



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

March 13, 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, March 19, 2020, at 6:00 p.m., at the Discovery Center, 5050 Independence Street, Maple Plain, MN.

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](mailto: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,

Amy A. Juntunen  
Administrator  
AAJ:tim

cc: Alternates  
Paul Stewart, Kirsten Barta, HCEE  
Brian Vlach, TRPD  
Joel Jamnik, Attorney  
Diane Spector, Wenck Assocs.

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

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763.553.1144 • Fax: 763.553.9326 • judie@jass.biz • www.pioneersarahcreek.org

## REGULAR MEETING AGENDA

March 19, 2020 • 6:00 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. February meeting minutes.\*
  - b. Monthly Claims/Treasurer's Report.\*
4. Open forum.
5. Action Items.
  - a. Project Review 2020-002 CSAH 15 Culvert Replacements, Minnetrista.\*
  - b. Accept 2019 Work Plan.\*
  - c. Accept 2020 Work Plan.\* (See discussion items under item 14.)
  - d. 2020 Salt Symposium.\*
    - 1) Sponsorship.\*
6. Old Business.
7. New Business.
8. Watershed Management Plan.\* *(also see next page.)*
9. Education.
10. Grant Updates.
  - a. Baker Ravine.
11. Communications.
12. Staff Report.\*
13. Commissioner Reports.
14. Other Business.
  - a. The following items are listed under Goals in the Commission's Third Generation Plan and have been noted as goals that have not been pursued by the Commission on page 7 of the 2020 Project Work Plan. Chair Baker has asked that these items be added to the meeting agenda for discussion:
    - 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 relationship to stormwater management and surface water quality. Before approving this item, we as a commission need to better understand who at these entities we are to partner with – and what that partnership consists of. (JB)
    - 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

(over)

infiltration and groundwater recharge and reduce stormwater runoff. Before approving this item we as a commission need to better understand what specific technical and specific financial assistance is to our member cities. (JB)

15. Adjournment. (Next scheduled meeting: April 16, 2020.)

#### **Watershed Management Plan – timeline:**

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

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## REGULAR MEETING MINUTES February 20, 2020

**1. CALL TO ORDER.** A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order at 6:01 p.m., Thursday, February 20, 2020, by Chair Joe Baker at Maple Plain City Hall, 5050 Independence Street, Maple Plain, MN.

**Present:** Mark Workcuff, Greenfield; Joe Baker, Independence; Brenda Daniels, Loretto; John Fay, Maple Plain; Pat Wulff, Medina; John Tschumperlin, Minnetrista; Andrew Vistad, Hakanson-Anderson, Brian Vlach, Three Rivers Park District (TRPD); and Amy Juntunen, JASS.

**Also Present:** Kyal Klawitter, Greenfield; Scott Johnson, Medina; Kirsten Barta, Kris Guentzel and Paul Stewart, Hennepin County Environment and Energy (HCEE); and Diane Spector, Wenck Associates.

**2. AGENDA.** Item 5.b. Old Projects/Jim Kujawa is added under Action Items. Item 10.a. Baker Park Ravine Update is moved to follow New Business. Motion by Tschumperlin, second by Daniels to approve the agenda as revised. *Motion carried unanimously.*

**3. CONSENT AGENDA.**

**a. January Regular Meeting Minutes.\*** Motion by Fay, second by Wulff to approve the minutes with the following change:

**9. Baker Park Ravine.** ~~Currently, the project is over budget.~~

*Motion carried unanimously.*

**b. February Monthly Claims/Treasurer's Report/Quarterly Financials.\*** Claims total \$21,373.71. Motion by Tschumperlin, second by Wulff to approve the Treasurer's Report and Claims as presented. *Motion carried unanimously.*

**4. OPEN FORUM.**

**5. ACTION ITEMS.**

**a. Election of officers.** Motion by Wulff, second by Daniels to re-elect the current officers: Chair – Baker; Vice Chair – Fay; Secretary – Daniels; Treasurer – Tschumperlin. *Motion carried unanimously.*

**b. Old Projects / Jim Kujawa.** A member City approached the Commission seeking information from a past project where the Commission acted as the WCA LGU. Although the information was provided to the City at the time of this project, the City did not keep the records. Staff is requesting authority to consult with former technical services provider, Jim Kujawa, regarding questions about past projects that current Staff is unable to answer.

Commissioners agreed to allow Vistad to consult with Jim Kujawa on an as-needed basis. However, the cost of consultation must be billed by Hakanson Anderson to the member City requesting the information.

**6. OLD BUSINESS.**

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

**County Cost Share Projects.** Barta detailed the County cost share program. For projects on private land only, the County can fund up to 75% with the 25% match remainder paid by the landowner and/or other contributing organizations such as the Commission, City or lake association, but not with any type of state funds or grant. The

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

\*Included in meeting packet.

landowner match can be paid in kind or in cash. The landowner hires the contractor to perform the work and is reimbursed once the installation is complete and proper documentation provided. Projects are usually expected to have a 10+ year life span and be maintained by the landowner. Periodic inspections, along with an operations and maintenance plan, are required.

Common projects include grassed waterways, manure storage, cover crops, exclusion fencing, alternative tile intakes, shoreline/stream bank restoration and buffers, swales and bio-retention, and shelterbelts/windbreaks. Cost share grants are usually awarded in amounts from \$3,000-\$7,000. Alternative funding is available for larger projects and projects on public land through other programs. Projects with a cost over \$10,000 should be included on the Commission's Capital Improvement Plan. Neighborhood raingardens are not normally funded due to the low amount of reductions.

Baker requested that Barta make the same presentation at an upcoming Lake Sarah Improvement Association (LSIA) meeting.

Barta noted that she is applying for a Multi-Purpose Drainage Grant for county-wide ditch maintenance, including in the Pioneer-Sarah Creek watershed.

## 8. GRANT OPPORTUNITIES.

**Baker Park Ravine Update.** A progress report\* submitted for the Clean Water Fund grant was included in the meeting packet. Grant reporting is due annually at the end of January. A second additional erosion area was identified and addressed through a recent change order administratively approved by staff while the vendor was on-site. The project was substantially completed on February 14, 2020 and most large equipment has been removed from the site. Vegetation growth will be inspected this spring and once growth is confirmed, the project will be considered completed and final reimbursements will be made.

Vlach will make a presentation at the next Lake Independence Citizen's Association (LICA) meeting on April 11. A written presentation and before and after photos will be provided to the Commission.

The project is expected to be under budget, even with the two change orders, though final numbers are not yet available. As long as the grant period is open, any remaining funds can be used for additional planting or project repairs as needed. Cost under-runs will be divided on the same percentage basis as the project with portions going back to the grant and contributing partners. Partners will be invoiced for their share of the project once the project is finalized and all costs are accounted for.

Tschumperlin will arrange a meeting with administrative staff regarding creation of a project management procedure for change orders that may arise between meetings and need timely decisions.

## 9. WATERSHED MANAGEMENT PLAN.

**a. Homework.\*** Spector led Commissioners through each of the homework questions soliciting their answers regarding the role of the Commission in the community, accomplishments of the Commission, problems/issues identified, and goals for the next 10 years. Spector will compile the information completed from the written answers, along with a similar survey for the TAC and an online citizen survey.

**b. Agency responses.\*** Response letters were received from BWSR, DNR, MPCA and Met Council. Most responses were fairly boiler-plate, but each Commissioner noted specifics from each letter to discuss, such as moving toward aquatic ecosystem improvements rather than meeting a TP standard, the Crow River WRAPS, partnering for cost share grants or septic inspections, developing model ordinances regarding septic inspections, and pursuing reuse options in developments.

**c. Progress update.\*** The planning process is on schedule with the background work and there are no foreseen issues with meeting the established timeline. The process is also on budget. An informal draft of the plan is expected to be available for the April regular meeting for review and distribution for informal comments by cities/agencies.

**d. Next steps.** A TAC meeting will be convened prior to the next Commission meeting. At the next Commission meeting the data will be translated into actions the Commission plans to pursue. Then the TAC will translate those actions into a plan of projects and programs that will be presented at the April Commission meeting. Once this plan is approved by the Commission, another public meeting will be held to inform citizenry and solicit their feedback. Public input sessions may be used in place of a formal CAC.

*Working Schedule.*

- 1) ~~November 13, 2019 – 60 day notice to cities, agencies, other stakeholders.~~
- 2) ~~November 21, 2019 – Award contract.~~
- 3) ~~December-January 2020 – Compile data, background work~~
- 4) ~~January 16, 2020 – Kickoff meeting~~
- 5) Feb-Mar-Apr Commission, TAC, CAC meetings, Open House
- 6) April 16, 2020 - Preliminary draft for informal review
- 7) May 21, 2020 - Review preliminary comments and revise plan
- 8) June 18, 2020 - Review final draft plan and authorize start of 60 day review
- 9) August 21, 2020 - Approximate end of 60-day review
- 10) Sept 17, 2020 - Public Hearing
- 11) Sept-Oct-Nov 2020 - Agency review and approval
- 12) Dec-Jan 2021 - Commission adoption

***All following items will be moved to the March agenda.***

**10. EDUCATION.**

**2020 Salt Symposium and sponsorship opportunity.\***

**11. COMMUNICATIONS.**

**12. STAFF REPORT.\***

**2019 and 2020 Work plans** will be Emailed to Commissioners and Staff by February 28. Commissioners and Staff are requested to review and return comments to the administrative office by March 10. The final Work Plans will be presented for comment and acceptance at the March 19 meeting.

**13. COMMISSIONER REPORTS.**

**14. OTHER BUSINESS.**

The **next regular meeting** is scheduled for March 19, 2020.

**15. ADJOURNMENT.** There being no further business, motion by Fay, second by Daniels to adjourn. *Motion carried unanimously.* The meeting was adjourned at 9:16 p.m.

