



May 11, 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, May 18, 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 Beverly at [blove@jass.biz](mailto:blove@jass.biz) to indicate if you or your Alternate will be attending. It is your responsibility to ascertain that your community will be represented at this meeting.

Regards,

Judie A. Anderson  
Administrator  
JAA:tim

cc: Alternates

Jim Kujawa, HCES

Joel Jamnik, Attorney

Rich Brasch, TRPD

City Clerks

Met Council

official newspapers

Diane Spector, Wenck Associates

MPCA

BWSR

DNR

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



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

**REGULAR MEETING AGENDA**  
**May 18, 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. April regular meeting minutes.\*
  - b. Monthly Claims/Treasurers Report.\*
4. Action Items.
  - a. Consider 2018 Operating Budget.\*
    - 1) 2018 Member Assessments.\*
5. Open Forum.
6. Old Business.
  - a. Updated CIP - Baker.
  - b. Stream Bacteria Monitoring – Brasch.
  - c. Meeting tapings\* - Juntunen.
7. New Business.
8. Staff Report.\*
9. Watershed-wide TMDL.
10. Education.
11. Communications.
  - a.
12. Commissioner Reports.
13. Other Business.
14. Adjournment. *(Next meeting-June 15, 2017)*



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

April 20, 2017

**1. CALL TO ORDER.** A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order at 6:02 p.m., Thursday, April 20, 2017, 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; Michael DeLuca, Maple Plain; Pat Wulff, Medina; James Kujawa and Kirsten Barta, Hennepin County Environment and Energy (HCEE); Rich Brasch and Brian Vlach, Three Rivers Park District (TRPD); and Judie Anderson and Amy Juntunen, JASS.

**Also present:** Scott Johnson, Medina.

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

**3. CONSENT AGENDA.** Motion by Cook, second by Daniels to approve the consent agenda with the changes to the minutes listed below. *Motion carried unanimously.*

**a. March 16, 2017 Meeting Minutes.\*** Add not-to-exceed the 2016 cost-share amount to the motion in item 4.g. and remove the last sentence of the paragraph.

**b. Monthly Claims/Treasurer's Report.\*** Monthly claims totaling \$6,167.67.

## **4. ACTION ITEMS.**

**a. Revised Draft 2017 Annual Work Plan.\*** A few edits and one addition under A.6. were made based on comments received. A.6. will be edited from "relationship" to "relationships". Motion by Cook, second by Daniels to approve the 2017 Annual Work Plan with the change noted. *Motion carried unanimously.*

**b. 2016 Audit Report.\*** The audit did not identify any issues and finds the financial statements to be a fair representation of the Commission's financial position. The State Auditor requested a different format this year to be more in line with city audit formats. The audit is not due until June 30, but is part of the Annual Activity Report due April 30. Staff will plan to have the audit completed in time for submission with the Annual Activity Report. Motion by Daniels, second by Wulff to approve the 2016 audit report as presented. *Motion carried unanimously.*

**c. 2016 Annual Activity Report.** The appendix reflecting the financials will be updated to represent the correct fund balances as of December 31, 2016. Staff will update the lake report cards to ensure pages are in the correct order. Motion by Cook, second by Daniels to accept the 2016 Annual Activity Report with the changes noted. *Motion carried unanimously.*

**d. Approve Loretto Local Surface Water Management Plan.** Staff reviewed the plan in February and March. Additional information was requested from the city regarding the planned sanitary sewer and the city did revise their plan to address technical concerns. Staff recommends approval of the Plan. Motion by Daniels, second by Wulff to approve the Loretto Local Surface Water Management Plan. *Motion carried unanimously.*

**e. Consider Request for Taping of Meetings.\*** The City of Greenfield sent a letter to the Commission requesting that regular and special meetings be audio recorded and made available to the public. The Commission directed Staff to research costs to provide audio recordings of the meetings to the public.

## **5. OPEN FORUM.**

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

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

\*Included in meeting packet.

6. **OLD BUSINESS.**

a. **Updated CIP.** The new CIP form will take into account measurable results that don't include Commission dollars spent, as well as funded projects. Baker is in the process of creating a supplemental addendum to identify other measurable achievements and capture all efforts, including those not resulting in completed projects.

b. **Additional Stream Bacteria Monitoring.** The watershed-wide TMDL identified a few stream reaches impaired for bacteria (E.coli) that include or begin in a lake. To set defined boundaries and potentially exclude lakes as contributors to bacteria, Brasch proposed synoptic stream sampling during base flows and events on Sarah Creek below Lake Sarah and Pioneer Creek below Lake Independence. The period of impairment is April-October. Sampling would be best done early in the season with five or six sampling events. This could also be budgeted as a bacteria subwatershed assessment in 2018, combining Pioneer and Sarah Creeks. TRPD will identify locations that do not require landowner permission to access the creeks. Brasch and Kujawa will work together to write a grant application for the subwatershed assessment. Staff will report further on this item at the May meeting.

c. **Cost-share for Lake Sarah CLP Treatment.** The 2016 Commission share was a total of \$8,986. The 2017 cost-share will be \$8,823. Baker thanked the Commission for their support of this project. 2017 is the final year of planned whole-lake CLP treatments for Lake Sarah.

