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 Email: judie@jass.biz • Website: www.shinglecreek.org

June 4, 2020

Commissioners
 Shingle Creek and West Mississippi
 Watershed Management Commissions
 Hennepin County, Minnesota

The agenda and meeting packet are available to all interested parties on the Commission's web site. The direct path is
<http://www.shinglecreek.org/minutes--meeting-packets.html>

Dear Commissioners:

Regular meetings of the Shingle Creek and West Mississippi Watershed Management Commissions will be held **Thursday, June 11, 2020, at 12:45 p.m. This will be a virtual meeting.**

Until further notice, all meetings will be held online to reduce the spread of COVID-19. To join a meeting, click <https://zoom.us/j/834887565> or go to www.zoom.us and click **Join A Meeting**. The meeting ID is **834-887-565**.

If your computer is not equipped with audio capability, you need to dial into one of these numbers:

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+1 669 900 6833 US (San Jose)	+1 346 248 7799 US (Houston)
+1 253 215 8782 US	+1 301 715 8592 US

Meetings remain open to the public via the instructions above.

Please email me at judie@jass.biz to confirm whether you or your Alternate will be attending the regular meeting. Thank you.

Regards,

Judie A. Anderson
 Administrator

cc:	Alternate Commissioners	Member Cites	Troy Gilchrist	TAC Members
	Metropolitan Council	Wenck Associates		

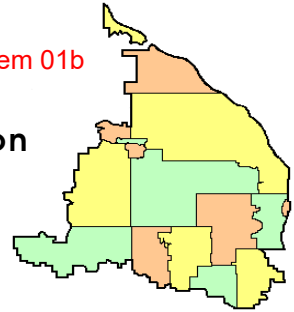
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Shingle Creek Watershed Management Commission



item 01b



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A combined regular meeting of the Shingle Creek and West Mississippi Watershed Management Commissions will be convened Thursday, June 11, 2020, at 12:45 p.m. Agenda items are available at <http://www.shinglecreek.org/minutes--meeting-packets.html>.

Until further notice, all meetings will be held online to reduce the spread of COVID-19. To join a meeting, click <https://zoom.us/j/834887565> or go to www.zoom.us and click Join A Meeting. The meeting ID is 834-887-565.

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Prior to the meeting, Stephen Mastey will make a presentation on the Twin Lake Apartment parking lot BMP improvements.

- | | | | | |
|--------|-----|--|--|--------------------------------------|
| | 1. | Call to Order. | | |
| SCWM | a. | Roll Call. | | |
| ✓ SCWM | b. | Approve Agenda.* | | |
| ✓ SCWM | c. | Approve Minutes of Last Meeting.* | | |
| | 2. | Reports. | | |
| ✓ SC | a. | Treasurer's Report.* | ✓ WM | d. Treasurer's Report.* |
| ✓ SC | b. | Approve Claims* - voice vote. | ✓ WM | e. Approve Claims* - voice vote. |
| ✓ SC | c. | Accept 2019 Audit Report.** | ✓ WM | f. Accept 2019 Audit Report.** |
| SCWM | 3. | Open forum. | | |
| SC | a. | Bass Lake Presentation – Erik Megow. | | |
| | 4. | Project Reviews. | | |
| ✓ SC | a. | SC2020-002 CSAH 81 Bridges, Robbinsdale.* | | |
| ✓ SC | b. | SC2020-003 Webber 44, Minneapolis.* | | |
| ✓ SC | c. | SC2020-004 Candlewood and Hampshire Culverts, Brooklyn Park.* | | |
| ✓ SC | d. | SC2020-005 Crescent Cove, Brooklyn Center.* | | |
| SCWM | 5. | 2021 Proposed Operating Budgets. | | |
| ✓ SC | a. | Shingle Creek.* | ✓ WM | b. West Mississippi.* |
| | 6. | Watershed Management Plan. | | |
| ✓ SCWM | a. | Proposed CIP – set 2020 maximum levies.* | | |
| SCWM | 7. | Water Quality. | | |
| ✓ SC | a. | New Hope Memo of Understanding re Meadow Lake Drawdown Project.* | | |
| ✓ SC | b. | Opportunity Grant Application – SRP Phase II.* | | |
| | 8. | Education and Public Outreach. | | |
| SCWM | a. | Education and Outreach – update.** | | |
| | b. | Next WMWA meeting – 8:30 a.m., Tuesday, July 14, 2020. <i>Virtual meeting.</i> | | |
| SCWM | 9. | Staff Report.* | | |
| | a. | BWSR Watershed-Based Funding. | e. | Crystal Lake Management Plan. |
| | b. | Project Review Fees. | f. | Alum Treatment – Bass and Pomerleau. |
| | c. | Maintenance Levy. | g. | Twin Lake carp capture. |
| | d. | SRP – update. | | |
| | 10. | Communications. | | |
| SCWM | a. | Communications Log.* | Z:\Shingle Creek\Meetings\Meetings 2020\06 Agenda Regular meeting.docx | |
| SCWM | 11. | Other Business. | | |
| SCWM | 12. | Adjournment. | | |

* In meeting packet or emailed ** Available at meeting

Previously transmitted * Available on website ✓ Item requires action



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MINUTES Regular Meeting May 14, 2020

(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 virtual 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 12:51 p.m. on Thursday, May 14, 2020.

Present for Shingle Creek were: David Vlasin, Brooklyn Center; Adam Quinn, Brooklyn Park; Burton Orred, Jr., Crystal; Karen Jaeger, Maple Grove; Ray Schoch, Minneapolis; Bill Wills, New Hope; John Roach, Osseo; Andy Polzin, Plymouth; Wayne Sicora, Robbinsdale; Ed Matthiesen, Diane Spector, and Erik Megow, Wenck Associates, Inc.; Troy Gilchrist, Kennedy & Graven; and Amy Juntunen and Judie Anderson, JASS.

Present for West Mississippi were: David Vlasin, Brooklyn Center; Steve Chesney, Brooklyn Park; Gerry Butcher, Champlin; Karen Jaeger, Maple Grove; Harold E. Johnson, Osseo; Ed Matthiesen, Diane Spector, and Erik Megow, Wenck Associates, Inc.; Troy Gilchrist, Kennedy & Graven; and Amy Juntunen and Judie Anderson, JASS.

Also present were: Andrew Hogg, Brooklyn Center; Mitch Robinson, Brooklyn Park; Todd Tuominen, Champlin; Mark Ray, Crystal; Derek Asche, Maple Grove; Liz Stout, Minneapolis; Bob Grant and Megan Hedstrom, New Hope; Leah Gifford, Ben Scharenbroich and Amy Riegel, Plymouth; Richard McCoy and Marta Roser, Robbinsdale; and Nico Cantarero, Wenck Associates.

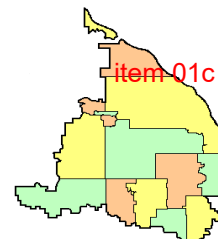
II. Agendas and Minutes.

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

Motion by Butcher, second by Jaeger to approve the **West Mississippi agenda**.* *Motion carried unanimously.*

Motion by Schoch, second by Jaeger to approve the **minutes of the April 9, 2020 regular meeting*** with corrections to Section III. *Motion carried unanimously.*

Motion by Chesney, second by Johnson to approve the **minutes of the April 9, 2020 regular meeting**.* *Motion carried unanimously.*



III. Finances and Reports.

A. Motion by Orred, second by Schoch to approve the Shingle Creek **May Treasurer's Report.*** *Motion carried unanimously.*

Motion by Wills, second by Schoch to approve the **Shingle Creek May claims.*** Claims totaling \$53,222.27 were *approved by roll call vote: ayes – Vlasin, Quinn, Orred, Jaeger, Schoch, Wills, Johnson, Polzin, and Sicora; nays – none.*

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

Motion by Johnson, second by Chesney to approve the **West Mississippi May claims.*** Claims totaling \$12,444.61 were *approved by roll call vote: ayes – Vlasin, Chesney, Butcher, Jaeger, and Johnson; nays – none.*

IV. Open Forum.

V. Project Review.

WM2020-005 94th Avenue Extension, Brooklyn Park.* New street construction with utilities extending 94th Avenue to connect Zane and Hampshire Avenues. The site is 98.3 acres. Following development, the site will be 15.9 percent impervious with 15.6 acres of impervious surface, an increase of 15.6 acres. A complete project application was received May 1, 2020.