Respectfully submitted,



Amy Juntunen, Recording Secretary  
AAJ:tim

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

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>
3/13/20	1567	51200	Legal General	31.00	
		10100	Campbell Knutson		31.00
3/13/20	1568	50100	General Engineering	572.13	
		10100	Hakanson Anderson Associates, Inc.		572.13
3/13/20	1569	58200	4th Gen Management Plan	2,747.50	
		64003	Baker Ravine Stabilization	1,908.40	
		10100	Wenck Associates, Inc.		4,655.90
3/13/20	1570	64003	Baker Ravine Stabilization Payment #2	103,485.02	
		10100	Minnesota Native Landscapes, Inc.		103,485.02
3/13/20	1571	64003	Baker Ravine Stabilization Payment #3	198,964.86	
		10100	Minnesota Native Landscapes, Inc.		198,964.86
3/13/20	1572	51100	Administration	1,019.56	
		51100	Meeting-related	1,385.60	
		51100	Bookkeeping/Audit Prep	422.09	
		51100	Annual Report/Work Plans	1,615.22	
		58210	Management Plan	222.97	
		51400	Website	92.95	
		57000	Education	254.64	
		51120	Project Reviews	78.72	
		51125	Baker Ravine	109.85	
		10100	Judie Anderson's Secretarial Service		5,201.60
<b>Total</b>				<b>312,910.51</b>	<b>312,910.51</b>

**CAMPBELL KNUTSON**  
***Professional Association***  
**Attorneys at Law**  
**Federal Tax I.D. #41-1562130**  
**Grand Oak Office Center I**  
**860 Blue Gentian Road, Suite 290**  
**Eagan, Minnesota 55121**  
**(651) 452-5000**

Pioneer-Sarah Creek Watershed Mgmt. Commission  
 c/o Ms. Judie A. Anderson  
 3235 Fernbrook Lane  
 Plymouth MN 55447

Page: 1  
 February 29, 2020  
 Account # 1478G

SUMMARY STATEMENT

PREVIOUS BALANCE	FEES	EXPENSES	CREDITS	PAYMENTS	BALANCE
1478-0000 RE: GENERAL MATTERS					
SERVICES RENDERED TO DATE:					
263.50	31.00	0.00	0.00	-263.50	<u>\$31.00</u>

Amounts due over 30 days will be subject to a finance charge of  
 .5% per month (or an annual rate of 6%). Minimum charge - 50 cents.



**CAMPBELL KNUTSON**  
**Professional Association**  
**Attorneys at Law**  
**Federal Tax I.D. #41-1562130**  
**Grand Oak Office Center I**  
**860 Blue Gentian Road, Suite 290**  
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**(651) 452-5000**

Pioneer-Sarah Creek Watershed Mgmt. Commission  
c/o Ms. Judie A. Anderson  
3235 Fernbrook Lane  
Plymouth MN 55447

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February 29, 2020  
Account # 1478-0000G  
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RE: GENERAL MATTERS  
SERVICES RENDERED TO DATE:

			HOURS	
02/14/2020	JJJ	Emails Judie regarding JPA interpretation.	0.20	31.00
		AMOUNT DUE	0.20	31.00
		TOTAL CURRENT WORK		31.00
		PREVIOUS BALANCE		\$263.50
11/26/2019		Payment - thank you		-263.50
		TOTAL AMOUNT DUE		<u>\$31.00</u>

Amounts due over 30 days will be subject to a finance charge of  
.5% per month (or an annual rate of 6%). Minimum charge - 50 cents.



3601 Thurston Avenue  
Suite 101  
Anoka, MN 55303

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

Invoice number 43582  
Date 02/28/2020

Project **PSC901-2020 GENERAL ENGINEERING  
FOR PIONEER SARAH WMC 2020**

Professional Services Provided Through 01/31/2020

## GENERAL ENGINEERING

### Professional Fees

	Date	Hours	Rate	Billed Amount
Andrew Vistad <i>UPDATE TECH REPORT FOR MONTHLY MEETING</i>	01/08/2020	1.00	92.00	92.00
Andrew Vistad <i>TAC MEETING AND MONTHLY MEETING</i>	01/16/2020	5.00	92.00	460.00
<b>PROFESSIONAL FEES SUBTOTAL</b>				<b>552.00</b>

### Reimbursables

	Date	Units	Rate	Billed Amount
MILEAGE	01/16/2020	35.00	0.575	20.13
<b>REIMBURSABLES SUBTOTAL</b>				<b>20.13</b>
<b>GENERAL ENGINEERING SUBTOTAL</b>				<b>572.13</b>
<b>AMOUNT DUE THIS INVOICE</b>				<b>572.13</b>

Invoice Summary	Current Billed	Prior Billed	Total Billed
Total	572.13	0.00	572.13

**Invoice**

March 6, 2020

Invoice No: 12001317

Amy Juntunen  
 Pioneer-Sarah Watershed Management Comm.  
 3235 Fernbrook Lane  
 Plymouth, MN 55447



Responsive partner.  
 Exceptional outcomes.

Project Manager Diane Spector

Project B1508-0008 4th Generation Watershed Management Plan

**Professional Services Through February 29, 2020****Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Kemmitt, Katie	2.50	99.00	247.50	
Spector, Diane	12.50	200.00	2,500.00	
Totals	15.00		2,747.50	
<b>Total Labor</b>				<b>2,747.50</b>
		<b>Total Invoice Amount</b>		<b>\$2,747.50</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billing Summary</b>	<b>2,747.50</b>	<b>4,836.90</b>	<b>7,584.40</b>

**Invoice**

March 5, 2020

Invoice No: 12001235



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 February 29, 2020**

Phase 08 Construction Observation

Construction Observation

**Professional Personnel**

	Hours	Rate	Amount	
Bossert, Seth	11.10	114.00	1,265.40	
Jonett, Lucius	4.00	151.00	604.00	
Matthiesen, Edward	.20	195.00	39.00	
Totals	15.30		1,908.40	
<b>Total Labor</b>				<b>1,908.40</b>
		<b>Phase Total</b>		<b>\$1,908.40</b>
		<b>Total Invoice Amount</b>		<b>\$1,908.40</b>

	Current	Prior	Total
<b>Billing Summary</b>	<b>1,908.40</b>	<b>69,945.28</b>	<b>71,853.68</b>

Project Title: Baker Ravine Stabilization Project

Client: Pioneer-Sarah Creek Watershed Management Commission

Project Number: B1508-0007

Project Manager: Lucius Jonett

Date: 3/6/2020

Task #	Description	Budget	Invoiced #11908859 12/11/2019	Invoiced #11909313 1/7/2020	Invoiced #12000528 2/11/2020	Invoiced #12001235 3/6/2020	Total Invoiced	Budget Remaining
1	Topographic/Field/Boundary Survey	\$ 14,074.00					\$ 10,368.48	\$ 3,705.52
2	Wetland Delineation	\$ 5,832.00					\$ 4,699.27	\$ 1,132.73
3	Plans	\$ 26,047.00					\$ 16,416.36	\$ 9,630.64
4	Obtain Permits	\$ 10,764.00					\$ 8,728.23	\$ 2,035.77
5	Specifications and Contract Documents	\$ 6,850.00					\$ 6,371.20	\$ 478.80
6	Bidding Administration	\$ 3,951.00					\$ 5,116.89	\$ (1,165.89)
7	Construction Staking	\$ 10,270.00	\$ 2,131.40	\$ 889.20			\$ 3,020.60	\$ 7,249.40
8	Construction Observation	\$ 27,291.00	\$ 2,125.40	\$ 4,885.80	\$ 5,137.45	\$ 1,908.40	\$ 17,132.65	\$ 10,158.35
9	As-Built Survey & Drawings	\$ 5,974.00					\$ -	\$ 5,974.00
<b>Total</b>		<b>\$ 111,053.00</b>	<b>\$ 4,256.80</b>	<b>\$ 5,775.00</b>	<b>\$ 5,137.45</b>	<b>\$ 1,908.40</b>	<b>\$ 71,853.68</b>	<b>\$ 39,199.32</b>

**01 20 30  
PAYMENT REQUEST FORM**

OWNER: Three Rivers Park District & Pioneer-Sarah Creek Watershed  
Management Commission  
PROJECT: Baker Ravine Stabilization  
CONTRACTOR: MN Native Landscape

PAY ESTIMATE NO. 02

Original Contract Amount	<u>\$430,805.00</u>
Contract Changes approved to Date (List Change Order Numbers)	<u>\$ 0.00</u>
Revised Contract Price	<u>\$430,805.00</u>
Work Completed to Date (attached)	<u>\$205,369.20</u>
Retainage to Date, 5%	<u>\$ 10,268.46</u>
Work Completed to Date Less Retainage to Date	<u>\$195,100.74</u>
Total Amount Previously Certified	<u>\$ 91,615.72</u>
Payment Request This Estimate	<u>\$103,485.02</u>

I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid.

  
CONTRACTOR

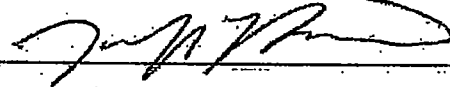
**CERTIFICATE OF CONTRACTOR**

I hereby certify that the work and the materials supplied to date, as shown on the request for payment, represents the actual value of accomplishment under the terms of the contract dated

August 15<sup>th</sup>, 2017 between the Three Rivers Park District (OWNER),  
Pioneer-Sarah Creek Watershed Management Commission (OWNER),

and Minnesota Native Landscapes (CONTRACTOR) and all authorized changes thereto.

By

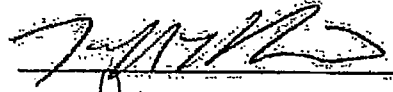


Title

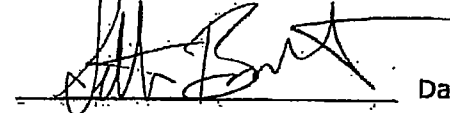
Dir. of Construction

Approval:

(CONTRACTOR)


Date 1/16/20

WENCK ASSOCIATES, INC.

  
Seth Bossert
Date 1/16/2020

THREE RIVERS PARK DISTRICT


Date 1/20/2020PIONEER-SARAH WATERSHED  
MANAGEMENT COMMISSION

Date \_\_\_\_\_

\*\*\*END OF SECTION\*\*\*



Minnesota 8740 77th St NE  
Native Otsego, MN 55362  
Landscapes

# INVOICE

CUSTOMER NAME
Three Rivers Park District 12615 County Road 9 Plymouth, MN 55441-1248

BILLING DATE	INVOICE #
1/10/2020	22591

TERMS	DUE DATE
Net 30	2/9/2020

PROJECT NAME
Baker Park Ravine

VENDOR #	P.O. NO.

QTY	UNITS	ITEM	DESCRIPTION	UNIT PRICE	EXTENTION
0.20	LS	Mobilization	Mobilization	17,500.00	3,500.00
1.00	EA	Labor	Inlet Protection - Maintained	300.00	300.00
3.00	HR	Labor	Street Sweeper (p/u broom)	200.00	600.00
0.40	LS	Tree & Brush Control	Tree Clearing & Grubbing	71,000.00	28,400.00
0.20	LS	Tree & Brush Control	Chip & Dispose of All Brush/Logs less than 6"	22,000.00	4,400.00
0.20	LS	Tree & Brush Control	Limb and Move Logs to Splitting Station	10,000.00	2,000.00
650.00	SY	Erosion Control Pro...	Woven ECB, Rolanka BioD-Mat 40	6.00	3,900.00
800.00	SY	Erosion Control Pro...	Non-woven ECB Type 3 Cat 2S BN	3.00	2,400.00
0.15	AC	Seeding	Seeding	2,000.00	300.00
5.00	LB	Seeding	Native Seed Mix	50.00	250.00
30.00	LB	Seeding	Fescue Seed Mix	5.00	150.00
1.00	TN	Erosion Control Pro...	Straw Mulch	700.00	700.00
51.00	TN	Rock	24"-36" Fieldstone Boulders (Cross vanes)	90.00	4,590.00

Thank you for your business. Please place the invoice number on your check.

