



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

January 9, 2020

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, January 16, 2020, at **5:30 p.m.**, at the Discovery Center, 5050 Independence Street, Maple Plain, MN. **Please note that change in time.**

The regular meeting will be followed at 7:00 p.m. by a kickoff meeting for the Commission's Fourth Generation Watershed Management Plan.

A light supper will be served at the regular meeting. **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 judie@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 regular meeting.

Regards,

Judie A. Anderson
Administrator
JAA:tim

cc:	Alternates	Andrew Vistad, Kaci Fisher, Hakanson-Anderson
	Paul Stewart, Kirsten Barta, HCEE	City Clerks
	Brian Vlach, TRPD	Met Council
	Joel Jamnik, Attorney	official newspapers
	Ed Matthiesen, Diane Spector, Wenck Assocs.	

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REGULAR MEETING AGENDA
January 16, 2020 • 5:30 p.m.
Maple Plain City Hall • The Discovery Center
5050 Independence Street, Maple Plain

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

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

1. Call to Order.
2. Approve Agenda.*
3. Consent Agenda.
 - a. November meeting minutes.*
 - b. Monthly Claims/Treasurer's Report/Quarterly Financials.*
4. Open forum.
5. Action Items.
 - a. Schedule Fourth Generation Plan TAC and CAC Meetings.
 - b. Annual appointments. Currently:
 - 1) Official depositories - 4MFund/US Bank 2) Deputy Treasurer -Judie Anderson
 - 3) Auditor - Johnson & Company 4) Official newspaper – *Crow River News*.
 - c. Review 2019 Work Plan in preparation for Kickoff meeting.*
6. Old Business.
7. New Business. (*also see Staff Report**)
8. Watershed Management Plan. (*See next page.*)
9. Education.
 - a. Lawns to Legumes.* Individual grant program is currently open and taking applications until February 28, 2020. Individuals can apply for up to \$350 to be used toward technical assistance and/or installation of pollinator-friendly plantings. The second round of individual grants will open on March 1, 2020. The RFP for the Neighborhood Demonstration Projects is also currently open.
10. Grant Updates.
 - a. Baker Ravine.
 - 1) Weekly updates and link to photos.*
 - 2) Update – Brian Vlach.
11. Communications.

(over)

12. Staff Report.*
 - a. Election of officers will occur at the February meeting. Currently:
 - 1) Chair – Joe Baker
 - 2) Vice Chair – John Fay
 - 3) Secretary – Benda Daniels
 - 4) Treasurer – John Tschumperlin
13. Commissioner Reports.
14. Other Business.
15. Adjournment. (Next scheduled meeting: February 20, 2020.

Watershed Management Plan – timeline:

November 13, 2019	Commission 60-day notice of plan kickoff and request for information
November 21, 2019	Award contract
December-January 2020	Compile data, background work
January 16, 2020	Kickoff meeting
Feb-Mar-Apr	Commission, TAC, CAC meetings, Open House
April 16, 2020	Preliminary draft for informal review
May 21, 2020	Review preliminary comments and revise plan
June 18, 2020	Review final draft plan and authorize start of 60 day review
August 21, 2020	Approximate end of 60-day review
Sept 17, 2020	Public Hearing
Sept-Oct-Nov 2020	Agency review and approval
Dec -Jan 2021	Commission adoption

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REGULAR MEETING MINUTES November 21, 2019

1. CALL TO ORDER. A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order at 6:00 p.m., Thursday, November 21, 2019, by Vice Chair John Fay at Maple Plain City Hall, 5050 Independence Street, Maple Plain, MN.

Present: Mike Hoekstra, Greenfield; Brad Spencer, Independence; Brenda Daniels, Loretto; John Fay, Maple Plain; Pat Wulff, Medina; John Tschumperlin, Minnetrista; James Kujawa, and Paul Stewart, Hennepin County Environment and Energy (HCEE); Brian Vlach, Three Rivers Park District (TRPD); and Amy Juntunen, JASS.

Also Present: Mark Workcuff, Greenfield; Scott Johnson, Medina; Andrew Vistad, Hakanson-Anderson, and Diane Spector, Wenck Associates.

2. AGENDA. Motion by Hoekstra, second by Wulff to approve the agenda with the following change: Move item 12.a. Adams Pest Control to 5.e. under Action Items. *Motion carried unanimously.*

3. CONSENT AGENDA. Motion by Tschumperlin, second by Daniels to approve the Consent Agenda with a correction to Cailyn Cahill's name on the minutes:

a. October Regular Meeting Minutes.*

b. November Monthly Claims/Treasurer's Report.* Claims total \$15,779.17.

Motion carried unanimously.

4. OPEN FORUM.

5. ACTION ITEMS.

a. Project Review 2019-05 Green Acres East, Greenfield.* This plan was originally approved with conditions by the Commission at the September 19, 2019 meeting. The developer submitted significant site plan changes in October, removing wetland impacts and reducing the number of lots from six to three plus an outlot. An infiltration basin will still be installed on the outlot to mitigate future impervious surface. Because the plan revision is a reduction of the previously approved plan, Staff administratively approved the project contingent on the original requirement, an O&M agreement for the infiltration basin recorded on the property deed or association documents. No wetland impacts can occur from this project and any future wetland impacts will need to be reviewed by the WCA LGU to be approved.

b. Professional Services Agreement with Hakanson-Anderson.* This is an Agreement between the Commission and Hakanson Anderson for technical services to be provided for one year at a not-to-exceed cost of \$47,000. Motion by Daniels, second by Wulff to approve the Professional Services Agreement as presented. *Motion carried unanimously.*

c. Fourth Generation Plan Work Plan and Proposal and Secondary Technical Services Agreement–Wenck Associates.* The Fourth Generation Plan Agreement has a not-to-exceed amount of \$30,000 that cannot be increased without approval of the Commission. Motion by Wulff, second by Hoekstra to approve the Fourth Generation Work Plan and Agreement with Wenck Associates. *Motion carried unanimously.*

Motion by Tschumperlin, second by Daniels to approve the Secondary Technical Services

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

*Included in meeting packet.

Agreement with Wenck Associates to provide technical services to the Commission in the case that Hakanson Anderson has a conflict with any given project review. *Motion carried unanimously.*

d. Schedule Joint Regular and TAC Meeting. (Cities, identify your representative to the TAC.) Cities need to appoint TAC members to represent their interests, usually the person in the city who works with water resources. Medina and Independence will use their Hakanson Anderson engineer. Paul Stewart from HCEE will be added to the TAC. Juntunen will send a Doodle Poll to schedule a TAC meeting in early January, prior to the regular meeting, to review the current CIP and solicit projects for the Fourth Generation CIP from cities. The regular Commission meeting on January 16 will start at 5:30 p.m. Email reminders will be sent to Cities and Commissioners.

e. Project Review 2019-08 Adams Pest Control, Medina.** Adam's Pest Control is planning to expand their current Medina facility to a new site. 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. The proposed site plan consists of 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 area. The Commission's stormwater management plan requires compliance for Stormwater Management (Rule D), Erosion Control (Rule E), Floodplain Alteration (Rule F) and Wetland Buffers (Rule I). The project will treat stormwater through three sand filtration basins meeting rate and nutrient control. Wetland buffers are 25-40 feet, meeting buffer requirements. Runoff rates and nutrients will be reduced after development. Staff recommends approval contingent on an O&M plan for the basins being recorded on the title and provided to the Commission; construction sequencing details for the filter basins meeting Commission requirements; and wetland buffer planting and maintenance plans being provided for areas not in permanent vegetative cover. Motion by Wulff, second by Hoekstra to approve project 2019-08 with the three contingencies listed. *Motion carried unanimously.*

6. OLD BUSINESS.

7. NEW BUSINESS (also see Staff Report*).

8. WATERSHED MANAGEMENT PLAN.

- a. November 1, 2019 - 60-day notice to cities, agencies, other stakeholders.
- b. November –
 - 1) Draft work plan and cost estimate w/Wenck. Sign contract.
- c. January –
 - 1) Assess current Plan progress and gaps – joint Commission and TAC meeting.
 - 2) Review Plan statutory requirements.
 - 3) Call TAC meeting to review existing studies and strategies.
 - 4) Use feedback from 60-day notice, TAC meeting, and Plan developer to draft outline of Plan content.
 - 5) Publish Kickoff Meeting notice.
- d. January – public input session (kickoff meeting). (Suggest regular meeting at 5:30, kickoff meeting at 7:00)
 - 1) Include special interest groups. (*Identify members of a CAC, ask for volunteers*).
 - 2) Receive additional feedback regarding content of Plan
 - 3) Create Recommended Schedule for future TACs, CACs, and interim progress meetings.
- e. January-May – draft plan, hold interim meetings to update progress.
 - 1) Update CIP.
- f. June - submit draft plan for first 60-day review.

