



February 9, 2017

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://pioneersarahcreek.org/pages/Meetings/>*

Dear Representatives:

A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission will be held Thursday, February 16, 2017, 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 Kerstin at kerstin@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, HCES

Joel Jamnik, Attorney

Rich Brasch, TRPD

City Clerks

Met Council

official newspapers

Diane Spector, Wenck Associates

MPCA

BWSR

DNR

Z:\Pioneer-SarahCreek\Meetings\Meetings 2017\February notice.doc



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
February 16, 2017 • 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/>

REVISED

1. Call to Order.
2. Approve Agenda.*
3. Consent Agenda.
 - a. January regular meeting minutes.* **corrected**
 - b. Monthly Claims/Treasurers Report.*
4. Action Items.
 - a. Election of Officers. Currently:

1) Mike DeLuca, Chair;	2) Joe Baker, Vice Chair;
3) Tom Cook, Treasurer;	4) Brenda Daniels, Secretary.
 - 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> .
 - c. Solicitation of Interest Proposals.*
 - d. Annual Work Plan – 2016 in Review* – revised. **Maple Plain updates**
 - e. 2007-014W Murray Ball Wetland Credits.*
 - f. Loretto Local Plan.*
 - g. WaterShed Partners.*
5. Open Forum.
6. Old Business.
 - a. Call for CIPs.*
7. New Business.
 - a. **2017 PRAP**
8. Staff Report.*
9. Watershed-wide TMDL.
10. Education.
11. Communications.
12. Commissioner Reports.
13. Other Business.
 - a. Commissioner official appointments have been received from Loretto, Medina, and Minnetrista.
14. Adjournment. (*Next meeting-March 16, 2017*)

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REGULAR MEETING MINUTES
January 19, 2017

1. CALL TO ORDER. A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order at 6:00 p.m., Thursday, January 19, 2017, by Vice Chair Joe Baker at Maple Plain City Hall, 5050 Independence Street, Maple Plain, MN.

Present: Tom Cook, Greenfield; Joe Baker, Independence; Brenda Daniels, Loretto; John Fay, Maple Plain; Mike McLaughlin, Medina; Shannon Bruce, Minnetrista; James Kujawa and Kirsten Barta, Hennepin County Environment and Energy (HCEE); Rich Brasch and Brian Vlach, Three Rivers Park District (TRPD); and Judie Anderson and Amy Juntunen, JASS.

Also present: Scott Johnson and Pat Wulff, Medina; and Dominic Broda, Maple Plain.

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

3. CONSENT AGENDA. Motion by Cook, second by Daniels to approve the consent agenda with the additional claim to Auto-Owners Insurance. *Motion carried unanimously.*

a. November 17, 2016 Meeting Minutes.*

b. Monthly Claims/Treasurer's Report.* Monthly claims total \$10,095.83 including the additional claim listed below.

1) Auto-Owners Insurance Officer Bond \$257.00

4. ACTION ITEMS.

5. OPEN FORUM. Barta met with four County Board Commissioners this morning. The Board is supportive of deferring any issues with properties non-compliant with the **buffer law** back to the state for enforcement. The Board is also supportive of not adding any further waters to the DNR list. Letters have been sent to questionable and non-compliant owners and site visits are planned for late winter to avoid disturbing planting or other operations. The Board of Soil and Water Resources (BWSR) will be responsible for instituting fines for non-compliant properties.

Cook requested a map of all non-compliant properties in Greenfield, particularly the Dance Hall Creek subwatershed since there may be opportunities to incorporate BMPs to alleviate phosphorus loading and flooding issues while working towards compliance. The City would like to address those owners where possible.

6. OLD BUSINESS.

7. NEW BUSINESS.

a. Annual Work Plan. As a requirement of Rule 8410, the Commission must create an annual work plan describing planned activities to comply with the Watershed Management Plan. The Commission must also review their work plan at the conclusion of each year to assess work completed and include the review in the Annual Report.

1. 2016 in Review.* The review is a brief overview and information on some programs is not available yet. More detail will be provided in the Annual Report. Commissioners were requested to review the 2016 work plan provided and submit comments prior to February 5. An updated document will be included in the February meeting packet.

b. Greenfield Membership in PSC.* Cook provided history for new members. Greenfield is the

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

*Included in meeting packet.

second largest member, regarding dues, of the Commission. The Commission dues are 2.8% of the City's annual budget and the City is located in three separate watersheds, though it is not a member of any other watershed organization. There is a vocal group in the City upset with the high fees and perceived lack of action for the cost. The document included in the meeting packet outlines options for the City if the Council chooses to leave Pioneer-Sarah Creek. The Council has not made any recommendations other than cutting costs and exploring options.

Cook presented different membership dues options, including creating a flat rate for all cities to contribute for operating costs. This would reduce Greenfield's cost, but substantially raise costs for other members. Another option is to request being combined with the Elm Creek Commission which would reduce costs for all Pioneer-Sarah Creek members, but would require acceptance by Elm Creek. Any changes to the structure of membership dues would require re-writing the JPA.

Commissioners from Medina, Loretto, and Minnetrista stated that their city would not be interested in pursuing a merger with Elm Creek, changes to the member dues structure of the Commission, or re-writing the JPA at this time. Greenfield has the best opportunity to use project dollars and the best potential phosphorus reductions of the member cities. This is also an opportunity for the City to bring projects to the Commission for a match of up to 25%. This is an incentive for the City to submit projects and recoup some of the membership dues.

Cook requested a work session prior to the regular February meeting for further discussion. Staff is not required to attend the work session. Daniels, Baker and Bruce noted their willingness to participate in the work session. Anderson will provide some topics for Cook to research for the work session.

c. Call for CIPs. Staff will contact member cities to solicit revisions and additions to the Commission CIP for consideration at the March meeting of the TAC. Submissions are due by March 6. The CIP list incorporated in the Watershed Management Plan will be reviewed for projects that were to be completed in or before 2017. The list will be updated to include actual spending on projects. Most projects that were listed for completion in prior years that have not been acted upon were discovered to have issues that can be detailed to explain why the project had not moved forward. That information will also be updated.

The TAC has received five projects from Medina resulting from the Ardmore SWA. All cities need to review their projects and submit new projects through the documented CIP process for consideration. Commissioners are requested to speak with their Councils and City Staff to determine priorities and commitments for projects in 2017 and also future years. No City is exempt from this process. After the TAC review, the CIP will be submitted for Commission approval and Council review. Anderson will send the CIP process documentation to Fay. If no projects are submitted, other than those already received from Medina, the TAC will not meet. If more projects are submitted than funding allows, the TAC will prioritize the projects for funding.

The TAC consists of Brasch, Kujawa, and Ed Matthiesen of Wenck Associates. Cities are encouraged to have their City Engineer or Public Works Director attend the TAC meeting and provide input/feedback on projects and priorities. A notice of the TAC meeting will be sent to City Administrators with a request that each City name a TAC member. Commissioners are encouraged to speak with their Administrators and Clerks to ensure the correct person is identified to serve on the TAC.

Projects completed that were not on the CIP will be included in the Annual Activity Report to ensure recognition for completing all qualifying projects and studies.

8. STAFF REPORT.*

a. MS4 Reports are due in March. Staff will work with member cities to provide information needed by the City to complete the report.

b. A memo on a **Commission Facebook page** was included in the meeting packet. Motion by McLaughlin, second by Daniels to budget \$1,000 from the Education and Outreach budget to create and maintain a Commission Facebook page for 2017. *Motion carried, Baker abstaining.*

c. TMDL/WRAPS Update. The TMDL and WRAPS reports have passed the informal review by BWSR.

Brasch will work with Staff to ensure the reports are posted and accessible on the website.

d. **Baker Park Ravine Project.** A meeting should be scheduled to discuss the next steps for this project. Attendees should include Baker, McLaughlin, Kujawa, Brasch, Ed Matthiesen, and the new manager at Baker Park. The discussion would focus on scheduling, how the \$500,000 project will be financed, and review results of the sediment cores to determine internal loading compared to the original TMDL to determine reductions from the project. Brasch will send out a notice and the meeting will likely be held in the second week of February.

e. The **Carp project** on Spurzem and Ardmore is through the initial assessment phase. Next steps are determining how to reduce the carp populations. Brasch may submit a CIP request for that portion of the project.

f. Kujawa met with County Commissioners regarding the **buffer law** going into effect November 1, 2017 and with Ed Matthiesen regarding the **Koch property**. Ownership of the parcel is unknown. Staff is looking for landowner information around that drainage area. Kujawa met with Windsong Golf regarding their expansion plans. No formal plan has been submitted for review yet.

Hennepin County has not officially approved the **Greenfield Park project**, and may be interested in expanding the scope of the project to include native/pollinator plantings in the park with educational signage. The County Commission will review the grant application next week. The County funded five Opportunity grants out of five applications. Opportunity grants can be used as a match for Clean Water Partnership and other grants.

9. EDUCATION.

10. COMMUNICATIONS.

a. **Steinke Dairy Water Quality Improvement Project.*** Karl Hakanson worked with the landowner to create the project, which gave the ability to scrape the feedlot daily to clean up manure, preventing 750 lbs/year of phosphorus reaching into a wetland adjacent to the feedlot. The next process may be manure storage, though it is a difficulty since the barn is next to the wetland. This is a good example of a project with low cost and high reductions.

b. **USDA Regional Conservation Partnership Program.*** Informational item.

11. COMMISSIONER REPORTS.

a. **Fay** shared his background and experience in a large lake association in Douglas County.

b. **Baker** will remain focused on the Baker Park Ravine and Koch property projects.

c. **Bruce** shared her background and experience with the Colorado Water Congress. Minnetrista may have a project to submit to the CIP.

d. **Cook, Daniels and McLaughlin** had nothing additional to report.

12. OTHER BUSINESS.

a. All **2017 Commissioner Appointments** have been received.

b. **Annual appointments** of the bank, newspaper, etc, will be made at the February meeting.

c. **Election of Officers** will occur at the February meeting. Officers will take their positions at the March meeting.

d. **Solicitation of Interest proposals** for technical, wetland, legal and administrative consultants was published in the January 17 edition of the *State Register*. Responses are requested by February 8, 2017.

e. The **next meeting** is scheduled for February 16, 2017.

13. **ADJOURNMENT.** There being no further business, motion by McLaughlin, second by Daniels to adjourn. *Motion carried unanimously.* The meeting was adjourned at 8:59 p.m.