**Total**

**Payments/Credits**

**Balance Due**

763-295-0010 • www.mnnativelandscapes.com • Mandy@MNLcorp.com

*Using ecological services to enhance your environment...*





Minnesota 8740 77th St NE  
Native Otsego, MN 55362  
Landscapes

# INVOICE

CUSTOMER NAME
Three Rivers Park District 12615 County Road 9 Plymouth, MN 55441-1248

PROJECT NAME
Baker Park Ravine

BILLING DATE	INVOICE #
1/10/2020	22591

TERMS	DUE DATE
Net 30	2/9/2020

VENDOR #	P.O. NO.

QTY	UNITS	ITEM	DESCRIPTION	UNIT PRICE	EXTENTION
1200.00	SY	Erosion Control Pro...	MnDOT Type V Geotextile	4.00	4,800.00
329.01	TN	Rock	CL III Rip Rap - Angular (Spillways, veg rr in channel) (6-12" w/18")	80.00	26,320.80
329.01	TN	Rock	CL III Rip Rap - Angular (Veg rr, outside bend) (6-12" w/18")	80.00	26,320.80
			MN/Hpn/Hpn Cty Transit	7.525%	0.00

Thank you for your business. Please place the invoice number on your check.

**Total** \$108,931.60

Any amount unpaid beyond 30 days, will incur a 1.5% per month finance charge.

**Payments/Credits** \$0.00

763-295-0010 • www.mnnativelandscapes.com • Mandy@MNLcorp.com

**Balance Due** \$108,931.60

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Item No.	Item Description	Units	Contract Quantity	Unit Price	Extension	Pay App #1		Pay App #2		Quantity Remaining	Extension
						Total Quantity Complete This Estimate	Total Owed This Estimate	Total Quantity Complete This Estimate	Total Owed This Estimate		
1	Mobilization and Demobilization	LS	1	\$ 17,500.00	\$ 17,500.00	0.5	\$ 8,750.00	0.2	\$ 3,500.00	0.3	\$ 5,250.00
2	Construct, Maintain, & Restore Site Access and Staging Areas	LS	1	\$ 8,000.00	\$ 8,000.00	0.5	\$ 4,000.00		\$ -	0.5	\$ 4,000.00
3	Temporary Orange Safety Fence	LF	1125	\$ 5.00	\$ 5,625.00	600	\$ 3,000.00		\$ -	525	\$ 2,625.00
4	Flotation Silt Curtain Type Moving Water - Maintained	LF	70	\$ 30.00	\$ 2,100.00	70	\$ 2,100.00		\$ -	0	\$ -
5	Sediment Control Log Type Straw (Or Bioroll) - Maintained	LF	1095	\$ 4.00	\$ 4,380.00	400	\$ 1,600.00		\$ -	695	\$ 2,780.00
6	Inlet Protection - Maintained	EA	3	\$ 300.00	\$ 900.00	1	\$ 300.00	1	\$ 300.00	1	\$ 300.00
7	Culvert Protection - Maintained	EA	3	\$ 500.00	\$ 1,500.00	1	\$ 500.00		\$ -	2	\$ 1,000.00
8	Construct and Maintain Temporary Sediment Basin	EA	1	\$ 1,500.00	\$ 1,500.00	0.8	\$ 1,200.00		\$ -	0.2	\$ 300.00
9	Street Sweeper (With Pickup Broom)	HR	10	\$ 200.00	\$ 2,000.00	3	\$ 600.00	3	\$ 600.00	4	\$ 800.00
10	Tree Clearing & Grubbing	LS	1	\$ 71,000.00	\$ 71,000.00	0.4	\$ 28,400.00	0.4	\$ 28,400.00	0.2	\$ 14,200.00
11	Chip and Dispose of all Brush & Logs less than 6"	LS	1	\$ 22,000.00	\$ 22,000.00	0.4	\$ 8,800.00	0.2	\$ 4,400.00	0.4	\$ 8,800.00
12	Limb and Move Logs to Splitting Station (Logs >6")	LS	1	\$ 10,000.00	\$ 10,000.00	0.5	\$ 5,000.00	0.2	\$ 2,000.00	0.3	\$ 3,000.00
13	Remove & Dispose CMU's and Geogrid	CY	1	\$ 500.00	\$ 500.00	1	\$ 500.00		\$ -	0	\$ -
14	Woven ECB, Rolanka BioD-Mat 40	SY	2180	\$ 6.00	\$ 13,080.00	332	\$ 1,992.00	650	\$ 3,900.00	1198	\$ 7,188.00
15	Non-Woven ECB Cat 3 Type Straw 25 (No Poly Netting)	SY	2180	\$ 3.00	\$ 6,540.00	400	\$ 1,200.00	800	\$ 2,400.00	980	\$ 2,940.00
16	Seeding	AC	0.5	\$ 2,000.00	\$ 1,000.00	0.1	\$ 200.00	0.15	\$ 300.00	0.25	\$ 500.00
17	Native Seed Mix	LB	20	\$ 50.00	\$ 1,000.00	5	\$ 250.00	5	\$ 250.00	10	\$ 500.00
18	Fescue Seed Mix	LB	100	\$ 5.00	\$ 500.00	20	\$ 100.00	30	\$ 150.00	50	\$ 250.00
19	Straw Mulch	TON	2	\$ 700.00	\$ 1,400.00		\$ -	1	\$ 700.00	1	\$ 700.00
20	Class II Riprap Angular, No Limestone (Veg Riprap Toe)	TON	300	\$ 80.00	\$ 24,000.00	140	\$ 11,200.00		\$ -	160	\$ 12,800.00
21	24" to 36" Fieldstone Boulders (Cross Vanes)	TON	110	\$ 90.00	\$ 9,900.00	36	\$ 3,240.00	51	\$ 4,590.00	23	\$ 2,070.00
22	MN DOT Type V, Non-Woven Geotextile Fabric	SY	4920	\$ 4.00	\$ 19,680.00	565	\$ 2,260.00	1200	\$ 4,800.00	3155	\$ 12,620.00
23	Class III Riprap, Angular, No Limestone (Spillways & Veg Riprap in-channel)	TON	705	\$ 80.00	\$ 56,400.00	61.82	\$ 4,945.60	329.01	\$ 26,320.80	314.17	\$ 25,133.60
24	Class III Riprap No Limestone (Veg Riprap & Outside Bend Toe Protection)	TON	1800	\$ 80.00	\$ 144,000.00		\$ -	329.01	\$ 26,320.80	1470.99	\$ 117,679.20
25	Class II Riprap Fieldstone	TON	70	\$ 90.00	\$ 6,300.00	70	\$ 6,300.00		\$ -	0	\$ -
26	Chip and Deliver all Brush & Logs less than 6" to Three Rivers Park District Nursery Facility (NOT ACCEPTED)	LS	0	\$ 15,000.00	\$ -		\$ -		\$ -	0	\$ -
27	Limb and Move Rootwads and Logs to Crow-Hassen Park Reserve (Paid for by Three Rivers Park separately)	LS	0	\$ 12,500.00	\$ -		\$ -		\$ -	0	\$ -
TOTAL				\$ 430,805.00	\$ 430,805.00		\$ 96,437.60		\$ 108,931.60		\$ 225,435.80

Total Contract Amount	\$ 430,805.00
Total Amount Complete to Date	\$ 205,369.20
Total Amount Completed This Pay App	\$ 108,931.60
Less 5% Retainage This Pay App	\$ 5,446.58
Less 5% Retainage Total Project	\$ 10,268.46
Total Amount Owed This Pay App	\$ 103,485.02

**01 20 30  
PAYMENT REQUEST FORM**

OWNER: Three Rivers Park District & Pioneer-Sarah Creek Watershed  
Management Commission  
PROJECT: Baker Ravine Stabilization  
CONTRACTOR: MN Native Landscape

PAY ESTIMATE NO. 03

Original Contract Amount	<u>\$430,805.00</u>
Contract Changes approved to Date (CO#1 & CO#2)	<u>\$ 0.00</u>
Change orders 1 & 2 were approved for additional work to offset dollars in the Contract price that would otherwise not have been spent. The intention was <u>not</u> to increase the overall contract price. The approved value was \$21,658.00	
Revised Contract Price	<u>\$430,805.00</u>
Work Completed to Date (attached)	<u>\$414,805.90</u>
Retainage to Date, 5%	<u>\$ 20,740.30</u>
Work Completed to Date Less Retainage to Date	<u>\$394,065.60</u>
Total Amount Previously Certified	<u>\$195,100.74</u>
Payment Request This Estimate	<u>\$198,964.86</u>

I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid.

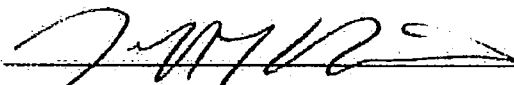
  
CONTRACTOR

**CERTIFICATE OF CONTRACTOR**

I hereby certify that the work and the materials supplied to date, as shown on the request for payment, represents the actual value of accomplishment under the terms of the contract dated

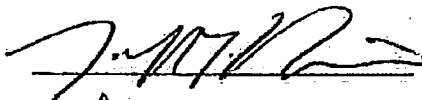
August 15<sup>th</sup>, 2019 between the Three Rivers Park District (OWNER),  
Pioneer-Sarah Creek Watershed Management Commission (OWNER),

and Minnesota Native Landscapes (CONTRACTOR) and all authorized changes thereto.

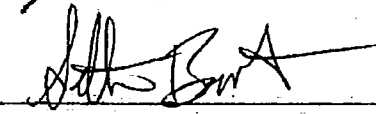
By   
Title Dir. of Construction

Approval:

(CONTRACTOR)

 Date 3/4/2020

WENCK ASSOCIATES, INC.

 Date 3/4/2020  
Seth Bossert

THREE RIVERS PARK DISTRICT

Brian Vlach Date 3/4/2020

PIONEER-SARAH WATERSHED  
MANAGEMENT COMMISSION

\_\_\_\_\_  
Date \_\_\_\_\_

\*\*\*END OF SECTION\*\*\*



Minnesota 8740 77th St NE  
Native Otsego, MN 55362  
Landscapes

# INVOICE

CUSTOMER NAME
Three Rivers Park District 12615 County Road 9 Plymouth, MN 55441-1248

PROJECT NAME
Three Rivers Park District

BILLING DATE	INVOICE #
2/17/2020	22732

TERMS	DUE DATE
Net 30	3/18/2020

VENDOR #	P.O. NO.

