

**REGULAR MEETING MINUTES**  
**February 20, 2020**

**1. CALL TO ORDER.** A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order at 6:01 p.m., Thursday, February 20, 2020, by Chair Joe Baker at Maple Plain City Hall, 5050 Independence Street, Maple Plain, MN.

Present: Mark Workcuff, Greenfield; Joe Baker, Independence; Brenda Daniels, Loretto; John Fay, Maple Plain; Pat Wulff, Medina; John Tschumperlin, Minnetrista; Andrew Vistad, Hakanson-Anderson, Brian Vlach, Three Rivers Park District (TRPD); and Amy Juntunen, JASS.

Also Present: Kyal Klawitter, Greenfield; Scott Johnson, Medina; Kirsten Barta, Kris Guentzel and Paul Stewart, Hennepin County Environment and Energy (HCEE); and Diane Spector, Wenck Associates.

**2. AGENDA.** Item 5.b. Old Projects/Jim Kujawa is added under Action Items. Item 10.a. Baker Park Ravine Update is moved to follow New Business. Motion by Tschumperlin, second by Daniels to approve the agenda as revised. *Motion carried unanimously.*

**3. CONSENT AGENDA.**

**a. January Regular Meeting Minutes.\*** Motion by Fay, second by Wulff to approve the minutes with the following change:

**9. Baker Park Ravine.** ~~Currently, the project is over budget.~~

*Motion carried unanimously.*

**b. February Monthly Claims/Treasurer's Report/Quarterly Financials.\*** Claims total \$21,373.71. Motion by Tschumperlin, second by Wulff to approve the Treasurer's Report and Claims as presented. *Motion carried unanimously.*

**4. OPEN FORUM.**

**5. ACTION ITEMS.**

**a. Election of officers.** Motion by Wulff, second by Daniels to re-elect the current officers: Chair – Baker; Vice Chair – Fay; Secretary – Daniels; Treasurer – Tschumperlin. *Motion carried unanimously.*

**b. Old Projects / Jim Kujawa.** A member City approached the Commission seeking information from a past project where the Commission acted as the WCA LGU. Although the information was provided to the City at the time of this project, the City did not keep the records. Staff is requesting authority to consult with former technical services provider, Jim Kujawa, regarding questions about past projects that current Staff is unable to answer.

Commissioners agreed to allow Vistad to consult with Jim Kujawa on an as-needed basis. However, the cost of consultation must be billed by Hakanson Anderson to the member City requesting the information.

**6. OLD BUSINESS.**

**7. NEW BUSINESS (see Staff Report\*).**

**County Cost Share Projects.** Barta detailed the County cost share program. For projects on private land only, the County can fund up to 75% with the 25% match remainder paid by the landowner and/or other contributing organizations such as the Commission, City or lake association, but not with any type of state funds or grant. The

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

\*Included in meeting packet.

landowner match can be paid in kind or in cash. The landowner hires the contractor to perform the work and is reimbursed once the installation is complete and proper documentation provided. Projects are usually expected to have a 10+ year life span and be maintained by the landowner. Periodic inspections, along with an operations and maintenance plan, are required.

Common projects include grassed waterways, manure storage, cover crops, exclusion fencing, alternative tile intakes, shoreline/stream bank restoration and buffers, swales and bio-retention, and shelterbelts/windbreaks. Cost share grants are usually awarded in amounts from \$3,000-\$7,000. Alternative funding is available for larger projects and projects on public land through other programs. Projects with a cost over \$10,000 should be included on the Commission's Capital Improvement Plan. Neighborhood raingardens are not normally funded due to the low amount of reductions.

Baker requested that Barta make the same presentation at an upcoming Lake Sarah Improvement Association (LSIA) meeting.

Barta noted that she is applying for a Multi-Purpose Drainage Grant for county-wide ditch maintenance, including in the Pioneer-Sarah Creek watershed.

## 8. GRANT OPPORTUNITIES.

**Baker Park Ravine Update.** A progress report\* submitted for the Clean Water Fund grant was included in the meeting packet. Grant reporting is due annually at the end of January. A second additional erosion area was identified and addressed through a recent change order administratively approved by staff while the vendor was on-site. The project was substantially completed on February 14, 2020 and most large equipment has been removed from the site. Vegetation growth will be inspected this spring and once growth is confirmed, the project will be considered completed and final reimbursements will be made.

