



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

March 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, March 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	City Clerks	MPCA
Jim Kujawa, HCES	Met Council	BWSR
Joel Jamnik, Attorney	official newspapers	DNR
Rich Brasch, TRPD	Diane Spector, Wenck Associates	

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REGULAR MEETING AGENDA
March 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/>*

1. Call to Order.
2. Approve Agenda.*
3. Consent Agenda.
 - a. February regular meeting minutes.*
 - b. Monthly Claims/Treasurers Report.*
4. Action Items.
 - a. Draft 2017 Annual Work Plan.*
 - b. Windsong Farm Golf Club Request for Variance.*
 - c. WaterShed Partners.*
 - d. Select one lake for CAMP program. *Monitored Hafften Lake in 2016.*
 - e. Updates to CIP** - receive recommendations from TAC.
 - f. Draft 2017 Annual Activity Report.**
 - 1) Draft 2016 Audit.**
5. Open Forum.
6. Old Business.
7. New Business.
 - a. 2017 PRAP.*
8. Staff Report.*
9. Watershed-wide TMDL.
10. Education.
11. Communications.
12. Commissioner Reports.
13. Other Business.
14. Adjournment. *(Next meeting-April 20, 2017)*



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REGULAR MEETING MINUTES February 16, 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, February 16, 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; Pat Wulff, 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, JASS.

Also present: Scott Johnson, Medina, and Rachel Olmanson, Minnesota Pollution Control Agency (MPCA).

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

3. CONSENT AGENDA. Motion by Cook, second by Daniels to approve the consent agenda. *Motion carried unanimously.*

a. **Corrected January 19, 2017 Meeting Minutes.***

b. **Monthly Claims/Treasurer's Report.*** Monthly claims totaling \$6,356.69.

4. ACTION ITEMS.

a. **Election of officers.**

- 1) Motion by Wulff, second by Cook to nominate Baker as Chair.
- 2) Fay volunteered to serve as Vice Chair.
- 3) Daniels volunteered to serve as Secretary.
- 4) Motion by Baker, second by Daniels to nominate Cook as Treasurer.

These actions were approved by consensus.

Motion by Bruce, second by Wulff to elect the slate of candidates as presented. *Motion carried unanimously.*

b. Motion by Daniels, second by Fay to approve the following **Annual Appointments.**

- 1) Official depositories - 4MFund/US Bank
- 2) Deputy Treasurer -Judie Anderson
- 3) Auditor - Johnson & Company
- 4) Official newspaper – *Crow River News.*

Motion carried unanimously.

c. The **biennial solicitation of interest proposals*** for administrative, legal, technical and wetland consultants was published in the January 17, 2017 edition of the *State Register*. One technical, two wetland, one legal, and one administrative consultant responded to the solicitation. Motion by Baker, second by Cook to retain the current technical legal and administrative consultants for the 2017-2018 term and to forego selection of a wetland consultant at this time. *Motion carried unanimously.* Selected were HCEE, technical; Campbell Knutson PA, legal; and Judie Anderson's Secretarial Service, Inc., administration.

d. **2016 Work Plan in Review.*** The members reviewed Staff's February 9, 2017 memo that summarized the work undertaken by the Commission in 2016 to meet the goals, objectives, and projected work plan

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*Included in meeting packet.

outlined in the *2015 Annual Report*. After further updates, motion by Cook, second by Daniels to accept the 2016 Work Plan in Review. *Motion carried unanimously*. The 2016 Work Plan, with the latest revisions, will be emailed to the Commissioners and incorporated into the *2016 Annual Report*. A draft 2017 Work Plan will be reviewed at the March meeting.

e. City of Loretto Local Plan. On January 5, 2017 the City of Loretto submitted its local plan for review to the Commission and Metropolitan Council as prescribed in Minnesota Rules Chapter 8410. Letters* of review findings were included in the meeting packet. Both Met Council and the Commission's technical staff requested more detail and clarification of a number of items in the plan. The City will revise its plan in response to the comments. No action at this time.

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. Thereafter, add ten years to each of the previous dates. Local water plans may be updated more frequently by a municipality at its discretion.**

Staff will email reminders to the member communities regarding this requirement.

f. Project Review 2007-14W Murray Ball Wetland Bank, Greenfield.* The trustees of the Ball estate are requesting certification of the wetland banking credits for this site. The wetland bank was approved by the Commission in May 2008. Since that time the applicant's estate has gone into trusteeship. The site has developed according to the original plan and the trustee is now requesting that the wetland bank credits totaling 9.1485 acres be certified. The Technical Evaluation Panel (TEP) met on the site last 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.