7. **NEW BUSINESS.**

8. **STAFF REPORT.\***

a. The CWL grant application cycle for the **Baker Park Ravine Project** will not begin until after Brasch retires on June 30, 2017; however, he plans to work on the grant application before then, with his successor completing the process. The project is in the City and Commission CIPs, as well as in the BBR and TMDL implementation plan, so it should score well for the grant. The grant deadline is in early August. Brasch is also working with Kujawa to obtain a Hennepin County Opportunity Grant as part of the overall funding package. The City cost-share is \$10,500. All local partners must be able to demonstrate that they can cover the local match for the CWL grant. Baker requested and the consensus was to have the Commission be the applicant for this grant.

b. Kujawa completed a site visit to **Windsong Golf Course** today. The applicant is planning to purchase wetland credits from the Murray Ball wetland banking site within the watershed if it is available in time. A project review for this site is expected to be received within the next 60 days. No other project reviews are currently in process. A letter was sent to Warren DaLuge regarding a potential wetland violation with a deadline of June 1 to respond.

c. Phosphorus reductions are being re-calculated for the **Steinke improvements**. Karl Hakanson had used the highest estimate of 750 lbs/yr but Barta thinks the actual reduction is closer to 100 lbs/yr. Baker requested that Barta provide comparative figures for her calculations vs. Hakanson's.

d. Barta has received cooperation from landowners regarding the new **buffer laws**. A summary of site visits is included in the Staff Report.

9. **WATERSHED-WIDE TMD.** Rachel Olmanson, MPCA, expects to publish the 30-day review period for the WRAPS and TMDL on May 1. Staff will coordinate to post the notice and links to the reports on the Commission's website. The deadline for official comment submittal is 30 days after the public review period is opened, then the reports will go through the final approval process with MPCA and US EPA.

10. **EDUCATION.** Social media and website metrics were provided. Currently the new Facebook page has 12 likes with a reach of up to 72 Facebook users, with 17 post engagements. From March 15-April 14, the website had 337 unique visitors and 896 total page views. Most visitors use the website address directly, but 135 were directed from Google and other search engines.

**11. COMMUNICATIONS.**

a. **Brasch retirement.\*** Brasch is retiring effective June 30, 2017. TRPD remains committed to partnering with the Commission. Commissioners congratulated Brasch on his upcoming retirement.

b. **MEP – Vote No – SF 723 and HF888.\*** These letters from Minnesota Environmental Partnership (MEP) were brought to Staff's attention by a former Commissioner from the Shingle Creek Commission. The proposed bills remove funding for surface water improvement grants and agencies. Each Commissioner can respond to their respective legislators.

**12. COMMISSIONER REPORTS.**

a. **Cook.** On April 12 MPCA inspected three manure sites in Greenfield as the enforcement agency. The City flew a drone over Dance Hall Creek to identify flooding areas and blockages. The City plans to clear the blockages to reduce flooding issues. The drone footage can be shared by contacting the City.

[Cook departed 7:07 p.m.]

b. **Wulff** noted that Lake Independence levels are still above the slow/no wake level. The official zero reading at the bridge is 954.22. LICA surveyed the channel last fall and did not see any obvious blockages above Pagenkopf.

c. **Baker,** Kujawa and Barta met with Kazin who is contemplating a wetland restoration on his new property. Kazin is converting the farm from corn to horse-quality hay. Discussion about the costs, timeframe, and benefits of wetland banking credits hasn't yet occurred. Kazin will be contacting Barta to schedule a walk-through of the drainage way to better understand the situation.

**13. OTHER BUSINESS.**

a. A **budget committee** meeting will be held to draft an operating budget that must be approved at the June meeting. Baker and Cook volunteered to serve on the committee. Staff will reach out to John Fay and Shannon Bruce to invite to the committee meeting.

b. The **next regular meeting** is scheduled for May 18, 2017.

**14. ADJOURNMENT.** There being no further business, motion by DeLuca, second by Daniels to adjourn. *Motion carried unanimously.* The meeting was adjourned at 7:23 p.m.

Respectfully submitted,



Amy A. Juntunen  
Recording Secretary  
JAA:tim

Z:\Pioneer-SarahCreek\Meetings\Meetings 2017\04 Minutes.docx

**Pioneer-Sarah Creek Watershed  
Cash Disbursements Journal  
For the Period From May 1, 2017 to May 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
5/11/17	1463	50100	Q1 Technical Services	3,938.46	
			Project Reviews		
		50100	Q1 WCA Services	617.45	
		10100	Hennepin County Treasurer		4,555.91
5/11/17	1464	63200	Q1 WRAPP Contract	630.00	
		10100	Three Rivers Park District		630.00
5/11/17	1465	51100	Administration	849.74	
		51100	Meetings	1,189.77	
		51100	Bookkeeping/Audit Prep	259.03	
		51100	Budget	151.20	
		51100	Annual Report	1,137.67	
		51400	Website	133.10	
		51130	WCA/Wetland	1.00	
		63200	WRAPS	28.08	
		10100	Judie Anderson's Secretarial Service		3,749.59
<b>Total</b>				<b>8,935.50</b>	<b>8,935.50</b>


