



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

March 10, 2023

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

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

Dear Representatives:

A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission will be held Thursday, March 16, 2023, at 6:00 p.m. This will be an **in-person** meeting held at Maple Plain City Hall, 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 the regular meeting, please telephone 763.553.1144 or email me at [amy@jass.biz](mailto:amy@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 the meeting

Regards,

Amy A. Juntunen, Administrator  
AAJ:tim

cc: Alternates  
Roz Davis, Kris Guentzel, HCEE  
Brian Vlach, TRPD  
Joel Jamnik, Attorney

Andrew Vistad, Hakanson-Anderson  
City Clerks MPCA  
Met Council BWSR  
official newspapers DNR

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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

**March 16, 2023 • 6:00 p.m.**

*The meeting packet can be found on the Commission's website:*

<http://pioneersarahcreek.org/pages/Meetings/>

1. Call to Order.
  - a. Approve Agenda.\*
2. Consent Agenda.
  - a. February meeting minutes.\*
  - b. March Claims/Treasurer's Report.\*
3. Open forum.
4. Action Items.
  - a. 2022-020 Crimson Woods, Greenfield.\*
  - b. 2022 Work Plan in Review.\*
  - c. 2023 Work Plan.\*
  - d. 2021-2023 WBIF Work Plan Update.\*
5. Old Business.
6. New Business.
  - a. Kingswood Park (Lk Rebecca) Ravine Channel Stabilization.\*
  - b. Lake/Stream Monitoring Report Cards.\*
  - c. Hennepin County Cooperative Agreement.\*
  - d. Hennepin County Cost-Share Outreach Plan.\*
  - e. 2022 Annual Report.\*
7. Education.
8. Staff Reports.
  - a. Engineer's Report.\*
  - b. HCEE Report.\*
  - c. TRPD Report.
9. Commissioner Reports.
10. Other Business.
11. Adjournment. (Next scheduled meeting: April, 2023). Z:\Pioneer-SarahCreek\Meetings\Meetings 2023\3 agenda.docx



## Pioneer-Sarah Creek Watershed Management Commission

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

### REGULAR MEETING

#### Minutes

February 16, 2023

**1. CALL TO ORDER.** A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order by Chair Joe Baker at 6:15 p.m., Thursday, February 16, 2023, at Maple Plain City Hall, 5050 Independence Street, Maple Plain, MN.

Present: Mark Workcuff, Greenfield; Joe Baker, Independence; Pat Wulff, Medina; Peter Vickery, Minnetrista; Kris Guentzel, Hennepin County Environment and Energy (HCEE); Brian Vlach, Three Rivers Park District (TRPD); Andrew Vistad, Hakanson-Anderson; and Amy Juntunen, JASS.

Also present: Mark Gronberg, Project 2022-10.

Vickery introduced himself before the meeting was called to order.

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

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

a. **January Regular Meeting Minutes.\***

b. **February Treasurer's Report/Monthly Claims \*** totaling \$4,655.97.

**4. OPEN FORUM.**

**5. ACTION ITEMS.**

a. **Election of Officers.** The officers for March 2023-February 2024 were nominated as follows: Baker, Chair; Workcuff, Vice Chair; Andrew Burak, Treasurer; Brenda Daniels, Secretary. Motion by Workcuff, second by Vickery to elect the officers as nominated. *Motion carried unanimously.*

b. **Annual Appointments.** Motion by Baker, second by Workcuff to appoint the following for 2023: Official Newspaper, *Crow River News*; Official Depositories, US Bank and the 4M fund; Deputy Treasurer, Amy Juntunen; and Auditor, Johnson & Co., Ltd. *Motion carried, Vickery abstaining from voting on depositories.*

c. **2022-10 Pioneer Highlands, Medina.\*** This plan was previously approved by the Commission. However, the proposed additional buffer for water quality treatment created an unwanted encumbrance on one lot and the developer resubmitted the plan with a filtration basin and removed the additional wetland buffer. Staff recommends approval contingent on receipt of a resubmittal fee of \$1,050. Motion by Wulff, second by Vickery to approve Project 2022-10 with the contingency noted. *Motion carried unanimously.*

d. **2022 Work Plan in Review.\*** Add easement presentation to F.3. Commissioners requested additional time to review the Work Plan in Review. This item was tabled to the March meeting.

e. **Cooperative Agreement with TRPD for Lake Sarah Sediment Coring.\*** The original Lake Sarah TMDL estimated internal loading based on hypolimnetic concentrations. Sediment coring will provide

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

\*Included in meeting packet.

better data on internal loading for the Lake Sarah TMDL update, as well as inform dosing for any future alum treatment for Lake Sarah. TRPD has already pulled the sediment cores, three from each basin with two cores in each basin from deeper areas and one core from shallower areas. The pulled cores include the areas near the inlets of Dance Hall Creek and Loretto Creek to help determine loading from these sources. This Agreement is to cover the lab testing costs on the sediment cores at a total not-to-exceed \$12,000. This project is in the Commission's CIP schedule at this cost and funds will come from the 2021 WBIF grant. TRPD will provide the 10% match through in-kind services. Motion by Baker, second by Vickery to approve the Cooperative Agreement as presented. *Motion carried unanimously.*

## 6. OLD BUSINESS.

a. **North Fork Crow 2021 WBIF Progress Report.\*** The progress report was included in the meeting packet for informational purposes. No action necessary.

b. **South Fork Crow 2021 WBIF Progress Report.\*** The progress report was included in the meeting packet for informational purposes. No action necessary.

c. **Comments on Minor Plan Amendment.\*** The DNR Area Hydrologist submitted "no comments" regarding the Plan amendment.

d. **Lake Independence TMDL Contract Amendment.\*** As discussed at prior meetings, TRPD is no longer able to complete the modeling portion of the TMDL update in-house due to staffing changes. The work will be subcontracted to Stantec at an increased cost. In May of 2022 the Commission signed an agreement with TRPD for the TMDL update including modeling at \$30,000. The amended contract includes a cost increase from \$30,000 to \$45,500 to cover the cost of modeling. No further changes are expected for this project. Motion by Danelis, second by Wulff to approve the contract amendment as proposed and authorize the Chair to execute the agreement. *Motion carried unanimously.*

## 7. NEW BUSINESS.

**2023 Work Plan.** Will be much the same as the 2022 Work Plan with some minor changes. This item will need to be approved at the April meeting.

8. **EDUCATION.** The **No Salt Low Salt Minnesota\*** campaign was created through the Hennepin County Chloride Initiative, funded through the 2019 WBIF grant. Campaign materials are available and open to all Hennepin County watersheds and cities. Commissioners directed Staff to set this as an education topic for the October Commission meeting and to invite city staff to attend and review the Chloride campaign materials.

a. **Low Salt No Salt Campaign.\***

b. **Star Tribune Article.\***

c. **Limited Liability Legislation.\***

## 9. STAFF REPORTS.

a. **Engineer's Report.\*** Staff is working with the Windsong Golf Course applicant to create a reasonable Stormwater Pollution Prevention Plan (SWPPP) as a requirement for project approval. The applicant is also required to have an approved wetland replacement plan prior to review. Two additional projects are outstanding. A fisherman reported catching several 9-10 inch crappies on Lake Sarah last weekend.



**b. HCEE Report.** County staff continue to work with the Shriners and expect to submit a CIP application later in 2023. HCEE is serving as the County Soil and Water Conservation District, working directly with private landowners to reduce erosion, conserve and restore natural areas, provide grants to protect water quality, restore habitat, prevent the spread of AIS, and to administer the state buffer law. County staff presented the County's 2023 priorities in the Pioneer-Sarah Creek Watershed to the Commission. Priorities include completion of the Lake Rebecca and Spurzem Creek SWAs, preliminary work on SWA identified projects, and outreach to landowners in those and the Lake Independence and Lake Sarah drainage areas. Hennepin County plans to host an open house in April at the Hamel Community Center for both Pioneer-Sarah Creek and Elm Creek watershed residents.

**c. TRPD Report.** Lake report cards will be shared at the March Commission meeting. Vlach completed the Whaletail alum treatment CWF grant work plan in Elink. The grant will need to be signed and executed to allow TRPD to begin working with the alum applicator. BWSR is no longer requiring an agreement that lakes meet water quality standards for 20 years after an alum treatment.

#### **10. COMMISSIONER REPORTS.**

**a. Vickery** noted that Minnetrista is still focused on expanding drinking water and water treatment with work beginning on two new wells this spring and a treatment plant to follow in one to two years. Minnetrista instituted a tier system for water utility charges because much of the city's treated drinking water is used for lawn watering.

**b. Wulff** announced the LICA Ice Party this weekend has been canceled due to poor ice conditions on Lake Independence.

#### **11. OTHER BUSINESS.**

**a.** The **next regular meeting** is scheduled for March 16, 2023 at Maple Plain City Hall.

**12. ADJOURNMENT.** There being no further business, motion by Workcuff, second by Baker to adjourn. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Amy Juntunen  
Administrator  
AAJ:tim

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**Pioneer-Sarah Creek Watershed  
Cash Disbursements Journal  
For the Period From Mar 1, 2023 to Mar 31, 2023**

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

<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
3/16/23		50100	Project Review 22-20 Crimson Woods	210.00	
			Project Review 22-21 Centerpoint Adam's		
		50100	Pest Control TH 55	577.50	
		50100	General Engineering	341.20	
		10100	Hakanson Anderson Associates, Inc.		1,128.70
3/16/23		51100	Administration	1,339.84	
		51100	Meeting-related	1,178.29	
		51100	Bookkeeping	231.00	
		51400	Website	219.00	
		51120	Project Review Support	74.37	
		52000	TAC	225.25	
		10100	Judie Anderson's Secretarial Service		3,267.75
<b>Total</b>				<b>4,396.45</b>	<b>4,396.45</b>

# INVOICE SUMMARY FROM HAKANSON ANDERSON

PIONEER SARAH WATERSHED MANAGEMENT COMMISSION

INVOICES FOR JANUARY 2023

Project ID & Description	Invoice Number	Invoice Date	Amount
PSC218 2022-20-CRIMSON WOODS	50290	02/28/23	210.00
PSC219 2022-021 CENTERPOINT ADAM'S PEST CONTROL TH 55	50291	02/28/23	577.50
PSC901-2023 GENERAL ENGINEERING FOR PIONEER SARAH WMC 2023	50292	02/28/23	341.20
			<b>1,128.70</b>



3601 Thurston Avenue  
Suite 101  
Anoka, MN 55303

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

Invoice number 50290  
Date 02/28/2023

Project **PSC218 2022-20-CRIMSON WOODS**

Professional Services Provided Through 01/31/2023

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## MUNICIPAL REVIEW

### Professional Fees

	Date	Hours	Rate	Billed Amount
Andrew Vistad	01/30/2023	2.00	105.00	210.00
DEVELOPMENT REVIEW NO 1				
PROFESSIONAL FEES SUBTOTAL				210.00
MUNICIPAL REVIEW SUBTOTAL				210.00
AMOUNT DUE THIS INVOICE				210.00

Invoice Summary	Current Billed	Prior Billed	Total Billed
Total	210.00	367.50	577.50

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3601 Thurston Avenue  
Suite 101  
Anoka, MN 55303

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

Invoice number 50291  
Date 02/28/2023

Project **PSC219 2022-021 CENTERPOINT  
ADAM'S PEST CONTROL TH 55**

Professional Services Provided Through 01/31/2023

#### MUNICIPAL REVIEW

##### Professional Fees

	Date	Hours	Rate	Billed Amount
Andrew Vistad PLAN REVIEW NO 1	01/13/2023	3.50	105.00	367.50
Andrew Vistad PLAN REVIEW NO 1	01/20/2023	2.00	105.00	210.00

**PROFESSIONAL FEES SUBTOTAL** 577.50

**MUNICIPAL REVIEW SUBTOTAL** 577.50

**AMOUNT DUE THIS INVOICE** 577.50

Invoice Summary	Current Billed	Prior Billed	Total Billed
Total	577.50	210.00	787.50



3601 Thurston Avenue  
Suite 101  
Anoka, MN 55303

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

Invoice number 50292  
Date 02/28/2023

Project **PSC901-2023 GENERAL ENGINEERING  
FOR PIONEER SARAH WMC 2023**

Professional Services Provided Through 01/31/2023

## GENERAL ENGINEERING

### Professional Fees

Andrew Vistad  
MONTHLY MEETING

Date	Hours	Rate	Billed Amount
01/19/2023	3.00	105.00	315.00

**PROFESSIONAL FEES SUBTOTAL 315.00**

### Reimbursables

MILEAGE

Date	Units	Rate	Billed Amount
01/19/2023	40.00	0.655	26.20

**REIMBURSABLES SUBTOTAL 26.20**

**GENERAL ENGINEERING SUBTOTAL 341.20**

**AMOUNT DUE THIS INVOICE 341.20**

### Invoice Summary

	Current Billed	Prior Billed	Total Billed
Total	341.20	0.00	341.20



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

3235 Fernbrook Lane  
Plymouth MN 55447

March 10, 2023

				Total Project Area	
General Administration				Total Project Area	
Administrative		70.00	0.000		
Administrative	5.92	75.00	444.000		
Administrative - virtual		80.00	0.000		
Office Support	10.00	75.00	750.000		
Public storage	1.00	101.08	101.080		
Data Processing/File Mgmt		70.00	0.000		
Archiving	0.600	70.00	42.000		
Reimbursable Expense	2.76	1.00	2.760	1,339.840	Administration
Meeting packets, attendance, Minutes and Meeting follow-up					
Administrative		70.00	0.000		
Administrative	9.03	75.00	677.250		
Admin - offsite	4.00	80.00	320.000		
Reimbursable Expense	181.04	1.00	181.040	1,178.290	Meeting-related activities
Bookkeeping					
Bookkeeping		70.00	0.000		
Bookkeeping, budget, audit requests	2.33	75.00	174.750		
Treasurer's Reports	0.75	75.00	56.250		
Audit Prep		70.00	0.000		
Audit Prep		75.00	0.000		
Reimbursable Expense		1.00	0.000	231.000	Bookkeeping/TRs
Website					
Weebly hosting - 1 year		1.00	0.000		
Pages, links, uploads	2.92	75.00	219.000		
Administrative		75.00	0.000	219.000	Website
Project Reviews					
Administrative		70.00	0.000		
Administrative	0.92	75.00	69.000		
File Management/Archiving		70.00	0.000		
Reimbursable Expense	5.37	1.00	5.370	74.370	Project Reviews
TAC and Convene Meetings					
Secretarial		70.00	0.000		
Administrative	1.67	75.00	125.250		
Offsite - Virtual	1.25	80.00	100.000		
Reimbursable Expense		1.00	0.000	225.250	TAC and Convene
			3,267.750	3,267.750	

## **Crimson Woods** **Greenfield, Project #2022-020**

**Project Overview:** Crimson Woods is an 8 lot 39.70-acre residential development. The residential property is located within the City of Greenfield. The existing site is a mixture of row crops and woodlands with some onsite wetlands. Stormwater from the site is generally split into two directions. The western half of the site drains to the south through wetlands eventually discharging into Hafften Lake. The eastern part of the site drains to the southeast to discharge into Lake Schendell. Stormwater is proposed to be managed by an infiltration basin located in the southeast portion of the development. The Commission's management plan requires compliance for Stormwater Management (Rule D), Erosion Control (Rule E), and Buffer Strips (Rule I).

**Applicant:** Jerome Hertaus – Omega Development, LLC, 8055 Davis Street, Greenfield, MN 55357. Phone: 612-867-7812. Email: jahertaus@gmail.com

**Agent/Engineer:** Jeffrey A. Prash – Demarc, 7601 73rd Ave N, Minneapolis, MN 55428. Phone: 763-560-3093. Email: jeffprasch@demarcinc.com

### **Exhibits:**

- 1) PSCWMC Request for Plan Review received November 15, 2022
- 2) Project Review Fees, \$2,400.00
- 3) Civil Plans, dated February 24, 2023
- 4) Drainage Summary, dated March 7, 2023
- 5) Wetland Notice of Decision, dated January 18, 2023

### **Findings:**

- 1) A complete application was received January 18, 2023. The initial 60-day decision period expires on March 19, 2023.
- 2) The applicant proposes to divide a 39.70-acre parcel into 8 rural type residential lots.
- 3) The City of Greenfield is the LGU in charge of administering the 1991 Wetland Conservation Act on this site.
  - Wetland impacts as part of this development are being mitigated via purchase of wetland credits. The replacement plan has been reviewed and an NOD has been issued from the wetland LGU.



**Stormwater Management (Rule D):**

- 4) The western third of the development generally flows to the south into wetlands that eventually discharge into Hafften Lake to the south. The remainder of the site drains generally east to eventually discharge into Lake Schandell. The stormwater flows offsite into multiple separate wetlands prior to discharging in to Lake Schandell.
- 5) Stormwater from the proposed roadway is to be directly treated by the onsite infiltration basin. A portion of the impervious surfacing created from new homes and driveways will also be directed towards the infiltration basin. The remainder of the impervious surfacing created is not feasible to be captured. The volume for this impervious surfacing is accounted for in the infiltration. PSC rules require the abstraction of 8,424 cubic feet of stormwater. The development plans propose the abstraction of 8,980 cubic feet.

Drainage area to the SW Wetland	2-yr (cfs)	10-yr (cfs)	100-yr (cfs)
<b>Pre-Development Rates</b>	<b>44.21</b>	<b>99.95</b>	<b>230.19</b>
<b>Post-Development Rates</b>	<b>39.95</b>	<b>93.95</b>	<b>220.42</b>

Drainage area to the Schendel Lake	2-yr (cfs)	10-yr (cfs)	100-yr (cfs)
<b>Pre-Development Rates</b>	<b>12.97</b>	<b>39.54</b>	<b>107.80</b>
<b>Post-Development Rates</b>	<b>10.03</b>	<b>32.95</b>	<b>93.91</b>

Water Quality Calculations	Total Phosphorus (TP lb/yr)	Total Suspended Solids (TSS lb/yr)
<b>Pre-Development Rates</b>	<b>8.3084</b>	<b>8.2397</b>
<b>Post-Development Rates</b>	<b>1509.3</b>	<b>1322.8</b>

**Erosion and Sediment Controls (Rule E):**

- 6) Land disturbing activities of greater than 1 acre, either individual or part of a larger common plan, require a SWPPP and are required to apply for a NPDES/SDS construction permit. The proposed development will cause more than 1 acre of disturbance. The applicant has provided a SWPPP narrative that accounts for section 23.9 and 23.10 of the Construction Stormwater Permit for stormwater discharging into impaired waters.

**Buffer Strips (Rule I):**

- 7) 25-foot wetland buffers have been provided with monumentation that meets PSC requirements. Wetland buffers are currently vegetated, the plans propose some minor buffer disturbance during home construction. The plans have identified an appropriate seed mixture for the reestablishment of buffers if disturbed.

**Recommendation:** Approval contingent upon the following conditions:

- 1) Receiving a receipt indicating the recording of the O&M declaration.

Advisor to the Commission



Andrew Vistad, PE

March 8, 2023

Date



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

January 12, 2023

To: Pioneer-Sarah Creek Commissioners  
Fr: Amy Juntunen  
Re: 2022 Projected 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 2022 Work Plan was accepted at the March 17, 2022 meeting.

### 2022 Projected Work Plan

**A. WATER QUANTITY.** Continue to review local development/redevelopment plans for conformance with the standards outlined in the Commission's Fourth Generation Watershed Management Plan.

1. Maintain the post-development 2-year, 10-year, and 100-year peak rates of runoff at pre-development levels 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.

*In 2022, the Commission reviewed 21 plans for conformance with its standards. Three projects each were in the cities of Medina and Minnetrista, nine projects in the City of Independence, and six projects in the City of Greenfield.*

**B. WATER QUALITY.** 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.

1. Complete Lake Rebecca subwatershed assessment and begin project implementation to maintain Lake Rebecca's non-impaired status. *The contract and funding for the Lake Rebecca Subwatershed Assessment (SWA) was approved by the Commission at their October 21, 2021 meeting. Hennepin County worked with a consultant to identify best management practice opportunities and ground-truthed them in Summer and Fall 2022. A draft version of the SWA was emailed to project partners in February 2023 and final completion is expected later in 2023. Project implementation conversations are ongoing, including one with NRCS on the Shriner's Horsemen property for which the commission may be a project partner.*
2. Complete the Spurzem Creek and Dance Hall Creek subwatershed assessments (SWAs). *The Dance Hall Creek SWA was completed in February 2022. The Spurzem Creek SWA was substantially completed in September 2022 and will be finalized in early spring 2023 following feedback from MPCA on BMPs in/near the Woodlake landfill.*
3. Implement BMPs to improve water quality in Spurzem, Independence, and Sarah Lakes, making progress toward their removal from the list of Impaired Waters.

*In August 2022 the McComb Channel Stabilization project was substantially completed using the remainder of the Baker Park Ravine grant and WBIF funds, along with cost-share by the County, Commission and Landowner at a total cost of \$42,357.67. The project is estimated to capture 5.29 tons of TSS and 10.91 lbs. of TP per year in the Lake Independence watershed.*

*In August 2022 the White wetland restoration project was completed north of Pioneer Creek in the drainage area of Lake Independence. This was the restoration of an agriculturally drained 0.75-acre wetland that will now filter approximately nine acres of grass/hay field. Additional habitat restoration and enhancement will occur in the future. The project is estimated to capture 12.6 tons of TSS and 13.1 lbs. of TP per year in the Lake Independence watershed.*

*In November 2022 the Commission approved a cost-share project using CIP and WBIF funds, along with County and landowner contributions, to install a manure bunker on the Olson property in the Spurzem Creek watershed at a total cost not to exceed \$69,319. The project is anticipated to capture 47 lbs. of nitrogen and 14 lbs. of TP. The project will be installed in 2023.*

*In December 2022 the Commission approved adding two projects to the CIP for completion in 2023-2024 in the Lake Sarah watershed: Gully Stabilization 68 and Wetland Scraping 68. The Commission also approved adding three projects to the CIP in the Lake Rebecca watershed.*

3. Improve water quality in the impaired lakes by 10% over the average of the previous 10 years by 2030. *BMPs in the Lake Independence watershed were implemented in 2022. The Commission applied for a Clean Water Fund grant for an alum treatment on Whaletail Lake in August 2022.*

4. Maintain or improve water quality in lakes and streams with no identified impairments. *The Commission completed the Lake Rebecca SWA in 2022.*

5. Begin TMDL review and update for one lake. *The TMDL update for Independence scheduled for 2022 was delayed due to staffing issues but has been approved to proceed in 2023.*

6. Foster implementation of Best Management Practices (BMPs) in the watershed through technical and financial assistance and through partnership development. *The Commission has partnered with Hennepin County and Three Rivers Park District to work with landowners and develop projects on private land to reduce nutrient loading. Two projects were completed in 2022 and a third project was approved for construction in 2023.*

#### **C. GROUNDWATER.**

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.

#### **D. WETLANDS.**

1. Preserve the existing functions and values of wetlands within the watershed.

2. Promote wetland enhancement or restoration of wetlands in the watershed.

#### **E. OPERATIONS AND PROGRAMMING.**

1. Adopt a 2023 operating budget. *A 2023 operating budget of \$306,147, with member assessments totaling \$131,800, was approved on April 21, 2022.*

a. Search for grants and other funds to supplement the regular budget. Through a partnership with the Three Rivers Park District, *a Clean Water Fund Projects and Practices grant was applied for in August 2022 for the Whaletail Lake South Basin Alum Treatment project. The grant was awarded in early 2023.*

- b. Fund a Capital Improvement Program (CIP) to share in the cost of projects. *The operating budget has included \$28,000 dedicated to the CIP fund annually since 2016. CIP funds were used to install both the McComb Channel Stabilization and White Wetland Restoration projects in 2022.*
  - c. Use the Fourth Generation Plan as guidance to budget monitoring projects. *The Commission contracted TRPD to monitor nine lakes in the watershed in 2022, Ardmore, Half Moon, Spurzem, Thomas, Little Long, Rebecca, Sarah, Independence, and both basins of Whaletail. The Commission also monitored four stream sites on Pioneer Creek, Dancehall Creek and the channel that flows to Lake Rebecca.*
  - d. Allocate education funding. *The Commission budgeted \$2,500 for general education funding and \$500 for educational events in 2022.*
- 2. Convene a TAC meeting at least annually to identify and prioritize CIP projects and share information. *The TAC met five times in 2022.*
  - a. 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.
  - b. 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. *The Commission contracts with Hennepin County to provide outreach and technical assistance to member cities and residents for BMP implementation.*
  - c. Review Commission Rules and Standards for compliance with the 2020 MS4 Permit requirements. *The TAC reviewed and revised the Commission rules in 2022 to make the Commission's Rules consistent with the most recent Minnesota General Stormwater Permit. A Minor Plan Amendment was adopted in January 2023.*
  - d. Review Commission permits and applications for consistency with current practices. *The application form was revised in March 2022.*
- 3. Prepare and implement an annual monitoring plan and provide annual reporting.
  - a. Partner with Three Rivers Park District (TRPD) to conduct bi-weekly water quality monitoring of "sentinel lakes" – Independence, Sarah, Little Long, and both basins of Whaletail. Two additional "non-sentinel" lakes will also be monitored in 2022. *In addition to the lakes named here, Ardmore, Half Moon, Spurzem and Thomas lakes were monitored to gather data for the Spurzem Creek SWA.*
  - b. Partner TRPD to conduct flow and water quality monitoring at selected sites. The Commission has budgeted funds to monitor four sites in 2022. *The Commission budgeted funds to monitor four sites in 2022 - Dance Hall Creek, Spurzem Creek, and two points flowing to Lake Rebecca.*
  - c. Participate in Metropolitan Council's Citizen Assisted Monitoring Program (CAMP). The Commission has budgeted funds to monitor one lake in 2022. *Hafften Lake was monitored through the CAMP program in 2022.*
  - d. Partner with Hennepin County to obtain macroinvertebrate monitoring by student volunteers through the RiverWatch program if Covid policies allow and the County resumes this program. *The County did not resume the RiverWatch program in the Pioneer-Sarah Creek watershed area in 2022.*
  - e. Partner with Hennepin County Environment and Energy (HCEE) to participate in the Wetland Health Evaluation Program (WHEP), a citizen volunteer wetland monitoring program if Covid policies allow and the County resumes this program. *The County did not resume the WHEP program in 2022.*
- 4. Develop cost-share policy for opportunistic projects including projects funded by Hennepin County or other grants. *The Commission has approved cost-sharing up to 25% of project installation cost from*

*CIP funds for opportunistic projects and studies that are not on the official CIP list but have direct impact to nutrient loading. CIP applications are required to receive this funding. The Commission funded two cost-share projects in cooperation with Hennepin County in 2022, the White Wetland Restoration and the McCombs Channel Stabilization projects.*

5. Develop a schedule to create Lake Management Plans for Lakes Independence, Sarah, and Ardmore.
6. Develop a schedule of subwatershed assessments (SWAs) to identify potential high loading areas for prioritization and BMP implementation. *The Commission funded the Spurzem Creek SWA, Lake Rebecca SWA and updated the Dancehall Creek SWA in 2022.*
7. Begin TMDL review and update for one lake. *The Commission entered into a cooperative agreement with TRPD in May 2022 to begin the TMDL update for Lake Independence.*
8. Act as fiscal agent for the Board of Water and Soil Resources (BWSR) Watershed Based Implementation Funds (WBIF).
  - a. Funds from the 2021 biennium include \$115,000 for implementation of BMPs in the Lake Independence subwatershed, \$91,105 for development of a SWA and implementation of BMPs in the Dance Hall Creek subwatershed, \$35,063 for implementation of BMPs in the Lake Spurzem subwatershed, and \$30,000 for completion of the Lake Rebecca SWA. *As noted in previous responses, in 2022 the Commission worked with partners to make substantial progress towards or complete three SWAs (Dance Hall Creek, Rebecca, Spurzem) and implement or otherwise allocated funds for three projects. Hennepin County, on behalf of the Commission, submitted two progress reports in eLINK for work in the North Fork Crow River and South Fork Crow River basins in 2022.*
  - b. Host a Convene Process approved by BWSR to allocate funds for the 2023 biennium WBIF. *The Convene process was hosted and completed in 2022. A workplan for the WBIF grant will be completed by March 2023.*
9. Publish 2021 Annual Activity Report. *The 2021 Annual Report was accepted at the Commission's April 21, 2022, meeting and forwarded to the Board of Water and Soil Resources per MN Statute.*

#### **F. EDUCATION AND OUTREACH**

1. Partner with HCEE, TRPD and other entities to expand education and outreach activities.
2. Maintain the Commission website, pioneersarahcreek.org, and Facebook page to provide news to the watershed residents including annual reports, lake and stream monitoring data, monthly meeting materials, project reviews, public notices, news releases, and other watershed- or city-related information. Participate in other forms of media: city newsletters, local newspapers, television, etc., to share useful information to stakeholders. *\$1,500 was included in the 2022 budget for this purpose. In 2022 there were 1,227 individual users accessing the website on 1,737 sessions. The pages most visited are: Home, Meeting Packets, Lake Sarah, Application Requirements, Contact Us, Fourth Generation Plan, Project Reviews, Locations and Maps, Staff, and Meetings.*
3. Provide education opportunities for Commissioners, elected and appointed officials, and other decision makers. *Hennepin County staff presented an education piece on conservation easements to Commissioners at the July 21, 2022 regular Commission meeting.*
  - a. Complete handbook update.
4. Participate in collaborative groups to pool resources and undertake activities in a cost-effective manner, promote interagency cooperation, and promote consistency of messages. *The Commission continued its membership in WaterShed Partners and Staff attended bi-monthly meetings of partners.*

5. Partner with HCEE and TRPD to undertake targeted education and outreach to landowners in the watershed. *HCEE sent out postcards to targeted areas resulting in implementation of two projects on private property.*
  6. Provide opportunities for the public to learn about and participate in water quality activities.
  7. Enhance education opportunities for youth.
    - a. Explore opportunities for re-starting the RiverWatch program in a local school or with a Scout program. *This program has not been reinstated by the County.*
-



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

March 1, 2023

To: Pioneer-Sarah Creek Commissioners  
Fr: Amy Juntunen  
Re: 2023 Projected 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 2022 Work Plan accomplishments were accepted at the March 16, 2023 meeting.

