



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

March 8, 2018

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

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

Dear Representatives:

A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission will be held Thursday, March 15, 2018, at 6:00 p.m., at the Discovery Center, 5050 Independence Street, Maple Plain, MN.

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

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

Regards,

Judie A. Anderson  
Administrator  
JAA:tim

cc: Alternates  
Jim Kujawa, Kirsten Barta, HCEE  
Joel Jamnik, Attorney  
Brian Vlach, TRPD

City Clerks  
Met Council  
official newspapers  
Diane Spector, Wenck Associates

MPCA  
BWSR  
DNR

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

# Technical Memo



Responsive partner.  
Exceptional outcomes.

**To:** Shingle Creek/West Mississippi WMC Commissioners

**From:** Ed Matthiesen, P.E.  
Diane Spector

**Date:** March 2, 2018

**Subject:** Watershed-Based Funding Pilot Update

A second “pre-meeting” of watershed administrators was held February 27, 2018 to discuss options for allocating the Metro Area One Water One Plan (1W1P) Watershed-Based Funding Pilot Program dollars over the next few years. Diane Spector attended for the watersheds, and Commissioner Bert Orred from Crystal attended as well. Amy Juntunen was also present to represent the Elm Creek and Pioneer-Sarah Creek Commissions.

As a reminder, Hennepin County will be receiving \$1.018 million per year for the next two years, to be expended by December 31, 2021. The group discussed several issues and will meet one more time before Hennepin County convenes the formal planning meeting to which all eligible entities will be invited.

1. One question from the previous meeting was whether all 57 cities and watersheds in the county would be eligible and involved in deciding priorities and writing the work plan for the coming planning period. BWSR did confirm that all 57 entities are eligible to apply, but that any activities and projects must be in a watershed plan. Projects that are on a city CIP but not on a watershed CIP by July 1, 2018 are not eligible. In addition, all 57 entities are eligible to participate in the planning process. However, when the formal meeting invitation is issued, a city can decline to participate, or simply not attend the formal meeting, which will be considered declining. A city that declines to participate can still apply for funding for a project through the watershed if it is on the watershed’s CIP.
2. The group heard updates from the approaches being considered by other counties, which tend to lean towards simply passing through the funds to the WMOs in the county based on some formula, typically 50% land area/50% tax base.
3. There was extensive discussion initiated by Diane to consider allocating some amount of funds “off the top” to undertake collaborative activities regarding chloride management. All agreed that it was something everyone had in common, and could benefit from a wider ranging, more visible approach. Topics discussed include more and wider geographical range of certification workshops; mass marketing; possible partnership with the Minnesota Nursery and Landscape Association (MNLA), which is already spearheading the StopOverSalting movement and the proposed limited liability legislation; targeted outreach to churches, school districts, multi-housing associations, etc.; and possibly a small grant program to help smaller owner-operators to afford to retrofit their equipment and purchase items such as temperature sensors, etc. to help them make more informed

decisions about rates of salt application. An ad hoc subcommittee volunteered to flesh out this idea and come up with a rough cost estimate.

4. One of the options discussed at the first pre-meeting was considering allocating funds and making prioritization decisions based on basins (see Figure 1). The watershed representatives spent a few minutes in their basin groups to talk about their potential priorities. For the Minnesota River basin, the priority was on chloride reduction. For the Mississippi River basin, it was on nutrient reduction and chloride reduction. For the Crow River basin, it was nutrient reduction, noting that they were especially dependent on willing landowners.
5. The group preliminarily discussed the following three funding options below for further refinement and presentation at the formal planning meeting:
  - a. Set aside a \$ amount for chloride mgmt, allocate the balance on either b) or c) below;
  - b. Allocate the full amount to basins based 50% land area/50% tax base, basin WMOs would then allocate based on their own strategies; and
  - c. Allocate the full amount to WMOs based 50% land area/50% tax base
6. Next steps: a subcommittee of watershed reps (including Diane) will meet over the next few weeks to flesh out possible collaborative chloride management ideas and rough costs, and basin reps will flesh out their priority projects.
7. The informal group will meet one more time to refine options to be presented to the formal planning group in 6-8 weeks and to discuss possible priority projects (the Commissions' current CIPs are in Tables 3 and 4). The final work plan, priorities, and measurable outcomes must be completed by June 30, 2018.

**Table 1. Allocations to major basins based 50% land area/50% tax base.**

Basin	Estimated Annual \$	WMOs in Basin
Minnesota	\$219,048	Riley-Purgatory-Bluff Cr WD, Nine Mile Cr WD, Lower Minnesota WD, Richfield-Bloomington WMO
Mississippi	\$784,147	Bassett Cr WMO, Elm Cr WMO (part), Minnehaha Cr WD, Mississippi WMO, Shingle Cr WMO, West Mississippi WMO
Crow	\$64,783	Elm Cr WMO (part), Pioneer-Sarah Cr WMO

**Table 2. allocations to WMOs based 50% land area/50% tax base.**

	Simple Allocation (50/50)
Lower Minnesota WD	\$34,638
Minnehaha Creek WD	\$276,923
Nine Mile Creek WD	\$102,104
Riley Purgatory Bluff Creek WD	\$62,098
Bassett Creek WMO	\$76,185
Elm Creek WMO	\$149,456
Mississippi WMO	\$116,559
Pioneer Sarah Creek WMO	\$64,784
Richfield-Bloomington WMO	\$20,208
Shingle Creek WMO	\$75,690
West Mississippi WMO	\$39,355

