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MINUTES
Regular and Public Meetings
May 14, 2015

(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 Tina Carstens, Chair, on Thursday, May 14 at 1:10 p.m., at the Clubhouse at Edinburg USA, 8700 Edinbrook Crossing, Brooklyn Park, MN.

Present for Shingle Creek were: Dave Vlasin, Brooklyn Center; Tina Carstens, Brooklyn Park; Janet Moore, Crystal; Karen Jaeger, Maple Grove; Jeff Johnson, Minneapolis; Bill Wills, New Hope; Larry Stelmach, Osseo; Dawn Swanson, Plymouth; Wayne Sicora, Robbinsdale; Charlie LeFevere, Kennedy & Graven; Ed Matthiesen and Diane Spector, Wenck Associates, Inc.; and Judie Anderson, JASS.

Present for West Mississippi were: Dave Vlasin, Brooklyn Center; Tina Carstens, Brooklyn Park; Karen Jaeger, Maple Grove; Larry Stelmach, Osseo; Charlie LeFevere, Kennedy & Graven; Ed Matthiesen and Diane Spector, Wenck Associates, Inc.; and Judie Anderson, JASS.

Not represented: Champlin.

Also present were: Andrew Hogg, Brooklyn Center; Jesse Struve, Brooklyn Park; Mark Ray, Crystal; Rick Lestina, Maple Grove; Shawn Markham and Bob Paschke, New Hope; Andy Polzin and Ben Scharenbroich, Plymouth; and Richard McCoy, Robbinsdale.

The meeting was preceded by a presentation by Dr. Lawrence Baker, Research Professor in the University of Minnesota's Dept. of Bioproducts and Biosystems Engineering. His topic was, "Street sweeping as an efficient method for preventing nutrients from entering storm drains." The presentation will be uploaded to the Commissions' website.

II. **Agendas and Minutes.**

Motion by Sicora, second by Vlasin to approve the **Shingle Creek agenda*** as revised. *Motion carried unanimously.*

Motion by Jaeger, second by Vlasin to approve the **West Mississippi agenda*** as revised. *Motion carried unanimously.*

Motion by Sicora, second by Swanson to approve the **minutes of the April 9, 2015 Shingle Creek regular meeting.*** *Motion carried unanimously.*

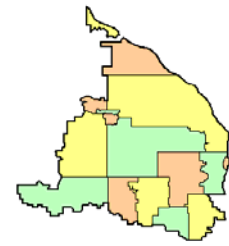
Motion by Jaeger, second by Vlasin to approve the **minutes of the April 9, 2015, West Mississippi regular meeting.*** *Motion carried unanimously.*

The regular meeting was suspended at 1:13 p.m.

III. **Minor Plan Amendment.**

A. The Shingle Creek CIP includes two projects that are proposed to be amended, one to increase the cost and one to change the Commission's share of the cost. The Board of Water and Soil Resources (BWSR) agreed with the Commission's March 31, 2015 request to proceed as a **Minor Plan Amendment*** as long as Hennepin County did not object.

*items are included in meeting packet



On April 9, 2015, the SCWM Commissions initiated a Minor Plan Amendment to the joint Third Generation Watershed Management Plan. Notice of a Public Meeting to take comments on the proposed amendment was sent to the member cities, county, and reviewing agencies, and published as required by statute and the Plan. A copy of the notice was also included in the meeting packet.

1. Commission Fund for Retrofit Projects. The CIP for each Commission includes an annual \$50,000, funded through the Hennepin County levy, to share 50% of the cost of member city small BMP projects. It was anticipated that the \$50,000 figure developed in the Third Generation planning process would be revised based on experience. At its March 2015 meeting, the Commissions' TAC recommended two projects for funding, for a total cost share of \$47,200. The TAC also recommended that, based on the growing need to complete these small projects, the Commissions increase the annual cost of those projects for Shingle Creek to \$100,000. The proposed amendment would increase the annual levy to \$100,000 starting in 2016. The TAC did not recommend any change to the West Mississippi cost-share project, which will remain at \$50,000.