Motion by Cook, second by Baker to approve the determination. *Motion carried unanimously*.

g. Membership in WaterShed Partners.* This item will be discussed at the March meeting.

5. OPEN FORUM.

No one wished to speak to items not on the agenda.

6. OLD BUSINESS.

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 Technical Advisory Committee (TAC). Submissions are due by March 6. The CIP list included in Appendix F of the Third Generation Watershed Management Plan will be reviewed for projects that were to be completed in or before 2017. The CIP list* included in the meeting packet was 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 they had not moved forward. That information will also be updated.

To date the TAC has received five projects from Medina resulting from the Ardmore SWA. All cities need to review their projects and submit new projects to the Commission 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 future years. After the TAC review, the CIP will be submitted for Commission approval and Council review. 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, Wenck Associates, as well representatives from the

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*Included in meeting packet.

member communities. 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.

7. NEW BUSINESS.

On January 23, 2017, Staff was notified by Steve Christopher, BWSR Board Conservationist, that in 2017, BWSR will be conducting a **Level II Performance Review (PRAP)** of the Commission. This is a routine, interactive review intended to cover all LGUs at least once every 10 years. The last time the Commission was reviewed at this level was 2008. A Level II review evaluates progress on plan implementation, operational effectiveness, and partner relationships. Dale Krystosek, BWSR PRAP coordinator, and Christopher will work through the PRAP process with the Commission and Staff. Krystosek and Christopher are planning on attending the Commission's March meeting to inform the members about PRAP and why it is being conducted. The PRAP evaluation will include the performance standards, evaluation of WMO Plan implementation, and a survey of board members, staff and partners who the WMO works with. Krystosek will work with Staff to gather the names and contacts for the PRAP surveys and document the progress of the current watershed management plan using a PRAP template. The survey will be conducted by BWSR and the information compiled by Krystosek for drafting an assessment report. The two will review the draft with Staff and request time at the Commission's May 18 meeting to present the review to the full Board. The final report will include an opportunity for the Board to respond to recommendations and provide feedback on any recommendations or actions needing to be completed.

Vice Chair Baker requested Staff to provide a range of administrative hours and Commissioner time to complete the proposed PRAP, including any/all recommendations coming from the review. In their February 16, 2017 memo* Staff estimated that administrative staff will spend approximately 40-42 hours (\$55-60/hour) to complete this activity and that technical staff and TRPD would spend an additional 4-8 hours in collaboration. (34.39 hours/\$1,946 were spent in 2008.) The estimate includes 1-2 hours of Commissioner time to develop the responses to the PRAP questionnaire and an additional 1-2 hours for them to respond to BWSR's final report. It does not include time to perform activities that may be identified in BWSR's recommendations. Other PRAP-related materials* were also included in the meeting packet. A copy of the 2017 questionnaire was not available.

[Cook departed 7:07 p.m.]

8. STAFF REPORT.*

a. 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.

b. During her initial **buffer analysis** of the Pioneer-Sarah Creek watershed Barta, Rural Conservationist at HCEE, identified approximately 800 impacted parcels. Twenty-two were found to be non-compliant and 35 others needed further field review. She 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. Five properties located along the Minnehaha Creek watershed border were found to be compliant or needed no further review.

c. Kujawa met with Ed Matthiesen, Wenck Associates, regarding the **Koch Project**. This project is an existing weir structure placed in Koch's Creek by the Koch family in the late 1990s with the assistance of the local SWCD. In addition to the weir, a Reinvest in Minnesota (RIM) easement was procured in the resultant wetland and pool areas created by the structure. The City of Independence and the Commission are assessing the potential to modify this structure to install an iron enhanced filter system to treat the soluble phosphorus loads flowing into Lake

Independence from this creek. This process is in the preliminary phases at this time. Significant work and preliminary permissions would be necessary from the Koch family and surrounding easement holders, the State of Minnesota (for the RIM easement) and wetland regulators before a thorough feasibility could be conducted. This preliminary work will help identify some of these issues and the preliminary feasibility of such a project.