The Commission's Fourth Generation Watershed Management Plan identifies issues, priorities and goals for the ten-year period 2021-2030. As a reminder, they are enumerated beginning on page 4 of this memo.

Following is a projected work plan for 2023. Review and comments are requested by March 16, 2023 so that they can be incorporated into the *2022 Annual Activity Report*.

### 2023 Projected Work Plan

**A. WATER QUANTITY.** Continue to review local development/redevelopment plans for conformance with the standards outlined in the Commission's Fourth Generation Watershed Management Plan.

1. Maintain the post-development 2-year, 10-year, and 100-year peak rates of runoff at pre-development levels 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.

**B. WATER QUALITY.** 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.

1. Complete Lake Rebecca subwatershed assessment (SWA) and begin project implementation to maintain Lake Rebecca's non-impaired status.
2. Complete the Spurzem Creek SWA and begin project implementation to improve water quality through the Spurzem Creek chain to Lake Independence.
3. Implement BMPs to improve water quality in Spurzem, Independence, and Sarah Lakes, making progress toward their removal from the list of Impaired Waters.
4. Improve water quality in the impaired lakes by 10% over the average of the previous 10 years by 2030.
5. Maintain or improve water quality in lakes and streams with no identified impairments.
6. Begin TMDL review and update for Lake Sarah.
7. Foster implementation of Best Management Practices (BMPs) in the watershed through technical and financial assistance and through partnership development.



**C. GROUNDWATER.**

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.

**D. WETLANDS.**

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

**E. OPERATIONS AND PROGRAMMING.**

1. Adopt a 2024 operating budget.
  - a. Search for grants and other funds to supplement the operating budget.
  - b. Fund a Capital Improvement Program (CIP) to share in the cost of projects.
  - c. Use the Fourth Generation Plan as guidance to budget monitoring projects.
  - d. Allocate education funding.
2. Convene a TAC meeting at least annually to identify and prioritize CIP projects and share information.
  - a. Partner with Hennepin County to provide technical and financial assistance to member cities and private landowners in identifying appropriate and cost-effective Best Management Practices to increase infiltration and groundwater recharge and reduce stormwater runoff pollution.
3. Prepare and implement an annual monitoring plan and provide annual reporting.
  - a. Partner with Three Rivers Park District (TRPD) to conduct bi-weekly water quality monitoring of “sentinel lakes” – Independence, Sarah, Little Long, and both basins of Whaletail. Two additional “non-sentinel” lakes will also be monitored in 2023.
  - b. Partner with TRPD to conduct flow and water quality monitoring at selected sites. The Commission has budgeted funds to monitor four sites in 2023.
  - c. Participate in Metropolitan Council’s Citizen Assisted Monitoring Program (CAMP). The Commission has budgeted funds to monitor one lake in 2023.
4. Continue cost-share policy for opportunistic projects including projects funded by Hennepin County or other grants.
5. Develop a schedule to create Lake Management Plans for Lakes Independence, Sarah, and Ardmore.
6. Begin Lake Sarah TMDL review and update.
7. Act as fiscal agent for the Board of Water and Soil Resources (BWSR) Watershed Based Implementation Funds (WBIF).
  - a. Funds from the 2021 biennium include \$115,000 for implementation of BMPs in the Lake Independence subwatershed, \$91,105 for development of a SWA and implementation of BMPs in the Dance Hall Creek subwatershed, \$35,063 for implementation of BMPs in the Lake Spurzem subwatershed, and \$30,000 for completion of the Lake Rebecca SWA.

- b. Submit a fund request for the 2023 biennium WBIF grant.
- 8. Publish *2022 Annual Activity Report*.

**F. EDUCATION AND OUTREACH**

- 1. Partner with HCEE, TRPD and other entities to expand education and outreach activities.
  - 2. Maintain the Commission website, [pioneersarahcreek.org](http://pioneersarahcreek.org), and Facebook page to provide news to the watershed residents including annual reports, lake and stream monitoring data, monthly meeting materials, project reviews, public notices, news releases, and other watershed- or city-related information. Participate in other forms of media: city newsletters, local newspapers, television, etc., to share useful information to stakeholders.
  - 3. Provide education opportunities for Commissioners, elected and appointed officials, and other decision-makers.
    - a. Complete handbook update.
    - b. Include three presentations from Hennepin County, TRPD and other organizations to be made during Commission meetings to educate Commissioners and attendees re specific topics.
  - 4. Participate in collaborative groups to pool resources and undertake activities in a cost-effective manner, promote interagency cooperation, and promote consistency of messages.
  - 5. Partner with HCEE and TRPD to undertake targeted education and outreach to landowners in the watershed.
  - 6. Provide opportunities for the public to learn about and participate in water quality activities.
  - 7. Enhance education opportunities for youth.
-

## FOURTH GENERATION MANAGEMENT PLAN PRIORITIES

1. Make systematic progress toward achieving lake water quality goals by 2030:
  - a. Delist South Whaletail Lake.
  - b. Protect Lake Rebecca so it continues to meet water quality standards.
  - c. Meet state water quality standards in the following lakes: Independence, Sarah, Spurzem, Half Moon, and Ardmore.
  - d. Achieve a 10% reduction in Total Phosphorus concentration in the other monitored lakes over the previous ten years.
2. Work in a coordinated way with urban and rural property owners, cities, lake associations, public and private entities, Hennepin County, and TRPD building partnerships to conserve our water and natural resources and deliver implementation projects
3. Raise the profile of the Commission across the watershed, within Hennepin County, the western Metro area, and the Crow River Watershed.
4. Serve as an informational and technical resource for the cities and the citizens and property owners in the watershed.

Guided by the identification and prioritization of issues in the watersheds, the Commission has established goals that will guide activities over the coming decade.

### Goal Area A. Water Quantity

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

### Goal Area B. Water Quality

- Goal B. 1. Protect Lake Rebecca and achieve delisting of South Whaletail Lake.
- Goal B. 2. Meet state standards in Spurzem, Half Moon, Ardmore, Independence and Sarah Lakes, making progress towards their removal from the list of Impaired Waters.
- Goal B. 3. Improve water quality in the impaired lakes by 10% over the average of the previous ten years by 2030.
- Goal B. 4. Maintain or improve water quality in the lakes and streams with no identified impairments.
- Goal B. 5. Conduct a TMDL/WRAPS progress review every five years.
- Goal B. 6. Foster implementation of Best Management Practices in the watershed through technical and financial assistance.

### Goal Area C. Groundwater

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

### Goal Area D. Wetlands

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

Goal Area E. Drainage Systems

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

Goal Area F. Commission Operations and Programming

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

**Document Purpose:** Summarize proposed changes to Watershed-based implementation fund (WBIF) grant work plans for dollars allocated in 2021 and 2023 in the Pioneer-Sarah Creek Watershed.

Hennepin County staff drafted this document to present, in one location, all activities that the Commission's Technical Advisory Committee (TAC) deemed necessary to manage and execute these grants.

Changes shown on this document will be submitted in eLINK to the Board of Water and Soil Resources (BWSR) following the March Pioneer-Sarah Creek Watershed Management Commission (PSCWMC) meeting.

The document is organized by each WBIF allocation area. Two were provided in 2021 within PSCWMC and one in 2023.

## 2021 North Fork Crow River WBIF

**Background:** At the October and November PSCWMC TAC meetings, the TAC decided to re-allocate funds from the 2021 biennium's WBIF to those as shown in **Table 1**. This will require an amendment to the work plan, which will be completed by Hennepin County staff with PSCWMC direction.

Some notes on the allocations:

- 1) At the February PSCWMC meeting, the Commission agreed to enter into an agreement with Three Rivers Park District (TRPD) to acquire and process the lake cores at Lake Sarah. The minimum 10% on the state grant will be provided by TRPD through staff time and lab fees.
- 2) The GS68 Pond Revitalization and GS68 Wetland Scrape will be completed as part of the same project. These will be led by the Commission through their technical advisor (Hakanson Anderson). Total project cost is estimated to be \$89,700. Consistent with previous projects utilizing state dollars, it is anticipated the Commission will (with full commissioner approval at March meeting) use \$22,425 of CIP dollars and \$67,275 of WBIF dollars, split between the two biennium's. \$37,125 is being used from 2023 dollars. Therefore \$30,100 must come from 2021 dollars.
- 3) At the October TAC meeting, staff agreed to retain some dollars for Dance Hall Creek implementation and/or design work to make the larger project more shovel-ready for a Clean Water Fund grant.

Table 1: Fund allocations for the 2021 North Fork Crow River WBIF grant.

Activity	WBIF Request	WBIF Match	Notes
Lake Sarah sediment cores	\$12,000	TRPD staff time and lab fees (minimum \$1,200)	Steve Christopher confirmed we can report time/materials completed before this amendment as they occurred in Lake Sarah basin and in this calendar year
GS68 Pond Revitalization	\$30,100(?)	PSCWMC Tech Advisor time (i.e. Andrew)	This amount is calculated as the difference between the engineer's estimated total project cost and the 2023 WBIF allocation for the project, with a 25% contribution from PSCWMC CIP for the project
Dance Hall Creek BMP Implementation	\$26,988	County, PSCWMC CIP, and landowner contributions to installation. County engagement and design time	WBIF request dependent on amount needed for GS68 Pond Revitalization. We could also choose to use these dollars for design work of the larger BMPs to potentially improve project readiness for CWF application.

## 2021 South Fork Crow River WBIF

**Background:** Progress on the activities in this grant was presented by Hennepin County staff at the February 2023 PSCWMC meeting. Its likely Hennepin County will work with BWSR and PSCWMC to pursue a 1-year extension on this grant in summer 2023. No action necessary by the County or PSCWMC at this time.

## 2023 Pioneer-Sarah Creek WBIF

**Background:** Recently, BWSR changed the process for issuing WBIF funds. In 2021, funds were distributed based on major watershed (e.g. South Fork Crow River). In 2023, funds were distributed based on watershed, which in Hennepin County is the watershed management organization boundaries (e.g PSCWMC jurisdictional boundary). PSCWMC received \$159,000 for the 2023 biennium, which was allocated as shown in **Table 2** by the PSCWMC TAC during meetings in October and November 2022. Below is a summary of each activity, the estimated timeline for implementation, and anticipated project deliverables.

Table 2: Project proposed by convening group for 2023 WBIF allocation.

Name of Project	Project Description	Water Resource	Grant Funds Requested (\$) *	Non-State Match (\$)	Total Project Costs (\$)
Lake Rebecca Channel Restoration	TRPD is currently investigating stabilization and restoration of an eroding channel upstream (east) of Lake Rebecca that is currently delivering sediment and nutrient to the Lake. TRPD is currently modeling and designing, and is paying for that effort. This project would just pay for construction and restoration of the channel.	Lake Rebecca	\$95,098	\$104,902	\$200,000
Lake Rebecca Alum Feasibility Analysis	Changes to the BWSR policy manual now require a feasibility study be completed for all projects looking to use state dollars to complete in-lake management activities.	Lake Rebecca	\$27,000	\$3,000	\$30,000
GS68 Wetland Scrape only	North of Lake Sarah, along Lake Sarah Heights Drive, is a gully that has been severely eroded, along with a downstream wetland that has been filled with the eroded sediment. This project will remove the sediment that has filled the wetland. A parallel project will stabilize the gully, likely to be funded with FY2021 WBIF dollars.	Lake Sarah	\$37,125	\$4,125	\$41,250
Lake Rebecca BMP Implementation	This project will implement BMPs recommended in the soon-to-be-completed Lake Rebecca Subwatershed Assessment. Lake Rebecca has had increasing total phosphorus loading, driven by upstream phosphorus sources. The subwatershed assessment identified several BMP opportunities that will limit downstream loading, including some that are shovel ready.	Lake Rebecca – Delisted from 303d list in 2018 but may be listed again without action	Backup Project, to be funded if any of the other projects are ineligible or infeasible. Total Project cost = \$100,000.		

## Activity #1: Lake Rebecca Channel Restoration

**Activity Description:** A subwatershed assessment (SWA) was completed in 2014 and identified dozens of cost-effective projects to address upland, predominantly agricultural erosion. Very little implementation has occurred thus far as the projects were on private farmland. The land use is changing to rural residential and starting to develop, leading to a necessity to update the SWA to better reflect the current land use and future development. This update will be used to guide development strategies to protect and restore critical natural resource habitats and to reduce pollution to Dance Hall Creek through the implementation of conservation projects on private land prior to and during development.

The SWA will have four main components:

- 1) Inventory & map natural resources on parcels that are key to understanding project opportunities;
- 2) Create a master plan across (but considering) new parcel boundaries of the best strategies and opportunities to improve water quality;
- 3) Create conceptual site diagrams for each parcel in the study area;
- 4) Evaluate and quantify pollution-reduction potential of BMPs identified in conceptual site diagrams.

From this updated SWA, the most cost-effective conservation practices will be identified and pursued for outreach and implementation.

### **Measurable Outcomes:**

- 1) Host two field days (or similar education presentations/webinars) to promote interest in conservation. These field days may be held to promote other County and PSCWMC activities as well, including other WBIF activities.
- 2) Completion of a final subwatershed assessment report by December 31, 2021.
- 3) Install 6 (or more) of the most cost-effective practices as identified in the SWA.

### **Activity Budget:**

Total Project Budget: \$116,105

WBIF funds: \$91,105

Match funds: \$25,000

Match sources:

- 1) Hennepin County: cash and in-kind match from staff coordination, outreach, and project design
- 2) PSCWMC: cash and in-kind match for project installation
- 3) Landowner(s): in-kind volunteer and cash match for installation of projects on their property(ies)

*Note: at least \$9,111 of match will be monetary, meeting WBIF requirements.*



PSCWMC and Hennepin County plan to use consulting services to update the SWA. No more than 33% of the WBIF budget (\$30,065) will be used for consulting services to update the SWA. The remaining amount of WBIF funds (no less than \$61,040) will be used for landowner outreach and project installation.

#### Cost Breakdown

Budget Activity	% of Budget to Activity	Effort Breakdown and Staff
Grant Administration	5%	Henn. Co. Specialist
Project Development	20%	To update SWA: 20% coordination and 15% plan review (Henn. Co. Specialist & Technician) To install conservation practices: 15% coordination, 30% outreach, 20% education to get conservation practices installed (Henn. Co. Specialist & Technician)
Technical/Engineering	25%	To update SWA: 40% Contracted services to generate DRAFT and FINAL reports (Contractor), To install conservation practices: 30% Design (Wright SWCD PE), 30% field work/survey (Henn Co. Technician)
Construction	50%	Summary of invoiced labor (Contractor)

#### Activity Milestones:

Year 1 (2020) Milestones	Year 2 (2021) Milestones	Year 3 (2022) Milestones
Complete Dance Hall Creek SWA Final plan	Create outreach materials for Phase 1 properties and coordinate distribution of those materials (likely mailers)	Identify all properties for Phase 2 outreach, may include those from Phase 1, plus the next most cost-effective practices
Identify all properties for Phase 1 outreach, starting with the most cost-effective as identified in the SWA	Meet w/ (either in-person or over phone) 50% of identified properties	Create outreach materials for those identified properties and coordinate distribution of those materials (likely mailers)
	Host a field day (or similar education presentation/webinar) to promote interest in conservation. If possible, feature a project installed in 2020.	Meet w/ (either in-person or over phone) 50% of identified properties
	Draft designs for 4 BMPs identified in the SWA and/or BMPs found during field work w/ practices as cost-effective as those in the SWA.	Host a field day (or similar education presentation/webinar) to promote interest in conservation. If possible, feature a project(s) installed in 2020 and/or 2021.

Year 1 (2020) Milestones	Year 2 (2021) Milestones	Year 3 (2022) Milestones
	Install 2 of those designed practices	Draft designs for 6 BMPs identified in the SWA and/or BMPs found during field work w/ practices as cost-effective as those in the SWA.
		Install 4 of those designed practices

#### Activity #2: Lake Sarah Sediment Cores

**Activity Description:** <Brian see above for what to add>

#### Activity #3: GS68 Wetland Scrape

**Activity Description:** <Kris will fill this out using materials provided by Andrew>

**Date:** March 8, 2023

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

**From:** Brian Vlach  
Senior Manager of Water Resources  
Three Rivers Park District

**Subject:** Project Introduction – Kingswood Park Ravine Channel Stabilization

Three Rivers Park District maintains and operates Kingswood Park located in the City of Minnetrista within western Hennepin County. A city-owned gravel roadway, Kingswood Road, runs between two areas of the park. Little Long Lake is located to the east of Kingswood Road and a seven-acre pond with tamarack bog is located to the north and west of Kingswood Road. Both water bodies have excellent water quality and vegetation communities that are protected within a Hennepin County Conservation Easement.

Three Rivers Park District and Hennepin County has identified an area on the west side of Kingswood Road that has been experiencing erosion. There is a small ditch along the east side of the road that directs runoff south to a culvert that runs under Kingswood Road. After exiting the culvert, the runoff flows down the slope through the forest into the tamarack pond to the north. There is erosion that is occurring within the roadway ditch and storm runoff is depositing sand and sediment into the forested area west of the road at the culvert outlet (photos attached). The existing channel has dense tree cover with little understory that has exposed soil conditions that have been vulnerable to erosion. The Three Rivers Park District contracted with Moore Engineering to complete a feasibility study to address the erosion within the channel and provide protection to the tamarack pond and forested area. The completion of the feasibility study has been a collaborative effort with Hennepin County and the City of Minnetrista.



The feasibility study identified three concept alternatives to stabilize the ravine. The alternatives are presented in a technical memo (dated October 25, 2022) with a cost benefit analysis of each concept. Since the completion of the feasibility study, project partners have had discussions about the benefits of each concept alternative. The preferred concept alternative consists of creating a sedimentation basin immediately downstream of the existing culvert under Kingswood Road, and installing a solid plastic pipe to convey flow from the top of the ravine to the pond. Directional drilling is proposed to install the pipe in an effort to limit impacts to the trees within the ravine. There will be some limited grading to fill in and smooth the channel drainage area so it doesn't continue to concentrate localized drainage. Currently, 30% design plans have been completed for the preferred design alternative.

Three Rivers Park District will be taking the initiative to coordinate the completion of project design in collaboration with Hennepin County and City of Minnetrista. The project partners are currently in the process of securing funding to advance the final design and construction of the project. Three Rivers Park District, Hennepin County, and the City of Minnetrista will be requesting the Pioneer-Sarah Creek Watershed Management Commission to consider this project for their Capital Improvement Program. Three Rivers Park District will submit a CIP application on behalf of the City of Minnetrista as the applicant for the next Commission meeting scheduled April 20, 2023. On behalf of the project team, we sincerely thank you for your consideration of the project.

Sincerely,

A handwritten signature in black ink that reads "Brian Vlach". The script is cursive and fluid, with the first name "Brian" and last name "Vlach" clearly distinguishable.

Brian Vlach  
Senior Manager of Water Resources  
Three Rivers Park District  
763-694-7846



## Project Area Photos



Culvert Outlet under Kingswood Road



Sediment Deposited from Culvert Outlet.





Debris Dams installed to slow the water downstream.





Surface runoff erosion viewed from the bottom of the channel.



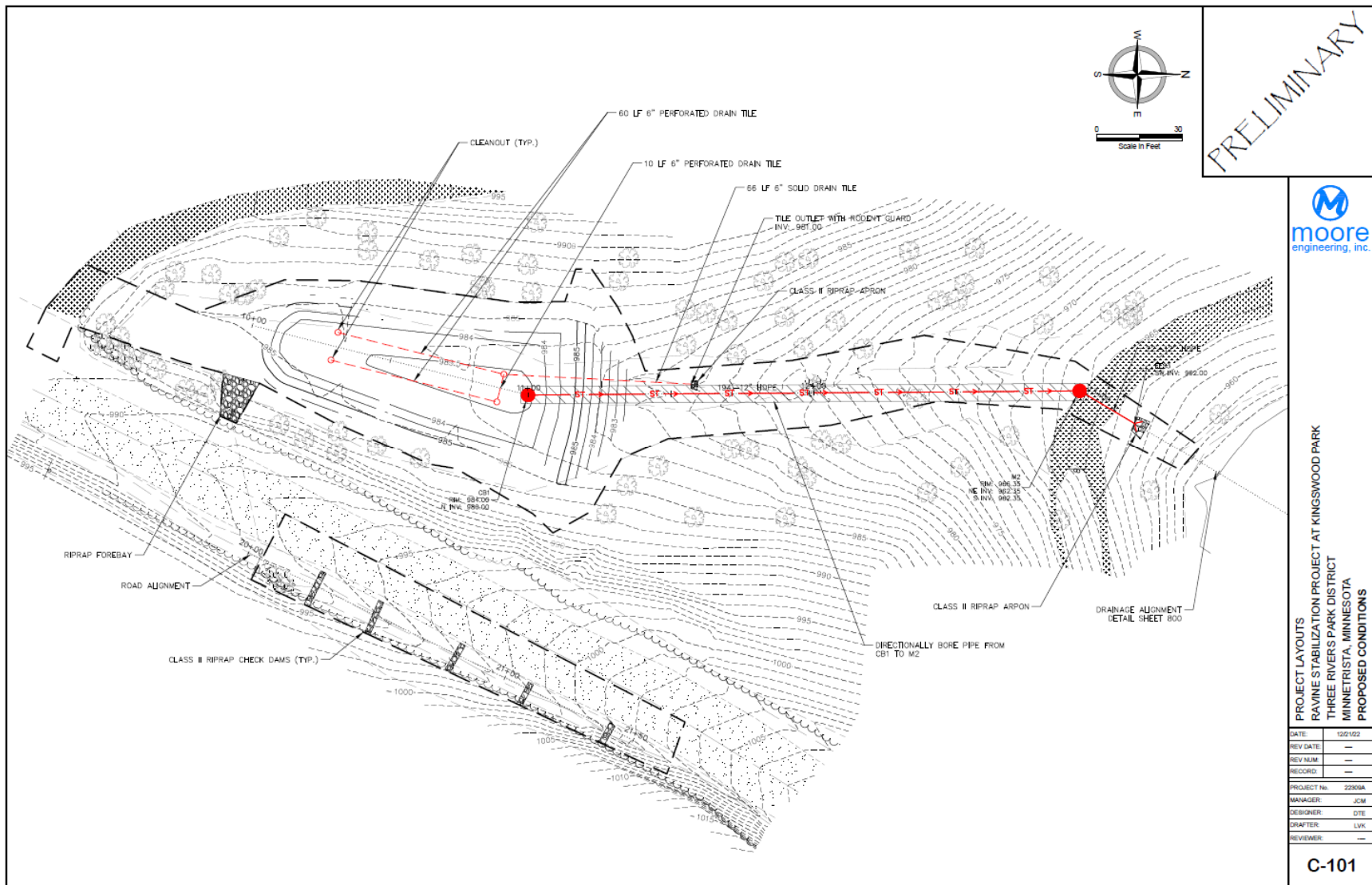


Surface runoff erosion viewed from the top of the channel.





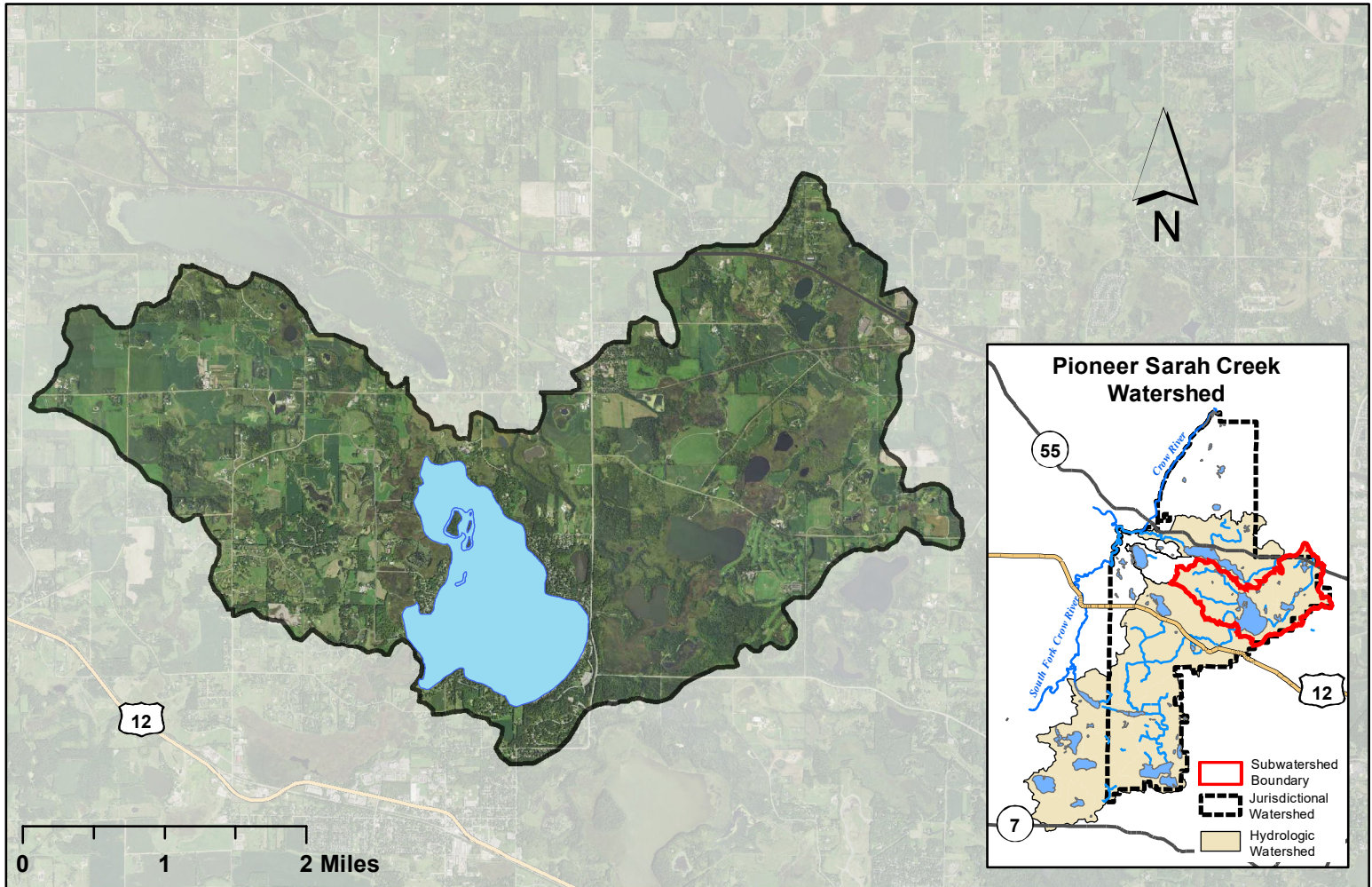
Kingswood Park tamarack bog pond that receives deposited sediment from channel erosion.