2. Lake Internal Load Improvement Projects. The Shingle Creek CIP includes \$200,000 for lake internal load projects in 2015, 2017, and one in the 2018-2022 period. The project narrative lists several potential projects identified in the lake nutrient TMDLs, funded 25% from Commission (county levy) funds and 75% from local funds. The proposed 2015 project for work in 2016 is carp tracking and removal in the Twin and Ryan Lake chain, and aeration in Upper Twin Lake. The TAC recommended that the Commissions consider funding internal load projects at 100% rather than 25%, and the Commissions agreed. The proposed amendment would fund internal load projects 100% by the Commission starting in 2016.

The Commissioners discussed the proposed minor plan amendment and comments received prior to the meeting. (No written comments were received.)

The public meeting was convened at 1:17 p.m.

No one appeared at the meeting to provide comments.

The public meeting was closed at 1:18 p.m.

B. Motion by Sicora, second by Johnson to approve Resolution 2015-03 Adopting a Minor Plan Amendment ... Revising the Capital Improvement Program. *Motion carried unanimously.*

Motion by Jaeger, second by Vlasin to approve Resolution 2015-02 Adopting a Minor Plan Amendment ... Revising the Capital Improvement Program. *Motion carried unanimously.*

Adoption of the Minor Plan Amendment is contingent on County Board approval of the amendment, which will be heard at a County Board hearing on June 9 and considered for approval on July 7, 2015.

The regular meeting resumed at 1:20 p.m.

IV. Finances and Reports.*

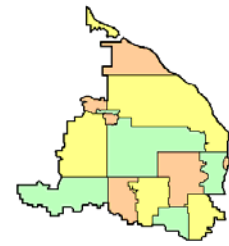
A. Motion by Jaeger, second by Sicora to approve the **Shingle Creek Treasurer's Report.* *Motion carried unanimously.***

Motion by Vlasin, second by Sicora to approve the **Shingle Creek May claims.* Claims totaling \$45,123.95 were *approved by roll call vote: ayes – Vlasin, Carstens, Moore, Jaeger, Johnson, Wills, Stelmach, Swanson, and Sicora; nays – none.***

B. Motion by Jaeger, second by Vlasin to approve the **West Mississippi Treasurer's Report.* *Motion carried unanimously.***

Motion by Jaeger, second by Vlasin to approve the **West Mississippi May claims.* Claims totaling \$19,713.75 were *approved by roll call vote: ayes – Vlasin, Carstens, Jaeger and Stelmach; nays - none; absent - Champlin.***

*items are included in meeting packet



V. Open Forum.

- A. Only two riders participated in the **2015 bike tour of the watershed** on Saturday, May 2, 2015.
- B. Matthiesen has been contacted by the Minneapolis Park Board inquiring about the Commissions' interest in a **tour of Webber Park**.

VI. Project Reviews.

A. SC2015-02 ParkView, New Hope.* Construction of a new housing development consisting of 60 single-family lots on a 16.6 acre site located west of Winnetka Avenue East and north of 55th Avenue North. Following development, the site will be 33% impervious, an increase of 5.3 acres. A complete project review application was received on March 25, 2015.

To comply with the Commission's water quality treatment requirement, the site must provide ponding designed to NURP standards with dead storage volume equal to or greater than the volume of runoff from a 2.5" storm event, or BMPs providing a similar level of treatment - 80-85% TSS removal and 50-60% TP removal. Infiltration of the first 1.3" runoff from the site within 48 hours also meets the Commission's requirements for water quality.

Runoff from the site is proposed to be routed to a detention pond and then a filtration basin on the north side of the property that will discharge into the municipal storm sewer to the north of the property. The applicant meets the Commission's water quality treatment requirements.