9. **EDUCATION.** Earlier this year the Board of Water and Soil Resources (BWSR) was awarded \$900,000 from the Environment and Natural Resources Trust Fund (ENRTF) to fund the **“Lawns to Legumes” program.*** Lawns to Legumes is part of the State of Minnesota’s pollinator initiative, and is aimed particularly at enhancing rusty-patched bumble bees and other at-risk pollinator habitat. This program has three legs: (1) grants to individuals to assist them with planting new or enhanced plantings; (2) Demonstration Neighborhood Grants to groups to undertake larger projects; and (3) public education and outreach, including creation and dissemination of educational materials. More information can be found at <https://bwsr.state.mn.us/lawns-legumes-your-yard-can-bee-change>.

10. **GRANT OPPORTUNITIES.**

Baker Park Ravine. Wenck and TRPD met with the vendor, Minnesota Native Landscapes, twice – for the pre-construction meeting in early November and again November 19 to finalize access and tree removal plans. Construction has begun with hard-armoring the headwaters section and creating rock construction entrances. Construction meetings are held every Thursday at 9:00 a.m. on-site. Substantial project completion is expected by mid-January, depending on weather conditions.

11. **COMMUNICATIONS.**

12. **STAFF REPORT.***

a. Kujawa and Vistad will schedule a meeting at the JASS office in December to transfer files and other information, as well as discuss ongoing projects.

b. The **carp monitoring** at the pit tag reader site will continue until there is a hard freeze.

13. **COMMISSIONER REPORTS.**

a. **Minnetrista** will place an added incentive to get SWMP (Stormwater Management Programming) data scrubbed by the end of 2020 on the city’s 141 stormwater ponds, of which the city owns 8, with another 15 owned by schools or TRPD and the remainder by HOAs. There has been no record of maintenance of these ponds to date.

b. **Hoekstra** commented that Greenfield has just started cleaning stormwater ponds with costs ranging from \$5,000-\$30,000. The *StarTribune* posted an article regarding the MPCA impaired waters list which is published every two years. There were fourteen lakes de-listed including Lake Rebecca, though Lake Rebecca was not named in the article.

c. **Maple Plain** discussed the new MS4 permit at last night’s Council meeting.

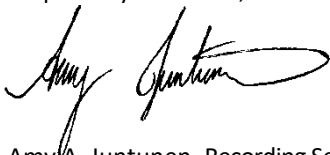
d. **Daniels** noted that the 2019 Holiday Train will be in Loretto on December 12 at 4:15 p.m.

14. **OTHER BUSINESS.**

a. The **next regular meeting** is scheduled for December 19, 2019. Motion by Spencer, second by Daniels to cancel the December meeting. *Motion carried unanimously.*

15. **ADJOURNMENT.** There being no further business, motion by Hoekstra, second by Wulff to adjourn. *Motion carried unanimously.* The meeting was adjourned at 7:11 p.m.

Respectfully submitted,



Amy A. Juntunen, Recording Secretary
AAJ:tim

Z:\Pioneer-SarahCreek\Meetings\Meetings 2019\11 Minutes.docx

Pioneer-Sarah Creek Watershed
Income Statement
Compared with Budget
For the Twelve Months Ending December 31, 2019

item 03b-1

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance	YTD 2018
Revenues					
Member Dues	\$ 0.00	\$ 100,000.00	\$ 100,000.00	0.00	\$ 100,000.00
Lake Sarah TMDL Imple	0.00	5,398.46	0.00	5,398.46	4,592.61
Project Review Fees	0.00	14,074.00	4,000.00	10,074.00	6,050.00
CIP Income	0.00	28,000.00	28,000.00	0.00	28,000.00
Grant-FY19 WS-Based Funding	0.00	29,159.00	0.00	29,159.00	208,000.00
WCA Adm Fees	0.00	850.00	500.00	350.00	2,400.00
Interest and Dividend Income	734.82	12,135.95	1,570.00	10,565.95	8,220.25
Total Revenues	734.82	189,617.41	134,070.00	55,547.41	357,262.86
Cost of Sales					
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00
Gross Profit	734.82	189,617.41	134,070.00	55,547.41	357,262.86
Expenses					
Engineering/Consulting	0.00	18,969.98	24,190.00	5,220.02	14,356.29
Administrative Expense	3,777.97	31,299.35	36,000.00	4,700.65	31,190.84
Adm-Project Reviews	109.08	1,141.98	750.00	(391.98)	835.80
Adm-CIP Mgmt	0.00	158.49	3,000.00	2,841.51	1,418.21
WCA - Admin/Legal Expenses	0.00	254.95	300.00	45.05	1,186.03
Adm - Tech Support	0.00	0.00	550.00	550.00	698.95
Legal Expense	0.00	356.50	500.00	143.50	124.00
Audit Expense	0.00	4,500.00	4,500.00	0.00	4,000.00
Insurance	(185.00)	2,690.00	3,500.00	810.00	2,618.00
Website	67.30	536.65	1,800.00	1,263.35	773.70
Adm - General Programs	0.00	0.00	500.00	500.00	500.00
TAC Meetings	0.00	0.00	3,000.00	3,000.00	1,962.60
Lakes Monitoring - TRPD	8,100.00	8,100.00	8,100.00	0.00	5,180.00
Lakes Monitoring - CAMP	0.00	760.00	760.00	0.00	550.00
Lake Sarah TMDL Implementation	0.00	5,398.46	0.00	(5,398.46)	4,611.53
Stream Monitoring	7,120.00	7,120.00	7,120.00	0.00	7,600.00
Education	271.65	950.15	4,500.00	3,549.85	706.51
Education-Events	0.00	0.00	500.00	500.00	0.00
Invertebrate Monitoring	0.00	0.00	500.00	500.00	1,000.00
Grant Writing	0.00	0.00	1,000.00	1,000.00	0.00
Plan Amendment	0.00	0.00	1,000.00	1,000.00	0.00
Third Gen - Admin	514.20	970.09	0.00	(970.09)	974.20
Special Projects	0.00	0.00	4,000.00	4,000.00	0.00
Capital Improvement Project	0.00	8,000.00	28,000.00	20,000.00	6,958.49
CIP Baker Ravine	10,031.80	22,385.59	0.00	(22,385.59)	42,422.24
Total Expenses	29,807.00	113,592.19	134,070.00	20,477.81	129,667.39
Net Income	(\$ 29,072.18)	\$ 76,025.22	\$ 0.00	76,025.22	\$ 227,595.47

Pioneer-Sarah Creek Watershed
Balance Sheet
December 31, 2019

item 03b-1

ASSETS

Current Assets		
Cash-4M Fund	<u>\$ 621,628.77</u>	
Total Current Assets		621,628.77
Property and Equipment	<u></u>	
Total Property and Equipment		0.00
Other Assets	<u></u>	
Total Other Assets		<u>0.00</u>
Total Assets	<u>\$ 621,628.77</u>	

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	<u>\$ 23,390.58</u>	
Total Current Liabilities		23,390.58
Long-Term Liabilities	<u></u>	
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		23,390.58
Capital		
Next Generation Plan Fund	25,000.00	
Retained Surplus	209,356.29	
CIP Fund	115,505.51	
Grant Fund-Baker Ravine	143,192.17	
Grant Fund-Watershed-based BWSR	29,159.00	
Net Income	<u>76,025.22</u>	
Total Capital		<u>598,238.19</u>
Total Liabilities & Capital	<u>\$ 621,628.77</u>	

Pioneer-Sarah Creek Watershed
Income Statement
Compared with Budget
For the Twelve Months Ending December 31, 2019

item 03b-2

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance	YTD 2018
Revenues					
Member Dues	\$ 0.00	\$ 100,000.00	\$ 100,000.00	0.00	\$ 100,000.00
Lake Sarah TMDL Imple	0.00	5,398.46	0.00	5,398.46	4,592.61
Project Review Fees	0.00	14,074.00	4,000.00	10,074.00	6,050.00
CIP Income	0.00	28,000.00	28,000.00	0.00	28,000.00
Grant-FY19 WS-Based Funding	0.00	29,159.00	0.00	29,159.00	208,000.00
WCA Adm Fees	0.00	850.00	500.00	350.00	2,400.00
Interest and Dividend Income	734.82	12,135.95	1,570.00	10,565.95	8,220.25
Total Revenues	734.82	189,617.41	134,070.00	55,547.41	357,262.86
Cost of Sales					
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00
Gross Profit	734.82	189,617.41	134,070.00	55,547.41	357,262.86
Expenses					
Engineering/Consulting	0.00	18,969.98	24,190.00	5,220.02	14,356.29
Administrative Expense	3,777.97	31,299.35	36,000.00	4,700.65	31,190.84
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Adm - General Programs	0.00	0.00	500.00	500.00	500.00
TAC Meetings	0.00	0.00	3,000.00	3,000.00	1,962.60
Lakes Monitoring - TRPD	8,100.00	8,100.00	8,100.00	0.00	5,180.00
Lakes Monitoring - CAMP	0.00	760.00	760.00	0.00	550.00
Lake Sarah TMDL Implementation	0.00	5,398.46	0.00	(5,398.46)	4,611.53
Stream Monitoring	7,120.00	7,120.00	7,120.00	0.00	7,600.00
Education	271.65	950.15	4,500.00	3,549.85	706.51
Education-Events	0.00	0.00	500.00	500.00	0.00
Invertebrate Monitoring	0.00	0.00	500.00	500.00	1,000.00
Grant Writing	0.00	0.00	1,000.00	1,000.00	0.00
Plan Amendment	0.00	0.00	1,000.00	1,000.00	0.00
Third Gen - Admin	514.20	970.09	0.00	(970.09)	974.20
Special Projects	0.00	0.00	4,000.00	4,000.00	0.00
Capital Improvement Project	0.00	8,000.00	28,000.00	20,000.00	6,958.49
CIP Baker Ravine	10,031.80	22,385.59	0.00	(22,385.59)	42,422.24
Total Expenses	29,807.00	113,592.19	134,070.00	20,477.81	129,667.39
Net Income	(\$ 29,072.18)	\$ 76,025.22	\$ 0.00	76,025.22	\$ 227,595.47