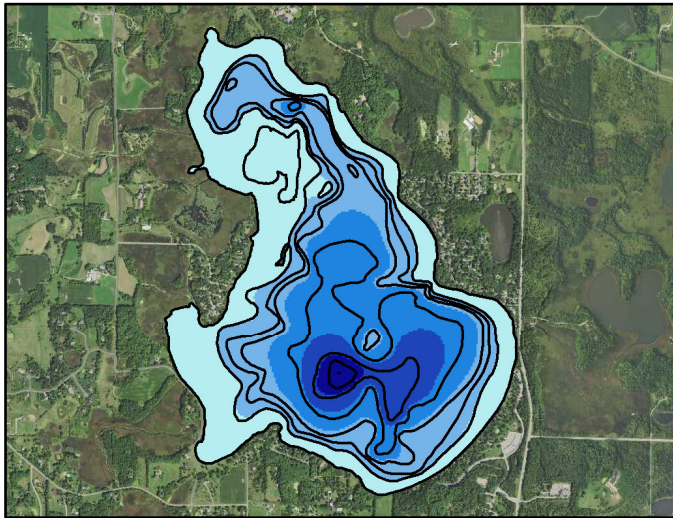
Feasibility Study - 30% Design Plans



# Lake Independence Watershed Map

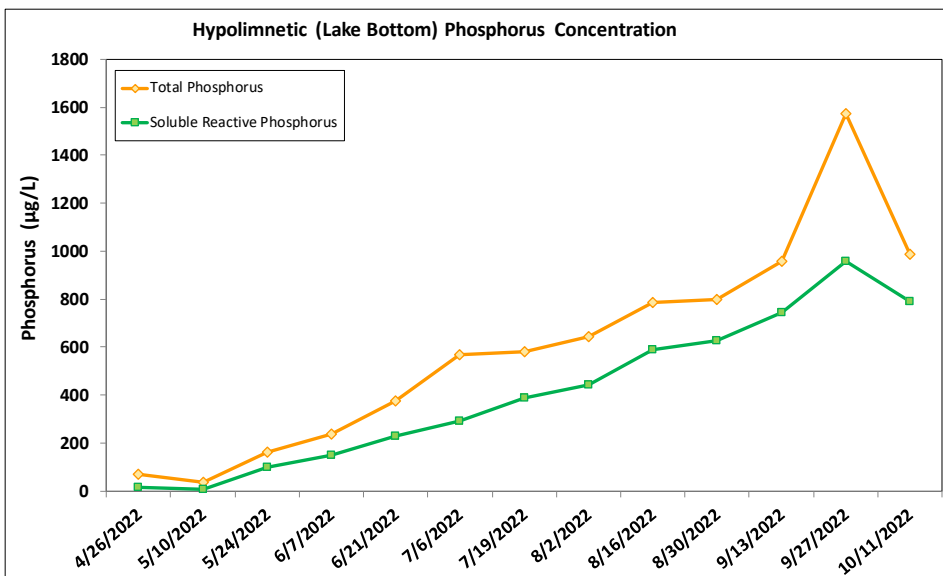
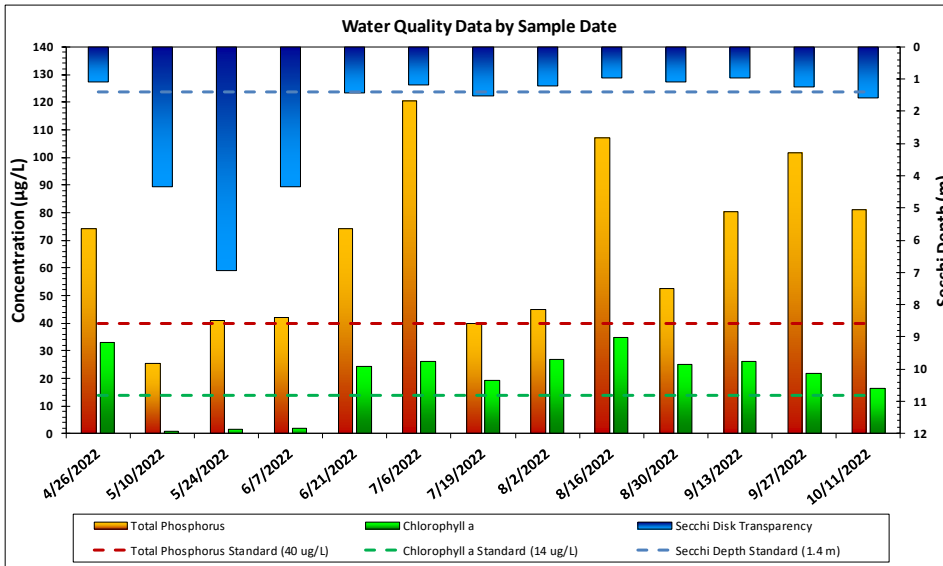
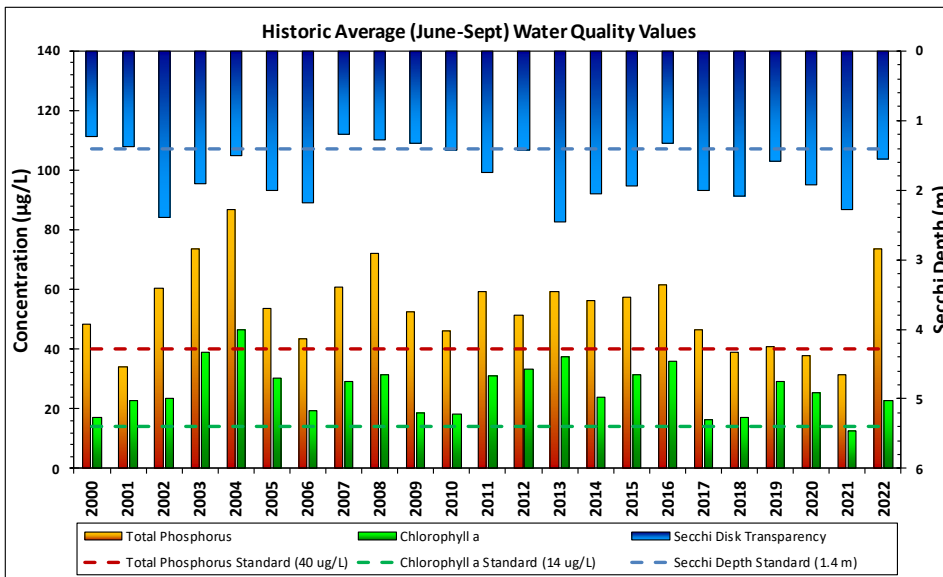


## Lake Independence Bathymetry



### Lake and Watershed Characteristics

DNR #	27017600
Watershed Area	7,632 Acres
Lake Area	832 Acres
Percent Littoral Area	51%
Average Depth	15.9 ft.
Maximum Depth	58 ft.
Watershed:Lake Ratio	9.2:1
Impairment	Excess Nutrients in 2002
Classification	Deep Lake



Lake Independence Water Quality Report Card				
Year	TP	Chl-a	Secchi	Avg Grade
2000	C	B	C	C+
2001	C	C	C	C
2002	C	C	B	C+
2003	D	C	C	C-
2004	D	C	C	C-
2005	C	C	C	C
2006	C	B	C	C+
2007	C	C	D	C-
2008	D	C	C	C-
2009	C	B	C	C+
2010	C	B	C	C+
2011	C	C	C	C
2012	C	C	C	C
2013	C	C	B	C+
2014	C	C	C	C
2015	C	C	C	C
2016	C	C	C	C
2017	C	B	C	C+
2018	C	B	C	C+
2019	C	C	C	C
2020	C	C	C	C
2021	B	B	B	B
2022	D	C	C	C-
<b>MPCA Standard</b>	C	B	C	C+

Met Council Grading System for Lake  
Water Quality

2014: Zebra mussels discovered

2014: Treated access for zebra mussels

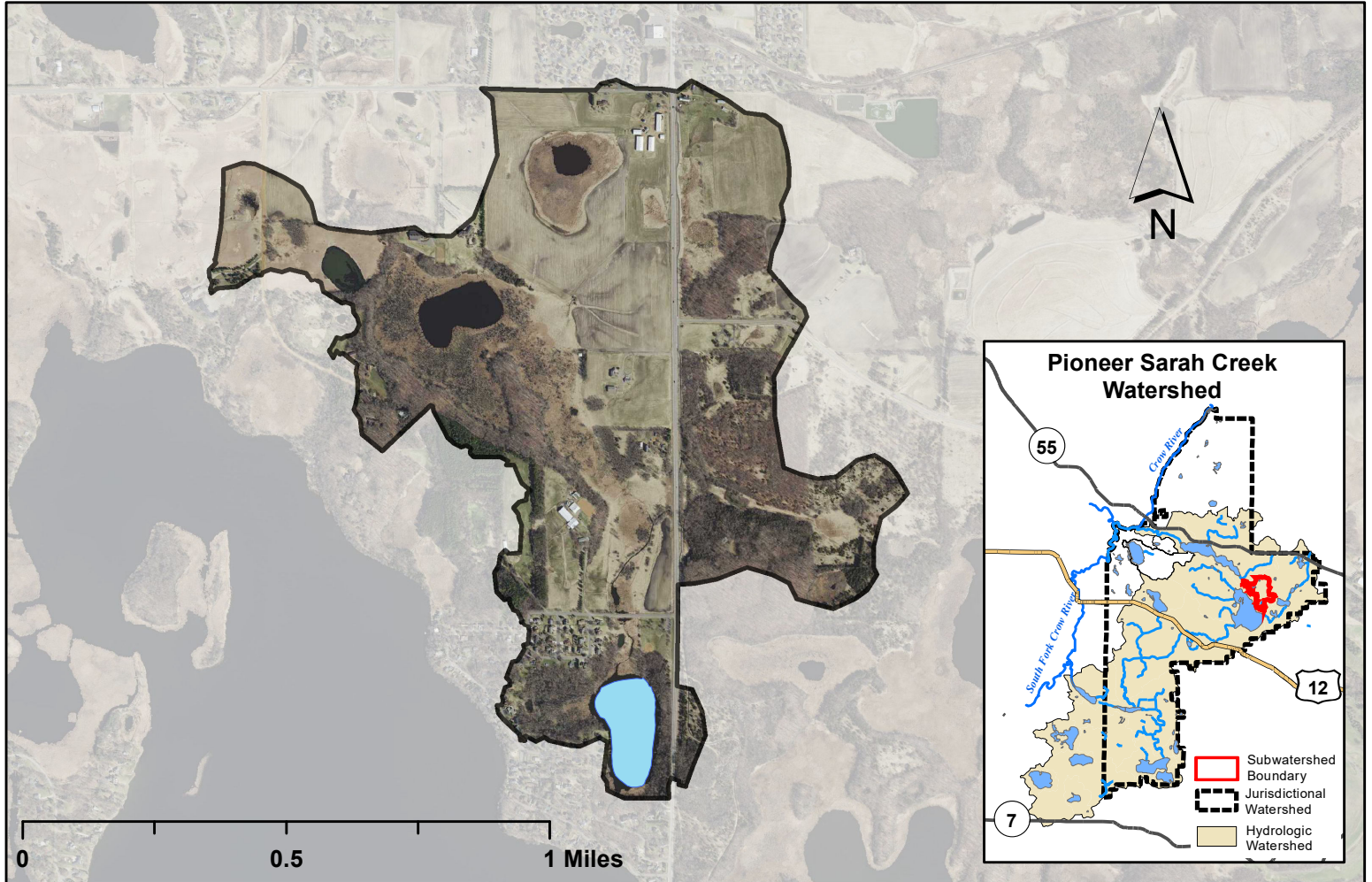
2020: Baker Ravine stabilization



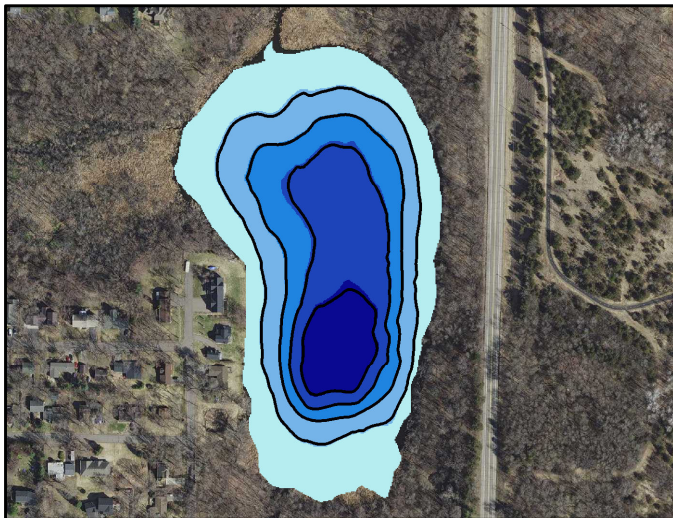
Division of Water  
Resources  
December 2022



# Lake Ardmore Watershed Map

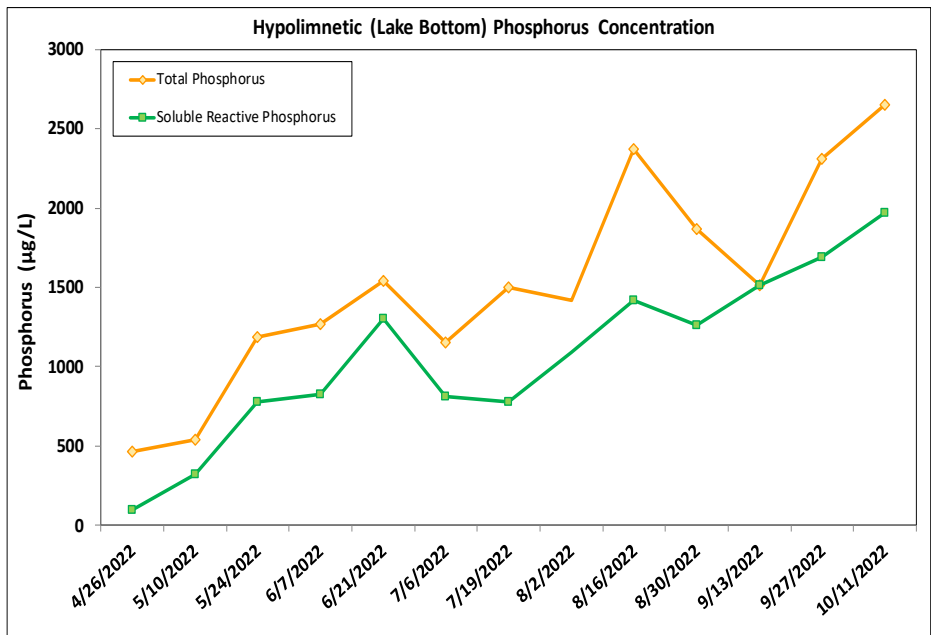
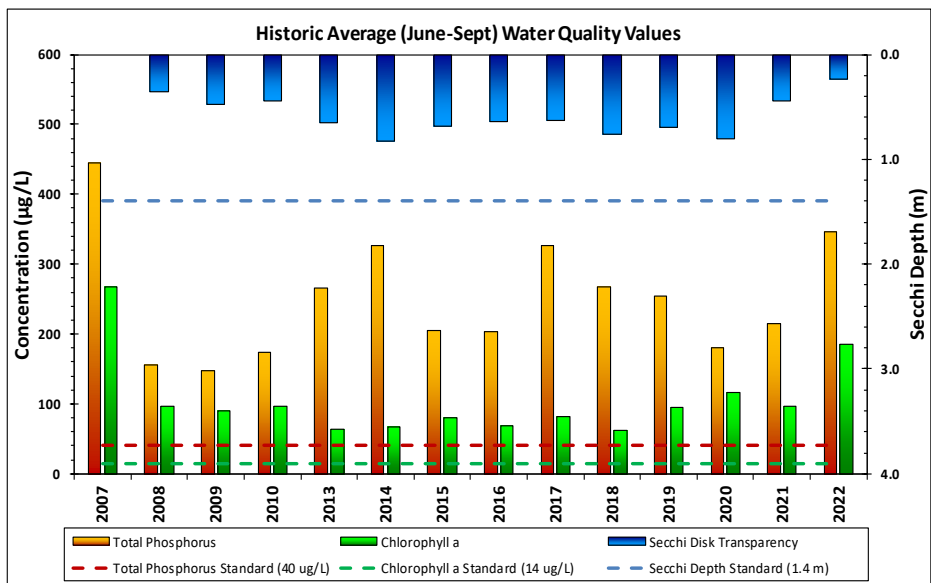


## Lake Ardmore Bathymetry



### Lake and Watershed Characteristics

DNR #	27015300
Watershed Area	514 Acres
Lake Area	13.5 Acres
Percent Littoral Area	75%
Average Depth	9.4 ft.
Maximum Depth	24.4 ft.
Watershed:Lake Ratio	38:1
Impairment	Excess Nutrients in 2016
Classification	Deep Lake



Ardmore Water Quality Report Card				
Year	TP	Chl-a	Secchi	Avg Grade
2007	F		F	F
2008	F	F	F	F
2009	F	F	F	F
2010	F	F	F	F
2013	D	F	F	D
2014	D	D	D-	D
2015	F	F	F	F
2016	D	F	F	D
2017	F	F	F	F
2018	D	D	D-	D
2019	F	F	F	F
2020	F	F	D	F
2021	F	F	F	F
2022	F	F	F	F
MPCA Standard	C	B	C	C+

Met Council Grading System for Lake Water Quality

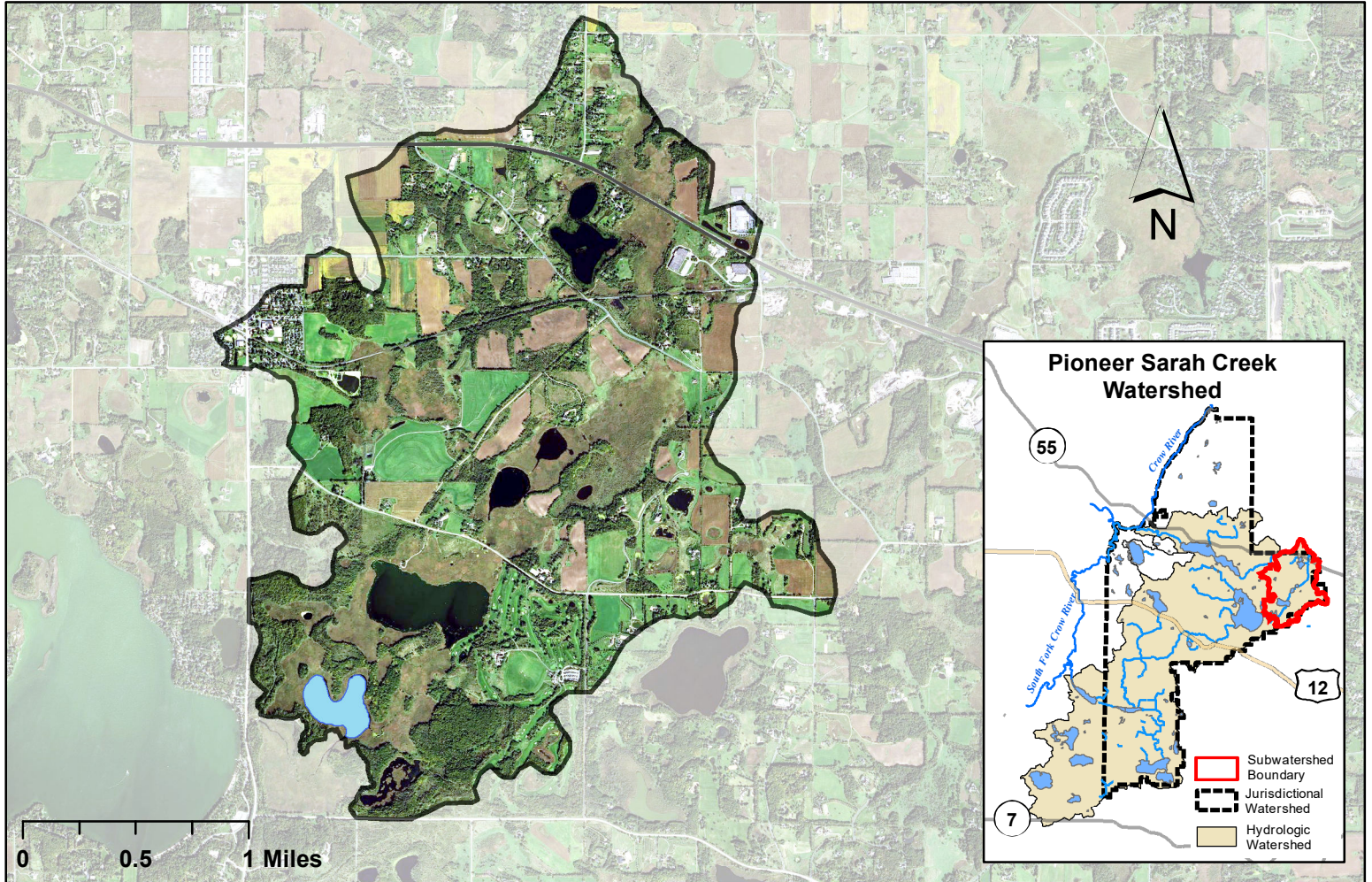
2021: Carp barrier installed



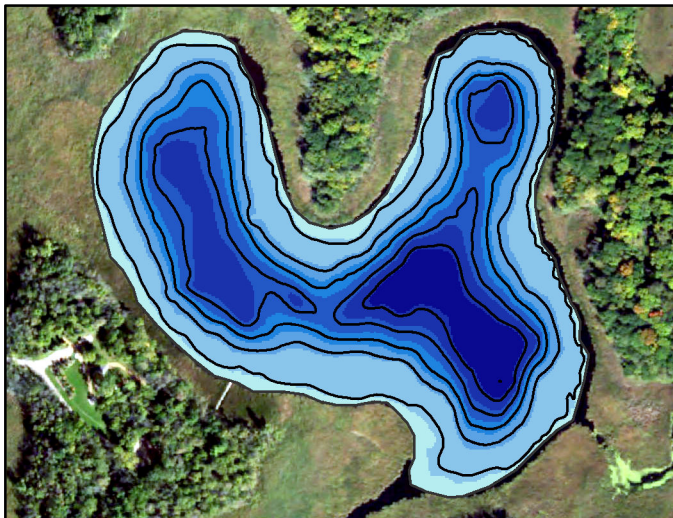
Division of Water Resources  
December 2022



# Half Moon Lake Watershed Map

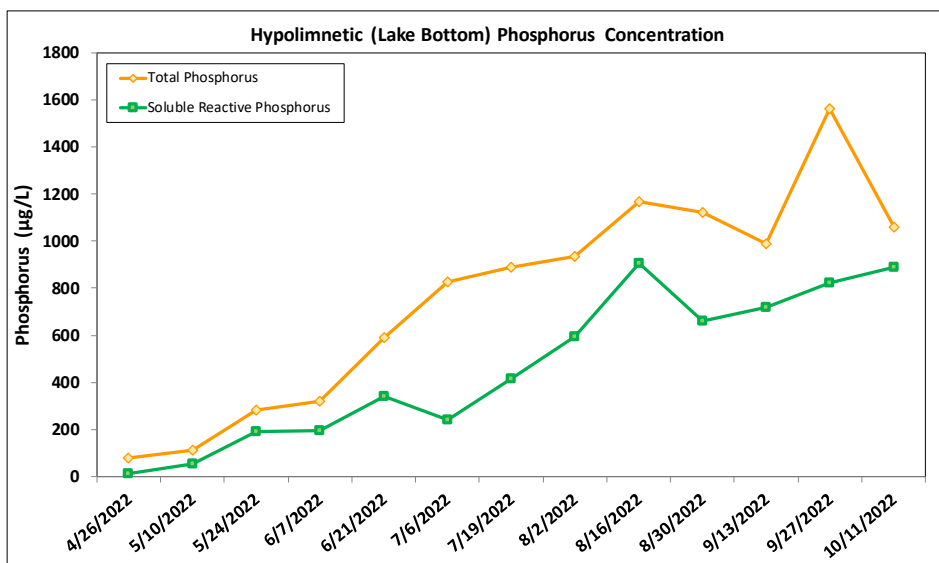
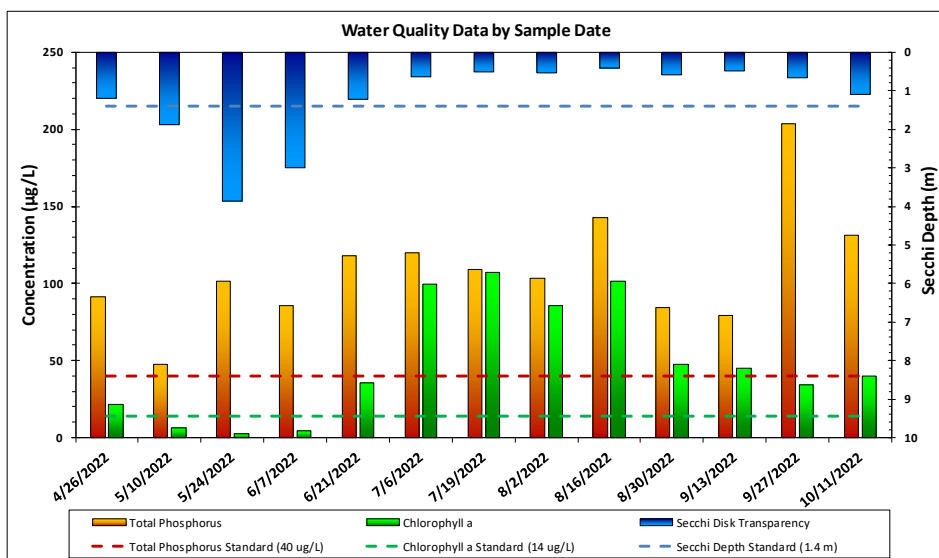
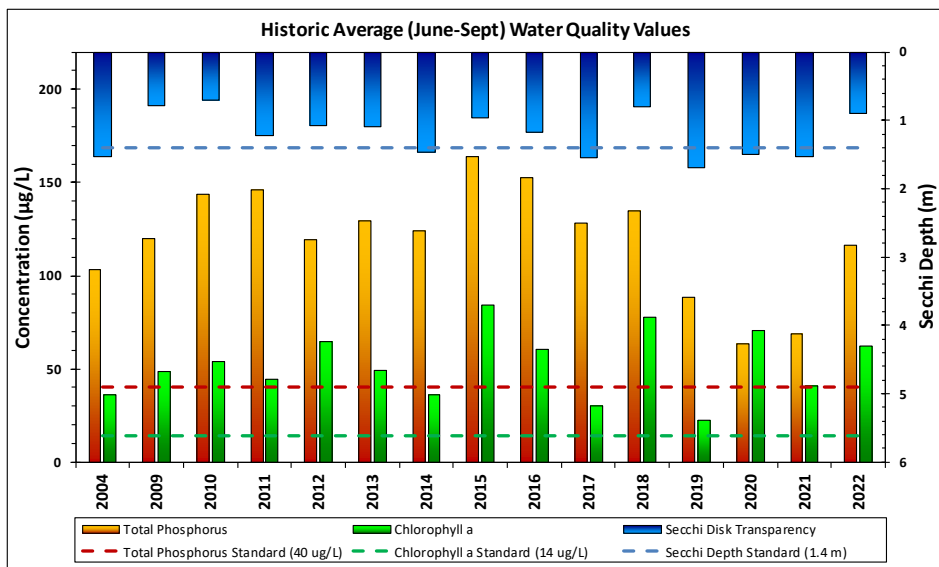


## Half Moon Lake Bathymetry



### Lake and Watershed Characteristics

DNR #	27015200
Watershed Area	3,258 Acres
Lake Area	31.1 Acres
Percent Littoral Area	11%
Average Depth	13.4 ft.
Maximum Depth	30.3 ft.
Watershed:Lake Ratio	104.7:1
Impairment Classification	Excess Nutrients in 2016 Deep Lake

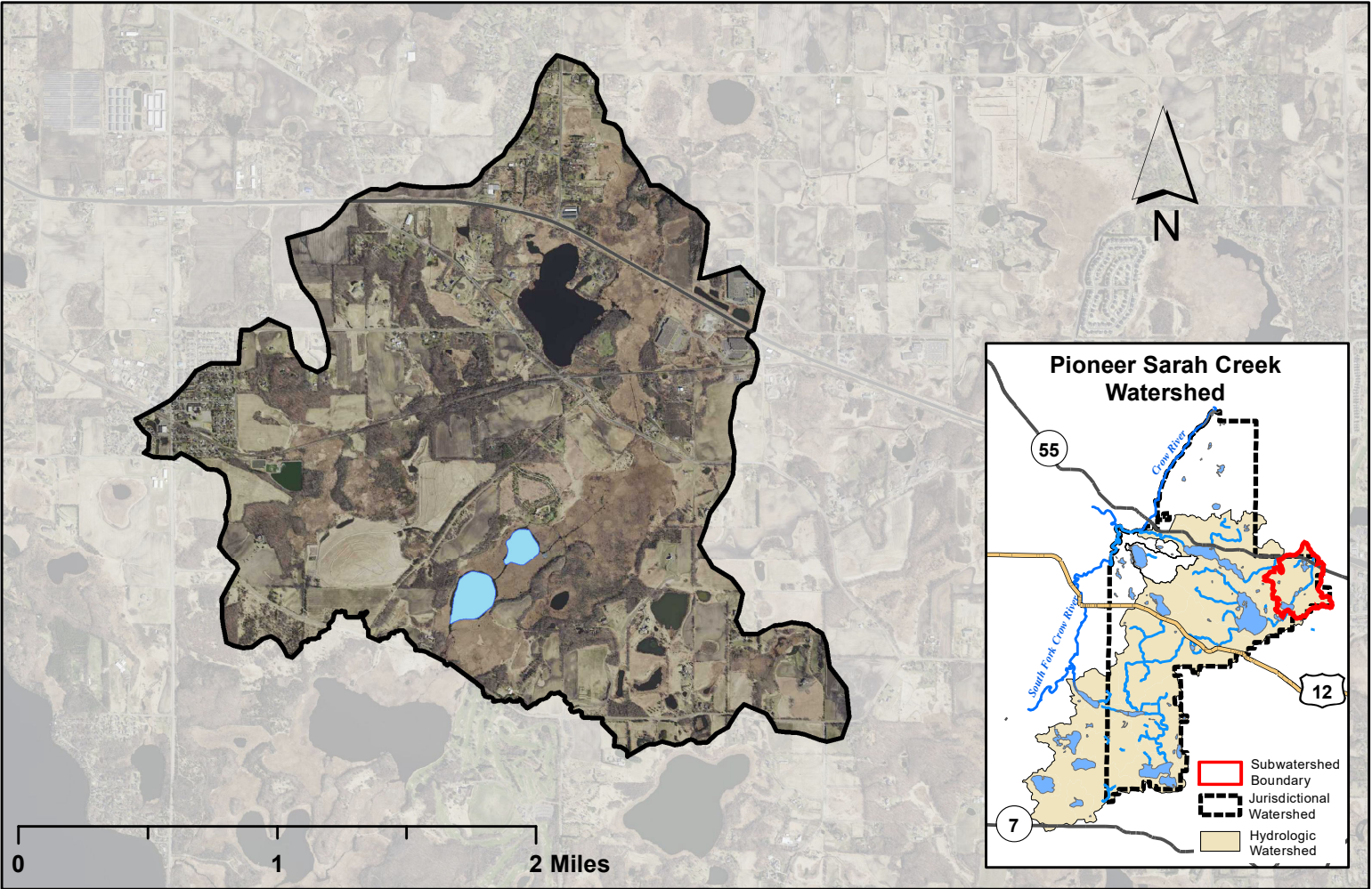


Half Moon Lake Water Quality Report Card				
Year	TP	Chl-a	Secchi	Avg Grade
2004	D	C	C	C-
2009	D	D	D	D
2010	D	D	D	D
2011	D	C	C	C-
2012	D	D	D	D
2013	D	D	D	D
2014	D	C	C	C-
2015	F	F	D	F
2016	D	D	D	D
2017	D	C	C	C-
2018	D	F	D	D-
2019	D	C	C	C-
2020	C	D	C	C-
2021	D	C	C	C-
2022	D	D	D	D
MPCA Standard	C	B	C	C+