Commission rules require that site runoff be limited to predevelopment rates for the 2-, 10-, and 100-year storm events and at this location the City of New Hope requires the 100-year peak discharge not exceed 10.5 CF per second. Runoff from the site is directed to an on-site pond before being directed off-site to the municipal storm sewer to the north of the property and a small amount (0.4 acres, or 2% of the project area) south to 55th Avenue East. The applicant is meeting the City's requirements and, therefore, meets the Commission's rate control requirements. The proposed detention basin will also be used to treat additional stormwater from off-site per City requirements.

Commission rules also require the site to infiltrate 1.0" of runoff from new impervious area within 48 hours. The new impervious area on this site is 5.3 acres, requiring that 0.44 acre-feet be infiltrated within 48 hours. Due to low permeability soil at the site, infiltration is not feasible, so the applicant proposes to incorporate a 0.5 ac-ft filtration basin to filter sediment and pollutants from the stormwater with a 48 hour drawdown time, which meets Commission requirements.

The NWI does not identify any wetlands on site. There are no Public Waters on this site. There is no floodplain on this site according to FEMA. The low floor elevations of the buildings are at least two feet higher than the high water elevation of the detention ponds according to Atlas-14 precipitation, meeting Commission requirements. There is no known contaminated soil/groundwater according to the project engineer. Infiltration will not cause detrimental effects to the groundwater.

An erosion control plan was submitted with the project review and includes rock construction entrance, perimeter silt fence, pretreatment devices, slope checks, and native seed specified on the pond slopes. The erosion control plan meets Commission requirements.

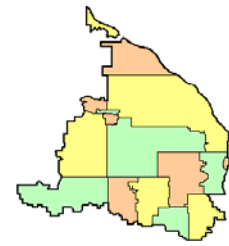
A public hearing on the project has been conducted as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.

Motion by Jaeger, second by Sicora to advise the City of New Hope that Project Review SC2015-03 is approved subject to the following condition:

1. Provide an Operation and Maintenance Agreement for the detention and filtration basins acceptable to the City of New Hope.

Motion carried unanimously.

*items are included in meeting packet



B. WM2015-01 Capstone Business Center, Brooklyn Park.* Development of 7.1 acres of a 19.4 acre commercial site located at 93rd and Winnetka Avenues. The site is currently undeveloped and is 100% pervious. The proposed development will have an impervious fraction of 67.6% impervious (4.8 acres). An updated project review application was received March 30, 2015. The project engineer has given written permission to extend the deadline indefinitely from the original deadline of March 30, 2015. Written permission from MnDOT and the City of Brooklyn Park to grade and discharge off-site to the west, dated April 27, 2015, has been received.

To comply with the Commission's water quality treatment requirement, the site must provide ponding designed to NURP standards with dead storage volume equal to or greater than the volume of runoff from a 2.5" storm event, or BMPs providing a similar level of treatment - 80-85% TSS removal and 50-60% TP removal. Filtration of the first 1.3" runoff from the site within 48 hours also meets Commission requirements for water quality.

Runoff from the proposed project is to be routed to an infiltration basin on the southwestern portion of the property. The basin is sized to contain a 5" storm event to minimize runoff from the site. The basin has an emergency overflow weir outlet to a MnDOT pond to the northwest of the site. The applicant is proposing to grade onto City of Brooklyn Park land for the emergency overflow weir. Written permission to access this land is required to show that the use of this land is allowed. The applicant meets the Commission's water quality treatment requirements.

Commission rules require that site runoff be limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Runoff from the site is directed to the proposed infiltration basin. The applicant is proposing to use the infiltration basin live storage for rate control. The applicant meets the Commission's rate control requirements.