Respectfully submitted,

Amy Juntunen
Recording Secretary
AAJ:tim

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Pioneer-Sarah Creek Watershed
Cash Disbursements Journal
For the Period From Feb 1, 2017 to Feb 28, 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
2/9/17	1456	21000 10100	Invoice: 2016 HCEE Hennepin County Treasurer	2,408.89	2,408.89
2/9/17	1457	51100 51100 51100 51400 57000 51120 51130 51100 51140 63200 10100	Administration Meetings Bookkeeping/TR/Audit Prep Website Education Project Reviews WCA CIPs, BBR Grant Opportunities WRAPS Judie Anderson's Secretarial Service	1,351.23 1,468.16 416.71 45.65 56.64 6.50 29.17 333.36 2.42 237.96	3,947.80
Total				6,356.69	6,356.69


Hennepin County
Public Works
Department of Environment and Energy
 701 Fourth Avenue South, Suite 700
 Minneapolis, Minnesota 55415-1842

 612-348-3777, Phone
 612-348-8532, Fax
hennepin.us/environment
Bill To:
**Pioneer-Sarah Creek Watershed Management
 Commission**
 c/o: Mr. Michael DeLuca
 3235 Fernbrook Lane
 Plymouth, MN 55447
Invoice

Date	Invoice #
2/4/2017	1609002

Contract**Pioneer-Sarah Creek WMC**

Description	Total Amount
4th quarter 2016 invoice (October 1, 2016 to December 31, 2016) for technical services and WCA provided per Agreement A154048	
<ul style="list-style-type: none"> Technical Assistance WCA 	1,520.43 888.46
(Services provided to date include; engineering and technical review on submitted projects, erosion and sediment control planning and implementation assistance, Wetland Conservation Act administrative and technical assistance, TMDL development and implementation, floodplain assistance and information; and storm water quantity and quality work throughout the watershed).	
<ul style="list-style-type: none"> Accrued 2016 costs to-date - <i>not to exceed a total of \$23,000 for technical services and WCA in 2016 unless amended per Agreement A154048</i> 	12,603.60
<ul style="list-style-type: none"> 2016 Payments and other credits to-date 	10,194.71
<i>Costs associated with the Commission's participation in the Department led volunteer monitoring/education programs (Riverwatch, SHEP, and WHEP), at a not-to-exceed amount of \$1,500, will be billed on a lump sum basis with the 4th quarter 2016 invoice</i>	
AMOUNT DUE	\$2,408.89

Make check payable to:

Hennepin County Treasurer

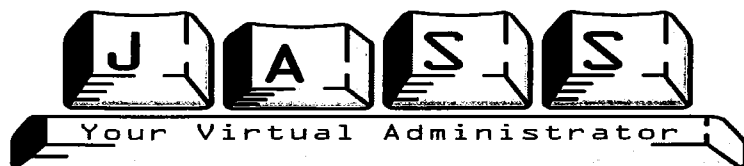
Remit to:

 Karen Galles
 Hennepin County Department of Environment and Energy
 701 Fourth Avenue South, Suite 700
 Minneapolis, MN 55415-1842.

Direct questions to:

Karen Galles

612-348-2027



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

3235 Fernbrook Lane
Plymouth MN 55447

February 9, 2017

Total Project Area

General Administration

Administrative	0.63	55.00	34.650		
Administrative	13.19	60.00	791.400		
Office Support	2.00	60.00	120.000		
Public storage	1.00	114.52	114.520		
Data Processing/File Mgmt	1.24	55.00	68.200		
Archiving	1.85	60.00	111.000		
Reimbursable Expense	111.46	1.00	111.460	1,351.230	Administration

Meeting packets, attendance, Minutes and Meeting follow-up

Administrative	1.83	55.00	100.650		
Administrative	15.85	60.00	951.000		
Admin - Offsite	4.75	65.00	308.750		
Reimbursable Expense	107.76	1.00	107.760	1,468.160	Meeting related activities

Bookkeeping

Bookkeeping		55.00	0.000		
Bookkeeping, budget, audit requests	3.17	60.00	190.200		
Treasurer's Reports	2.83	60.00	169.800		Bookkeeping/TRs
Audit Prep	0.67	60.00	40.200		
Reimbursable Expense	16.51	1.00	16.510	416.710	Audit Prep

Website

Pages, links, uploads	0.83	55.00	45.650		
Administrative		60.00	0.000	45.650	Website

Education, Strategic Planning

Administrative	0.13	55.00	7.150		
Offsite	0.75	65.00	48.750		
Reimbursable Expense	0.74	1.00	0.740	56.640	Education

Project Reviews

Administrative		60.00	0.000		
Reimbursable Expense	6.50	1.00	6.500	6.500	Project Reviews

WCA/Wetland Projects

Administrative		60.00	0.000		
Reimbursable Expense	29.17	1.00	29.170	29.170	WCA/Wetland

CIPs, BBR

Administrative	5.52	60.00	331.20		
Reimbursable Expense	2.16	1.00	2.160	333.360	CIPs, BBR

Grant Opportunities/Applications

Administrative		60.00	0.000		Grant opportunities/
Reimbursable Expense	2.42	1.00	2.420	2.420	applications

WRAPS

Administrative	3.85	60.00	231.000		
Reimbursable Expense	6.96	1.00	6.960		
Reimbursable Expense - Comm Conversa		1.00	0.000	237.960	WRAPS

3,947.800 3,947.800

Responses to Solicitations of Interest Proposals

Pioneer-Sarah Creek - 2017-2018					
Technical Consultants					
		Hennepin County Environment and Energy			
Wetland Consultants					
		Cardno			
		Merjent			
		<i>No response was received from Bay West, the Commission's current wetland consultant.</i>			
Legal Consultants					
		Campbell Knutson			
Administrative Consultants					
		Judie Anderson's Secretarial Service, Inc.			
Pioneer-Sarah Creek - 2015-2016					
Technical Consultants					
	*	Hennepin County Environment and Energy			
		RESPEC			
Wetland Consultants					
	*	Bay West			
		Cardno			
		<i>No response was received from SRF, the Commission's current wetland consultant.</i>			
Legal Consultants					
	*	Campbell Knutson			
Administrative Consultants					
	*	Judie Anderson's Secretarial Service, Inc.			
	*	current consultants			



3235 Fernbrook Lane
 Plymouth, MN 55447
 (763) 553-1144
 Fax: (763) 553-9326

February 9, 2017

To: Pioneer-Sarah Creek Commissioners

Fr: Judie Anderson

Re: 2016 Work Plan in Review - updates

Minnesota Rule 8410.0150 requires the Commission to submit to the Board of Water and Soil Resources a financial report, activity report and audit report for the preceding fiscal year. It includes an assessment of the previous year's annual work plan and a projected work plan for the next year.

Since publication of the 2015 Work Plan, the Commission has adopted its Third Generation Watershed Management Plan. The Plan identifies priorities and goals for the years 2015-2020. They are:

1. *Educate the Commissioners and member City Councils and Planning Commissions about watershed and water resources management.*
2. *Undertake a monitoring program to monitor water quality trends and to track progress toward meeting TMDLs.*
3. *Partner with member cities and other parties to conduct subwatershed assessments and other studies to identify feasible and cost-effective Best Management Practices to protect and improve water quality.*

Following is a summary of the work undertaken by the Pioneer-Sarah Creek Watershed Management Commission in 2016 to meet the goals, objectives, and projected work plan outlined in its *2015 Annual Report*. The 2016 Work Plan was approved by the Commission at its February 18, 2016 meeting.

2016 WORK PLAN

A. ONGOING TECHNICAL AND ADMINISTRATIVE PROGRAMS

- ☒ 1. Continue to review local development/redevelopment plans for conformance with the standards outlined in the Commission's Third Generation Watershed Management Plan. *The Commission reviewed eight plans for conformance with its standards in 2016.*
 - a. Maintain the current flood profile of the creeks and their tributaries.
 - ☒ b. Develop a whole-watershed sustainable water budget. *This item was inadvertently included in the Third Generation Plan. It will be struck.*
 - c. Maintain the post-development 2-year, 10-year, and 100-year peak rate of runoff at pre-development level for the critical duration precipitation event.
 - d. Maintain the post-development annual runoff volume at pre-development volume.
 - e. Prevent the loss of floodplain storage below the established 100-year elevation.
- ☒ 2. Continue to serve as the local government unit (LGU) for administering the Wetland Conservation Act (WCA) for the cities of Greenfield, Loretto and Maple Plain. Preserve the existing functions and values of wetlands within the watershed. Promote enhancement or restoration of wetlands in the watershed. *In*

2016 Technical staff assisted approximately 30 landowners/agency/developer contacts with wetland-related questions. On behalf of the Commission they reviewed the following types of wetland applications: four wetland boundary/type; one no-loss; one exemption; two sequencing; and one wetland replacement plan. Wetland impacts totaled 563 SF; wetland replacement totaled 1,126 SF. Three WCA violations were investigated and resolved; three others were determined to not be WCA/Commission violations. The Commission was involved in 11 Technical Evaluation Panels (TEPs) throughout the watershed. The Pioneer-Sarah Creek Commission does not have a wetland banking program.

- ☒ **3** Adopt a 2017 operating budget. *The Commission adopted an operating budget totaling \$139,241 on May 19, 2016. Assessments to the members totaled \$133,700.*
- ☒ **a.** Search for grant and other funds to supplement the regular budget.
- ☒ **b.** Operate a capital improvement program and share in the cost of projects.
- ☒ **c.** Review and update the Commission's Cost Share Policy. *A Process to Bring Forward CIPs was formalized at the Commission's July 21, 2016 meeting. The Commission will continue to work on development of a formal cost share policy.*
- ☒ **4.** Publish a 2015 Annual Activity Report summarizing the Commission's yearly activities and financial reporting. *The 2015 Annual Activity report was approved by the Commission at its April 21, 2016 meeting.*
- ☒ **5.** Draft a 2016 Work Plan. *The 2016 Work Plan was approved by the Commission at its February 18, 2016 meeting.*

B. WATER QUALITY AND QUANTITY

- 1.** Support the Commission's management goals for water quality. Continue to make progress to improve the lakes and streams in the watershed as well as protect those that are not impaired.
 - a.** Improve water clarity in the impaired waters by 10% over the average of the previous ten years by 2023.
 - b.** Maintain or improve water quality in the lakes and streams with no identified impairments.
- 2.** Foster implementation of BMPs in the watershed through technical and financial assistance.
- ☒ **3.** Develop and publish a model manure management ordinance or adopt standards and practices that will accomplish the objective of reducing phosphorus load from new livestock operations. *The Commission adopted a Livestock Management Policy at their October 20, 2016 meeting. The policy references the City of Medina's 80.10 Manure Management Policy and Manure Management-Related Ordinances and the City of Greenfield's Ordinance 2016-02 Amending City Code Section 152.071(G) as it pertains to livestock and domestic farm animals.*
- 4.** Operate a monitoring program sufficient to characterize water quantity and quality and biotic integrity in the watershed and evaluate progress toward TMDL goals. Partner with Three Rivers Park District (TRPD) to conduct water quality monitoring in the watershed. Bring stream and lake monitoring efforts into line with the monitoring program outlined in the Third Generation Plan.
 - ☒ **a.** Partner with TRPD to conduct bi-weekly water quality monitoring of "sentinel lakes" – *Independence, Sarah, and both basins of Whaletail. The Commission monitored these three lakes in 2016.*
 - ☒ **b.** Partner with TRPD to monitor stream flow at three sites - *Pioneer Creek at Pagenkopf Road (below Lake Independence), Pioneer Creek at Copeland Road, and Sarah Creek at County Road 92*

2016 Work Plan in Review – updates

February 9, 2017 – page 3

(below Lake Sarah). The Commission monitored these three sites in 2016. Consider adding bi-weekly or monthly monitoring of Peter Lake to clarify impaired status.

