

**REGULAR MEETING
MINUTES | January 12, 2023**

(Action by the SCWMC appears in blue, by the WMWMC in green and shared information in black.
*indicates items included in the meeting packet.)

I. A joint meeting of the Shingle Creek Watershed Management Commission and the West Mississippi Watershed Management Commission was called to order by Shingle Creek Chairman Andy Polzin at 12:45 p.m. on Thursday, January 12, 2023, in the Aspen Room, Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN.

Present for Shingle Creek were: David Mulla, Brooklyn Center; Alex Prasch, Brooklyn Park; Burt Orred, Jr., Crystal; Karen Jaeger, Maple Grove; Ray Schoch, Minneapolis; Bill Wills, New Hope; John Roach, Osseo; Andy Polzin, Plymouth; Wayne Sicora, Robbinsdale; Diane Spector, Katie Kemmitt, and Todd Shoemaker, Stantec; Troy Gilchrist, Kennedy & Graven; and Judie Anderson, JASS.

Present for West Mississippi were: David Mulla, Brooklyn Center; Alex Prasch, Brooklyn Park; Karen Jaeger, Maple Grove; John Roach, Osseo; Diane Spector, Katie Kemmitt, and Todd Shoemaker, Stantec; Troy Gilchrist, Kennedy & Graven; and Judie Anderson, JASS. Not represented: Champlin.

Also present were: Mark Ray, Crystal; Mark Lahtinen, Maple Grove; Bob Grant and Nick Macklem, New Hope; Ben Scharenbroich and Amy Riegel, Plymouth; Richard McCoy and Mike Sorensen, Robbinsdale; and James Kelly, Osseo.

II. **Agendas and Minutes.**

Motion by Roach, second by Orred to approve the **Shingle Creek agenda**. * Motion carried unanimously.

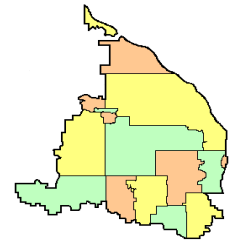
Motion by Roach, second by Prasch to approve the **West Mississippi agenda**. * Motion carried unanimously.

Motion by Schoch, second by Orred to approve the **minutes of the December 8, 2022, regular meeting*** with the following correction to item V.A. (underlined):

Motion by Schoch, second by Mulla to advise the City of Brooklyn Center that Project SC2022-06 is approved with the following conditions:

1. After construction of the infiltration basins, demonstrate by double-ring infiltrometer or witness test that the site can meet the design infiltration rate of 4.25 inches/hour for Infiltration Basins 1 & 2.

2. Provide a complete O&M agreement including a chloride management plan between the applicant and the City of Brooklyn Center for all stormwater facilities associated with the project.



Motion carried unanimously.

Motion by Jaeger, second by Roach to approve the **minutes of the December 8, 2022, regular meeting.*** *Motion carried unanimously.*

III. Finances and Reports.

A. Motion by Jaeger, second by Wills to approve the **Shingle Creek January Treasurer's Report* and claims** totaling \$24,256.15. Voting aye: Mulla, Prasch, Orred, Jaeger, Schoch, Wills, Roach, Polzin, and Sicora; voting nay: none.

B. Motion by Collins, second by Mulla to approve the **West Mississippi December Treasurer's Report* and claims** totaling \$19,781.95. Voting aye: Mulla, Prasch, Jaeger, and Roach; voting nay: none; absent – Champlin.

IV. Open Forum.

A. Jamil Ibrahim, Stantec California, and Shoemaker presented, **“Surface Water and Ocean Topography.**

The National Aeronautics and Space Administration (NASA) launched a new satellite called Surface Water and Ocean Topography (SWOT) in December. SWOT was developed by scientists with NASA and the French Space Agency. Special technology on board will allow it to precisely track things like sea level rise, streamflow through mountainous terrain, and shifts in reservoir storage. Other satellites currently gather similar data, but SWOT is unique because it will be able to "see" the water's height day or night, clear skies or cloudy.