QTY	UNITS	ITEM	DESCRIPTION	UNIT PRICE	EXTENTION
0.200	LS	Mobilization	Mobilization	17,500.00	3,500.00
174.000	LF	Installation	Temporary Orange Safety Fence	5.00	870.00
1.000	EA	Installation	Inlet Protection - Maintained	300.00	300.00
1.600	EA	Installation	Culvert Protection - Maintained	500.00	800.00
0.200	LS	Installation	Construct and Maintain Temp Sediment Basin	1,500.00	300.00
0.200	LS	Tree & Brush Control	Tree Clearing & Grubbing	71,000.00	14,200.00
0.400	LS	Tree & Brush Control	Chip & Dispose of All Brush/Logs less than 6"	22,000.00	8,800.00
0.300	LS	Tree & Brush Control	Limb and Move Logs to Splitting Station	10,000.00	3,000.00
*****	SY	Erosion Control Pro...	1198 SY Woven ECB, Rolanka BioD-Mat 40	6.00	7,188.00
980.000	SY	Erosion Control Pro...	Non-woven ECB Type 3 Cat 2S BN	3.00	2,940.00
0.250	AC	Seeding	Seeding	2,000.00	500.00
10.000	LB	Materials	Native Seed Mix	50.00	500.00
50.000	LB	Materials	Fescue Seed Mix	5.00	250.00

Thank you for your business. Please place the invoice number on your check.

**Total**

**Payments/Credits**

**Balance Due**

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Native Otsego, MN 55362  
Landscapes

# INVOICE

CUSTOMER NAME
Three Rivers Park District 12615 County Road 9 Plymouth, MN 55441-1248

PROJECT NAME
Three Rivers Park District

BILLING DATE	INVOICE #
2/17/2020	22732

TERMS	DUE DATE
Net 30	3/18/2020

VENDOR #	P.O. NO.

QTY	UNITS	ITEM	DESCRIPTION	UNIT PRICE	EXTENTION
1.000	TN	Erosion Control Pro...	Straw Mulch	700.00	700.00
81.560	TN	Installation	CL II Rip Rap - Angular (veg rr toe) (3-9")	80.00	6,524.80
141.000	TN	Installation	24"-36" Fieldstone Boulders (Cross vanes)	90.00	12,690.00
*****	SY	Erosion Control Pro...	3155 SY MnDOT Type V Geotextile	4.00	13,068.00
821.865	TN	Installation	CL III Rip Rap - Angular (Spillways, veg rr in channel) (6-12" w/18")	80.00	65,749.20
821.865	TN	Installation	CL III Rip Rap - Angular (Veg rr, outside bend) (6-12" w/18")	80.00	65,749.20
67.000	SY	Erosion Control Pro...	Woven ECB, Rolanka BioD-Mat 40	6.00	402.00
67.000	SY	Erosion Control Pro...	Non-woven ECB Type 3 Cat 2S BN	3.00	201.00
0.020	AC	Seeding	Seeding	2,000.00	40.00
0.020	LB	Materials	Native Seed Mix	50.00	1.00
2.000	LB	Materials	Fescue Seed Mix	5.00	10.00
67.500	SY	Erosion Control Pro...	Non-woven ECB Type 3 Cat 2S BN	3.00	202.50

Thank you for your business. Please place the invoice number on your check.

**Total**

**Payments/Credits**

**Balance Due**

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Minnesota 8740 77th St NE  
Native Otsego, MN 55362  
Landscapes

# INVOICE

CUSTOMER NAME
Three Rivers Park District 12615 County Road 9 Plymouth, MN 55441-1248

PROJECT NAME
Three Rivers Park District

BILLING DATE	INVOICE #
2/17/2020	22732

TERMS	DUE DATE
Net 30	3/18/2020

VENDOR #	P.O. NO.

QTY	UNITS	ITEM	DESCRIPTION	UNIT PRICE	EXTENTION
0.020	AC	Seeding	Seeding	2,000.00	40.00
0.020	LB	Materials	Native Seed Mix	50.00	1.00
2.000	LB	Materials	Fescue Seed Mix	5.00	10.00
225.000	SY	Erosion Control Pro...	MnDOT Type V Geotextile	4.00	900.00
			MN/Hpn/Hpn Cty Transit	7.525%	0.00

Thank you for your business. Please place the invoice number on your check.

**Total** \$209,436.70

Any amount unpaid beyond 30 days, will incur a 1.5% per month finance charge.

**Payments/Credits** \$0.00

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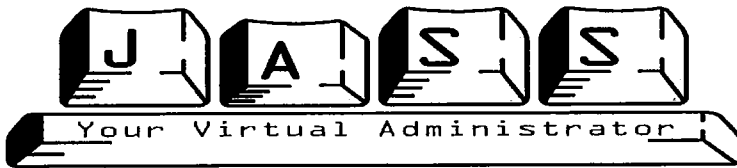
**Balance Due** \$209,436.70

*Using ecological services to enhance your environment...*

Item No.	Item Description	Units	Contract Quantity	Unit Price	Extension	Pay App #1		Pay App #2		Pay App #3		Quantity Remaining	Extension
						Total Quantity Complete This Estimate	Total Owed This Estimate	Total Quantity Complete This Estimate	Total Owed This Estimate	Total Quantity Complete This Estimate	Total Owed This Estimate		
1	Mobilization and Demobilization	LS	1	\$ 17,500.00	\$ 17,500.00	0.5	\$ 8,750.00	0.2	\$ 3,500.00	0.20	\$ 3,500.00	0.10	\$ 1,750.00
2	Construct, Maintain, & Restore Site Access and Staging Areas	LS	1	\$ 8,000.00	\$ 8,000.00	0.5	\$ 4,000.00		\$ -		\$ -	0.50	\$ 4,000.00
3	Temporary Orange Safety Fence	LF	1125	\$ 5.00	\$ 5,625.00	600	\$ 3,000.00		\$ -	174.00	\$ 870.00	351.00	\$ 1,755.00
4	Flotation Silt Curtain Type Moving Water - Maintained	LF	70	\$ 30.00	\$ 2,100.00	70	\$ 2,100.00		\$ -		\$ -	0.00	\$ -
5	Sediment Control Log Type Straw (Or Bioroll) - Maintained	LF	1095	\$ 4.00	\$ 4,380.00	400	\$ 1,600.00		\$ -		\$ -	695.00	\$ 2,780.00
6	Inlet Protection - Maintained	EA	3	\$ 300.00	\$ 900.00	1	\$ 300.00	1	\$ 300.00	1.00	\$ 300.00	0.00	\$ -
7	Culvert Protection - Maintained	EA	3	\$ 500.00	\$ 1,500.00	1	\$ 500.00		\$ -	1.60	\$ 800.00	0.40	\$ 200.00
8	Construct and Maintain Temporary Sediment Basin	EA	1	\$ 1,500.00	\$ 1,500.00	0.8	\$ 1,200.00		\$ -	0.20	\$ 300.00	0.00	\$ -
9	Street Sweeper (With Pickup Broom)	HR	10	\$ 200.00	\$ 2,000.00	3	\$ 600.00	3	\$ 600.00		\$ -	4.00	\$ 800.00
10	Tree Clearing & Grubbing	LS	1	\$ 71,000.00	\$ 71,000.00	0.4	\$ 28,400.00	0.4	\$ 28,400.00	0.20	\$ 14,200.00	0.00	\$ -
11	Chip and Dispose of all Brush & Logs less than 6"	LS	1	\$ 22,000.00	\$ 22,000.00	0.4	\$ 8,800.00	0.2	\$ 4,400.00	0.40	\$ 8,800.00	0.00	\$ -
12	Limb and Move Logs to Splitting Station (Logs >6")	LS	1	\$ 10,000.00	\$ 10,000.00	0.5	\$ 5,000.00	0.2	\$ 2,000.00	0.30	\$ 3,000.00	0.00	\$ -
13	Remove & Dispose CMU's and Geogrid	CY	1	\$ 500.00	\$ 500.00	1	\$ 500.00		\$ -		\$ -	0.00	\$ -
14	Woven ECB, Rolanka BioD-Mat 40	SY	2180	\$ 6.00	\$ 13,080.00	332	\$ 1,992.00	650	\$ 3,900.00	1198	\$ 7,188.00	0.00	\$ -
15	Non-Woven ECB Cat 3 Type Straw 2S (No Poly Netting)	SY	2180	\$ 3.00	\$ 6,540.00	400	\$ 1,200.00	800	\$ 2,400.00	980	\$ 2,940.00	0.00	\$ -
16	Seeding	AC	0.5	\$ 2,000.00	\$ 1,000.00	0.1	\$ 200.00	0.15	\$ 300.00	0.25	\$ 500.00	0.00	\$ -
17	Native Seed Mix	LB	20	\$ 50.00	\$ 1,000.00	5	\$ 250.00	5	\$ 250.00	10	\$ 500.00	0.00	\$ -
18	Fescue Seed Mix	LB	100	\$ 5.00	\$ 500.00	20	\$ 100.00	30	\$ 150.00	50	\$ 250.00	0.00	\$ -
19	Straw Mulch	TON	2	\$ 700.00	\$ 1,400.00		\$ -	1	\$ 700.00	1	\$ 700.00	0.00	\$ -
20	Class II Riprap Angular, No Limestone (Veg Riprap Toe)	TON	300	\$ 80.00	\$ 24,000.00	140	\$ 11,200.00		\$ -	81.56	\$ 6,524.80	78.44	\$ 6,275.20
21	24" to 36" Fieldstone Boulders (Cross Vanes)	TON	110	\$ 90.00	\$ 9,900.00	36	\$ 3,240.00	51	\$ 4,590.00	141.00	\$ 12,690.00	-118.00	\$ (10,620.00)
22	MN DOT Type V, Non-Woven Geotextile Fabric	SY	4920	\$ 4.00	\$ 19,680.00	565	\$ 2,260.00	1200	\$ 4,800.00	3155.00	\$ 12,620.00	0.00	\$ -
23	Class III Riprap, Angular, No Limestone (Spillways & Veg Riprap In-channel)	TON	705	\$ 80.00	\$ 56,400.00	61.82	\$ 4,945.60	329.01	\$ 26,320.80	314.17	\$ 25,133.60	0.00	\$ -
24	Class III Riprap No Limestone (Veg Riprap & Outside Bend Toe Protection)	TON	1800	\$ 80.00	\$ 144,000.00		\$ -	329.01	\$ 26,320.80	1089.56	\$ 87,164.80	381.43	\$ 30,514.40
25	Bid Alt 1 - Class II Riprap Fieldstone	TON	70	\$ 90.00	\$ 6,300.00	70	\$ 6,300.00		\$ -		\$ -	0.00	\$ -
26	Chip and Deliver all Brush & Logs less than 6" to Three Rivers Park District Nursery Facility (NOT ACCEPTED)	LS	0	\$ 15,000.00			\$ -		\$ -		\$ -		
27	Limb and Move Rootwads and Logs to Crow-Hassen Park Reserve (Paid for by Three Rivers Park separately)	LS	1	\$ 12,500.00	\$ 12,500.00		\$ -		\$ -	0.00	\$ -		
CO1	Overflow from settling basin												
1	Woven ECB, Rolanka BioD-Mat 40	SY	67	\$ 6.00	\$ 402.00					67.00	\$ 402.00	0.00	\$ -
2	Non-Woven ECB Cat 3 Type Straw 2S (No Poly Netting)	SY	67	\$ 3.00	\$ 201.00					67.00	\$ 201.00	0.00	\$ -
3	Seeding	AC	0.02	\$ 2,000.00	\$ 40.00					0.02	\$ 40.00	0.00	\$ -
4	Native Seed Mix	LB	0.02	\$ 50.00	\$ 1.00					0.02	\$ 1.00	0.00	\$ -
5	Fescue Seed Mix	LB	2	\$ 5.00	\$ 10.00					2.00	\$ 10.00	0.00	\$ -
6	MN DOT Type V, Non-Woven Geotextile Fabric	SY	112	\$ 4.00	\$ 448.00					112.00	\$ 448.00	0.00	\$ -
7	Class III Riprap No Limestone (Veg Riprap & Outside Bend Toe Protection)	TON	80	\$ 80.00	\$ 6,400.00					80.00	\$ 6,400.00	0.00	\$ -
CO2	Additional Side ravine stabilization												
1	Non-Woven ECB Cat 3 Type Straw 2S (No Poly Netting)	SY	135	\$ 3.00	\$ 405.00					67.50	\$ 202.50	67.50	\$ 202.50
2	Seeding	AC	0.02	\$ 2,000.00	\$ 40.00					0.02	\$ 40.00	0.00	\$ -
3	Native Seed Mix	LB	0.02	\$ 50.00	\$ 1.00					0.02	\$ 1.00	0.00	\$ -
4	Fescue Seed Mix	LB	2	\$ 5.00	\$ 10.00					2.00	\$ 10.00	0.00	\$ -
5	MN DOT Type V, Non-Woven Geotextile Fabric	SY	225	\$ 4.00	\$ 900.00					225.00	\$ 900.00	0.00	\$ -
6	Class III Riprap No Limestone (Riprap swale & Check dams)	TON	160	\$ 80.00	\$ 12,800.00					160.00	\$ 12,800.00	0.00	\$ -
TOTAL				\$ 430,805.00	\$		\$ 96,437.64		\$ 108,931.64		\$ 209,436.70		\$ 37,657.16