- ☒ c. Participate in Metropolitan Council's Citizen Assisted Monitoring Program (CAMP). *The Commission has budgeted for the monitoring of two lakes through CAMP in 2016. The Commission monitored Hafften Lake in 2016.*

C. EDUCATION

- ☒ 1. Annually evaluate the proposed Education and Outreach program and establish education and outreach activities for the coming year, including goals and strategies identified in the WRAPS study. *A third Community Conversation was held on November 2 as part of the TMDL/WRAPS study..*
- ☒ 2. Educate Commissioners, member City Councils and Planning Commissions about watershed and water resources management. Sponsor watershed and water resources training opportunities such as NEMO (Nonpoint Education for Municipal Officials).
- ☐ 3. Convene Citizen Advisory Committees as necessary to make recommendations on education and outreach actions and assist the Commission with implementation.
- ☐ 4. Participate with collaborative groups to pool resources to undertake activities in a cost-effective manner, promote interagency cooperation and collaboration, and promote consistency of messages.
 - ☒ a. Use the Commission's, member cities', and educational partners' websites and newsletters, social media, co-ops, local newspapers and cable TV to disseminate education materials to all stakeholders about actions they can take to protect and improve water quality.
 - ☒ b. Continue to maintain the Commission's website to provide news to residents of the watershed. *The Commission will update and freshen its website in 2016. The Commission updated the website to a new platform for easier updating and maintenance.*
- ☒ 5. Provide opportunities for the public to learn about and participate in water quality activities. Enhance education opportunities for youth. Provide opportunities for bridge-building between stakeholders. *The third Community Conversation in conjunction with the Pioneer-Sarah Creek Watershed-wide TMDL study and WRAPS report occurred on November 2, 2016. Thirty-three stakeholders were present.*
 - ☐ a. Promote river stewardship through the River Watch program. Encourage participation by local school students and their teachers. *The monitoring of two sites is included in the 2016 budget. The Crow River was monitored at Lake Rebecca Park and at the St. Michael Water Treatment Plant through the CROW River watershed organization. No sites were monitored through the Pioneer-Sarah Creek Commission in 2016.*
 - ☒ b. Work in partnership with Hennepin County's agriculture specialist to help build relationships with the agricultural community in the watershed in order to encourage TMDL implementation. *Hennepin County hired a rural conservation specialist in 2016. The Commission has obtained MN Buffer Law updates from her work and will encourage and assist, if necessary, with the law's implementation throughout the watershed. Additional contacts and assistance by the Extension Specialist with rural landowners were also undertaken in 2016.*

D. STUDIES, PROJECTS AND CIPS.

- 1. Continue to undertake Phase 2 of the WRAPS project.

2016 Work Plan in Review – updates
February 9, 2017 – page 4

- ☒ a. Hold the third Community Conversation. *Phase 2 extends to June 30, 2017 and is the final phase of the project. The third Community Conversation is scheduled for June 29, 2016. The third Conversation was rescheduled to November 2.*
- ☐ b. Continue to identify TMDL implementation projects. Seek grant funding to assist with the costs associated with those projects.
- ☐ 2. Prioritize BMPs identified in the Dance Hall Creek Subwatershed Retrofit Assessment for implementation or further study. *The City of Greenfield contacted the adjacent property owners to solicit their participation in the projects identified in the SWA.*
- ☒ a. *The Lake Ardmore Subwatershed Assessment identified additional BMPs within the Lake Ardmore and Independence Beach areas of Medina.*
- ☒ b. *The Commission is also pursuing BMPs from the Lake Independence Subwatershed Assessment.*
- ☒ 3. Cost-share with the Lake Sarah Improvement Association (LSIA) to complete a round of curlyleaf pondweed treatment in 2016. *The fourth of five rounds of curlyleaf pondweed treatment was completed by volunteers on May 6, 2016.*
- ☒ 4. Seek grant funding to assist with the costs associated with projects identified on the Commission's CIP.
- ☒ 5. Continue to support member cities as they identify studies and projects which benefit both the cities and the watershed. *Prepare a detailed study of Phase I of the Baker Park Gully Restoration Project (CIPs IN-4, MP-4) which will focus on BMPs that will help reduce, slow, or redirect stormwater flow from the subwatershed that feeds into the Baker Park Campground Ravine. Pursue implementation of the identified BMPs as opportunities arise. The Baker Park Reserve Campground Ravine and Subwatershed Assessment was completed in December 2016. Other water quality-related projects completed by the member cities will be included in the Commission's 2016 Annual Activity Report.*
- ☒ 6. Request from the member cities their local wellhead protection plans for use in determining vulnerable areas that should be exempted from infiltration. Develop and maintain a map showing the wellhead protection zones within the watershed boundaries. *Cities continue to provide Staff with their local protection plans as they are developed. When plans are received from all cities, the map will be developed.*

E. PLANNING

- ☐ 1. When requested, assist member cities to develop their local water plans. *Loretto submitted their Local Plan for Commission review in January 2017.*
- ☐ 2. Begin to budget for the expense of writing the Fourth Generation Plan, due in 2020. Development of the Plan should begin in late 2018.

**APPLICATION TO DEPOSIT WETLAND CREDITS
INTO THE MINNESOTA WETLAND BANK**

Item 4e-1

1. WETLAND BANK ACCOUNT INFORMATION

Bank Account # (if an existing account): 1546

Project/Bank Name: Ball Wetland Bank

Bank Account Owner/Applicant: Nathan J. Allen and his successors as Trustees, of the Murray Edwin Ball Revocable Trust

County: Hennepin County

Local Government Unit: Pioneer-Sarah Creek Watershed Commission

Bank Service Area: 7

2. FINAL WETLAND CREDITS FOR BANK

Credit Sub-Group ¹	Wetland Credit Type	Credits to Deposit	Wetland Type ²	Wetland Plant Community ³	USCOE Approved
A	SWC	0.9231	2	fresh (wet) meadow	Y
B	SWC	1.8094	3	shallow marsh	Y
C	SWC	5.0925	4	deep marsh	Y
D	SWC	0.8206	4	deep marsh	N
E	SWC	0.3309	3	shallow marsh	N
F	SWC	0.1720	2	wet meadow	N
TOTAL		9.1485	N/A	N/A	N/A

¹Letters signify credit areas with different characteristics (i.e. credit type, wetland type, plant community, credit action).

²**Circular 39 types:** 1, 1L, 2, 3, 4, 5, 6, 7, 8, R, U (for Upland Buffer).

³ **Wetland plant community type:** shallow open water, deep marsh, shallow marsh, sedge meadow, fresh meadow, wet to wet-mesic prairie, calcareous fen, open bog or coniferous bog, shrub-carr/alder thicket, hardwood swamp or coniferous swamp, floodplain forest, seasonally flooded basin, or upland buffer. (see WCA Rules)

⁴**Eligible Credit Actions:** restoration of completely drained wetland, restoration of partially drained wetland, ENRV, farmed wetland restoration, upland buffer, wetland vegetation restoration, wetland creation, other (see WCA rules).

3. DEPOSIT FEE CALCULATION

Credits to Deposit_ x \$ /acre (from Table 1 on Page 3)_ x .065 = \$ _____ 0

If calculated fee exceeds \$1000 then actual fee is \$1000. Deposit Fee is not required for subsequent deposits into an existing bank once \$1000 in deposit fees have been paid for that bank easement area.

☐ Deposit Fee Attached (Enter Amount \$_____) Make check payable to BWSR.

Required Attachments for initial (first) deposit into the bank (check all that are attached):

☐ **Wetland Bank Plan Application** and all supporting documents. *Note: Supporting documents do not need to be re-submitted if the BWSR Wetland Bank Administrator has already received them during the review process.*

☐ **Original Recorded Bank Easement.** *The bank easement must be prepared in coordination with the BWSR*

Banking Administrative Staff.

☐ Copy of Title Insurance naming the State of MN as the insured. This must be prepared in coordination with the BWSR Banking Administrative Staff.

PROJECT/BANK NAME and/or ACCOUNT NUMBER

1546**4. TEP RECOMMENDATION**

By signature below, the technical evaluation panel (TEP) recommends that the credit deposit identified on page 1 of this form be certified by the local government unit for deposit into the Minnesota Wetland Bank. At least 2 of the 3 TEP members must sign.

James C. Kujawa
LGU Representative (Print Name)

Signature

Date

Tony Brough
SWCD Representative (Print Name)

Signature

Date

Benjamin L. Meyer
BWSR Representative (Print Name)

Signature

Date

Attach a copy of any TEP Findings.

5. LGU CERTIFICATION

By signature below, the local government unit (LGU) certifies that the credit deposit identified on page 1 of this form meets the standards and requirements for deposit into the Minnesota Wetland Bank.

Authorized Representative

Signature

Date

6. WETLAND BANK APPLICANT AFFIRMATION

By signature below, the wetland bank applicant requests that the credit deposit identified on page 1 of this form be deposited under the applicant's name into the Minnesota Wetland Bank.

Nathan J. Allen, Trustee
Name (Print)

Signature

Date

Do you want BWSR to advertise availability of my credits for sale to the general public X yes no

If yes, then provide the contact name and phone number and/or e-mail address that you wish to make available to the general public:

Contact Name John Smyth
Stantec

Phone (651) 604-4708 e-mail John.Smyth@Stantec.com

For official use only:

The BWSR Bank Administrator certifies that the credits have been properly deposited into the Minnesota Wetland Bank, effective the date of signature.