Pioneer-Sarah Creek Watershed
Balance Sheet
December 31, 2019

item 03b-2

ASSETS

Current Assets		
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Total Property and Equipment		0.00
Other Assets	<u></u>	
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Total Assets	<u>\$ 621,628.77</u>	

LIABILITIES AND CAPITAL

Current Liabilities		
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Long-Term Liabilities	<u></u>	
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Total Liabilities		23,390.58
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Next Generation Plan Fund	25,000.00	
Retained Surplus	209,356.29	
CIP Fund	115,505.51	
Grant Fund-Baker Ravine	143,192.17	
Grant Fund-Watershed-based BWSR	29,159.00	
Net Income	<u>76,025.22</u>	
Total Capital		<u>598,238.19</u>
Total Liabilities & Capital	<u>\$ 621,628.77</u>	

**Pioneer-Sarah Creek Watershed
Cash Disbursements Journal
For the Period From Jan 1, 2020 to Jan 31, 2020**

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/10/20	1557	21000	Invoice: 2019 TRPD	15,220.00	
		10100	Three Rivers Park District		15,220.00
1/10/20	1558	21000	Invoice: 2019 Wenck	5,775.00	
		10100	Wenck Associates, Inc.		5,775.00
1/10/20	1559	21000	Invoice: 2019 JASS	2,395.58	
		10100	Judie Anderson's Secretarial Service		2,395.58
1/10/20	1560	51300	Insurance Renewal 2/1/2020-21	257.00	
		10100	Auto-Owners Insurance Company		257.00
Total				23,647.58	23,647.58



Remit To:
Three Rivers Park District
Revenue Department

3000 Xenium Lane North
Plymouth, MN 55441
763-559-6715

INVOICE

INVOICE #: 1900000110
INVOICE DATE: 12/18/2019
CUSTOMER # 00010
AMOUNT DUE: 7,120.00

AMOUNT PAID: \$

PIONEER-SARAH CREEK
WATERSHED MANAGEMENT DISTRICT
JUDIE ANDERSON
3235 FERNBROOK LANE
PLYMOUTH, MN 55447

-PAYMENT IS DUE UPON RECEIPT-

Please detach this payment stub at the dotted line and remit it with your payment. Make checks payable to Three Rivers Park District and write your invoice number on your check.

DATE	DESCRIPTION	AMOUNT
12/18/2019	STREAM MONITORING SVCS	7,120.00

Notes:

STREAM MONITORING SERVICES

IF YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE, PLEASE CONTACT BRIAN VLACH, THREE RIVERS PARK DISTRICT SENIOR WATER RESOURCES MANAGER, AT 763-694-7846 OR AT BRIAN.VLACH@THREERIVERSPARKS.ORG.

THANK YOU

INVOICE #: 1900000110
CUSTOMER # 00010

Total Invoice: 7,120.00
Credits Applied: 0.00
Payments Applied: 0.00
Invoice Balance: 7,120.00

Thank you for your prompt attention to this invoice. We appreciate your patronage.

-Three Rivers Park District-



Remit To:
Three Rivers Park District
Revenue Department
3000 Xenium Lane North
Plymouth, MN 55441
763-559-6715

INVOICE

INVOICE #: 1900000111
INVOICE DATE: 12/18/2019
CUSTOMER #: 00010
AMOUNT DUE: 8,100.00

AMOUNT PAID: \$

PIONEER-SARAH CREEK
WATERSHED MANAGEMENT DISTRICT
JUDIE ANDERSON
3235 FERNBROOK LANE
PLYMOUTH, MN 55447

-PAYMENT IS DUE UPON RECEIPT-

Please detach this payment stub at the dotted line and remit it with your payment. Make checks payable to Three Rivers Park District and write your invoice number on your check.

DATE	DESCRIPTION	AMOUNT
12/18/2019	LAKE MONITORING SERVICES	8,100.00

Notes:

LAKE MONITORING SERVICES

IF YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE, PLEASE CONTACT BRIAN VLACH, THREE RIVERS PARK DISTRICT SENIOR WATER RESOURCES MANAGER, AT 763-694-7846 OR AT BRIAN.VLACH@THREERIVERSPARKS.ORG.
THANK YOU

INVOICE #: 1900000111
CUSTOMER #: 00010

Total Invoice: 8,100.00
Credits Applied: 0.00
Payments Applied: 0.00
Invoice Balance: 8,100.00

Thank you for your prompt attention to this invoice. We appreciate your patronage.

-Three Rivers Park District-

Invoice

January 6, 2020

Invoice No: 11909313

Ms. Judie Anderson
 Pioneer-Sarah Watershed Management Comm.
 3235 Fernbrook Lane
 Plymouth, MN 55447



Responsive partner.
 Exceptional outcomes.

Project Manager Lucius Jonett

Project B1508-0007 Baker Ravine Stabilization

Professional Services Through December 31, 2019

Phase 07 Construction Staking

Construction Staking

Professional Personnel

	Hours	Rate	Amount
Bossert, Seth	7.80	114.00	889.20
Totals	7.80		889.20
Total Labor			889.20
Phase Total			\$889.20

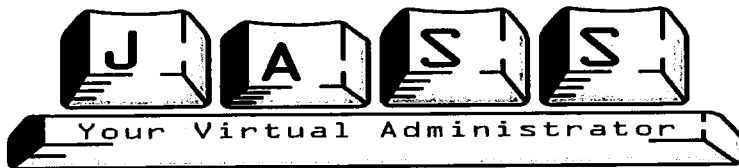
Phase 08 Construction Observation

Construction Observation

Professional Personnel

	Hours	Rate	Amount
Bossert, Seth	25.90	114.00	2,952.60
Jonett, Lucius	5.70	151.00	860.70
Matthiesen, Edward	5.50	195.00	1,072.50
Totals	37.10		4,885.80
Total Labor			4,885.80
Phase Total			\$4,885.80
Total Invoice Amount			\$5,775.00

	Current	Prior	Total
Billing Summary	5,775.00	59,032.83	64,807.83



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

3235 Fernbrook Lane
Plymouth MN 55447

January 9, 2020

				Total Project Area	
General Administration					
Administrative	0.42	55.00	23.100		
Administrative	9.08	65.00	590.200		
Administrative - offsite		70.00	0.000		
Office Support	7.25	60.00	435.000		
Public storage	1.00	80.08	80.080		
Data Processing/File Mgmt	1.02	60.00	61.200		
Reimbursable Expense	44.32	1.00	44.320	1,233.900	Administration
 Meeting packets, attendance, Minutes and Meeting follow-up					
Administrative	0.25	55.00	13.750		
Administrative	5.39	65.00	350.350		
Admin - Offsite		70.00	0.000		
Reimbursable Expense	17.15	1.00	17.150	381.250	Meeting related activities
 Bookkeeping					
Bookkeeping, budget, audit requests	5.25	65.00	341.250		
Treasurer's Reports	0.58	65.00	37.700		
Audit Prep		65.00	0.000		Bookkeeping/TRs
Reimbursable Expense	10.15	1.00	10.150	389.100	Audit Prep
 Management Plan and Amendments					
Administrative		55.00	-		
Administrative	2.25	65.00	146.25		
Offsite		65.00	0.00		
Reimbursable Expense	5.33	1.00	5.33	151.58	Management Plan
 Website					
Pages, links, uploads		55.00	0.000		
Administrative	0.50	65.00	32.500	32.500	Website
 Education, Strategic Planning					
Administrative		55.00	0.000		
Administrative	2.09	65.00	135.850		
Offsite	1.02	70.00	71.400		
Reimbursable Expense		1.00	0.000	207.250	Education
			2,395.580	2,395.580	

INSURANCE COMPANY
6101 ANACAPRI BLVD., LANSING, MI 48917-3999AGENCY MN INSURANCE GROUP INC
06-0540-00 MKT TERR 016 952-930-3661INSURED PIONEER SARAH CREEK WATERSHED
MANAGEMENT COMMISSIONADDRESS 3235 FERNBROOK LN N
PLYMOUTH MN 55447-5325

TAILORED PROTECTION POLICY DECLARATIONS

Renewal Effective 02-01-2020

POLICY NUMBER 107006-08322408-20

Company Use 08-70-MN-1002

Company Bill	Policy Term	
	12:01 a.m.	12:01 a.m.
	02-01-2020	to 02-01-2021

In consideration of payment of the premium shown below, this policy is renewed. Please attach this Declarations and attachments to your policy. If you have any questions, please consult with your agent.