Commission rules also require the site to infiltrate 1.0" of runoff from new impervious area within 48 hours or filtration of 1.3". The new impervious area on this site is 4.8 acres, requiring that 0.52 acre-feet be infiltrated within 48 hours. The applicant proposes to direct stormwater into an infiltration basin that has the capacity to infiltrate the required volume within 48 hours, meeting Commission requirements. The applicant will conduct a post-construction infiltration test on the infiltration basin to verify the infiltration rates used in the design. If not met, corrections will be made to meet the design infiltration rates.

The NWI does not identify any wetlands on site. There are no Public Waters on this site. There is no floodplain on this site according to FEMA. The low floor elevations of the buildings are at least two feet higher than the high water elevation of the infiltration basin according to Atlas-14 precipitation, meeting Commission requirements. There is no known contaminated soil/groundwater according to the project engineer.

An erosion control plan was submitted with the project review, and includes rock construction entrances, perimeter silt fence, slope checks, and native seed specified on the pond slopes. The erosion control plan meets Commission requirements. An Operations and Maintenance Plan for the infiltration basin and pretreatment devices acceptable to the City of Brooklyn Park has been provided, meeting Commission requirements.

A public hearing on the project has been conducted as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.

Motion by Vlasin, second by Stelmach to advise the City of Brooklyn Park that approval of Project Review 2015-01 is approved. *Motion carried unanimously.*

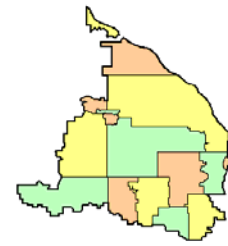
VII. Water Quality.

A. Included in the meeting packet was the final draft of the **2014 Annual Water Quality Report.*** Highlights of the report were presented at the April meeting.

Motion by Sicora, second by Jaeger to accept the report. Motion carried unanimously.

Motion by Jaeger, second by Vlasin to accept the report. Motion carried unanimously.

*items are included in meeting packet



The report will be uploaded to the website.

B. Connections at Shingle Creek. Matthiesen provided an overview of the progress on this project. The project is about 2,000 feet in length from Brooklyn Boulevard to Monkey Falls. The Commission's portion of this larger trail project will provide stream bank stability, increased in-stream and bank habitat, and an improved appearance.

C. Water Monitoring Agreements.

1. Motion by Sicora, second by Moore to approve the 2015 Services Agreement with Hennepin County Dept. of Environment and Energy for **River Watch** and the **Wetland Health Evaluation Program (WHEP)** in the amounts of \$3,000 and \$2,000, respectively. *Motion carried unanimously.*

2. Motion by Jaeger, second by Vlasin to approve the 2015 Services Agreement with Hennepin County Dept. of Environment and Energy for **River Watch** and the **Wetland Health Evaluation Program (WHEP)** in the amounts of \$1,000 and \$2,000, respectively. *Motion carried unanimously. New first page*

3. Motion by Sicora, second by Jaeger to approve the 2015 Intergovernmental Agreement with the Metropolitan Council for **CAMP (Citizens Assisted Monitoring Program)** in the amount of \$1,650 to monitor Bass, Magda, and Schmidt lakes. *Motion carried unanimously.*

VIII. Third Generation Plan.

A. Major Plan Amendment.* On September 11, 2014 the Commissions initiated a Major Plan Amendment to add four projects to the CIP. These projects were identified in developing the Twin Lake Demonstration Grant. They include the 45th Avenue Pond Retrofit, Kilmer Pond Retrofit, Lions Park Pond Retrofit and Priority BMP Retrofits at a total combined cost of \$955,000, the Commission's share being \$188,750. On December 11, 2014, the Commissions held a public hearing on the proposed amendment and on April 22, 2015 the Board of Water and Soil Resources (BWSR) approved the amendment.

