

**Technical Advisory Committee  
MINUTES | May 11, 2023**

A meeting of the Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions was called to order by Chairman Richard McCoy at 11:02 a.m., Thursday, May 11, 2023, at the Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN.

Present: James Soltis, Brooklyn Center; Mitchell Robinson, Brooklyn Park; Heather Nelson, Champlin; Mark Ray, Crystal; Nick Macklem, New Hope; Ben Scharenbroich, Plymouth; Richard McCoy, Robbinsdale; Diane Spector, Todd Shoemaker, Katie Kemmitt, and Katy Thompson, Stantec; and Judie Anderson, JASS.

Not represented: Maple Grove and Osseo.

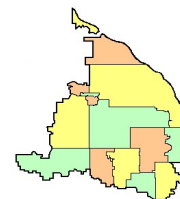
Also present: Burt Orred, Jr., Crystal, and Andy Polzin, Plymouth.

- I. Motion by Ray, second by Scharenbroich to **approve the agenda**. \* *Motion carried unanimously.*
- II. Motion by Ray, second by Robinson to **approve the minutes**\* of the April 13, 2023, meeting. *Motion carried unanimously.*
- III. **Proposed 2024 Operating Budgets.** \*

**A.** The Joint Powers Agreements (JPAs) governing operations of the Commissions require a budget and the resulting proposed city assessments for the coming year to be reported to the member cities by July 1. The proposed operating budget covers the core of Commissions' activities, including administration, engineering, legal, technical services, monitoring, education/outreach programs and basic operations of the Commission. Capital and cost-share projects are handled separately from the operating budget.

**B. Revenue Sources.** The primary source of funds for operations is from assessments on the cities having land in the watershed. The cities share proportionally in that cost based 50% on their area within the watershed and 50% on their net tax capacity in the watershed. Tax capacity serves as a proxy for level and density of development. Most, but not all, of the cities fund these assessments from their storm utility funds. The Shingle Creek Commission has not increased assessment every year and had a minimal increase between 2020 and 2023. However, the *ability* to increase continues to accumulate with inflation. The proposed 2024 budget assumes an assessment of \$370,000, which is no increase over 2023. West Mississippi assumes an assessment of \$160,000, which is a 2.4% increase following several years of no or minimal change in the assessment. As with Shingle Creek, the proposed allocations to each city shown in Staff's May 5, 2023, memo\* are based on the areas and valuations using the current boundaries and will be updated if the valuations using the new watershed boundaries are received timely.

Other sources of funding are project review fees and interest. The Commissions' interest earnings in 2022 were quite sizable and interest earnings in 2023 are also on track to be significant. While Staff assume an increase in interest, they have kept that expectation moderate for 2024 and consider those earnings to be a windfall rather than something that will continue.



**C. Proposed budgets.** Motion by Ray, second by Scharenbroich to recommend approval of the proposed budgets to the full Commissions *Motion carried unanimously.* The proposed operating budget for Shingle Creek is \$405,000, with assessments to the membership totaling \$370,000. The proposed operating budget for West Mississippi is \$193,000, with assessments totaling \$160,000.

Itemized budgets for each Commission are included in the May 13, 2023, regular meeting minutes. (Both budgets were approved without adjustments at those meetings.)

**IV. Capital Improvement Program (CIP).**

The Commissions each revised their Capital Improvement Programs (CIP) as part of the Fourth Generation Watershed Management Plan. The CIP typically is reviewed annually and amended as necessary to add, delete, or amend projects as opportunities arise, priorities change, or costs are reevaluated.

The TAC members reviewed the preliminary CIP at its April 13, 2023, meeting and suggested some revisions. They recommended to the Shingle Creek Commission to levy half of the Brooklyn Park Natural Channel project in 2023 and the remaining half in 2024. In addition, in Shingle Creek, the Maple Grove Stormwater BMP projects were re-ordered to better match their anticipated construction dates.

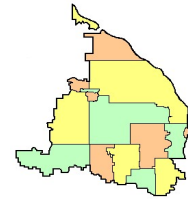
Since no new projects are proposed to be added to the 2023 CIP there will be no need to undertake a Minor Plan amendment this year. The full CIP as proposed is shown below:

**2023 CIP Projects (2024 levy)**

Project	Total Est Cost	City/Private	Grant	Comm Share
<b>SHINGLE CREEK</b>				
Cost share (city projects)	\$200,000	\$100,000	0	\$100,000
Partnership cost share (private projects)	50,000	0	0	50,000
Maintenance fund	50,000	0	0	50,000
Pike Creek Stabilization	395,000	290,000	0	105,000
Brookdale Park Natural Channel phase 1	625,000	0	0	625,000
<b>Subtotal</b>	<b>\$1,320,000</b>	<b>\$390,000</b>	<b>\$0</b>	<b>\$930,000</b>
<b>5% additional for legal/admin costs</b>				<b>46,500</b>
<b>TOTAL LEVY (101% for uncollectable)</b>				<b>\$986,265</b>
<b>WEST MISSISSIPPI</b>				
Cost share (city projects)	\$100,000	\$50,000	0	\$50,000
Partnership cost share (private projects)	100,000	0	0	100,000
<b>Subtotal</b>	<b>\$200,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$150,000</b>
<b>5% additional for legal/admin costs</b>				<b>7,500</b>
<b>TOTAL LEVY (101% for uncollectable)</b>				<b>\$159,075</b>