*Met Council Grading System for Lake Water Quality*



# Thomas and Winterhalter Watershed Map

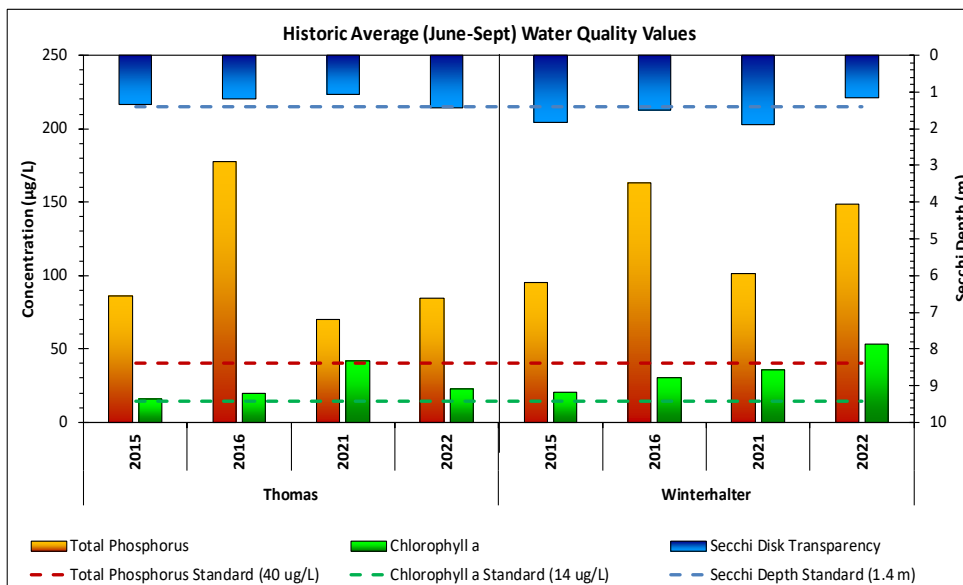


## Thomas and Winterhalter



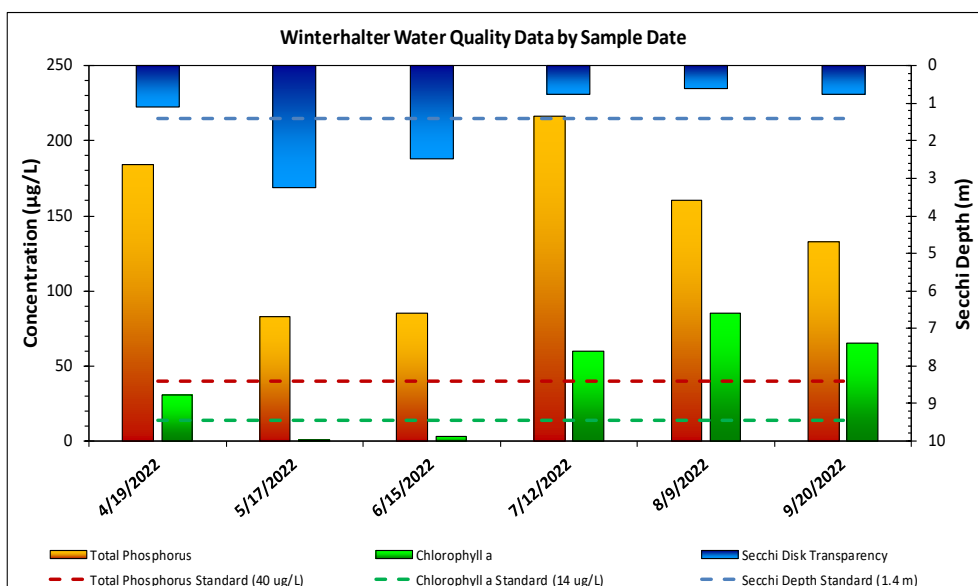
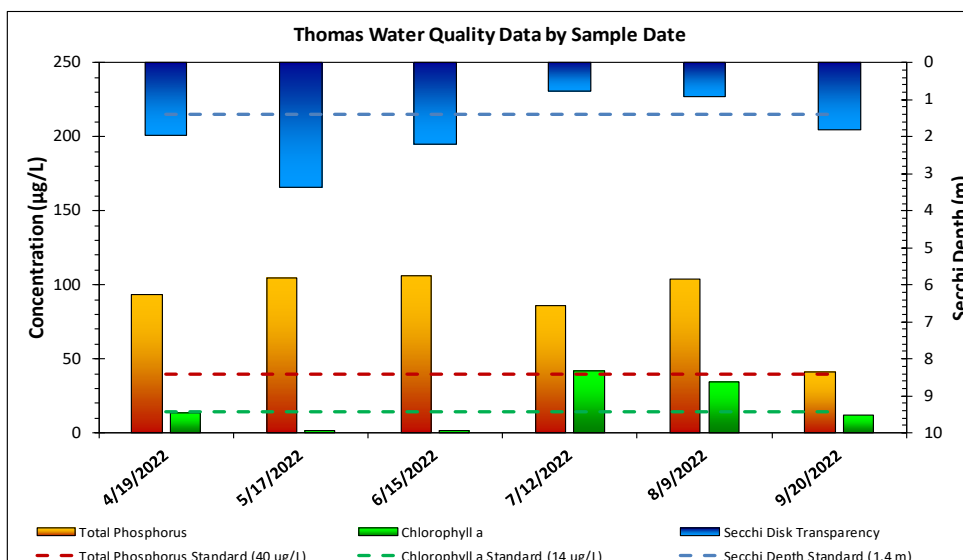
### Lake and Watershed Characteristics

DNR #	
Thomas	27050100
Winterhalter	27014800
Watershed Area	2,253 Acres
Lake Area	
Thomas	8.8 Acres
Winterhalter	16.4 Acres
Percent Littoral Area	Unknown
Average Depth	Unknown
Maximum Depth (Winterhalter)	27 ft.
Watershed Area:Total Lake Area	89.4:1
Impairment	None
Classification	Deep Lake



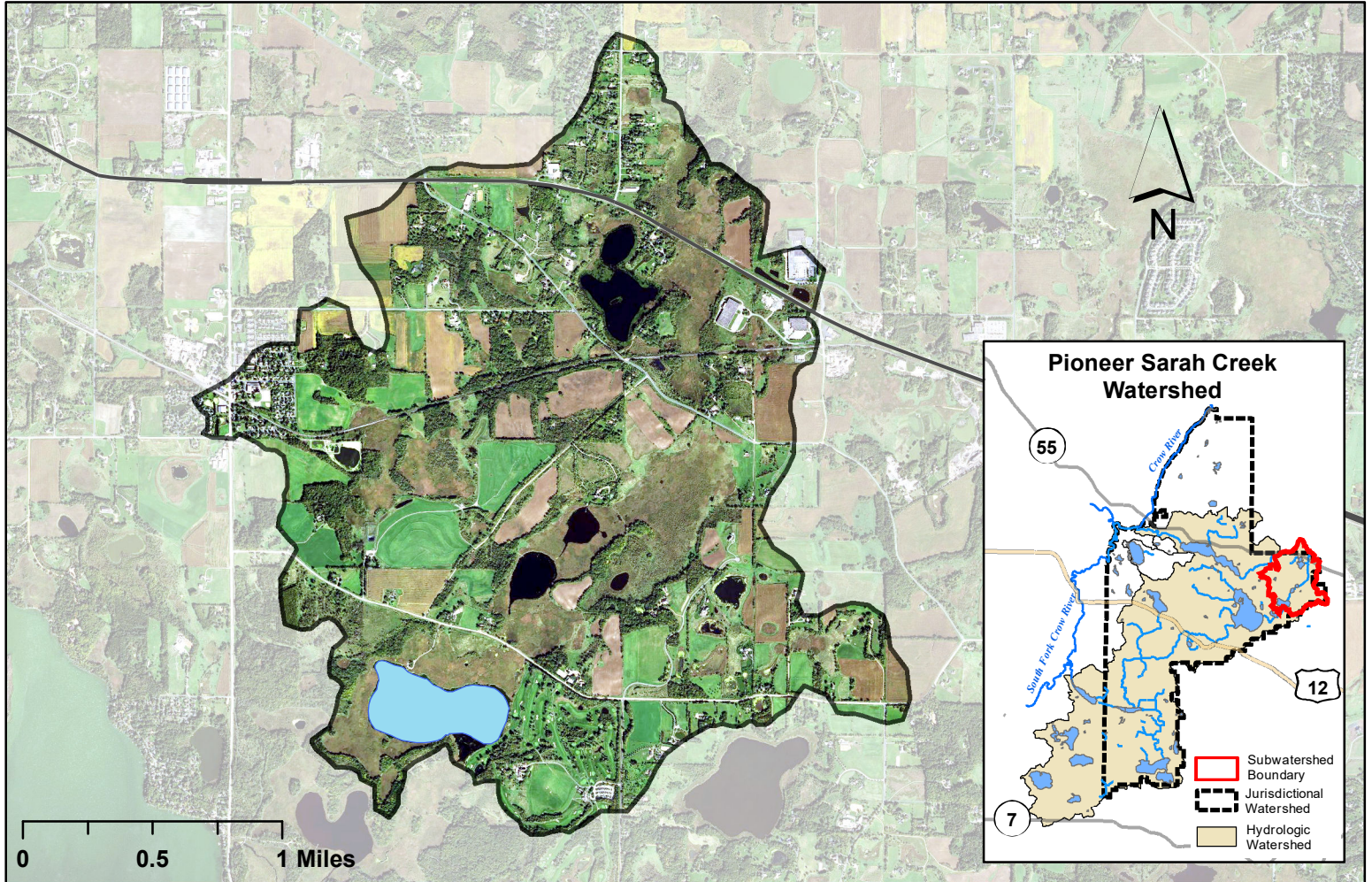
Water Quality Report Card				
Year	TP	Chl-a	Secchi	Avg Grade
Thomas Lake				
2015	D	B	C	C
2016	F	B	D	D+
2021	D	C	D	D+
2022	D	C	C	C-
Winterhalter Lake				
2015	D	C	C	C-
2016	F	C	C	D+
2021	D	C	C	C-
2022	D	D	D	D
MPCA Standard				
	C	C	D	C-

*Met Council Grading System for Lake Water Quality*

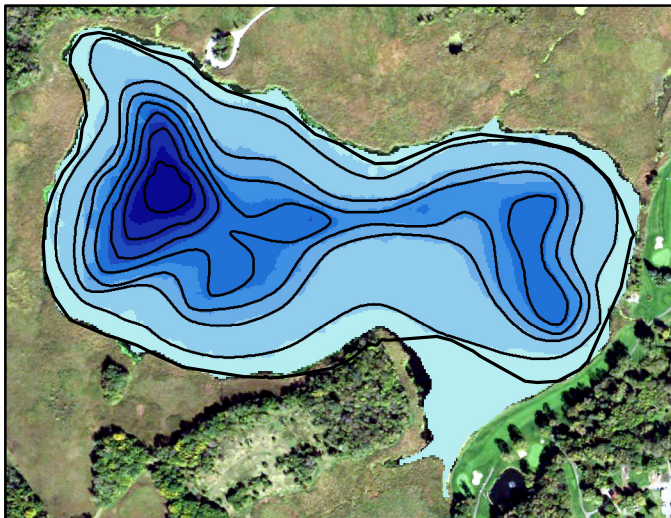




# Spurzem Lake Watershed Map

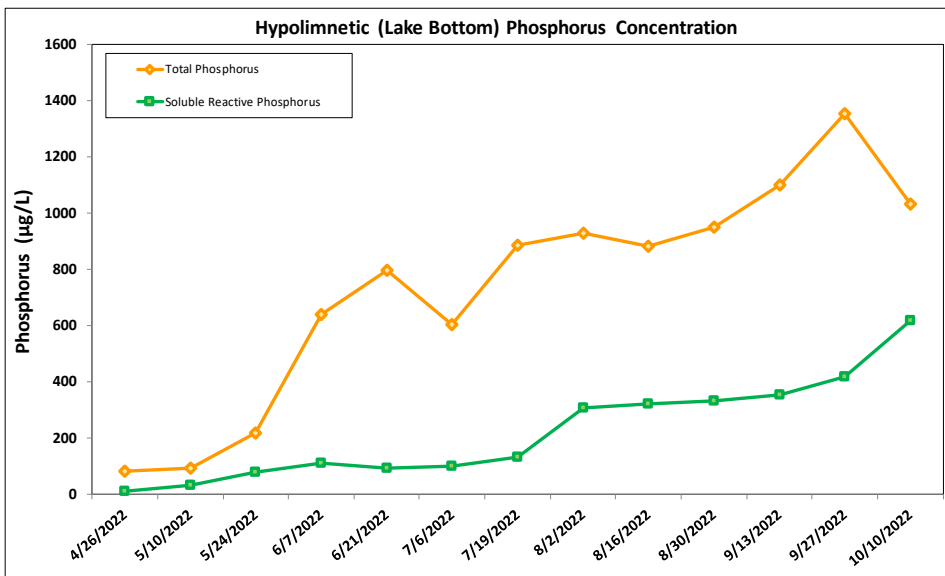
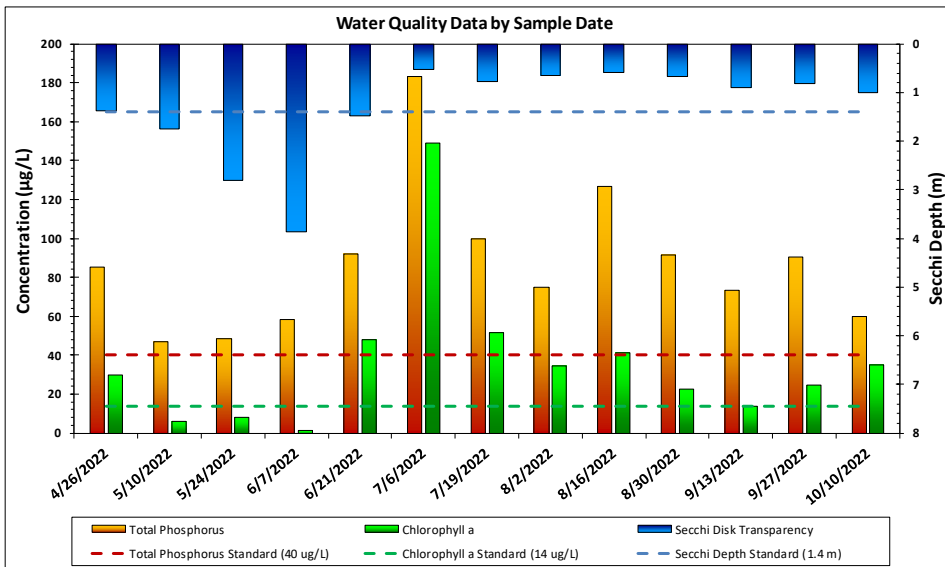
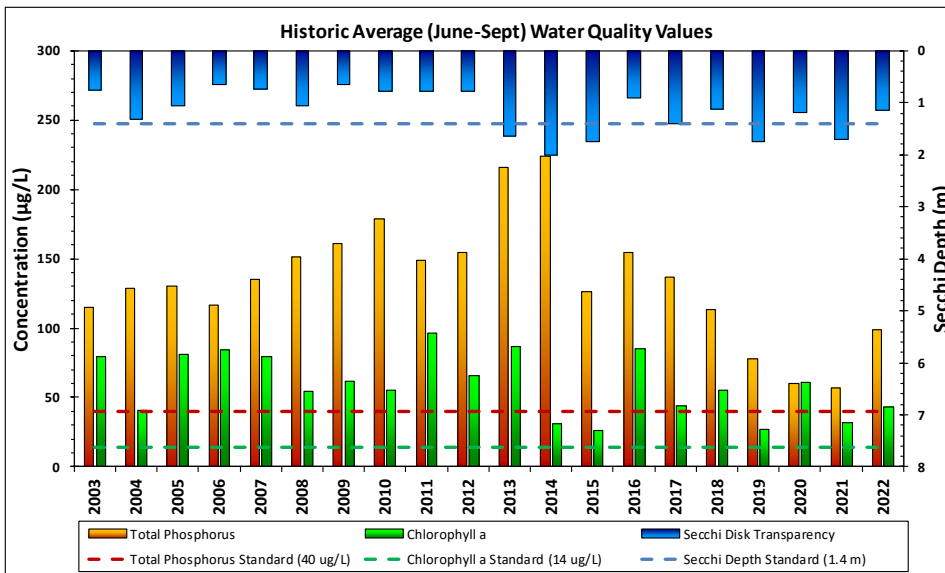


## Spurzem Lake Bathymetry



### Lake and Watershed Characteristics

DNR #	27014900
Watershed Area	2,915 Acres
Lake Area	78.6 Acres
Percent Littoral Area	70%
Average Depth	11.1 ft.
Maximum Depth	37.4 ft.
Watershed:Lake Ratio	37.1:1
Impairment	Excess Nutrients in 2008
Classification	Deep Lake

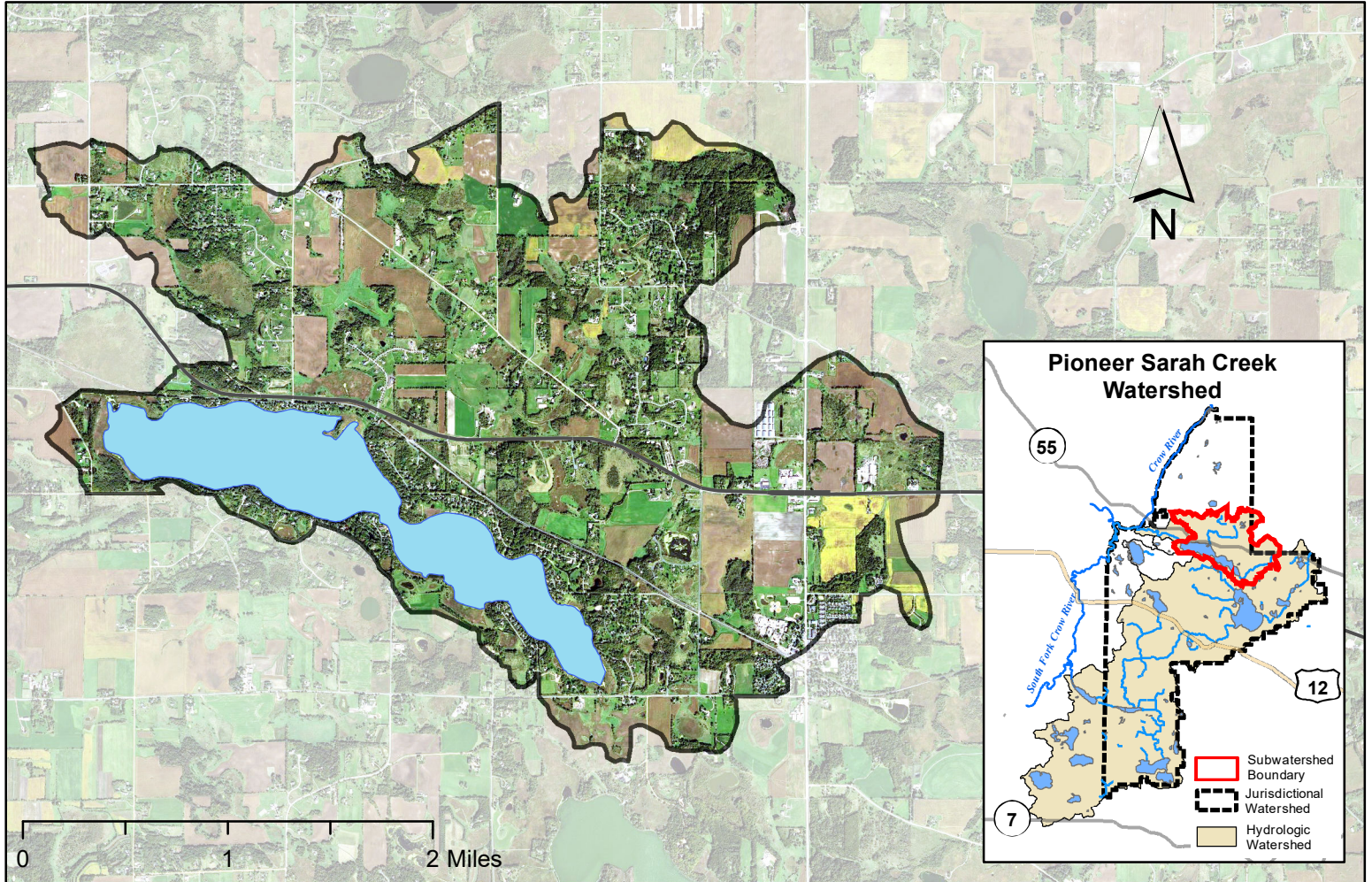


Spurzem Lake Water Quality Report Card				
Year	TP	Chl-a	Secchi	Avg Grade
2003	D	F	D	D-
2004	D	C	C	C-
2005	D	F	D	D-
2006	D	F	F	F
2007	D	F	D	D-
2008	D	D	D	D
2009	F	D	F	F
2010	F	D	D	D-
2011	D	F	D	D-
2012	F	D	D	D-
2013	F	F	C	D-
2014	F	C	C	D+
2015	D	C	C	C-
2016	F	F	D	F
2017	D	C	C	C-
2018	D	D	D	D
2019	D	C	C	C-
2020	C	D	D	D+
2021	C	C	C	C
2022	D	C	D	D+
MPCA Standard	C	B	C	C+

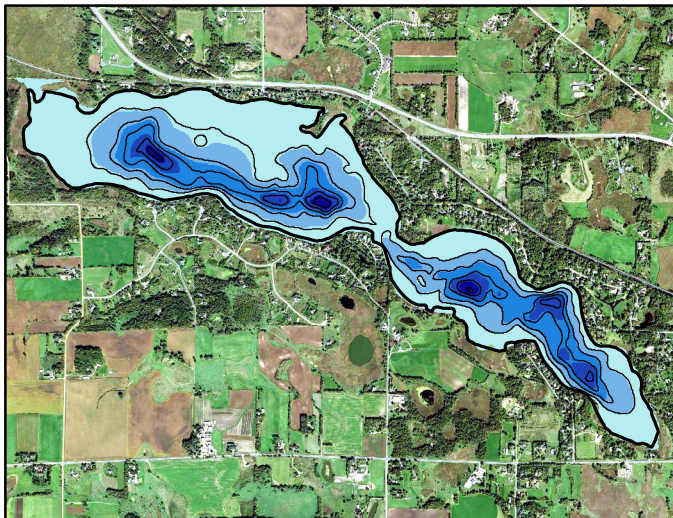
*Met Council Grading System for Lake Water Quality*



# Lake Sarah Watershed Map

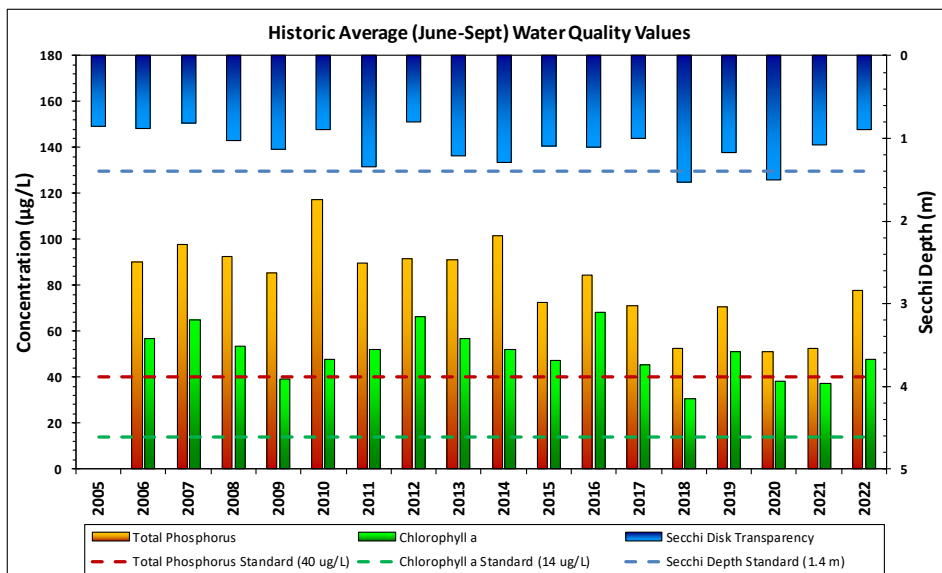


## Lake Sarah Bathymetry



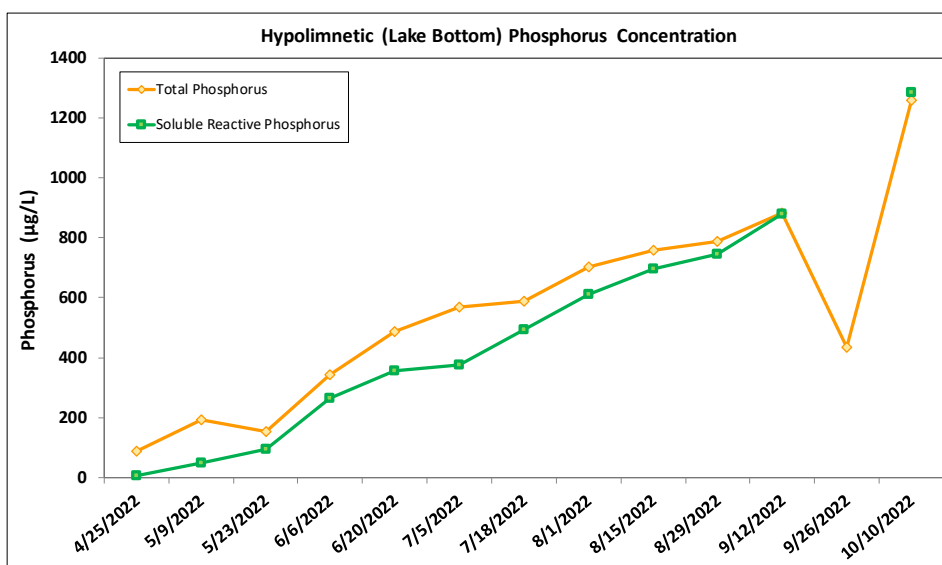
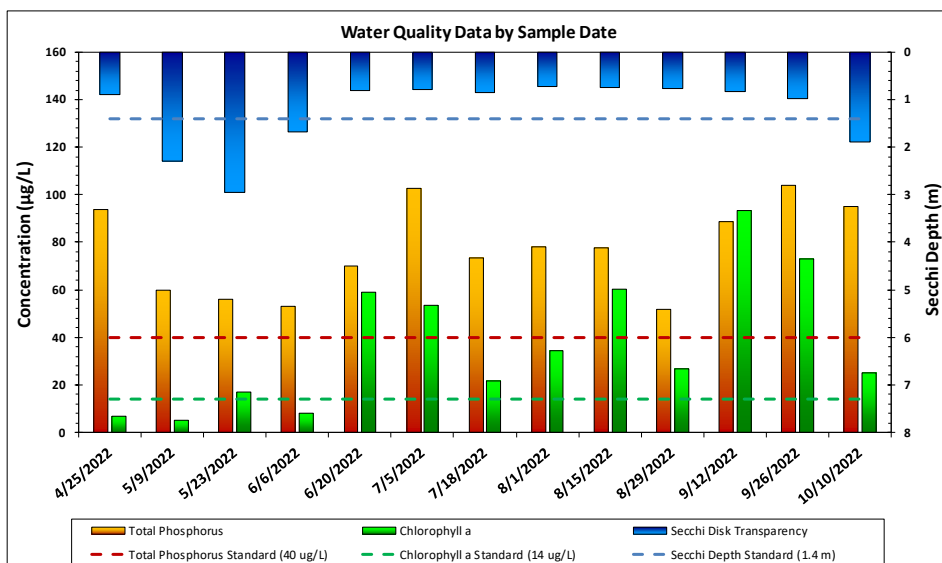
### Lake and Watershed Characteristics