Account Number

Authorized Signature

Date

Murry Ball Wetland Bank

Project 2007-14W

Greenfield

Location Map



REVISION	DATE
REVISIONS PER CITY ENGINE COMMENTS	10/24/2007
REVISIONS PER WATERSHED DISTRICT COMMENTS	11/19/2007

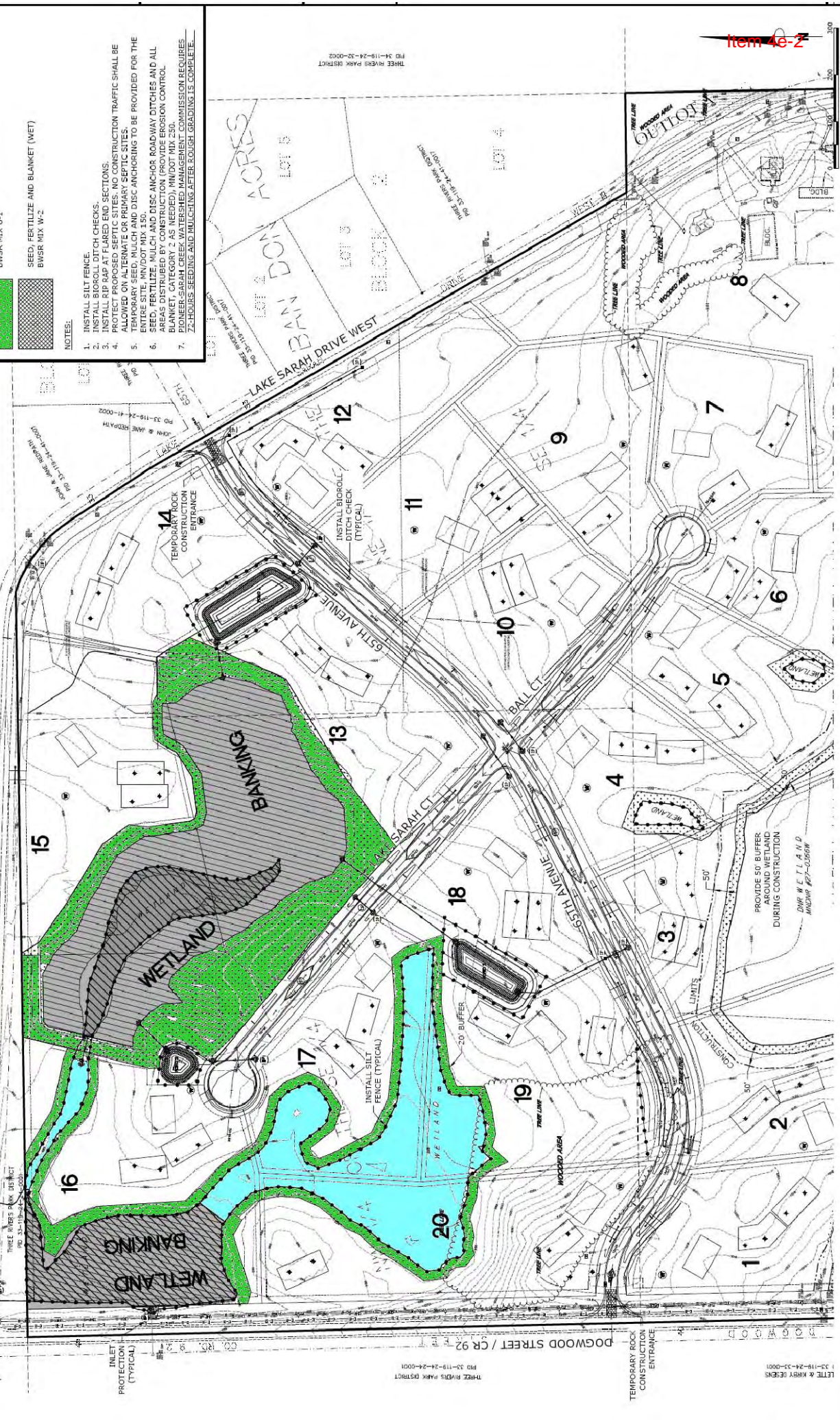
- WETLAND SEEDING
BWSR MIX W-2
- BUFFER SEEDING
BWSR MIX U-1
- SEED, FERTILIZE AND BLANKET (WET)
BWSR MIX W-2

NOTES:

1. INSTALL SILT FENCE.
2. INSTALL BIOROLL DITCH CHECKS.
3. PROTECT PROPOSED SEPTIC SITES. NO CONSTRUCTION TRAFFIC SHALL BE ALLOWED ON ALTERNATE OR PRIVATE SEPTIC SITES PROVIDING FOR THE ENTIRE SITE. MIN/DO NOT MIX 150.
4. SEED, FERTILIZE, MULCH AND DISC ANCHOR ROADWAY DITCHES AND ALL AREAS DISTURBED BY CONSTRUCTION. PROVIDE EROSION CONTROL BLANKET, CATEGORY 2 AS NEEDED, MIN/DO NOT MIX 250.
5. PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION REQUIRES 22-HOURS SEEDING AND MULCHING AFTER ROUGH GRADING IS COMPLETE.

THREE RIVERS PARK DISTRICT
PD 33-119-24-24-0001

LAKE SARAH DRIVE WEST

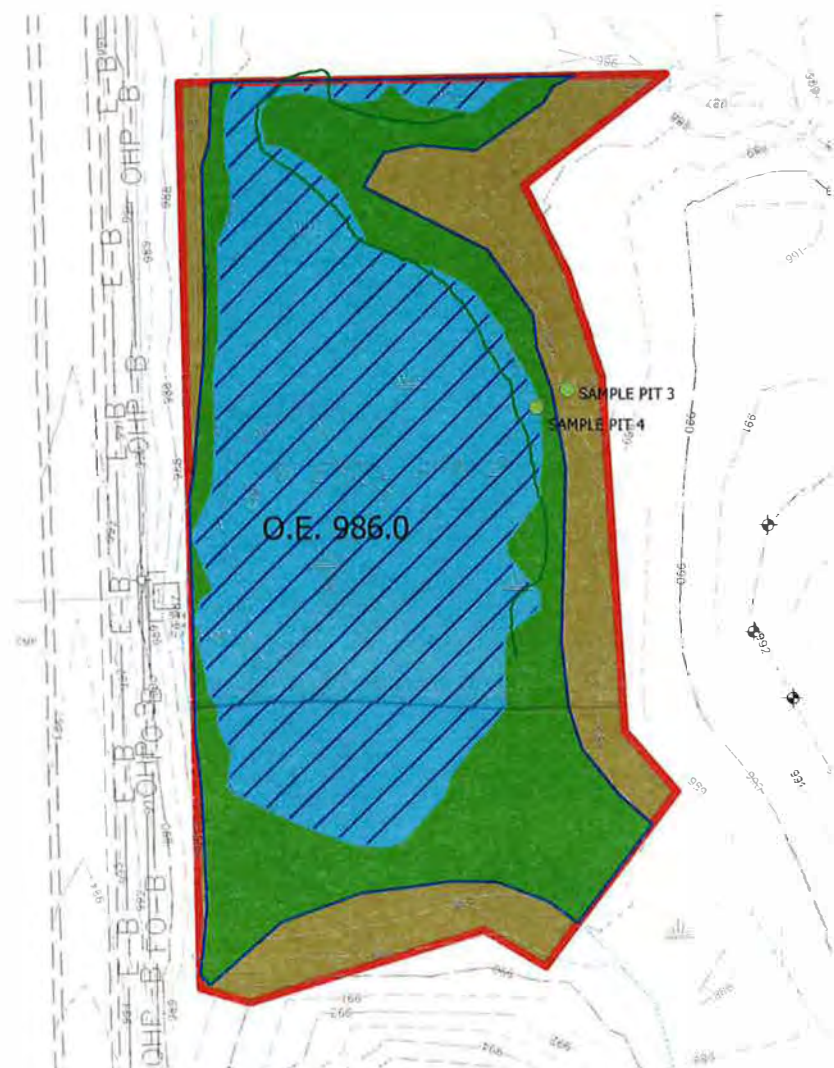


Item 46-2

LETTE & KIRBY DESIGN
33-119-24-24-0001





THREE RIVERS PARK DISTRICT
PD 33-119-24-24-0001

THREE RIVERS PARK DISTRICT
PD 33-119-24-24-0001



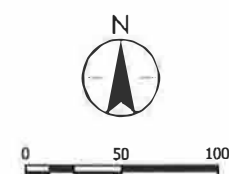
WEST WETLAND

LEGEND

- | | |
|---|---|
|  | EASEMENT BOUNDARY: 2.29 AC |
|  | REHABILITATION - SHALLOW MARSH: 1.15 AC |
|  | REHABILITATION - WET MEADOW: 0.64 AC |
|  | UPLAND BUFFER: 0.50 AC |
| | NO CREDIT: 0.00 AC |

WETLAND CREDIT

GRIES LENHARDT ALLEN, PLLP
BALL WETLAND BANK



EAST WETLAND

LEGEND







- | | |
|--|---|
|  | EASEMENT BOUNDARY: 9.07 AC |
|  | REHABILITATION - DEEP MARSH: 0.98 AC |
|  | RE-ESTABLISHMENT - DEEP MARSH: 3.77 AC |
|  | RE-ESTABLISHMENT - SHALLOW MARSH: 0.71 AC |
|  | RE-ESTABLISHMENT - WET MEADOW: 0.32 AC |
|  | UPLAND BUFFER: 3.29 AC |

FIGURE 1

pioneer-sarah creek

Watershed Management Commission

ADMINISTRATIVE OFFICE
3235 Fernbrook Lane
Plymouth, MN 55447-5111
PH: 763-553-1144
FAX: 763-553-9326
Email: judie@jass.biz

TECHNICAL ADVISOR
Hennepin County
Environment & Energy Department
701 Fourth Avenue S. Suite 700 MC - 609
Minneapolis, MN 55415-1842
PHONE: 612-348-7338 FAX: 612-348-8532
Email: james.kujawa@hennepin.us

February 10, 2017

Ms. Mary Schneider
Loretto City Clerk
259 N. Medina Street
P.O. Box 207
Loretto, MN 55357

RE; PSCWMC Review of Local Surface Water Management Plan, City of Loretto (final draft 1/3/17)

Dear Ms. Schneider:

On behalf of the Pioneer Sarah Creek Watershed Management Commission, I have reviewed the Local Surface Water Management Plan, City of Loretto dated January 3, 2017 for conformance with the Pioneer-Sarah Watershed Management Commission's 3rd Generation Watershed Management Plan. The review of the City Plan focused on the requirements for member communities outlined in section 4.4 of the Commission's plan. The following comments, recommendations and clarifications are based on our review.

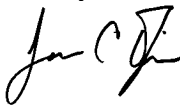
- 1) Section 2.0 Water Resource Management Related Agreements
 - a. Would the MPCA and/or Met Council permits and agreements for the waste water treatment plant fall into this category?
 - b. The Watershed Commission is the LGU in charge of administering the MN Wetland Conservation Act. This council resolution should be included in this section.
- 2) Section 3.0 Land and Water Resource Inventory.
 - a. The Loretto Revised Local Surface Water Management Plan as revised in December 2008 provided an existing surface water system that identified the storm sewer and ponds within the city. This along with any updates to it should be a component of the water resource inventory.
- 3) Section 4.0, Water Resources Problems, Solutions, and Implementation Plan.
 - a. Section 4.2.4 Flooding in the baseball fields, mentions installing a larger culvert under the Canadian Pacific railroad tracks to solve this issue. To achieve this solution, you will need approvals from the DNR, FEMA and the PSCWMC. Hydrology studies will be needed to ensure conveyance remains the same or the upstream and downstream property owners are not impacted. The estimated cost of a study like this should be included in #10, Table 4-1.
 - b. Table 4-1, Item #8, Maintenance of Stormwater detention ponds. Target dates for the easement acquisitions and maintenance of the city ponds should be addressed.
 - c. Table 4-1, Additional information should be provided to address other stormwater infrastructure maintenance and cost information. Referencing your MS4 Permit and including your MS4, SWPPP permit in the appendix to your plan could possibly resolve the maintenance issues.