9. EDUCATION.

10. COMMUNICATIONS.

11. COMMISSIONER REPORTS.

- a. **Fay** reported that Caitlin Cahill is the fifth member of the Maple Plain City Council..
- b. **Baker** will remain focused on the Baker Park Ravine and Koch property projects.
- c. **Bruce** is working on a project on Whaletail Lake with Brasch for submittal to the Commission's CIP.
- d. **Daniels and Wulff** had nothing additional to report.

12. OTHER BUSINESS.

- a. The **next meeting** is scheduled for March 16, 2017.

13. ADJOURNMENT. There being no further business, motion by Wulff, second by Daniels to adjourn. *Motion carried unanimously.* The meeting was adjourned at 7:21 p.m.

Respectfully submitted,



Judie A. Anderson
Recording Secretary
JAA:tim

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**Pioneer-Sarah Creek Watershed
Cash Disbursements Journal
For the Period From Mar 1, 2017 to Mar 31, 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
3/9/17	1458	51200	Legal	33.96	
		10100	Campbell Knutson		33.96
3/9/17	1459	51100	Administration	1,218.77	
		51100	Meetings / Related Activities	1,882.34	
		51100	Bookkeeping/TR/Audit Prep	287.54	
		51400	Website	231.85	
		57000	Education	20.40	
		51120	Project Reviews	1.61	
		51130	WCA	11.48	
		51100	CIPs/BBR	1,217.67	
		63200	WRAPS	236.09	
		10100	Judie Anderson's Secretarial Service		5,107.75
	Total			5,141.71	5,141.71

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
January 31, 2017
Account # 1478G

SUMMARY STATEMENT

PREVIOUS BALANCE	FEES	EXPENSES	CREDITS	PAYMENTS	BALANCE
1478-000 RE: GENERAL MATTERS					
	SERVICES RENDERED TO DATE:				
72.50	29.00	4.96	0.00	-72.50	<u>\$33.96</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

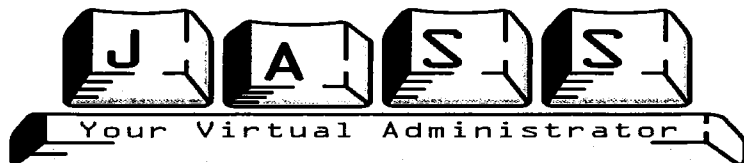
Pioneer-Sarah Creek Watershed Mgmt. Commission
c/o Ms. Judie A. Anderson
3235 Fernbrook Lane
Plymouth MN 55447

Page: 1
January 31, 2017
Account # 1478-000G
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RE: GENERAL MATTERS
SERVICES RENDERED TO DATE:

			HOURS	
01/10/2017	JJJ	Emails Judie re: JPA interpretation re: dues levy question.	0.20	29.00
		AMOUNT DUE	0.20	29.00
01/20/2017		Photocopy expense.		3.60
01/20/2017		Postage expense.		1.36
		TOTAL DISBURSEMENTS		4.96
		TOTAL CURRENT WORK		33.96
		PREVIOUS BALANCE		\$72.50
10/26/2016		Payment - thank you		-72.50
		TOTAL AMOUNT DUE		<u>\$33.96</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.



3235 Fernbrook Lane
Plymouth MN 55447

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

March 9, 2017

Total Project Area

General Administration					
Administrative	0.59	55.00	32.450		
Administrative	7.88	60.00	472.800		
Administration - PRAP-related	0.17	55.00	9.350		
Administration - PRAP-related	3.27	60.00	196.200		
Office Support	3.00	60.00	180.000		
Public storage	1.00	114.52	114.520		
Data Processing/File Mgmt	0.92	55.00	50.600		
Reimbursable Expense	162.85	1.00	162.850	1,218.770	Administration
Meeting packets, attendance, Minutes and Meeting follow-up					
Administrative	1.58	55.00	86.900		
Administrative	24.60	60.00	1,476.000		
Admin - Offsite	3.50	65.00	227.500		
Reimbursable Expense	91.94	1.00	91.940	1,882.340	Meeting related activities
Bookkeeping					
Bookkeeping		55.00	0.000		
Bookkeeping, budget, audit requests	1.17	60.00	70.200		
Treasurer's Reports	0.50	60.00	30.000		
Audit Prep	0.91	55.00	50.050		
Audit Prep	2.17	60.00	130.200		Bookkeeping/TRs
Reimbursable Expense	7.09	1.00	7.090	287.540	Audit Prep
Website					
Pages, links, uploads	3.67	55.00	201.850		
Administrative	0.50	60.00	30.000	231.850	Website
Education, Strategic Planning					
Administrative		55.00	0.000		
Administrative	0.34	60.00	20.400		
Reimbursable Expense		1.00	0.000	20.400	Education
Project Reviews					
Administrative		55.00	0.000		
Administrative		60.00	0.000		
Reimbursable Expense	1.61	1.00	1.610	1.610	Project Reviews
WCA/Wetland Projects					
Administrative		55.00	0.000		
Administrative		60.00	0.000		
Reimbursable Expense	11.48	1.00	11.480	11.480	WCA/Wetland
CIPs, BBR - General Administration					
Administrative	1.58	55.00	86.900		
Administrative	18.65	60.00	1,119.000		
Reimbursable Expense	11.77	1.00	11.770	1,217.670	CIPs, BBR
WRAPS					
Secretarial	1.17	55.00	64.350		
Administrative	1.55	60.00	93.000		
Reimbursable Expense	78.74	1.00	78.740	236.090	WRAPS
			5,107.750	5,107.750	