DNR #	27019100
Watershed Area	4,519 Acres
Lake Area	536 Acres
Percent Littoral Area	61%
Average Depth	13.7 ft.
Maximum Depth	49.9 ft.
Watershed:Lake Ratio	8.4:1
Impairment	Excess Nutrients in 2006
Classification	Deep Lake



Lake Sarah Water Quality Report Card				
Year	TP	Chl-a	Secchi	Avg Grade
2005			D	D
2006	D	D	D	D
2007	D	D	D	D
2008	D	D	D	D
2009	D	C	D	D+
2010	D	C	D	D+
2011	D	D	C	D+
2012	D	D	D	D
2013	D	D	C	D+
2014	D	D	C	D+
2015	D	C	D	D+
2016	D	D	D	D
2017	D	C	D	D+
2018	C	C	C	C
2019	D	D	D	D
2020	C	C	C	C
2021	C	C	D	C-
2022	D	C	D	D+
<b>MPCA Standard</b>	C	B	C	C+

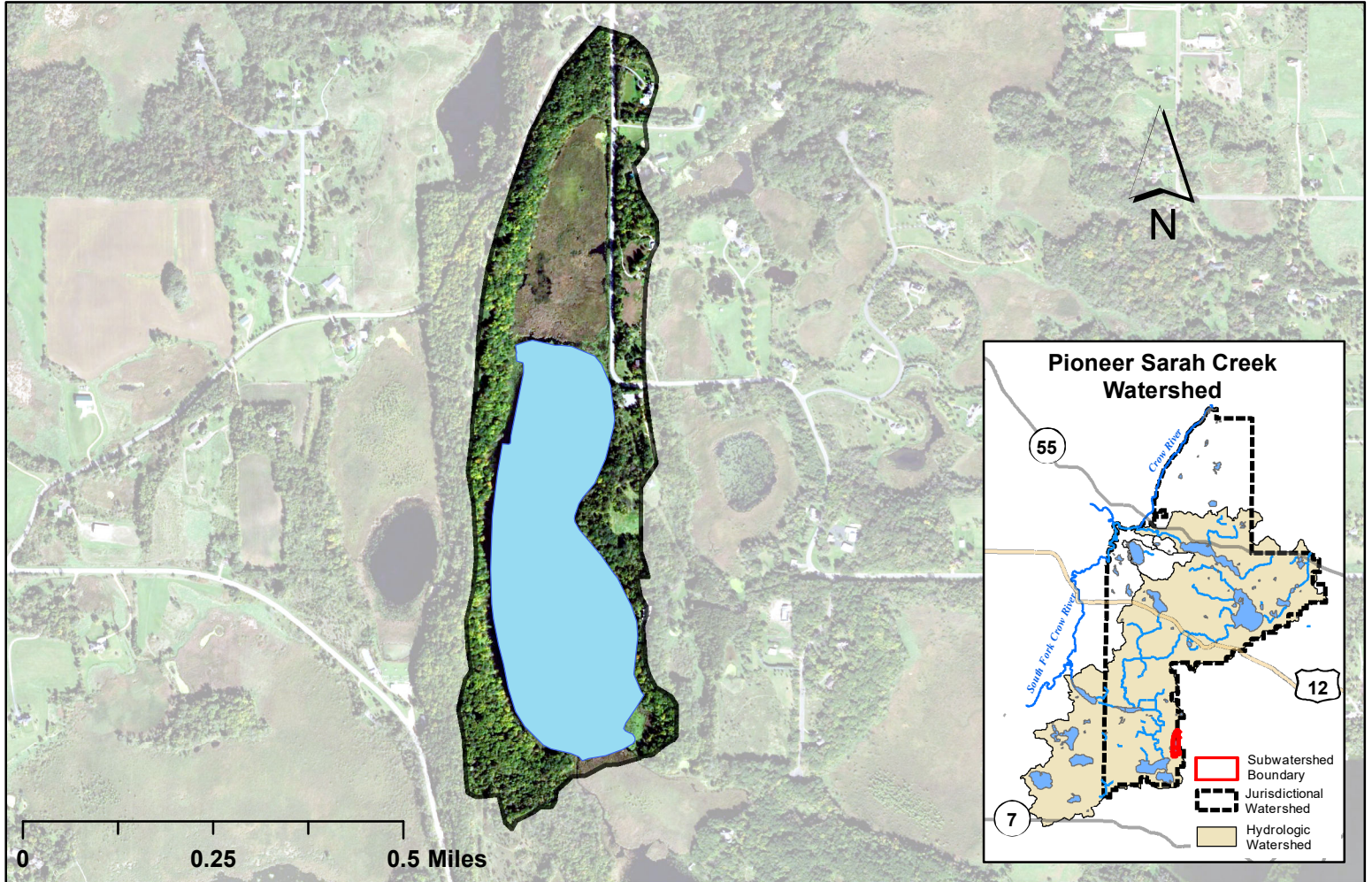
*Met Council Grading System for Lake Water Quality*



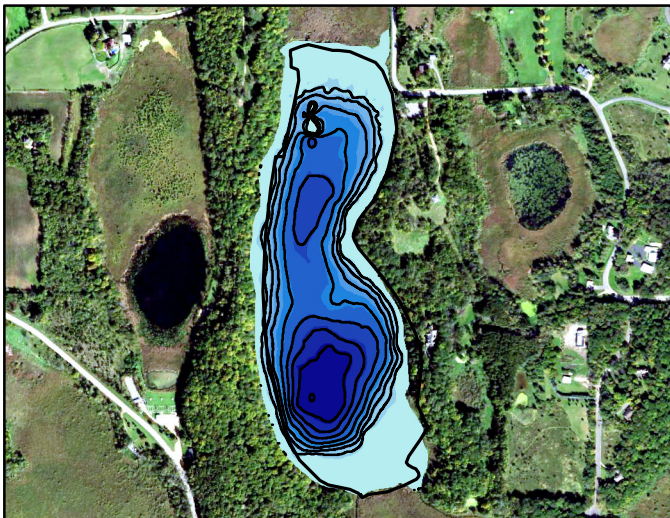
Division of Water  
Resources  
December 2022



# Little Long Lake Watershed Map

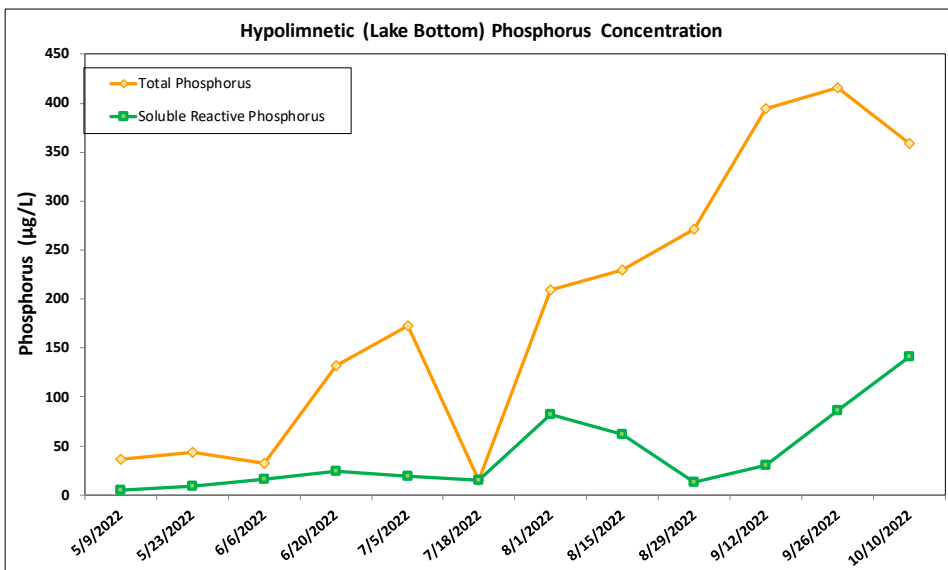
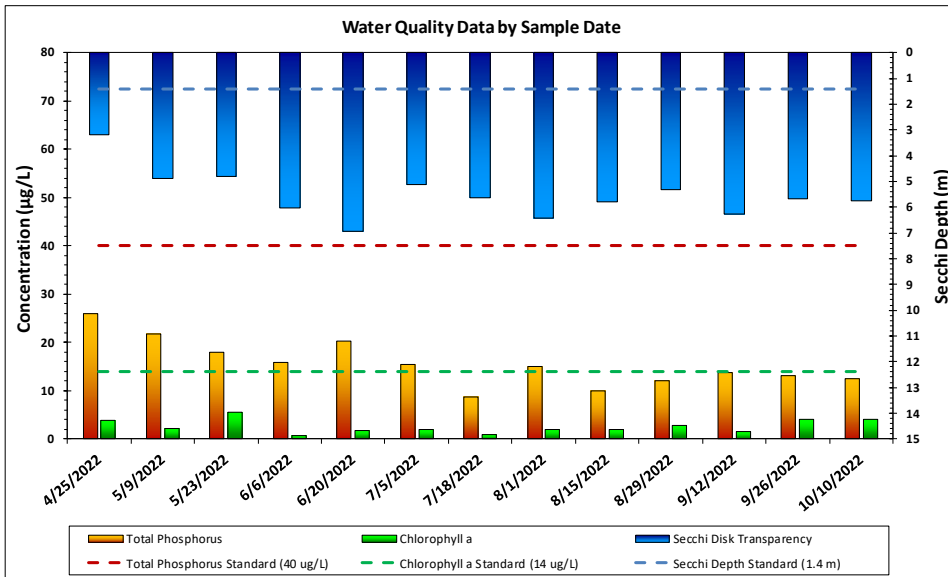
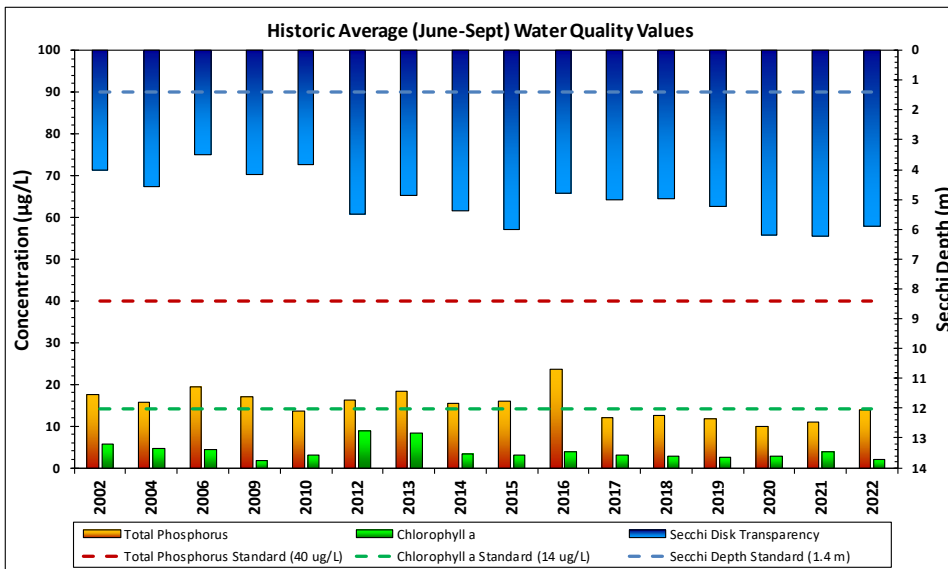


## Little Long Lake Bathymetry



### Lake and Watershed Characteristics

DNR #	27017900
Watershed Area	92 Acres
Lake Area	53.5 Acres
Percent Littoral Area	40%
Average Depth	27.8 ft.
Maximum Depth	80.5 ft.
Watershed:Lake Ratio	1.7:1
Impairment	None
Classification	Deep Lake

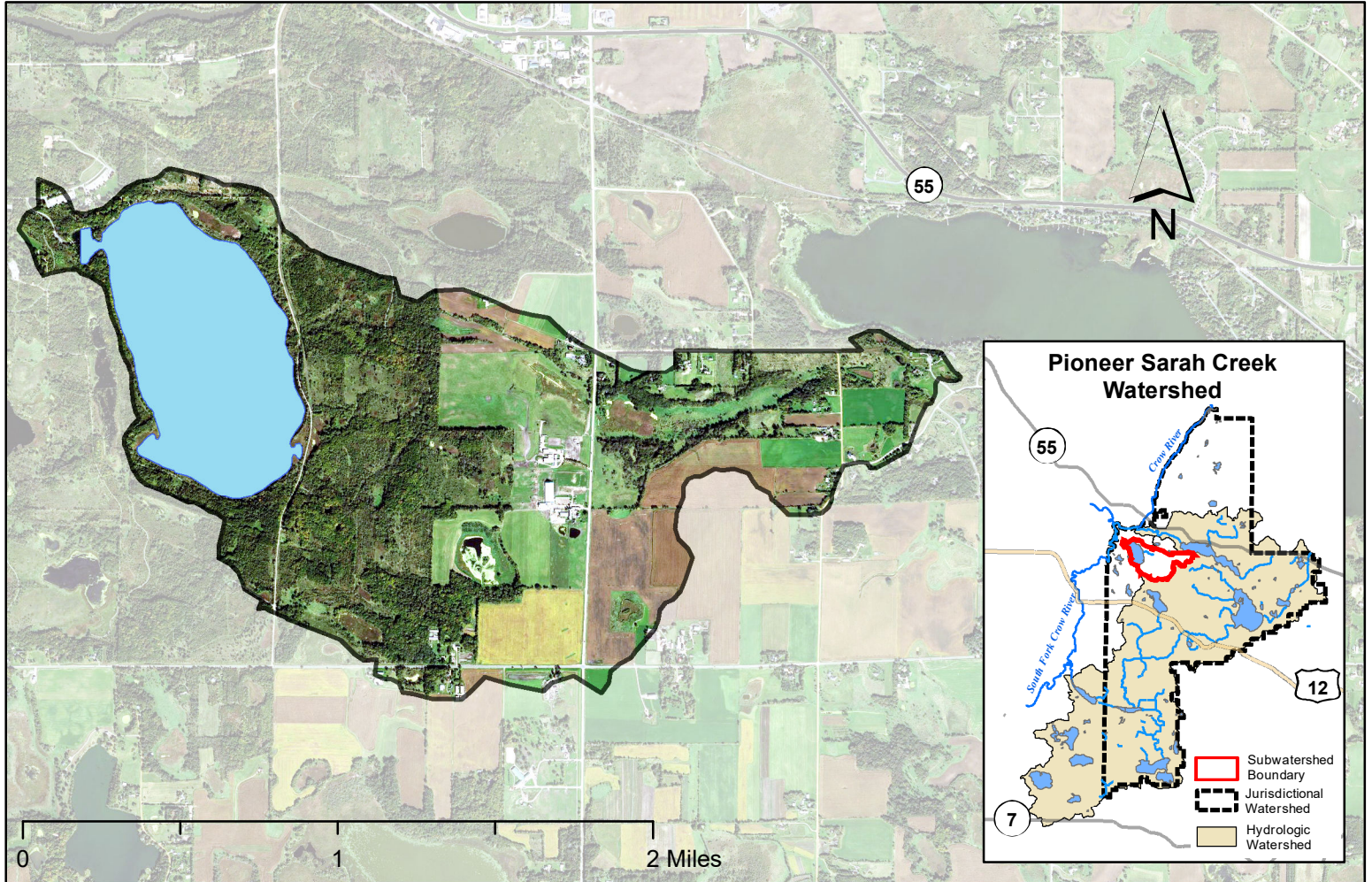


Little Long Lake Water Quality Report Card				
Year	TP	Chl-a	Secchi	Avg Grade
2002	A	A	A	A
2004	A	A	A	A
2006	A	A	A	A
2009	A	A	A	A
2010	A	A	A	A
2012	A	A	A	A
2013	A	A	A	A
2014	A	A	A	A
2015	A	A	A	A
2016	B	A	A	A-
2017	A	A	A	A
2018	A	A	A	A
2019	A	A	A	A
2020	A	A	A	A
2021	A	A	A	A
2022	A	A	A	A
<b>MPCA Standard</b>	C	B	C	C+

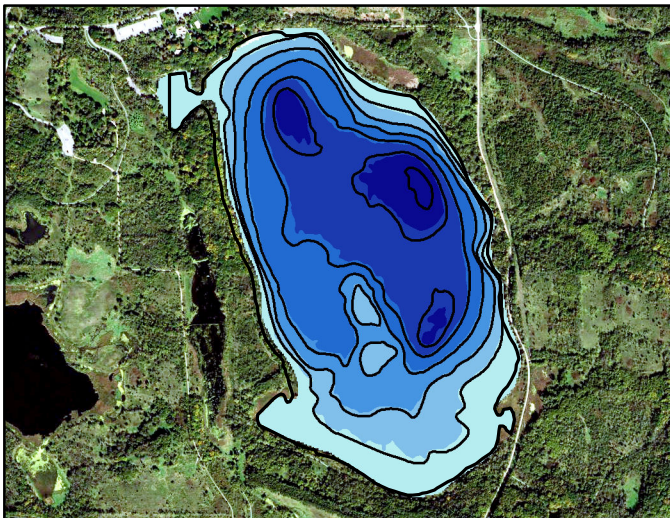
*Met Council Grading System for Lake Water Quality*



# Lake Rebecca Watershed Map

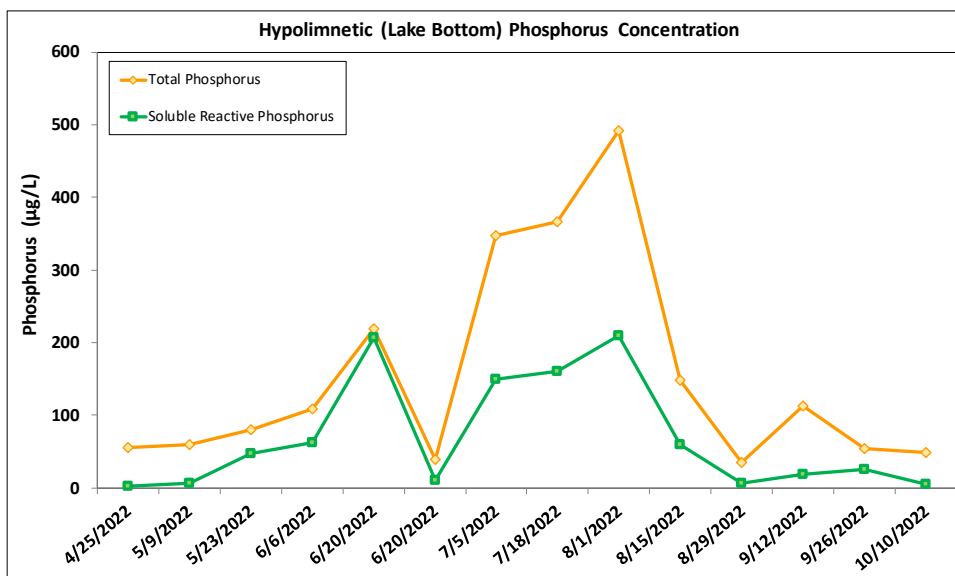
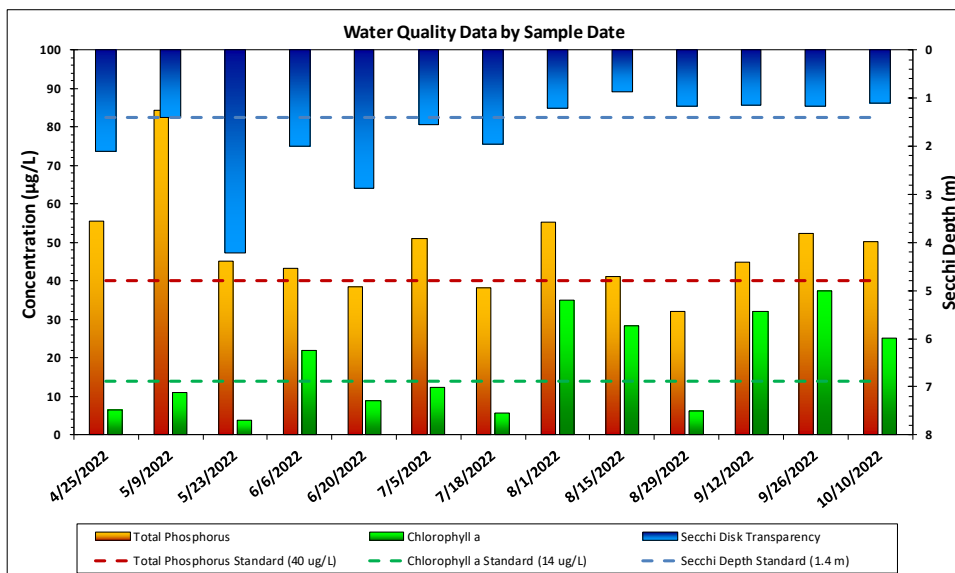
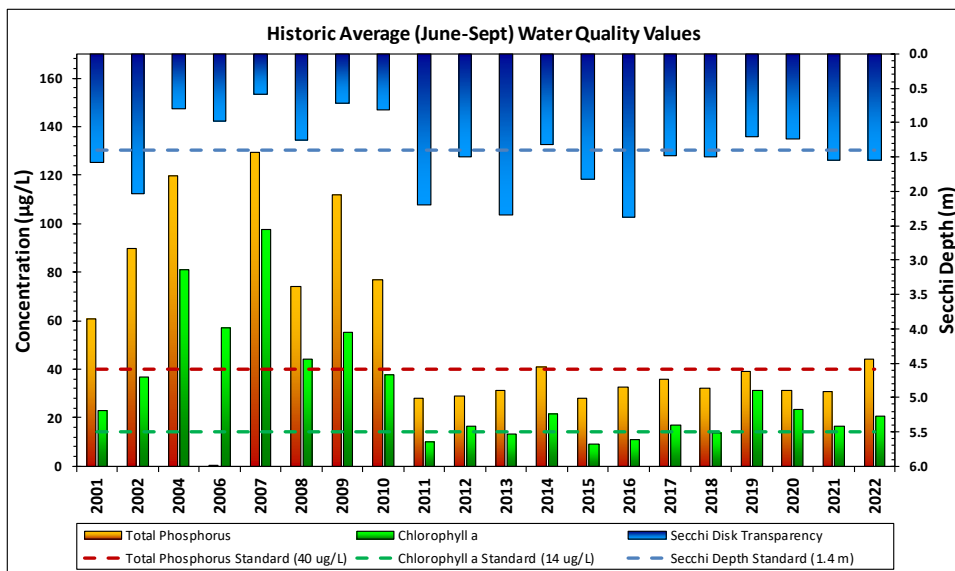


## Lake Rebecca Bathymetry



### Lake and Watershed Characteristics

DNR #	27019200
Watershed Area	1,277 Acres
Lake Area	261 Acres
Percent Littoral Area	50%
Average Depth	14.4 ft.
Maximum Depth	31.1 ft.
Watershed:Lake Ratio	4.9:1
Impairment:	Excess Nutrients in 2008
	De-listed: 2018
Classification:	Deep Lake



Lake Rebecca Water Quality Report Card				
Year	TP	Chl-a	Secchi	Avg Grade
2001	C	C	C	C
2002	D	C	C	C-
2004	D	F	D	D-
2006	A	D	D	C
2007	D	F	F	F
2008	D	C	C	C-
2009	D	D	D	D
2010	D	C	D	D+
2011	B	B	B	B
2012	B	B	C	B-
2013	B	B	B	B
2014	C	C	C	C
2015	B	A	C	B
2016	C	B	B	B-
2017	C	B	C	C+
2018	C	B	C	C+
2019	C	C	C	C
2020	B	C	C	C+
2021	B	B	C	B-
2022	C	C	C	C
<b>MPCA Standard</b>	C	B	C	C+

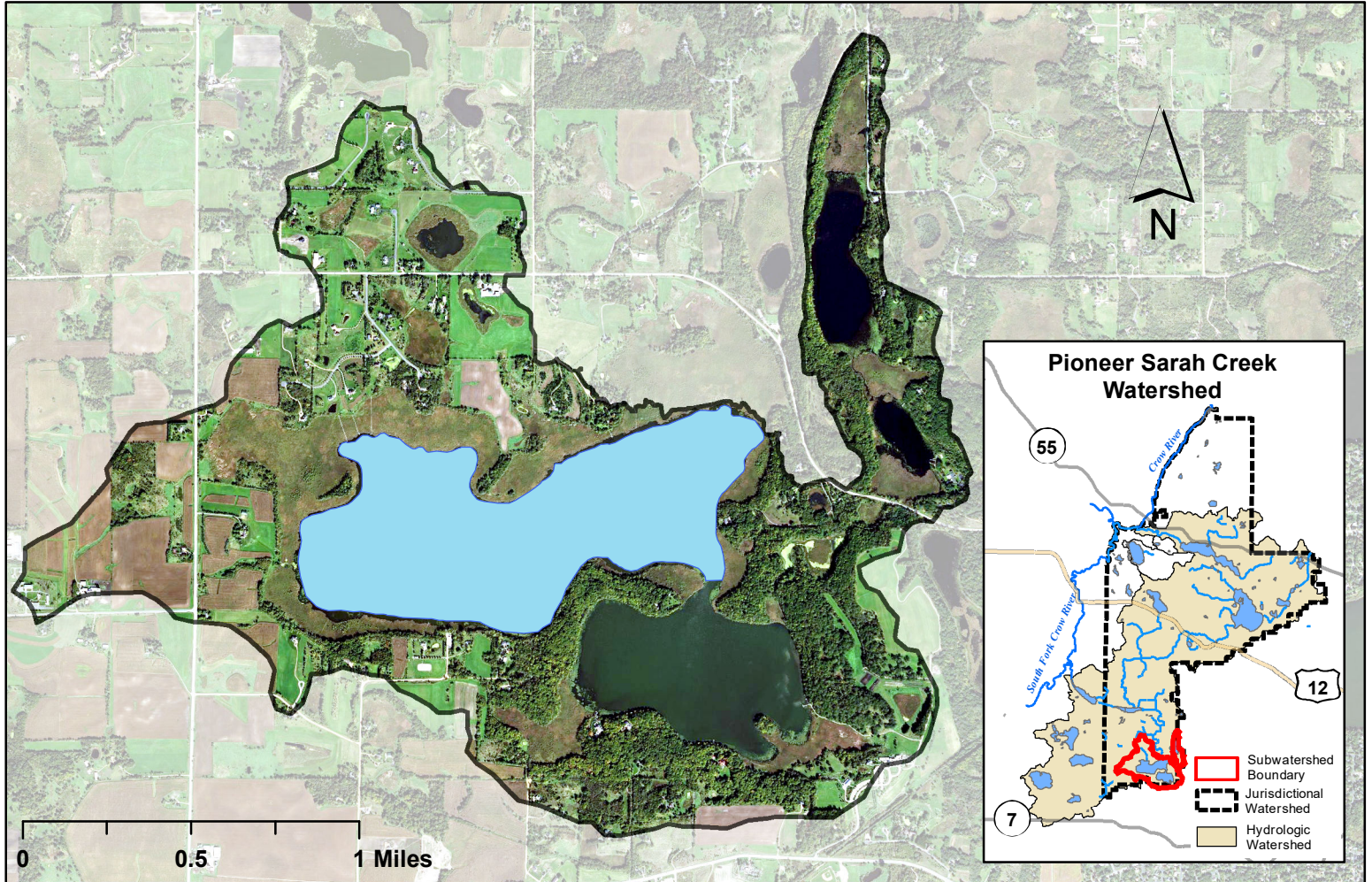
*Met Council Grading System for Lake Water Quality*

*2009: Improvements in watershed*

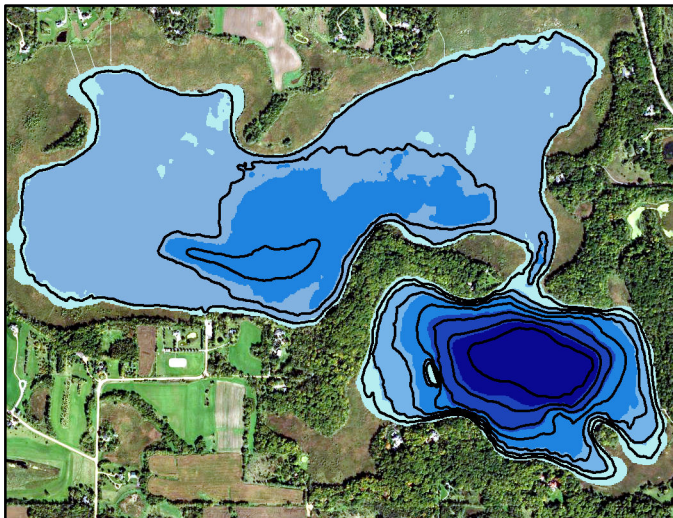
*Fall 2010 & spring 2011: alum treatments*



