

**REGULAR MEETING**  
**Minutes**  
**April 21, 2022**

**1. CALL TO ORDER.** A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order via Zoom at 6:01 p.m., Thursday, April 21, 2022, by Vice Chair Caitlin Cahill.

Present: Mark Workcuff, Greenfield; Brad Spencer, Independence; Caitlin Cahill, Maple Plain; Pat Wulff, Medina; John Tschumperlin, Minnetrista; Kris Guentzel and Paul Stewart, Hennepin County Environment and Energy (HCEE); Brian Vlach, Three Rivers Park District (TRPD); Andrew Vistad, Hakanson-Anderson; and Amy Juntunen, JASS.

**2. AGENDA.** Motion by Tschumperlin, second by Workcuff to approve the agenda\* with the additions of items 5.g. TRPD Cooperative Agreement – South Whaletail Alum Feasibility, and 5.h. TRPD Cooperative Agreement – Lake Independence TMDL review. *Motion carried unanimously.*

**3. CONSENT AGENDA.** Motion by Tschumperlin, second by Workcuff to approve the Consent Agenda as presented.

**a. March Regular Meeting Minutes.\***

**b. April Treasurer's Report/Monthly Claims \*** totaling \$2,483.81

*Motion carried unanimously.*

**4. OPEN FORUM.**

[Wulff arrived 6:08 p.m.]

**5. ACTION ITEMS.**

**a. 2022-003 Hilltop Prairie, Independence.\*** This is a 62.6-acre residential development of 13 lots. Existing site contains a mixture of woodland, meadow/wetland, and row crops. The site drains west to an unnamed tributary of Pioneer Creek. This project was reviewed for Commission rules D, E, and I. High groundwater levels do not allow for infiltration/filtration on site. Water quantity will be managed by NURP ponds and the developer is providing additional wetland buffer and tree preservation on site which provide a positive water quality benefit. Staff recommends approval contingent on receipt of an operations and maintenance plan. Motion by Spencer, second by Workcuff to approve project 2022-003 with that contingency. *Motion carried unanimously.*

**b. 2022-004 Ox Yoke Pool, Minnetrista.\*** This project is for installation of a pool and is being reviewed due to floodplain fill. The applicant is providing more compensatory storage than fill. Erosion and sediment control measures were recommended but are not required. Staff recommends approval with no contingencies. Motion by Tschumperlin, second by Wulff to approve project 2022-004. *Motion carried unanimously.*

c. **2023 Budget.\*** Baker, Tschumperlin and Staff met in a budget subcommittee meeting on March 25, 2022 to create the proposed budget. The 2023 budget includes \$297,093 in total revenues (\$131,800 from member dues) and \$306,147 in expenses, for a deficit of \$9,054. Both revenues and expenses include the FY2023 WBIF grant funding in full, which is unlikely to be received and spent in full in 2023. Motion by Tschumperlin, second by Spencer to approve the budget as presented. *Motion carried unanimously.*

d. **2023 Member Assessments.\*** At the direction of the budget subcommittee, two options were presented. Option one has total member assessments at \$131,800, no increase over the previous year's assessment. Option two has total member assessments at \$132,800. Motion by Spencer, second by Tschumperlin to approve option one, member assessments totaling \$131,800. *Motion carried unanimously.*

e. **2021 Annual Report.\*** Motion by Cahill, second by Wulff to approve the 2021 Annual Report with the removal of blank pages, addition of lake report cards, and any revisions provided to Juntunen by April 27, 2022. *Motion carried unanimously.*

f. **Non-Waiver of Monetary Limits on Tort Liability.** Motion by Spencer, second by Tschumperlin to approve the non-waiver for signature by staff. *Motion carried unanimously.*

g. **TRPD Cooperative Agreement – South Whaletail Alum Feasibility.\*\*** The Minnesota Pollution Control Agency (MPCA) required a feasibility study to be completed to obtain a permit to apply alum. The Board of Water and Soil Resources (BWSR) requires a feasibility study to be completed to be eligible for grant or WBIF funding. Vlach intends to apply for a Clean Water Fund grant this fall. This Agreement outlines the responsibilities of the Commission and TRPD and includes a not-to-exceed amount to the Commission of \$10,000. Projected completion of the study is June 2022. Funding will come from either WBIF or unreserved funds. Motion by Cahill, second by Tschumperlin to approve the Cooperative Agreement as presented. *Motion carried unanimously.*

h. **TRPD Cooperative Agreement – Lake Independence TMDL Review.\*\*** The Commission's Fourth Generation Plan identifies TMDL reviews and updates as a needed project. These reviews include a comprehensive gauge of the Waste Load Allocations (WLAs) assigned to member cities and internal loading. TRPD will complete this review at a not-to-exceed cost of \$30,000. This is the first TMDL update that TRPD will complete and includes items such as sediment cores and watershed monitoring. This project is not eligible for WBIF dollars. Since writing this agreement, the staff member who would have done the modeling in-house will be departing TRPD, which may require contracting the work out. Contracted modeling work may go above and beyond the expected not-to-exceed amount. Staff and Commissioners agreed to move forward with an understanding that there may be an amendment for modeling costs due to Amy Timm leaving TRPD.