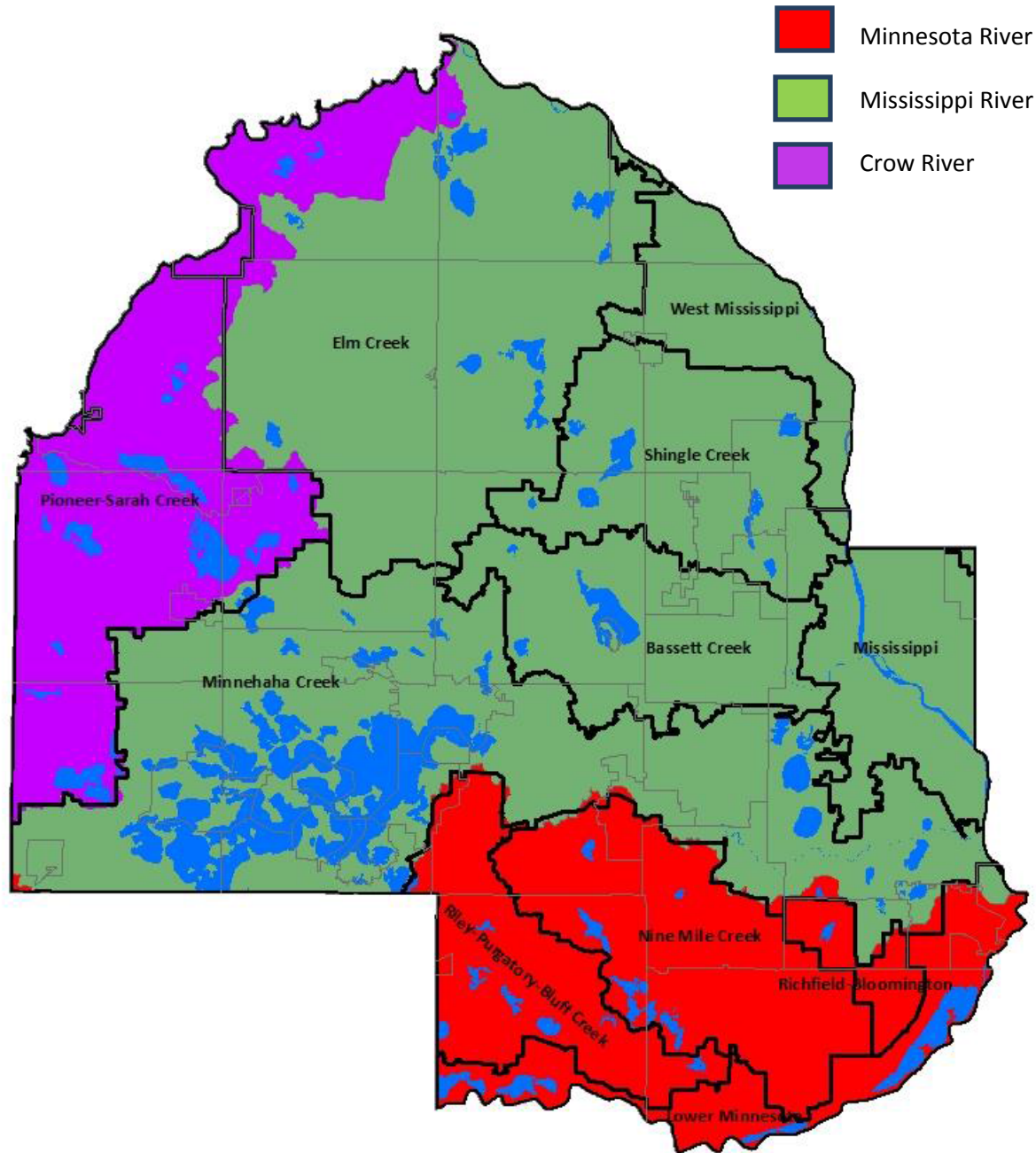


Figure 1. Watershed Management Organizations (WMOs) by major basin.

**Table 3. Most current Shingle Creek WMO CIP.**

<b>CAPITAL IMPROVEMENT PROGRAM</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Cost Share Program	200,000	200,000	200,000	200,000	200,000
Commission Contribution	100,000	100,000	100,000	100,000	100,000
Local Contribution	100,000	100,000	100,000	100,000	100,000
Maple Grove Pond P57		648,000			
Commission Contribution		162,000			
Local Contribution		486,000			
Maple Grove Pond P33		574,000			
Commission Contribution		143,500			
Local Contribution		430,500			
Maple Grove Pond P55			855,000		
Commission Contribution			213,800		
Local Contribution			641,200		
Shingle Cr Brookdale Pk Habitat Enhncmnt		150,000			
Commission Contribution		37,500			
Local Contribution		112,500			
Lake Internal Load Improvement Project	200,000		200,000		200,000
Commission Contribution	200,000		200,000		200,000
Local Contribution					
Mpls Webber Park Stream Restoration		500,000			
Commission Contribution		125,000			
Local Contribution		375,000			
Shingle Cr Restor, Regent/Brooklyn Blvd			400,000		
Commission Contribution			100,000		
Local Contribution			300,000		
Mpls Flood Area 5 Water Quality Projects		6,000,000			
Commission Contribution		250,000			
Local Contribution		5,750,000			
Shingle Cr or Bass Cr Restor Project	500,000	500,000			
Commission Contribution	125,000	125,000			
Local Contribution	375,000	375,000			
Becker Park Infiltration Project	2,500,000				
Commission Contribution	250,000				
Local Contribution	2,250,000				
Palmer Creek Estates Bass Cr Restor				450,000	
Commission Contribution				112,500	
Local Contribution				337,500	
Partnership Cost-Share BMP Projects	100,000	100,000	100,000	100,000	100,000
Commission Contribution	50,000	50,000	50,000	50,000	50,000
Local Contribution	50,000	50,000	50,000	50,000	50,000
<b>TOTAL PROJECT COST</b>	<b>3,500,000</b>	<b>8,672,000</b>	<b>900,000</b>	<b>750,000</b>	<b>500,000</b>
<b>TOTAL COMMISSION SHARE</b>	<b>725,000</b>	<b>993,000</b>	<b>663,800</b>	<b>262,500</b>	<b>350,000</b>
<b>TOTAL CITY SHARE</b>	<b>2,775,000</b>	<b>7,679,000</b>	<b>450,000</b>	<b>487,500</b>	<b>150,000</b>

**Table 4. Most current West Mississippi WMO CIP.**

<b>CAPITAL IMPROVEMENT PROGRAM</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Cost Share Program	100,000	100,000	100,000	100,000	100,000
Commission Contribution	50,000	50,000	50,000	50,000	50,000
Local Contribution	50,000	50,000	50,000	50,000	50,000
Mississippi Crossings Phase A Rain Gardens					
Commission Contribution					
Local Contribution					
Mississippi Crossings Phase B Infiltration Vault	200,000				
Commission Contribution	50,000				
Local Contribution	150,000				
Champlin Woods Trail Rain Gardens		180,000			
Commission Contribution		45,000			
Local Contribution		135,000			
Wetland Restoration Project		250,000			
Commission Contribution		62,500			
Local Contribution		187,500			
New Project					
Commission Contribution					
Local Contribution					
<b>TOTAL PROJECT COST</b>	<b>\$300,000</b>	<b>\$530,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>TOTAL COMMISSION SHARE</b>	<b>100,000</b>	<b>157,500</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>TOTAL CITY SHARE</b>	<b>200,000</b>	<b>372,500</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

Z:\Watersheds - Shared\BWSR Funding\M-wbf update february\_v2.docx



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

## REGULAR and PUBLIC MEETING AGENDA

March 15, 2018 • 6:00 pm

Maple Plain City Hall @ The Discovery Center  
5050 Independence Street, Maple Plain

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

1. Call to Order.
2. Approve Agenda.\*
3. Consent Agenda.
  - a. February regular meeting minutes.\*
  - b. March Monthly Claims/Treasurer's Report.\*
    - 1) WaterShed Partners membership.
    - 2) Refund/retain WCA escrows.\*
4. Action Items.
  - a. Revised 2017 Work Plan.\*
  - b. Assign Funding for Next Generation Management Plan.  
Consultant cost to prepare Third Gen Plan = \$50,570 + Admin costs = \$13,301. For a Third Gen Plan **update** Commission would be required to review its goals and policies, update the land use maps and the monitoring and education programs, do a self-assessment, and revise the CIP. Two Commission meetings, one public meeting.
5. Open Forum.
6. Old Business.
  - a. 2018 CIP Update.
    - 1) *Add:* Lake Independence 5-year Alum Treatment.
    - 2) *Remove:* MP-6 Maple Plain South Ravine Clean-up, 2018, \$260,000.
    - 3) Request for projects from member cities.
  - b. Watershed-Based Funding Pilot Update.\*
7. New Business.
  - a. 2018 Work Plan\*\* – *will be emailed March 13.*
8. Staff Report.\*
9. Education.
  - a. 319 Grant Application – Nutrient Reduction through Better Lawn Maintenance Workshops – Fortin Consulting.\*
  - b. Metro Blooms Workshops.\*
  - c. WaterShed Partners Annual Report – *previously emailed.*
10. Communications.
11. Commissioner Reports.
12. Other Business.
13. Adjournment. (Next scheduled meeting-April 19, 2018)      \* in meeting packet    \*\*available at meeting

*Capital Improvement Project List*

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



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

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



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

## REGULAR MEETING MINUTES February 15, 2018

**1. CALL TO ORDER.** A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order at 6:03 p.m., Thursday, February 15, 2018, by 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; Pam Mortenson, Minnetrista; Kirsten Barta, Hennepin County Environment and Energy (HCEE); Brian Vlach, Three Rivers Park District (TRPD); and Amy Juntunen, JASS.