**Hennepin County**  
 Public Works

**Department of Environment and Energy**  
 701 Fourth Avenue South, Suite 700  
 Minneapolis, Minnesota 55415-1842

 612-348-3777, Phone  
 612-348-8532, Fax  
[hennepin.us/environment](http://hennepin.us/environment)

Bill To:
<b>Pioneer-Sarah Creek Watershed Management Commission</b> <b>c/o: Mr. Michael DeLuca</b> <b>3235 Fernbrook Lane</b> <b>Plymouth, MN 55447</b>

**Invoice**

Date
4/14/2017

Contract	
Pioneer-Sarah Creek WMC	
Description	Total Amount
<b>1<sup>st</sup> quarter 2016 invoice (January 1, 2016 – April 2, 2016) for technical services and WCA provided per Agreement A154048</b>	
<ul style="list-style-type: none"> <li>Technical Assistance</li> <li>WCA</li> </ul>	3,938.46 617.45
(Services provided to date include; engineering and technical review on submitted projects, erosion and sediment control planning and implementation assistance, Wetland Conservation Act administrative and technical assistance, TMDL development and implementation, floodplain assistance and information; and storm water quantity and quality work throughout the watershed).	
<ul style="list-style-type: none"> <li>2016 Payments and other credits to-date</li> <li>Accrued 2016 costs to-date - <i>not to exceed a total of \$23,000 for technical services and WCA in 2016 unless amended per Agreement A154048</i></li> </ul>	0 4,555.91
<i>Costs associated with the Commission's participation in the Department led volunteer monitoring/education programs (Riverwatch and WHEP), at a not-to-exceed amount of \$1,500, will be billed on a lump sum basis with the 4<sup>th</sup> quarter 2017 invoice</i>	
<b>AMOUNT DUE</b>	<b>\$4,555.91</b>

Make check payable to: Hennepin County Treasurer  
 Remit to: Hennepin County Accounts Receivable  
 300 South 6<sup>th</sup> Street  
 Mail Code 129  
 Minneapolis, MN 55487  
 Direct questions to: Karen Galles 612-348-2027



**HENNEPIN COUNTY**  
Public Works General  
Solid Waste  
612-348-8943  
300 South 6th Street, MC 129  
Minneapolis, MN 55487

Pioneer-Sarah Creek Watershed Management  
c/o: Mr. Michael DeLuca  
3235 Fernbrook Lane  
Plymouth, MN 55447

Page: 1  
Customer Number: 0000010609  
Invoice Number: 1000092789  
Invoice Date: 04/17/2017

Total Amount Due: \$4,555.91  
**Due Date:** 05/31/2017

Date	Description	Quantity	Unit Amount	Net Amount
01/01/2017 -04/02/2017	2017 Pioneer Watershed	1.00	\$4,555.91	\$4,555.91
1st quarter 2017 invoice (January 1, 2017 March 31, 2017) for technical services and WCA provided per Agreement A154048				

Balance Due: \$4,555.91

There is a \$30.00 service charge on all returned checks. Civil penalties may be imposed for non-payment, per Minnesota State Statute 604.113.

Please return the bottom portion with your check made payable to: Hennepin County Treasurer.

**HENNEPIN COUNTY**  
612-348-8943

Customer Number: 0000010609  
Invoice Number: 1000092789

Payment Due Date: 05/31/2017

Amount Due: \$4,555.91

Amount Enclosed:

--	--	--	--	--	--	--	--	--	--

Pioneer-Sarah Creek Watershed Management  
c/o: Mr. Michael DeLuca  
3235 Fernbrook Lane  
Plymouth, MN 55447

Remit To:  
Hennepin County Accounts Receivable  
300 South Sixth Street  
Mail Code 129  
Minneapolis, MN 55487



## POS SALES RECEIPT

Receipt # 29492  
 Payment Date: 04/18/2017  
 Household: 9775  
 Cell Phone (763)553-1144



PIONEER SARAH CREEK WATERSHED MGMT COMM  
 3235 FERNBROOK LANE  
 PLYMOUTH MN 55447

Administrative Center  
 3000 Xenium Lane N  
 Plymouth MN 55441  
 Phone: (763)559-9000

## POS Service Item Details: WATERR (Water Resources Billing)

Service Item Type:	<b>Miscellaneous</b>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Quantity:	<b>1</b>	630.00	630.00	0.00	0.00	630.00
Family Member:	Judie Anderson					

Fee Details:	<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	Water Resources Other Service Charges	630.00	1.00	0.00	0.00	630.00

Processed on 04/18/17 @ 1:53 pm by 103150

Total New Fees	630.00
Discount Applied	0.00
Total New Taxes	0.00
<b>Total Due</b>	<b>630.00</b>
 Total Fees Paid	 0.00
Total Taxes Paid	0.00
<b>Total Paid</b>	<b>0.00</b>
Balance From Receipt	630.00