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 - 85% TSS removal and 60% TP removal. Infiltrating 1.3 inches of runoff, for example, is considered sufficient to provide a similar level of treatment. If a sump is used the MnDOT Road Sand particle size distribution is acceptable for 80% capture.

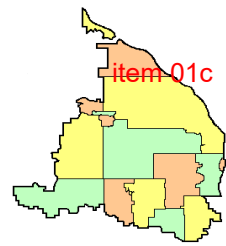
Runoff from the site is proposed to be routed through three existing infiltration ponds on site. The applicant is proposing to infiltrate 1.3 inches of runoff to meet water quality requirements. The applicant meets Commission water quality treatment requirements.

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 routed through three existing infiltration ponds before it leaves the site in the southeast corner. The applicant meets Commission rate control requirements.

Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. The new impervious area on this site is 15.6 acres, requiring infiltration of 73,895 CF within 48 hours. The applicant proposes that the three pre-existing infiltration basins have the capacity to infiltrate the required volume within 48 hours. The applicant meets Commission volume control requirements.

The erosion control plan includes perimeter silt fence, inlet protection, and rip rap at pond inlets. The applicant has agreed to include a rock construction entrance at the site. The erosion control plan meets Commission requirements.

The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements. There is no FEMA-regulated floodplain on this site. The applicant meets Commission floodplain requirements. The site is located in a Drinking Water Management Area but



outside of the Emergency Response Area. The applicant meets Commission drinking water protection requirements.

A public hearing on the project has been conducted on April 13, 2020 as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.

Operations & Maintenance (O&M) agreements for the two most eastern basins was provided. The western most basin is being maintained by the City of Brooklyn Park.

Motion by Jaeger, second by Butcher to advise the City of Brooklyn Park that Project WM2020-005 is approved conditioned on inclusion of a rock construction entrance at the site during construction. *Motion carried unanimously.*

VI. Watershed Management Plan.

VII. Water Quality.

A. City of Crystal has submitted a City Cost Share Program application* for its **West Broadway Stormwater Infiltration Project*** at 5747 West Broadway. The request is for \$50,000; the total estimated project cost is \$400,000. This project was initially identified in the Crystal Shopping Center Subwatershed Assessment (SWA).

The project will infiltrate runoff that is currently discharged untreated into the Bass Lake Road trunk system that flows to Upper Twin Lake. Based on modeling completed for the SWA, the system will infiltrate an estimated 4.8 acre-feet of runoff per year and reduce TP load by 4.3 pounds per year.

The Technical Advisory Committee (TAC) discussed the project at its April 30, 2020 meeting and recommends that the Commission approve cost share in the full amount of \$50,000. At the end of 2019, the account had an encumbered balance of about \$150,000, with an additional \$100,000 of levy to be received this year.

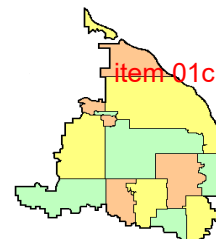
Motion by Roach, second by Schoch to approve \$50,000 as the Commission's share of this project. *Motion carried unanimously.*

B. At the January 9, 2020 meeting the Commission authorized development of a Feasibility Study for the proposed **Bass Creek Restoration Project.*** This project would stabilize stream banks, enhance habitat, and potentially add water quality BMPs to the reach of Bass Creek that extends from Cherokee Drive north to the main driveway into Home Depot. This reach flows through Bass Creek Park and includes the Commission's monitoring station BCP.

Staff have completed a field survey and have developed 30% plans. This project is on the CIP for consideration in 2020 and construction in 2021. [Due to technical difficulties, Megow will present the findings of the survey and three options for improvement at the June meeting.].

C. While the **Meadow Lake Management Plan*** Clean Water Fund grant application was not funded, the City of New Hope has agreed to proceed with the fall drawdown to be reimbursed later by the Commission from levy proceeds. Staff are in the process of working out procedural and responsibility details and expect to bring a cooperative agreement to the Commission at the June meeting.

To help the project proceed, Staff recommends that the remaining \$18,129 of Watershed Based Funding (WBF) be allocated to this project. As a reminder, the Commission received \$68,129 from the Board of Water and Soil Resources (BWSR) for implementation funding. The Commission had previously



awarded \$25,000 from WBF and \$25,000 from the cost share fund to Brooklyn Center for its new brine system for pre-wetting and anti-icing, and a similar amount to New Hope for “above and beyond” stormwater treatment at Civic Center Park.

The WBF would help fund the cost of preliminary work completed this summer, including sediment cores and updated fish and vegetation surveys, working with the DNR to obtain the necessary permits, and preliminary engineering of the drawdown.

Motion by Schoch, second by Wills to allocate the remaining \$18,129 of watershed-based funds to this project. *Motion carried unanimously.*

D. Curly-leaf pondweed in Bass and Upper Twin Lakes. Staff have been working with the DNR to delineate curly-leaf pondweed in Bass, Pomerleau, and Upper Twin Lakes. Pomerleau does not require treatment. Staff have secured permits to treat 21.3 acres of Bass Lake and 9.15 acres of Upper Twin Lake. There currently is a balance of about \$5,500 in the Twin Lake project account and a balance of about \$40,000 in the vegetation management budget for the Bass and Pomerleau project. The Commission received the following treatment quotes from vendors.

	Bass Lake	Upper Twin lake
Lake Restoration	declined - too busy	declined - too busy
Limnopro	\$4,448.23	\$1,338.95
Lake Management	\$7,043.68	\$3,028.65
PLM	no response	no response

Lake Management completed the treatment on Bass Lake last year. Staff have not previously worked with Limnopro, but after checking references, Staff recommends that the quote(s) of Limnopro be accepted and work to proceed.

Motion by Schoch, second by Jaeger to accept the Limnopro quotes for both projects. *Motion carried unanimously.*

E. Minutes of the April 30, 2020 Joint Technical Advisory Committee (TAC) meeting were included in the meeting packet for informational purposes.

VIII. 2021 Operating Budgets.

A. Shingle Creek.

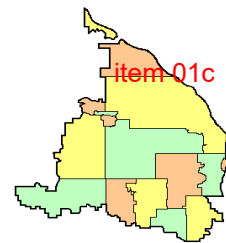
Staff’s May 8, 2020 memo* presented a 2021 budget for discussion and comment prior to its final adoption at the June meeting. The budget must be finalized by July 1, 2020.

The preliminary budget was reviewed by the members of the TAC at their April 30, 2020 meeting where the members strongly recommended that, given the impacts of COVID-19, no increase in member assessments be made in 2021.

With few exceptions the proposed budget continues the same activities at the same level of effort as in 2020. Overall, the proposed 2021 budget is \$1,000 less than the 2020 budget.

Since the Subwatershed BMP Assessment account has a pre-audit balance of \$34,500 and no requests for SWAs have been received, Staff is recommending that the 2021 contribution be reduced from \$20,000 to \$10,000.

The Commission has been contributing annually to a restricted account to finance the up-



coming 4th Generation Plan. At the end of last year the balance in that account is \$62,000. With West Mississippi's contribution, this will be sufficient to update the Plan, thus no contribution is proposed in 2021.

The Commission has approximately \$1 million in the bank. Most of that sum is dedicated to grant and levy projects. The balance is earning considerable interest, which Staff recommends letting accrue to the cash reserves rather than being spent.

The proposed budget will be included on the June 11, 2020 regular meeting agenda for adoption.

B. West Mississippi.

Staff's May 8, 2020 memo* presented a 2021 budget for discussion prior to its submittal to the Commission. This budget, too, must be finalized by July 1, 2020. This preliminary budget was also reviewed by the members of the TAC at their April 30, 2020 meeting where the members strongly recommended that no increase in member assessments be made in 2021.

The Commission has approximately \$0.5 million in the bank. Staff recommends letting the interest earned from that balance accrue to the cash reserves rather than being spent.

Again, the proposed budget continues the same activities at the same level of effort as in 2020. Overall, the proposed 2021 budget is \$1,500 more than the 2020 budget, the difference expected to be funded from increased interest earnings.

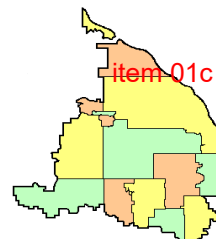
Since the Subwatershed BMP Assessment account has a pre-audit balance of \$40,000 and no requests for SWAs have been received in the last few years, Staff is recommending that there be no 2021 contribution to that account. Should a member city request a SWA in 2021, the Commission may consider amending the budget for that purpose.