Organizations throughout the United States have committed to finding other new applications by becoming "early adopters" of the data that SWOT will provide. Stantec Consulting Services, the Commission's engineering consultant, is the only early adopter that is a private company. Ibrahim, senior principal hydrologist with Stantec, summarized the SWOT mission, data to be provided, and potential uses for the Commissions and beyond. NASA estimates that the first usable data should be coming in within the next six months.

B. Kelly was present to express his concerns re the adherence to **State Statute 103B.227** regarding the requirement of appointing authorities for watershed management organization board members to publish notices of vacancies resulting from the expiration of members' terms and other reasons. He indicated that the City of Osseo had failed to fulfill this requirement upon the conclusion of the three-year terms of Roach for Shingle Creek and Harold Johnson for West Mississippi at January 31, 2023.

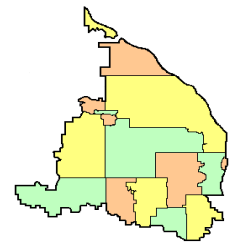
Gilchrist responded that fulfillment of this requirement lies with the member City and is not the responsibility of the Commission. Anderson also responded that the Commission has not been notified of this vacancy.

Roach indicated he will communicate this matter with the Osseo City Manager.

V. Project Reviews.

VI. Fourth Generation Watershed Management Plan.*

The updated **draft plan** is available on the Shingle Creek and West Mississippi website homepage under "What's New" (<http://www.shinglecreek.org/>). The 60-day formal review ends on January 14, 2023. To date, comments have been received from BWSR, Dept. of Agriculture, DNR, Metropolitan Council, MPCA, and



the City of Minneapolis. Staff will review the comments received and provide recommended responses and revisions. A public hearing is scheduled during the February 9, 2023, meeting.

VII. 2023 Work Plans.

A. Shingle Creek.* The following are suggested activities for the 2023 Work Plan, organized by Goal Areas identified in the Fourth Generation Plan and as general, routine Commission business. There are routine, ongoing activities as well as some Commission-funded construction projects expected. The proposed 2023 Monitoring Plan with additional details will be provided to the Commission in February. Activities in calendar format are attached to the plan.

Goal 1. Protect, maintain, and improve the water quality and ecological integrity of the water and natural resources within the watersheds and the downstream receiving waters.

1. Complete the 5-year performance review for the Bass and Shingle Creek Biotic and DO TMDL.
2. Complete an aquatic vegetation survey on Bass Lake to assess success of vegetation transplants.
3. Partner with the City of Robbinsdale to complete the Crystal Lake Management Plan, including final sediment cores, and curly-leaf pondweed monitoring and potential treatment.
4. Partner with the City of New Hope to implement the Meadow Lake Management Plan, including potential additional vegetation and fish management and preparation for an alum treatment.
5. Partner with the City of Brooklyn Park and Three Rivers Park District to undertake feasibility assessment for stream restoration on Shingle Creek from the end point of the Connections project in Brookdale Park to just downstream of Xerxes Avenue.
6. Continue to partner with the USGS to operate the Queen Avenue monitoring site.
7. Stay abreast of other regional and state TMDLs.
8. Complete the Gaulke Pond and Eagle Lake subwatershed assessments.
9. Use funding from the new Project Maintenance Fund to upkeep past project improvements.

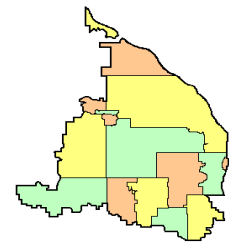
Goal 2. Reduce stormwater runoff rates and volumes to limit flood risk, protect conveyance systems, protect surficial groundwater, and reduce or mitigate impacts that have already occurred.

Complete reviews of development and redevelopment projects as necessary.

Goal 3. Educate and engage all stakeholders in the watersheds on surface water issues and opportunities.