55039 (11-87)

COMMON POLICY INFORMATION

Business Description: Water Protection

Entity: Governmental

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S):		PREMIUM
COMMERCIAL CRIME COVERAGE		\$257.00
TOTAL		\$257.00

THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

Forms that apply to all coverage part(s) shown above (except garage liability, dealer's blanket, commercial automobile, if applicable):
55000 (07-12)

Countersigned By: COMPANY ISSUED





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

April 12, 2019

To: Pioneer-Sarah Creek Commissioners
 Fr: Judie Anderson
 Re: 2019 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 2018 Work Plan accomplishments were accepted at the March 21, 2019 meeting.

The Commission's Third Generation Watershed Management Plan identifies issues, priorities and goals for the six-year period 2015-2020. As a reminder, they are enumerated beginning on page 4 of this memo. **Those goals that have not been pursued are shown in red. Staff recommends that action regarding these goals be seriously considered.**

Following is a projected work plan for 2019. Review and comments are requested by April 18, 2019 so that they can be incorporated into the *2018 Annual Activity Report*.

2019 Work Plan

A. ONGOING TECHNICAL AND ADMINISTRATIVE PROGRAMS

1. Continue to review local development/redevelopment plans for conformance with the standards outlined in the Commission's Third Generation Watershed Management Plan.
 - a. Maintain the current flood profile of the creeks and their tributaries.
 - b. Maintain the post-development 2-year, 10-year, and 100-year peak rate of runoff at pre-development level for the critical duration precipitation event.
 - c. Maintain the post-development annual runoff volume at pre-development volume.
 - d. Prevent the loss of floodplain storage below the established 100-year elevation.
2. Discontinue serving as the local government unit (LGU) for administering the Wetland Conservation Act (WCA) for the member cities effective January 1, 2020.
3. Adopt a 2020 operating budget.
 - a. Search for grant and other funds to supplement the regular budget.
 - b. Fund a capital improvement program to share in the cost of projects.
 - c. Budget for the expense of undertaking a Major Plan Amendment to extend the term of the Third Generation Plan.
4. Continue to respond to recommendations included in the Board of Water and Soil Resources 2018 Level II Review and Assessment of the Commission's Progress toward its Third Generation Plan Objectives report.

a. Develop and implement a training plan for board members. *The Commissioner handbook will be updated and training will resume in 2019.*

b. Make water quality data and trends easily accessible to the public.

c. Evaluate progress for the implementation of plan actions at a minimum of every two years, making sure to measure outcomes, not just outputs. Report on progress toward achieving resource improvement.

5. Conduct the biennial solicitation of interest proposals for administrative, legal, technical and wetland consultants.

6. Publish a 2018 Annual Activity Report summarizing the Commission's yearly activities and financial reporting.

7. Draft a 2019 Work Plan.

B. WATER QUALITY AND QUANTITY

1. Support the Commission's management goals for water quality. Continue to make progress to improve the lakes and streams in the watershed as well as protect those that are not impaired.

a. Improve water clarity in the impaired waters by 10% over the average of the previous ten years by 2023.

b. Maintain or improve water quality in the lakes and streams with no identified impairments.

2. Foster implementation of BMPs in the watershed through technical and financial assistance.

a. Utilize the services of the University of Minnesota's agriculture specialist and Hennepin County's Rural Conservationist to promote, educate, and facilitate best management practices to target audiences.

b. Identify projects eligible for the Hennepin County Natural Resources Grant program.

3. Operate a monitoring program sufficient to characterize water quantity and quality and biotic integrity in the watershed and evaluate progress toward TMDL goals. Partner with Three Rivers Park District (TRPD) to conduct water quality monitoring in the watershed. Bring stream and lake monitoring efforts into line with monitoring program outlined in the Third Generation Watershed Plan.

a. Partner with Three Rivers Park District (TRPD) to conduct bi-weekly water quality monitoring of "sentinel lakes" – Independence, Sarah, and Little Long, along with both basins of Whaletail.

b. Partner with Three Rivers Park District (TRPD) to conduct flow and water quality monitoring at selected sites on Pioneer Creek and Sarah Creek, along with possible water quality and flow monitoring at up to two additional sites.

c. Participate in Metropolitan Council's Citizen Assisted Monitoring Program (CAMP). The Commission has budgeted funds to monitor one lake in 2019.

4. Support watershed residents and organizations as issues arise, providing general, technical and financial assistance where appropriate.

C. EDUCATION

1. Annually evaluate the proposed Education and Outreach program and establish education and outreach activities for the coming year, including goals and strategies identified in the WRAPS study. These later activities could be identified through a collaboration of the Technical Advisory Committee (TAC) and the Citizen Advisory Committee (CAC). A number of implementation strategies are identified in the Commission's Education and Outreach Plan found in Appendix E of the Third Generation Management Plan.

2. Educate Commissioners, member City Councils and Planning Commissions about watershed and water resources management. Sponsor watershed and water resources training opportunities such as NEMO (Nonpoint Education for Municipal Officials).
3. Continue membership in WaterShed Partners, a coalition of more than 70 public, private and nonprofit organizations in the Twin Cities Metro area promoting public understanding that inspires people to act to protect water in their watershed through educational projects, networking, and resource sharing. Take a more active role in its activities.
4. Participate with collaborative groups to pool resources to undertake activities in a cost-effective manner, promote interagency cooperation and collaboration, and promote consistency of messages. Use the Commission's, member cities', and educational partners' websites and newsletters, social media, co-ops, local newspapers and cable TV to disseminate education materials to all stakeholders about actions they can take to protect and improve water quality.
5. Continue to maintain the Commission's website and Facebook page to provide news to residents of the watershed.
6. Provide opportunities for the public to learn about and participate in water quality activities. Enhance education opportunities for youth. Provide opportunities for bridge-building between stakeholders.
 - a. Promote river stewardship through the River Watch program. Encourage participation by local school students and their teachers. Funding for monitoring one site is included in the 2018 budget.
 - b. Work in partnership with Hennepin County's Agriculture Specialist to help build relationships with the agricultural community in the watershed in order to encourage TMDL implementation.
 - c. Working in partnership with the Hennepin County Rural Conservationist, continue to work with landowners, writing county cost-share grants to help owners become compliant with the MN Buffer Law.

D. STUDIES, PROJECTS AND CIPS.

1. Continue to support member cities as they identify studies and projects which benefit both the cities and the watershed.
2. Continue to identify Watershed-wide TMDL implementation projects.
3. Prioritize BMPs identified in the Dance Hall Creek Subwatershed Retrofit Assessment for implementation or further study. Continue to network with landowners to gain impetus toward completion of projects.
4. Under a joint powers agreement with the Three Rivers Park District, complete Curly-leaf Pondweed turion surveys in Lake Sarah during a five-year control program, complete annual aquatic plant surveys in Lake Sarah to monitor the response of native macrophytes to the CLP control program, and complete annual water quality monitoring to determine the effectiveness of the CLPW control program in reducing phosphorus loading to the lake.
5. Convene the Technical Advisory Committee for the purpose of receiving CIP applications from the member communities, reviewing them for validity, and recommendation to the Commission for incorporation on the Third Generation Plan CIP.
 - a. Prioritize capital projects in anticipation of funding during the next round of the Watershed-based Funding Project.

E. PLANNING

1. Complete the review of member communities' local water management plans. Under Rule 8410.0160, subp. 6, local plans were to be approved by the Commission by December 31, 2018. *This process will be completed with the review of Maple Plain's local plan in 2019.*

2. Budget for the expense of writing the Fourth Generation Plan, due in 2020, if a Major Plan Amendment to the Third Generation Plan is not approved by BWSR.

PRIORITIES

1. Educate the Commissioners and member City Councils and Planning Commissions about watershed and water resources management.
2. Undertake a monitoring program to monitor water quality trends and to track progress toward meeting TMDLs.
3. Partner with member cities and other parties to conduct subwatershed assessments and other studies to identify feasible and cost-effective Best Management Practices to protect and improve water quality.

GOALS

A. Water Quantity.

1. Maintain the post-development 2-year, 10-year, and 100-year peak rate of runoff at pre-development level for the critical duration precipitation event.
2. Maintain the post-development annual runoff volume at pre-development volume.
3. Prevent the loss of floodplain storage below the established 100-year elevation.