Loretto LSWMP
February 10, 2017
Page 2 of 2

- d. Table 4-1, Item 11, Effluent from the WWTP. Closure of your WWTP is scheduled for 2020. This in turn will address your Lake Independence waste load allocation for the Lake Independence TMDL. Wouldn't there be a significant capital expenditure planned for this upgrade or connection to the MCES regional sewer system in three years? This should be reflected in Table 4-1.
 - e. Section 4.4 Implementation of Watershed Goals, Policies, Rules and Standards. The last line of the first paragraph states 'If any City Ordinance, policy, or procedure were found to conflict with watershed goals, policies, rules or standards, the City would act to resolve the conflict.' This does not address compliance to the Commission's Stormwater Management Plan.
 - f. Section 4.5.2, Lake Sarah Nutrient TMDL Implementation Plan. Loretto Creek Restoration Project. It is unclear if the 54 pound reduction per year from this project is from the complete project (including Medina' portion) or just from the Loretto portion of the project. Please specify the amount of phosphorus reduction from the Loretto portion of this project.
 - g. Section 4.5.4 Upcoming Projects. If the WWTF is to be abandoned, can these ponds or area be utilized for stormwater BMP's in the future?
 - h. Section 4.7, Capital Improvement Program. A Capital Improvement Plan, or similar type of plan is a short-range plan which identifies projects and equipment purchases, and provides a planning schedule and identifies options for financing the plan. Although 'estimated funding beyond 2017 is speculative', a CIP or similar type of summary plan for storm water management systems implementations and costs is something the City should pursue. This plan should identify, at a minimum, how the City is proposing to deal with the MPCA permit expiration coming up in 2020? Costs for this project? What the City would like to do with that area if they hook up to the MCES system? Dates and costs associated with the City obtaining easements and operation & maintenance plans for the storm water ponds. Cost for this work? Is \$1,645 adequate for obtaining an easement and cleaning out the pond....etc.
- 4) The Metropolitan Council comments will be incorporated into the Commission's comments once they are received.

Thank you for the opportunity to comment on the city's Storm Water Management Plan. If you have any questions please don't hesitate to contact me.

Sincerely,



James C. Kujawa
Technical Advisor to the Commission

c. Judie Anderson, Executive Secretary
Joe Mulcahy, Metropolitan Council

February 17, 2017

Mary Schneider, City Clerk-Treasurer
City of Loretto
279 N. Medina Street, Suite 280
P.O. Box 207
Loretto, Minnesota 55357

RE: City of Loretto Local Surface Water Management Plan
Metropolitan Council Review File No. 21666-1

Dear Ms. Schneider:

The Council has reviewed the City of Loretto's Local Surface Water Management Plan (plan), referenced above. The plan largely meets the requirements for a local water management plan, and is consistent with Council policies and the Council's *Water Resources Policy Plan*, but some required plan elements are not complete.

Existing or potential water related problems and solutions are listed in Table 4-1. This table also functions as the required table for the capital improvement program. However, this table only covers 2017 and 2018; when approved, the plan will extend for ten years. MN Rules Chapter 8410 requires a capital improvement program that sets forth, by year, the details of necessary capital improvements. While we realize it is difficult to project projects and expenses so far into the future, the plan is still required to do so.

Additionally, there is little detail in the plan regarding many of the problems, and many of the possible solutions listed in the table are speculative and lacking in detail. Specifically:

- Item 7 Maintenance of creeks and ditches flowing into Lake Sarah; the plan should include a map or list of the areas needing buffers as well as the size and extent of the buffers necessary.
- Item 8 Maintenance of stormwater detention ponds; the plan should include a map or list of the ponds where maintenance is needed.
- Item 9 Malfunction of private drainage systems that empty into the City's storm sewer system: an inventory of all such systems should be developed and details of the malfunctions should be included in the plan. The plan should also explain why a policy addressing these systems is not scheduled to be developed until 2018.
- Item 10 Flooding in the baseball fields; the solution is to explore options to install a larger culvert. The location of the culvert and details of how a larger one would alleviate the problem, as well as possible downstream impacts, should be included in the plan.

Finally, as stated in the plan, the Pioneer-Sarah Creek Watershed Restoration and Protection Strategy (WRAPS)/Total Maximum Daily Load (TMDL) study is expected to be completed in 2017. It is likely the city will receive additional waste load allocations from this study.

We strongly encourage the city, in cooperation with the Pioneer-Sarah Watershed Management Commission, to formulate and implement projects and practices to meet all assigned load allocations from this study as well as those already assigned in the Lake Independence and Lake Sarah TMDLs.

Thank you for the opportunity to comment on the city's LWMP. If you have any questions regarding the Council's expectations, please contact Joe Mulcahy, at 651-602-1104. After the city adopts this updated plan, a final copy should be forwarded to the Council along with the dates the watershed management organization approved the plan and when the city adopted the final plan.

Sincerely,

A handwritten signature in black ink that reads "Sam Paske". The signature is written in a cursive, flowing style.

Sam Paske,
Assistant General Manager, Environmental Quality Assurance Department

cc: Judie Anderson, Pioneer-Sarah Watershed Management Commission
 Susan Nelson, Wenck Associates
 Katie Rodriguez, Metropolitan Council District 1
 Freya Thamman, Metropolitan Council Sector Representative
 Raya Esmaeili, Metropolitan Council Referrals Coordinator
 Joe Mulcahy, Water Resources Assessment Section



MINNESOTA WATER
LET'S KEEP IT CLEAN

1.27.2017

Dear friends,

Clean Water Minnesota is the collaborative outreach project of the Metro Watershed Partners. Working together, we provide resources, training, and support to partners as they work with homeowners in the Twin Cities metro area to keep water clean and healthy.

In 2016, we kicked off the first year of a three-year project to produce the very best clean water educational messages and programs, based on the latest research in social science, for our partners to use in their outreach and communications. We promoted our program, gained new partners, and raised \$120,000 to support this work.

We launched a new website at cleanwatermn.org, with new photography, blog stories, and downloadable informational resources. We created and implemented a system to track engagement with these resources, that measures the impact of the campaign overall, and in each member's service area.

With your support, we will continue to build on these successes in 2017. We will produce twelve new, seasonally appropriate blog stories about community members in the metro area taking action to protect lakes and rivers, along with new photographs and informational resources for our partners to use in their education and outreach work. We will continue to build our following on social media, and help you build yours. We will host trainings and meetings to help our partners use Clean Water MN resources, and build new audiences for clean water messages. In addition, we will begin to build the foundation and framework for a metro-wide Adopt-a-Drain program, with promotional resources and activities, including a toolkit to support community clean-up events with a neighborhood focus, aimed to inspire residents to sweep up, rake up, and pick up streets and sidewalks in the metro area.

To do this work, we need to raise \$120,000 per year. Your contribution will ensure that the people you are trying to reach hear you. Please contribute membership funds now, and make a plan to support us throughout this 3-year campaign. For MPCA permitted cities and watersheds, your membership contribution helps you meet your MS4 public education requirements.

Find your city or organization on the attached funding table to see the the level of funding we are requesting from you. These funding recommendations are based on population size for cities, and annual budget for watershed districts. The approach is modeled on the funding structure for the Minnesota City Stormwater Coalition, and based on the level of funding received by Watershed Partners from similar organizations over the last five years.

A list of projected expenses in 2017 and an invoice are also attached here for your reference and convenience.

We know you'll have questions about all of this, so feel free to contact anyone on the steering committee for further information.

Sincerely, the 2017 Steering Committee of the Metro Watershed Partners—

Angie Hong, Washington Conservation District,
651-330-8220 ext. 35, angie.hong@mnwcd.org

Cole Landgraf, Minnesota Pollution Control Agency
651-757-2880, cole.landgraf@state.mn.us

Deirdre Coleman, Freshwater Society,
(651) 313-5806, dcoleman@freshwater.org

Jen Dullum, City of Farmington
651-280-6845, jdullum@ci.farmington.mn.us

Jessica Bromelkamp, Capitol Region Watershed District
651-644-8888, jessica@capitolregionwd.org

Lyndon Torstenson, National Park Service, Mississippi National River & Recreation Area
651-293-8426, lyndon_torstenson@nps.gov

Telly Mamayek, Minnehaha Creek Watershed District
952.641.4508, TMamayek@minnehahacreek.org

Tracy Fredin, Hamline University, Center for Global Environmental Education
651-523-3105, tfredin@hamline.edu

2016 – 2018 ANNUAL SUPPORT REQUESTED

Watershed Agencies (Annual Budget)	Low	High	Current supporters
\$5,000,000+	\$5,000	\$15,000	6
\$1,000,000-\$4,999,999	\$3,000	\$4,999	3
\$50,000-\$999,999	\$250	\$2,999	10
Counties (Population)			
1,000,000+	\$10,000	\$15,000	1
400,000-999,999	\$5,000	\$9,999	
200,000-399,999	\$2,500	\$4,999	
95,000-199,999	\$1,500	\$2,499	3
Cities (Population)			
400,000+	\$8,000	\$10,000	1
250,000-399,999	\$6,000	\$7,999	1
100,000-249,999	\$5,000	\$5,999	1
90,000-99,999	\$4,500	\$4,999	
80,000-89,999	\$4,000	\$4,499	
70,000-79,999	\$3,500	\$3,999	1
60,000-59,999	\$3,000	\$3,499	
50,000-59,999	\$2,500	\$2,999	3
40,000-49,999	\$2,000	\$2,499	1
30,000-39,999	\$1,500	\$1,999	
20,000-29,999	\$1,000	\$1,499	8
10,000-19,999	\$500	\$999	4
1-9,999	\$350	\$499	3
Other			
Support as able and appropriate	\$2,000	\$10,000	1
Total Cash Supporters			47

Watershed Partners and Clean Water MN Projected Expenses, 2017

Watershed Partners meetings and administration	\$20,250.00
State fair expenses	\$10,000.00
Clean Water MN project management	\$40,000.00
Clean Water MN website maintenance and improvements	\$10,000.00
Blog and content writing	\$12,000.00
Photography and graphic design	\$12,000.00
Web hosting and tech fees	\$1,200.00
Community Clean-ups/ Adopt-a-Drain concept and tool-kit development	\$9,000.00
Community Clean-ups/ Adopt-a-Drain technology development	\$8,000.00
Clean Water MN, postage, meetings and travel expenses	\$1,500.00
TOTAL EXPENSES	\$123,950.00



MINNESOTA WATER
LET'S KEEP IT CLEAN

Membership INVOICE

FROM

Staff Contact:
 City Name:
 Address:
 City and Zip:
 Telephone:
 E-mail:

TO

Metro Watershed Partners and its Clean Water MN Media Campaign

MEMBERSHIP AMOUNT

\$.....

Note: (see attached table with requested levels of funding)

FISCAL AGENT

Hamline University
 1536 Hewitt Ave. MS-A1760
 St. Paul, MN 55104
 Tel: 651-523-2812 Email: jlarson25@hamline.edu

DESCRIPTION OF SERVICE

2017 membership support for the Metro WaterShed Partners and its Clean Water MN Media Campaign, a stormwater pollution prevention education campaign. Services include:

- Create timely, consistent messages that will encourage behaviors that improve water quality.
- Technology trainings for partners to use these tools effectively.
- Development and implementation of clean water exhibits at the Minnesota State Fair in the DNR and Eco-experience buildings.
- Monthly meetings with information on partner activities, presentations by informative speakers, and updates on WSP activities.
- Maintenance of the Watershed Partners listserv.
- Administration of media outreach and partner events and activities.
- Evaluate, maintain and improve the Clean Water MN materials and website.
- Begin to develop the framework for a metro wide adopt-a-drain program, which incorporates community clean-up events.

DURATION OF SERVICE

January 1, 2017 to December 31, 2017

\$120,000 is needed to fully implement year 2 activities. We will initiate phased implementation of the campaign upon receiving a minimum of \$70,000 in contributions. Funds unspent in 2017 will carry over to 2018 to continue project implementation.