## Household Balance Information

Service Item Purchases Balance Due	630.00
<b>Overall Household Balance Due</b>	<b>630.00</b>

Billing for Pioneer Sarah Creek WRAPP SWIFT Contract #57102-Phase 2  
 Invoice Period January 1, 2017 to March 31, 2017



PARK DISTRICT  
3000 Xenium Lane North  
Plymouth, MN 55441-1299

# INVOICE

April 27, 2017

Pioneer Sarah Creek Watershed Mgmt Comm  
Judie Anderson  
Executive Secretary  
3235 Fernbrook Lane  
Plymouth, MN 55447

Pioneer Sarah Creek Watershed Management Commission  
Pioneer Sarah Creek WRAPP SWIFT Contract #57102-Phase 2  
Invoice period – January 1, 2017 thru March 31, 2017  
Household #9775

Task/Unit ID	Unit cost	Number	Total	Detailed Activity Description
<b>Task 1A Collect and deliver intact lake sediment cores</b>				
TRPD Project Manager	\$50.00	0 hrs.		
TRPD Water Res Spec	\$45.00	0 hrs.		
TRPD Water Res Tech	\$25.00	0 hrs.		
<b>Total for Task 1A</b>			<b>\$0.00</b>	
<b>Task 1B Analyze sediment cores in UW-Stout lab</b>				
UW-Stout	\$9500.00			
<b>Total for Task 1B</b>			<b>\$0.00</b>	
<b>Task 1C Prepare report on results</b>				
TRPD Project Manager	\$50.00	0 hrs.		
TRPD Water Res Spec	\$45.00	0 hrs.		
UW-Stout	\$800.00			
<b>Total for Task 1C</b>			<b>\$0.00</b>	
<b>SUB-TOTAL FOR OBJECTIVE 1</b>			<b>\$0.00</b>	

Task/Unit ID	Unit cost	Number	Total	Detailed Activity Description
<b>Task 2A Develop loading capacities for lakes</b>				
TRPD Project Manager	\$50.00	0 hrs.		
TRPD Water Res Spec	\$45.00	0 hrs.		
TRPD Water Res Tech	\$25.00	0 hrs.		
<b>Total for Task 2A</b>			<b>\$0.00</b>	
<b>Task 2B Allocate P loading capacities</b>				
TRPD Project Manager	\$50.00	0 hrs.		
TRPD Water Res Spec	\$45.00	0 hrs.		
TRPD Water Res Tech	\$25.00	0 hrs.		
<b>Total for Task 2B</b>			<b>\$0.00</b>	
<b>SUB-TOTAL FOR OBJECTIVE 2</b>			<b>\$0.00</b>	

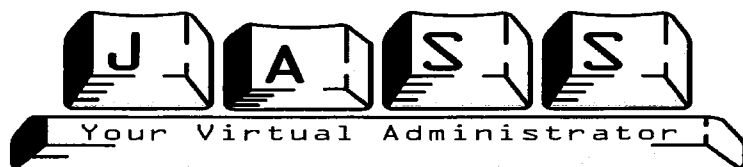
Task/Unit ID	Unit cost	Number	Total	Detailed Activity Description
<b>Task 3A Technical stakeholder process</b>				
TRPD Project Manager	\$50.00	0 hrs.		
TRPD Water Res Spec	\$45.00	0 hrs.		
TRPD Water Res Tech	\$25.00	0 hrs.		
<b>Total for Task 3A</b>			<b>\$0.00</b>	
<b>Task 3B Civic engagement/community conversation process</b>				
TRPD Project Manager	\$50.00	0 hrs.	\$0.00	
TRPD Water Res Spec	\$45.00	0 hrs.		
TRPD Water Res Tech	\$25.00	0 hrs.		
<b>Total for Task 3B</b>			<b>\$0.00</b>	
<b>SUB-TOTAL FOR OBJECTIVE 3</b>			<b>\$0.00</b>	

Task/Unit ID	Unit cost	Number	Total	Detailed Activity Description
<b>Task 4A Develop TMDL report</b>				
TRPD Project Manager	\$50.00	0 hrs.	\$0.00	
TRPD Water Res Spec	\$45.00	0 hrs.	\$0.00	
TRPD Water Res Tech	\$25.00	0 hrs.	\$0.00	
<b>Total for Task 4A</b>			<b>\$0.00</b>	
<b>Task 4B Develop WRAPs Report</b>				
TRPD Project Manager	\$50.00	1 hrs.	\$50.00	Direct staff on making changes to documents to address informal stakeholder review comments
TRPD Water Res Spec	\$45.00	4 hrs.	\$180.00	Make document changes
TRPD Water Res Tech	\$25.00	4 hrs.	\$100.00	Assist with above
<b>Total for Task 4B</b>			<b>\$330.00</b>	
<b>SUB-TOTAL FOR OBJECTIVE 4</b>			<b>\$330.00</b>	