March 7, 2017

To: Pioneer-Sarah Creek Commissioners

Fr: Judie Anderson

Re: Draft 2017 Work Plan

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. 8410.0150 Subp. 3 outlines the required content of the annual activity report. It includes an assessment of the previous year's annual work plan and development of a projected work plan for the following year. The 2016 Work Plan accomplishments were accepted at the February 16, 2017 meeting.

The Commission's Third Generation Watershed Management Plan identifies issues, priorities and goals for the six-year period 2015-2020. As a reminder, they are enumerated on the last pages of this memo.

Following is a projected work plan for 2017. Please review and be prepared to make modifications at the March 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.
 - 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 Maple Plain. Preserve the existing functions and values of wetlands within the watershed. Promote enhancement or restoration of wetlands in the watershed.
3. Adopt a 2018 operating budget.
 - 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.
4. Publish a 2016 Annual Activity Report summarizing the Commission's yearly activities and financial reporting.
5. Draft a 2017 Work Plan.

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. Facilitate the approval of the Total Maximum Daily Load (TMDL) Study and the Watershed Restoration and Protection Strategy (WRAPS) report.
- 3. Foster implementation of BMPs in the watershed through technical and financial assistance.
- 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.
 - b. Partner with Three Rivers Park District (TRPD) to conduct flow and water quality monitoring on Pioneer Creek at Copeland Road and Sarah Creek at County Road 92, along with possible water quality and flow monitoring at up to two additional sites, depending on budget.
 - c. Participate in Metropolitan Council’s Citizen Assisted Monitoring Program (CAMP). In 2017 the Commission will fund the monitoring of one lake.

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).
- 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. 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. \$1,000 from the Education and Outreach budget will be used to create and maintain a Commission Facebook page for 2017.
 - a. Continue to maintain the Commission’s website to provide news to residents of the watershed.
- 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 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.
 - 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.

c. Work in partnership with the Hennepin County Rural Conservationist to assist in implementing the MN Buffer Law throughout the watershed.

D. STUDIES, PROJECTS AND CIPS.

1. Seek public comment on the Total Maximum Daily Load (TMDL) report and Watershed Restoration and Protection Strategy (WRAPS) study. The TMDL establishes the amount of each pollutant that a water body can receive without exceeding water quality standards. The WRAPS identifies future strategies for restoring and protecting water quality in the watershed. Following the public comment period these documents, with comments and responses attached, will be forwarded to the Environmental Protection Agency and the Minnesota Pollution Control Agency for final review, comment, and approval.

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.

3. Cost-share with the Lake Sarah Improvement Association (LSIA) to complete a round of curlyleaf pondweed treatment in 2017 .

4. Convene the Technical Advisory Committee 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.

a. 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.

E. PLANNING

1. When requested, assist member cities to develop their local water plans.

2. Begin to budget for the expense of writing the Fourth Generation Plan, due in 2020. Development should begin in late 2018.

2017 PROJECTED WORK PLAN

MARCH 7, 2017

PAGE 4

PRIORITIES

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.

GOALS**A. Water Quantity.**

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.
2. Maintain the post-development annual runoff volume at pre-development volume.
3. Prevent the loss of floodplain storage below the established 100-year elevation.

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 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.
- 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.

B. 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 unimpaired 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.

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 MN rules 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.