The Commission has set aside \$5,000 each year in a restricted fund for construction projects or to match grants. Aside from one project in Brooklyn Center, the funds have not been used and the audited balance at the end of 2018 was \$84,310. It is recommended that no funds be budgeted specifically for this purpose.

Because of the significant balance in the cash reserves, the Commission has previously declined to specifically set aside funds for the 4th Generation Plan. Staff recommends that the Commission again consider segregating an amount in the reserves specifically for the Fourth Generation Plan, that that amount be \$25,000, and that no contribution from the annual budget be made.

Commission staff are currently working with the DNR to undertake updated floodplain modeling in Shingle Creek. While the DNR is not prioritizing updating flood modeling and mapping in West Mississippi, the existing flood delineations are quite old and were prepared when the watershed was much less developed. Staff recommended updating the modeling and mapping at the same time as Shingle Creek for economies of scale. The DNR had no funding available to underwrite this work in West Mississippi. Staff estimates that the cost of this work would be about \$25,000. The 2019 budget allocated \$25,000 from reserves for West Mississippi work; however, it was not a priority as the Shingle Creek work is still under way and has not been completed. Should the Commission choose to go forward in 2021 the budget may be amended.

The proposed budget will be included on the June 11, 2020 regular meeting agenda for adoption.



- C. Staff will review **project review revenue and expenses** and report at the June meeting.

IX. Education and Public Outreach.

- A. **WMWA.** The **West Metro Water Alliance** will meet via Zoom at 8:30 a.m., Tuesday, June 9, 2020.

Website/Social Media. Catherine Cesnik, the WMWA Coordinator, is refreshing the WMWA website and updating content. Any input is appreciated. westmetrowateralliance.org/. She has also taken over social media posting duties.

- B. Juntunen reported that a vendor to create the **roots display** has been identified. The cost will be \$2,482 each with a purchase of four units. Juntunen is coordinating with other partners – Blue Thumb, Rice Creek Watershed District, City of Rochester, and the East Metro Water Resources Education Program – to purchase four units.

X. Staff Report.*

- A. **The Lake Pepin Nutrient TMDL** has been completed and is currently out for public comment ending June 19, 2020. The draft had previously been out for informal review and comment in August-September 2019. The documents can be found at <https://www.pca.state.mn.us/water/tmdl/lake-pepin-watershed-excess-nutrients-tmdl-project>.

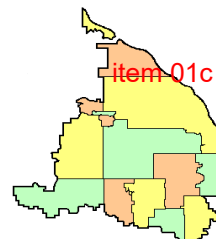
The TMDL calls for TP load reductions from runoff discharged into the Mississippi River, and establishes a concentration standard for each of the reaches from the Crow River to Lake Pepin. For communities with a Municipal Separate Storm Sewer System (MS4), the goal is to reduce phosphorus in their stormwater discharges to **0.35 lb/acre/year**. This approach does not call for a flat percentage reduction from all MS4 permits. Instead, municipalities may consider work already completed toward reducing phosphorus discharges.

Table 1 of the Staff Report shows the annualized flow and TP load at SC-0. While there is annual variation, in each year the loading rate was much lower than the 0.35 lb/acre/year goal. There is a part of the watershed that discharges into the creek downstream of SC-0, most notably areas of Minneapolis that are collected in storm sewers that discharge into the creek in Webber Park. Some of that tributary area is treated by a regional pond on the north side of Crystal Lake Cemetery. The balance of the tributary area may have some treatment in the form of sump manholes, rain gardens, etc. The flow and load contributed by this area is small compared to the load contributed by the watershed above SC-0.

Staff do not have data at this time to do a similar analysis for West Mississippi, but would expect it to be similar or less, given that quite a bit of the watershed developed under treatment rules.

- B. Spector participated in a meeting regarding the Board of Water and Soil Resources' (BWSR) Mississippi **Twin Cities West -Metro Watershed-based Implementation Funding**. The pilot of this program two years ago allocated just over \$1 million to watersheds in Hennepin County. The WMOs decided simply to divvy up the funds to each WMO based on size and tax base. Shingle received \$68,129 and West Mississippi \$35,442. The Commissions allocated those funds to the city cost share program.

The purpose of the May 7 meeting was to decide how best to proceed with the second round of funding. BWSR has allocated just under \$825,000 to the Mississippi West sub-basin, which includes the Shingle Creek, West Mississippi, Elm Creek, Bassett Creek, Mississippi, and Minnehaha Creek WMOs. Those WMOs along with the cities in the sub-basin and Hennepin, Carver, and Anoka counties,



are eligible to receive funding, which becomes available July 1, 2020. (A map* of the proposed funding areas was included with the report.) The next step is for the group to reconvene and determine a process for allocating the funds. Unlike the first round, which was distributed automatically to each WMO, this second round will likely be competitive among the participants. That next meeting will be scheduled in early June.

C. Katie Kemmitt from the Wenck office participated in a meeting with the Minnesota Pollution Control Agency (MPCA) staff and other watershed management organization (WMO) staff to discuss the **MPCA's "Cycle 2" monitoring findings**. The MPCA monitors lakes and streams in the basins of the state on a rotating basis. In the Mississippi River-Twin Cities Watershed, Cycle 1 was completed in 2010/11, and Cycle 2 is underway. Cycle 1 led to some streams being placed on the Impaired Water List for impaired biota, but some of the findings were put on hold until the MPCA could develop its Tiered Aquatic Life Use (TALU) standards.

TALU provides a framework for classifying streams as General Use or Modified Use. The Modified Use class is given to streams where habitat has been severely compromised, and those streams have a less stringent standard and expectation for fish and macroinvertebrate health. The May 7 meeting was to review the findings of the MPCA Professional Judgement Group, which found that Shingle Creek should be classified as General Use while Bass Creek should be classified as Modified Use. Shingle Creek, currently impaired for macroinvertebrates, was also determined to not meet the fish standard, while Bass Creek, currently impaired for fish, also does not meet the macroinvertebrate IBI. It is likely these new impairments will be on the draft 2022 list of Impaired Waters, although the MPCA has not yet set a timeline for future TDMLs.

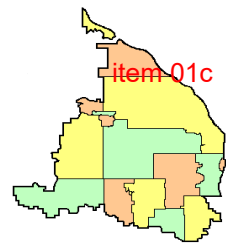
D. Discussions with the county are ongoing regarding the possibility of a **maintenance levy** to fund the ongoing costs associated with maintaining a capital improvement or the benefits of a capital improvement. The Commissions' and County attorneys have been in touch and are awaiting feedback from county staff. Meanwhile, Wenck staff met to discuss potential actions that might be considered for funding from such a maintenance levy.

1. Upper Twin Lake ongoing CLP treatment: \$5,000-7,000 per year
2. Twin Lake ongoing carp management: \$10,000-30,000 per year depending on effort, disposal costs, etc.
3. Bass/Pomerleau Lakes ongoing CLP treatment: \$10,000 per year, including the cost of delineation and permitting. So far no treatment has been required on Pomerleau. The project budget covers years 1-5; should additional treatment or Pomerleau treatment be necessary a maintenance levy would be required
4. Crystal Lake: CLP management for years 1-3 is built into budget, but if additional treatment is required would need a maintenance levy.
5. Meadow: Future drawdowns would likely be done as capital projects.
6. Iron and Biochar-enhanced sand filters: At some point these will need to be refreshed - \$5,000-8,000 per site.

In summary, their best guess is that the annual maintenance need would be \$30,000 - \$50,000.

E. Project Updates.

1. **SRP Reduction Project.** The flow meters have been installed and monitoring has resumed. Staff will be slightly modifying the outlet box design to provide a boom or some other method of keeping large debris from being swept into the box.



2. Crystal Lake Management Plan. Wenck and Robbinsdale staff met with DNR staff to discuss the proposed method and how to proceed. Sediment cores have been taken and sent to UW-Stout for processing. Water quality monitoring has begun.

3. Bass and Pomerleau Lakes. Curly-leaf pondweed delineations have been done, and a permit for treatment has been obtained for Bass lake. Pomerleau does not reach the threshold of needing treatment. Approval of quotes for treatment of Bass Lake was given in Item VII.D., above. The second round of alum treatment is expected in late summer/early fall.

4. Twin Lakes. The carp barrier at France Avenue was reinstalled and the site is being observed and kept free from debris, as necessary. Carp have not yet been observed to be congregating. Staff are pursuing renewal of the fish management permit from the DNR and are ready to remove carp when they appear.