# Whaletail North Watershed Map

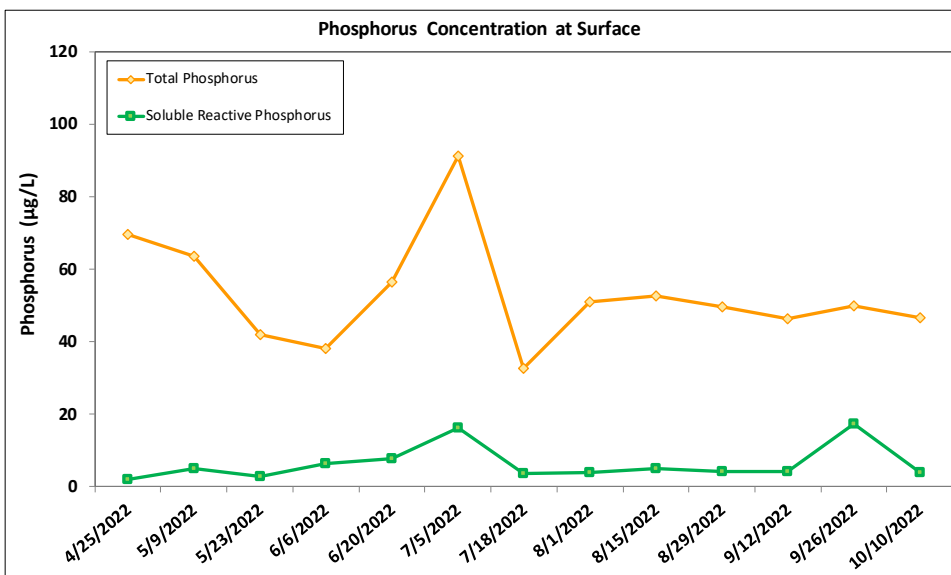
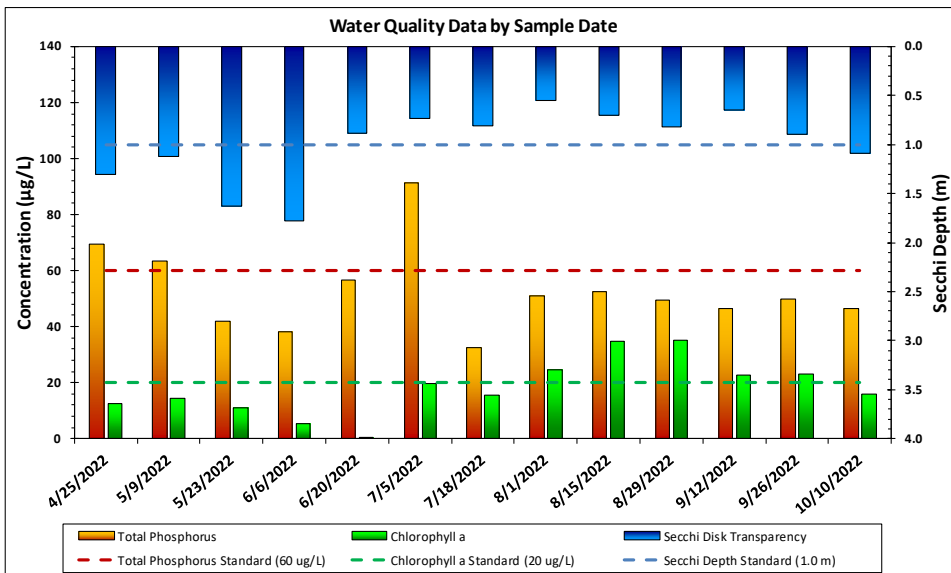
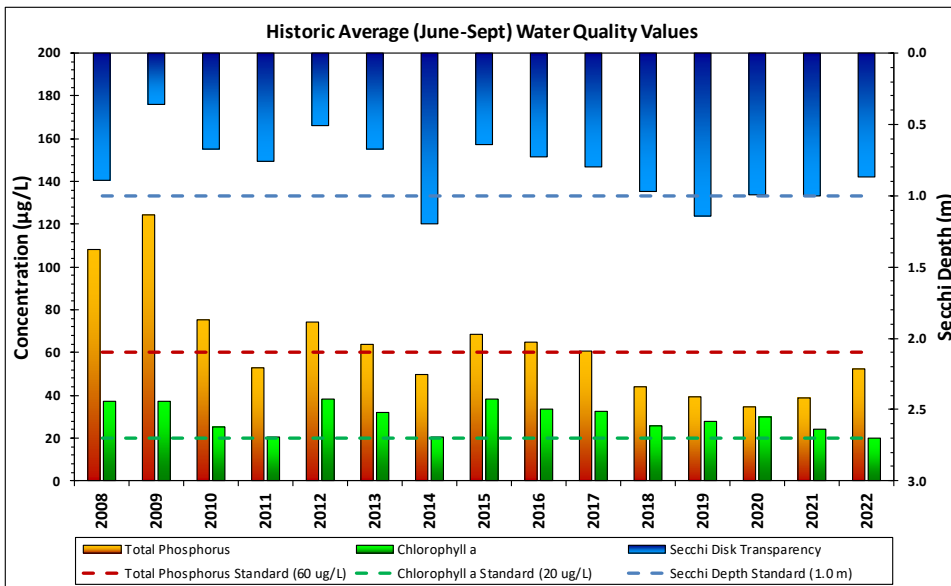


## Whaletail North Bathymetry



### Lake and Watershed Characteristics

DNR #	27018401
Watershed Area	1,585 Acres
Lake Area	370 Acres
Percent Littoral Area	100%
Average Depth	5.2 ft.
Maximum Depth	10.3 ft.
Watershed:Lake Ratio	4.3:1
Impairment	Excess Nutrients in 2008
Classification	Shallow Lake

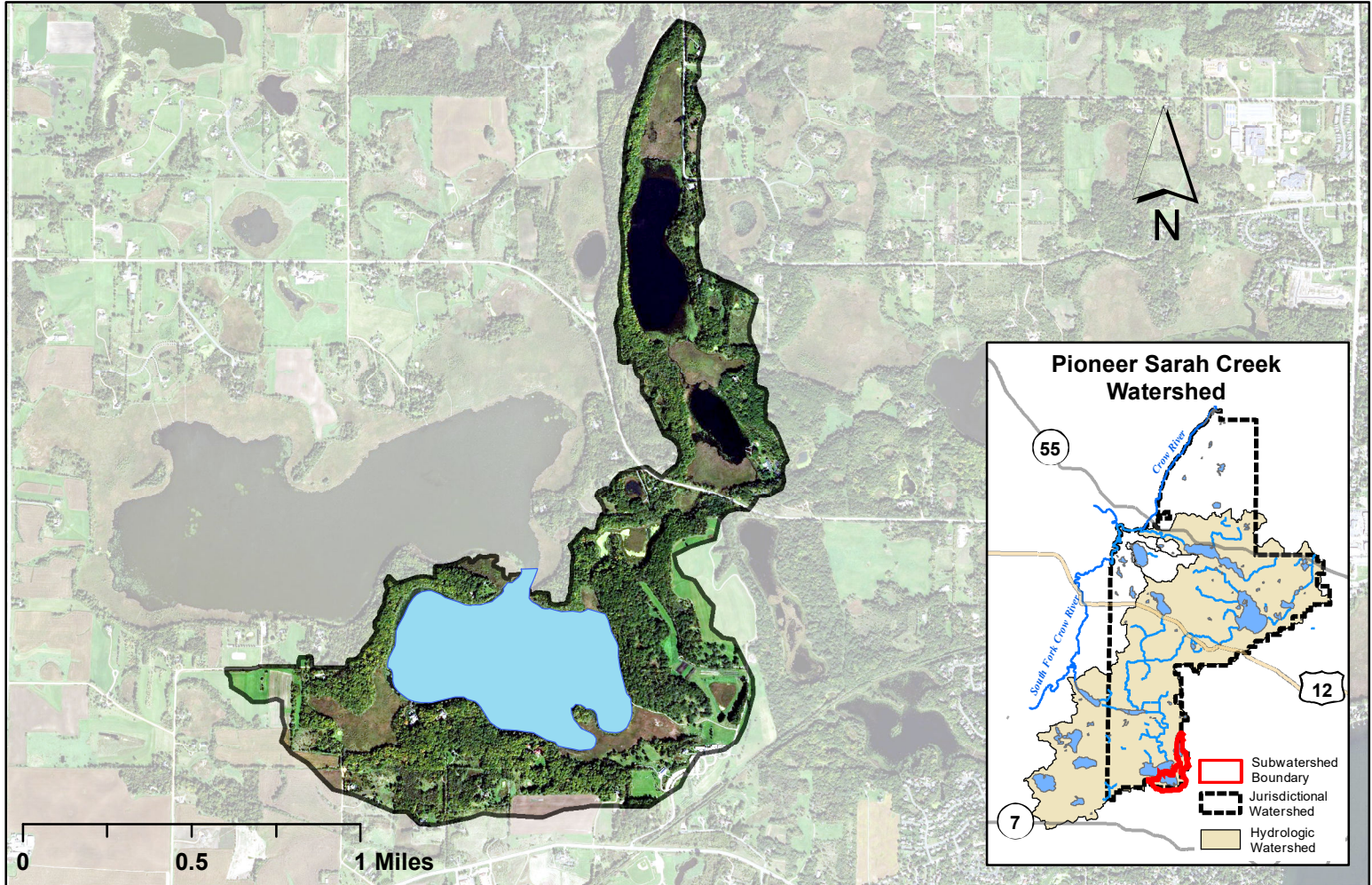


Whaletail North Water Quality Report Card				
Year	TP	Chl-a	Secchi	Avg Grade
2008	D	C	D	D+
2009	D	C	F	D
2010	D	C	F	D
2011	C	C	D	C-
2012	D	C	F	D
2013	C	C	F	D+
2014	C	C	C	C
2015	D	C	F	D
2016	C	C	D	C-
2017	C	C	D	C-
2018	C	C	D	C-
2019	C	C	D	C-
2020	C	C	D	C-
2021	C	C	D	C-
2022	C	B	D	C
MPCA Standard	C	C	D	C-

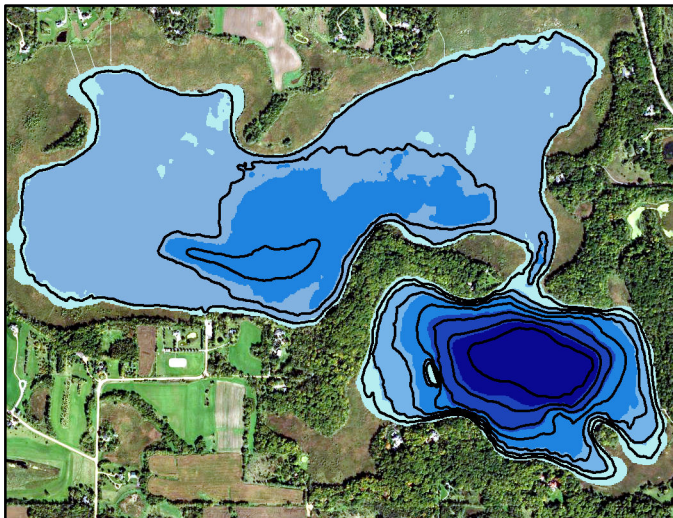
*Met Council Grading System for Lake  
Water Quality*



# Whaletail South Watershed Map

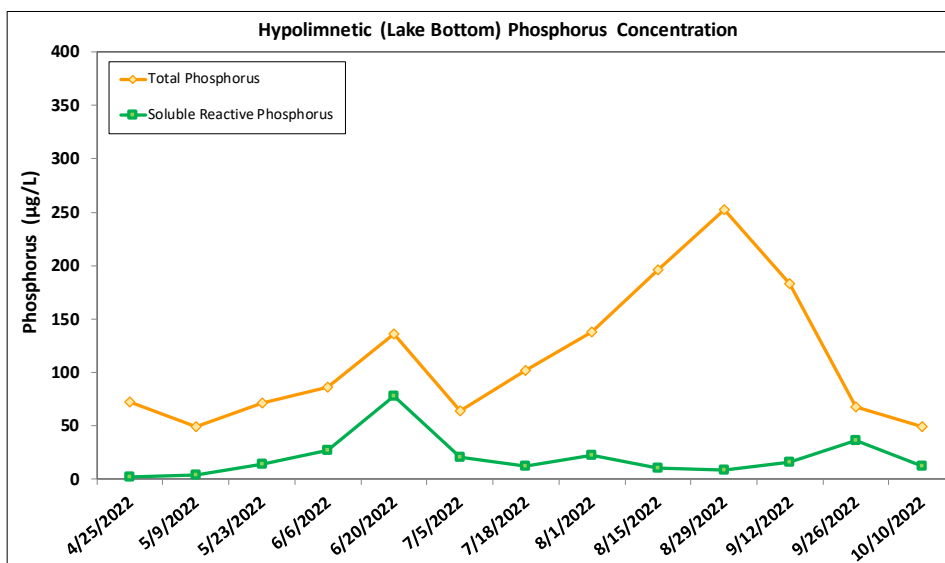
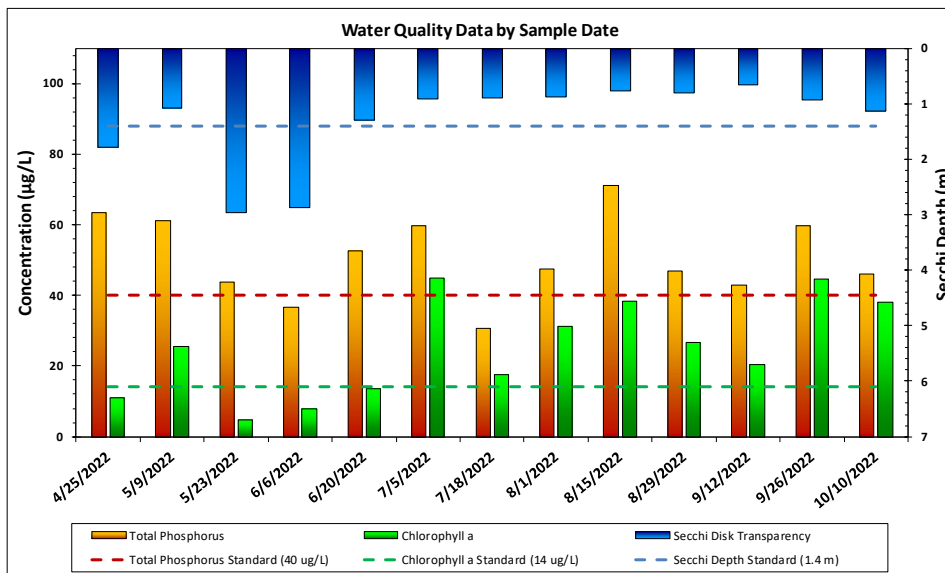
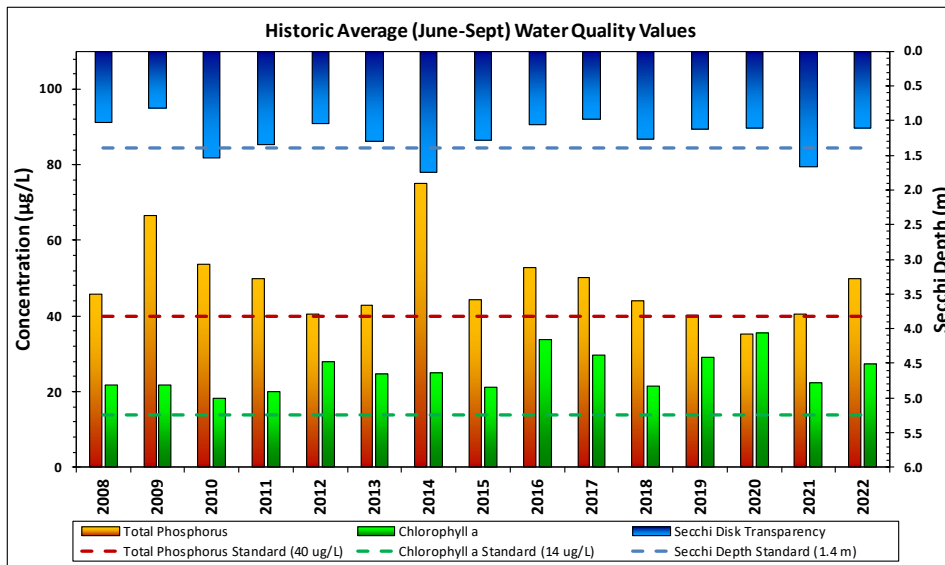


## Whaletail South Bathymetry



### Lake and Watershed Characteristics

DNR #	27018402
Watershed Area	661 Acres
Lake Area	156 Acres
Percent Littoral Area	66%
Average Depth	12.1 ft.
Maximum Depth	23.3 ft.
Watershed:Lake Ratio	4.2:1
Impairment	Excess Nutrients in 2006
Classification	Deep Lake



Whaletail South Water Quality Report Card				
Year	TP	Chl-a	Secchi	Avg Grade
2000	D	B	D	C-
2001	C	C	D	C-
2003	C	C	C	C
2005	C	C	D	C-
2007	C	C	C	C
2008	C	C	D	C-
2009	C	C	D	C-
2010	C	B	C	C+
2011	C	C	C	C
2012	C	C	D	C-
2013	C	C	C	C
2014	D	C	C	C-
2015	C	C	C	C
2016	C	C	D	C-
2017	C	C	D	C-
2018	C	C	C	C
2019	C	C	D	C-
2020	C	C	D	C-
2021	C	C	C	C
2022	C	C	D	C-
MPCA Standard	C	B	C	C+

Met Council Grading System for Lake Water Quality



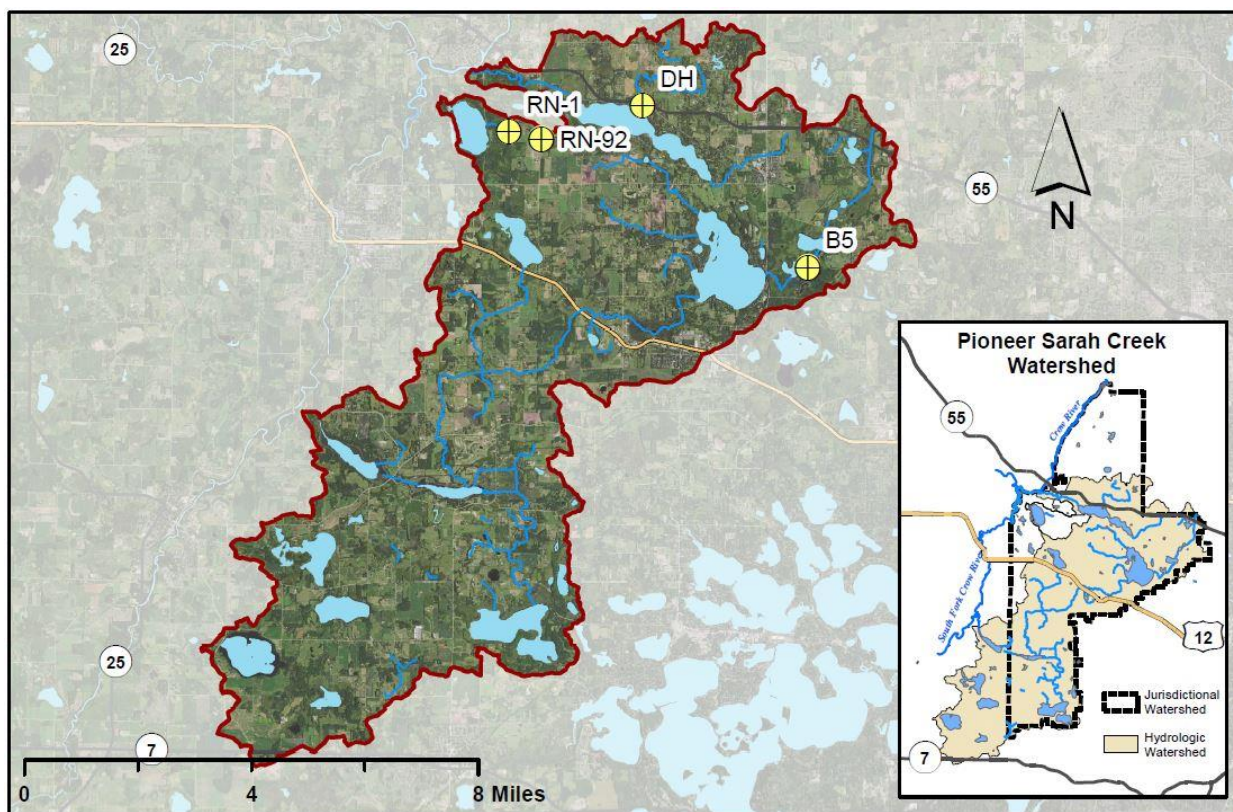
Division of Water Resources  
December 2022

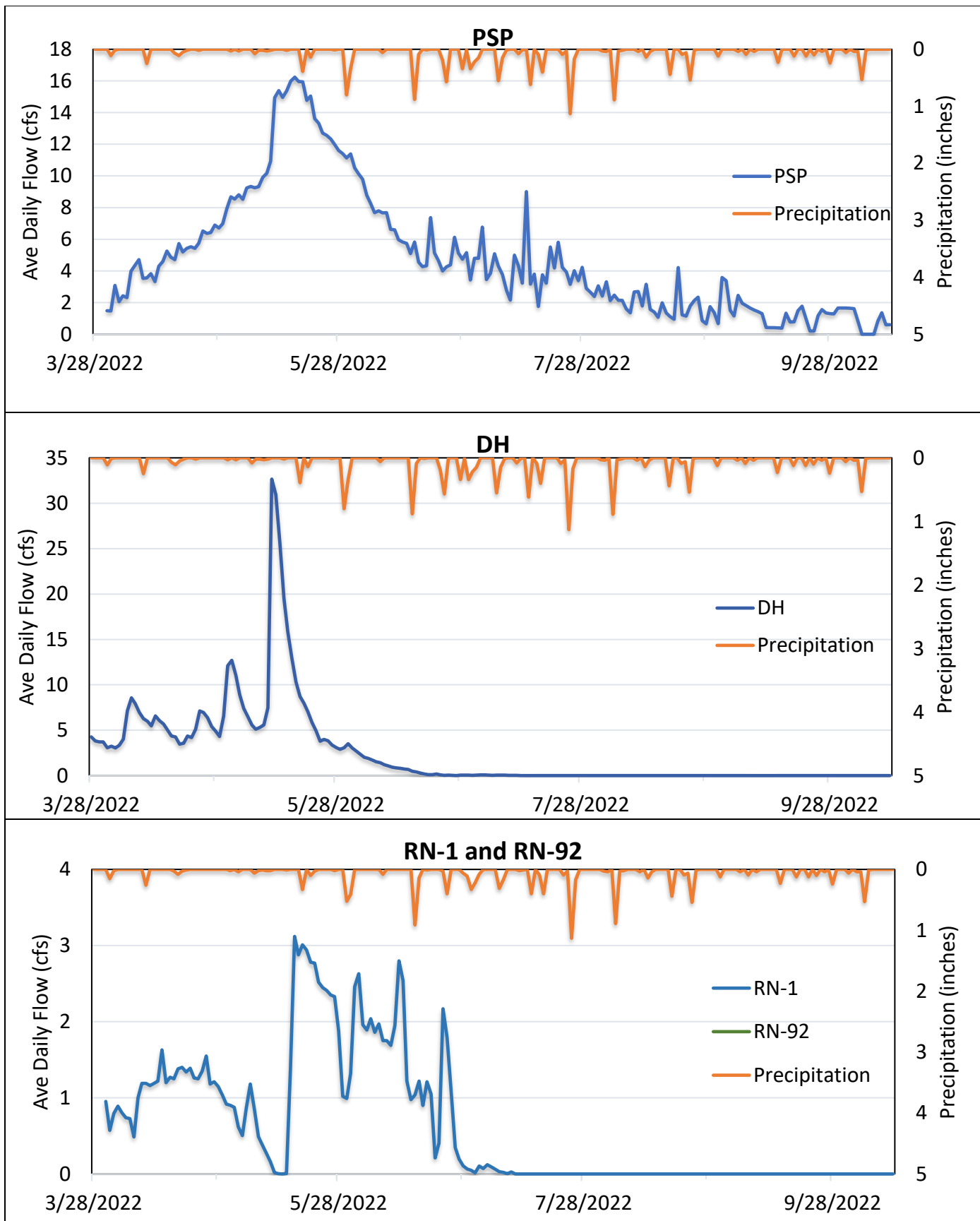


## Pioneer-Sarah Creek Stream Monitoring – 2022

Monitoring occurred from March 28, 2022, to October 27, 2022. During the monitoring period, there were 14.8 inches of rain. It was another year of below average precipitation with 23.4 inches for the year. These sites were monitored.

- PSP – Pioneer Sarah Creek at Pagenkopf
  - Average flow: 4.5 cfs
  - Minimum flow: 0 cfs
  - Maximum flow: 16 cfs
- DH – Dancehall Creek
  - Average flow: 2.3 cfs
  - Minimum flow: 0 cfs
  - Maximum flow: 33 cfs
- RN-1 – Rebecca North bike trail in Rebecca Park
  - Average flow: 0.57 cfs
  - Minimum flow: 0 cfs
  - Maximum flow: 3.1 cfs
- RN-92 – Rebecca North on Hwy 92
  - Average flow: 0 cfs
  - Minimum flow: 0 cfs
  - Maximum flow: 0 cfs
  - Stagnant or dry all year





\*No flow observed at RN-92 in 2022



## Methods:

### Monitoring

- Bi-weekly water grab samples were collected to characterize base flow conditions
- Sites equipped with ISCO auto-samplers measured water flow using ISCO flow meters and collected water samples during storm events
- Rating curve required for open stream sites to better estimate amount of water flow
- Parameters: TP: Total Phosphorus; SRP: Soluble reactive phosphorus; TN: Total Nitrogen; TSS: Total Suspended Sediments

### To estimate annual loads:

- Used U.S. Army Corps of Engineer's FLUX model version 5.0 (Soballe, 2020)
- Concentrations and flow during sample period were input to FLUX to determine the sample period nutrient load
- Sample period nutrient load was extrapolated to yearly load based on precipitation
- Output concentrations are flow weighted

### Concentration data:

- PSP: 15 Samples collected; all grab samples
- DH: 8 samples collected; all grab samples
- RN-1: 7 samples; all grab samples
- RN-92: 3 samples; all grab samples – no flow

Site	Avg TP (min-max) (µg/L)	Avg SRP (min-max) (µg/L)	Avg TN (min-max) (mg/L)	Avg TSS (min - max) mg/l
PSP	91 (53 - 175)	50 (25 - 108)	1.0 (0.7 - 1.4)	2.0 (0.2 - 7.7)
DH	398 (168 - 700)	195 (111 - 339)	2.7 (1.4 - 6.3)	9.6 (0.3 - 62.5)
RN-1	637 (187 - 985)	420 (107 - 757)	2.9 (1.7 - 5.1)	3.6 (0.7 - 8.7)
RN-92	579 (555 - 624)	322 (185 - 432)	3.9 (2.2 - 6.5)	20.3 (1.5 - 55.5)

### Flux results:

- Main channel between RN-92 and RN-1 is clogged, RN-1 flow is from a side channel
- Precipitation for RN-1 and RN-92 is from Rockford, MN; Other sites are from Plymouth, MN
- Stagnant flooding observed at RN-92 in spring, but site was dry by mid-summer – no flows observed

Site	Year	Nutrient Loading				Nutrient Concentration				Flow Volume (x 10 <sup>6</sup> m <sup>3</sup> )	Annual Precipitation (inches)
		TP (lbs/yr)	SRP (lbs/yr)	TN (lbs/yr)	TSS (lbs/yr)	TP (µg/L)	SRP (µg/L)	TN (mg/L)	TSS (mg/L)		
PSP	2022	771.8	430.9	7,589	16,256	94.8	52.9	0.93	2.00	3.69	23.43
DH	2022	1566.2	771.9	10,028	68,744	388.1	191.3	2.48	17.0	1.83	23.43
RN-1	2022	754.1	505.2	2,724	3,210	738.6	494.9	2.67	3.14	0.46	23.43
RN-92	2022	No flow observed – stagnant then dry				579.1	322.4	3.89	20.3		23.43

## **COOPERATIVE AGREEMENT**

THIS AGREEMENT made and entered into by and between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, (COUNTY), A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County Environment and Energy Department, 701 Fourth Avenue South, Suite 700, Minneapolis, Minnesota 55415-1600, (DEPARTMENT) and the Pioneer-Sarah Creek Watershed Management Commission, a joint-powers board organized under the Laws of the State of Minnesota, 3235 Fernbrook Lane, Plymouth, Minnesota, 55447, (COMMISSION).