Total Contract Amount	\$ 430,805.00
Total Amount Complete to Date	\$ 414,805.90
Total Amount Completed This Pay App	\$ 209,436.70
Less 5% Retainage This Pay App	\$ 10,471.84
Less 5% Retainage Total Project	\$ 20,743.30
Total Amount Owed This Pay App	\$ 198,964.87





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

3235 Fernbrook Lane  
Plymouth MN 55447

March 13, 2020

				Total Project Area	
<b>General Administration</b>					
Administrative	1.50	60.00	90.000		
Administrative	3.16	65.00	205.400		
Administrative - offsite	0.67	70.00	46.900		
Office Support	7.50	60.00	450.000		
Public storage	1.00	80.08	80.080		
Data Processing/File Mgmt	0.25	60.00	15.000		
Archiving	1.42	65.00	92.300		
Reimbursable Expense	39.88	1.00	39.880	1,019.560	Administration
<b>Meeting packets, attendance, Minutes and Meeting follow-up</b>					
Administrative	1.01	60.00	60.600		
Administrative	12.50	65.00	812.500		
Admin - Offsite	4.83	70.00	338.100		
Reimbursable Expense	174.40	1.00	174.400	1,385.600	Meeting related activities
<b>Bookkeeping</b>					
Bookkeeping, budget, audit requests	3.43	65.00	222.950		
Treasurer's Reports	1.67	65.00	108.550		
Audit Prep	1.08	60.00	64.800		Bookkeeping/TRs
Reimbursable Expense	25.79	1.00	25.790	422.090	Audit Prep
<b>Annual Report/Work Plans</b>					
Secretarial		55.00	0.000		
Administrative	24.35	65.00	1,582.750		
Reimbursable Expense	32.47	1.00	32.470	1,615.22	Annual Report Work plans
<b>Management Plan and Amendments</b>					
Administrative		55.00	-		
Administrative	2.55	65.00	165.75		
Reimbursable Expense	57.22	1.00	57.22	222.97	Management Plan
<b>Website</b>					
Pages, links, uploads	0.91	60.00	54.600		
Administrative	0.59	65.00	38.350	92.950	Website
<b>Education, Strategic Planning</b>					
Administrative	3.00	65.00	195.000		
Offsite	0.67	70.00	46.900		
Reimbursable Expense	12.74	1.00	12.740	254.640	Education
<b>Project Reviews</b>					
Administrative		55.00	0.000		
Administrative	1.05	65.00	68.250		
File Management/Archiving		50.00	0.000		
Reimbursable Expense	10.47	1.00	10.470	78.720	Project Reviews
<b>Baker Campground Ravine</b>					
Administrative		65.00	0.000		
Reimbursable Expense	109.85	1.00	109.850	109.850	Baker Ravine
			<b>5,201.600</b>	<b>5,201.600</b>	



**ADMINISTRATIVE OFFICE:** 3235 Fernbrook Lane N • Plymouth, MN 55447  
763.553.1144 • Fax: 763.553.9326 • Email: judie@jass.biz  
**TECHNICAL OFFICE:** 3601 Thurston Avenue • Anoka, MN 55303  
Phone: 763-427-5860 • Fax: 763-427-0520 •  
Email: andrewv@haa-inc.com

## **2020 Cold Inplace Recycling Full Depth Reclamation – Culvert Replacements** **Minnetrista, Project #2020-002**

**Project Overview:** Hennepin County is proposing to replace culverts along CSAH 15 within Minnetrista. The existing CMP culverts would be replaced with RCP pipe. Due to the inlet locations, culvert 6 operates as an overflow for culvert 7 and is unlikely to discharge at full capacity. It is proposed to remove culvert 6. The Commission's stormwater management plan requires compliance for Stormwater Management (Rule D) and Erosion Control (Rule E).

**Applicant:** Hennepin County Transportation, Attention Eric Vogel, 1600 Prairie Dr, Medina, MN 55340. Phone: 612-596-0316. Email; eric.vogel2@hennepin.us

**Agent/Engineer:** Hennepin County Transportation, Attention Eric Vogel, 1600 Prairie Dr, Medina, MN 55340. Phone: 612-596-0316. Email; eric.vogel2@hennepin.us

### **Exhibits:**

- 1) PSCWMC Request for Plan Review received February 13, 2020.
- 2) Project review fees for drainage alterations, \$150.00.
- 3) 2020 Cold Inplace Recycling Full Depth Reclamation – Culvert Replacements Application Package by Hennepin County dated February 11, 2020.
- 4) Electronic copies of 2020 Cold Inplace Recycling Full Depth Reclamation – Culvert Replacements Plans by Hennepin County dated February 7, 2020.
  - a. Sheet 73, 75, 76, 78, & 79 Culvert Replacement Plan

### **Findings:**

- 1) A complete application was received February 13, 2020. The initial 60-day decision period expires on April 13, 2020.
- 2) The applicant proposes to replace existing roadway culverts with new culverts having similar hydraulic properties.
- 3) The City of Minnetrista is the LGU in charge of administering the 1991 Wetland Conservation Act on this site.
  - o No wetlands are proposed to be impacted from this project.
- 4) Culverts on page 73 and 75 act as outlets to DNR waters and require a DNR permit.
- 5) Culverts 6 & 7 are located within 50 feet of each other. Culvert 6 operates as an overflow for culvert 7, and due to the inlet location and inlet grate, culvert 6 is unlikely to discharge at full capacity. The culvert is proposed to be removed.

### **Stormwater Management (Rule D)**

- 6) Culverts 1 & 3 are currently CMP culverts and are proposed to be replaced with RCP culverts. RCP culverts have a lower friction factor and will allow for greater flow capacity given the same size and slope. The culverts are proposed to have their slope reduced so the flow characteristics will match from existing to proposed.

Culvert 1 (CUL15000030)

<b>Mannings</b>	<b>Size</b>	<b>Material</b>	<b>Slope</b>	<b>Capacity (CFS)</b>
Existing	24"	CMP	2.0%	16.6
Proposed	24"	RCP	0.4%	16.7

Culver 3 (CUL15000080)

<b>Mannings</b>	<b>Size</b>	<b>Material</b>	<b>Slope</b>	<b>Capacity (CFS)</b>
Existing	24"	CMP	4.6%	25.2
Proposed	24"	RCP	0.9%	25.4

- 7) Culvert 4 is currently a 24" CMP pipe with a slope of 0.5%. It is proposed to replace this culvert with a smaller RCP that will have similar flow characters. The smaller pipe with a lower friction factor will have an equal capacity to the existing pipe.

Culvert 4 (CUL15000095)

<b>Mannings</b>	<b>Size</b>	<b>Material</b>	<b>Slope</b>	<b>Capacity (CFS)</b>
Existing	24"	CMP	0.5%	8.3
Proposed	18"	RCP	0.45%	8.3

- 8) Culverts 6 & 7 operate as a system. Existing culvert 6 is a 15" RCP pipe, has an inlet grate, and is positioned in such a way that it acts as an overflow for culvert 7. Culvert 7 is a 24" RCP pipe located 50 feet south along CASH from culvert 6. The flow comparison for the 2 culverts was completed in HydroCad using a 9.8" rain event. The modeling indicates that there will be an increase in back water surface elevation of 0.52 feet. The increase in water elevation upstream does not threaten to impact any nearby structures or the roadway.

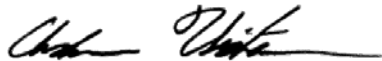
<b>Culverts 6&amp;7</b>	<b>Size</b>	<b>Material</b>	<b>Water Surface Elevation</b>	<b>Peak Flow (CFS)</b>
Existing	15" & 24"	RCP	953.39	24.75
Proposed	24"	RCP	953.91	20.98

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

- 9) Adequate erosion and sediment control have been provided for the disturbed areas.

**Recommendation:** Approval.

Advisor to the Commission

A handwritten signature in black ink, appearing to read "Andrew Vistad", with a long horizontal flourish extending to the right.