X. Communications.

April Communications Log.* No items required action.

XI. Other Business.

Motion by Schoch, second by Jaeger to NOT waive statutory tort limits of liability insurance for individual claimants. *Motion carried unanimously.*

Motion by Johnson, second by Chesney to NOT waive statutory tort limits of liability insurance for individual claimants. *Motion carried unanimously.*

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, appearing to read 'Judie A. Anderson'.

Judie A. Anderson
Recording Secretary
JAA:tim

6/5/2020

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW SC2020-002: CSAH 81 Bridges Reconstruction**

Owner: Hennepin County
Address: 1600 Prairie Drive
Medina, MN 55340

Engineer: John Ekola
Company: Hennepin County
Address: 1600 Prairie Drive
Medina, MN 55340
Phone: 612-596-0370
Email: john.ekola@hennepin.us

Purpose: Construction of a bridge, roadway, and utility improvements on 13.7 acres.

Location: West Broadway Avenue over the intersection of Lowry Ave and Theodore Wirth Parkway (Figure 1).

Exhibits:

1. Project review application and project review fee received 5/8/2020.
2. Site plan, preliminary plat, staged erosion control plans (Figure 2), utility, and landscaping plans undated, received 5/8/2020.

Findings:

1. The proposed project is the reconstruction of a bridge, roadway, and utility improvements. The site is 13.7 acres. Following development, the site will be 47 percent impervious with 6.5 acres of impervious surface, a decrease of 0.2 acres.
2. The project application was received on 5/8/2020. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 6/11/2020 meeting. Sixty calendar-days expires on 7/7/2020.
3. Because the net impervious increase is less than 1 acre for this project, stormwater quality, runoff rates, and infiltration regulations are not addressed.
4. The staged erosion control plan includes rock construction entrances, perimeter silt fence, bioroll, storm drain inlet protection, and rip rap at outlets. Erosion control plans for this project are included in a lump sum pay item and may be altered by the contractor. Any altered plans will be submitted to and approved by Hennepin County. The erosion control plan as submitted in the 95% plans meets Commission requirements.
5. The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.
6. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
7. There is no FEMA-regulated floodplain on this site. The applicant meets Commission floodplain requirements.

SC2020-002:

8. The site is not located in a Drinking Water Management Area. The applicant meets Commission drinking water protection requirements.
9. A public hearing on the project has been conducted on 7/8/2019 as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.
10. No stormwater management practices are proposed, thus a draft Operations & Maintenance (O&M) agreement between the applicant and the City is not required.
11. A Project Review Fee of \$1,100 has been received.

Recommendation: Recommend approval with no conditions.

Wenck Associates, Inc.
Engineers for the Commission

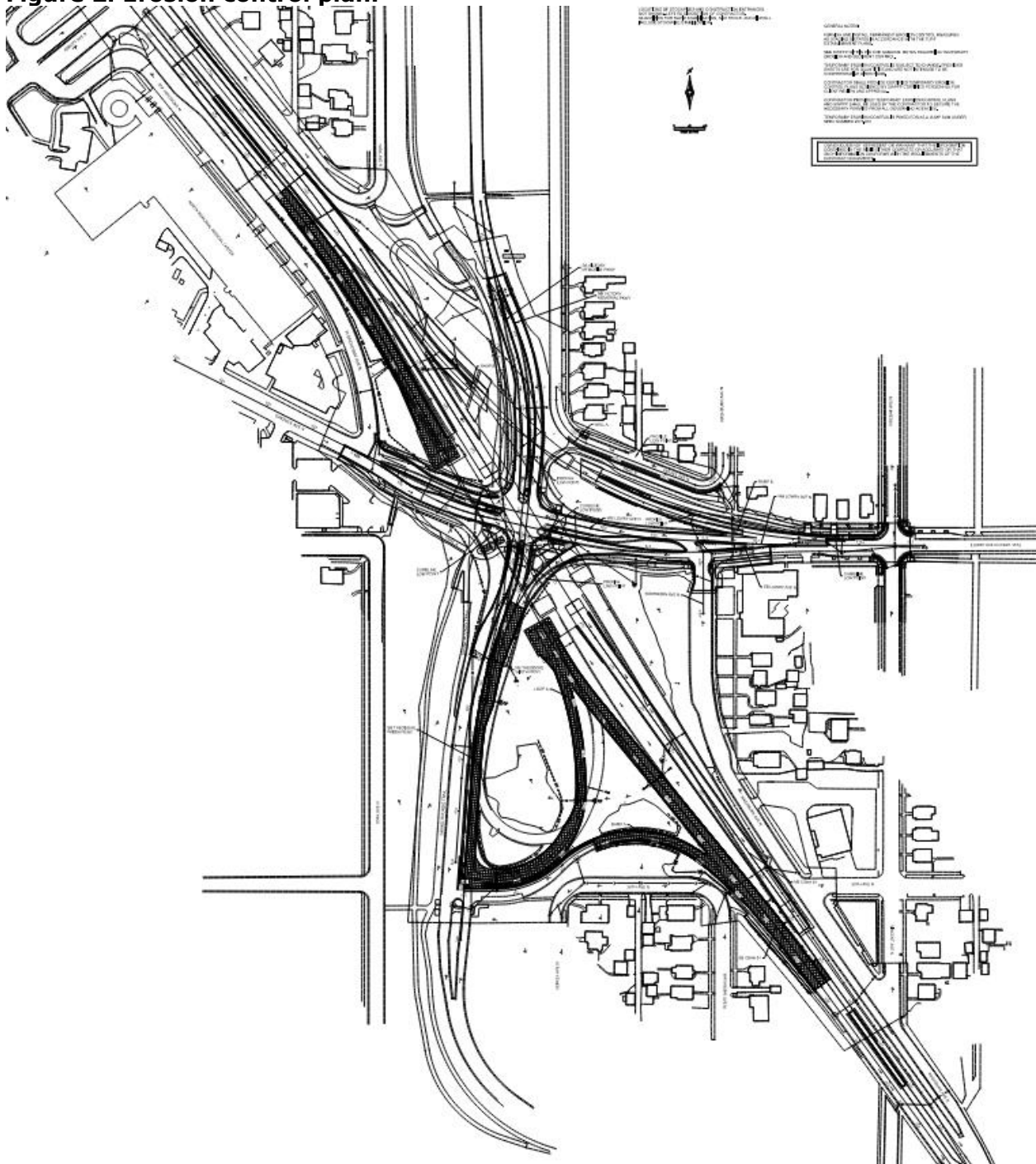
Ed Matthiesen, P.E.

Date

SC2020-002:

Figure 1. Site location.



Figure 2. Erosion control plan.

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION

PROJECT REVIEW SC2020-003: CSAH 152 Webber Parkway Reconstruction (Webber 44)

Owner: Jason Staebell
Company: Hennepin County
Address: 1600 Prairie Drive
Medina, MN 55340

Engineer: Chris Erickson
Company: HZ United
Address: 3025 Harbor Lane N
Plymouth, MN 55447

Phone: 763-551-3699
Fax:
Email: chris.erickson@hzunited.com

Purpose: Reconstruction of roadway and storm sewer at 44th Ave, Webber Parkway, and Lyndale Ave up to 41st Ave.

Location: 44th Ave and Webber Parkway in North Minneapolis (Figure 1).

Exhibits:

1. Project review application, dated 4/30/2020, received 5/8/2020. Project review fee of \$1,100 has not been received yet, but is in the mail.
2. Site drainage, erosion control, and turf establishment plans dated 4/21/2020, received 5/8/2020.

Findings:

1. The proposed linear project is the reconstruction of roadway and storm sewer from Penn Avenue to the west on 44th Ave, Webber Parkway, and Lyndale Avenue from Webber Parkway to 41st Avenue. The site is 15.38 acres. Following development, the site will be 75 percent impervious with 11.6 acres of impervious surface, a decrease of 1.1 acres.
2. The complete project application was received on 5/8/2020. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 6/11/2020 meeting. Sixty calendar-days expires on 8/7/2020.
3. Typically, 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 - 85% TSS removal and 60% TP removal. However, there is no net increase in impervious surface at this site, so the applicant meets Commission water quality treatment requirements.
4. Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Because there is no increase in impervious surface at this site, the applicant meets Commission rate control requirements.
5. Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours, but because there is no increase in impervious surface at this site, the applicant meets Commission volume requirements.