Motion by Sicora, second by Swanson to approve Resolution 2015-04 Adopting a Major Plan Amendment to the Third Generation Plan.* *Motion carried unanimously.*

Motion by Vlasin, second by Jaeger to approve Resolution 2015-03 Adopting a Major Plan Amendment to the Third Generation Plan.* *Motion carried unanimously.*

B. Brooklyn Center Local Plan.* At the April meeting Staff provided comments on the draft City of Brooklyn Center Local Water Management Plan Update. Staff recommended that consideration be tabled until the Plan could be updated to incorporate revisions, including adding more specificity to the section on TMDL implementation. Brooklyn Center waived its 60-day review deadline to allow for more time to complete the revisions and seek approval by the Commissions. Included in Staff's May 8, 2015 memo is a table showing the required elements of a local plan update, Staff's original comments, the City's response to each comment, and the final outcome regarding each comment. The requested revisions have been made, and Staff recommends that the Commissions approve the Plan as amended.

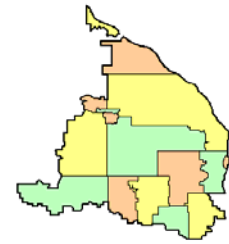
Motion by Sicora, second by Johnson to approve Brooklyn Center's Local Plan.* *Motion carried unanimously.*

Motion by Stelmach, second by Vlasin to approve Brooklyn Center's Local Plan.* *Motion carried unanimously.*

IX. 2016 Operating Budgets.

A. Shingle Creek.* The proposed budget outlined in Staff's May 8, 2015 memo continues the same activities at the same level of effort as in 2015. The 2016 budget reflects the monitoring program schedule outlined in the Third Generation Plan. The education budget continues implementation of the Watershed PREP educator

*items are included in meeting packet



program, rain garden workshops, and special projects. The proposed budget also includes funds to complete a subwatershed BMP assessment, likely within the Twin Lake drainage area.

Member assessments would remain at the 2015 level - \$337,970; total operating expense would increase from \$399,820 in 2015 to \$403,070 in 2016. It was noted that, while revenue generated from project review application fees increased by \$4,000, expenses related to those reviews remained at the 2015 level of \$33,000. Actual expenses generated for that line item in 2014 totaled \$37,125.

Motion by Sicora, second by Swanson to approve the 2016 Operating Budget as presented, conditioned that Staff review and affirm the project review line items. *Motion carried unanimously.*

B. West Mississippi.* The proposed budget outlined in Staff's May 8, 2015 memo generally continues existing activities, but also reflects the monitoring and education and public outreach programs outlined in the Third Generation Plan. The Plan includes routine flow and water quality monitoring at two locations each year on a rotating basis. This line item has been increased slightly to better reflect the actual cost of monitoring.

Also proposed is a \$5,000 set-aside in a designated reserve account to fund a contribution to a grant-funded project or study. This contribution will be discontinued in future years until a project has been identified and funded.

In past years the Shingle Creek Commission has set aside \$10,000 annually toward the future costs of the Fourth Generation Management Plan. Because the West Mississippi Commission has had ample unrestricted cash reserves, it has not set aside this contribution. Staff recommends that the Commission designate \$30,000 from the unencumbered reserve to an assigned account for this purpose.

Member assessments would remain at the 2015 level - \$135,700; total operating expense would increase from \$163,550 in 2015 to \$177,500 in 2016. Revenue generated from project review application fees was increased by \$12,000 and expenses related to those reviews were increased by \$8,000.

Motion by Vlasin, second by Jaeger to designate \$30,000 as a contribution to funding the Fourth Generation Plan, that amount to be taken from unrestricted reserves. *Motion carried unanimously.*

Motion by Jaeger, second by Vlasin to approve the 2016 Operating Budget as presented, with inclusion of the \$30,000 contribution to the Fourth Generation Plan. *Motion carried unanimously.*

X. Education and Public Outreach.

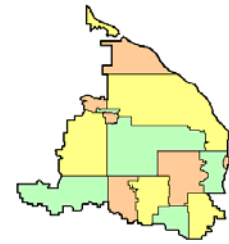
Scharenbroich related the discussion from the May 12 WMWA meeting.