CIP List - February 2017

Project	Project Name	Total Cost	Comm Share	2014	2015	2016	Total Project Exp
ME-1	Lake Ardmore infiltration basin	66,326	3,000		3316.35		3316.35
IN-1	Lake Sarah curlyleaf pondweed treatment	67,105	4,000	2104.73	1011.26	8986.30	12102.29
ME-2	Lake Independence curlyleaf pondweed treatment	122,000	12,200				
IN-2	Hydrologic restoration: HR 67	200,000	20,000				
	Hydrologic restoration: HR 68						
	Hydrologic restoration: HR 29						
	Hydrologic restoration: HR 33						
GR-3	Dance Hall Creek BMPs	200,000	10,000				
GR-4	Feedlot improvements: Dance Hall Creek	35,000	1,750				
GR-9	Buffer strips: Dance Hall Creek	35,000	1,750				
GR-11	Control carp population: Lake Sarah	10,000	500				
GR-11	Control carp population: other lakes	10,000	500				
IN-3	Lake Sarah curlyleaf pondweed treatment	32,000	3,200				
IN-4	Gully restorations: GS50 (design)	120,000	12,000				
ME-4	Lake Ardmore neighborhood projects	80,000	8,000				
IN-5	Lake Sarah curlyleaf pondweed treatment	26,000	2,600				
IN-7	Raingardens in targeted areas	75,000	7,500				
IN-9	Shoreline restoration – Sarah and Independence	125,000	12,500				
GR-4	Feedlot improvements: Dance Hall Creek	35,000	1,750				
GR-9	Buffer strips: Dance Hall Creek	35,000	1,750				
MP-4	Ravine study	3,000	300				
ME-3	Lake Independence Subwatershed Assessment	15,000	1,500				
GR-1	Subw Assess-Hafften, Schendel, Schwauppau	20,000	1,000				
CIP-7	Lindgren Lane Pond	100,000	10,000				
CIP-8	Koch's/Mill's Creek Inlet Ponds (now HR 97 and 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				
Projects proposed for addition to CIP with 2017 Minor Plan Amendment							
ME17-1	Fern St Gully Stabilization: GS1	18,850	4,713				
ME17-2	Fern St Iron-Enhanced Filter: ISF1	87,500	21,875				
ME17-3	Aspen Ave Pond Enlargement/Excav: PD3	51,550	12,888				
ME17-4	Boat Launch Shoreline Resto: SR1	22,000	5,500				
ME17-5	Stream Stabilization btwn Ardmore/Indep: SS1	13,200	3,300				
Projects Funded through CIP fund, not on CIP. PROJECTS CAN NOT BE ADDED TO CIP AFTER-THE-FACT							
ME-1A	Lake Ardmore Subwatershed Assessment					218.25	218.25
IN-4A	Baker Park Ravine SWA	20,638	5,200			5204.65	5204.65
IN-??	Lake Independence Shoreline restoration (Bulrush planting grant)	6,000	600	600.00			600.00
IN-??	Lake Independence Outlet/Weir Construction	5,889		422.62			422.62
GR-3A	Dance Hall Creek SWA		200	200.00			200.00
	CIP Admin Expenses			814.27			814.27
TOTAL CIP FUND EXPENSES				4,141.62	4,327.61	14,409.20	22,878.43



Item 7a
3235 Fernbrook Lane
Plymouth, MN 55447
(763) 553-1144
Fax: (763) 553-9326

February 16, 2017

To: Pioneer-Sarah Creek Commissioners
Fr: Judie Anderson
Re: 2017 PRAP

In his February 13, 2017 email Vice Chair Joe Baker requested that, taking no more than one hour of billable time, I provide an estimated range of administrative hours and Commissioner time to complete the proposed PRAP – including any/all recommendations that could come from the review. This estimate would help all to understand the potential time commitment and full range of cost for this proposed exercise. The PRAP exercise is not funded by BWSR and is not included in the 2017 Administration budget. It also takes critical time away from the Commission in implementing BMP's consistent with our BWSR-shortened Third Generation Plan timeframe.

I looked back at the PRAP Level II Review conducted in 2008 for guidance since I was unable to learn from BWSR what information the 2017 PRAP would be seeking. That PRAP review and associated activity took 34.39 hours (\$1,946) of administrative time to complete. In addition the Commissioners met on three occasions to discuss responses to the questions contained in the PRAP and, on a fourth occasion, met with BWSR representatives to discuss their final report.

Each goal listed in the 2008 review asked for 1) planned actions or results, 2) proposed timeframe, 3) actual time frame, 4) accomplishments to date, and 5) next steps.

Goal No. 1: Protect, preserve and manage surface water resources. Planned actions included

1. Develop goals and policies for water quantity.
2. Develop goals and policies for water quality.
3. Develop goals and policies for recreation, fish and wildlife.
4. Develop goals and policies for public participation, information and education.
5. Develop goals and policies for public ditches.
6. Develop goals and policies for groundwater.
7. Develop goals and policies for wetlands.
8. Develop goals and policies for erosion control.

Goal No. 2: Manage public expenditures needed to study and control and/or correct flooding and water quality problems.

Goal No. 3: Educate and inform public on pertinent water resource management issues and increase public participation in water management activities.

Goal No. 4: Establish more uniform local policies and official controls for surface water management.

Since these are the goals set out in the Commission's Second Generation Plan, I assume that the goals outlined in the Third Generation Plan will be reviewed as part of the 2017 PRAP. The Third Generation Plan goals are attached for your convenience. They include

Goal Area A – Water Quantity
Goal Area C – Groundwater
Goal Area E – Drainage Systems

Goal Area B – Water Quality
Goal Area D – Wetlands
Goal Area F – Commission Operations and Programming

The Implementation Section of the Plan develops the strategies and activities to reach these goals.

A number of ancillary activities occurred as part of the 2008 review; among them, contacting the member cities to ascertain their progress in developing their local plans and creation of a Data Practices Policy. Some of these activities should not have to be repeated, but others may be added.

In 2017 I estimate that the Commissioners will spend time meeting with BWSR representatives prior to and following the PRAP review as well as in at least one work session to develop responses to the questions contained in the review. (I would recommend that Staff assist with this process by drafting responses to the questions for the Commissioners' consideration.)

I estimate administrative staff will spend approximately 40-42 hours (\$55-60/hour) to complete this activity. I estimate technical staff and TRPD would spend an additional 4-8 hours in collaboration. This estimate is provided based on the expectation that the Commission's responses will be closely scrutinized in light of the short-term approval it received for the Plan in 2015. It does not include time to perform activities that may be identified in BWSR's recommendations. A more complete estimate can be given upon review of the 2017 questionnaire.

Selected PRAP Program Objectives for 2017

- Track 239 LGUs' Level I performance.
- Continue efforts to improve WMO and WD reporting.
- Maintain the target of 24 Level II performance reviews per year.
- Complete the 2 Level III performance reviews initiated in 2016.
- Maintain the focus on resource outcomes in Level II performance reviews.
- Survey LGUs from 2015 Level II PRAP reviews to track LGU implementation of PRAP recommendations.
- Develop a process for monitoring and reviewing compliance with Action Items identified during a Level II review. This will allow us to determine if we are meeting the goal of 100% compliance within 18 months established in 2016 for required Action Items.
- Continue the promotion and use of PRAP Assistance Grants to enhance LGU organizational effectiveness.
- Update the PRAP page of the BWSR website to provide more detailed information about the program.
- Incorporate metrics into Level II and Level III assessments to measure local government unit compliance with Wetland Conservation Act program implementation responsibilities. *(New for 2017)*
- Evaluate and update protocol for PRAP Level II reviews within framework of watershed-based One Watershed-One Plan approach to LGU water plan implementation. *(New for 2017)*

4.2. THIRD GENERATION MANAGEMENT GOALS AND ACTIONS

Guided by the identification and prioritization of issues in the watersheds, the Commission has developed goals that will guide activities during Plan implementation. These goals were derived from the Gaps Analysis and a review of the accomplishments and unfinished business from the Second Generation Plan; discussions with Commissioners, Technical and Citizens Advisory Committee members, state agency staff, and other city staff.

The framework to achieve these goals is set forth in the Implementation Plan and Capital Improvement Program detailed in the following sections. Member cities supplement and complement these actions with additional policies and programs tailored to their unique priorities and needs. The philosophy of the Joint Powers Agreement and this Plan is that the management plan establishes certain common goals and standards for water resources management in the watershed, agreed to by the member cities, and implemented by those cities by activities at both the Commission and local levels. Successful achievement of the goals in this Plan is dependent on those member cities and their dedication to this effort.

4.2.1 Water Quantity

A statutory responsibility of watershed management organizations is to prevent and mitigate flooding. This Plan accomplishes this by ensuring that development and redevelopment does not create excessive new volumes and rates of runoff that may cause downstream flooding. A second responsibility is promoting groundwater recharge, which impacts stream baseflow and lake levels, and maintaining adequate hydrology to wetlands.

The Third Generation management goals for water quantity are focused on maintaining the current flood profile of the Creek and tributaries, and developing a whole-watershed sustainable water budget.

Goal Area A. Water Quantity

- Goal A.1. Maintain the post-development 2-year, 10-year, and 100-year peak rate of runoff at pre-development level for the critical duration precipitation event.
- Goal A.2. Maintain the post-development annual runoff volume at pre-development volume.
- Goal A.3. Prevent the loss of floodplain storage below the established 100-year elevation.

Water Quantity Actions:

- a. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet runoff rate control and runoff volume and infiltration requirements.
- b. Landlocked depressions that presently do not have a defined outlet and do not typically overflow may only be allowed a positive outlet provided the downstream impacts are addressed and the plan is approved by the Commission.
- c. The Commission encourages the use of Low Impact Design techniques to reduce

Goal Area A. Water Quantity

runoff rates and volumes, erosion and sedimentation, and pollutant loading.

- d. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as the Commission Water Quantity goals and policies and the Commission Rules and Standards.

Floodplain Actions:

- e. The Commission requires a plan review by the local permitting authority for development or redevelopment if any part of the development is within or affects a 100-year floodplain
- f. The Commission shall maintain Rules and Standards requiring development and redevelopment affecting the 100-year floodplain to meet Commission compensatory storage, low flow elevation, and timing requirements.
- g. Member cities shall adopt a floodplain ordinance and any other required local controls, and local stormwater management plans that are at least as stringent as the Commission Floodplain goals and policies and the Commission Rules and Standards.

4.2.2 Water Quality

The TMDLs completed for Lake Independence and Lake Sarah established nutrient load reductions necessary to improve water quality in those lakes. The WRAPS study currently underway will establish additional water quality improvement and protection goals for the other lakes and streams in the watershed. The Third Generation goals for water quality are focused on making progress to improve the lakes and streams in the watershed as well as protect those that are not impaired waters. The goals are aggressive; some of them will require much dedication and effort and public and private resources to achieve. However, public input received for this Plan, the TMDLs, and other sources show that achieving a high standard of water quality is a priority for the public as well as required by state statute, and the Implementation Plan includes a number of actions to help meet these goals.