1. Participate in the West Metro Water Alliance joint education and outreach group.
2. Partner with Hennepin County and other local watersheds to fund a shared Education and Outreach Coordinator.
3. Develop a Chloride Management Plan for the watershed.

Goal 4. Anticipate and proactively work to withstand adverse impacts from changing environmental and climate conditions.



Apply for a Climate Resiliency Grant to model future precipitation scenarios and, if awarded, begin work.

Continue ongoing administration and programming.

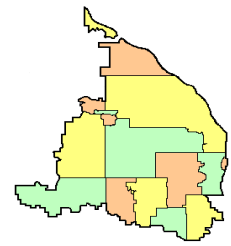
1. Conduct routine Commission lake water quality monitoring and aquatic vegetation and fish surveys on Magda and Ryan Lakes and grant funded monitoring on Crystal and Meadow Lakes.
2. Conduct Commission routine flow and water quality monitoring at SC-0 and SC-3 on Shingle Creek and Bass Creek Park (BCP) on Bass Creek as well as two DO longitudinal studies as part of the Shingle and Bass Creeks Dissolved Oxygen (DO) and Biotic Integrity TMDL 5 Year Review.
3. If available in 2023, sponsor volunteer stream monitoring through RiverWatch.
4. Sponsor volunteer lake monitoring through CAMP (Met Council) on up to four lakes.
5. Prepare an annual water quality report.
6. Solicit cost-share projects from member cities funded from the Cost Share Fund and the annual \$100,000 levy and the Partnership Cost Share Fund and the annual \$50,000 levy.
7. Review feasibility studies for 2023 proposed capital projects, undertake Plan Amendments, hold public hearings, order projects and certify levies.
8. Prepare a 2024 annual budget.
9. Finalize and adopt the Fourth Generation Management Plan.
10. Invite three guest speakers to make lunchtime water resources presentations.
11. Complete the legal watershed boundary update.
12. Tour project sites in the watershed.

Motion by Orred, second by Schoch to accept the 2023 Work Plan with the addition of the task to add a diversity and equity evaluation to projects undertaken by the Commission. *Motion carried unanimously.*

B. West Mississippi.* The following are suggested activities for the 2023 Work Plan, organized by Goal Areas identified in the Fourth Generation Plan as well as some general, routine Commission business. While work on the Fourth Generation Plan will be ongoing throughout the first part of the year, there are also routine, ongoing activities. The proposed 2023 Monitoring Plan with additional details will be brought to the Commission in February. Activities in calendar format are attached to the Work Plan.

Goal 1. Protect, maintain, and improve the water quality and ecological integrity of the water and natural resources within the watersheds and the downstream receiving waters.

1. Continue to identify, pursue grant funding for, and implement projects and programs addressing the bacterial impairment in the Mississippi River.
2. Stay abreast of other regional and state TMDLs.
3. Identify boundaries of the untreated areas directly connected to the Mississippi River or other conveyances.
4. Partner with the MWMO to undertake monitoring at the 65th Avenue outfall.



5. Execute cooperative agreement with Brooklyn Park for the Mississippi River stabilization project.

6. Partner with a member city to complete a subwatershed BMP analysis.

Goal 2. Reduce stormwater runoff rates and volumes to limit flood risk, protect conveyance systems, protect surficial groundwater, and reduce or mitigate impacts that have already occurred.

Complete reviews of development and redevelopment projects as necessary.

Goal 3. Educate and engage all stakeholders in the watersheds on surface water issues and opportunities.

1. Participate in the West Metro Water Alliance joint education and outreach group.

2. Partner with Hennepin County and other local watersheds to fund a shared Education and Outreach Coordinator.

3. Develop a Chloride Management Plan for the watershed.

Continue ongoing administration and programming.