**Also present:** Scott Johnson, Medina, and Steve Christopher, Board of Soil and Water Resources (BWSR).

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

**3. CONSENT AGENDA.** Motion by Daniels, second by McLaughlin to approve the Consent Agenda with one change to the minutes as noted below. *Motion carried unanimously.*

**a. January Regular Meeting Minutes.\*** Correct item 8.b. to note that the fish barrier may be installed as part of the Ardmore Neighborhood project, not Baker Ravine.

**b. February Monthly Claims/Treasurer's Report.\*** Claims total \$5,560.66.

**4. ACTION ITEMS.**

**a. Election of Officers.** Motion by McLaughlin, second by Cook to elect the same officers as the previous year: Chair, Baker; Vice Chair, Fay; Secretary, Daniels; Treasurer, Cook. *Motion carried unanimously.*

**b. Annual Appointments.** Motion by Daniels, second by McLaughlin to renew the same appointments as the previous year: Official Depositories, US Bank and 4M Fund; Deputy Treasurer, Judie Anderson; Auditor, Johnson & Company; Official Newspaper, Crow River News. *Motion carried unanimously.*

**c. Project Reviews.** No action needed

**d. Revised 2017 Work Plan.\*** Baker will send commentary re the March 2017 meeting with Baker, Brad Spencer, and Kevin Bigalke at BWSR to Judie Anderson by the end of next week.

**e. Steam Monitoring.** The 2018 budget calls out \$7,600 for routine monitoring in 2017. Vlach recommended continuing to monitor Pioneer Creek at Copeland Road and Pagenkopf, and Sarah Creek at County Rd 92. Continuous flow monitoring may be added. Motion by Cook, second by Daniels to approve monitoring at these locations.

**f. Lake Monitoring.** The 2018 budget includes \$5,180 for TRPD to monitor lakes, as well as \$550 for one lake to be monitored through CAMP. Vlach recommended monitoring the same lakes as in 2017: Independence, Sarah, and the north and south basins of Whaletail since TRPD is monitoring most other lakes in the watershed. Cook volunteered to perform CAMP monitoring on Hafften Lake in 2018. For 2019, a volunteer should be found to monitor Ox Yoke Lake and others. Motion by Fay, second by McLaughlin to monitor Independence, Sarah, and both basins of Whaletail Lake through TRPD and to monitor Hafften Lake through CAMP. *Motion carried unanimously.*

**1) CAMP Survey.\*** Cook noted that he will write a letter to Met Council regarding the large increase in CAMP (\$210/year) monitoring costs. Baker will review and sign the letter as appropriate.

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

\*Included in meeting packet.

g. **WaterShed Partners membership.** Juntunen will send the WaterShed Partners Annual Report to Commissioners for review. Membership renewal will be discussed at the March meeting. The expense will be on the Treasurer's Report, but will be voted on as a separate item.

5. **OPEN FORUM.**

6. **OLD BUSINESS.**

a. **Updated CIP.** Projects to be added to CIP include 5-year Lake Independence Alum Treatment. The Maple Plain Ravine Cleanup should be removed as the project is not likely to go forward.

b. **BWSR Funding Update.** The first meeting was held on January 8 and detailed several ways the funding could be distributed, including competitive grants with the total county money; distribution to each watershed based on land area, taxable value, or a split of both; or distribution by major watershed basin (Minnesota, Mississippi, and Crow). The next meeting will be held February 27 at a location to be determined. Juntunen will send an invitation to the Commissioners once the location is specified.

7. **NEW BUSINESS.**

**Submerged Aquatic Vegetation (SAV) Management Policy.\*** The Shingle Creek Water Management Commission completed 13 lake TMDLs prior to 2010. One of the goals the Commission set for itself was to undertake reviews of these implementation plans to evaluate progress toward achieving the state TMDL goals every five years following adoption of the respective Implementation Plans. One discussion that usually came up was, while improvements were made to the lake, oftentimes the results included increased vegetation, whether it be native "good" plants or invasive "bad" plants. Residents were concerned that they were losing the clear open space they were expecting to accommodate access to the lake as well as recreational enjoyment. They also expected the Commission to "fix it."

The Shingle Creek Commission is now considering a vegetation management policy that would protect water quality and ecologic integrity. Members of the Commissions' Technical Advisory Committee advised the Commission that perhaps such a policy should be more metro-wide in scope since all of its member cities also are members of neighboring watersheds and it would be beneficial that the policy of each WMO be similar, if not the same. While this may not be the case in the Pioneer-Sarah Creek watershed, there may be parts of the policy that could/would apply.

The Shingle Creek Commission requested that Staff contact other WMOs with which they work to present the draft policy as a very preliminary draft for consideration. Please review the documents in the packet and provide your comments to Staff by March 1, 2018.

8. **STAFF REPORT.\***

a. **Barta** is putting together a project list for summer 2018, including at least one project in each member city. Details will be available in April to install windbreak locations to help the County meet its canopy goals. The four landowners with outstanding buffer issues within the watershed will be going to BWSR for enforcement March 1. Barta will continue to work with landowners and write county cost-share grants to help owners become compliant. A Best Practices Guide has been developed by Hennepin County and will be available soon at libraries, the NRCS office in Elk River, and electronically. Baker recognized Barta for her efforts in working with landowners re the buffer law.

b. **Vlach** provided a handout\* on carp. The grant agreement for the Baker Park Ravine Project required signature by the Commission to be complete. The work plan for the grant has been submitted and awaits BWSR approval prior to the execution of the grant. Next steps are to create the scope of work to determine costs for the channel survey and design project, after which RFPs will be developed for contractor bid. Construction is expected to begin in November.

9. **EDUCATION.**

10. **COMMUNICATIONS.**

**Wetlands Key to Keeping Harmful Nitrates Out of Waters.\***

11. **COMMISSIONER REPORTS.**

a. **Mortenson** reported that Minnetrista's State of the City address by Mayor Whelen was a success and a great community engagement opportunity.

b. **Cook** noted that Greenfield will be cleaning out two ponds this spring and good clean fill will be free to those who want to haul it away. The County Transportation Manager may contact Cook if interested in the fill.

c. **Baker.** Independence applied for an AIS County grant to install a boat cleaning station at Lake Sarah. The county is re-designing the CB-3 system for a residential neighborhood, allowing boaters to clean off their boats and tools.

Baker also met with Brad Spencer and the city administrator re a city manure management ordinance, especially the density change to net grazing area. The city currently issues permits on a case-by-case basis.

A property near Lake Independence, adjacent to Baker Park is nearing development. That development has the potential to reduce loads to the ravine area. The project has not yet been fully designed or submitted to the Planning Commission.

d. **Fay.** Maple Plain hosted a joint Planning Commission/Council meeting to discuss the 2040 Comprehensive Plan, including the local water management plan, and expects that plan to be submitted for Commission review this summer.

An open house will be held for homeowners on Independence and Howard Avenues for a Q&A session regarding the road construction project.

e. **Daniels and McLaughlin** did not have reports.


12. **OTHER BUSINESS.**

a. **2018 Appointments due from Independence.** Baker asked staff to contact the city administrator to obtain the appointments. [The Independence appointments have been received.]

b. The **next regular meeting** is scheduled for March 15, 2017.