SC2020-003:

6. The erosion control plan (Figure 2) includes rock construction entrances, inlet protection at catch basins within the site and offsite down-gradient structures, bioroll and silt fence at down-gradient disturbed site limits, dust control measures near Webber Park, and erosion control covering over disturbed areas. The erosion control plan meets Commission requirements.
7. The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.
8. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
9. There is no FEMA-regulated floodplain on this site. The applicant meets Commission floodplain requirements.
10. The site is not located in a Drinking Water Management Area (DWSMA). The applicant meets Commission drinking water protection requirements.
11. Multiple public notices on the project have been conducted as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.
12. This project review fee of \$1,100 has not been received.

Recommendation: Recommend approval subject to the following conditions

1. A project review fee is received.

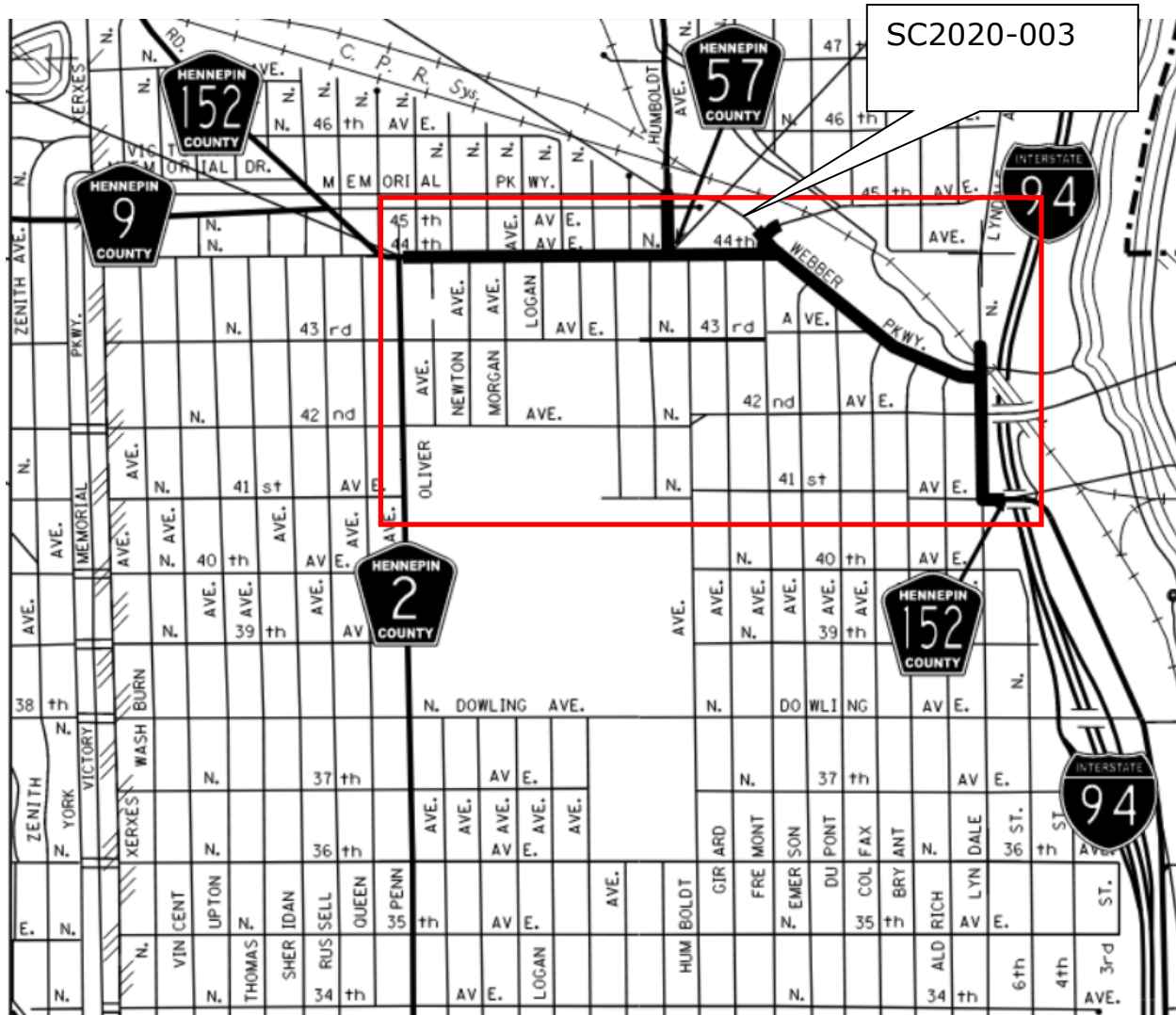
Wenck Associates, Inc.
Engineers for the Commission

Ed Matthiesen, P.E.

Date

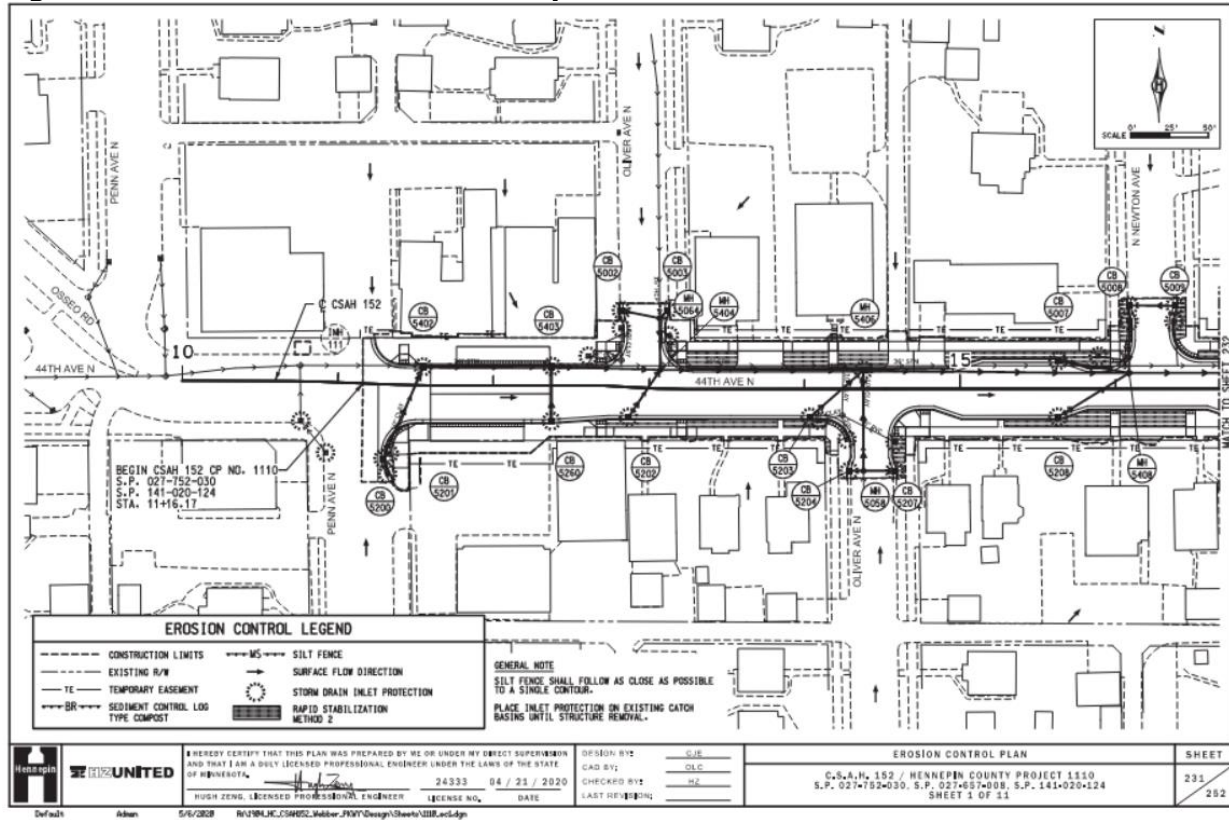
SC2020-003:

Figure 1. Site location.



SC2020-003:

Figure 2. Partial site erosion control plan.



6/5/2020

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW SC2020-004: Candlewood/Hampshire Culverts**

Owner: Mitch Robinson
Company: 5200 85th Ave N
Address: Brooklyn Park, MN 55443

Engineer: Craig Runnakko
Company: City of Brooklyn Park
Address: 5200 85th Ave N
Brooklyn Park, MN 55443
Phone: 763-493-8109
Email: craig.runnakko@brooklynpark.org

Purpose: Construction of 2 culverts on Shingle Creek at Candlewood Dr and Hampshire Ave.