1. Undertake routine flow and water quality monitoring at two outfalls into the Mississippi River.

2. If available in 2023, sponsor volunteer stream monitoring through RiverWatch.

3. Prepare an annual water quality report.

4. Solicit cost-share projects from member cities funded from the Cost Share Fund and the annual \$50,000 levy.

5. Review feasibility studies for 2023 proposed capital projects, undertake Plan Amendments, hold public hearings, order projects and certify levies.

6. Prepare a 2024 annual budget.

7. Complete the Fourth Generation Management Plan and submit for public and BWSR review.

8. Invite three guest speakers to make lunchtime water resources presentations.

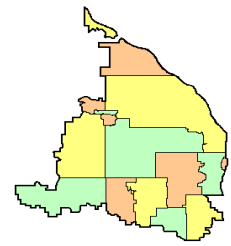
9. Tour project sites in the watershed.

Motion by Roach, second by Jaeger to accept the 2023 Work Plan with the addition of the task to add a diversity and equity evaluation to projects undertaken by the Commission. *Motion carried unanimously.*

VIII. Grant Opportunities.

IX. Education and Public Outreach.

A. The steering committee, the four member WMOS of the West Metro Water Alliance (WMWA), and Hennepin County staff spent several months in 2022 developing the Conservation Education and Implementation Partnership program, to be coordinated by a new limited-duration education and outreach coordinator shared with Hennepin County and the Richfield-Bloomington WMO. The use of Watershed-Based Implementation Funding (WBIF) to help fund the program has been approved by the Board

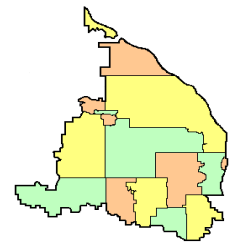


of Water and Soil Resources (BWSR) and those funds are being contracted. The Hennepin County Board has approved the new position and the County is in the process of finalizing the job description and working through the hiring process.

- 1.** This pilot program contains three elements:
 - a.** A limited-duration half-time program coordinator to provide community engagement, education, marketing, and promotion of program elements 2 and 3 below as well as other related conservation priorities as defined by the partners (e.g., salt reduction education and engagement).
 - b.** Resident-facing outreach and workshops using a model similar to Dakota County's Landscaping for Clean Water program, with a focus on residential-scale technical assistance; driving conservation implementation and behavior change; and reaching diverse audiences.
 - c.** Multi-family housing-facing projects using Metro Blooms' model of [Equitable Engagement](#).
- 2.** Anticipated deliverables of the program include:
 - a.** Workshops and/or participatory multi-family housing projects hosted within participating communities across the county.
 - b.** Marketing, promotion, education, and community engagement; logistical and technical support; and promotion and educational materials related to workshop events and/or multi-family housing equitable engagement projects.
 - c.** Consultation provided to each workshop participant to help them develop conceptual design ideas for their property or community property.
 - d.** Administrative and financial management of financial assistance to individual residents and/or sub-contractors, and verification of project installation for participants and follow-up assistance.
 - e.** Dollars made available to each project (e.g., individual resident workshop participant or larger-scale multi-family housing project) to help defray the costs of implementing conservation practices.
 - f.** General education and outreach on conservation topics as time and resources allow.
 - g.** Creation and implementation of an ongoing framework for coordination and program delivery and a financial framework for extending and expanding efforts beyond the two year pilot period.

WMWA is organizing some focus groups of city staff and other stakeholders to better understand their specific needs and desires so that the Steering Committee can refine the first year's work plan. The second year will build off knowledge gained and needs identified by the stakeholders, as well as the education and outreach needs of the five participating WMOs.

This two-year program is a pilot to demonstrate how stakeholder groups in Hennepin County can work together to jointly meet education and outreach needs around water and natural resources management. The long-term vision for WMWA is to expand its ability to provide and facilitate a variety of activities to achieve even greater levels of conservation implementation through coordinated programming. This long-term vision includes a full time Coordinator shared with Hennepin County to provide ongoing pro-



gramming and technical services and to coordinate the efforts of many partners toward common goals. The model for this program is the East Metro Water Resource Education Program (EMWREP), a partnership of Washington County, Washington Conservation District, eight WMOs, and 15 cities and townships.

