

**REGULAR MEETING MINUTES
January 21, 2016**

1. CALL TO ORDER. A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order at 6:05 p.m., Thursday, January 21, 2016, by Chair Mike DeLuca at Maple Plain City Hall, 5050 Independence Street, Maple Plain, MN.

Present: Tom Cook, Greenfield; Joe Baker, Independence; Brenda Daniels, Loretto; Mike DeLuca, Maple Plain; Mike McLaughlin, Medina; Lisa Whalen, Minnetrista; James Kujawa, Hennepin County Environment and Energy (HCEE); Rich Brasch, Three Rivers Park District (TRPD); and Judie Anderson and Amy Juntunen, JASS.

Also present: Angie Smith, TRPD; Pat Wulff and Scott Johnson, Medina; and Rachel Olmanson, MPCA.

2. AGENDA.* Campaign Finance Disclosure Forms were added to the agenda under Other Business as item 13.d. Motion by Whalen, second by McLaughlin to approve the agenda with the addition noted. *Motion carried unanimously.*

3. CONSENT AGENDA. Motion by Cook, second by Daniels to approve the Consent Agenda with an additional claim from Auto-Owners Insurance. *Motion carried unanimously.*

a. November 19, 2015 Meeting Minutes.

b. Monthly Claims/Treasurer's Report.* One additional claim of \$257 to Auto-Owners insurance for the annual commercial crime policy was included for approval.

1) Year-end Budget vs. Actual Comparison.*

4. ACTION ITEMS. None.

5. OPEN FORUM. Angie Smith from TRPD was introduced to the Commissioners.

[Baker arrived 6:08 p.m.]

6. OLD BUSINESS.

a. CIP Policy. Baker and Cook are creating a document to guide the process of CIP solicitation, review, and inclusion in the Management Plan. The document should be available for review at the Commission's February meeting.

b. 2015 Work Plan.* MN Rule 8410 requires the Commission to approve a work plan for each year. Staff drafted the 2015 work plan based on the Second Generation Management Plan. Beginning in 2017, the work plan can be done on a bi-annual basis. Commissioners will work with Staff to fill in the missing details and the complete work plan will be included on the February agenda for action. Cook noted that page three should note that the Community Conversation did occur in November 2015. Staff also noted that, dependent upon its annual revenue amount, including grants, the Commission may not be required to complete an audit on an annual basis.

c. Revisions to Project Review Fee Schedule.* At the October 2015 meeting, the Commission directed Staff to review the fee schedule based upon an applicant complaint and request for waiver. The basis of the complaint was that the applicant was developing a very small area of the parcel, but was charged fees based on the area of the entire parcel. Kujawa created case studies comparing the existing fee schedule with that of Elm Creek WMC which bases its fee schedule on the buildable area of a parcel. After review of the case studies, the Commission's decision was to keep the current fee schedule as it is reasonable and competitive with other local watersheds. The Commission expressed appreciation for Kujawa's efforts.

7. NEW BUSINESS.

a. Baker Park Project.

- 1) Baker Park Campground Ravine Subwatershed Assessment.***
- 2) Baker Park Subwatershed Assessment.***
- 3) Baker Park SWA Gully Stabilization.***
- 4) Proposed New Pond #47.***

Independence is requesting partnership and funding at 25% of total cost from the Commission to complete a feasibility study on the Baker Park Campground Ravine. Stormwater from 80 acres from Independence, Medina, Maple Plain, and TRPD flows into the ravine, contributing an estimated 374 lbs of phosphorus to Lake Independence each year. This project is identified as project IN-4 on the Commission's CIP and slated for 2016. Wenck provided a Scope of Work for a two-phase project to stabilize the ravine. The first phase identifies potential BMPs to reduce runoff rates, volumes, and pollutant loads currently received through the ravine. The second phase will address stabilizing the walls of the ravine to reduce future erosion. Wenck will work with City and TRPD staff on the study with a project budget of \$20,638. No other bids were received. The study is a first step for the Commission and cities to be eligible for grant funding for project implementation.

The CIP project and associated cost listed in the CIP reflect stabilizing the ravine walls. However, controlling the rates and volumes flowing through the ravine is also necessary to reduce continued erosion and pollutant loads. The total watershed load reduction from the Lake Independence TMDL is just over 1,000 lbs per year. Reducing inputs from this one source can have a major impact on reaching that goal. The timeframe for completing the study is two to three months, which will allow Cities to plan projects in their 2017 budget if the study is approved. The study takes the Lake Independence subwatershed assessment one step further in identifying the inputs for this particular area and will identify projects that provide the most cost-effective strategies for reducing pollutant loads.

Past Commission partnerships for studies have been at 10% of cost net grant funding received.

Motion by Whalen, second by McLaughlin to approve Commission funding at 25% of the listed project cost of \$20,638 contingent upon the member cities involved and TRPD supporting the balance of the cost. *Motion carried unanimously.*

b. 2016 Proposed Work Plan.* The 2016 work plan is based on items from the 2015 work plan that are ongoing or were not completed in 2015, as well as priorities and goals identified in the Third Generation Plan. Commissioners are requested to review the work plan and submit any comments to Staff by February 16. The work plan is also a required part of the 2015 Annual Report and, therefore, should be accepted at the February meeting. If cities are considering additional projects for 2016, those should also be included. Commission directed Staff to contact City Administrators for that information.