Actions:

- a. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet runoff rate control and runoff volume and infiltration requirements.
- b. Landlocked depressions that presently do not have a defined outlet and do not typically overflow may only be allowed a positive outlet provided the downstream impacts are addressed and the plan is approved by the Commission.
- c. The Commission encourages the use of Low Impact Design techniques to reduce runoff rates and volumes, erosion and sedimentation, and pollutant loading.
- d. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as the Commission Water Quantity goals and policies and the Commission Rules and Standards.
- e. The Commission requires a plan review by the local permitting authority for development or redevelopment if any part of the development is within or affects a 100-year floodplain
- f. The Commission shall maintain Rules and Standards requiring development and redevelopment affecting the 100-year floodplain to meet Commission compensatory storage, low flow elevation, and timing requirements.
- g. Member cities shall adopt a floodplain ordinance and any other required local controls, and local stormwater management plans that are at least as stringent as the Commission Floodplain goals and policies and the Commission Rules and Standards.

B. Water Quality

The TMDLs completed for Lake Independence and Lake Sarah established nutrient load reductions necessary to improve water quality in those lakes. The WRAPS study currently underway will establish additional water quality improvement and protection goals for the other lakes and streams in the watershed. The Third Generation goals for water quality are focused on making progress to improve the lakes and streams in the watershed as well as protect unimpaired waters. The goals are aggressive; some of them will require much dedication and effort and public and private resources to achieve. However, public input received for this Plan, the TMDLs, and other sources show that achieving a high standard of water quality is a priority for the public as well as required by state statute, and the Implementation Plan includes a number of actions to help meet these goals.

Actions.

- a. The Commission adopts as water quality goals the standards for Class 2b waters in the North Central Hardwood Forest ecoregion as set forth in MN rules 7050.0222.
- b. The Commission will undertake a routine lake and stream monitoring program to assess progress toward meeting these goals.
- c. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet water quality requirements.
- d. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet erosion control requirements.
- e. **The Commission will develop and implement a program to provide technical and financial assistance to the member cities in identifying appropriate and cost-effective Best Management Practices to reduce nutrient and sediment load to lakes and streams.**

- f. The Commission will work in partnership with other organizations and agencies to pursue grant and other funding to implement improvement projects and feasibility studies.
- g. The Commission shall update implementation plans and this Plan as necessary following TMDL/WRAPS completion and progress reviews.
- h. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as Commission Water Quality goals and policies and the Commission Rules and Standards.
- i. The Commission will develop and publish a model manure management ordinance within six months of this Plan's adoption. Member cities shall then have one year to adopt a manure management ordinance using the model ordinance for guidance, or to adopt other standards and practices that will accomplish the objective of reducing phosphorus loading from new livestock operations.

C. Groundwater

The Commission has undertaken limited groundwater management activities in the past, primarily by encouraging projects requiring project review to infiltrate a portion of runoff. Over the past decade cities that rely on groundwater for drinking water have worked with the Minnesota Department of Health to adopt wellhead protection plans and to implement policies and official controls to protect drinking water sources. In the Third Generation Plan, the Commission has adopted a new infiltration requirement for new development and redevelopment to promote groundwater recharge and reduce runoff.

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

Actions

- a. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to meet infiltration requirements.
- b. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as Commission Groundwater goals and policies and the Commission Rules and Standards.
- c. **The Commission will partner with the DNR, USGS, MDH, and other agencies to educate the member cities and watershed community officials about groundwater issues and their relation to stormwater management and surface water quality.**
- d. The Commission shall develop and maintain a map showing the wellhead protection zones within its boundaries upon completion of a local wellhead protection plan for use in determining vulnerable areas that should be exempted from infiltration.
- e. **The Commission will develop and implement a program to provide technical and financial assistance to the member cities in identifying appropriate and cost-effective Best Management Practices to increase infiltration and groundwater recharge and reduce stormwater runoff.**

D. Wetlands

The Commission's primary tool for managing wetlands is the Wetland Conservation Act (WCA). The Commission serves as the Local Government Unit (LGU) for WCA administration in Greenfield, Loretto and Maple Plain and the other three member cities administer WCA themselves. The Commission requires submittal of a functions and values assessment using the latest version of MnRAM whenever an applicant proposes wetland impacts.

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

Actions

- a. The Commission shall maintain Rules and Standards requiring development and redevelopment meeting certain criteria to provide buffers adjacent to wetlands, lakes, and streams.
- b. Member cities shall adopt local controls and local stormwater management plans that are at least as stringent as Commission Wetland goals and policies and the Commission Rules and Standards.
- c. **The Commission shall act as the Local Government Unit (LGU) for the Wetland Conservation act for those communities that choose to so designate.**
- d. Developers must complete a wetland delineation by a wetland professional to identify the location and extent of any wetlands present within the development site.
- e. For any development or redevelopment proposing impacts to any wetlands in the watershed, a functions and values assessment using the most recent version of the MnRAM protocol must be completed and submitted to the Commission and to the respective LGU.
- f. Before consideration or approval of a wetland replacement plan or use of wetland banking credits, the Commission shall ensure that the applicant has exhausted all possibilities to avoid and minimize adverse wetland impacts according to the sequencing requirements of the Wetland Conservation Act. The order of descending priority for the location of replacement wetland, including the use of wetland banking credits, is as follows: 1) On-site; 2) Within the same subwatershed; 3) Within the Pioneer-Sarah Creek watershed; 4) Within Hennepin County; and 5) Outside the Pioneer-Sarah Creek watershed within Major Watershed Number 18 or Major Watershed Number 19.

E. Drainage Systems

Pioneer Creek between Highway 12 and Watertown Road and several lateral ditches, including parts of Robina Creek, are under the ditch authority of Hennepin County as County Ditch #19. The County also is ditch authority for County Ditch #9 connecting and outletting Lake Schwauppauff, Schendel Lake, and Hafften Lake in the northern watershed; and Judicial Ditch #20, which includes part of Deer Creek and several laterals, and Pioneer Creek downstream of Ox Yoke Lake. The primary Third Generation activity related to drainage systems is to periodically review the advantages and disadvantages of ditch authority and to reconsider jurisdiction.

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

Actions

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

F. Operations and Programming

These goals guide the routine programs and operations of the Commission, and include the education and outreach program; maintenance of rules and standards; the annual monitoring program; and programs and activities to stay abreast of changing standards and requirements, search for grant and other funds to supplement the regular budget, and operate a capital improvement program and share in the cost of projects.

1. Identify and operate within a sustainable funding level that is affordable to member cities.
2. Foster implementation of TMDL and other implementation projects by sharing in their cost and proactively seeking grant funds.
3. Operate a public education and outreach program prioritizing elected and appointed officials education and building better understanding between all stakeholders.
4. Operate a monitoring program sufficient to characterize water quantity and quality and biotic integrity in the watershed and to evaluate progress toward TMDL goals.
5. Maintain rules and standards for development and redevelopment that are consistent with local and regional TMDLs, federal guidelines, source water and wellhead protection requirements, nondegradation, and ecosystem management goals.
6. Serve as a technical resource for member cities.

Actions

- a. Annually review the budget and Capital Improvement Program and convene a professional Technical Advisory Committee to identify and prioritize projects.
- b. Convene Citizen Advisory Committees as necessary to advise the Commission and to assist in program development and implementation.
- c. Prepare and implement an annual monitoring plan and provide annual reporting.
- d. According to the schedules set forth in TMDL Implementation Plans and WRAPS studies, every five years evaluate progress toward meeting those water quality goals, and adjust the Implementation Plans as necessary to achieve progress.
- e. Periodically review the development rules and standards for adequacy and make revisions as necessary.
- f. Coordinate water resources management between the Commission, Three Rivers Park District, and the member cities.

Judie Anderson

From: Minnesota Board of Water and Soil Resources <mnbwsr@public.govdelivery.com>
Sent: Tuesday, December 03, 2019 1:49 PM
To: Judie Anderson
Subject: Lawns to Legumes Program now Accepting Applications for Demonstration Neighborhoods



Lawns to Legumes Program now Accepting Applications for Demonstration Neighborhoods