2017 PROJECTED WORK PLAN

MARCH 7, 2017

PAGE 5

- 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.

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

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

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.

D. 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.

- 1. Preserve the existing functions and values of wetlands within the watershed.
- 2. Promote wetland the enhancement or restoration of wetlands in the watershed.

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.

E. 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.

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

Actions

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

F. 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.

1. Identify and operate within a sustainable funding level that is affordable to member cities.
2. Foster implementation of TMDL and other implementation projects by sharing in their cost and proactively seeking grant funds.
3. Operate a public education and outreach program prioritizing elected and appointed officials education and building better understanding between all stakeholders.
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.
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.
6. Serve as a technical resource for member cities.

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.

memo



Project Name	Windsong Farm Golf Club Practice Facility	Date	March 08, 2017
To / Contact info	Pioneer-Sarah Creek Watershed Management Commission		
To / Contact info	Jim Kujawa, Hennepin County Technical Services		
Cc / Contact info	Scottie Hines, Windsong Farm Golf Club		
Cc / Contact info	John Fought, John Fought Design		
Cc / Contact info	Jason Naber, EOR		
Cc / Contact info	Joe Pallardy, EOR		
From / Contact info	Derek R. Lash, PE, CPESC 		
Regarding	Variance Request for Policy Requiring Buffers Around All Watercourses and Wetlands		

Background

Scottie Hines representing Windsong Farm Golf Club (applicant), located at 18 Golf Walk, Independence, MN, is in the process of seeking approval for wetland alterations and grading, drainage & erosion control improvements to develop a golf practice facility. The improvements will take place on property located on the south side of Fox Lake, east of Copeland Road and North of County Road 6.

A wetland delineation report was submitted on June 23, 2016 and approved on July 19, 2016. Following the approval of the wetland delineation, the applicant started the wetland replacement plan process.

As part of the process, a Joint Permit Application was submitted on December 19, 2016 and resubmitted with revisions on February 22, 2017. Shortly after the initial submittal, a Technical Evaluation Panel (TEP) meeting was held on January 12, 2017. It was at this meeting Jim Kujawa stated the Pioneer-Sarah Creek Watershed Management Commission rules require buffers adjacent to all wetlands.

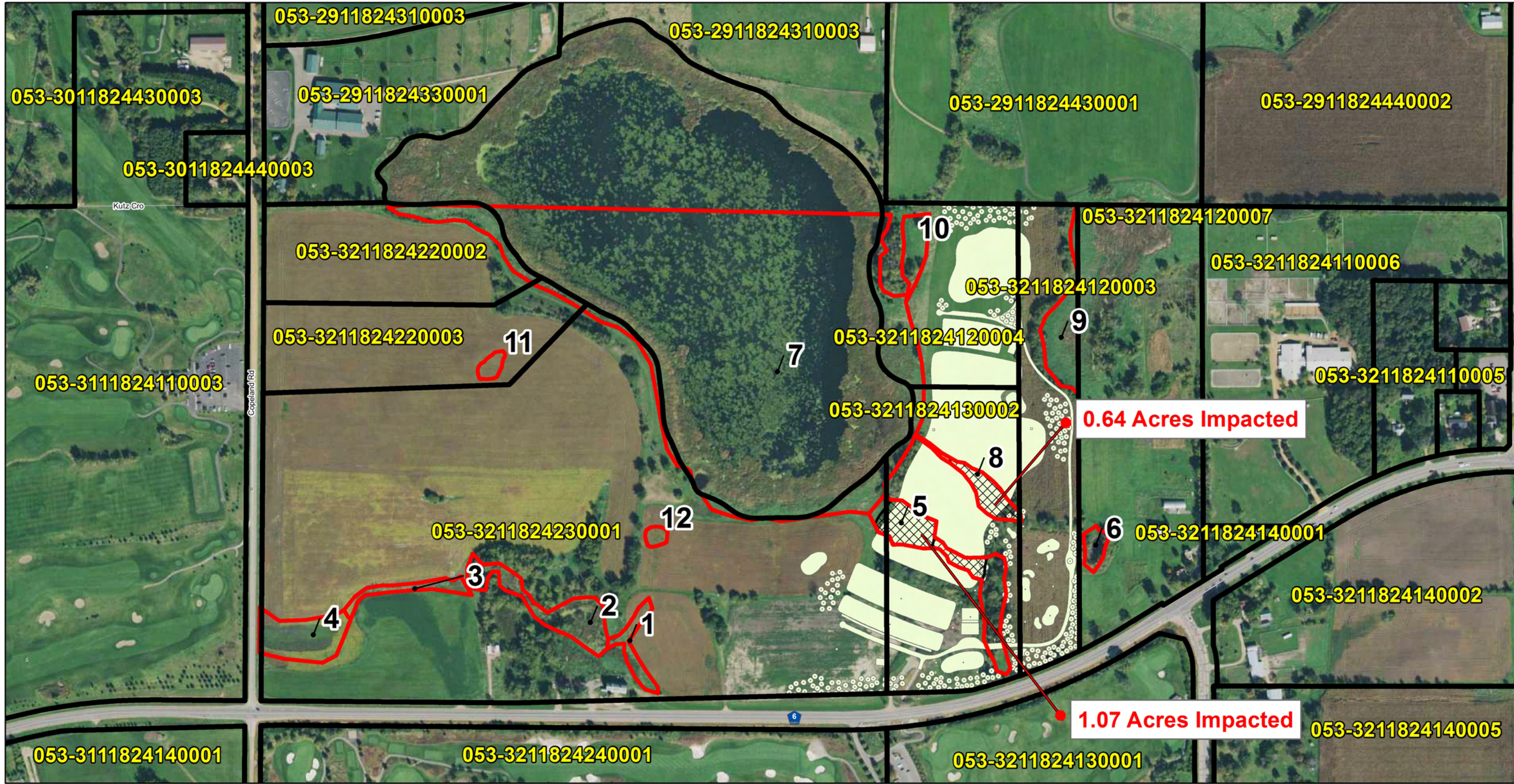
Please see the attached Exhibit showing the subject property, including the location of the proposed golf practice facility, and all wetlands contained on the property.