Location: Shingle Creek at Candlewood Dr and Hampshire Ave N (Figure 1).

Exhibits:

1. Project review application dated and received 5/28/2020. Project review fee of \$1,100 was submitted directly to the Commission.
2. Culvert design (Figure 2), erosion control plans, and wetland delineation dated 2/13/2020 and 5/19/2020, received 5/28/2020.
3. HEC-RAS calculations by Wenck Associates, dated 2/19/2020, received 5/28/2020.

Findings:

1. The proposed project is the reconstruction of a culvert with a bridge on Shingle Creek at Candlewood Drive and the construction of a new culvert on Shingle Creek at Hampshire Ave. The site is 14.7 acres. Following development, the site will be 73 percent impervious with 10.7 acres of impervious surface, an increase of 0 acres.
2. The complete project application was received on 5/28/2020. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 7/9/2020 meeting. Sixty calendar-days expires on 7/27/2020.
3. Typically, 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 - 85% TSS removal and 60% TP removal. However, there is no net increase in impervious surface at this site, so the applicant meets Commission water quality treatment requirements.
4. Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Because the increase in impervious surface at this site is negligible, the applicant meets Commission rate control requirements.
5. Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours, but because the increase in

SC2020-004:

impervious area is negligible, the applicant meets Commission volume requirements.

6. The erosion control plan includes rock construction entrances, perimeter sediment control, inlet protection, and floating silt curtain. The erosion control plan meets Commission requirements.
7. The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.
8. Shingle Creek is a DNR Public Water on this site. It is impaired for chloride, E. coli, dissolved oxygen, and macroinvertebrates. The proposed project is not anticipated to negatively impact the creek and its impaired status. The culvert replacement and installation will have no effect on water quality and since the hydraulic capacity is being maintained, compared to existing conditions, the project will not have an adverse effect on hydrology. The applicant meets Commission Public Waters requirements.
9. There is FEMA 100-year floodplain at this site. HEC-RAS modeling has been completed to show that the upstream and downstream 100-year base flood elevations are being maintained and that the new culverts provide equivalent hydraulic capacity to the existing conditions. The project will have no adverse impacts on the floodplain. The applicant meets Commission floodplain requirements.
10. The site is located in a Drinking Water Management Area, but is outside of the Emergency Response Area. There is no proposed infiltration affiliated with the site, thus the applicant meets Commission drinking water protection requirements.
11. A public hearing on the project has been conducted on 4/27/2020 as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements. Additionally, a notice letter was sent out to nearby residents.

12. A Project Review Fee of \$1,100 has been received.

Recommendation: Recommend approval with no conditions.

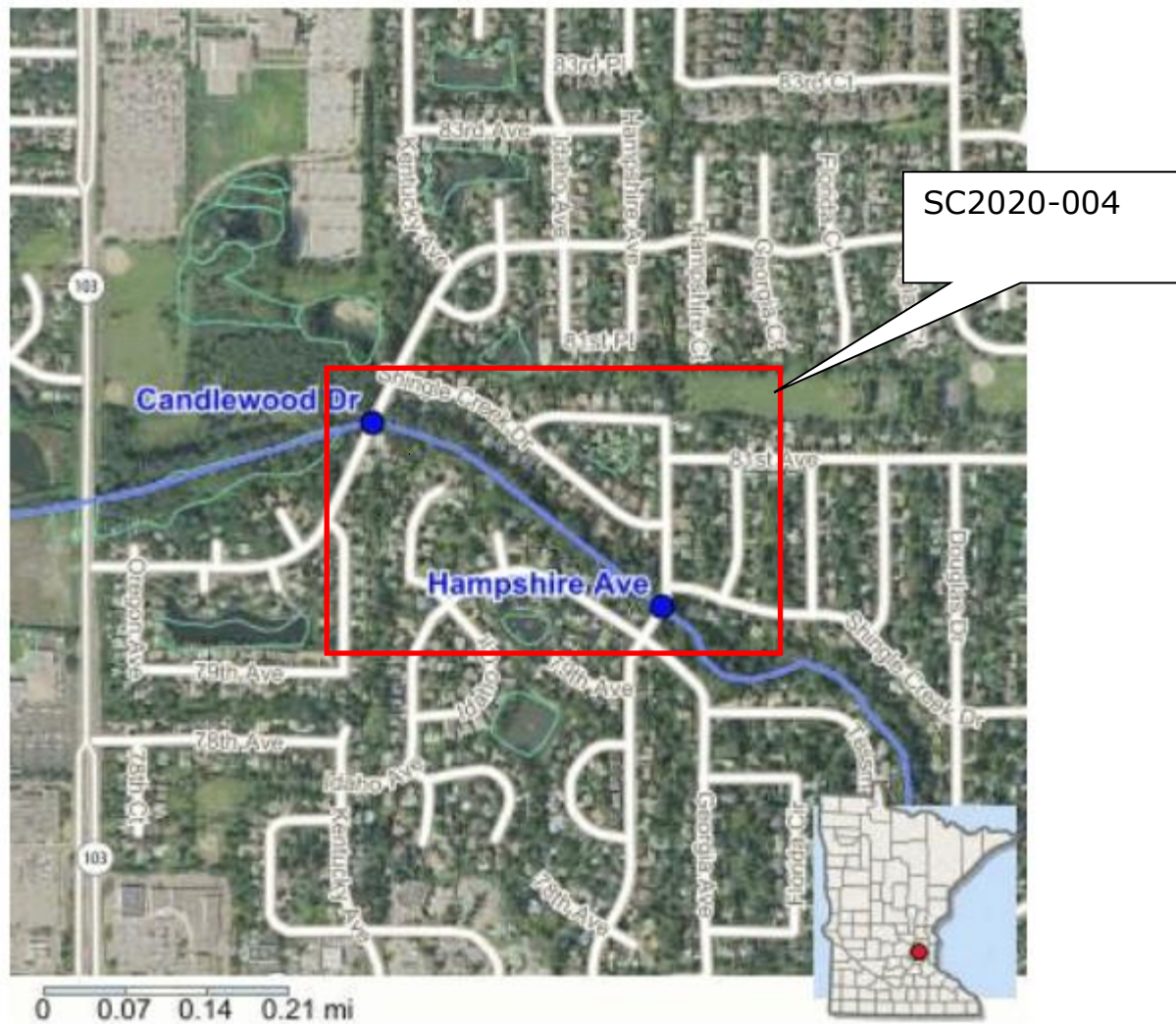
Wenck Associates, Inc.
Engineers for the Commission

Ed Matthiesen, P.E.