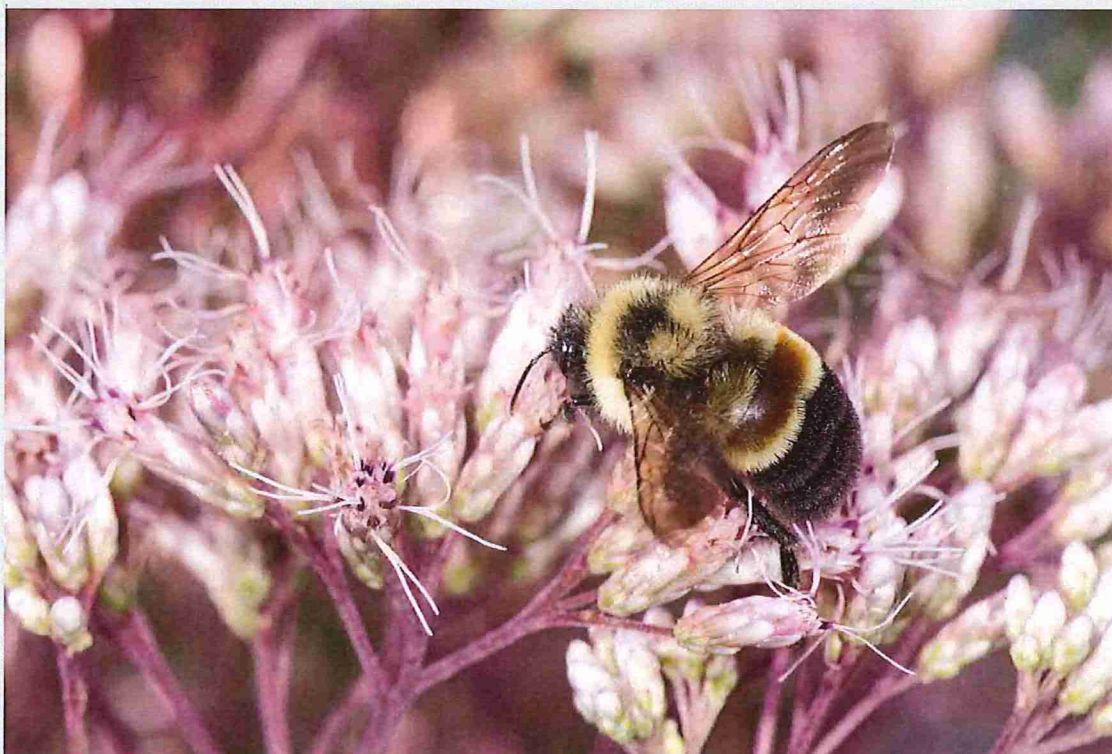


Photo Credit: Heather Holm

Conservation Partners,

Local governments and non-profits can now apply for Lawns to Legumes Demonstration Neighborhood grants through a Minnesota Board of Water and Soil Resources (BWSR) [Request for Proposals \(RFP\)](#) released today.

Demonstration neighborhoods are community projects that will enhance pollinator habitat in key corridors or areas, raise awareness for residential pollinator protection, and showcase best practices. Eligible applicants include soil and water conservation districts, watershed districts, watershed management organizations, cities, counties, non-profits and tribal governments. Applicants can request to be reimbursed for between \$20,000 and \$40,000 per demonstration neighborhood. Applications will be accepted through January 10.

Demonstration Neighborhoods FAQ

Who can apply?

Conservation districts, watershed districts, watershed management organizations, cities, counties, non-profits and tribal governments can apply for the demonstration neighborhoods RFP.

How much funding can be requested?

Between \$20,000 and \$40,000 can be requested for each demonstration neighborhood. The RFP includes additional information about the role of matching funding sources.

Can multiple partners be involved?

Yes, public/private partnerships are encouraged to assist with resident outreach, project design and project maintenance.

How do applicants apply?

Applicants can apply electronically through BWSR's [e-link](#) application. Instructions on how to use e-link are located at this [link](#). More information can be found in the RFP.

Can applicants apply for more than one grant?

Yes, applicants can apply to work in more than one demonstration neighborhood, but they will need to be submitted as separate grants and it should be noted that around 15-20 projects can be funded statewide.

Should projects include different types of plantings?

There are four primary project types promoted through the Lawns to Legumes program (see the program's [Habitat Guide](#)) including native pocket plantings, pollinator beneficial trees and shrubs, pollinator lawns and pollinator meadows. We encourage participants to incorporate these and potentially other project types into demonstration neighborhoods to help ensure they showcase best practices for supporting pollinators.

Can parks or schools be funded through the program?

Funding for the Lawns to Legumes program is only for residential landscapes, so schools and parks cannot be funded with the current grants.

What are the reporting requirements for a demonstration neighborhood grant?

Like the grant application process, reporting for the grant will be done in BWSR's e-link system.

Other recent updates:

Partner Webpage and Toolkit

A new [Partner Webpage](#) is now available on BWSR's website that includes information specific to conservation partners. An updated Partner Toolkit is also located on this page that summarizes how partners can get involved with the program through funding, coaching and outreach.

Individual Support

Minnesota residents can now apply to be reimbursed for up to \$350 in costs associated with establishing pollinator habitats in their yards. Applications will be accepted until Feb. 28, and funding decisions and all notifications will be emailed in March for Spring 2020 installations.

The application is located on the [Blue Thumb Partners website](#).

We've completed a first round of resident workshops with more planned for late winter and early spring. We are looking for additional workshop sponsors, so please contact John Bly (john@metroblooms.org) at Metro Blooms if you are interested.



Questions? [Contact Us](#)



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This email was sent to judie@jass.biz using GovDelivery Communications Cloud on behalf of: Minnesota Board of Water and Soil Resources · 520 Lafayette Rd. N. · Saint Paul, MN 55155 · 651-296-3767



Judie Anderson

From: Seth Bossert <notifications@filetransfers.net>
Sent: Thursday, January 09, 2020 3:06 PM
To: Judie Anderson
Subject: Baker Ravine Construction Photos

Files Available on the Wenck Associates, Inc. File Transfer Site

A message from Seth Bossert:

Hello All,

Here is a link to some construction photos from the Baker Ravine Project. Please let me know if you have any questions.

Thanks,
Seth Bossert

From: **Seth Bossert**
Workspace: **Bossert_Seth**
Date: **01/09/20 at 03:06 pm CST**

Construction Process Photos (55.11 MB) in Bossert_Seth > Baker Ravine Stabilization:
<https://wenck.filegenius.com/downloadPublic/2tf764wgdfvv9en/qi6pmhpsztrfdni>

This link will expire on **04/08/20 at 04:06 pm CDT**

This email was sent to the following recipients: **Brian.Vlach@ThreeRiversParks.org**, **Jeff@mnlcorp.com**, **judie@JASS.biz**

Powered by FileGenius - <http://www.filegenius.com>

Need Help? Download the **User Quick Start Guide**:
<https://wenck.filegenius.com/userQuickStart>

If any link in this email doesn't work, please copy and paste it into your web browser's address or URL field.

Did this email not find its way to your Inbox? Add **notifications@filetransfers.net** to your address book or whitelist it to ensure you receive future emails from this source.

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Transaction Source: Wenck Associates, Inc. FILETRANSFER SITE, <https://wenck.filegenius.com>

Time/Date of Transaction: 01/09/20 at 03:06 pm CST

Judie Anderson

From: Seth J. Bossert <sbossert@wenck.com>
Sent: Tuesday, January 07, 2020 10:23 AM
To: Vlach, Brian; Judie Anderson; James C Kujawa; Andrew Vistad
Cc: Lucius N. Jonett; Ed A. Matthiesen
Subject: Baker Ravine Stabilization 1-7-2020

Brian, Judie, Jim, and Andrew,

Accomplished since last update:

- Approval of change order #1 to fix head cut in side channel off of existing settling basin
- Spillway construction is complete from the wetland to the outlet at Lake Independence
- Coordination of Rootwad & Log reuse staging locations at Baker and Crow-Hassen off leash Dog Park
- Weekly construction meeting on Thursday 1/9/2020
- Contractor construction questions
- Photograph and document construction activities & Daily construction reports

Will Accomplish this week:

- Spillway for Change order #1
- Upload construction photographs to Wenck File share site for distribution

Permit Application Status:

- All required permits are in hand.

Tentative Schedule Moving Forward

- Construction is on track to be completed during the first week of February 2020.
- ~~• 06/21 — Wenck delivers revises specifications to Three River's for review (DONE)~~
- ~~• 07/12 — Three River's Design Team review of specifications and return to Wenck for final edits~~
- ~~• 07/15 — Advertisement for Bid, Wenck posts project to Quest CDN (Uploading the project book as soon as the edits are made but for sure by the 24th allowing time for the manuals to be reviewed before the Prebid meeting)~~
- ~~• 07/30 — Pre-Bid meeting at Baker Ravine site 10:00am to 12:00pm~~
- ~~• 08/06 — Bid opening at Three River's Park District Administrative Center at 10:00 am~~
- ~~• 08/15 — Pioneer & Sarah Watershed Management Commission Awards project at meeting~~
- ~~• Early October — Preconstruction meeting held at the site~~
- ~~• 10/20 — Campground closes~~
- ~~• 10/21 — Construction may start any time after the campground is closed and must start no later than December 20, 2019. Once the contractor starts, the contractor will have 8 weeks to substantially complete the project.~~
- ~~• 11/11 — 11/18 — Contractor to mobilize and start construction~~
- 3/15/2020 – Construction Substantial Completion – Meaning all tree removal, grading, rock installation and erosion controls will need to be complete.
- 5/29/2020 – Construction Final Completion – Meaning all revegetation work (reseeding, planting shrubs, trees and turf restoration) will need to be complete.

Project Input Needed

- None.

Other Issues/Concerns

- None.

If anyone has questions on this progress report, please let me know.