13. **ADJOURNMENT.** There being no further business, motion by Fay, second by McLaughlin to adjourn. *Motion carried unanimously.* The meeting was adjourned at 7:07 p.m.

Respectfully submitted,



Amy A. Juntunen, Recording Secretary  
AAJ:tim

Z:\Pioneer-SarahCreek\Meetings\Meetings 2018\2 Minutes.docx

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

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

<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
3/1/18	1489	21000	Invoice: WCA Refund PCA Golf	3,850.00	
		10100	Pioneer Creek Area Golf		3,850.00
3/1/18	1490	21000	Invoice: WCA Refund Cav Run	1,946.78	
		10100	Mary Cavanaugh		1,946.78
3/9/18	1491	51200	Legal	77.50	
		10100	Campbell Knutson		77.50
3/9/18	1492	51100	Administration	902.53	
		51100	Meeting-related	1,122.36	
		51100	Bookkeeping/TR/Audit	727.59	
		51100	Annual Report	135.00	
		51400	Website	32.30	
		57000	Education	4.88	
		51120	Project Reviews	4.72	
		51130	WCA/Wetland-related	553.14	
		10100	Judie Anderson's Secretarial Service		3,482.52
3/9/18	1493	57000	2018 Membership	500.00	
		10100	WaterShed Partners		500.00
<b>Total</b>				<b>9,856.80</b>	<b>9,856.80</b>

## MEMORANDUM

**TO:** Pioneer-Sarah Creek Watershed Management Commission

**FROM:** James Kujawa, Hennepin County Dept. of Environment and Energy  
Judie Anderson, JASS

**DATE:** December 31, 2017

**SUBJECT:** Wetland Conservation Act (WCA) Escrows

The following is a summary of the outstanding Pioneer-Sarah Creek Watershed Management Commission wetland escrows and their status as of December 31, 2017:

1. **Project # 96-020 Rush Creek Farms Wetland Replacement Plan:** \$1,000 wetland replacement monitoring escrow.  
*Based on Staff review, this wetland mitigation site was constructed and monitored per the replacement plan. Commission staff and consultants have expended the \$1,000 monitoring escrow for this work.*
2. **Project # 98-031 Pioneer Creek Area Golf Wetland Replacement Plan:** \$3,850 Replacement Escrow and \$3,000 Monitoring Escrow.  
*Based on Staff review, this wetland mitigation site was constructed and monitored per the replacement plan. Commission staff and consultants have expended the \$3,000 wetland monitoring escrow toward said work. Because the replacement site was successful, the \$3,850 replacement escrow can be returned to the applicant.*
3. **Projects #2001-02/2001-09 Trunk Hwy 55 Service Road and Greenfield Commercial Park Wetland Replacement Plan:** \$2,816.44 Monitoring Escrow.  
*This wetland mitigation site was constructed and monitored per the replacement plan and Commission conditions. Staff time and expenditures for this work were in excess of the remaining escrow and should be retained by the Commission.*
4. **Project 2002-12 Cavanaugh Run Wetland Replacement Plan:** \$3,000 Wetland Replacement Escrow, -\$53.22 Administrative Escrow.  
*This wetland replacement plan was constructed and monitored per the approved project. Staff and consultant time expenditures to monitor and certify this wetland replacement site were in excess of 20 hours. Staff recommends that the Commission retain \$1,000 toward this effort as compensation for technical services to monitor and certify the replacement plan for this project.*
5. **Project 2007-14 Park Estates:** \$750 Administrative Escrow.  
*This wetland replacement plan was constructed and monitored per the approved project. Staff time expenditures to administer this project were in excess of the remaining escrow and should be retained by the Commission.*

**Recap:**

	<u>Return to Applicant</u>	<u>Retain by Commission</u>
1.		\$1,000.00
2.	\$3,850.00	\$3,000.00
3.		\$2,816.44
4.	\$1,946.78	\$1,000.00
5.		\$ 750.00
	<u>\$5,796.78</u>	<u>\$8,566.44</u>

**CAMPBELL KNUTSON**  
**Professional Association**  
**Attorneys at Law**  
**Federal Tax I.D. #41-1562130**  
**Grand Oak Office Center I**  
**860 Blue Gentian Road, Suite 290**  
**Eagan, Minnesota 55121**  
**(651) 452-5000**

Pioneer-Sarah Creek Watershed Mgmt. Commission  
c/o Ms. Judie A. Anderson  
3235 Fernbrook Lane  
Plymouth MN 55447

Page: 1  
February 28, 2018  
Account # 1478-000G  
153

RE: GENERAL MATTERS  
SERVICES RENDERED TO DATE:

			HOURS	
02/22/2018	JJJ	Emails Judie re: escrow processing, documentation, review and advise.	0.50	77.50
		AMOUNT DUE	0.50	77.50
		TOTAL CURRENT WORK		77.50
		PREVIOUS BALANCE		\$72.50
08/21/2017		Payment - thank you		-72.50
		TOTAL AMOUNT DUE		<u>\$77.50</u>

Amounts due over 30 days will be subject to a finance charge of  
.5% per month (or an annual rate of 6%). Minimum charge - 50 cents.

**CAMPBELL KNUTSON**  
**Professional Association**  
**Attorneys at Law**  
**Federal Tax I.D. #41-1562130**  
**Grand Oak Office Center I**  
**860 Blue Gentian Road, Suite 290**  
**Eagan, Minnesota 55121**  
**(651) 452-5000**

Pioneer-Sarah Creek Watershed Mgmt. Commission  
c/o Ms. Judie A. Anderson  
3235 Fernbrook Lane  
Plymouth MN 55447

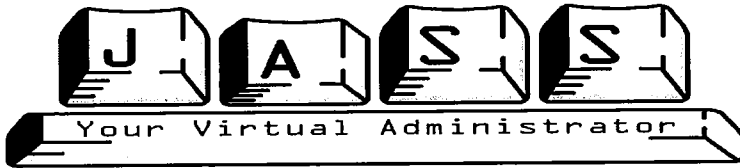
Page: 1  
February 28, 2018  
Account # 1478G

SUMMARY STATEMENT

PREVIOUS BALANCE	FEES	EXPENSES	CREDITS	PAYMENTS	BALANCE
1478-000 RE: GENERAL MATTERS					
SERVICES RENDERED TO DATE:					
72.50	77.50	0.00	0.00	-72.50	<u>\$77.50</u>

Amounts due over 30 days will be subject to a finance charge of  
.5% per month (or an annual rate of 6%). Minimum charge - 50 cents.