3. Funding. The budget for this pilot program over the two year period is \$255,000, about half of which is personnel cost and half is implementation cost. The bulk of the cost share funding from the five WMOS for the half-time position and supporting costs (\$198,000) will be contributed by allocations from the Watershed-Based Implementation Funding (WBIF). Hennepin County has agreed to contribute an additional \$33,000 plus the other half of the position salary and other personnel costs. Finally, the WMWA Coordinating Committee has identified \$24,000 in Special Projects funding budgeted by the four WMOs in 2022 and the next two years as potential contributions toward programming costs.

4. Recommendation. The agreements between the four WMWA WMOs specify that use of the Special Projects funding must be approved by all four of the participating WMOs. The Commission budgeted \$2,000 in 2022 for WMWA Special Projects, which was unspent, and \$2,000 again in 2023. It is Staff's recommendation that the Commission authorize WMWA to allocate the use of the 2022 and 2023 budgets for Special Projects to the Conservation Education and Implementation Partnership pilot program and agree to include \$2,000 again in the 2024 budget for this purpose.

Motion by Schoch, second by Orred to approve this recommendation. Motion carried unanimously.

Motion by Roach, second by Prasch to approve this recommendation. Motion carried unanimously.

B. The **West Metro Water Alliance (WMWA)** will meet via Zoom at 8:30 a.m., February 14, 2023.

C. Riegel announced a **Low Salt, No Salt Minnesota" Train the Trainer Event** is being held on Tuesday, January 31, 2023, from 9:00 – 10:30 a.m. in person at the Riley Purgatory Bluff Creek Watershed District office 8681 Lake Drive East, Chanhassen, MN. This training event is focused on city and watershed staff who are interested in implementing the program. Reservations are required. Additional training and outreach to a wider audience will be available in the future.

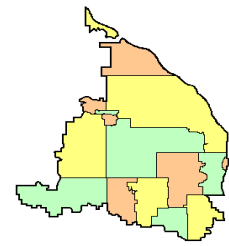
X. Communications.

A. Staff Report.

1. 252/94 project. MnDOT is in the early phases of planning for the reconstruction of Highways 252 and I-94 in Brooklyn Center, Brooklyn Park and north Minneapolis. MnDOT reports a high number of crashes, traffic congestion, significant barriers for pedestrians and bicyclists in the area, and deteriorating pavement conditions. Construction is anticipated to begin in 2026.

MnDOT has prepared a "draft scoping document" to outline what components of the construction project could affect the environment surrounding Hwy 252 and I-94. This includes the people, plants, animals, water, air, buildings and other structures in the area. MnDOT will follow the scoping document to then prepare an environmental impact statement (EIS) that outlines the potential project's impact to the surrounding area. This process will take several years due to the size and complexity of the project.

MnDOT plans to release the draft scoping document for informal agency comments from January 9 until mid-February and then host a meeting to discuss comments and MnDOT responses. Public comment on the scoping document is expected from March 14 through May 12, 2023. Preparation of the EIS will then follow. Commission Staff requests input from the Commissioners on the level of review de-



sired for the scoping document and EIS.

Mulla emphasized the importance of responding to any or all of the ten alternatives in the scoping document. He reminded the Commissioners that MnDOT is not an environmentally-focused agency; their primary focus is increasing traffic volume and reducing the time for users to reach their destinations. They do, however, want to know what issues are important to the reviewing agencies. Now is the time to review alternatives recommended for retention as well as those recommended for elimination from the EIS, make suggestions concerning the pros or cons of each alternative, and make comments regarding whether or not the Commission agrees or disagrees with the recommendations to include or eliminate each alternative. This should be a priority item at the February TAC meeting.

2. Blue Line Extension. Staff has been working with the Commission attorney and Met Council to update the project review contract. Commission review will likely exceed standard review time and fees, so a project-specific contract is necessary to cover the additional time and expenses.