Thank you,

Seth Bossert, PLA (MN)

Landscape Architect



sbossert@wenck.com D| 763.479.4252 C| 952.393.7486

1800 Pioneer Creek Center | Maple Plain, MN 55359

Judie Anderson

From: Seth J. Bossert <sbossert@wenck.com>
Sent: Thursday, January 02, 2020 11:33 AM
To: Vlach, Brian; Judie Anderson; James C Kujawa; Andrew Vistad
Cc: Lucius N. Jonett; Ed A. Matthiesen
Subject: Baker Ravine Stabilization 1-2-2020

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: PSC

Brian, Judie, Jim, and Andrew,

Accomplished since last update:

- Weekly construction meeting
- Contractor construction questions
- Photograph and document construction activities & Daily construction reports

Will Accomplish this week:

- Approval of change order #1 to fix head cut in side channel off of existing settling basin

Permit Application Status:

- All required permits are in hand.

Tentative Schedule Moving Forward

- ~~06/21 — Wenck delivers revises specifications to Three River's for review (DONE)~~
- ~~07/12 — Three River's Design Team review of specifications and return to Wenck for final edits~~
- ~~07/15 — Advertisement for Bid, Wenck posts project to Quest CDN (Uploading the project book as soon as the edits are made but for sure by the 24th allowing time for the manuals to be reviewed before the Prebid meeting)~~
- ~~07/30 — Pre Bid meeting at Baker Ravine site 10:00am to 12:00pm~~
- ~~08/06 — Bid opening at Three River's Park District Administrative Center at 10:00 am~~
- ~~08/15 — Pioneer & Sarah Watershed Management Commission Awards project at meeting~~
- ~~Early October — Preconstruction meeting held at the site~~
- ~~10/20 — Campground closes~~
- ~~10/21 — Construction may start any time after the campground is closed and must start no later than December 20, 2019. Once the contractor starts, the contractor will have 8 weeks to substantially complete the project.~~
- ~~11/11 — 11/18 — Contractor to mobilize and start construction~~
- 3/15/2020 – Construction Substantial Completion – Meaning all tree removal, grading, rock installation and erosion controls will need to be complete.
- 5/29/2020 – Construction Final Completion – Meaning all revegetation work (reseeding, planting shrubs, trees and turf restoration) will need to be complete.

Project Input Needed

- None.

Other Issues/Concerns

- None.

If anyone has questions on this progress report, please let me know.

Thank you,

Seth Bossert, PLA (MN)
Landscape Architect



sbossert@wenck.com D| 763.479.4252 C| 952.393.7486
1800 Pioneer Creek Center | Maple Plain, MN 55359

Judie Anderson

From: Seth J. Bossert <sbossert@wenck.com>
Sent: Thursday, December 26, 2019 10:25 AM
To: Vlach, Brian; Judie Anderson; James C Kujawa; Andrew Vistad
Cc: Lucius N. Jonett; Ed A. Matthiesen
Subject: Baker Ravine Stabilization 12-26-2019

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: PSC

Brian, Judie, Jim, and Andrew,

Accomplished since last update:

- Site meeting with BWSR Information Officer Ann Wessel for photos and video of the project – Interviews about the project and informational video to come in 2020.
- Weekly construction meeting
- Contractor construction questions
- Photograph and document construction activities & Daily construction reports
- Approximately 1/3 of the overall project has been complete

Will Accomplish this week:

- No weekly construction meeting as construction activities only took place on Monday 12/23/2019
- Decision will need to be made about the change order #1 to fix head cut in side channel

Permit Application Status:

- All required permits are in hand.

Tentative Schedule Moving Forward

- ~~06/21 – Wenck delivers revises specifications to Three River's for review (DONE)~~
- ~~07/12 – Three River's Design Team review of specifications and return to Wenck for final edits~~
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Project Input Needed

- None.

Other Issues/Concerns

- None.

If anyone has questions on this progress report, please let me know.

Thank you,

Seth Bossert, PLA (MN)

Landscape Architect



sbossert@wenck.com D| 763.479.4252 C| 952.393.7486

1800 Pioneer Creek Center | Maple Plain, MN 55359

Judie Anderson

From: Seth J. Bossert <sbossert@wenck.com>
Sent: Wednesday, December 18, 2019 7:51 AM
To: Vlach, Brian; Judie Anderson; James C Kujawa; Andrew Vistad
Cc: Lucius N. Jonett; Ed A. Matthiesen
Subject: Baker Ravine Stabilization 12-18-2019

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: PSC

Brian, Judie, Jim, and Andrew,

Accomplished since last update:

- Construction observations, questions from contractor
- Weekly site meeting
- Processed Pay App #1

Will Accomplish this week:

- Site meeting with BWSR Information Officer Ann Wessel for photos and video of the project, Thursday December 19, 2019 at 10:30
- Weekly meeting
- Check in with the contractor regarding construction questions
- Photograph and document construction activities & Daily construction reports

Permit Application Status:

- All required permits are in hand.

Tentative Schedule Moving Forward

- ~~06/21 — Wenck delivers revises specifications to Three River's for review (DONE)~~
- ~~07/12 — Three River's Design Team review of specifications and return to Wenck for final edits~~
- ~~07/15 — Advertisement for Bid, Wenck posts project to Quest CDN (Uploading the project book as soon as the edits are made but for sure by the 24th allowing time for the manuals to be reviewed before the Prebid meeting)~~
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- 5/29/2020 – Construction Final Completion – Meaning all revegetation work (reseeding, planting shrubs, trees and turf restoration) will need to be complete.

Project Input Needed

- None.

Other Issues/Concerns

- None.

If anyone has questions on this progress report, please let me know.

Thank you,

Seth Bossert, PLA (MN)

Landscape Architect



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1800 Pioneer Creek Center | Maple Plain, MN 55359

Judie Anderson

From: Seth J. Bossert <sbossert@wenck.com>
Sent: Wednesday, December 11, 2019 8:43 AM
To: Vlach, Brian; Judie Anderson; James C Kujawa; Andrew Vistad
Cc: Lucius N. Jonett; Ed A. Matthiesen
Subject: Baker Ravine Stabilization Project Update 12-11-2019

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: PSC

Brian, Judie, Jim, and Andrew,

Accomplished since last update:

- Coordination of site meeting with BWSR Information Officer Ann Wessel for photos and video of the project. Meeting set for Thursday December 19, 2019 at 10:30
- Construction observations, questions from contractor
- Weekly site meeting

Will Accomplish this week:

- Weekly meeting
- Check in with the contractor regarding construction questions
- Photograph and document construction activities & Daily construction reports

Permit Application Status:

- All required permits are in hand.

Tentative Schedule Moving Forward

- ~~06/21 — Wenck delivers revises specifications to Three River's for review (DONE)~~
- ~~07/12 — Three River's Design Team review of specifications and return to Wenck for final edits~~
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- 5/29/2020 – Construction Final Completion – Meaning all revegetation work (reseeding, planting shrubs, trees and turf restoration) will need to be complete.

Project Input Needed

- None.

Other Issues/Concerns

- None.

If anyone has questions on this progress report, please let me know.

Thank you,

Seth Bossert, PLA (MN)

Landscape Architect



sbossert@wenck.com D| 763.479.4252 C| 952.393.7486

1800 Pioneer Creek Center | Maple Plain, MN 55359

Judie Anderson

From: Seth J. Bossert <sbossert@wenck.com>
Sent: Tuesday, December 03, 2019 11:08 AM
To: Vlach, Brian; Judie Anderson; James C Kujawa; Andrew Vistad
Cc: Lucius N. Jonett; Ed A. Matthiesen
Subject: Baker Ravine Stabilization Project Update 12-3-2019

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: PSC

Brian, Judie, Jim, and Andrew,

Accomplished since last update:

- Reviewed and approved submittals
- Construction observations, questions from contractor, and staking of stabilization practices

Will Accomplish this week:

- Second weekly meeting
- Check in with the contractor regarding construction questions
- Photograph and document construction activities & Daily construction reports

Permit Application Status:

- All required permits are in hand.

Tentative Schedule Moving Forward

- ~~06/21 — Wenck delivers revises specifications to Three River's for review (DONE)~~
- ~~07/12 — Three River's Design Team review of specifications and return to Wenck for final edits~~
- ~~07/15 — Advertisement for Bid, Wenck posts project to Quest CDN (Uploading the project book as soon as the edits are made but for sure by the 24th allowing time for the manuals to be reviewed before the Prebid meeting)~~
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- 5/29/2020 – Construction Final Completion – Meaning all revegetation work (reseeding, planting shrubs, trees and turf restoration) will need to be complete.

Project Input Needed

- None.

Other Issues/Concerns

- None.

If anyone has questions on this progress report, please let me know.

Thank you,

Seth Bossert, PLA (MN)

Landscape Architect



sbossert@wenck.com D | 763.479.4252 C | 952.393.7486

1800 Pioneer Creek Center | Maple Plain, MN 55359

From: Seth J. Bossert <sbossert@wenck.com>

Sent: Tuesday, November 26, 2019 12:48 PM

To: Vlach, Brian <Brian.Vlach@threeriversparks.org>; Judie Anderson <Judie@jass.biz>; James C Kujawa <James.Kujawa@hennepin.us>; Andrew Vistad <andrewv@HAA-inc.com>

Cc: Lucius N. Jonett <ljonett@wenck.com>; Ed A. Matthiesen <ematthiesen@wenck.com>

Subject: Baker Ravine Stabilization Project Update 11-26-2019

Brian, Judie, Jim, and Andrew,

Accomplished since last update:

- First Weekly construction meeting 9:00am 11/21 at the construction trailer at campsite E14
- Project staking including Construction access, adjacent property lines and wetland line
- Construction observations, questions from contractor, and staking of stabilization practices

Will Accomplish this week:

- Check in with the contractor about submittals
- Photograph and document construction activities

Permit Application Status:

- All required permits are in hand.