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

3235 Fernbrook Lane  
Plymouth MN 55447

March 8, 2018

**Total Project Area**

**General Administration**

Administrative	0.34	55.00	18.700		
Administrative	6.60	60.00	396.000		
Administrative - offsite	1.77	65.00	115.050		
Office Support	2.25	60.00	135.000		
Public storage	1.00	77.08	77.080		
Data Processing/File Mgmt	2.02	55.00	111.100		
General filing		50.00	0.000		
Archiving	0.33	50.00	16.500		
Reimbursable Expense	33.10	1.00	33.100	902.530	Administration

**Meeting packets, attendance, Minutes and Meeting follow-up**

Administrative		50.00	0.000		
Administrative	1.17	55.00	64.350		
Administrative	12.95	60.00	777.000		
Admin - Offsite	2.57	65.00	167.050		
Reimbursable Expense	113.96	1.00	113.960	1,122.360	Meeting related activities

**Bookkeeping**

Bookkeeping		55.00	0.000		
Bookkeeping, budget, audit requests	2.41	60.00	144.600		
Treasurer's Reports	0.67	60.00	40.200		
Audit Prep		55.00	0.000		Bookkeeping/TRs
Audit Prep	8.17	60.00	490.200		Bookkeeping/TRs
Reimbursable Expense	52.59	1.00	52.590	727.590	Audit Prep

**Annual Report/Work Plans**

Secretarial		55.00	0.000		
Administrative	2.25	60.00	135.000		
Reimbursable Expense		1.00	0.000	135.00	Annual Report

**Website**

Weebly hosting - 2 years		1.00	0.000		
Pages, links, uploads	0.50	55.00	27.500		
Administrative	0.08	60.00	4.800	32.300	Website

**Education, Strategic Planning**

Administrative		60.00	0.000		
Offsite		65.00	0.000		
Reimbursable Expense	4.88	1.00	4.880	4.880	Education

**Project Reviews**

Administrative		60.00	0.000		
File Management/Archiving		50.00	0.000		
Reimbursable Expense	4.72	1.00	4.720	4.720	Project Reviews

**WCA/Wetland Projects**

Administrative		55.00	0.000		
Administrative	8.86	60.00	531.600		
Reimbursable Expense	21.54	1.00	21.540	553.140	WCA/Wetland

3,482.520      3,482.520

---

**METRO WATERSHED PARTNERS**

MINNESOTA WATER  
LET'S KEEP IT CLEAN

**INVOICE**

651-523-2812  
jlarrison25@hamline.edu

Metro Watershed Partners  
Hamline University  
1536 Hewitt Ave. MS-A1760  
Saint Paul, MN 55104

Attention: Amy Juntunen  
Pioneer-Sarah Creek WC  
3235 Fernbrook Ln N  
Plymouth, MN 55447  
Date: 2/20/18

Project Title: Clean Water Minnesota  
Terms: 30 Days

Description	Cost
2018 Membership Clean Water MN	\$500
<b>TOTAL</b>	<b>\$500</b>

Thanks for your membership in Clean Water MN. Your dollars support:

Monthly blog posts with timely, consistent messages to encourage behaviors that improve water quality.

New photographs that feature local residents taking action to protect lakes and rivers.

A new online registration system to support a metrowide Adopt-a-Drain program.

Monthly meetings with information on partner activities, presentations by informative speakers, and updates on WSP activities.

Maintenance of the Watershed Partners listserv.

Development and implementation of clean water exhibits at the Minnesota State Fair in the DNR and Eco-experience buildings.

Duration of service: January 1 - December 31st, 2018. Unspent funds will rollover to support program activities in 2019.

---

## MEMORANDUM

**TO:** Pioneer-Sarah Creek Watershed Management Commission

**FROM:** James Kujawa, Hennepin County Dept. of Environment and Energy  
Judie Anderson, JASS

**DATE:** December 31, 2017

**SUBJECT:** Wetland Conservation Act (WCA) Escrows

The following is a summary of the outstanding Pioneer-Sarah Creek Watershed Management Commission wetland escrows and their status as of December 31, 2017:

1. **Project # 96-020 Rush Creek Farms Wetland Replacement Plan:** \$1,000 wetland replacement monitoring escrow.  
*Based on Staff review, this wetland mitigation site was constructed and monitored per the replacement plan. Commission staff and consultants have expended the \$1,000 monitoring escrow for this work.*
2. **Project # 98-031 Pioneer Creek Area Golf Wetland Replacement Plan:** \$3,850 Replacement Escrow and \$3,000 Monitoring Escrow.  
*Based on Staff review, this wetland mitigation site was constructed and monitored per the replacement plan. Commission staff and consultants have expended the \$3,000 wetland monitoring escrow toward said work. Because the replacement site was successful, the \$3,850 replacement escrow can be returned to the applicant.*
3. **Projects #2001-02/2001-09 Trunk Hwy 55 Service Road and Greenfield Commercial Park Wetland Replacement Plan:** \$2,816.44 Monitoring Escrow.  
*This wetland mitigation site was constructed and monitored per the replacement plan and Commission conditions. Staff time and expenditures for this work were in excess of the remaining escrow and should be retained by the Commission.*
4. **Project 2002-12 Cavanaugh Run Wetland Replacement Plan:** \$3,000 Wetland Replacement Escrow, -\$53.22 Administrative Escrow.  
*This wetland replacement plan was constructed and monitored per the approved project. Staff and consultant time expenditures to monitor and certify this wetland replacement site were in excess of 20 hours. Staff recommends that the Commission retain \$1,000 toward this effort as compensation for technical services to monitor and certify the replacement plan for this project.*
5. **Project 2007-14 Park Estates:** \$750 Administrative Escrow.  
*This wetland replacement plan was constructed and monitored per the approved project. Staff time expenditures to administer this project were in excess of the remaining escrow and should be retained by the Commission.*

**Recap:**

	<u>Return to Applicant</u>	<u>Retain by Commission</u>
1.		\$1,000.00
2.	\$3,850.00	\$3,000.00
3.		\$2,816.44
4.	\$1,946.78	\$1,000.00
5.		\$ 750.00
	<u>\$5,796.78</u>	<u>\$8,566.44</u>



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

March 8, 2018

To: Pioneer-Sarah Creek Commissioners

Fr: Judie Anderson

Re: 2017 Work Plan in Review

## DRAFT 3

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.

The Commission's Third Generation Watershed Management 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 2017 to meet the goals, objectives, and projected work plan outlined in its *2016 Annual Report*. The 2017 Work Plan was approved by the Commission at its April 20, 2017 meeting.

## 2017 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 six plans for conformance with its standards in 2017.*
  - a. Maintain the current flood profile of the creeks and their tributaries.
  - b. 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.
  - c. Maintain the post-development annual runoff volume at pre-development volume.
  - d. 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 that portion of Maple Plain within the Pioneer-Sarah Creek watershed. Preserve the existing functions and values of wetlands within the watershed. Promote enhancement or restoration of wetlands in the watershed. *In 2017 Technical staff assisted approximately 25 landowners/agency/developer contacts with wetland-related questions. On behalf of the Commission they reviewed the following types of wetland applications: five wetland boundary/type; three no-loss/exemptions; one sequencing; and no wetland replacement plans. Wetland impacts totaled 0 SF; wetland replacement totaled 0 SF.*

*Four WCA violations were investigated and resolved; two others were determined to not be WCA/Commission violations. The Commission was involved in five Technical Evaluation Panels (TEPs) throughout the watershed. The PSC Commission does not have a wetland banking program.*

☒ **3.** Adopt a 2018 operating budget. *The Commission adopted an operating budget totaling \$133,770 on May 18, 2017. Assessments to the members totaled \$128,000.*

☒ **a.** Search for grant and other funds to supplement the regular budget.