3. Stantec work for member cities. At the request of Derek Asche, Stantec is updating the Gravel Mining Area HydroCAD model for the City of Maple Grove. At the request of Mitch Robinson, Stantec is conducting a hydraulic analysis for Twin Creek at Zane Ave (just north of Crystal Airport) for the City of Brooklyn Park.

4. WBIF Grants. Spector report that, just this morning, she received the executed grant agreements for both Shingle Creek and West Mississippi..

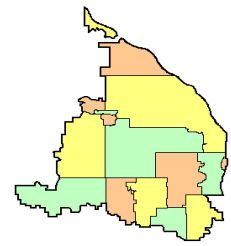
5. Legal Boundary Update. The Elm Creek WMO postponed action at their December meeting due to some last-minute questions. Staff answered those questions and approval was recommended and granted at their January 11, 2023, meeting. Similarly, staff anticipates Mississippi WMO approval at their January 10, 2023, meeting.

6. Palmer Creek Estates channel stabilization project. A project pre-construction meeting is scheduled for the week of January 17, 2023. The City of Plymouth will manage construction administration and observation, so the Stantec scope of work is complete.

7. Channel stabilization project planning. Staff are discussing how to proceed with preliminary design for two related Shingle Creek stabilization projects. Their initial thoughts are to propose two planning projects:

a. The reach from Monkey Falls (500 ft downstream of Noble), which is the downstream end of the Connections I project, to Xerxes within Brookdale Park. The entire corridor is under city ownership, and the City previously expressed interest in such a project. The planning work would include an assessment of what pollutant load is currently coming from this reach due to bank erosion and evaluating remeanders, back water pools, added woody debris etc. to lift the biological resource and have a planting plan that promotes pollinators and visual color improvements.

b. Similar to item a., above, but include Three Rivers Park and Recreation Department in the planning as well as the City of Brooklyn Park. In the reach Three Rivers is interested in, which is downstream of Xerxes Avenue headed toward Palmer Lake, there are only two areas under City ownership, but they could both be brought into the design concept to add the same improvements as in item a, with an added focus on fishing habitat and access since Three Rivers would handle that design and construction. Ed Matthiesen has been in touch with Three Rivers trail planner, Danny McCollough. They met on site in December, and the two agreed there is opportunity to increase fish habitat and access. McCollough noted his work is on hold until the Commission starts to plan for a stream stabilization and water quality project in this reach.



B. December Communications Log.* No items required action.

XI. Other Business.

A. Responses to Solicitation of Interest Proposals for 2023-2024.* Six proposals were received – four from engineering firms, and one each from legal and administrative service providers. Following discussion:

B.

Motion by Wills, second by Schoch to retain the current providers: Stantec Consulting Services, Inc., technical services; Kennedy & Graven Chartered, legal services; and Judie Anderson’s Secretarial Services, Inc., administrative services. *Motion carried unanimously.*

Motion by Roach, second by Mulla to retain the current providers: Stantec Consulting Services, Inc., technical services; Kennedy & Graven Chartered, legal services; and Judie Anderson’s Secretarial Services, Inc., administrative services. *Motion carried unanimously.*

B. Representatives from the cities of Osseo, Plymouth, and Robbinsdale are reminded that their 3-year appointments are due for renewal at February 1, 2023.

C. Included in the meeting packet was a letter from the Minnesota Campaign Finance Board reminding the Commissioners of their need as public officials to recertify their **statements of economic interest** if they served in 2022. The website to provide this information is included in the letter. Failure to respond will result in the imposition of a potential civil penalty.

D. Election of officers will occur at the February meeting. Members are asked to inform Anderson of their willingness to serve in 2023.

XII. Adjournment. There being no further business before the Commissions, the joint meeting was adjourned at 2:31 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Judie A. Anderson".

Judie A. Anderson
Recording Secretary
JAA:tim

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