Tentative Schedule Moving Forward

- ~~06/21 — Wenck delivers revises specifications to Three River's for review (DONE)~~
- ~~07/12 — Three River's Design Team review of specifications and return to Wenck for final edits~~
- ~~07/15 — Advertisement for Bid, Wenck posts project to Quest CDN (Uploading the project book as soon as the edits are made but for sure by the 24th allowing time for the manuals to be reviewed before the Prebid meeting)~~
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- 5/29/2020 – Construction Final Completion – Meaning all revegetation work (reseeding, planting shrubs, trees and turf restoration) will need to be complete.

Project Input Needed

- None.

Other Issues/Concerns

- None.

If anyone has questions on this progress report, please let me know. Thank you,

Seth Bossert, PLA (MN)

Landscape Architect



sbossert@wenck.com D | 763.479.4252 C | 952.393.7486

1800 Pioneer Creek Center | Maple Plain, MN 55359

MEMORANDUM

TO: Pioneer-Sarah Creek Watershed Management Commission
FROM: Andrew Vistad, Commission Consultant
DATE: January 8, 2020
SUBJECT: Staff Report

1. **2016-05 Proto Labs Parking Lot Expansion, Maple Plain.** The Commission approved this project contingent upon three conditions. One condition remains open - receipt of an Operation and Maintenance agreement on the biofiltration basin per Staff findings dated September 6, 2016. The agreement has been signed but remains to be recorded on the property title.
2. **2017-03 Equestrian Facility (Bel Farms) Independence.** This is a 16.5-acre rural residential parcel located approximately 500 feet north of the intersection of CR6 and Nelson Road. The owner is proposing to construct a new garage/apartment, horse stall barn, indoor arena, outdoor arena, six grass and four sand paddocks for horses. Because this project disturbs greater than 1.0 acre and creates 3.1 acres of additional impervious area, it triggers the Commission's review for Rules D and E. Staff provided grading and erosion control approval contingent upon (1) the applicant assuming the risk and responsibility for any changes to the site plans necessary for final Commission approval and (2) the City of Independence approving a grading permit. In September 2017 the Commission approved the Stormwater Management Plan contingent upon receipt of an approved long-term pond/basin O&M plan between the landowner and City, to be recorded on the land title. No new information has been received.
3. **2017-05 Ostberg Equestrian Facility, Independence.** This is a 40-acre agriculture parcel located just southwest of the intersections of CSAH 6 and Game Farm Road. The owner is proposing to construct a new home, two garages, a horse stall barn, indoor arena, outdoor ring, eight horse paddocks and an access drive off of CSAH 6. The project will disturb 7 acres during construction and create 1.69 acres of new impervious areas. Because this project disturbs more than 1.0 acre and creates 1.7 acres of additional impervious area, it triggers the Commission's review for Rules D and E. There are also two wetlands that have been delineated on this site, so the Commission wetland buffer requirements (Rule I) are triggered. The project was approved by the Commission at their November 2017 meeting contingent upon receipt of an approved long-term pond/basin O&M plan between the landowner and the City, to be recorded on the land title. This information has not yet been received.
4. **2018-010 Chippewa Estates, Loretto.** This is a 1.54-acre parcel located in the far northeast corner of Loretto on Chippewa Road. The project is proposing to subdivide the lot into four single family residential lots and triggers the Commission's review for Rules D and E. At their August 16, 2018 meeting, the Commission approved Staff findings with three conditions regarding the operations and maintenance plan, sequencing, and retrofitting of the pond. The only remaining item necessary for final approval is the Operation and Maintenance agreement on the stormwater system. If the City chooses not to maintain the filter system, the applicant must provide an O&M maintenance plan that is acceptable to the City and the Commission and must be recorded on the title to the property.
5. **2018-017 Crow River Overlook, Greenfield.** This is a 42-acre agriculture parcel located on CR 10 just north of 84th Avenue. Approximately 38 acres are east of CR 10 and 4 acres are located west of CR 10 along the Crow River. The applicant proposes to subdivide the property into an 8 large lot residential development. Lot sizes will range from 2.85 acres up to 10.1 acres. One cul-de-sac street will be constructed for access to the lots, with one street platted for future access to the property east of this project. One additional outlot will remain on the west side of CR 10. This project was reviewed for Rules

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

D, E, F and I. Staff findings of January 16, 2019 were approved by the Commission at their January 17, 2019 meeting. Approval was contingent upon (1) an Operation and Maintenance agreement with city or HOA, (2) planting and seeding plans for the biofiltration basins and buffer areas that fall into the cropland areas that require seeding and (3) typical emergency overflow details noted on the plans. Items 2 and 3 have been completed; Staff are awaiting the O & M agreement.

6. 2019-03 John Sega 9255 CR 6, Independence. This is an existing 78-acre parcel located on CR 6 about one-quarter mile east of the county border. The owner is proposing to construct a new indoor riding arena, parking, drive lanes, future hay barn, shed and hot-walker ring. Because this project disturbs greater than 1.0 acres and creates 1.1 acres of additional impervious area, it triggers the Commission's review for Rules D and E. At their August meeting, the Commission approved this project conditioned on receipt of a long-term O & M plan meeting Commission requirements and recorded on the land title with a copy provided to the Commission.

7. 2019-05 Green Acres East, Greenfield.* This is a six-lot residential subdivision proposed on 34 acres at Schendel Lake Drive and Pioneer Trail. Initial findings found the site plans did not meet the Commission's requirements. An updated wetland replacement plan was received on August 1 and re-noticed per WCA public notice requirements. An updated site plan was received on August 6. In their findings dated September 13, 2019 Staff recommended approval contingent upon (1) an operations and maintenance plan being developed for the infiltration basins and approved by the City of Greenfield and the Commission. The O & M plans must be recorded on the property titles on lots 4, 5 and 6 (unless an HOA will be responsible, then it will be required in the HOA deed documents) and (2) no wetland impacts can occur until (a) wetland replacement credit purchases from BWSR Bank Accounts 1546 and 1542 have been certified by BWSR or (b) a \$21,500 cash or letter of credit escrow is received by the Commission. This plan was originally approved with conditions by the Commission at the September 19, 2019 meeting.

The developer submitted significant site plan changes in October, removing wetland impacts and reducing the number of lots from six to three plus an outlot. An infiltration basin will still be installed on the outlot to mitigate future impervious surface. Because the plan revision is a reduction of the previously approved plan, Staff administratively approved the project contingent on the original requirement, an O&M agreement for the infiltration basin recorded on the property deed or association documents. No wetland impacts can occur from this project and any future wetland impacts will need to be reviewed by the WCA LGU to be approved.

8. 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. At their November meeting, the Commission approved this project conditioned on an O&M plan for the basins being recorded on the title and provided to the Commission; construction sequencing details for the filter basins meeting Commission requirements; and wetland buffer planting and maintenance plans being provided for areas not in permanent vegetative cover.

RULE D – STORMWATER MANAGEMENT

RULE E – EROSION AND SEDIMENT CONTROL

RULE F – FLOODPLAIN ALTERATION

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RULE I – BUFFERS

RURAL CONSERVATIONIST UPDATES

Buffer Law: One parcel within the watershed was referred to the state for enforcement, which is pending the resident working with Hennepin Staff to work on a project that will help them meet the requirements of the law.

Cost Share: Two projects are in development in the watershed. One is in Independence on Lake Independence, and one is in Greenfield along an un-named stream.

Zuhrah Shrine Horse Facility. Hennepin County (Karen Galles, Paul Stewart and Kristine Maurer), Office of Commissioner Jeff Johnson (Danny Nadeau), Three Rivers Park District (Brian Vlach) and Pioneer Sarah Creek Watershed Commission Chair (Joe Baker) met with Zuhrah Shrine Horsemen Ranch Manager (Steve Pool) and Zuhrah Shrine Horsemen Board Members for a working session to explore solutions to the wetland flooding. The goals are to provide the Zuhrah Shrine Horsemen more predictable pasturing and feeding conditions year-to-year, while also benefitting natural resources. Next steps will be to look at hydrologic restoration options, BMPS for the pasture and a farm management plan. A follow-up meeting where additional information will be presented on wetland banks and other wetland restoration approaches will be scheduled for early February. The Zuhrah Shrine Horsemen also agreed to work with County staff on getting their wetland complex formally delineated.

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RULE D - STORMWATER MANAGEMENT

RULE E - EROSION AND SEDIMENT CONTROL

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