Date

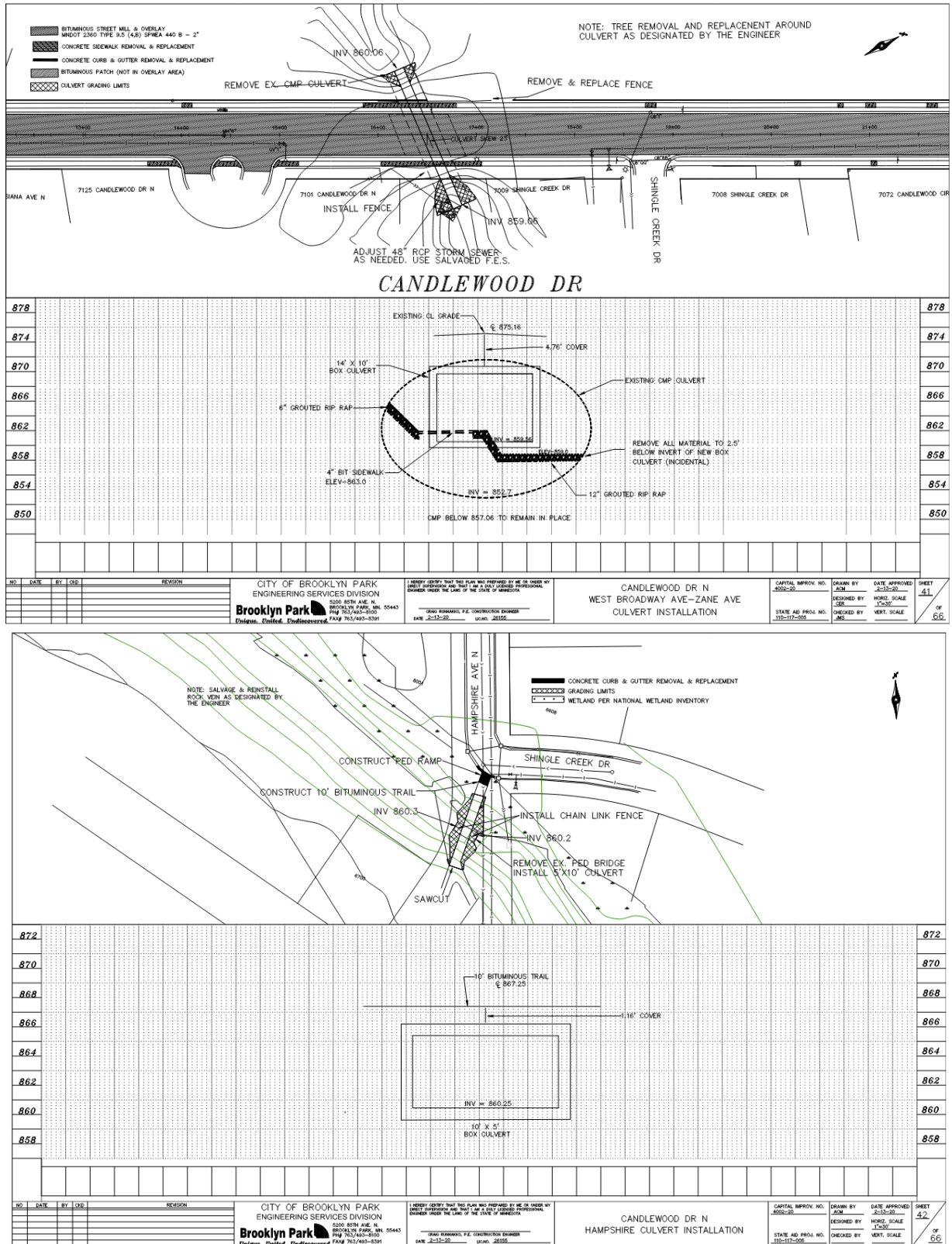
SC2020-004:

Figure 1. Site location.



SC2020-004:

Figure 2. Plans for Candlewood Dr and Hampshire Ave culverts.



SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION

PROJECT REVIEW SC2020-005: Crescent Cove

Owner: Tara Anderson
Company: Crescent Cove
Address: 4201 58th Ave N
Brooklyn Center, MN 55429
Engineer: Stephen Mastey
Company: Landscape Architecture, Inc.
Address: 2350 Bayless Place
St. Paul, MN 55114
Phone: 651-646-1020
Email: stephen@landarcinc.com

Purpose: Construction of play space and natural area on 2.23 acres.

Location: 4201 58th Ave N, Brooklyn Center, MN 55429 (Figure 1).

Exhibits:

1. Project review application and project review fee of \$1,700, dated 6/1/2020, received 6/1/2020.
2. Site concept (Figure 2) and landscaping plans, undated, received 6/2/2020.

Findings:

1. The proposed project is the construction of a play space along a wetland edge that incorporates wetland buffer, floodplain storage, and stormwater treatment. The site is 2.23 acres. Following development, the site will be 2 percent impervious with 0.04 acres of impervious surface, an increase of 0.02 acres.
2. The complete project application was received on 6/2/2020. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 7/9/2020 meeting. Sixty calendar-days expires on 8/1/2020.
3. Typically, 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 - 85% TSS removal and 60% TP removal. Because of the nature of the project, the applicant is exempt from demonstrating water quality requirements. However, the applicant has included two pretreatment sediment sumps within the parking lot that will contribute to water quality improvements and tire-derived aggregate underneath
4. Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Because of the nature of the project, the applicant is exempt from demonstrating rate control requirements.
5. Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. Because of the nature of the project, the applicant is exempt from demonstrating rate control requirements.
6. Biolog along the wetland edge and temporary seeding throughout the site is being used to control erosion during the project construction. A

SC2020-005:

rock spillway is used at the turf field drainage outlet. The erosion control plan meets Commission requirements.

7. A 0.2-acre, Type 3 wetland has been identified on site. The Commission is the LGU for Brooklyn Center. The site plan includes a 30' buffer strip containing pervious surface and natural vegetation. The applicant meets Commission wetland requirements.
8. Twin Lake is a DNR Public Water adjacent to this site. It is impaired for nutrients. The proposed project is not anticipated to negatively impact Twin Lake or its impaired status. The applicant meets Commission Public Waters requirements.
9. The south and east portion of the site lies within the FEMA 100-year floodplain; however, the applicant does not propose to fill the floodplain or to construct any new buildings. The applicant meets Commission floodplain requirements.
10. The site is not located in a Drinking Water Management Area (DWSMA). The applicant meets Commission drinking water protection requirements.
11. A public hearing on the project is not required.
12. A Project Review Fee of \$1,700 has been received.

Recommendation: Recommend approval with no conditions.

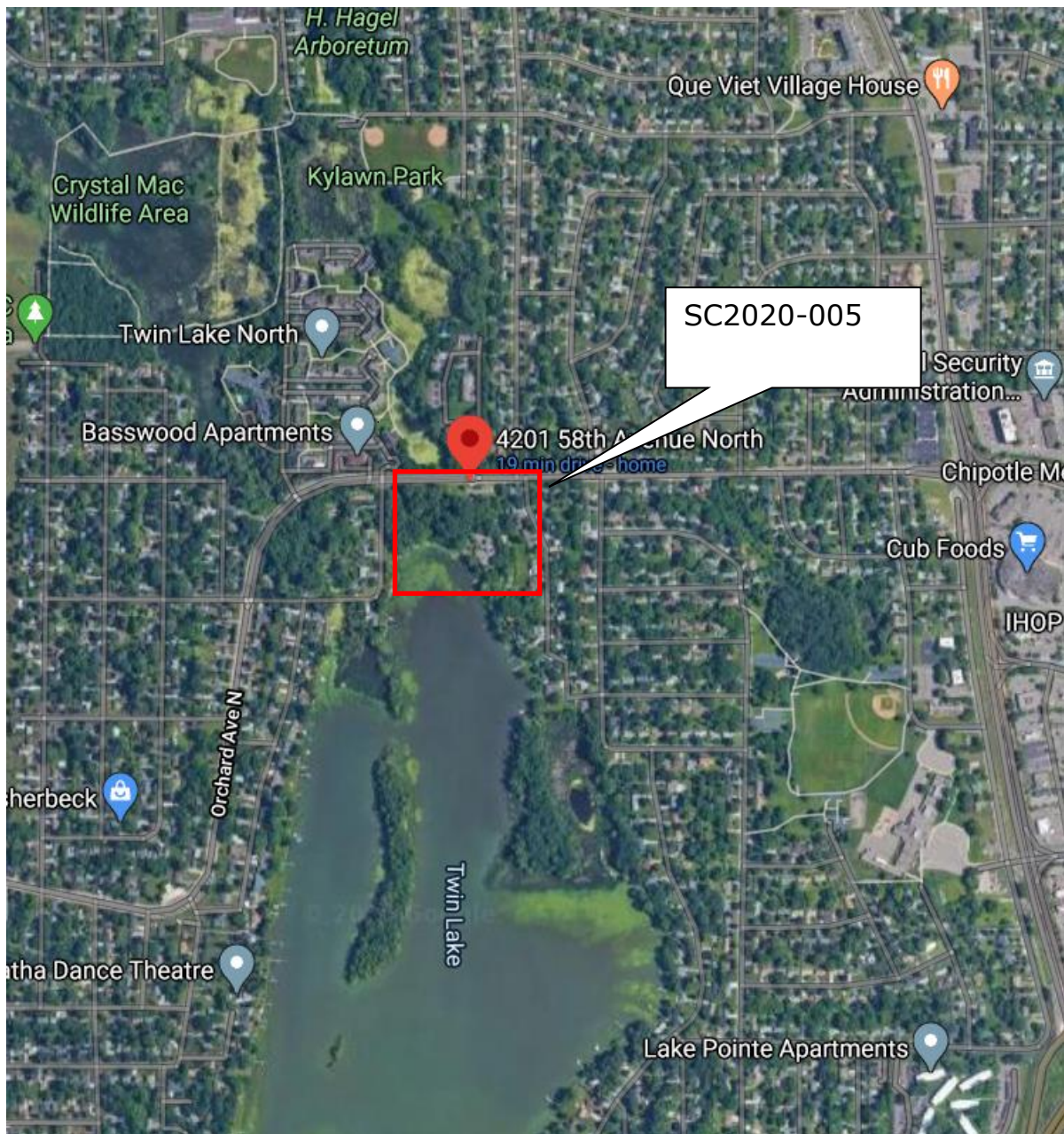
Wenck Associates, Inc.
Engineers for the Commission

Ed Matthiesen, P.E.