☒ **b.** Operate a capital improvement program (CIP) and share in the cost of projects. A minor plan amendment was adopted in 2017 to revise the CIP as follows:

1) *IN-4 Gully Restorations. Reduce direct flows and anchor gullies that have occurred near the lake primarily near Baker Regional Park, priority project GS50, as identified in the Lake Independence and Sarah Subwatershed Assessment. This project would complete field work and design for the proposed improvement. Estimated \$120,000 total cost/Comm. share \$12,000 in 2016. This project was completed in 2016 at a cost of \$25,000.*

2) *IN-2 Hydrologic Restorations. Restore hydrology to drained wetlands by adding box inlets to existing culverts as identified in the Lake Independence and Sarah Subwatershed Assessment, priority is GS50. Estimated \$200,000 total cost/Comm. share \$20,000 in 2019. The amendment revises project IN-2 Hydrologic Restorations to update the estimated costs of the design and construction phases of the Baker Campground Ravine project. Updated costs are estimated to be \$520,000, with the Commission's share being \$52,000. The project would be undertaken in 2018 and 2019, assuming sufficient grant funding can be secured to support the project.*

☒ **4.** Publish a 2016 Annual Activity Report summarizing the Commission's yearly activities and financial reporting. *The 2016 Annual Activity report was approved by the Commission at its April 20, 2017 meeting.*

☒ **5.** Draft a 2017 Work Plan. *The 2017 Work Plan was approved by the Commission at its April 20, 2017 meeting.*

☒ **6.** The Commission will proactively engage with the Board of Water and Soil Resources (BWSR) staff to build relationship that foster mutual trust, respect and support. In this effort the Commission will improve on its ability to measure and report on the collective performance and efforts more visibly with BWSR. *Commissioner Joe Baker and Councilmember Brad Spencer from Independence met with Kevin Bigalke, Central Region Manager, BWSR, to continue to build that relationship. They requested and received approval to delay undertaking the PRAP (Performance Review and Assistance Program) Level II Review for one year. The review assesses the Commission's progress toward its Management Plan goals.*

## **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. *The Commission completed projects and studies in 2017 to continue reaching this goal.*

**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.** Facilitate the approval of the Watershed-wide Total Maximum Daily Load (TMDL) Study and the Watershed Restoration and Protection Strategy (WRAPS) report. *The 30-day public review for both the WRAPS Plan and TMDL study ended May 31, 2017. The WRAPS was approved by the MPCA on July 26, 2017. The EPA*

*approved the Pioneer-Sarah Creek TMDL on September 29, 2017. Both reports are available on the Commission's website, <http://www.pioneersarahcreek.org/wraps.html>, and the MPCA website at <https://www.pca.state.mn.us/water/tmdl/pioneer-sarah-creek-watershed-restoration-and-protection-strategy-tmdl-project>.*

☒ **3.** Foster implementation of BMPs in the watershed through technical and financial assistance. *The Commission supported County-provided technical assistance for landowners to meet the buffer law criteria.*

**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 monitoring program outlined in the Third Generation Watershed Plan.

☒ **a.** Partner with Three Rivers Park District (TRPD) to conduct bi-weekly water quality monitoring of "sentinel lakes" – Independence, Sarah, and Little Long, along with both basins of Whaletail. *The sentinel lakes were monitored, as were Ardmore, Half Moon and Spurzem Lakes.*

☒ **b.** Partner with TRPD to conduct flow and water quality monitoring on Pioneer Creek at Copeland Road, Pioneer Creek at Pagenkopf Road, and Sarah Creek at County Road 92. *Collected continuous flow samples at these three sites. No stream water quality samples were collected at the sites in 2017.*

☒ **c.** Participate in Metropolitan Council's Citizen Assisted Monitoring Program (CAMP). In 2017 the Commission will fund the monitoring of one lake. *Hafften Lake was monitored by Greenfield Commissioner Tom Cook in 2017.*

### **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.

☒ **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). *Joined WaterShed Partners in 2017.*

☐ **3.** Convene Citizen Advisory Committee (CAC) as necessary to make recommendations on education and outreach actions and assist the Commission with implementation. *The CAC did not meet in 2017.*

☒ **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. 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. *The Commission was a member of WaterShed Partners in 2017 with access to different meetings to discuss water-related topics. WaterShed Partners also provides social media content for use by metro area watershed organizations.*

☒ **a.** Continue to maintain the Commission's website to provide news to residents of the watershed. *973 users visited the website 1,419 times. Of those, 38.5% were direct visits, 13% through referrals, and 48.4% through organic searches.*

☒ **b.** *The Commission's Facebook page was introduced in 2017. Content is posted for free and includes links to the Commission and other partner websites. There were 36 posts; largest reach was 194 people and 21 engagements.*

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.

☐ a. Promote river and creek stewardship through the River Watch program. Encourage participation by local school students and their teachers. Funding for monitoring two sites is included in the 2017 budget. *Only one site was to be monitored in 2017, however, due to the river being too high, students from West Lutheran High School in Plymouth were unable to monitor the Crow River at Lake Rebecca Park.*

☒ 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. *Conducted a Horse Stable Redesign for Water Quality and Animal Health Field Day on August 5 to demonstrate best practices for water quality on agricultural sites.*

☒ c. Work in partnership with the Hennepin County Rural Conservationist to assist in implementing the MN Buffer Law throughout the watershed. *By mid-year, the rural Conservationists had identified the following: Of the 54 parcels needing review, 22 were found to be compliant with the Buffer Law and eight others were conditionally compliant/need more work. Twenty were non-responsive and more information is needed from four landowners. At year-end, individuals who have not gotten their property into compliance were to be referred to BWSR for enforcement.*

☒ d. *In addition the Rural Conservationist reported the following:*

- 1) Three buffer projects are being put in the ground in partnership with County Transportation Department to protect the Crow River. Project is taking place in Greenfield along County Road 10.*
- 2) Moving forward with a Cost Share project design in Independence. Stream tributary relocated itself to a field road during a heavy, multi-day rain event and is causing extensive erosion. Stream will be relocated to its original bed and remediation to the bank will take place.*
- 3) Three publications are being created to help large lot residential and rural landowners make good choices on their property for soil and water health. Landowner guide and landscaping guide (both updates), and a horse owner guide (new). A carp tutorial is also being created.*
- 4) Hennepin County Library system is interested in partnering on gathering information that they can have available for residents regarding water quality, ag concerns, etc. The Rural Conservationist will work with library staff in rural portions of the county to learn what exactly residents are interested in and the best way to distribute information.*
- 5) Improvements to the County's website are under discussion to better serve residents looking for traditional SWCD information. Outreach to cities to help them direct residents to the correct staff is also underway. This will include newsletter information as well as possible (city) website updates.*
- 6) There has been interest from the Boy Scouts in conservation project ideas where Scout volunteers can be used. One of the Eagle Scout required badges has a required number of hours that must be spent working on a conservation project. May be possible to work with interested landowners if projects are identified.*

#### D. STUDIES, PROJECTS AND CIPS.

☒ 1. The Watershed-wide Total Maximum Daily Load (TMDL) report establishes the amount of each pollutant that a water body can receive without exceeding water quality standards. The Watershed Restoration and Protection Strategy (WRAPS) study identifies future strategies for restoring and protecting water quality in the watershed. *See B.2., above.*



- a. 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. *See item D.5.*
- ☒ 3. Cost-share with the Lake Sarah Improvement Association (LSIA) to complete a round of curlyleaf pondweed treatment in 2017. *2017 was the final year of planned whole-lake CLP treatments for Lake Sarah. The Commission's cost share was \$8,823.*
- ☒ 4. Convene the Technical Advisory Committee (TAC) for the purpose of receiving CIP applications from the member communities, reviewing them for validity, and recommendation to the Commission for incorporation on the Third Generation Plan CIP. *The TAC was convened on March 10, 2017 to review the CIPs submitted by the member cities and to make recommendations to the Commission.*
- ☒ a. Seek grant funding to assist with the costs associated with projects identified on the Commission's CIP. *The Commission supported the City of Medina on a BWSR grant application for the Lake Ardmore Area BMP Retrofit Projects and Three Rivers Park District on a BWSR grant application for the Baker Park Reserve Campground Ravine Stabilization Project at Lake Independence. They also supported the Baker Park project on a Hennepin County Natural Resources Opportunity Grant application.*
- ☒ 5. Continue to support member cities as they identify studies and projects which benefit both the cities and the watershed. *Greenfield identified a non-CIP project at Central Park and the Commission cost-shared in this project with multiple benefits. This project will install a diversion swale and stormwater pond to control surface water from the City's Central Park from running into cropland below the park. The project will capture nearly all runoff from City Park and reduce phosphorus loads by 6 lbs. per year into the Dance Hall Creek Watershed and Lake Sarah. As a component to the stormwater pond work the City of Greenfield proposes to install native pollinator and vegetation plantings within the project area to help stabilize, improve and diversify natural resource outcomes of the project.*