Task/Unit ID	Unit cost	Number	Total	Detailed Activity Description
<b>Task 5A Coordinate work activities</b>				
TRPD Project Manager	\$50.00	6 hrs.	\$300.00	Coordinate and draft responses to address USEPA and stakeholder informal review comments
<b>Total for Task 5A</b>			<b>\$300.00</b>	
<b>Task 5B Prepare project progress reports</b>				
TRPD Project Manager	\$50.00	0 hrs.		
<b>Total for Task 5B</b>			<b>\$0.00</b>	
<b>Task 5C Undertake other measures as necessary (consultant selection/coordination, etc.)</b>				
TRPD Project Manager	\$50.00	0 hrs.		
<b>Total for Task 5C</b>			<b>\$0.00</b>	
<b>SUB-TOTAL FOR OBJECTIVE 5</b>			<b>\$300.00</b>	

<b>INVOICE TOTAL</b>		<b>\$630.00</b>
----------------------	--	-----------------

Payment due upon receipt.  
Thank you.



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

3235 Fernbrook Lane  
Plymouth MN 55447

May 11, 2017

**Total Project Area**

**General Administration**

Administrative	1.90	55.00	104.500		
Administrative	6.83	60.00	409.800		
Office Support	3.00	60.00	180.000		
Public storage	1.00	114.52	114.520		
Data Processing/File Mgmt	0.53	55.00	29.150		
Reimbursable Expense	11.77	1.00	11.770	849.740	Administration

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

Administrative	2.67	55.00	146.850		
Administrative	11.13	60.00	667.800		
Admin - Offsite	3.00	65.00	195.000		
Reimbursable Expense	180.12	1.00	180.120	1,189.770	Meeting related activities

**Bookkeeping**

Bookkeeping, budget, audit requests	0.99	60.00	59.400		
Treasurer's Reports	2.17	60.00	130.200		
Audit Prep	0.75	60.00	45.000		Bookkeeping/TRs
Reimbursable Expense	24.43	1.00	24.430	259.030	Audit Prep

**Annual Budget**

Administrative	2.52	60.00	151.200		
Reimbursable Expense		1.00	0.000	151.200	Annual Budget/ Work Plans

**Annual Report/Work Plans**

Secretarial	1.16	55.00	63.800		
Administrative	13.44	60.00	806.400		
Reimbursable Expense	267.47	1.00	267.470	1,137.67	Annual Report

**Website**

Pages, links, uploads	2.42	55.00	133.100		
Administrative		60.00	0.000	133.100	Website

**WCA/Wetland Projects**

Administrative		60.00	0.000		
Reimbursable Expense	1.00	1.00	1.000	1.000	WCA/Wetland

**WRAPS**

Secretarial		55.00	0.000		
Administrative	0.42	60.00	25.200		
Offsite		65.00	0.000		
Reimbursable Expense	2.88	1.00	2.880	28.080	WRAPS

	3,749.590	3,749.590			
--	-----------	-----------	--	--	--

# Pioneer-Sarah Creek Watershed Management Commission - 2018 Budget

	2016 Budget	2016 Actual	2017 Budget	2018 Budget
<b>Revenues</b>				
Member Dues	103,090	103,090	105,700	100,000
Project Review Fees	1,000	6,230	5,000	5,000
WCA Adm Fees	500	1,550	500	500
Interest and Dividend Income	20	390	41	270
<b>Total Revenues</b>	104,610	111,260	111,241	105,770
<b>Operating Expenses</b>				
Engineering/Consulting	23,000	12,244	23,000	23,600
Administrative Expense	41,000	29,563	36,000	36,000
Adm-Project Reviews	1,000	504	1,000	1,000
WCA - Admin/Legal Expenses	500	267	500	500
Adm - Tech Support	750	220	750	750
Legal Expense	500	363	500	500
Audit	4,040	4,000	4,080	4,150
Insurance	3,370	1,283	3,370	3,500
<b>Total Operating Expenses</b>	74,160	48,443	69,200	70,000
<b>Program Deliverables and Education</b>				
Adm - General Programs	500		500	500
TAC Meetings	3,060		4,000	4,000
Lake Monitoring - TRPD	4,430	3,700	3,703	5,180
Lake Monitoring - CAMP	1,120	550	576	550
Stream Monitoring - routine	7,400	6,120	10,802	7,600
Stream Monitoring - other	1,500			
Invertebrate Monitoring	1,500		1,500	1,000
Non-CIP Subwatershed Assmt			5,000	6,000
Management Plan Amendment			1,000	900
Education	6,120	674	6,120	6,120
Education-Events	500		500	500
Grant Writing	1,020		1,100	1,000
Website	2,240	1,810	2,240	2,240
Contingency*				
<b>Total Deliverables and Education</b>	29,390	12,855	37,041	35,590
<b>Fund Activity</b>				
<b>Revenues</b>				
CIP Revenue	28,000	28,000	28,000	28,000
WRAPP Revenue		36,249		
Lake Sarah TMDL				
Lake Indep Nutrient - TRPD				
<b>Total Fund Revenues</b>	28,000	64,249	28,000	28,000
<b>Expenses</b>				
WRAPP Expense	0	44,533	0	0
CIP/Subwatershed Ass. Expense	28,000	14,409	33,000	28,180
Next Generation Plan				
Lake Sarah TMDL				
Lake Indep Nutrient - TRPD				
<b>Total Fund Expenses</b>	28,000	58,942	33,000	28,180
<b>Total Revenues</b>	132,610	175,509	139,241	133,770
<b>Total Expenses</b>	131,550	120,240	139,241	133,770
<b>Net Income</b>	1,060	55,269	0	0