Motion by Wulff, second by Spencer to approve the Cooperative Agreement as presented with the understanding that modeling work may have to be contracted out as an additional cost. *Motion carried unanimously.*

6. **OLD BUSINESS.**

7. **NEW BUSINESS.**

a. **Hakanson Anderson Rates.\*** An update to the Hakanson Anderson hourly rates was provided. The Watershed Engineer (Vistad) rate is increasing from \$100/hr to \$105/hr. Rates for other engineering services were also included. No action necessary.

**8. WATERSHED MANAGEMENT PLAN.**

**9. EDUCATION.**

**10. GRANT UPDATES.**

**11. COMMUNICATIONS.**

**12. STAFF REPORTS.**

**a. Engineer's Report.** The Koch Farm development project review was received yesterday and is expected to be on the May agenda. Culverts under a Greenfield residential driveway are causing a backup on Dance Hall Creek. The landowner is not interested in current discussions but Vistad is working with the city engineer to restore the hydraulic flow under the driveway.

**b. HCEE Report.\*** The **Watershed Services Agreement** has been approved and signed by both the Commission and County. HCEE will be funding a pilot **soil health program** in 2022. If the pilot is successful the County may pursue grant funding next year.

The **Spurzem Creek SWA** draft should be completed by the end of April with a review meeting planned for mid-May.

The **Dance Hall Creek SWA Update** final draft will be completed within the next few weeks. After completion, meetings with landowners will be scheduled followed by project prioritization for 2022 and 2023 implementation.

The Becker Road and White wetland projects are still waiting on favorable weather conditions.

Over **700 mailers** were sent to Lake Independence and South Lake Sarah watershed residents based on the completed SWAs to solicit landowners to participate in project implementation. A copy of the mailer will be provided to the Commission. All navigational buoys have been installed on Lake Sarah and Lake Independence.

**c. TRPD Report.** All stream stormwater monitoring sites have been installed for the 2022 season. Lake sampling is beginning now that the ice is out. Lake vegetation surveys will begin in May on all lakes monitored by TRPD.

TRPD will also perform early season treatments and CLPW surveys. Alum costs have increased so the South Whaletail alum treatment cost is more likely to be at \$329,000 including a 10% contingency. The current amount on the CIP is \$300,646. A Clean Water Fund grant will be pursued for this project as well as a Hennepin County grant.

**d. Administrative Report.** A TAC meeting has been scheduled for Monday, May 9, 2022. The WBIF Convene meeting will take place during this meeting. All WBIF representatives will need to be present. Matt Danzl has volunteered to be a city representative. A second city representative is needed.

A Minor Plan Amendment (MPA) will be necessary in 2022 to include new projects on the CIP for WBIF and other grant funding, adjust the cost of the Whaletail Alum Treatment, and update the rules based on the rule revision approved at the May meeting. The MPA will require a public meeting, likely

in June or July.

**13. COMMISSIONER REPORTS.**

**a. Cahill.** Maple Plain is hiring an Administrative Assistant with a focus on communications and grant writing. Salary of \$24-29/hour and a flexible schedule of 32-40 hours per week.

**b. Spencer.** Independence is seeing a lot of subdivision proposals. Expect more development and project reviews.

**c. Tschumperlin.** The new Minnetrista City Administrator started on April 11. The city is working on updating the Stormwater Asset Management Program (SWAMP) software with updated values of all stormwater ponds in Minnetrista. Ownership of many of the ponds is through HOAs so the city will need to focus on contacting those HOAs and providing education about the stormwater ponds. There is a Townhall Meeting on May 3 regarding the 2021 drought and water consumption and to update city water users on the current well-drilling process. There will be speakers from the DNR and U of M to educate citizens on proper lawn watering. May 14 is city recycle day and on May 21 the city will host "Trista Day" at the city campus from 11 am-2pm.

**d. Workcuff.** Greenfield also has more development occurring soon. The Greenfield noise ordinance was passed.

**e. Wulff.** Medina's Cleanup Day will be held April 30 and include document shredding, tree sale, prescription drug buy-back, and bicycle donations. Vlach gave a wonderful presentation at the LICA annual meeting on April 16.

**14. OTHER BUSINESS.**

**a.** Also included in the meeting packet was the **Presiding Officer Statement to Return to In-Person Meetings.\*** Beginning with the May meeting, the Commission will meet at Maple Plain City Hall.

**b.** The **next regular meeting** is scheduled for May 19, 2022 and will be held **in person**.

**15. ADJOURNMENT.** There being no further business, motion by Wulff, second by Cahill to adjourn. *Motion carried unanimously.* The meeting was adjourned at 7:33 p.m.

Respectfully submitted,



Amy Juntunen  
Administrator  
AAJ:tim

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