A. Watershed PREP – the storm drain stenciling project at Plymouth Creek Elementary proposed for May will be moved to September due to conflicts in timing with state standardized testing. A final report on all schools visited in spring 2015 will be available June 9.

B. WMWA members are considering a **WMWA website** that would be built and hosted separate from the County website via WIX or Squarespace for \$10-\$20 per month. This site would house the documents created by WMWA, the Watershed PREP materials for schools, and archived newsletters. Content management is a simple cut/paste from Word and does not require coding. The most time would be spent on initial setup, choosing a template, formatting and inserting content.

C. The Special Project ("10,000 Acres for 10,000 Lakes") proposal, agreement, proposed State Fair display ideas, and latest Blue Thumb meeting were discussed. The State Fair display is Blue Thumb's space. Blue Thumb partners support the program and promoting the initiative as their annual State Fair theme. Concerns were expressed that the branding would be Blue Thumb vs. WMWA and the focus would not be on the watershed area supported by WMWA. Due to many absences at the May WMWA meeting, this item will be further discussed at the June meeting prior to any decision. A subcommittee will meet prior to the next WMWA meeting to review the State Fair display proposal, branding, further details of the Phase I proposal, and bring recommendations to the June 9 WMWA meeting.

*items are included in meeting packet



D. At last month's Shingle Creek meeting, Commissioner Moore questioned the use of WMWA funds to pay for the Watershed PREP Educators to attend the "Climate Generation A Will Steger Legacy Summer Institute," June 17-19.

An expenditure of \$150 to send both Educators was approved at the March WMWA meeting. The Educators will attend the institute to advance the curriculum currently offered through WMWA. They have had requests to return to schools to build upon the 4th grade lesson as well as to make presentations to 6th and 8th grades. The institute will provide the Educators with curriculum tied to MN State Teaching Standards and the resources necessary to connect their water messaging to related standards in additional grades. The Educators will network with a variety of other educators to share their successes and to learn of other opportunities for the schools in our watersheds. The Institute offers 2 graduate credits (fee) and 20 CEUs. The curricula they will receive include:

1. Our Changing Climate, Grades 3-6. These five lesson plans are interdisciplinary in nature, standards-based, help students master the requisite background information on global climate change processes, and teach how to communicate about the issue using communication strategies.

2. Minnesota's Changing Climate Curriculum, Grades 3-12. This set of lesson plans explores Minnesota's unique biomes and what a changing climate will mean for the state. It is considered a model for place-based climate change education.

E. The **next meeting of WMWA** is scheduled for 8:30 a.m., Tuesday, June 9, 2015, Plymouth City Hall.

XI. Grant Opportunities and Updates.

Staff announced that both 319 Grant Applications - the **Twin Lake Carp Management Project** and the **Shingle Creek Biochar/Iron Sand Bacteria Filters Project** - were funded for \$100,000 and \$199,375, respectively. Staff must now prepare detailed work plans and budgets for each and submit them to the MPCA before May 22, 2015. Depending on when Congress makes the final appropriation and how long it takes to contract the grants, funds may be available as soon as Fall 2015.

XII. Communications.

A. April Communications Log.* No action required.

B. HF No. 2307* is a bill being offered by Reps. Hertaus and Pugh that proposes to reorganize watershed management organizations located in Hennepin County into three watershed management organizations.

C. Staff have received **signed JPAs** from the cities of Brooklyn Center, Crystal, New Hope, Osseo and Robbinsdale.

XIII. Other Business.

There being no further business before the Shingle Creek Commission, motion by Jaeger, second by Sicora to adjourn. *Motion carried unanimously.* The meeting was adjourned at 2:28 p.m.

There being no further business before the West Mississippi Commission, motion by Jaeger, second by Vlasin to adjourn. *Motion carried unanimously.* The meeting was adjourned at 2:28 p.m.

Respectfully submitted,

Judie A. Anderson
Recording Secretary
JAA:tim