### **RECITALS:**

WHEREAS, the COMMISSION and the COUNTY, wish to protect natural resources within the Pioneer-Sarah Creek watershed in Hennepin County, and

WHEREAS, the COMMISSION and the COUNTY benefit from a cooperative effort to protect these resources, and

WHEREAS, the COMMISSION wishes to retain the DEPARTMENT to provide technical services related to conservation promotion and education, technical assistance, monitoring, inventory and assessment and administrative services as set forth in the attached Exhibits, and

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the COUNTY, on behalf of the DEPARTMENT, and the COMMISSION agree as follows:

#### **1. TERM AND COST OF THE AGREEMENT**

The DEPARTMENT agrees to furnish technical services set forth in Attachment A to the COMMISSION commencing January 1, 2023 and terminating December 31, 2023.

The DEPARTMENT, in collaboration with the COMMISSION, will designate qualified staff to serve as technical advisors to the COMMISSION. Other DEPARTMENT personnel will be called upon as appropriate to the nature of the work.

In full consideration for services under this Agreement, the DEPARTMENT shall charge the COMMISSION for actual wages and personnel costs as set forth in Section 2. Costs for services for activities detailed in Attachment A include:

Attachment A: 2023 Watershed General Technical Assistance

- Meeting attendance & preparation of staff report: No cost;
- Technical Services and Conservation Promotion: Not-to-exceed \$12,000;
- Project implementation in priority subwatersheds: Not-to-exceed \$272,379 or 80% of documented project costs, whichever is lower;
- Project implementation outside priority subwatersheds: as mutually agreed upon; and
- Subwatershed Assessment Completion: Not-to-exceed \$51,250.

The total cost of this Agreement, including all reimbursable expenses, shall not exceed **Three Hundred Thirty-Five Thousand Six Hundred Twenty Nine and no/100 Dollars (\$335,629.00)**, as determined and specified in Attachment A. Any additional costs for extended work after the “not-to-exceed” limit has been reached, special studies, or capital projects, must be set forth in a written amendment to this Agreement and will be billed on an hourly basis set forth in Section 2.

2. BILLING RATES AND PAYMENT FOR SERVICES

- A. Services in Attachment A are billed at the rates of \$63.83 to \$70.38 per hour, based on personnel and task, except where exceptions are noted.

Sr. Environmentalist, Water Resources	\$70.38 per hour
Environmentalist	\$63.83 per hour

- B. DEPARTMENT shall perform all services hereunder to the satisfaction of COMMISSION, in accordance with the provisions herein, and in compliance with applicable law. If COMMISSION determines that DEPARTMENT has not complied with the foregoing, COMMISSION shall not have any obligation to pay DEPARTMENT for the non-complying services.
- C. Payment for services shall be made directly to the DEPARTMENT after completion of the services upon the presentation of a claim in the manner provided by law governing the COMMISSION’S payment of claims and/or invoices. The DEPARTMENT shall submit an invoice for services provided in Attachment A on a quarterly basis. Payment shall be made within thirty-five (35) days from receipt of the invoice.
- D. Reimbursable expenses are limited to the actual cost for parking, mileage or transportation fees, or copying and postage related fees. Any reimbursable expense which exceeds Zero Dollars and no/100 (\$0.00) shall receive prior written approval from the Contract Administrator.

- E. Payments shall be made pursuant to the provisions herein and COMMISSION's then applicable payment policies, procedures, rules, and directions. COMMISSION is not responsible for remedying fraudulent or unauthorized payments requested in COMMISSION's name.
- F. COMMISSION may withhold from any payment due to DEPARTMENT any amount which is due and owing COMMISSION under this or any other agreement between the parties due to overpayment or as a result of an audit.

3. EQUAL EMPLOYMENT OPPORTUNITY- CIVIL RIGHTS

During the performance of this Agreement, the DEPARTMENT agrees to the following: no person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance, criminal record, creed, or national origin, be excluded from full employment rights in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964.

4. STANDARDS

The DEPARTMENT shall comply with all applicable Federal and State statutes and regulations as well as local ordinances now in effect or hereafter adopted. Failure to meet the requirements of the above may be cause for cancellation of this contract effective the date of receipt of the Notice of Cancellation.

5. INDEPENDENT CONTRACTOR

It is mutually understood that the DEPARTMENT acts as an independent contractor. DEPARTMENT shall select the means, method, and manner of performing the services herein. DEPARTMENT employees shall not be considered to be either temporary or permanent employees of the COMMISSION.

6. INDEMNIFICATION

COUNTY and COMMISSION mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless for any and all damages, liability, or cost (including reasonable attorney's fees and costs of defense) arising from their own negligent acts, errors or omissions in the performance of their services under this Agreement, to the extent each party is responsible for such damages and losses on a comparative basis of fault. Parties agree to provide proof of contractual liability insurance upon request. This paragraph does not diminish, with respect to any third party, any defense, immunity or liability limit that the COUNTY or the COMMISSION may enjoy under law.

7. INSURANCE

Each party warrants that it has a purchased insurance or a self-insurance program sufficient to meet its liability obligations and, at a minimum, to meet the maximum liability limits of Minnesota Statutes Chapter 466. This provision shall not be construed as a waiver of any immunity from liability under Chapter 466 or any other applicable law.

8. DATA PRACTICES

All data collected, created, received, maintained, or disseminated, or used for any purpose in the course of the DEPARTMENT's performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, which may include the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and/or the Health Information Technology for Economic and Clinical Health Act (HITECH), adopted as part of the American Recovery and Reinvestment Act of 2009. The COMMISSION agrees to abide by these statutes, rules, and regulations and as they may be amended.

9. MERGER AND MODIFICATION

A. The entire Agreement between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.

COUNTY and/or COMMISSION are each bound by its own electronic signature(s) on this Agreement, and each agrees and accepts the electronic signature of the other party.

B. Any alterations, variations, or modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. Except as expressly provided, the substantive legal terms contained in this Agreement, including but not limited to Indemnification, Insurance, Merger, Modification and Severability, Default and Cancellation/Termination or Minnesota Law Governs may not be altered, varied, modified, or waived by any change order, implementation plan, scope of work, development specification, or other development process or document.

C. If any provision of this Agreement is held invalid, illegal, or unenforceable, the remaining provisions will not be affected.



9. DEFAULT AND CANCELLATION

This Agreement may be canceled/terminated with or without cause by either party upon forty-five (45) days' written notice. If the COMMISSION terminates this Agreement, it may specify work to be performed by the DEPARTMENT before termination is effective and shall pay the DEPARTMENT for services performed by the DEPARTMENT up to the time specified for termination. If the COUNTY terminates the Agreement, it will not be compensated for part completion of a task except to the extent part completion has value to the COMMISSION.

10. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

All property of the COMMISSION used, acquired, or created in the performance of work under this Agreement, including documents and records of any kind, shall remain the property of the COMMISSION. The COMMISSION shall have the sole right to use, sell, license, publish, or otherwise disseminate any product developed in whole or in part during the performance of work under this Agreement.

11. CONTRACT ADMINISTRATION

In order to coordinate the services of DEPARTMENT with the activities of the COMMISSION so as to accomplish the purposes of this Agreement, Amy Juntunen, Commission Administrator, or successor ("Contract Administrator"), shall manage this Agreement on behalf of COMMISSION and serve as liaison between COMMISSION and DEPARTMENT.

Kris Guentzel (612-596-1171; [kristopher.guentzel@hennepin.us](mailto:kristopher.guentzel@hennepin.us)), Senior Water Resources Specialist, or successor shall manage the agreement on behalf of DEPARTMENT. DEPARTMENT may replace such person but shall immediately give written notice to COMMISSION of the name, phone number, and email of such substitute person and of any other subsequent substitute person.

12. AMENDMENTS TO AGREEMENT

This Agreement may be amended as agreed to by the COUNTY and COMMISSION in the form of an amendment executed by both parties.

13. NOTICES

Unless the parties otherwise agree in writing, any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing and shall be sent registered or certified mail. Notices to COUNTY shall be sent to the County Administrator with a copy to the originating COUNTY department at the address given in the opening paragraph of this Agreement. Notice to COMMISSION shall be sent to the address stated in the opening paragraph of this Agreement.

14. MINNESOTA LAWS GOVERN

The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, state of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the state of Minnesota.

## COUNTY ADMINISTRATOR AUTHORIZATION

Reviewed by the County Attorney's  
Office

COUNTY OF HENNEPIN  
STATE OF MINNESOTA

\_\_\_\_\_  
Assistant County Attorney

By: \_\_\_\_\_  
David J. Hough, County Administrator

By: \_\_\_\_\_  
Assistant County Administrator - Public Works

Date: \_\_\_\_\_

### Recommended for Approval

By: \_\_\_\_\_  
Director, Environment and Energy Department

Date: \_\_\_\_\_

### PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION

The COMMISSION certifies that the person who executed this Agreement is authorized to do so on behalf of the COMMISSION as required by applicable articles, bylaws, resolutions or ordinances.\*

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\* COMMISSION shall submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. This documentation shall be submitted at the time COMMISSION returns the Agreement to the County. Documentation is not required for a sole proprietorship.

## ATTACHMENT A

### 2023 WATERSHED GENERAL TECHNICAL ASSISTANCE

#### TASKS

The Hennepin County Environment and Energy Department (DEPARTMENT) will provide Pioneer-Sarah Creek Watershed Management Commission (COMMISSION) with a variety of technical assistances in support of its Watershed Management Plan, TMDL studies, WRAPS reports, and subwatershed assessments.

Services are delivered on a time and materials basis, with a not-to-exceed amount as listed in Section 1 of this Agreement, except as may be authorized via separate work order or agreement amendment approved by both parties.

#### 1. Meeting attendance & Preparation of Staff Report

Staff will prepare a staff report covering cooperative efforts and will attend regular Board and technical advisory committee (TAC) meetings to facilitate partnership and advise the COMMISSION on technical items. Time required to attend meetings will not be an expense to the COMMISSION.

Estimated Effort:

At least one representative of the DEPARTMENT will attend each Board and TAC meeting, and additional staff will attend as necessary and appropriate. Assuming 12 Board meetings and 4 TAC meetings.

	Estimated Hours	COMMISSION NTE	DEPARTMENT (Estimated Cost)
Senior Environmentalist	60	\$0	\$4,223
Environmentalist	60	\$0	\$3,830

#### 2. Respond to Inquiries from the public, conservation promotion in targeted subwatersheds, and BMP implementation project development and construction

Due to the high priority nature of this work to the DEPARTMENT'S goals, DEPARTMENT agrees to request reimbursement for the following services at a rate well-below the DEPARTMENT'S real costs. See agreement Section 2.

- A. General outreach and assistance: At the request of the COMMISSION, as prompted by public inquiry, DEPARTMENT staff will reach out to landowners within the Pioneer-Sarah Creek watershed to develop best management practice (BMP) projects, respond to inquiries from the public to provide conservation program information, technical assistance, and information regarding COMMISSION requirements. In 2023 priorities in this area, in order of importance:
- Promoting, assessing, and developing projects to benefit Lake Independence and make use of remaining grant dollars from the South Fork Crow Metro WBIF funds allocated to Lake Independence.
  - Landowner outreach associated with on-going work around development of properties in the Dance Hall Creek subwatershed and other tributaries to Lake Sarah.
  - Zuhrah Shrine Horseman BMPs and other landowner outreach associated with Lake Rebecca subwatershed effort.
  - Anticipated landowner outreach related to completion of the Spurzem Creek subwatershed effort.

- e. Developing and implementing other known cost share BMP projects that fall outside of identified priority areas.
- f. Evaluating and assessing lakeshore needs and developing programming for lakeshore homeowners.
- g. Responding to new inquiries and project opportunities outside of identified priority areas.

***Estimated effort below includes times to implement projects identified in subwatershed assessments, including those priorities areas in Tasks 3 and 4. Tasks 3 and 4 cover the design and construction costs for project implementation.***

	Estimated Hours	COMMISSION NTE	Estimated Cost (DEPARTMENT)
Senior Environmentalist	350	See Total Below	\$24,633
Environmentalist	986		\$62,936
Total	1,306	\$12,000	\$87,569

### **3. Project Implementation in Priority Subwatersheds**

As partners in the using Watershed-Based Implementation Funds, DEPARTMENT and COMMISSION are partnering to install best management practices (BMP) to protect water quality in impaired, or nearly impaired, waterbodies. Area draining to the following waterbodies have been identified as Priority Subwatersheds in 2023: Lakes Independence, Sarah, and Rebecca. These include lands draining to both Dance Hall Creek and Spurzem Creek. Each of these subwatersheds have substantially completed subwatershed assessment that DEPARTMENT staff and partners are utilizing to conduct outreach with landowners to advocate for BMP installation.

To extend use of grant dollars, COMMISSION and DEPARTMENT will assist landowners with project funding assistance as well. The COMMISSION will contribute up to 25% of project costs from its capital projects fund (not to exceed the amount available). The DEPARTMENT will contribute 10% of project costs. Landowners will be expected to contribute 10% of project costs. Remaining project costs will be covered by available grants until those grants are exhausted. Prior to project implementation, the DEPARTMENT and the COMMISSION will agree upon the breakdown of each individual project's funding sources. Following project implementation, the DEPARTMENT will provide a detailed, itemized invoice to the COMMISSION for project costs as agreed upon prior to project implementation. DEPARTMENT will include project cost estimates and estimated commission share on projects in the monthly staff report as they become available, as well as an accounting of remaining capital and grant funds available to support BMP projects.

Amount reimbursable to the DEPARTMENT shall not exceed 80% of documented project costs. In addition, the total amount of reimbursable dollars under this Activity is constrained by the COMMISSION'S available capital and grant funds for this work and shall not exceed the total amount available under the combination of the following sources: Watershed Based Implementation Fund activities for Lake Independence BMPs (\$98,866), Dance Hall Creek BMPs (\$68,988), Lake Rebecca Subwatershed Assessment (\$30,000) and BMPs (\$20,400), and Spurzem Area BMPs (\$29,649). COMMISSION CIP dollars are also allotted for this work (estimated at up to \$54,476). In total this combines to up to \$272,378 available for project installations, not including additional landowner and county contributions and dollars to complete remaining subwatershed assessments. At the time of contract execution, the amounts above reflect the total available amounts for those funding sources, pending approval from their respective authorities.

	Estimated Hours	COMMISSION NTE	DEPARTMENT (Estimated Cost)
Senior Environmentalist	Hours included in Task 2		
Environmentalist			
Consulting Fees	N/A	\$0	\$16,500
Project Installation	N/A	\$272,379	10% project costs

#### 4. Project Implementation Outside Priority Subwatersheds

The DEPARTMENT is working to develop BMP projects on several additional fronts focused on the COMMISSION's priorities. Additional grant funding is not available for many of those projects, however, there are several relevant capital projects established in the COMMISSION's fourth generation watershed management plan (\$10,000). In addition, DEPARTMENT is working hard to leverage a wide variety of additional funding sources for this project work.

As projects advance toward readiness, DEPARTMENT will keep COMMISSION informed of anticipated costs and available funding sources. As agreed upon by both parties and as capital project funds are available, COMMISSION will contribute up to 25% of project costs from capital project funds when those funds are available and not otherwise allocated. DEPARTMENT will contribute a minimum of 10% of project costs, through cash contributions or in-kind staff time. Landowners will be expected to contribute 10-25% of project costs (depending on location in or outside of a priority area and financial means of landowner). DEPARTMENT will be responsible for identifying funding sources for remaining project costs.

Amount reimbursable to the DEPARTMENT shall not exceed 25% of documented project costs when Watershed Based Implementation Funds and other grants are not available. Activity is constrained by the COMMISSION'S available capital funds for this work and shall not exceed the total amount available under capital projects.

	Estimated Hours	COMMISSION NTE	DEPARTMENT (Estimated Cost)
Senior Environmentalist	Hours included in Task 2		
Environmentalist			
Consulting Fees	N/A	\$0	\$1,000
Project Installation	N/A	As mutually agreed upon	10% project costs

#### 5. Subwatershed Assessment Projects

- A. **Spurzem Creek:** DEPARTMENT staff have substantially completed the subwatershed assessment, which identified opportunities to address phosphorus and sediment loading from upland sources (e.g. agricultural fields, pasturelands, residential properties). DEPARTMENT may retain a consultant to assess internal loading and respective practices to address internal loads in waterbodies or to develop more complete designs for projects beyond preliminary design work completed in the subwatershed assessment. COMMISSION is expected to provide comment(s) to draft materials provided by DEPARTMENT and, should a consultant be retained for assessing internal loading of waterbodies in Spurzem Creek subwatershed, COMMISSION will provide up to \$10,000 from Watershed-Based Implementation Funds and up to 25% cost share from their



Capital Improvement Fund for a consultant to assess internal loads and practices to reduce loading. Additional CIP dollars have been allocated for implementation.

	Estimated Hours	COMMISSION NTE	Estimated Cost (DEPARTMENT)
Senior Environmentalist	50	\$0	\$3,519
Environmentalist	70	\$0	\$4,468
Consulting Fees	N/A	\$16,250	\$5,000

- B. Lake Rebecca:** In an effort to prevent the need for another alum treatment in Lake Rebecca and to prevent Lake Rebecca from being added again to the impaired waters list, COMMISSION and DEPARTMENT agree to partner on an assessment of water quality improvement opportunities in a 600-acre subwatershed that drains through the property owned by the Zuhrah Shrine Horsemen and into Lake Rebecca Park Reserve. This study has three components: 1.) Completion of a hydrologic model to identify flow pathways and rates, 2.) BMP identification and feasibility analysis to determine cost-effectiveness across the subwatershed, and 3.) Identifying, scoping, and designing project opportunities on Zuhrah Shrine properties.

*Project work began in 2021 and is ongoing through early 2023.* Its expected up to \$30,000 of Watershed Based Implementation Funds and \$5,000 of Capital Improvement Funds will be provided by the COMMISSION and \$30,000 will be provided from the DEPARTMENT to complete this assessment and design work.

Following completion of the subwatershed assessment, the DEPARTMENT intends to work with the COMMISSION and partners to identify which projects are best suited for early implementation and identify and/or allocate available funds for implementation. As agreed upon by both parties and as capital project funds are available, COMMISSION will contribute up to 25% of project costs from capital project funds when those funds are available and not otherwise allocated. DEPARTMENT will contribute a minimum of 10% of project costs, through cash contributions or in-kind staff time. Landowners will be expected to contribute 10% of project costs as this is a priority area. DEPARTMENT will work with the COMMISSION to identify funding sources for remaining project costs beyond the \$150,000 currently allocated in the CIP.

	Estimated Hours	COMMISSION NTE	Estimated Cost (DEPARTMENT)
Senior Environmentalist	60	\$0	\$4,223
Environmentalist	40	\$0	\$2,553
Consulting Fees	N/A	\$35,000	\$30,000

**Summary of total estimated effort and costs Tasks 1-5.**

	DEPARTMENT COST (including staff time)	COMMISSION NTE	COMMISSION FUNDING SOURCES
Task 1: Meeting attendance & Preparation of Staff Report	\$8,053	\$0	N/A
Task 2: Respond to public inquiries, provide technical assistance, and conduct conservation promotion and implementation	\$75,569	\$12,000	COMMISSION 2023 operating budget
Task 3: Project implementation in priority subwatersheds	\$43,738 (design and installation costs)	\$272,379	<ul style="list-style-type: none"> <li>• Watershed Based Implementation Funds (\$217,903)</li> <li>• COMMISSION CIP (up to \$54,476)</li> </ul>
Task 4: Project implementation outside priority subwatersheds	As mutually agreed upon	As mutually agreed upon	N/A
Task 5: Subwatershed assessment projects	\$87,763	\$51,250	<ul style="list-style-type: none"> <li>• Watershed Based Implementation Funds (\$40,000)</li> <li>• COMMISSION CIP (\$11,250)</li> </ul>
<b>Total (estimated)</b>	<b>\$215,123</b>	<b>\$335,629</b>	

HENNEPIN COUNTY  
MINNESOTA

# Cost Share for Conservation Outreach Plan

2023-2024

Environment and Energy  
701 Fourth Avenue South, Suite 700, Minneapolis, MN 55415  
612-348-3777  
[Hennepin.us/environment](https://hennepin.us/environment)

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# Executive Summary

This document contains an overview of the planned outreach efforts for the Hennepin County Land and Water Unit (HCLW) in 2023 and 2024. It will serve as a guide and will help HCLW staff, Communications staff, and leadership understand priorities and timelines for work over the next few years.

This plan is **flexible** and is intended to be edited regularly over next couple of years to accommodate changing needs and priorities. We will revisit the plan as often as updates are needed.

## Structure of document:

The plan is structured by three overarching goals:

1. Increase the profile of Hennepin County as a Conservation District
2. Focus on outreach in priority subwatersheds, aiming to implement 2-3 projects in each subwatershed over the next two years where funding is available
3. Establish better expectations with residents we work with, improve our follow-up procedures and overall customer service, and start tracking and evaluating outreach methods

The goals are supported by rationale and include specific strategies, tactics, and timelines to achieve them.

## Priority Audiences for Outreach

Priority audiences were determined based on goal and strategy deliverables, notably the implementation of both non-structural and structural best management practices which address sediment and nutrient erosion. When implementing Goal 2, subsets of the audiences below were chosen within priority subwatersheds.

1. Landowners and land users in priority subwatersheds
2. Other rural landowners, particularly:
  - a. Horse-boarders and others needing waste storage facilities
  - b. Owners and renters of farms
3. Landowners and land users that may only come to virtual events
4. Landowners and land users that may only come to in-person events
5. Urban landowners (not a huge priority yet until programming is more available in urban areas)

## Goal 1: Increase the profile of Hennepin County as a Conservation District

**Goal rationale:** By increasing awareness of conservation work among the public generally and especially our priority audiences,, the level of effort to complete a project will get smaller over time, allowing us to get more work done more efficiently. We will also have more projects to choose from, increasing our ability to invest time and money in more cost-effective practices over time.

### Strategy 1: Perform more in-person outreach that is directed at getting people enrolled in cost-share

Many members of the rural agricultural community prefer in-person events, which facilitate relationship and trust-building. Both factors are key to generating leads and installing projects. Because of this, as well as the loosening of COVID-19 restrictions, we chose to prioritize hosting and facilitating several in-person events throughout 2023 and 2024, described in the table below.

#### Rural Outreach Event Planning - 2023-2024

Description of event and audience	Date	Materials and Promotions Needed	Location
<p><b>Host an open house</b> that will serve as a meet and greet for staff and landowners. We will also talk about who we are, what we do, and how we can help landowners with resource concerns.</p> <p>We are primarily focusing on inviting landowners in priority subwatersheds*, but we will also invite rural landowners that fall outside of those boundaries.</p>	Mid-April 2023	<p><b>Postcard Mailer</b> to advertise the event</p> <p><b>BMP Brochure</b> to explain common types of BMPs</p>	Hamel Community Center
<p><b>Co-host a field day</b> with Wright or Carver SWCD staff. We will identify a farmer that has implemented a BMP on their farm and would be willing to present about their experience to a small group of other farmers.</p>	TBD, but likely in 2024	<p><b>Postcard Mailer</b> to advertise the event</p>	TBD – but will be on a farmer's property

Rural Outreach Event Planning - 2023-2024 cont.

Description of event and audience	Date	Materials Needed	Location
<b>Identify 3 community outreach events</b> to attend and (if able) table at	Q4 2023 or Q1 2024	TBD	TBD, but some ideas include the county fair, Envirothon, and others
<b>Identify a non-profit</b> that we could hire to host "how-to clinics" (e.g., "how to maintain your shoreline" event)	Q4 2023 or Q1 2024	TBD, depending on needs of non-profit	TBD

\*Priority subwatersheds are defined and outlined in Goal 2.

## Strategy 2: Develop a larger virtual presence to better meet the needs of our target audiences

Rural conservation programming at the County currently has a very limited presence in the virtual world. Conducting outreach virtually will help us meet people where they're at, accommodate residents' busy schedules, and make us more accessible to a broader audience. Below are descriptions of the four areas we've decided to focus on.

**E-newsletters:** Virtual newsletters are a great way to send out lots of information at once, such as project highlights, upcoming events, available grant funding, and more. We have a high need to communicate this information to our residents and landowners that we hope to work with on conservation projects. This newsletter could also more comprehensively feature and market other county programming with similar audiences, such as our habitat protection and restoration or private well sealing. Steps and timeline to accomplish this goal are outlined below.

1. Work internally to identify all relevant programming (including those outside of Cost-Share for Conservation, such as easements) and develop an outline for stating both the need and benefit of the (likely quarterly) newsletter
2. Partner with Communications staff to develop a template for our e-newsletter by the beginning of Q3 2023
3. Start sending out quarterly e-newsletters by the end of Q4 2023. First newsletter would summarize highlights of 2023 work.
4. Collect email addresses at all events we facilitate and ask if people are interested in receiving the e-newsletter



**Social media posts:** Historically, we have not prioritized social media for outreach, and therefore we have not seen many posts dedicated to conservation or other HCLW activities. Social media posts are key to introducing ourselves, explaining what we do as a conservation district, and building trust with our priority audiences. Topics to include in posts will be similar to those in our e-newsletters but will likely be abbreviated so they are a quicker read while people scroll through.

1. Partner with Communications staff to develop a social media plan and/or drafted content by the end of Q2 2023
  - a. Most posts will be drafted and scheduled ahead of time
2. Start posting at least twice a month about conservation-specific topics by the start of Q3 2023
3. Measure engagement success and use analytics data to revise our strategies in Q1 2024

**Website updates:** Rural conservation content on our website is not easy to find and doesn't elevate the most relevant content to our users. We want to be able to direct people to our website and have them easily understand what we do, what kinds of projects we work on, and see how they might interact or involve themselves in conservation projects with us in the future.

1. Create a list of needs and edits for the website in Q4 2023
2. Partner with Communications staff starting in Q1 2024 to review and edit list
3. Implement updates to website by Q2 2024

**Quarterly webinars:** Other organizations have had success with engaging people online using webinars. They are great educational events that can be used to introduce people to topics (e.g., what a Best Management Practice is, why native plants are beneficial, etc.) while still allowing attendees to interact with hosts.

We have limited capacity to establish and continually host our own series of webinars, but we can advertise other organizations' webinars or consider partnering with neighboring SWCDs to co-host webinars. We are still evaluating our needs for webinars, which is why this is the lowest priority for expanding our virtual outreach. Timelines can be reevaluated and changed as needed.

1. Create inventory of external and/or partner webinar series by Q3 2023
2. Develop list of potential topics for webinars that we could co-host with partners by Q3 2023
3. If we feel that we have time and enough need, start drafting content on topic of choice for 1-2 webinars in Q4 2023 with the goal of hosting/co-hosting a webinar in Q2 2024.

## Goal 2: Focus on outreach aimed at priority subwatersheds, aiming to implement 2-3 projects in each subwatershed over the next two years

### **Goal rationale:**

In the past, we have been opportunistic with outreach and project work, which reduced our ability to focus on our organization's main priorities and necessary pollution reduction goals. We want to change that and be more intentional, especially with regard to who we direct our outreach efforts towards.

### **Strategy 1: Organize project outreach efforts based on priority and pollution reduction goals**

#### **Watershed Ranking Strategies:**

One of our main goals is to meet TMDL pollution reduction goals and eventually delist water bodies that are on the Impaired Waters List. With that in mind, we decided to rank subwatersheds into tiers to better prioritize, orient, and organize our outreach efforts. Refer to the 2023-2024 [subwatershed workplan document](#) for more information regarding pollution reduction goals for Tier 1A and Tier 1B watersheds. In addition, those subwatersheds in Tier 1 have significant available state grant dollars for implementation work, whereas Tier B subwatersheds do not yet have those funding sources identified and secured.

#### **Tier 1A:** Headwaters of Rush Creek, Dance Hall Creek, and Lake Independence

The biggest priorities in these subwatersheds are to get landowners to implement cost-effective BMPs. Our outreach efforts will be highly targeted to landowners of parcels with the most cost-effective practices identified through TMDLs and Subwatershed Assessments. With that in mind, any time we do outreach events or mailers, we will make a point to first include the owners of these parcels.

#### **Tier 1B:** Diamond Creek

Diamond Creek is listed as Tier 1B due to the historical lack of work and BMP installation in the subwatershed. Additionally, it is quickly developing (especially in the

Goal 2: Focus on outreach aimed at priority subwatersheds, aiming to implement 2-3 projects in each subwatershed over the next two years

western portion), which will impact how feasible and realistic it is to implement BMPs with private landowners while still achieving impactful TMDL pollution reduction goals.

We will largely still invite landowners of parcels with cost-effective BMPs (identified through Subwatershed Assessment) to events and include them in mailers, but likely won't pursue additional engagement efforts with them unless they contact us.

We will be gauging and reevaluating needs for outreach efforts every 6-12 months as the watershed continues developing, which may or may not impact our strategy.

**Tier 2:** Lake Rebecca and Spurzem Creek

Both of these watersheds are listed as Tier 2 since they already have ongoing projects to utilize available dollars to begin addressing TMDL pollution reduction goals (Zuhrah Shrine Horsemen, Slavec easement, and Olson bunker). As such, no additional targeted outreach, such as mailers, is required until additional funding is secured. Instead, staff will continue to engage with these landowners and aim to finish the projects discussed with each landowner.

