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REGULAR MEETING MINUTES May 18, 2017

1. **CALL TO ORDER.** A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order at 6:03 p.m., Thursday, May 20, 2017, by Chair Joe Baker at Maple Plain City Hall, 5050 Independence Street, Maple Plain, MN.

Present: Mike Hoekstra, Greenfield; Joe Baker, Independence; Brian Sevigny, Loretto; John Fay, Maple Plain; Pat Wulff, Medina; James Kujawa, 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: Mike McLaughlin and Scott Johnson, Medina.

2. **AGENDA.** Due to scheduling needs, Brasch's Staff Report will immediately follow the Consent Agenda. Motion by Fay, second by Wulff to approve the agenda* with that change. *Motion carried unanimously.*

3. **CONSENT AGENDA.** Motion by Wulff, second by Fay to approve the consent agenda as presented. *Motion carried unanimously.*

a. **April 20, 2017 Meeting Minutes.***

b. **Monthly Claims/Treasurer's Report.*** Monthly claims totaling \$8,935.50.

4. **STAFF REPORT – Brasch.**

a. Brasch announced his **successor as Senior Manager of Water Resources Management at TRPD**, Brian Vlach. Brasch will retire on June 30, 2017. Brian has been at TRPD for 18 years and introduced himself to the Commission. TRPD plans to continue to partner with the Commission on projects and studies as applicable.

b. The **TMDL/WRAPS study** is in the 30-day public review and comment period. Brasch and Rachel Olmanson, MPCA, will respond to comments.

c. The proposed **bacteria assessment** to establish bacteria impairment boundary conditions has evolved into a more complex undertaking. Staff recommended postponing the project to 2018 to gain experience from a similar study that will be performed this year on Upper Rush Creek in the Elm Creek watershed.

d. A story on the **WRAPS project** was aired on KARE 11 and in the *Star Tribune*. KARE 11 was also interested in doing a story on the Ravine Project once the project is underway. Brasch will forward the reporter's name to Vlach.

e. The Commission plans to apply for a CWL grant for the **Baker Park Ravine** stabilization project. The application submittal date won't occur until after Brasch's retirement. Brasch will work with Vlach on completing as much of the application as possible prior to his retirement. Brasch is also investigating a Hennepin County Opportunity Grant for the local match and will work with Kujawa on that portion. Diane Spector at Wenck Associates is also a resource for grant writing if necessary.

A Commissioner questioned whether additional partners for the project such as MnDoT, the lake association, and Maple Plain, would add to the grant weighting. A JPA has been required for other grant projects, specifically naming the expectations for each partner. The JPA would also require signatures from each governing body. The Fish Lake Alum Treatment required an in-kind or cash contribution to the local match for all partners. While naming additional support partners is good, having the partners willing to contribute something would be even better.

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*Included in meeting packet.

5. **ACTION ITEMS.**

a. **Consider 2018 Operating Budget.*** The 2018 Budget Committee consisted of Baker, Tom Cook and Shannon Bruce. The Committee reached consensus with the proposed budget. This will be the first time that member dues have decreased since 2004. The Commission has been designating funds for Capital Improvement Projects since 2013 as well as working on ways to bring down administrative costs. In addition, the fully budgeted amounts over the past years haven't been expended, resulting in an unreserved fund balance of nearly \$130,000 at the end of 2016. These amassed funds now allow the Commission to move forward in pursuing projects, but the member cities have not put many projects forth. As more projects are submitted, future budgets will be responsibly adjusted to accomplish the Commission's goals.

Commissioners thanked the Committee members for their time in creating the budget. Many member cities will be appreciative of the fiscal responsibility displayed by the Commissioners.

1) **2018 Member Assessments.***

Motion by Fay, second by Baker to approve the 2018 operating budget of \$133,770 and member assessments of \$128,000, with \$28,000 designated for Capital Improvement Projects, as presented. *Motion carried unanimously.*

5. **OPEN FORUM.**

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

6. **OLD BUSINESS.**

a. **Updated CIP.** Baker will present on this item at the June meeting.

[Baker departed 7:01 p.m.]

b. **Additional Stream Bacteria Monitoring.** Covered under item 4.

c. **Audio Recording Options.*** Greenfield requested audio recordings of Commission meetings be made available to the public to add transparency and credibility to the Commission. Staff inquired about the use of the audio recording equipment at Maple Plain City Hall, where the Commission currently meets. The City was not in favor of allowing the Commission to use the equipment since it was recently purchased and fairly expensive. Staff offered options of purchasing recording equipment at a cost of \$300-\$450. The current website platform would charge an additional \$216 per year to host audio recordings. The recordings could also be posted to You Tube at no cost and linked on the website. Hoekstra noted that Greenfield also has audio recording equipment and may allow the Commission to use it if the Commission would move its meetings to that location. A permanent change in meeting location would require an amendment to the Commission's bylaws. Johnson noted that only 20 people listen to posted recordings of the Medina City Council meetings. Motion by Wulff, second by Sevigny to table this item for further discussion at the June meeting. *Motion carried unanimously.*

7. **NEW BUSINESS.**

8. **STAFF REPORT.***

a. There are **outstanding operating and easement agreements** required for the Proto Labs parking lot expansion in Maple Plain and Franklin Hills in Independence. These agreements ensure stormwater facilities are maintained properly. Kujawa will follow up with the member cities.

b. Kujawa met with Warren DeLuge regarding a **wetland violation** on his property. DeLuge agreed to voluntarily remove any fill placed in the wetland by December 1, 2017. DeLuge will also contact Kujawa regarding cleaning out the ditch on his property.

9. **WATERSHED-WIDE TMDL.** The watershed-wide TMDL is currently in the 30-day public comment period, which ends on May 31. After the public comment period, MPCA will review comments received and make

responses. If comments warrant, a public meeting will be held.

10. EDUCATION.

11. COMMUNICATIONS.

12. COMMISSIONER REPORTS.

a. **Baker** advised that the Lake Sarah CLPW whole-lake treatment has been completed and a vegetation assessment will be completed in a few weeks. Going forward the lake is anticipated to only need spot-treatments, depending on the results of the assessment.

b. **Wulff** noted that Lake Independence levels are still above the slow/no wake level. Water is flowing out of the lake, but seems to be flowing in even faster. The City of Independence used a backhoe to clear cattails from the area behind the weir. The creek was also surveyed this year and results will be sent to Kujawa. The Lake Independence Citizens Association (LICA) is hosting their annual meeting this Saturday. Due to the forecast, the event will be moved from Baker Park to Independence City Hall.

c. **Fay** announced that Maple Plain has hired a new Assistant City Administrator.

13. OTHER BUSINESS.

a. Staff will arrange items for **Brasch's retirement** at the June meeting.

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

14. ADJOURNMENT. There being no further business, motion by Hoekstra, second by Wulff to adjourn. *Motion carried unanimously.* The meeting was adjourned at 7:35 p.m.

Respectfully submitted,



Amy A. Juntunen
Recording Secretary
AAJ:tim

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