Pioneer-Sarah Creek Watershed  
Balance Sheet  
March 31, 2017

Item 04a-2

ASSETS

Current Assets		
Cash-4M Fund	\$	316,930.89
Accounts Receivable		47,357.18
		<hr/>
Total Current Assets		364,288.07
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		<hr/> 0.00
Total Assets	\$	<hr/> <hr/> 364,288.07

LIABILITIES AND CAPITAL

Current Liabilities		<hr/>
Total Current Liabilities		0.00
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		<hr/> 0.00
Total Liabilities		0.00
Capital		
WCA Replacement Guarantee	\$	6,850.00
WCA Monitoring Guarantee		6,816.44
WCA Administrative Guarantee		696.78
Third Generation Plan Res		25,000.00
WRAPP Encumbered		14,023.56
Retained Surplus		127,292.01
CIP Fund		55,231.17
Net Income		128,378.11
		<hr/>
Total Capital		<hr/> 364,288.07
Total Liabilities & Capital	\$	<hr/> <hr/> 364,288.07

## Pioneer-Sarah Creek Watershed Management Commission

### 2018 Proposed Member Assessments

2016 Approved	2015 Market Value PSC Basin	Increase in MV over Prev Year	2016 Op Budget		Increase over Prev Year	
			%age	Amount	%age	Amount
Greenfield	375,321,814	7.00%	28.60%	37,487.31	5.45%	1,936.45
Independence	505,056,579	5.17%	38.48%	50,445.28	3.64%	1,773.91
Loretto	51,330,890	5.04%	3.91%	5,126.95	3.51%	174.01
Maple Plain	98,027,603	0.81%	7.47%	9,791.04	-0.66%	(64.58)
Medina	148,264,028	-0.78%	11.30%	14,808.68	-2.22%	(336.61)
Minnetrista	134,468,208	8.30%	10.25%	13,430.74	6.73%	846.84
<b>TOTALS</b>	<b>1,312,469,122</b>	<b>4.94%</b>	<b>100.00%</b>	<b>131,090.00</b>	<b>3.45%</b>	<b>4,370.00</b>
2017 Approved	2016 Market Value PSC Basin	Increase in MV over Prev Year	2017 Op Budget		Increase over Prev Year	
			%age	Amount	%age	Amount
Greenfield	394,071,759	5.00%	29.12%	38,929.51	3.85%	1,442.20
Independence	510,583,968	1.09%	37.73%	50,439.50	-0.01%	(5.77)
Loretto	54,109,610	5.41%	4.00%	5,345.37	4.26%	218.42
Maple Plain	105,529,093	7.65%	7.80%	10,424.99	6.47%	633.95
Medina	152,170,132	2.63%	11.24%	15,032.56	1.51%	223.89
Minnetrista	136,940,498	1.84%	10.12%	13,528.06	0.72%	97.32
<b>TOTALS</b>	<b>1,353,405,060</b>	<b>3.12%</b>	<b>100.00%</b>	<b>133,700.00</b>	<b>1.99%</b>	<b>2,610.00</b>
2018	2017 Market Value PSC Basin	Increase in MV over Prev Year	2018 Op Budget		Increase over Prev Year	
			%age	Amount	%age	Amount
Greenfield	418,807,770	6.28%	29.25%	37,440.16	-3.83%	(1,489.34)
Independence	537,355,542	5.24%	37.53%	48,037.98	-4.76%	(2,401.52)
Loretto	55,695,940	2.93%	3.89%	4,979.05	-6.85%	(366.32)
Maple Plain	109,218,243	3.50%	7.63%	9,763.78	-6.34%	(661.21)
Medina	158,506,367	4.16%	11.07%	14,170.00	-5.74%	(862.57)
Minnetrista	152,231,289	11.17%	10.63%	13,609.02	0.60%	80.96
<b>TOTALS</b>	<b>1,431,815,151</b>	<b>5.79%</b>	<b>100.00%</b>	<b>128,000.00</b>	<b>-4.26%</b>	<b>(5,700.00)</b>





Item 06c

3235 Fernbrook Lane  
Plymouth, MN 55447  
(763) 553-1144  
Fax: (763) 553-9326  
[www.jass.biz](http://www.jass.biz)

**TO:** Pioneer Sarah Creek Watershed Management Commission  
**FROM:** Amy Juntunen, JASS  
**RE:** Options for Audio Recording the meetings  
**DATE:** May 12, 2017

The City of Maple Plain does not feel comfortable letting the Commission use its recording equipment since the equipment is quite expensive.

The current website platform can host audio recordings, but requires an upgrade to the Pro version, an additional \$18/month or \$216 per year. Staff time to upload the recordings is undetermined at this time.