If any of the projects fall through, staff will reassess priorities in the watershed and use TMDL or Subwatershed Assessments to guide outreach decisions.

**Cover Crop and Soil Health Programming:**

Newer funding is available under our Cover Crop and Soil Health program. Both management practices can help reduce pollution over time, although the reduction benefits are difficult to quantitatively measure when compared to engineered BMPs. Currently, we don't have the capacity in 2023 or 2024 to perform a dedicated outreach effort with major focuses on cover crops and soil health (largely due to our focus on priority subwatershed work). Additionally, we have an interested farmer in the northwest portion of the county (near Hanover and Greenfield) that will likely take up most of our funds for 2023, so there is less urgency to commit outreach effort to this programming in the near future.

However, we still have a need to start incorporating cover crop and soil health messaging into outreach, as these are important management practices that take time, effort, trust, and convincing to establish with farmers. To address these needs, we will integrate soil health and cover crop messaging with other outreach efforts identified in this plan and include them into conversations with farmers when appropriate (i.e., if a farmer indicates interest).

As we get more farmers enrolled in the Soil Health program, we will continuously gather input in an effort to improve the program. If feedback is positive, we will consider expanding the pilot program to cover more acres.

*Soil Health Testing:* We will additionally promote the funding we have available to provide farmers free soil health tests through the University of Minnesota's soil lab. This will serve as a way to establish an initial relationship with farmers we haven't engaged with before, and will also help us better define how soils improve over time for farmers that enrolled in the Soil

Goal 2: Focus on outreach aimed at priority subwatersheds, aiming to implement 2-3 projects in each subwatershed over the next two years

Health program. The free testing will be advertised through written materials, at events, and in-person during landowner interactions.

***Examples of incorporating cover crop and soil health messaging into 2023-2024 outreach:***

1. "BMP Brochure" explaining types of structural and management BMPs
2. E-newsletter segment(s) with 3-5 sentences on soil health or cover crops
  - a. Could also use the segment to highlight a farmer that is implementing soil health or cover crop practices
3. Social media post advertising external webinars or events about soil health or cover crops



### **Strategy 2: Establish clear expectations for timeline and outcomes with landowners**

Implementing BMPs is extremely time and resource intensive, both for county staff and for landowners. Additionally, the cost-share process can be intimidating for many landowners. If we are not clear about the county's expectations, timeline, and goals from initial contact through project completion, it will decrease efficiency and reduce the likelihood of generating mutually beneficial outcomes.

To increase the likelihood of being efficient with our resources and completing projects that meet both county and landowner expectations, we want to be transparent with landowners about the cost-share process.

#### ***Specific steps and goals related to transparency:***

1. Reinforce our expectations and timelines continuously throughout all conversations with landowners starting in Q2 2023
2. Develop handout outlining the cost-share process and landowner deliverables by the end of Q1 2023
3. Develop internal procedures for assessing benefit and ranking projects to communicate likelihood of funding assistance better and more quickly to landowners by Q2 2023
4. Finalize the Cost Share for Conservation document and the letter of intent handouts. Publish them to the website by the end of Q2 2023
5. Provide both documents to all landowners by the end of Q2 2023 and aim for all landowners to have copies by Q3 2023
6. Revise these documents in Q1 2024 based on experience in 2023

## Goal 3: Establish better expectations with residents, improve follow-up, and start evaluating outreach methods

### **Goal rationale:**

Currently, we do not have a procedure defining how we should follow up with participants engaged in outreach efforts or events, nor has it been a priority. We also have limited understanding of how well certain outreach methods perform compared to others (e.g., sending out a mailer versus taking out an ad section in a newspaper), making it difficult to evaluate the effectiveness of outreach.

To increase our capacity to conduct effective outreach and follow-up, it is necessary to develop procedures to track follow-up and evaluate outreach methods. This will help inform outreach programming in both the near-term (1-2 years) and long-term (3-10 years), eventually making it easier to engage in meaningful outreach with landowners. An increase in landowner engagement will also lead to implementation of more BMPs and thus help us meet TMDL pollution reduction goals.

### **Strategy 1: Develop procedures to perform and improve upon follow-up with interested landowners after engaging them in outreach**

To improve our follow-up after all types of outreach (event, mailer, phone calls, site visits, etc.), we need to review existing tools and establish mechanisms that make it easier to track all communications with landowners. This work largely falls into two categories: creating a master spreadsheet to track event and mailer participation and drafting a Standard Operating Procedure (SOP) for the Conservation Work App (CWA).

#### **Creating a master spreadsheet of participants in events and/or mailers**

We will create a master spreadsheet that contains a list of participants that attended events or received a mailer from us. The spreadsheet will contain:

- Type of outreach they participated in (i.e., mailer or event)
- Contact information (name, phone, location in watershed, and email)
- Resource concerns they may have on their property or in their community
- Type(s) of BMP they're interested in
- If they want to continue receiving mailers, event invites, and other related outreach materials

Within 1-2 weeks of the outreach event or effort, staff will enter in the above information and perform follow up with the participant to further gauge their interest in BMPs and/or technical assistance. If they seem like a good candidate for technical assistance, staff will note that in the

### Goal 3: Establish better expectations with residents, improve follow-up, and start evaluating outreach methods

spreadsheet, enter it into the Conservation Work App, and begin following the SOP for working with landowners on BMPs.

#### ***Spreadsheet development and implementation timeline:***

1. By the end of Q1 2023, draft the categories and columns for the spreadsheet and have the HCLW team review it.
2. By the end of Q2 2023, finalize and implement the spreadsheet following outreach events.
3. During Q4 2023, gather feedback on the spreadsheet from HCLW staff and draft necessary improvements.

#### **Creating a Standard Operating Procedure (SOP) for using the Conservation Work App (CWA)**

The Conservation Work App (CWA) is the best place to record important interactions with landowners and residents, especially those that relate to BMP projects. However, the usage and level of detail recorded in the CWA is highly dependent on the user, which makes it difficult for other staff members to pick up where work was left off. Creating an SOP that outlines the use of the CWA will make it easier for staff to understand what the next steps are (or lack thereof) for each landowner or project.

#### ***Steps to create an SOP for the CWA:***

1. Draft an outline of the SOP by Q2 2023
2. Send to HCLW team for review at the beginning of Q3 2023
3. Have 2-3 team meetings centered around drafting edits for the SOP starting at the end of Q3 2023 and continue throughout Q4 2023
4. Complete full revision of SOP and publish the final draft to a shared location (TBD) by Q1 2024

## **Strategy 2: Develop a framework to measure outreach success using data visualization tools and summarize data to inform future outreach methods**

Measuring our success with different outreach methods will identify which are most effective and will provide us justification to pivot outreach tactics as needed. Summarizing the data using data visualization tools, such as ArcGIS Dashboards, is also important to facilitate information-sharing across the HCLW unit, Communications staff, and leadership.

Evaluating and comparing different outreach methods may take longer than anticipated, especially since many of the strategies we will be trying are relatively new to our organization. Trial and error over the course of the next several years will be key in helping us figure out what is most effective and meaningful for our target audiences. Revisions to the timelines and goals described below are expected.

### ***Timeline and development goals for compiling/evaluating outreach data:***

1. Develop a list of outreach metrics that we need to evaluate by Q2 2023
  - a. Example metrics include mailer return rate, event attendance, social media engagement analytics, etc.
2. Research and choose a data visualization tool that will best support summarizing the identified metrics by Q3 2023
3. Develop and build data visualization tool in Q4 2023 (specific steps TBD)
4. Gather outreach data based on metrics list from Q1 2024 through Q4 2024
  - a. Enter outreach data into data visualization tool quarterly throughout 2024
5. Present outreach data findings to HCLW unit, Communications staff, and leadership in Q1 2025. Gather feedback during presentations.
6. Use outreach data from 2024 and feedback from staff to determine what improvements need to be made for 2025



# Appendix A

## Resources for outreach support:

### 1. Funding:

- a. State grants funds
- b. Local (WMCs, landowners, other partners) dollars
- c. County dollars (for implementation and design)

### 2) People and Partnerships:

- a. Engineers (in order of priority)
  - i. NRCS (if they are working on the project)
  - ii. Wright SWCD (Mike Candler)
  - iii. WCD (Rebecca Nestingen)
  - iv. On-retainer engineer (TBD)
- b. City Staff and Leaders:
  - i. Staff – including administrators, directors, and planners and other technical (or contracted) staff
  - ii. Elected officials – including mayors and city council members
- c. UMN Extension
  - i. Horse extension unit
- d. Elected officials and staff from Conservation and Watershed Partners:
  - i. TRPD
  - ii. NRCS
  - iii. Elm Creek WMC
  - iv. Pioneer Sarah Creek WMC
  - v. Mississippi River WMC
  - vi. Sustainable Farming Association of MN
  - vii. Blue Thumb
- e. Internal HC communication team for help with mailers, social media, etc.
- f. Internal GIS department for special cases

### 3) Tools:

- a. Equipment: new survey unit
- b. Subwatershed assessments

## Appendix B

### **Planned improvements to cost-share program execution:**

- 1) Improve processes and available resources for cost share program execution
  - a. Engineering – by end of Q1 (2023 and 2024) have contracts in place that include sufficient resources for staff to implement expected projects for year
  - b. Technical – staff continue working towards one JAA signature per staff member
    - i. End of Q2 each year – each staff member identify process necessary to complete certification, including amount and type of online and field trainings and where to get on-field experience
    - ii. End of Q4 2023 – staff report progress to reaching JAA during the year
    - iii. End of Q4 2024 – staff report progress to reaching JAA during the year
  - c. Administrative
    - i. End of Q1 2023: Finalize and publish Cost Share for Conservation guide and letter of intent
    - ii. End of Q4 2023: Identify bottlenecks and opportunities to address bottlenecks in improving BMP installation through the program
  - d. Financial
    - i. End of Q2 each year: Identify funding needs for following year(s)
    - ii. End of Q4 each year: Have any/all funding secured for next year's implementation

## Appendix C

### Outreach activities to consider:

#### *Broad outreach activities:*

- a. Virtual tours, such as ArcGIS StoryMaps
  - i. Could provide a focus on subwatersheds and explain what they are
- b. Webinars – hosted by a variety of people (1-2 county or external SWCD staff)
  - i. Could have varying focuses (e.g., urban and/or rural BMPs)
  - ii. Good cold-weather and off-season activity
- c. Advertising
  - i. Virtual media – social (Facebook, Instagram)
    - 1. Videos series (e.g., ones with did for NRSP) – could be good way to quickly convey programming and resources available to a given target audience
  - ii. Old media – newspapers, newsletters, radio spots
  - iii. Billboards – Winona 1W1P planning group did one for cover crops
- d. Website updates – particularly modifying the Rush Creek page to one for all priority subwatersheds
- e. Tabling opportunities – County fair, Heidi’s Grow Haus (Corcoran), worth looking into other opportunities to improve our visibility in the ag. Community. Focus on: “Who is our audience and where do they go?”. Does not have to necessarily be an environmental event.
  - i. Take inventory of events we could table at, starting by contacting city staff.

#### *Focused outreach activities* (i.e., priority subwatersheds, small groups, or one-on-one):

- f. Field day – hosted by a farmer (e.g., Jared Stotts), invite Extension or similar soil scientists, invite folks from priority subwatersheds
- g. Open House – host in public building and present on subwatershed assessments and other services
- h. Staffed tour
- i. Mailers - broad form of outreach with little return rate (20%)
- j. Cold calls and walk-ups – really time consuming but could be an effective way to establish a relationship
- k. Free Services – e.g. field walkover or desktop analysis. Dakota SWCD staff noted having success with this approach, advertise these services to better open the door to building a relationship

## Appendix D: Potential outreach metrics

Below are tables describing which outreach methods we will be evaluating, how we will measure success, goals for each method, and how we will evaluate them.

### Printed and mailed materials

Description	What will be the starting point for measurement?	What will be the ending point for measurement?	Goals	How will we know if it was effective?
Postcard invites (e.g., Open House postcard)	Number of invites sent out	Number of postcards returned	At least a 20% return rate	At least a 5% attendance rate
Postcards that only require a reply (e.g., a landowner indicating interest in a program)	Number of postcards sent out	Number of postcards returned	At least a 20% return rate	Of those returned, 10-15% connect with us and we establish a meaningful relationship
Newspaper segment	Number of agencies we take out an ad/segment with	TBD Ideas: have QR code where people sign up for mailing list, have phone number listed so people can contact us	TBD	TBD Ideas: number of people that tell us they found out about us through the newspaper



In-person Events				
Description	What will be the starting point for measurement?	What will be the ending point for measurement?	Goals	How will we know if it was effective?
Field day/Open house	Number of invites sent out/returned	Number of people attending the event	At least 15 landowners attending the event (from Hennepin County)	Of those that attended, at least 2 or 3 connect with us and we establish a meaningful relationship
Tabling at a community event	Number of attendees to event	Number of attendees that visit our table	At least 20-30 people visit our table	It will really depend on what we/the event is focused on. If we are trying to get people to implement BMPs, at least 2 or 3 connect with us and we establish a meaningful relationship

## Virtual outreach

Description	What will be the starting point for measurement?	What will be the ending point for measurement?	Goals	How will we know if it was effective?
Social media post – event invite (use survey to RSVP)	Number of people reached	Number of people that engaged	3-5 people RSVP to the event	At least one person that RSVPed via social media attends the event
Social media post – educational post or project highlight	Number of people reached	Number of people that engaged	TBD Ideas: 1-3 people comment on the post?	TBD
E-newsletters – event invite	Number sent out	Number of people that clicked on invite/RSVP link in newsletter	3-5 people RSVP to the event	At least one person that RSVPed via the E-newsletter attends the event
E-newsletters – project, grant, or program highlights	Number sent out	Number of clicks/engagement	5-10% of people receiving the newsletter engage with the material	At least one person contacts us about a project, grant, or program
Webinars	Number of invites sent out	Number of people that attend (from Hennepin County)	At least 7-10 people from Hennepin County attend	Level of interest and engagement during session (e.g., number of questions asked); at least one person contacts us for further info

## Contact information

Environment and Energy

701 Fourth Avenue South, Suite 700, Minneapolis, MN 55415

612-348-3777



## MEMORANDUM

**TO:** Pioneer-Sarah Creek Watershed Management Commission  
**FROM:** Andrew Vistad, Hakanson-Anderson  
**DATE:** March 10, 2023  
**SUBJECT:** Staff Report

See Previous staff reports for projects that were completed prior to December 31<sup>st</sup>, 2022

9. **2019-08 Adams Pest Control, Medina.** Adam's Pest Control is planning to expand their current Medina facility. This property is located on the north side of State Highway 55, just west of Willow Drive. The entire parcel is 46-acres, but only the southern portion (Lot 1-26.6 acres) is being proposed for development at this time. This site plan consists of two new buildings which includes an office building and a warehouse/maintenance building with parking. This project will disturb 10.9 acres and create 4.6 acres of new impervious areas. The Commission's stormwater management plan requires compliance with Rules D, E, F and I.
10. **2022-01 Bushwood Hills Reserve.** is a 5 lot 34.8-acre residential development located in the City of Greenfield. The development is proposing to handle stormwater rate control with 4 Biofiltration basins located within the development. The bio-filtration basins and land use change are expected to reduce phosphorus runoff by 52% and total suspended solids runoff by 58%. Additionally, the bio-filtration basins are providing some abstraction that is working to reduce the volume of runoff that is leaving the site. The engineer has supplied a SWPPP for the development that meets all watershed rules. This project was reviewed for Rule D, Rule E, and Rule I.
11. **2022-003 Hilltop Prairie.** The Hilltop Prairie development is a 13 lot 62.6-acre residential development located in the City of Independence. The development is proposing to handle stormwater rate control with 4 NURP basins located within the development. Due to confining soils and high groundwater levels infiltration or filtration is not feasible. The applicant is creating sections of tree preservation and is also providing additional buffer to gain abstraction credits to offset the lack of infiltration. Additional wetland buffer and tree preservation generate 0.5" of credit over their proposed areas. Stormwater ponds within the development will be maintained by the property owners, an operations and maintenance declaration has been obtained and well be recorded with the lots. Water quality modeling for the site indicates that a 33% reduction in total phosphorus and a 60% reduction in total suspended solids will be achieved. This project was reviewed for Rule D, Rule E, and Rule I.
12. **2022-05 Koch Farm, Sanctuary.** The Koch Farm Sanctuary development is a 33 lot 141.4-acre residential development located in the City of Independence. The development is proposing to handle stormwater rate control with 9 NURP basins located within the development. Due to confining soils and high groundwater levels infiltration or filtration is not feasible. The applicant is creating sections of tree preservation and is also providing additional buffer to gain abstraction credits to offset the lack of infiltration. Additional wetland buffer and tree preservation generate 0.5" of credit over their proposed areas. Stormwater ponds within the

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RULE D - STORMWATER MANAGEMENT

RULE E - EROSION AND SEDIMENT CONTROL

RULE F - FLOODPLAIN ALTERATION

*Language in red indicates current updates*

\* indicates enclosure

RULE G - WETLAND ALTERATION

RULE H - BRIDGE AND CULVERT CROSSINGS

RULE I - BUFFERS

development will be maintained by the property owners/HOA, an operations and maintenance declaration has been obtained and will be recorded with the lots. Water quality modeling for the site indicates that a 32% reduction in total phosphorus and a 56% reduction in total suspended solids will be achieved. A stream crossing for a mixed use path that connects this development with the development to the south was required by the City of Independence. This project was reviewed for Rule D, Rule E, Rule H, and Rule I.

13. **2022-06 Creekside Meadows**, is a 15 lot 79.2 acre residential development located within the City of Greenfield. The development is proposing to handle stormwater with 3 biofiltration basins. The bio-filtration basins and land use change are expected to reduce phosphorus runoff by 48% and total suspended solids runoff by 41%. Additionally, the bio-filtration basins are providing some abstraction that is working to reduce the volume of runoff that is leaving the site. The engineer has supplied a SWPPP for the development that meets all watershed rules. The developer has not supplied a buffer maintenance plan that outlines establishing the new wetland buffers. The project was reviewed for Rule D, Rule E, and Rule I.

14. **2022-10 Pioneer Highlands**, is a 67 acre rural residential development located in the city of Medina. The development is located roughly half in the Pioneer Sarah Creek Watershed and half in the Elm Creek Watershed. It was agreed that the project would need to obtain a permit from only PSC WMC providing communication with the Elm Creek watershed engineer. The site contains a large closed basin wetland on site. Ultimately the site would drain to both Spurzem Creek and Rush Creek South Fork. Additional wetland buffer was provided to meet stormwater abstraction requirements, to meet state stormwater requirements a wet sedimentation basin is being created to treat the stormwater generated from the shared private drives and some of the residences. The developer's engineer has reached out to discuss a modification to the development plans to provide a filtration basin and reduce some of the additional wetland buffer. The project was reviewed for Rule D, Rule E, and Rule I.

15. **2022-12 Bridgevine Subdivision**, is a 47.5 acre residential subdivision located within the City of Independence on the south shoreline of Lake Independence. The development is proposing to handle stormwater via curb and gutter with inlets and storm sewer. There will be 2 filtration basins and 2 rain gardens located within the development that will capture and treat the water quality volume before being discharged. The site generally flows in 3 directions, to the north discharging into an onsite gully that is identified in the Lake Independence and Lake Sarah SRA as GS46. The eastern part of the site discharges into an offsite gulley that is also identified in the Lake Independence and Lake Sarah SRA as GS50 or the Baker Park Ravine, which has recently been stabilized by a project lead by TRPD. The western portion of the site discharges under South Lake Shore Drive into an existing gully that eventually discharges into Pioneer Creek. The developer has revised and resubmitted plans that address the erosion that is taking place in GS46. A SWPPP has been provided and has been reviewed. The project was reviewed for Rule D, Rule E, and Rule I.



16. **2022-12 Bridgevine Grading Permit**, is a 47.5 acre residential subdivision located within the City of Independence on the south shoreline of Lake Independence. The developer has obtained a grading permit from the City of Independence to comment with grading activities relating to the Bridgevine subdivision project. To facilitate the developer will take the appropriate time to address some site concerns a grading permit will allow them to start construction. The project was reviewed for Rule E.
17. **2022-17 Kettering Creek 2nd**, is a 32 lot 9.29-acre residential development located within the City of Greenfield. The development is proposing to handle stormwater with a biofiltration basin. The development appears to be part of an existing development that was initially constructed in 2004. Stormwater from the site flows away in 4 general directions predominantly to the north and to the south. All of the stormwater from the site eventually converges within the Crow River. The project documentation contains some modeling errors and inconsistencies that need to be addressed. Additionally, the plans do not contain a SWPPP. The project was reviewed for Rule D, Rule E, and Rule I.
18. **2022-18 Windsong Golf Club Expansion**, is a 125-acre golf club expansion project for the Windsong Farm Golf Club located in the City of Independence. The project has been recently reviewed by the City of Independence and has not fully addressed the stormwater management for the increased impervious surfacing that will be created. A SWPPP has been provided but is missing crucial information and BMPs that are required as a result of the size of disturbance and that the site eventually discharges into an impaired water, Pioneer Creek. The project triggers review for Rule D, Rule E, Rule F, and Rule I.
19. **2022-19 Sam's Landscaping Site Plan**, is a 7.05 acre site plan that includes a business office as well as gravel storage area located in the City of Independence. The applicant proposes to manage stormwater with an onsite bio-infiltration basin, to provide stormwater abstraction as well as water quality improvements, and rate control. Comments have been provided to the applicant's engineer to provide guidance on the provided bio-filtration design as well as clarifying changes to the existing drainage patterns. The project was reviewed for Rule D, Rule E, and Rule I.
20. **\*2022-20 Crimson Woods Development**, is an 8 lot 39.7 acre residential development located within the City of Greenfield. The development is proposing to handle stormwater with an infiltration basin. The infiltration basin and land use change are expected to reduce phosphorus runoff and total suspended solids runoff. Additionally, the infiltration basin is providing abstraction that is working to reduce the volume of runoff that is leaving the site. The engineer has supplied a SWPPP for the development that meets all watershed rules. The developer has not supplied a buffer maintenance plan that outlines establishing the new wetland buffers nor an ownership and maintenance agreement for the infiltration basin. The project was reviewed for Rule D, Rule E, and Rule I.

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RULE D – STORMWATER MANAGEMENT

RULE E – EROSION AND SEDIMENT CONTROL

RULE F – FLOODPLAIN ALTERATION

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RULE G – WETLAND ALTERATION

RULE H – BRIDGE AND CULVERT CROSSINGS

RULE I – BUFFERS

**21. 2022-21 Centerpoint Energy TH 55 Gas Man Replacement,** CenterPoint Energy is proposing to install 1,438 linear feet of 4-inch-diameter natural gas pipeline by horizontal directional drilling. The project will require multiple bore pits to be dug in various locations to connect together sections of gas main. Some of the bore pit locations are within wetland and are adjacent to waterbodies. The project triggers review for Rule E, Rule I.

# HENNEPIN COUNTY

## MINNESOTA

DATE: March 9, 2023

TO: Pioneer-Sarah Creek Watershed Management Commission

FROM: Roz Davis, Kevin Ellis, and Kris Guentzel; Hennepin County Department of Environment and Energy

RE: March Commission Project, Program, Outreach, and Grant Updates

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### **Watershed Services Agreement**

A draft of the Watershed Services Agreement was included in March packet materials. The draft is complete except that the billable rates for county time still reflect 2022 rates. These will be updated prior to requesting Commission signature. Please see Attachment A for detail on services the county intends to provide the Commission in 2023.

A note of caution: The Commission serves as fiscal agent for watershed-based implementation funds, which is why the not-to-exceed amounts are so high for tasks related to project implementation. For a simple explanation, please see the table on page 14 for a breakdown of what Commission costs come from the Commission budget and which come from watershed-based implementation funds from the state.

### **Subwatershed Assessments**

#### **Spurzem Creek Subwatershed Assessment**

Update: Comments from all parties received in spring 2022 were integrated into the assessment. HC staff also had a conversation with the MPCA Landfill Manager, John Hunter, regarding any restrictions that may be present in implementing BMPs in and around the Woodlake Landfill. John noted that as long as BMPs are consistent with the long-term management of the landfill, they will typically be allowed. It will be necessary, however, to coordinate with him and the MPCA hydrologist to obtain a written plan and agreement for the installation and design of BMPs. This information has been documented in the report. Staff expect to publish the report by the end of March.

#### **Lake Rebecca Subwatershed Assessment**

Update: Staff have received a draft report of the Lake Rebecca Subwatershed Assessment from the County consultant. The draft has been provided to partners and stakeholders, who have until the 15<sup>th</sup> to provide comments. County staff will finalize the document later in spring 2023.



## Projects & Outreach

### Lake Rebecca/Zuhrah Shrine Horsemen (ZSH) (4505 CR 92, Independence) BMPs

Update: ZSH have received fencing, waterer, and grazing plans from NRCS. They anticipate beginning fencing installation in April with the goal to complete it over the course of 2023 (ZSH are providing labor as an in-kind contribution for the project). County staff are working with NRCS to determine if implementation on waterers can be staggered to spread out ZSH's costs over a longer period of time. In the most recent meeting, neighbor Mike Kuka was also in attendance and seemed pleased to see that all parties and partners were collaborating. Other neighbors were also invited to the meeting but did not attend. Hennepin County Staff anticipate a state cost share contract to be fully executed by the end of March. Additional design work on the drainage repair is anticipated for spring and summer 2023.

### Pioneer Trail Manure Bunker, Medina (west of Lake Peter)

Update: No update.

Previous: Commission approved financially supporting the project at the November meeting. The landowner is still gathering quotes from contractors. Project install not expected until late spring 2023.

### 2023-2024 Outreach Plan

Update: County staff drafted an outreach plan for 2023-2024. There are three goals, which include increasing the profile of the County as a conservation district, organizing outreach efforts based on priority subwatersheds and pollution reduction goals, and evaluating outreach methods. The full plan is included as an attachment in the packet.

There are several areas in which our planned outreach activities could intersect and complement Commission outreach goals, including e-newsletters, social media posts, material development, and community events. Staff also plan to develop a StoryMap in ArcGIS Online that will serve to visually explain to residents what subwatersheds are and why we conduct assessments. We would like input on where we could partner together and how to best collaborate on these efforts.

Open house: We are also hosting an open house on April 13<sup>th</sup> at the Hamel Community Center (3200 Mill Dr, Hamel MN 55340). This event will serve as a meet and greet for staff and rural landowners that are interested in BMPs. We secured a speaker, Dr. Krishona Martinson, from the University of Minnesota Equine Extension Program, who will give a short presentation on pasture management for horses. We are sending out nearly 2,000 postcards and anticipate 30-40 people may attend.

Update. **Hennepin County's Annual Tree Sale** will take place again in 2023. Website is live for ordering and orders must be placed by April 20<sup>th</sup>.

Sign up for the Canopy newsletter to receive updates about the county's forestry program, including the next tree sale.

[https://public.govdelivery.com/accounts/MNHENNE/subscriber/new?topic\\_id=MNHENNE\\_647](https://public.govdelivery.com/accounts/MNHENNE/subscriber/new?topic_id=MNHENNE_647)

Species are:

Paper Birch

River Birch

Black Cherry  
 Bigtooth Aspen  
 American Basswood  
 Hackberry  
 Pin Cherry  
 Douglas Fir  
 Bitternut Hickory  
 Shagbark Hickory  
 Kentucky Coffeetree  
 Sugar Maple  
 Tamarack  
 Peach Leaved Willow  
 Pollinator shrub mix (5 seedlings of each: Common Chokeberry, Red Osier Dogwood, American Hazelnut, American Plum, and Nannyberry)  
 Lowland mix (5 seedlings of each: River Birch, Eastern Cottonwood, Bigtooth Aspen, Silver Maple, and Peach Leaved Willow)  
 Forest mix (50 seedlings total; mix of Sugar Maple, Red Maple, American Basswood, Hackberry, Paper Birch, Bitternut Hickory, and Black Cherry)

#### **Other Environment and Energy Programming Notes:**

- a. The County drafted a Zero Waste Plan, which is aimed at preventing 90% or more of all discarded materials from being landfilled or incinerated. The draft plan is available for review here: <https://www.hennepin.us/-/media/hennepinus/your-government/projects-initiatives/solid-waste-planning/draft-zero-waste-plan.pdf>.

It is available to the public for commenting through March 20<sup>th</sup>. You can take the online survey to provide comments here: [Share your ideas for a zero-waste future | Hennepin County](https://www.hennepin.us/-/media/hennepinus/your-government/projects-initiatives/solid-waste-planning/draft-zero-waste-plan.pdf) ([beheardhennepin.org](https://beheardhennepin.org))

- b. The County performed biological monitoring throughout 2022, which included surveys of 97 species of birds, 38 species of dragonflies, 32 species of butterflies, 19 species of mammals, and 11 species of reptiles and amphibians. In 2023, the County will expand biological monitoring efforts to include plant and pollinator surveys. After baselines for each species are established, sites will be reevaluated every three to five years to monitor changes in species composition.