Vlach will make a presentation at the next Lake Independence Citizen's Association (LICA) meeting on April 11. A written presentation and before and after photos will be provided to the Commission.

The project is expected to be under budget, even with the two change orders, though final numbers are not yet available. As long as the grant period is open, any remaining funds can be used for additional planting or project repairs as needed. Cost under-runs will be divided on the same percentage basis as the project with portions going back to the grant and contributing partners. Partners will be invoiced for their share of the project once the project is finalized and all costs are accounted for.

Tschumperlin will arrange a meeting with administrative staff regarding creation of a project management procedure for change orders that may arise between meetings and need timely decisions.

## 9. WATERSHED MANAGEMENT PLAN.

**a. Homework.\*** Spector led Commissioners through each of the homework questions soliciting their answers regarding the role of the Commission in the community, accomplishments of the Commission, problems/issues identified, and goals for the next 10 years. Spector will compile the information completed from the written answers, along with a similar survey for the TAC and an online citizen survey.

**b. Agency responses.\*** Response letters were received from BWSR, DNR, MPCA and Met Council. Most responses were fairly boiler-plate, but each Commissioner noted specifics from each letter to discuss, such as moving toward aquatic ecosystem improvements rather than meeting a TP standard, the Crow River WRAPS, partnering for cost share grants or septic inspections, developing model ordinances regarding septic inspections, and pursuing reuse options in developments.

**c. Progress update.\*** The planning process is on schedule with the background work and there are no foreseen issues with meeting the established timeline. The process is also on budget. An informal draft of the plan is expected to be available for the April regular meeting for review and distribution for informal comments by cities/agencies.

d. **Next steps.** A TAC meeting will be convened prior to the next Commission meeting. At the next Commission meeting the data will be translated into actions the Commission plans to pursue. Then the TAC will translate those actions into a plan of projects and programs that will be presented at the April Commission meeting. Once this plan is approved by the Commission, another public meeting will be held to inform citizenry and solicit their feedback. Public input sessions may be used in place of a formal CAC.

*Working Schedule.*

- 1) ~~November 13, 2019 – 60 day notice to cities, agencies, other stakeholders.~~
- 2) ~~November 21, 2019 – Award contract.~~
- 3) ~~December-January 2020 – Compile data, background work~~
- 4) ~~January 16, 2020 – Kickoff meeting~~
- 5) Feb-Mar-Apr Commission, TAC, CAC meetings, Open House
- 6) April 16, 2020 - Preliminary draft for informal review
- 7) May 21, 2020 - Review preliminary comments and revise plan
- 8) June 18, 2020 - Review final draft plan and authorize start of 60 day review
- 9) August 21, 2020 - Approximate end of 60-day review
- 10) Sept 17, 2020 - Public Hearing
- 11) Sept-Oct-Nov 2020 - Agency review and approval
- 12) Dec -Jan 2021 - Commission adoption

***All following items will be moved to the March agenda.***

**10. EDUCATION.**

**2020 Salt Symposium and sponsorship opportunity.\***

**11. COMMUNICATIONS.**

**12. STAFF REPORT.\***

**2019 and 2020 Work plans** will be Emailed to Commissioners and Staff by February 28. Commissioners and Staff are requested to review and return comments to the administrative office by March 10. The final Work Plans will be presented for comment and acceptance at the March 19 meeting.

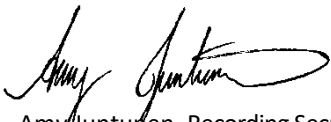
**13. COMMISSIONER REPORTS.**

**14. OTHER BUSINESS.**

The **next regular meeting** is scheduled for March 19, 2020.

**15. ADJOURNMENT.** There being no further business, motion by Fay, second by Daniels to adjourn. *Motion carried unanimously.* The meeting was adjourned at 9:16 p.m.

Respectfully submitted,



Amy Juntunen, Recording Secretary  
AAJ:tim

Z:\Pioneer-SarahCreek\Meetings\Meetings 2020\02 Minutes.docx