Goal Area B. Water Quality

- Goal B.1. Improve water clarity in the impaired lakes by 10% over the average of the previous ten years by 2023.
- Goal B.2. Maintain or improve water quality in the lakes and streams with no identified impairments.
- Goal B.3. Conduct a TMDL/WRAPS progress review every five years following approval of the TMDLs and WRAPS study.
- Goal B.4. Foster implementation of Best Management Practices in the watershed through technical and financial assistance.

Water Quality Actions:

- a. The Commission adopts as water quality goals the standards for Class 2b waters in the North Central Hardwood Forest ecoregion as set forth in Minn. Rules

Goal Area B. Water Quality

7050.0222.

- b. The Commission will undertake a routine lake and stream monitoring program to assess progress toward meeting these goals.
- c. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet water quality requirements.
- d. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet erosion control requirements.
- e. The Commission will develop and implement a program to provide technical and financial assistance to the member cities in identifying appropriate and cost-effective Best Management Practices to reduce nutrient and sediment load to lakes and streams.
- f. The Commission will work in partnership with other organizations and agencies to pursue grant and other funding to implement improvement projects and feasibility studies.
- g. The Commission shall update implementation plans and this Plan as necessary following TMDL/WRAPS completion and progress reviews.
- h. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as Commission Water Quality goals and policies and the Commission Rules and Standards.
- i. The Commission will develop and publish a model manure management ordinance within six months of this Plan's adoption. Member cities shall then have one year to adopt a manure management ordinance using the model ordinance for guidance, or to adopt other standards and practices that will accomplish the objective of reducing phosphorus loading from new livestock operations.

4.2.3 Groundwater

The Commission has undertaken limited groundwater management activities in the past, primarily by encouraging projects requiring project review to infiltrate a portion of runoff. Over the past decade cities that rely on groundwater for drinking water have worked with the Minnesota Department of Health to adopt wellhead protection plans and to implement policies and official controls to protect drinking water sources.

In this Third Generation Plan, the Commission has adopted a new infiltration requirement for new development and redevelopment to promote groundwater recharge and reduce runoff.

Goal Area C. Groundwater

- Goal C.1. Promote groundwater recharge by requiring abstraction/infiltration of runoff from new development and redevelopment.
- Goal C.2. Protect groundwater quality by incorporating wellhead protection study results into development and redevelopment Rules and Standards.

Goal Area C. Groundwater

Groundwater Actions:

- a. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet infiltration requirements.
- b. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as Commission Groundwater goals and policies and the Commission Rules and Standards
- c. The Commission will partner with the DNR, USGS, MDH, and other agencies to educate the member cities and watershed community officials about groundwater issues and their relation to stormwater management and surface water quality.
- d. The Commission shall develop and maintain a map showing the wellhead protection zones within its boundaries upon completion of a local wellhead protection plan for use in determining vulnerable areas that should be exempted from infiltration.
- e. The Commission will develop and implement a program to provide technical and financial assistance to the member cities in identifying appropriate and cost-effective Best Management Practices to increase infiltration and groundwater recharge and reduce stormwater runoff.

4.2.4 Wetlands

The Commission's primary tool for managing wetlands is the Wetland Conservation Act (WCA). The Commission serves as the Local Government Unit (LGU) for WCA administration in Greenfield, Loretto and Maple Plain and the other three member cities administer WCA themselves. The Commission requires submittal of a functions and values assessment using the latest version of MnRAM whenever an applicant proposes wetland impacts.

Goal Area D. Wetlands

Goal D.1. Preserve the existing functions and values of wetlands within the watershed.

Goal D.2. Promote wetland the enhancement or restoration of wetlands in the watershed.

Wetland Actions:

- a. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to provide buffers adjacent to wetlands, lakes, and streams.
- b. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as Commission Wetland goals and policies and the Commission Rules and Standards.
- c. The Commission shall act as the Local Government Unit (LGU) for the Wetland Conservation act for those communities that choose to so designate.
- d. Developers must complete a wetland delineation by a wetland professional to identify the location and extent of any wetlands present within the development site.

- e. For any development or redevelopment proposing impacts to any wetlands in the watershed, a functions and values assessment using the most recent version of the MnRAM protocol must be completed and submitted to the Commission and to the respective LGU.
- f. Before consideration or approval of a wetland replacement plan or use of wetland banking credits, the Commission shall ensure that the applicant has exhausted all possibilities to avoid and minimize adverse wetland impacts according to the sequencing requirements of the Wetland Conservation Act. The order of descending priority for the location of replacement wetland, including the use of wetland banking credits, is as follows:
 - 1. On-site;
 - 2. Within the same subwatershed;
 - 3. Within the Pioneer-Sarah Creek watershed;
 - 4. Within Hennepin County; and
 - 5. Outside the Pioneer-Sarah Creek watershed within Major Watershed Number 18 or Major Watershed Number 19.

4.2.5 Drainage Systems

Pioneer Creek between Highway 12 and Watertown Road and several lateral ditches, including parts of Robina Creek, are under the ditch authority of Hennepin County as County Ditch #19. The County also is ditch authority for County Ditch #9 connecting and outletting Lake Schwappauff, Schendel Lake, and Haften Lake in the northern watershed; and Judicial Ditch #20, which includes part of Deer Creek and several laterals, and Pioneer Creek downstream of Ox Yoke Lake. The primary Third Generation activity related to drainage systems is to periodically review the advantages and disadvantages of ditch authority and to reconsider jurisdiction.

Goal Area E. Drainage Systems

Goal E.1. Continue current Hennepin County jurisdiction over county ditches in the watershed.

Drainage System Actions:

- a. Periodically reconsider the appropriate jurisdiction over the county ditches in the watershed.

4.2.6 Operations and Programming

These goals guide the routine programs and operations of the Commission, and include the education and outreach program; maintenance of rules and standards; the annual monitoring program; and programs and activities to stay abreast of changing standards and requirements, search for grant and other funds to supplement the regular budget, and operate a capital improvement program and share in the cost of projects.

Goal Area F. Commission Operations and Programming

- Goal F.1. Identify and operate within a sustainable funding level that is affordable to member cities.
- Goal F.2. Foster implementation of TMDL and other implementation projects by sharing in their cost and proactively seeking grant funds.
- Goal F.3. Operate a public education and outreach program prioritizing elected and appointed officials education and building better understanding between all stakeholders.
- Goal F.4. Operate a monitoring program sufficient to characterize water quantity and quality and biotic integrity in the watershed and to evaluate progress toward TMDL goals.
- Goal F.5. Maintain rules and standards for development and redevelopment that are consistent with local and regional TMDLs, federal guidelines, source water and wellhead protection requirements, nondegradation, and ecosystem management goals.
- Goal F.6. Serve as a technical resource for member cities.

Operations and Programming Actions:

- a. Annually review the budget and Capital Improvement Program and convene a professional Technical Advisory Committee to identify and prioritize projects.
- b. Convene Citizen Advisory Committees as necessary to advise the Commission and to assist in program development and implementation.
- c. Prepare and implement an annual monitoring plan and provide annual reporting.
- d. According to the schedules set forth in TMDL Implementation Plans and WRAPS studies, every five years evaluate progress toward meeting those water quality goals, and adjust the Implementation Plans as necessary to achieve progress.
- e. Periodically review the development rules and standards for adequacy and make revisions as necessary.
- f. Coordinate water resources management between the Commission, Three Rivers Park District, and the member cities.



Metro Watershed Districts & WMOs

Performance Standards Checklist Guidance

Spring 2016

General Instructions: The Performance Standards checklist is to be used as part of BWSR's Level II PRAP review process. The purpose of this part is to provide an overview of your district's operations in four areas: administration, planning, execution, and communication/coordination.

The performance standards cover basic or required practices (■) and high performance practices (★). We expect each organization to meet all of the basic practice standards. The high performance standards describe the practices of high performing organizations and are met less frequently. Organizations will receive BWSR commendations for compliance with high performance standards. Any unmet high performance standards can serve as stretch goals for performance improvement.

Administration

- Activity report: annual, on-time
Annual activity reports are due to BWSR within 120 days of the end of the calendar year. The content is specified in [MN Rule 8410.0150 Subp. 3](#).
- Financial report and audit completed on time
The financial and audit reports are required by [MN Rule 8410.0150](#) and must be submitted within 180 days of the end of the organization's fiscal year.
- Drainage authority buffer strip report: submitted on time
If the organization is the local drainage authority, the annual buffer strip establishment and inspection report required by [MS Chap. 103E.067](#) must be submitted to BWSR by February 1 each year. If the organization is not the drainage authority, enter "N/A" for this item.
- eLink Grant Report(s): submitted on time
Reporting the results of work done with BWSR grant funds is via the web-based eLink system. Grant results reporting must be completed by February 1st and meet the content requirements of the particular grant. Organizations without grants requiring eLink reporting should enter N/A. Further guidance is available at <http://www.bwsr.state.mn.us/grants/reporting.html>.
- Rules: date of last revision or review
Watershed Districts only. The date of the last revision or adoption of district rules (month and year) should be entered in the space on the form. Rules reflect the authority of the district and must be kept relevant to the changing conditions within the district. Organizations other than Watershed Districts should enter N/A.
- Personnel policy: exists and reviewed/updated within last 5 years
A personnel policy includes such procedures as how staff are compensated, hired and dismissed, and also how benefits are provided and used. A written document provides consistency in the board's decisions on staff-related issues. If there are no in-house staff, enter N/A for this standard.

Performance Standards Checklist Guidance • Page 2

- Data practices policy: exists and reviewed/updated within last 5 years
A data practices policy describes how the organization responds to requests for information submitted under the Minnesota Data Practices Act (MS Chap. 13). Guidance for local governments is available at <http://www.ipad.state.mn.us/docs/accessmain.html>. To check “yes” the organization must have a local policy and have reviewed it (determined that it is up-to-date) or updated it within the past 5 years.
- Manager appointments: current and reported
Watershed Districts only. This standard reports compliance with [MS Chap. 103D.311 Subp. 4](#). BWSR is one of the entities that must be notified of appointments made to the board of managers. Organizations other than Watershed Districts should enter N/A.
- Consultant RFP: within 2 years for professional services
MS Chap. [103B.227 subd. 5](#) requires biennial solicitations for consultant services. Organizations that check “yes” will have requested interest proposals within the previous two years.
- ★ Administrator on staff
Watershed Districts only. Record “yes” if the district contracts for or employs a person designated as the district administrator. In general the administrator serves as lead staff to the board of managers and coordinates the overall administrative, project, regulatory, and public involvement operations of the district. Organizations other than Watershed Districts should enter N/A.
- ★ Board training: orientation and cont. ed. plan and record for each board member
Organizations who meet these standards will provide for a mandatory orientation session(s) for new board members. There will also be a training plan, which can be individually tailored, for each board member to enhance skills or technical expertise related to their service to the organization. The organization will also maintain a record of what elements of the plan each board member has completed.
- ★ Staff training: orientation and cont. ed. plan and record for each staff member
Organizations who meet these standards will provide for a mandatory orientation session(s) for new staff members. There will also be a training plan, which can be individually tailored, for each staff person to enhance skills or technical expertise related to their service to the organization. The organization will also maintain a record of what elements of the plan each staff member has completed. Organizations without in-house staff should enter “N/A” for the staff training item.
- ★ Operational guidelines for fiscal procedures and conflicts of interest exist and are current
Operational guidelines are written procedures and policies that are used to inform and guide the operation of the organization. There is no prescribed format or content for these. However, the Minnesota Office of the State Auditor website <http://www.auditor.state.mn.us/default.aspx?page=pitfalls> has helpful information for local government, including guidelines for fiscal procedures and conflicts of interest. BWSR also has examples of good operating guidelines.
- ★ Public drainage records: meet modernization guidelines
Organizations that serve as the public drainage authority will meet this standard if they have upgraded their drainage system records to meet the Drainage Records Modernization

Guidelines. These guidelines are explained at www.bwsr.state.mn.us/drainage/index.html. Organizations that are not the public drainage authority should enter "N/A" for this item.