Options for purchasing equipment:

There are a number of digital recording devices, most used for dictation, starting in the \$50-\$100 range, but these are unlikely to record well from a distance (half way across the room).

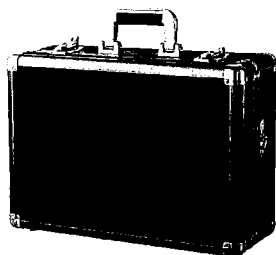
The second option is the NovusGear Conference Recording kit for \$299.99 (regular price \$476). The kit includes the digital recorder and two omni-directional tabletop microphones with a carrying case. This option is recommended for groups no larger than 8. While there are usually 10 participants at the meeting, including staff, this may work. This system is unlikely to pick up speech from the audience area.

The third option is an expandable Conference Recording Kit at \$449 (regular price \$640). This kit is also comes with 2 omni-directional tabletop microphones but is expandable to accommodate up to 6 daisy-chained microphones (purchased separately) to achieve better recording and provides an audience microphone.

Both kits have a one-year warranty.

[Home](#) / [Shop](#) / [Conference Recording](#) / [New! NovusGear Conference Recording Kit – NSC CM-620](#)

37% off!

**OLYMPUS**

## New! NovusGear Conference Recording Kit – NSC CM-620

~~\$476.00~~ **\$299.99**

The NovusGear Conference Recording Kit -CM-620 features the Olympus DM-720 Digital Stereo Voice Recorder with two table-top conference recording microphones, 1 Y splitter, and one locking metal-trimmed carrying case with foam inserts.

This is our lowest cost kit perfect for small municipal groups, condo boards, doctor – patient and family meetings.

1

[Add to cart](#)

SKU: NSC-CM420

Category: [Conference Recording](#)

Share this:

[Description](#)   [Specifications](#)   [Contents](#)

## Description

[Click Here for Live Customer Support](#)

# NovusGear Conference Recording Kit NSC CM-620



Expandable and affordable!

Great medium sized meeting or conference recording kit with Olympus DM720 Digital Voice Recorder. Two table-top conference recording microphones, 1 Y splitter, locking metal-trimmed carrying case with foam inserts. Inner foam provided with pre-scored cuts to allow you to configure the case to fit the conference recording kit's items the way you wish. . Includes carrying strap with shoulder guard and two keys.

Note: actual color of case and accessories may vary slightly.

The NovusGear Conference Recording Kit NSC-CM720 includes two table-top omnidirectional tabletop boundary microphones for recording meetings and conferences.

The NovusGear CM-620 is perfect for small groups and boards with a fixed number of members or participants. Accurately record the audio for groups around a standard conference table. (We recommend this kit for up to 8 people)

The microphones, while high quality are not expandable via the "daisy chain" method. If you need this feature, please purchase the NovusGear CM-720 Conference Recording Kit.

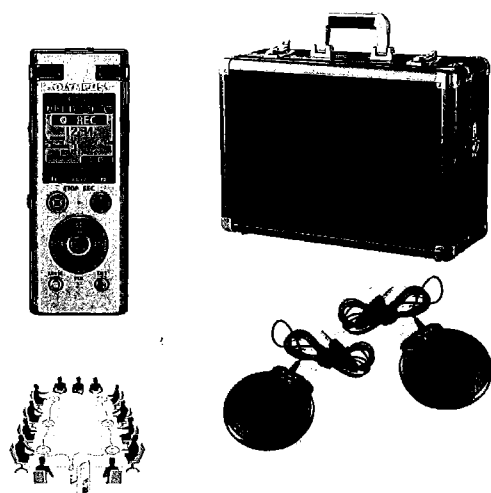
## NovusGear Conference Recording Kit NSC-CM620 features

Unparalleled recording quality, even without the table microphones!



[Home](#) / [Shop](#) / [Conference Recording](#) / [New! NovusGear Conference Recording Kit NSC-CM720](#)

30% off!



## New! NovusGear Conference Recording Kit NSC-CM720

~~\$639.99~~ **\$449.00**

New! NovusGear Conference Recording Kit NSC-CM-720 is a complete, affordable, portable meeting recording kit with big features. Expand up to six omni-directional tabletop microphones for larger groups.

1

[Add to cart](#)

SKU: NSC-CM720

Category: [Conference Recording](#)

Share this:

[Description](#)[Specifications](#)

## Description

### NovusGear Conference Recording Kit NSC-CM720

[Click Here for Live Customer Support](#)



Expandable and affordable!

Great medium sized meeting or conference recording kit with Olympus DM720 Digital Voice Recorder. Two table-top conference recording microphones, 1 Y splitter, locking metal-trimmed carrying case with foam inserts. Inner foam provided with pre-scored cuts to allow you to configure the case to fit the conference recording kit's items the way you wish. . Includes carrying strap with shoulder guard and two keys.

Note: actual color of case and accessories may vary slightly.

The NovusGear Conference Recording Kit NSC-CM720 includes high quality, Table-top omnidirectional tabletop boundary microphones for recording meetings and conferences. Additional microphones (purchased separately) can be linked together via "daisy chain" design for larger rooms or groups. This is truly the most affordable, expandable conference or meeting recording kit on the market.