**V. Cost Share Policy.**

**A.** Both WMOs established City **Cost Share Programs** in 2013 as part of the Third Generation Plan. Each is funded with an annual \$50,000 levy. In 2015 Shingle Creek increased that annual levy to \$100,000, with a cap of \$50,000 per project. Since 2014 Shingle Creek has shared in the cost of 12 small projects, totaling just over \$405,000 from levy and \$68,000 from Watershed-based Implementation Funding (WBIF). West Mississippi has not funded any cost-share projects from levy but contributed \$35,442 from WBIF to a project in Brooklyn Park.



Half of the funded projects received the maximum cost share of \$50,000. In most cases, the total cost of the BMP exceeded \$100,000, so the cities' share was more than \$50,000. The Commissions encourage cities to submit projects greater than \$100,000 to the CIP, but one of the advantages of the Cost Share program is that it is much nimbler than the CIP. Sometimes the ability to incorporate a voluntary BMP isn't evident or can't be determined to be feasible until well into the design process.

In addition, there is a "penalty range" for small projects on the CIP. The CIP funding policy limits the Commissions' cost share to 25% of the total project cost. For projects that cost between \$100,000 and \$200,000, it is more financially advantageous to pursue Cost Share funding rather than CIP funding. A \$160,000 project would be limited to \$40,000 Commission funding on the CIP, but eligible for \$50,000 funding from the Cost Share program.

While the Shingle Creek Commission has been funding one or two projects per year, it has continued to levy \$100,000 annually and has accumulated a balance estimated at \$350,000. West Mississippi continues to levy \$50,000 per year and has accumulated a similar balance.

If there is still a desire to operate such a city cost-share program, there is enough balance to support increasing the participation cap from \$50,000 to some larger amount. This is offered at today's regular meetings for discussion and direction. The program guidelines were included in Staff's April 6, 2023, memo.

**B.** The City of Crystal is requesting \$50,000 from the Commission City Cost Share Fund to expand an underground infiltration system at the **Crystal Community Center**.\* The underground infiltration system is being installed per Commission stormwater management requirements due to the total reconstruction of the south parking lot. If approved, the \$50,000 will allow the City to further expand the underground system to capture storm water runoff in excess of the minimum requirements. The existing proposed infiltration system has a design volume of 17,451 CF (130,542 gallons). The expansion would increase the volume by 15% to 20,137 CF (150,625 gallons). The catchment area that drains to this system is only the 1.96-acre parking lot. No additional storm pipes connect to this system as it is basically the headwaters for the storm pipe network leaving this area.

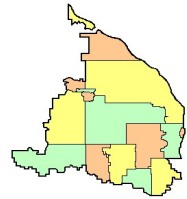
Stantec reviewed the proposal with Mark Ray, City of Crystal, and the City's design consultant (SRF Consulting), and noted the following:

1. Increasing the volume of runoff captured from the equivalent to 1.39-inches over the impervious surfaces within the construction limits to 1.57-inches (an increase of 0.18-inches).
2. Increasing total phosphorus removal by 0.02 lb./yr.
3. Negligible additional maintenance cost because it's an addition to the required system.
4. Runoff from this site drains to Twin Lake and then to Ryan Lake. Therefore, maximizing infiltration in this watershed reduces runoff and potential flooding on Ryan Lake.

**Water quality benefits of the proposed project:**

	Additional Volume Reduction (cf)	Volume Reduction (\$/cf)	TP Reduction (lb/yr)	30-Year Normalized
Additional Storage	2,686	\$18.61	0.02	\$83,333

The City Cost Share Fund has a balance of approximately \$330,000, not including the \$100,000 levy it will receive this year.



Motion by Scharenbroich, second by Robinson to recommend this project to the Shingle Creek Commission for approval at the proposed cost of \$50,000. *Motion carried unanimously.*

**VI. Other Business.**

**A. Gaulke Pond Subwatershed Assessment (SWA).** This SWA will identify and prioritize potential stormwater volume reduction practices in the Gaulke Pond Watershed. Staff held a field visit with Crystal and New Hope staff on April 21 to review potential BMP locations and identify any site constraints. Stantec is refining the opportunity sites and developing generalized volume reduction and cost estimates to aid in prioritizing the opportunities within the subwatershed. Staff presented their findings, answered questions, and discussed next steps. The presentation will be repeated at the Commissions' June meeting

**B.** The **next TAC meeting** is scheduled for Thursday, June 8, 2023, at 11:00.

There being no further business, the TAC meeting was adjourned at 11:59 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Judie A. Anderson". The signature is written in a cursive style.

Judie A. Anderson  
Recording Secretary  
JAA:tim

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