Requested Action

Currently the subject property is in crop rotation, and there are no immediate plans to develop it. By placing buffers around all wetlands, the applicant will have a difficult time developing the property in the future.

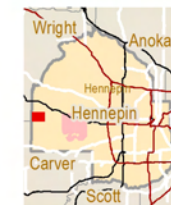
At this time, the applicant requests the Commission not require wetland buffers until a future application for development is submitted.

Date: 3/8/2017 Time: 2:52:05 PM Author: ejensen Document Path: \\EOR007\Server\Clients_Private\01266_Windsong_Farm_Golf_Club\0001_Golf_Course_Expansion\09_GIMS_ProjectName\GIS\Windsong_WetlandMitigation_Planning.mxd

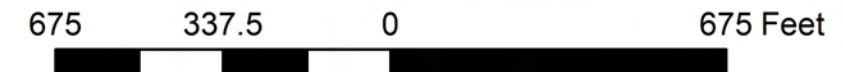


Legend

- Hennepin County Parcels
- LEDPA Design
- Delineated Wetland
- Wetland Mitigation Alternatives Layer
- JFD - Wetland Impact Area



Windsong Farm Wetland Buffer Variance





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.

From: Christopher, Steve (BWSR) [mailto:Steve.Christopher@state.mn.us]
Sent: Friday, March 10, 2017 2:49 PM
To: Judie Anderson
Subject: 2017 PRAP Schedule

Judie,

This email is to inform you that following a discussion with our PRAP Coordinator, we will be moving the Performance Review and Assistance Program Level II review to 2018 for Pioneer-Sarah Creek WMC.

Steve Christopher
Board Conservationist
MN Board of Water & Soil Resources (BWSR)
Direct: 651-296-2633
Cell: 651-249-7519

MEMORANDUM

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

2007-14W Murray 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. *At their February meet the Commission approved certification of 9.1485 acres for wetland banking credits into the Minnesota Wetland Bank. This item will be removed from the report.*

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.

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. She 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.

PIONEER-SARAH CREEK TMDL AND WRAPS

Both the WRAPS Plan and TMDL study were available for a 30-day stakeholder review until March 8, 2017. 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>. *As of March 8, only one comment letter, from the City of Corcoran, had been received.*

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. Thereafter, add ten years to each of the previous dates. Local water plans may be updated more frequently by a municipality at its discretion. The Commission's Third Generation WMC was approved by BWSR on January 28, 2015.

Loretto's final draft local plan was received January 6, 2017. Staff provided comments to Loretto on February 10, 2017. No new information has been received as of this update. Draft plans have not been received from the other members.

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