Andrew Vistad, PE

March 2, 2020  
Date



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

February 26, 2020

To: Pioneer-Sarah Creek Commissioners  
 Fr: Judie Anderson  
 Re: 2019 Work Plan in Review

The Pioneer-Sarah Creek Watershed Management Commission's Third Generation Watershed Management Plan identifies issues, priorities and goals for the six-year period 2015-2020. 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 projected 2019 work plan was approved at the April 18, 2019 meeting*

## 2019 Work Plan in Review

### 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.

*The Commission reviewed nine plans for conformance with its standards in 2019. Four of the projects reviewed were in the city of Greenfield, two in Independence, and one each in Maple Plain, Medina and Minnetrista.*

2. Discontinue serving as the local government unit (LGU) for administering the Wetland Conservation Act (WCA) for the member cities effective January 1, 2020. *The cities of Greenfield, Loretto and Maple Plain will take on the LGU role on that date. Resolution 2019-01 relinquishing the Commission's role as LGU for WCA was approved by the Commission at their August 15, 2019 meeting.*

3. Adopt a 2020 operating budget.

a. Search for grant and other funds to supplement the regular budget. *See Section D. below for more information regarding grant-funded projects.*

b. Fund a capital improvement program to share in the cost of projects. *On April 18, 2019 the Commission approved an operating budget totaling \$176,820, with a total assessment to the membership of \$131,800, a three percent increase over 2019. The 2018 audit showed a carry-over of \$95,506 to help fund future CIPs.*

- c. Budget for the expense of undertaking a Major Plan Amendment to extend the term of the Third Generation Plan. *\$10,000 was budgeted for this purpose.*
- 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 is being updated and training will resume in 2020.*
  - b. Make water quality data and trends easily accessible to the public. *Reports similar to the Lake Report Cards are being developed by Staff and will be made available on the Commission website.*
  - 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. *Pursuant to Minnesota Statute 103B.227.subd. 5., a solicitation of interest proposals was published in the January 14, 2019 issue of the State Register. Three responses to provide technical support, three responses to provide wetland consultant support, and one response each for legal and administrative support were received. The Commission voted to retain the current consultants for 2019-2020.*

*With Hennepin County choosing not to continue as the Commission's primary Technical Advisor, in August 2019 the Commission solicited proposals from interested entities to serve in that role beginning January 1, 2020. The primary function of this position is to ensure that development plans comply with the Commission's Watershed Management Plan by reviewing submitted site development plans and designs to evaluate drainage, hydrologic and water quality requirements, erosion and sediment controls, shoreland and natural resource preservation issues, and compliance with the Wetland Conservation Act. Proposals were solicited from six consulting firms; four responded. Following a special meeting in September, the Commission at its October 17, 2019 meeting chose Hakanson-Anderson as the Commission's Technical Advisor for the year 2020.*
- 6. Publish a 2018 Annual Activity Report summarizing the Commission's yearly activities and financial reporting. *The 2018 Annual Activity Report was approved by the Commission at their April 18, 2019 meeting and submitted to BWSR by the April 30 statutory deadline.*
- 7. Draft a 2019 Work Plan. *The Commission's 2019 Work Plan was also approved at the Commission's April 18, 2019 meeting.*

## **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. *In 2018 the MPCA notified the Commission that Lake Rebecca was delisted from the impaired water's list for excessive nutrients in 2018. Lake Rebecca continued to meet the state water quality standards in 2019.*
  - 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. *There were no waters in the Pioneer-Sarah Creek watershed added to the impaired waters list in 2019.*
- 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. *Utilized the auspices 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 such as*

owners of small animal operations and lakeshore residents. Provided information and collaborated with member communities on MPCA, DNR and Hennepin County grant opportunities to assist recipients with the costs of installing implementation practices

*Although the Commission regulates new development projects submitted by the member communities, city, county and commission staff received numerous calls and enquiries throughout the year where water quality and habitat restoration improvement assistance are requested. Most are followed through by the landowner, but not quantified or recorded by the Staff. BMPs anywhere from a simple pollinator-friendly garden to an extensive manure/pasture management system for 2 or 3 horses, are undertaken with minimal assistance from Staff and without a final determination of the water quality benefits derived from them. Staff estimate they field over 150 calls/year from watershed residents, answering questions on various water resource-related topics. Approximately 10-15 residents in the watershed were assisted through this process.*

**b.** Identify projects eligible for the Hennepin County Natural Resources Grant program. *This is an on-going process the Commission provides its member communities and landowners. Projects are identified through subwatershed assessments and other various efforts.*

**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, Little Long, and both basins of Whaletail.) *These five sentinel lakes were monitored in 2019. Other non-sentinel lakes that were monitored in 2019 included Ardmore, Spurzem, and Half Moon. All of these lakes are classified as “deep” lakes with the exception of Whaletail North, which is classified as a “shallow” lake. The water quality parameters that were collected at the surface for all of the lakes included total phosphorus, soluble reactive phosphorus, total nitrogen, and chlorophyll-a. Samples were also collected at the top of the hypolimnion and 1-m from the bottom for analysis of total phosphorus and soluble reactive phosphorus for the “deep lakes.” Results of the monitoring program are cited on “Lake Report Cards,” which are posted to the Commission’s website.*

*TRPD continued to assess Lake Independence carp abundance/biomass and carp movement for the Lake Independence tributaries in 2019. The population/biomass assessment will be used to determine whether carp removal efforts are necessary for Lake Independence. The tributary movement assessment is being used to identify future carp barrier locations. A carp barrier has been proposed for the Ardmore channel to prohibit carp migration/movement between Ardmore Lake and Lake Independence. Concept draft design plans for the Ardmore channel carp barrier have been completed. It is anticipated that construction of a carp barrier within the Ardmore channel as a CIP project will be constructed in 2020.*

*TRPD also conducted a Zebra Mussel Survey on Lake Independence in 2019. Populations seem to have decreased from last year. Reasons for the population decline are unknown, but may be related to the amount of blue-green algae in the lake.*

**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. *The stream sites that were monitored for continuous flow in 2019 included Sarah Creek at Highway 92 and Pioneer Creek at Pagenkopf. The Pioneer Creek at Copeland site was not monitored due to flooding conditions that persisted the entire year. No water quality data was collected at the stream monitoring sites. However, two sites were monitored for continuous flow and water quality on streams that flow into Lake Independence. These stream sites were located on tributaries that outlet on the west side of Lake Independence. These sites were intended to determine the watershed nutrient loading into Lake Independence.*

c. Participate in Metropolitan Council's Citizen Assisted Monitoring Program (CAMP). The Commission has budgeted funds to monitor one lake in 2019. *Hafften Lake was monitored through the CAMP program in 2019. The 2019 CAMP report will be available in spring 2020 at <https://metro council.org/Wastewater-Water/Services/Water-Quality-Management/Lake-Monitoring-Analysis.aspx>*

4. Support watershed residents and organizations as issues arise, providing general, technical and financial assistance where appropriate. *The Commission budgeted \$5,000 for this purpose. In 2019, \$950.15 was utilized toward these efforts.*

*The Zuhrah Shrine Horsemen sent a letter to the City of Independence regarding a large wetland on their property, flooding, and infringement on their land. They are requesting the City and the Commission to perform a study to identify solutions to this problem. A meeting was scheduled for early in 2020 to explore solutions to the wetland flooding with a goal of providing the facility with more predictable pasturing and feeding conditions year-to-year, while also benefitting natural resources.*

### 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. *This evaluation did not occur in 2019. At its regular monthly meetings, the Commission welcomes and encourages citizens to speak to issues, concerns and other interests during Open Forum. The Commission values their input and responds appropriately.*

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). *NEMO activities were not scheduled in 2019. The Commission will continue to be involved in NEMO whenever programs and activities become available.*

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. *Administrative Staff regularly attended their meetings and brought forward information to the Commission regarding their activities and educational projects. Resources were shared on the Commission's website and on their Facebook page.*

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. *The WaterShed Partner website, <http://cleanwatermn.org/about-us/>, describes opportunities to protect the environment - Clean up dog poop, Adopt-a-Drain, Autumn raingarden maintenance tips, Tips to protect local waterways from runoff pollution, Organic lawn care, Salt tip card, Green up your lawn not lakes and rivers, and many more. In 2019 WaterShed Partners initiated a new program and associated website, [www.adopt-a-drain.org](http://www.adopt-a-drain.org). The program encourages residents to adopt and map their nearest storm drain. Participants can also record the amount of debris cleaned out of the storm drain to capture the amount of stormwater pollution prevented by the program.*

5. Continue to maintain the Commission's website and Facebook page to provide news to residents of the watershed. *In 2019 [PioneerSarahCreek.org](http://PioneerSarahCreek.org) had 1300 users for 1800 sessions. In the first month of 2020 those numbers were 148 and 184, respectively. In the final month of 2019 the Facebook page posted 19 likes, 13 reaches and 18 engagements.*



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. *While funding for monitoring one site was included in the 2019 budget, no volunteers were identified to perform River Watch monitoring in 2019. However, two sites were included in 2019 WHEP (the Wetland Health Evaluation Program). They were PS-2, the Selstad wetland that feeds into Lake Independence; and PS-3, the Dance Hall Creek wetland located at the end of the creek just before it flows into Lake Sarah.*

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. *This is an ongoing effort with the Hennepin County Department of Environment and Energy and the University of Minnesota's Extension Office. Both assist agricultural communities in implementing best management practices within our watershed. Both work with and participate in the Commission's goals to protect and enhance the watershed's natural resources while encouraging productive and profitable agriculture enterprises.*

c. Working in partnership with the Hennepin County Rural Conservationist, continue to work with landowners to help them become compliant with the MN Buffer Law. *The MN Buffer Law requires Staff to check each parcel in the County at least once every three years and spot check up to 15% of parcels. Hennepin County sectioned the County into thirds and will check 1/3 each year. In 2019, review and inspections took place in the Pioneer-Sarah Creek watershed in the cities of Independence, Greenfield, Loretto, Maple Plain, Medina, and parts of Minnetrista. Those residents chosen for a spot check were notified by letter.*

#### **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. *In 2019 the Commission selected for implementation the Lake Ardmore Neighborhood Projects, including channel stabilization and a fish barrier, to be funded by BWSR's pilot Watershed-Based Funding program. Construction of the project will occur in 2020.*

*The Baker Park Reserve Campground Ravine Stabilization is a project scheduled for construction in 2019. This project will stabilize a 2,200 foot channel that was severely eroded and identified as a significant source of sediment (300 tons/yr) and phosphorus loading (277 lbs/yr) flowing to Lake Independence. In 2019, the project began construction in November, and was considered approximately 30% completed by the end of December. It is anticipated that the average phosphorus loads to Lake Independence would be reduced by an estimated 134 pounds **per year** after completion. This reduction would account for 15% of the total watershed phosphorus load reductions required in the TMDL to meet state water quality standards. The project is a collaborative partnership among several different agencies. Supplemental funding was provided by grants from the Clean Water Legacy Fund (\$416,000) and Hennepin County (\$59,500), along with contributions from the Pioneer-Sarah Creek Watershed Management Commission (\$10,500), Three Rivers Park District (\$10,500), the cities of Medina (\$10,500) and Independence (\$10,500), and LICA (\$2500). The project is scheduled to be completed by mid-February of 2020.*

*The Lake Sarah Improvement Association (LSIA) was awarded a Hennepin County grant to raise awareness of lake users, beginning with lakeshore resident education on AIS (aquatic invasive species) prevention and expanding to other users. The program closes with a personal pledge from participants to understand and adhere to AIS prevention measures. The grant is capped at \$20,000. Additional inspections at the public access to ensure the CD3 station is used and maintained is part of the grant. Data gathered from this program will be available to the public and other organizations.*

*Hennepin County mailed postcards to landowners to inquire about conservation needs and interests. Approximately 313 responses were received. Postcards went out to agricultural producers, residents living on large lots with a few animals and some acres, and residents living in the rural portion of the county pulled from*

tax rolls. Staff reached out to those who responded and offered scores of technical advice, connected interested parties to additional resources, and made site visits as needed. Several cost share projects are in process as a result of this project, and a couple of septic systems will also be replaced using the MDA low interest loan program. Given the amount of rain in the past years, drainage and wetlands were popular topics and the buzz around pollinators also had a lot of residents asking about BWSR's Lawn 2 Legumes program and the University of Minnesota's Bee Lab resources.