#### E. PLANNING

- ☒ 1. When requested, assist member cities to develop their local water plans. *The local plans of the cities of Loretto and Medina were approved by the Commission at their April 20, 2017 and September 21, 2017 meetings, respectively.*
- ☒ 2. Begin to budget for the expense of writing the Fourth Generation Plan, due in 2020. Development should begin in late 2018. *The Commissioners agreed to allocate \$25,000 toward this expense in 2017.*



## MEMORANDUM

**TO:** Pioneer-Sarah Creek Watershed Management Commission  
**FROM:** James Kujawa and Kirsten Barta, Hennepin County Dept. of Environment and Energy  
**DATE:** March 8, 2018  
**SUBJECT:** Staff Report

**2016-05 Proto Labs Parking Lot Expansion, Maple Plain.** The Commission approved this project contingent upon three conditions. One condition remains open - receipt of an Operation and Maintenance agreement on the biofiltration basin per Staff findings dated September 6, 2016. **The agreement has been signed but remains to be recorded on the property title.**

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

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

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

**2018-01 Salem Lane Reconstruction Project, Greenfield.** Salem Lane work must also be reviewed for floodplain fill/mitigation and erosion controls. A stormwater quality review is not necessary because the site disturbance is less than 1.0 acre and less than 0.5 acres of new impervious area. At the January 2018 meeting, this item was approved per Staff's recommendations. The only remaining item is Staff approval of the erosion and sediment control plans. **These have not been submitted as of this report.**

---

RULE D - STORMWATER MANAGEMENT

RULE E - EROSION AND SEDIMENT CONTROL

RULE F - FLOODPLAIN ALTERATION

*Language in red indicates current updates*

\* indicates enclosure

---

RULE G - WETLAND ALTERATION

RULE H - BRIDGE AND CULVERT CROSSINGS

RULE I - BUFFERS

**2018-02W Warren DaLuge Wetland Violation, 4890 Woodland Trail, Greenfield.** Staff met with DaLuge and came to an agreement for him to voluntarily remove any fill placed in the wetland on his farmstead by December 1, 2017. As of February 8 the work had not started. **Staff requested a restoration order be issued for compliance by June 15.**

#### **HENNEPIN COUNTY NATURAL RESOURCE GRANT.**

Two projects in the Pioneer-Sarah Creek Watershed were approved for Good Steward Grant funding by the Hennepin County Commissioners on February 6.

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

#### **LOCAL WATER PLANS**

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

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

#### **KIRSTEN BARTA**

1. Final buffer reminders went out to 4 landowners
2. Letter is going out to 4,000 rural and large lot residential landowners in Hennepin County to remind them of what SWCD services are available.
3. County Ditch system survey will be happening this summer. At least one ditch in PSC watershed is being considered high priority (Ditch #9 in Greenfield).
4. Money has been set aside for voluntary buffer installation at a 75% cost share rate.
5. 2018 should be a heavy corn year, so many landowners in the N-S County Road corridors will receive a letter asking them about leaving up a living snow fence. Letter should go out in April/May sometime. County roads 90, 92, 10, 50, 123, and 19 are of particular interest in this watershed.

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

---

RULE D – STORMWATER MANAGEMENT

RULE E – EROSION AND SEDIMENT CONTROL

RULE F – FLOODPLAIN ALTERATION

*Language in red indicates current updates*

\* indicates enclosure

RULE G – WETLAND ALTERATION

RULE H – BRIDGE AND CULVERT CROSSINGS

RULE I – BUFFERS

### **319 Grant Application: Nutrient Reduction through Better Lawn Maintenance**

Fortin Consulting, Inc. is applying for a 319 Grant: Nutrient Reduction through Better Lawn Maintenance to continue the turfgrass maintenance certification classes we have offered in the past. We are seeking partners to host the classes. We have room left to add up to 5 classes, and possible participation in the soil testing/bmp recommendation pilot trials. We estimate the partner in-kind costs will be around \$1,000, plus costs to provide refreshments and lunch \$300 - \$500 depending on class size. You may charge for the lunch/refreshments if needed.

The purpose of this project is to reduce loading of nutrients to surface waters and groundwater from outdoor maintenance activities through pollution prevention. The project will include training over 500 maintenance professionals through 20 Turfgrass Maintenance trainings, and a pilot test(s) working with an estimated 50 - 100 homeowners to test their soils and provide individualized recommendations for fertilizer and other BMPs.

Project goals are:

- 1.) provide turfgrass maintenance professionals with information and tools to reduce nutrient loading from turfgrass,
- 2.) survey maintenance professionals on current practices, practices needing improvement, resources to help improve practices, and identify barriers to adopting specific best management practices
- 3.) provide soil tests and site specific fertilizer and other bmp recommendations to trial group(s) of residents
- 4.) survey participating residents to determine if they have adopted recommended bmps
- 3.) communicate with local organizations implementing TMDLs the information gained from the maintenance professionals, and the residential homeowner soil testing trial to assist with prioritizing TMDL implementation efforts

Please contact Carolyn Dindorf, Fortin Consulting at 63-478-3606 or [carolyn@fortinconsulting.com](mailto:carolyn@fortinconsulting.com) with any questions or to partner with us. Thank you.

The following provides more details on the partner responsibilities.

### **Class description**

The turfgrass maintenance class is a six hour course (plus half an hour for lunch). Below is a description of the class. Class times can be adjusted if needed, but a good time slot is 8:00 – 2:30 with check in starting at 7:30 or 7:45. The class will run until about 2:00 or a little earlier depending on questions and discussion, and then they take the optional certification test which usually takes 15 - 30 minutes.

Through presentations and class exercises, participants will learn how to integrate science with practical turfgrass maintenance while minimizing impacts on the environment.

- Use fertilizers, pesticides effectively to save time and money, and minimize environmental impacts, yet produces turfgrass that meets your expectations.
- Understand the life cycle of turfgrass and common weeds and use this information to more effectively manage turfgrass.
- Take and read soil test results to select the proper fertilizer and apply it at the correct rates.
- Irrigate more efficiently and effectively.
- Ensure that mowing and other practices protect turfgrass health and minimize impacts on surface and groundwater.

Attendees will be given a Turfgrass Maintenance manual and Matrix they can take with them.

### **FCI responsibility**

We will arrive early to make sure the AV equipment is working and set up items we use in the class. We usually will have 2 instructors, an environmental professional and a turfgrass expert.

We will provide manuals, pencils, handouts, tests, and calculators for use during the class. We will run the class and manage the time. After the class, we will correct the tests and submit them to MPCA. We will summarize the class evaluation and exercise. The summaries will be provided to you.

We are available to answer any questions you have about the class or hosting.