The non-production siting and manure management ordinance will be on the Commission's February agenda for discussion.

c. Frequency of Meetings in 2016. A regular meeting will continue to be planned for the third Thursday of each month. If no timely action items or discussion is necessary, Staff will contact the Chair regarding cancelling the meeting seven days prior to the meeting date and will notify Commissioners/City staff when a meeting is cancelled. The Commission plans to cancel the December meetings unless otherwise required.

8. STAFF REPORT.* Juntunen attended a grants workshop in January and will create a short calendar of regular grants with timelines. Staff will also work to reinforce pertinent grant announcements to the cities. Kujawa has been working on the Lake Ardmore subwatershed assessment which should be complete by mid-February. The Pioneer Trail wetland violation may be coming to a conclusion as the land owner is now working with Kujawa.

9. WATERSHED-WIDE TMDL. TRPD has completed the calibrated models for the six lakes included in the TMDL. MPCA will be scheduling a meeting to discuss issues such as the Loretto wastewater treatment plant discharge currently affecting Spurzem Lake. A Technical Stakeholders Group meeting will be scheduled for early March. Staff, MPCA, and TRPD are meeting on Monday, January 25, to plan for the March meeting. It is important

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*Included in meeting packet.

for cities to send the proper staff to this meeting as the draft allocations will be presented.

a. The **WRAPS Third Community Conversation** is scheduled for June 29. Staff will send a Doodle poll for a February planning meeting to all Commissioners and Staff. The **November Recap*** included in the packet will be reviewed at that meeting to decide the layout for the June meeting. The WRAPS contract dictates certain items that must be included in the Community Conversation. Commissioners would also like the presentations to include a demonstrable action plan for attendees.

10. EDUCATION.

- a. **Cities and Buffers – What You Need to Know – Tuesday, January 26.***
- b. **15th Annual Road Salt Symposium – February 4.*** This event is geared toward environmental, watershed, and public works employees. Thirty-seven impairments have been identified in the Metro Chloride TMDL, including most lakes in the Bassett Creek and Ramsey-Washington Watersheds, as well as many creeks. MPCA has a road salt and water quality website that allows users to click on a water body to discover for what impairments, if any, the water body has been listed.
- c. **2015 NEMO Recap.***
- d. **2016 Clean Water Minnesota Request for Membership.*** Staff recommends joining for a \$250 membership. The program will provide materials for use by cities to meet their MS4 education requirements. Cook noted that this item should have been listed under action items if a Commission decision is required. Motion by Whalen, second by McLaughlin to approve the Commission becoming an annual member at a cost of \$250. *Motion carried, Cook opposed.*
- e. **Freshwater Society State of the Water Conference.** This conference is held each April and contains several tracks. The AIS and Big Pavement to Big Infiltration tracks are recommended. The Species Habit track can address specific concerns within particular lakes. Attendees are encouraged to bring a second person to attend a second track. McLaughlin noted that the Lake Independence Citizens Association pays the cost for Board members to attend and past conferences have been very informative.
- f. **Governor’s Clean Water Summit.** Baker has registered to attend, but the event is now filled to capacity. Baker will report on his attendance at the March meeting.

11. COMMUNICATIONS.

a. **Metropolitan Council 2040 Water Resources Policy Plan.*** Most of this plan deals with ground water quality rather than surface water. The Freshwater Society will be publishing a ground water report in the next few weeks.

12. COMMISSIONER REPORTS.

- a. **Whalen, DeLuca, McLaughlin and Daniels** had no additional report.
- b. **Cook** stated that Greenfield had drafted a letter to all landowners in the Dance Hall Creek subwatershed with potential projects on their property. The letters contain a detailed description of the potential project and its impacts. Cook will personally follow up with each owner to solicit interest. Only one project identified in the subwatershed assessment is on public land.

Cook requested Staff to engage all cities for a member to represent their city on the professional TAC to remain in compliance with the JPA.

Cook suggested discontinuing the practice of purchasing pizzas for the Commission meeting. The practice began when the meeting was moved from 4:00 p.m. to 6:00 p.m. since many Commissioners and Staff do not have time to secure dinner prior to the meeting. This item will be added to the February agenda.

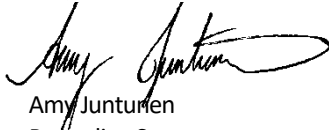
c. **Commissioners** expressed appreciation to Smith regarding the participation of Brasch and the resources he brings to Commission meetings.

13. OTHER BUSINESS.

- a. 2015-2017 CIPs.*
- b. **Commissioner Appointments.*** Staff will send a request to city administrators to secure minutes, resolutions, or other documentation from the cities regarding annual appointments. Commissioners should have received a disclosure form from the Campaign Finance Department and are required to complete and submit them by next week.
- c. **Election of Officers** will occur at the February meeting.
- d. The **next meeting** is scheduled for February 18, 2016.

14. **ADJOURNMENT.** There being no further business, motion by Whalen, second by McLaughlin to adjourn. *Motion carried unanimously.* The meeting was adjourned at 7:54 p.m.

Respectfully submitted,



Amy Juntunen
Recording Secretary
AAJ:tim

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