Plans continue to move forward on the City of Loretto's connection to the Met Council Environmental System (MCES), a regional wastewater system. Funding options and grants were pursued in 2019, with construction scheduled to begin in 2020. The state legislature approved a \$400,000 grant to assist Loretto with this project. This is in addition to the Point Source Implementation Grant (PSIG) program through which the city is eligible for grants. Loretto gifted the City of Greenfield with 15 extra connections that will service lakeshore properties on Lake Sarah, taking them off septic systems.

2. Continue to identify Watershed-wide TMDL implementation projects. *This is an ongoing effort by all the partners in the Commission. The Baker Park and Lake Ardmere projects both reduce the amounts of phosphorus and sediment going to Lake Independence. The Commission hasn't identified any new projects in 2019, but is implementing those projects already identified.*
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. *Continue to pursue projects in this subwatershed as opportunities become available. Work with Hennepin County, the City of Greenfield, and future property owners on potential projects and restoration of the old Leuer parcel that was recently legally statutorily subdivided without the Commission's review or requirements.*
4. Under a joint powers agreement with the Three Rivers Park District, complete Curly-leaf Pondweed (CLPW) 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 CLPW control program, and complete annual water quality monitoring to determine the effectiveness of the CLPW control program in reducing phosphorus loading to the lake. *This past year (2019) was the second year of the 5-year joint powers agreement between the Commission and Three Rivers Park District to control curly-leaf pondweed on Lake Sarah. The Park District conducted aquatic vegetation point-intercept surveys (spring and fall), completed curly-leaf pondweed turion surveys, and bi-weekly water quality monitoring to determine the effectiveness of the CLPW control program to reduce phosphorus loading to the lake. The parties have been coordinating with the Lake Sarah Improvement Association to develop and implement a CLPW control strategy per the Lake Sarah TMDL Implementation Plan. The Commission's cost-share is 25%, not to exceed \$8,000 annually.*
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. *This process did not occur in 2019, however, a TAC meeting is scheduled for 2020.*

*Applied for, and received BWSR Competitive Grant funding in the amount of \$416,000 for the Baker Park Reserve Campground Ravine Stabilization project. The first annual progress report on the project was received by the Commission at their February 21, 2019 meeting. Construction began in October after the campground was closed and is expected to be completed by March 2020.*

- a. Prioritize capital projects in anticipation of funding during the next round of the Watershed-based Funding Project. *The Commission identified three projects recommended in the Lake Ardmere Subwatershed Assessment for funding by the BWSR Watershed-based Funding Pilot Project. Those projects were 1) Project SS1, Stream Stabilization - stabilize 70 feet of stream bank in channel between Lakes Ardmere and Independence; 2) Project SR1, Shoreline Restoration - stabilize 160 feet of shoreline at boat launch; and 3) Project PD3, Pond Excavation - enlarge existing stormwater pond to provide additional treatment for urban runoff. Total cost of these projects is \$74,062.00. Grant funding under the pilot project totaled \$58,317.*

*The feasibility study for Project PD3 determined the amount of phosphorus reductions from a clean out and expansion would be insignificant for the costs (<0.2 lbs/phosphorus vs ~\$45,000 cost). The Commission and the City of Medina agreed to pursue a carp barrier between Lake Independence and Lake Ardmore in substitution for project PD3. The feasibility and costs associated with the barrier were determined to be beneficial to both lakes. The Ardmore project work plan was updated to reflect this change.*

*For the next biennium, BWSR's watershed-based funding will be distributed by major watershed instead of by county as it was for the pilot program. Pioneer-Sarah Creek falls within two major watersheds, the North Fork Crow and South Fork Crow. Meetings between the organizations involved will need to occur to determine how the funds will be distributed among the organizations. The total for the North Fork Crow watershed is \$91,000 and South Fork Crow is \$330,000.*

## **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. *By that date the local plans from the cities of Loretto, Medina and Minnetrista had been approved. The plans from the cities of Greenfield and Independence were approved by the Commission on February 21, 2019, and the local plan from Maple Plain was approved on April 18, 2019.*
- 2.** Budget for the expense of writing the Fourth Generation Plan, due in 2020, if a Major Plan Amendment (MPA) to the Third Generation Plan is not approved by BWSR. *BWSR declined to allow the Commission to go forward with an MPA to update the Commission's Third Generation Plan. At their October 17, 2019 meeting the Commission chose Wenck Associates to develop its Fourth Generation Plan. The 2018 Audit shows \$25,000 set aside for this expense.*



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

February 28, 2020

To: Pioneer-Sarah Creek Commissioners  
 Fr: Judie Anderson  
 Re: 2020 Projected Work Plan

Comments received from Joe Baker are in purple  
 Comments received from Hennepin County are in green  
 Comments received by TRPD are highlighted.

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 2019 Work Plan accomplishments were accepted at the \_\_\_\_\_ 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 5 of this memo. **Those goals that have not been pursued by the Commission are shown in red.** ~~Staff recommends that action regarding these goals be seriously considered.~~ (JB)

Following is a projected work plan for 2020. Review and comments are requested by \_\_\_\_\_ so that they can be incorporated into the *2019 Annual Activity Report*.

## 2020 Projected 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.

*The Commission reviewed \_\_\_\_ plans for conformance with its standards in 2020.*

2. Adopt a 2021 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.

*On (date) the Commission approved a 2021 operating budget totaling \$\_\_\_\_\_, with a total assessment to the membership of \$\_\_\_\_\_, a \_\_ percent increase over 2020. The 2019 audit showed a carry-over of \$\_\_\_\_\_ to help fund future CIPs.*

3. 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 is being updated and training will occur in 2020.*
  - b. Make water quality data and trends easily accessible to the public *by posting this information on the website.*
  - 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. *Include this information in future Annual Activity Reports.*
- 5. Conduct the biennial solicitation of interest proposals for administrative, legal, technical and wetland consultants. *The biennial solicitation will occur in January 2021.*
  - 6. Publish a 2019 Annual Activity Report summarizing the Commission's yearly activities and financial reporting. *Include the information addressed in 4.c., above.*
  - 7. Draft a 2020 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 Best Management Practices (HC) 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. of Hennepin County's Rural Conservationist and their partners (e.g., University of Minnesota's Agriculture Specialist) to promote, educate, and facilitate BMPs to target audiences, including direct and general outreach to identify and coordinate additional project implementation. (HC)
  - b. Identify projects eligible for the Hennepin County Natural Resources Good Steward Grant and Opportunity Grant programs.
  - c. Identify projects eligible for MN Clean Water Fund Grants and apply for one grant in 2020 to implement remaining projects from subwatershed assessments. (HC)
- 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, Little Long, and both basins of Whaletail. *The 2020 budget allows the monitoring of five lakes.*
  - b. Partner with Three Rivers Park District (TRPD) to conduct flow and water quality monitoring at *two selected sites on Pioneer Creek and Sarah Creek. There will also be water quality and flow monitoring at two additional sites that flow into Lake Independence. The 2020 budget allows the monitoring of four sites.*
  - c. Participate in Metropolitan Council's Citizen Assisted Monitoring Program (CAMP). *The Commission has budgeted funds to monitor two lakes in 2020.*

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 latter 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. *Review and make more realistic and feasible these strategies during the development of the Fourth Generation Plan. \$4,500 is included in the budget for education and educational events.*

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).

- a. Hennepin County and/or partners will provide monthly presentations to Board members during the Board Meeting to update them on relevant topics and opportunities for program and project implementation. (HC)

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 WaterShed Partner activities. Encourage Loretto and Maple Plain to participate in WaterShed Partners' Adopt-A-Drain program.*

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 educational 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. *\$1,800 is included in the 2020 budget for this purpose.*

6. Provide opportunities for the public to learn about and participate in water quality activities. Seek 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 two sites is included in the 2020 budget.*

- b. Work in partnership with Hennepin County's ~~Agriculture Specialist~~ Rural Conservationist (HC) 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, ~~consider funding incentives for~~ assist (HC) landowners to help them ~~become compliant~~ maintain compliance (HC) with the MN Buffer Law.

- d. In coordination with Hennepin County and TRPD, host up to two open houses annually to educate citizens on the Commission's functions and what project opportunities are available on their individual properties.

- e. Work with Hennepin County to develop content-specific outreach materials related to the following topics:



1)	<u>Improving and maintaining soil health (includes cover crops)</u>
2)	<u>Farm practices to maintain profitability while protecting water resources</u>
3)	<u>Manure management</u>
4)	<u>Financial resources for structural agricultural practices to protect water resources</u>
5)	<u>Wetland rules and regulations</u>
6)	<u>Opportunities for practices on lands under jurisdiction of the buffer law</u>
7)	<u>Other general rural and urban outreach (HC)</u>

#### 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.

a. *The Lake Ardmore Neighborhood Projects will be constructed in 2020.*

b. *The Ardmore Channel Carp Barrier will be installed in 2020 to prevent carp movement between Ardmore Lake and Lake Independence.*

c. *The Baker Park Reserve Campground Ravine Stabilization project is scheduled to be completed by mid-February 2020.*

d. *Hennepin County will continue to respond to its 2019 postcard mailing to landowners in the watershed.*

e. *Plans continue to move forward on the City of Loretto's connection to the Met Council Environmental System (MCES), a regional wastewater system. Construction is scheduled to begin in 2020.*

2. Coordinate with Hennepin County to complete one new subwatershed assessment in 2020 to identify additional project opportunities upstream of either Lake Sarah or Lake Independence. Spurzem Creek Watershed is proposed.