### **Host/Partner responsibility**

The host is responsible for finding the class venue, advertising, registration, and refreshments – usually coffee and a snack in the morning, and lunch. Please provide lunch for the 2 instructors too. If you need to charge a fee to cover your refreshment expenses, you may do that. We have seen fees ranging from \$10 - \$25. However, know that you will be competing with free classes hosted by other partners. The fee may discourage attendance, but if it is small it doesn't and may help ensure they show up for the class.

## **Venue**

Attendees need to be able to take notes, complete class exercises and take the test, so classroom style setup is needed. We would like a table in front for items we use for demonstration and a podium if it is available. The room should be set up prior to our arrival. Our trainers will come in about an hour before the start of class to set up, so we will need to have someone to let us in if the doors are locked. Generally we aim for at least 35 people in a class, with a minimum of 12 to hold the class. Larger classes are welcome as long as your location can hold more people and they can see the projector screen.

We will use your A/V equipment (LCD projector, microphone) if it is available, or we can bring ours. We will bring our own laptop computer. We do need a white wall or screen. Please let us know what A/V equipment will be available so we will know what to bring.

## **Advertising**

The target audience for this class includes city park staff, private maintenance companies, property managers, hospitals and schools.

We can provide a couple of flyer templates you can use and edit as needed to add your specific information and/or a registration form, and a class description which you can use in emails or social media.

## **Class day**

On the day of the class the host is responsible for the following:

- Make sure the doors are open so we can get in about 1 hour prior to start time
- Set up the room, make sure you know how to operate any AV equipment or have someone available to help if needed
- Make coffee and set up any refreshments
- If you'd like to get the class started and welcome the class participants and say something about your programs, you are welcome to do that. Just let us know what you'd like to do. We can introduce ourselves and run the rest of the class. If you have any information or fliers you'd like to provide to participants, you are welcome to do that.
- Check in class participants (please provide a list of participants and their organizations to us after the class. We are tracking this for the grant reports.
- Make arrangements for lunch
- Clean up

You are welcome to attend the class or have staff present as needed to complete the above tasks.



## Media Alert

For Immediate Release

Contact: John Bly, [john@metroblooms.org](mailto:john@metroblooms.org), 651-699-2426

### **Learn How to Create a Resilient Yard**

*2018 Blue Thumb workshops hosted by Metro Blooms*

What?	<p>Unseasonably warm weather, long periods of drought, and flooding rains are the new normal in Minnesota. Metro Blooms is offering two types of resilient yard presentations this year: <i>Resilient Yard Workshops</i> and <i>Turf Alternative</i> workshops.</p> <ul style="list-style-type: none"> <li>• <i>Resilient Yard Workshops (2.5 hours)</i>: Provide a framework to understand the importance of resilience and how it can be fostered in your yard through a variety of practices, including how to install your own raingarden. Following presentation, attendees receive one-on-one design assistance from Blue Thumb Landscape Designers, Hennepin County Master Gardeners, and Master Water Stewards to create a plan for your own yard.</li> <li>• <i>Turf Alternative Workshops (1.5 hours)</i>: Your guide to a low-maintenance lawn. This 1-hour presentation overviews the benefits and options before providing step-by-step instructions to establishing water- and pollinator-friendly perennial ground covers. Suggested turf alternatives minimize the need for irrigation and chemical inputs while maintaining a useable lawn. The presentation is followed by a group discussion to identify and overcome common obstacles faced by homeowners.</li> </ul> <p>All workshops attendees receive information about installation cost share programs and Blue Thumb resources to help get a project in the ground.</p>
When?	March-June 2018
Where?	11 Twin Cities metro locations + 1 workshop in Prescott, Wisconsin
How to Register?	<p>Visit <a href="http://metroblooms.org">metroblooms.org</a> or call 651-699-2426 Cost: \$15 per household unless otherwise noted. Register soon, some locations fill up fast. You can also mail your registration to Workshop Registration, P.O. Box 17099, Minneapolis, MN 55417. Enclose a check payable to Metro Blooms, and include the workshop location, your name, address, phone number and email address.</p>
Why?	<p>Increasingly severe changes in Minnesota's weather patterns are impacting all of us, but these changes are felt most strongly in our cities. Impermeable surfaces (roads, roofs, parking lots, and unhealthy compacted soils) excel at soaking up and retaining heat from the sun, and also contribute to huge amounts of runoff, carrying pollution into our waters. Resilient yards do the opposite: shed and shade the sun's heat, but soak up and infiltrate stormwater, cleaning and using it to help cool the surrounding landscape. A resilient yard not only survives extreme weather—it also helps us thrive in spite of it.</p>
	<p>Workshops presented by Metro Blooms, sponsored by the Cities of Minneapolis, Plymouth, Robbinsdale, Crystal, Brooklyn Park, Brooklyn Center, New Hope, St. Louis Park, and Edina, Hennepin County Master Gardeners, Minnehaha Creek Watershed District, Nine Mile Creek Watershed District, Shingle Creek and West Mississippi Watershed Management Commission, Rice Creek Watershed District, Elm Creek Watershed Management Commission, Bassett Creek Watershed Management Commission, and Friends of Freedom Park.</p> <p>Metro Blooms, a local non-profit organization, works to strengthen communities by promoting environmentally-sound landscaping that beautifies neighborhoods and protects our environment. Metro Blooms coordinates the Blue Thumb partnership – a network of public and private partners working towards planting for clean water.</p>

*Register now. Some locations fill up fast. The \$15 workshops are offered March - June:*

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Workshop Location</b>	<b>Workshop Type</b>
March 28	Wednesday	12:30-2:30PM	Prescott, WI; exactly location TBD (Free)	Turf Alternatives
March 29	Thursday	6-8:30 PM	St. Louis Park City Hall (Free to residents)	Resilient Yards
April 4	Wednesday	6:30-9 PM	Champlin City Hall	Resilient Yards
April 4	Wednesday	6:30-8 PM	Armatage Recreation Center, Minneapolis	Turf Alternatives
April 10	Tuesday	6-8:30 PM	Longfellow Recreation Center, Minneapolis	Resilient Yards
April 12	Thursday	6:30-8 PM	St. Louis Park City Hall (Free to residents)	Turf Alternatives
April 17	Tuesday	6-8:30 PM	St. Barnabas Church, Plymouth (Free to residents)	Resilient Yards
April 17	Tuesday	TBD	Edina, exact location TBD	Turf Alternatives
April 19	Thursday	6-8:30 PM	Nokomis Recreation Center, Minneapolis	Resilient Yards
April 24	Tuesday	TBD	Edina, exact location TBD	Resilient Yards
April 24	Tuesday	6:30-8 PM	Longfellow Recreation Center, Minneapolis	Turf Alternatives
April 28	Saturday	11-1:30 PM	North Regional Library, Minneapolis (Free)	Resilient Yards
May 3	Thursday	6:30-8 PM	Nokomis Recreation Center, Minneapolis	Turf Alternatives
May 10	Thursday	6-8:30 PM	Crystal Community Center	Resilient Yards
May 15	Tuesday	6-8:30 PM	Brooklyn Center Community Center	Resilient Yards
May 19	Saturday	11-12:30PM	North Regional Library, Minneapolis (Free)	Turf Alternatives
May 23	Wednesday	6-8:30 PM	Armatage Recreation Center, Minneapolis	Resilient Yards
May 31	Thursday	6-8:30 PM	Audubon Recreation Center, Minneapolis	Resilient Yards
June 7	Thursday	6:30-8 PM	Audubon Recreation Center, Minneapolis	Turf Alternatives