This conference recording kit is an American Dictation exclusive. We have sold hundreds to satisfied municipal boards, library boards, educational institutions, and many other smaller groups.

If you are on a budget, but need crystal clear meeting recordings, this conference recording kit will meet your needs perfectly.

## NovusGear Conference Recording Kit NSC-CM720 features

**Unparalleled recording quality, even without the table microphones!**



## MEMORANDUM

**TO:** Pioneer-Sarah Creek Watershed Management Commission  
**FROM:** James Kujawa, Hennepin County Dept. of Environment and Energy  
**DATE:** May 11, 2017  
**SUBJECT:** Staff 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.

**2016-05 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.

**Daluge Wetland Violation, 4890 Woodland Trail, Greenfield.\*** Staff met with Warren DaLuge and came to an agreement for him to voluntarily remove any fill placed in the wetland on his farmstead by December 1, 2017. Please see attached correspondence.

#### **Lake Independence landowner meetings.**

Met with DG McDonald, 4976 S. Lakeshore Drive, about erosion control and stormwater management on his lot. Followed up with some technical recommendations and sources of information and Hennepin County grants.

Met with Margery Eyres, 2335 Independence Road, about muskrat burrows into her lawn at the outlet to Lake Independence. She will need to follow up with the city to fill in the burrows. Staff provided her issues and information to the City.

#### **PIONEER-SARAH CREEK WATERSHED-WIDE TMDL AND WRAPS**

Both the WRAPS Plan and TMDL study are undergoing the 30-day public review until May 31, 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>.

#### **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-county 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.

The City of Loretto's Local Plan was approved by the Commission at its April 20, 2017 meeting.

The City of Medina submitted their draft plan on May 1, 2017. Staff have not completed their review as of this writing. No other draft plans have been received

#### **BUFFERS IN THE WATERSHED**

Kirsten Barta, Rural Conservationist at HCEE, has identified the following:

Watershed	Pioneer – Sarah Creek
Total # of Parcels needing review	54
# compliant so far	22
# conditionally compliant /needs more work	8
# with no response	20
# other/awaiting more information	4

She will send out a letter the last week in September reminding folks that have not responded that no response will be considered as being out of compliance and on the list to BWSR unless they check in or send her photos/contracts with NRCS, or some other type of evidence to the contrary.

Those that have promised to make changes/want to check in this fall will get a different, personalized letter outlining what we need to see/go over/etc.

At this time she has no pending buffer site visits in the watershed. She will not be at the May meeting, but any questions from Commissioners or others may be directed to her as needed.

Z:\Pioneer-SarahCreek\TechMemos\Tech Memos 2017\May Tech Memo.docx

ADMINISTRATIVE OFFICE: 3235 Fernbrook Lane N • Plymouth, MN 55447  
763.553.1144 • Fax: 763.553.9326  
TECHNICAL OFFICE: 701 Fourth Street South, Suite 700, Minneapolis, MN 55415-1600  
612.348.7338 • Fax: 612-348-8532

May 5, 2017

Mr. Warren Daluge  
4890 Woodland Trail  
Greenfield, MN 55357

Re: Potential Wetland Violation 4890 Woodland Trail (PID 1211924410002)

Dear Mr. Daluge;

Thank you for meeting with me last week concerning the pile of dirt on the northeast area of your farmstead at 4890 Woodland Trail in Greenfield.

As we discussed and agreed, a portion of the soil pile has encroached into the wetland area and will be removed from the areas as shown on the attached aerial photo (Exhibit A) prior to December 1, 2017.

The portion of the soil pile in the wetland must be removed to the original ground surface as determined by; a) the original sod and soil layers and/or b) the distinct change in soil type from a browner, lower organic fill material to a blacker, high organic wetland soil.

As part of this work, we ask that you control erosion from the soil pile before and after removal. To control erosion before you remove it, we recommend either a silt fence around the base of the pile or temporary seeding the pile with oats or ryegrass. After the material is removed from the wetland, please seed all the disturbed areas and remaining soil pile to a pasture type of seed mix or similar.

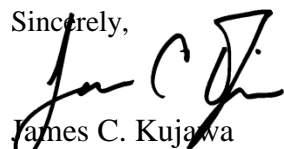
Please contact me at 612-348-7338 to inspect the site once you have completed this work.

As we also discussed, prior to any grading work in ditch section that runs north from the NE corner of your farmstead you will obtain the proper permissions from the Pioneer-Sarah Creek Watershed and the USDA NRCS.

As requested, I also attached 1991, and 1984 aerial photos of your farmstead areas.

Please let me know if you have any questions.

Sincerely,



James C. Kuja  
Technical Advisor to the Commission

cc Bonnie Ritter, City of Greenfield  
Judie Anderson PSCWMC  
Keith Bertram, DNR Water Resources Enforcement Officer



Map

Hybrid

Item 08

Fill material to be removed to  
original sod/soil elevations.

Edge of existing wetland

Exhibit A