3. Complete any remaining feasibility analysis to construct outstanding 2019 and 2020 CIP projects (as shown in CIP spreadsheet dated April 2018):

a. Wetland Restoration 18 (Sarah-Independence SWA)

b. JB Gully Stabilization (Sarah-Independence SWA)

c. Wetland Restoration 91 (Sarah-Independence SWA)

d. Wetland Restoration 105 (Sarah-Independence SWA)

e. Seasonal Pond 77 (Sarah-Independence SWA)

f. Wetland Restoration 2 (Dance Hall Creek SWA)

4. Continue to identify upland and aquatic (HC) Watershed-wide TMDL implementation projects.

5. Prioritize BMPs identified in the ~~Dance Hall Creek Subwatershed Retrofit Assessment~~ previously completed subwatershed assessments for implementation or further feasibility (HC) study. Continue to network with landowners to gain impetus toward completion of projects. *Continue to pursue projects in this subwatershed as opportunities become available. Work with Hennepin County, the City of Greenfield, and future property owners on potential projects and restoration of the old Leuer parcel.*

6. 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 CLPW control program, and complete annual water quality monitoring to determine the effectiveness of the program in reducing phosphorus loading to the lake. *2020 is the third year of the second (JB) five-year JPA between the Commission and the Park District.*

7. Annually (HC) convene the Technical Advisory Committee (TAC) for the purpose of receiving CIP applications from the member communities, reviewing them for validity, and recommendation to the

Commission for incorporation on the *Fourth* Generation Plan CIP. *The TAC will meet as part of the Fourth Generation Plan development process to add new and update current projects on the Capital Improvement Plan.*

- a. Prioritize capital projects in anticipation of funding during the next round of the Watershed-based Funding Project. *For the next biennium, BWSR's watershed-based funding will be distributed by major watershed instead of by county as it was for the pilot program. Pioneer-Sarah Creek falls within two major watersheds, the North Fork Crow and South Fork Crow. Meetings between the organizations involved will need to occur to determine how the funds will be distributed among the organizations. The total for the North Fork Crow watershed is \$91,000 and South Fork Crow is \$330,000.*
- b. *Consider a study for the Spurzem Chain once Loretto's wastewater treatment plant is closed and remediated.*

8. Provide cost-share assistance to landowners for implementation of projects that address erosion and reduce sediment and nutrient loading. State cost share funds, administered by Hennepin County, provides for reimbursement of up to 75% of the cost to construct a BMP. For approved projects, Commission will reimburse an additional 15% of project cost, lowering the financial burden on the landowner to 10% of the cost to construct a BMP.

- 9. Partner with the DNR, USGS, MDH, and other agencies to educate the member cities and watershed community officials about groundwater issues and their relationship to stormwater management and surface water quality.
  - 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.

## **E. PLANNING**

- 1. Develop and approve the Fourth Generation Watershed Management Plan, due in 2020. *The Fourth Generation Plan will establish updated goals and policies for the lakes, streams, and wetlands in the watershed as well as set forth priorities for action for the period 2021-2030. These include actions to protect and improve water quality in watershed lakes and streams, as well as preserve wetlands in the watershed.*
  - a. *The Commission will hold two to four Technical Advisory Committee (TAC) meetings over the first six months and is charged with helping to develop the Commission's Capital Improvement Plan.*
  - b. *The Citizens Advisory Committee (CAC) will meet three times over the first six months to receive input about problems, issues, and needs in the watershed, and feedback on how the Commission should prioritize its actions and focus its resources. The CAC can also provide valuable insight on education and outreach needs and opportunities. Commission may not utilize a formal CAC as part of the 4<sup>th</sup> Generation Planning process, namely because there are not enough knowledgeable citizens willing to volunteer for this committee. We will always welcome community input and will invite the public to review and comment on the 4<sup>th</sup> Generation Plan. After the Plan is completed, we are open to the concept of a CAC if we have knowledgeable citizens willing to become involved. (JB)*
- 2. *Develop a strategy for determining how to use metro watershed-based dollars allocated to the watershed. (HC)*



**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 relationship to stormwater management and surface water quality. Before approving this item, we as a commission need to better understand who at these entities we are to partner with – and what that partnership consists of. (JB)*
- 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. Before approving this item we as a commission need to better understand what specific technical and specific financial assistance is to our member cities. (JB)*

**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

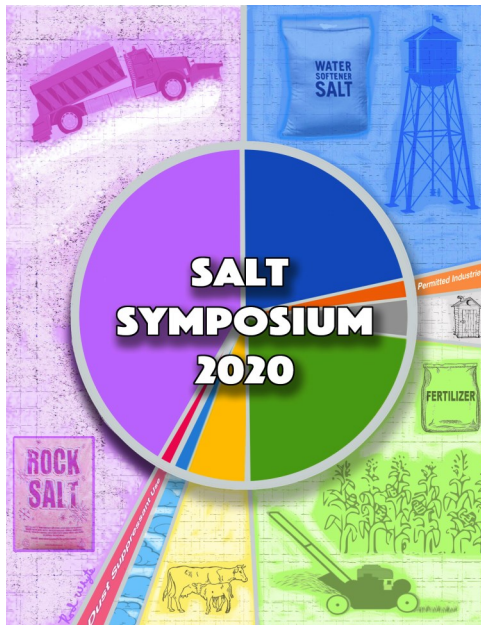
**F. Operations and Programming**

*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.



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# Technical Memo

**To:** Pioneer-Sarah Creek WMO Commissioners  
**From:** Diane Spector  
**Date:** March 13, 2020  
**Subject:** Fourth Generation Plan Update

This report details Fourth Generation Watershed Management Plan project progress through February 2020.

## Budget status:

Budget	\$24,038.00
Through 1/31/20	\$4,836.90
2/1 – 2/29/20	\$2,747.50
Balance 2/29/20	\$16,453.60

## February 2020 Activities:

- Review and compile input from Commission and staff for assessment of progress and problems and issues ID
- Work on draft plan, including assessment of progress
- Prep for and attend second Commission meeting
- Review input submitted by agencies

## Expected March 2020 Activities:

- Prep for and attend first TAC meeting on March 16
- March 13 internal meeting with Hennepin County, JASS, Wenck, and Resilience Resources staff to discuss public input process [Note: due to the current national emergency regarding the coronavirus, we will limit public meetings and will not convene CAC meetings]
- Prep for and attend March 19 Commission meeting
- Complete and submit draft assessment of progress and problems and issues sections of Plan (expected prior to March 19 meeting)
- Organize upcoming lake association outreach (possibly a virtual meeting) and work with Hennepin County on focus groups obtain feedback from ag community



# Technical Memo

**To:** Pioneer-Sarah Creek WMO Commissioners  
**From:** Diane Spector  
**Date:** February 14, 2020  
**Subject:** Fourth Generation Plan Work Session Two:  
Review Problems and Opportunities, Priorities and Goals

At the March 19, 2020 meeting we will review the results of the visioning and problem-identification process that will help you evaluate your Third Generation Goals for any Fourth-Generation revisions. We've compiled the input from your homework session last month. The TAC is scheduled to meet on Monday, March 16. Following that meeting we will add their input to the results and send out the draft Self-Assessment and compiled problems and issues prior to the March 19 meeting.

In the meantime, here are some questions to ponder regarding other components of the plan update. Also attached are you Third Gen priorities and goals to keep in mind.

- 1) What do you see the role(s) of the Commission to be? Think about these and then proceed on to questions 2-6 below.
  - a. A more limited role as being more a policy and standard setter with a limited role in funding projects?
  - b. Becoming more active in conducting special studies and providing some cost share of capital projects?
  - c. Actively seeking out and promoting capital projects?
  - d. Something else?
- 2) Regarding Education and Outreach, the Commission has not convened a Citizen Advisory Committee (CAC), and is not a member of the West Metro Water Alliance (WMWA). Education and outreach with the residents and property owners in the watershed, especially those persons who do not live on a lake, is limited. The following are the Education and Outreach Strategies in your Third Generation Plan. Are these still valid for the coming ten years? Which would you change? Add or subtract?
  - a. Convene Citizen Advisory Committees as necessary to advise the Commission and to assist in program development and implementation
  - b. 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
  - c. Use the Commission's, member cities', and educational partners' websites and newsletters, social media, co-ops, local newspapers and cable TV to share useful information to stakeholders on ways to improve water quality
  - d. Prominently display the Commission's logo on information and outreach items, project and interpretive signs, and other locations to increase visibility



- e. Provide opportunities for the public to learn about and participate in water quality activities
  - f. Provide education opportunities for elected and appointed officials and other decision makers
  - g. Enhance education opportunities for youth
  - h. Provide opportunities for bridge-building between stakeholders with sometimes competing ideas and interests, such as lakeshore owners and agricultural operators.
- 3) Regarding your Monitoring program, you currently contract with Three Rivers to obtain flow and water quality at one site each on Pioneer and Sarah Creeks, and to monitor four sentinel lakes - Lake Independence, Lake Sarah, Whaletail Lake, and Little Long Lake. The District separately monitors water quality in Lake Rebecca. Some additional lake and macroinvertebrate monitoring is done by volunteers. Three Rivers provides an annual report summarizing findings. Is this meeting your needs? If not, what else would you like to see?
- 4) Regarding TMDL Implementation, at last month's meeting, Hennepin County staff reviewed their work in promoting and supporting cost-share projects. Would you be interested in supplementing their funding to achieve more projects or to provide a greater incentive to property owners? If so, would you fund that from your capital funds, from city apportionment, or from county capital levy?
- 5) Also regarding TMDL Implementation, there is a mechanism available to you to help fund larger capital projects: the county capital levy, which is spread across all the property in the watershed. State statute authorizes joint powers WMOs to request the county to levy funds on their behalf for the watershed's share of projects, to match grant funds, etc. Bassett Creek, Elm Creek, Shingle Creek, and West Mississippi all use this funding option to finance both capital projects and cost-share projects.

### Third Gen Management Plan Priorities and Goals

Through the identification of issues in the watershed, the PSCWMC developed the following priorities and goals to guide water resources planning and management functions:

#### Priorities:

1. Educate the Commissioners and member City Councils and Planning Commissions regarding 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:

##### 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. Improve water clarity in the impaired lakes by 10% over the average of the previous ten years by 2023.
- Goal B. 2. Maintain or improve water quality in the lakes and streams with no identified impairments.
- Goal B. 3. Conduct a TMDL/WRAPS progress review every five years following approval of the TMDLs and WRAPS study.
- Goal B. 4. 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 F. 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.

## MEMORANDUM

**TO:** Pioneer-Sarah Creek Watershed Management Commission  
**FROM:** Andrew Vistad, Commission Consultant  
**DATE:** March 13, 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

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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

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.

**9. 2020-001 Nike Storage Site, Minnetrista.** Park Place Storage is proposing the redevelopment of two existing lots totaling 12.27 acres. The lots are located in Minnetrista along Nike Road west of County Road 92. The proposed site plan consists of six storage unit buildings with paved parking. Commission's stormwater management plan requires compliance with Rules D and E.

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10. **2020-002 CSAH 15 Culvert Replacements, Minnetrista.\*** Hennepin County is proposing to replace culverts along CSAH 15 within Minnetrista. The existing CMP culverts would be replaced with RCP pipe. Due to the inlet locations, culvert 6 operates as an overflow for culvert 7 and is unlikely to discharge at full capacity. It is proposed to remove culvert 6. The Commission's stormwater management plan requires compliance with Rules D and E. Staff's findings dated March 2, 2020 are included in the meeting packet.

#### 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 in Independence on Lake Independence are in a holding pattern.

**Zuhrah Shrine Horse Facility.** Earlier this year, 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. The Zuhrah Shrine Horsemen also agreed to work with County staff on getting their wetland complex formally delineated.

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Staff Report March 13, 2020