The manure bunker is much more convenient and makes it much easier to dump the manure cart twice a day. Stacking and aerating is also easier with the solid base of crushed concrete. It is constructed so that any rain or snow melt will drain around and not into the bunker. We will use a tarp to cover the pile if it is getting too wet and more rain is forecasted.

*Hennepin County has one of the highest concentrations of hobby-horse farms in Minnesota. A composting system like the Brenno's is an excellent choice for cost-effective, environmentally friendly storage of manure and bedding in a relatively small area. Hennepin County has cost-sharing grant funds available to install composting and manure storage systems. To enquire, contact Rural Conservationist Kirsten Barta at 612-543-3373. For more information about composting horse manure: <https://extension.umn.edu/horse-care-and-management/managing-and-composting-horse-manure> Compiled by Karl Hakanson, UM Extension, Hennepin County.*