Planning

- Watershed management plan: up-to-date
This standard identifies whether the organization is operating under a management plan that is not overdue for revision.
- City/twp. local water plans not yet approved
Record the total number of cities or townships that are overdue for approval by the organization.
- Capital Improvement Program: reviewed every 2 years
A capital improvement program is defined in [MS Chap. 103B.205 Subp. 3](#) and is listed as a required management plan component in [MR 8410.0150 Subp. 3e](#). Organizations that meet this standard will review their capital improvement program at least once every 2 years.
- ★ Biennial Budget Request submitted on time
BWSR encourages watershed organizations contemplating applying for competitive grants to use the Biennial Budget Request (BBR) form and process as a planning tool and means to notify funding sources of planned projects in advance. As BBRs are only submitted biennially, the organizations that meet this high performance standard will have submitted a BBR within the past 24 months. There is detailed guidance at <http://www.bwsr.state.mn.us/grants/bbr/index.html>.
- ★ Strategic plan identifies short-term activities & budgets based on state and local watershed priorities
Organizations that meet this high performance standard will periodically develop and use a short-term, strategic plan to set priorities for annual budgets and work plans based on the watershed management plan objectives, state agency watershed priorities, and the CIP. State watershed priorities include the schedule for intensive watershed monitoring and watershed restoration and protection strategies.

Execution

- Engineer Reports: submitted for DNR & BWSR review
Watershed Districts Only: Record a "yes" if during the last five years all required engineer reports for district projects have been submitted for DNR and BWSR review and comment, as required by [MS Chap. 103D.711 Subd. 5](#). Organizations other than Watershed Districts should enter N/A.
- Total expenditures per year (past 10 years)
This is the organization's total expenditures from all sources of funds with a dollar amount for each of the last 10 years for which data are complete. These data are one indicator of trends in the level of organization activity. A table is provided at the bottom of the Part 2 checklist to enter these amounts.
- ★ Water quality trends tracked for key water bodies
Organizations that meet this standard will have identified key water bodies in their organization and have an established monitoring program to track the water quality of those

water bodies as required by [MR 8410.0060 Subp. 1f](#). The water quality data can be used to set priorities for strategic and annual activity planning and projects.

★ Watershed hydrologic trends monitored / reported

Organizations that meet this high performance standard will regularly measure one or more hydrologic parameters for their watershed or sub-watersheds and report the results. Selected parameters should be indicators of the effectiveness of water retention efforts, changes in impervious surface coverage, and hydrologic connectivity and be used to identify trends in peak flows, runoff volumes, baseflow, and other hydrologic characteristics related to the organization's watershed management objectives.

Communication and Coordination

- Website: contains information as required by [MR 8410.0150 Subp. 3a](#), i.e. board meeting information, contact information, water plan, among others

These basic elements must be available for review on the organization's website and be updated within a reasonable amount of time after changes to any one element. For website grant reporting requirements, see guidance at <http://www.bwsr.state.mn.us/grants/reporting.html>.

- Functioning advisory committee(s): recommendations on projects, reports; maintains 2-way communication with board

Organizations have both a citizens' and a technical advisory committee or can combine them into one. To meet this standard the organization's advisory committee(s) meets regularly, submits recommendations and/or comments on organization projects and reports, or other products. There is regular communication between the advisory committee(s) and the board.

- Communication piece sent within last 12 months; indicate target audience

A communication piece can be a newsletter, press release for publication in local newspapers, enclosure with regular local government mailings, etc. that highlight the work and program opportunities of the watershed organization. Content requirements are described in MN Rule [8410.0105 Subp. 4](#). Check "yes" if your County has sent out a communication piece within the last 12 months, and indicate who the primary target audience for the piece was.

- ★ Track progress for I & E objectives in Plan

Organizations that meet this high performance standard will have public information and education objectives in their management plan, and will have developed measures and data that they are tracking to determine their progress in meeting those objectives. Types of outcomes could include changed attitudes and behaviors, increased participation in organization programs, and increased demand for organization assistance with water management projects.

- ★ Coordination with County Bd and City/Twp officials

Organizations that meet this high performance standard will have regular contact and coordination by their managers or staff with their county commissioners, city and township officials. Coordination activities include giving periodic status reports at county or municipal board meetings, inviting local elected officials or staff to attend board of managers meetings, or establishing a liaison person for regular consultation with local government staff.

- ★ Partnerships: cooperative projects/tasks with neighboring organizations, such as counties, soil and water districts, watershed districts and non-governmental organizations
- Organizations that meet this high performance standard will have conducted or coordinated programs and projects with other local government, or non-governmental entities (e.g., local lake association). Programs will include sharing in education, monitoring, planning, and project implementation efforts.*

BWSR PERFORMANCE REVIEW AND ASSISTANCE PROGRAM

Level II Review: Assessing Progress Toward Plan Objectives

Name of Organization:

Contact Person (Name and contact info.):

Part 3: Discussion Questions

How to use this form: Please schedule a special meeting or designate time at a regular board meeting to fill out this form. Make sure you invite your BWSR board conservationist to attend the meeting. He or she will observe the discussion and can explain the review process. Your answer to each of the following questions should be based on discussion among board or advisory committee members and principal staff and must reflect the consensus of those people. Return the completed form in electronic format to the BWSR PRAP coordinator. Remember: *your responses on this form become public information.*

1. **How often does your board review your plan or assess progress on planned objectives?**
2. **Where has your organization made the most progress in implementing your plan objectives in the past few years? To what do you attribute that progress?**
3. **For which objective(s) has your organization had the most difficulty making progress? What are the most likely reasons for this lack of progress?**
4. **Since the plan was completed, have there been any unforeseen opportunities or problems that have influenced your board's decisions about which objectives to pursue? Explain those influences.**
5. **What are the five most significant factors that are affecting (positively or negatively) your organization's ability to implement your planned objectives?**
 - a.
 - b.
 - c.
 - d.
 - e.
6. **For which of the factors listed in #4 would your organization like some assistance for either taking better advantage of positive factors or overcoming negative factors? Identify the type of assistance that would be most helpful.**
7. **How will your organization use any of the information you gained from this review in communicating or working with your partners and customers?**

MEMORANDUM

TO: Pioneer-Sarah Creek Watershed Management Commission
 FROM: James Kujawa, Hennepin County Dept. of Environment and Energy
 DATE: February 9, 2017
 SUBJECT: Staff Report

2007-14W Murry Ball Wetland Bank, Greenfield.* The trustees of the Ball estate are requesting certification of the wetland banking credits for this site in Greenfield. The wetland bank was approved by the Commission in May of 2008. Since that time the applicant's estate has gone into trusteeship. The site has developed according to the original plan and the trustee has now requested the wetland bank credits be certified. Final credits requested for certification are 9.1485 acres. The Technical Evaluation Panel (TEP) met on the site this fall and recommended the wetland credits be certified by the LGU. **ACTION: Approve certification of 9.1485 acres for wetland banking credits per the BWSR Application to Deposit Wetland Credits Into the Minnesota Wetland Bank dated February 6, 2017 and signed by the TEP members February 7, 2017.**

2013-04 Franklin Hills Second Addition, Independence. This is a 41-acre site located at the westerly terminus of Franklin Hills Road approximately one mile south of CR 11 on the west side of CR 90. There is currently one home site on this parcel. It is proposed to be subdivided into six residential lots. Grading is proposed for the extension of Franklin Hills Road into two cul-de-sacs, or approximately 1100 feet of public street access to the new lots. An existing pond will also be expanded during the grading process. Each home site will be graded individually when building permits are issued. 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 of 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.

2015-02 Serenity Hills, Independence. This is a 56-acre agriculture parcel that straddles both sides of Koch's Crossing just west of Independence Road. The applicant is proposing to subdivide the property into a cluster type development with 14 single-family residential lots (29.5 acres) and two large outlots (26.5 acres). As part of this project, Koch's Crossing is proposed to be vacated and relocated 700 feet south of the current road. This development triggers the Commission's review for stormwater management (quantity and quality), grading and erosion control. The project review and findings were included in the February packet. This project was approved by the Commission at their July meeting contingent upon: 1) The appropriate pipe or rock rip rap channel being designed for water flows over the stream bank in the northeast corner of Outlot A, and 2) the City of Independence agreeing to maintain the stormwater facilities, or a stormwater management agreement and operation and maintenance plan being approved by the City and the Commission and recorded on the property deed. Item 1 has been resolved **and the recorded operation and maintenance agreement has been received. This item will be removed from the report.**

2016-02W Budd Avenue Utility and Street Improvement Project, Maple Plain. The City is proposing to reconstruct Budd Avenue between Independence Street and their north border with Independence (approximately 1300 feet). The Commission reviewed the site based on 583 SF of wetland impacts (wetland replacement plan) and for compliance with the Commission's Third Generation Plan. The Commission approved the wetland replacement plan and project at their July meeting. **The BWSR transaction to transfer credits has been processed and is awaiting BWSR signatures before this item can be removed from the report.**

2016-05 Proto Labs Parking Lot Expansion, Maple Plain. Proto Labs is expanding their parking area into two vacant lots just east of their existing facility in the Maple Plain Industrial Park. The site is located just north of Highway 12. 2.79 acres of new impervious areas will be created with this expansion. Based on the Commission's stormwater management plan, this site must be reviewed for compliance to the Commission's stormwater management, grading and erosion control standards. No wetlands or floodplains are located in the expansion lots. 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.

BUFFERS IN THE WATERSHED

Kirsten Barta, Rural Conservationist at HCEE, conducted an initial buffer analysis of the Pioneer-Sarah Creek watershed. She identified approximately 800 impacted parcels. Of these, 22 are currently non-compliant and 35 need further field review.

Barta continues to contact landowners who appear to be not compliant, discussing the Buffer Law information with them, and meeting with them or setting up spring meetings with them as requested. The five properties located along the Minnehaha Creek watershed border were found to be compliant or needed no further review.

PIONEER-SARAH CREEK TMDL AND WRAPS

Both the WRAPS Plan and TMDL study are available for a 30-day stakeholder review. Both reports are available on the Commission's website at <http://www.pioneersarahcreek.org/wraps.html> and on the MPCA website at <https://www.pca.state.mn.us/water/tmdl/pioneer-sarah-creek-watershed-restoration-and-protection-strategy-tmdl-project>

Staff has sent notices to stakeholders and other interested folks. Comments should be submitted to Rachel Olmanson, MPCA Project Manager, at Rachel.Olmanson@state.mn.us by **March 8, 2017**. Comments can be informal; a formal written letter is not required.

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