Date

SC2020-005:

Figure 1. Site location.



SC2020-005:

Figure 2. Site concept plan including wetland edge.

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector
Judie Anderson

Date: June 5, 2020

Subject: 2021 Proposed Operating Budget

Recommended Commission Action

This report presents a proposed 2021 budget for review and approval. The budget must be finalized prior to July 1.

The Joint Powers Agreement (JPA) governing operations of the Shingle Creek Watershed Management Commission requires a budget and the resulting proposed city assessments for the coming year to be reported to the member cities by July 1. The Commission discussed the proposed 2021 budget at its May meeting, and it has been reviewed by the Technical Advisory Committee (TAC).

The budget is separated into an operating budget and a project budget. The annual operating budget revenue source is primarily city assessments and funds the Commission's core activities. Projects and studies are funded through a variety of grant and other sources, most of which do not proceed on an annual fiscal year basis. Tracking budgets separately provides more clarity as to the activities the cities are funding directly from their annual budgets.

Assessment Cap. The assessment cap in the JPA limits the annual city assessment increase to the June-to-June increase in the Consumer Price Index-Urban (CPI-U), using the assessment in 2004 as a base. The allowable assessment for 2021 under that inflation cap is \$369,190. This proposed recommended 2021 budget assumes an assessment of \$363,590, or **no increase**.

Table 1. Calculation of allowable member city assessments according to the JPA assessment cap.

Year	June CPI-U	Annual CPI % Change	Cumul. CPI % Change	SC Allowed	SC Actual
2003	183.7				
2004	189.7			\$262,750	\$262,750
2005	194.5	3.3%	3.3%	271,330	268,190
2006	202.9	2.5%	5.9%	278,200	276,500
2007	208.352	4.3%	10.5%	290,210	285,900
2008	218.815	2.7%	13.4%	298,010	292,760
2009	215.693	5.0%	19.1%	312,980	304,470
2010	217.965	-1.4%	17.4%	308,510	304,400
2011	225.722	1.1%	18.7%	311,760	304,400
2012	229.478	3.6%	22.9%	322,850	321,400

Year	June CPI-U	Annual CPI % Change	Cumul. CPI % Change	SC Allowed	SC Actual
2013	233.504	1.7%	24.9%	328,230	321,400
2014	238.343	1.8%	27.1%	333,990	329,600
2015	238.638	2.1%	29.7%	340,910	337,970
2016	241.018	0.1%	29.9%	341,330	337,970
2017	243.801	1.0%	29.6%	344,730	340,610
2018	251.989	1.6%	33.3%	350,360	348,710
2019	254.202	1.9%	37.2%	360,430	356,900
2020	258.115*	0.9%	39.4%	366,370	363,590
2021		0.8%**	40.5%**	369,190	363,590

*March 2020 is the latest available. **June 2019 to March 2020

Proposed Budget. With a few exceptions the proposed budget shown in Table 2 generally continues the same activities at the same level of effort as 2020. While some of the line items have been adjusted and reallocations made, overall the proposed 2021 budget is \$1,000 less than the 2020 budget. Each line item is explained in the 2021 Budget Explanation below. Figure 1 shows the proposed 2021 expenditures by category. A few lines require more explanation:

Interest (line 4): The Commission currently has about \$750,000 in the bank, most of which is restricted funds dedicated to grant and levy projects. That balance is earning considerable interest, which staff recommends letting accrue to the cash reserves (line 45) rather than spend.

West Metro Water Alliance (WMWA) Programs (lines 5-6 and 33-40): Shingle Creek acts as the fiscal agent for WMWA. The Commission's budget shows revenues received from our WMO partners for general WMWA programming (line 5). The partners' share of WMWA expenses is shown on lines 34, 36, and 40, the sum of which equals the revenues shown on line 5. Shingle Creek's contributions to WMWA programs are shown on lines 33, 35, and 39. The rain garden workshops are handled in a different way. They are funded directly by cities (line 6) and invoiced through Shingle Creek as a convenience, and the Commission contributes funds (line 37) to subsidize this cost for workshops hosted in the watershed.

Subwatershed BMP Assessment (line 42). The SWA account had a balance of \$34,152 at the end of 2018. The 2019 budget allocated \$20,000 budgeted for subwatershed assessments and \$5,000 for contribution to the 4th generation plan to provide cost share to the HUC-8 flood mapping update. At the end of 2019 the Commission contributed \$19,690 to the City of Maple Grove's Pike Lake SWA. The 2020 budget includes a \$20,000 annual contribution to the Subwatershed Assessment account. No requests for SWAs have been submitted yet in 2020, so the account has a pre-audit balance of \$34,500. Staff recommends reducing the 2021 contribution to \$10,000.

Contribution to 4th Generation Plan (line 44). The Commission has been contributing annually to a restricted account to finance the upcoming 4th Generation Plan. At the end of 2019 that balance is an estimated \$62,000. We believe that with West Mississippi's contribution this will be sufficient to provide an update to the management plan, especially given the management plan implementation work that has been ongoing: the TMDL 5-year reviews, HUC-8 modeling, robust monitoring program and annual water quality report.

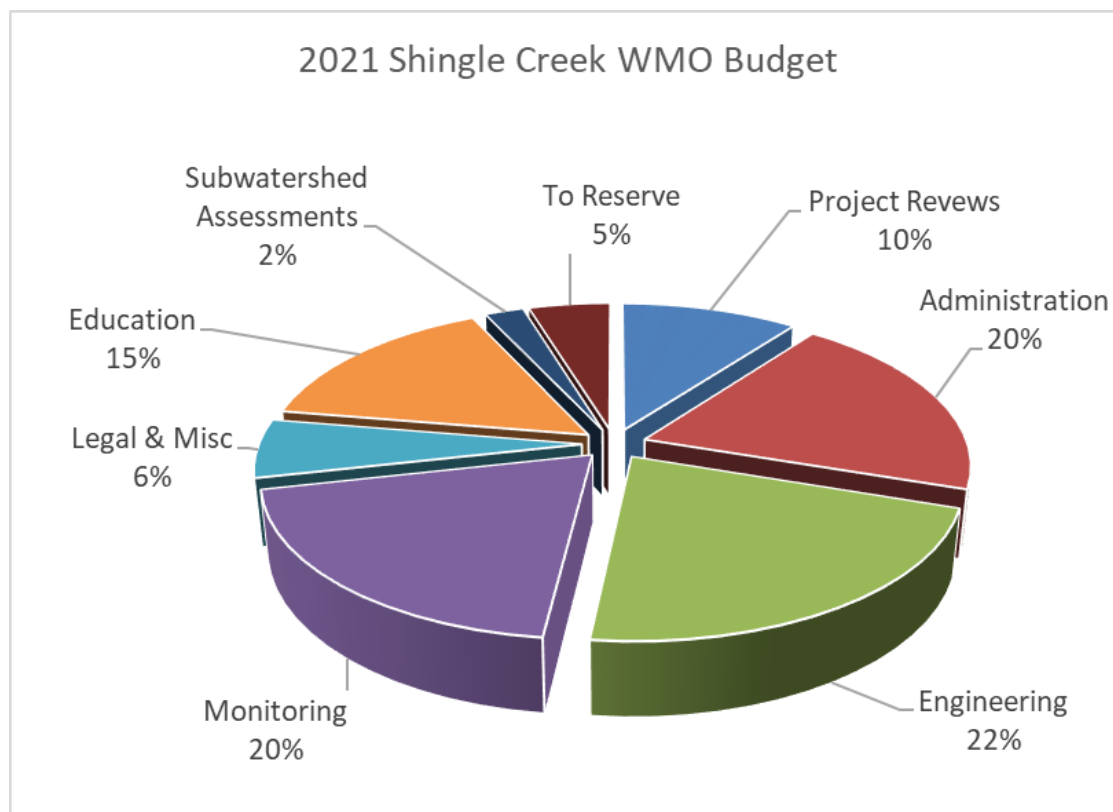


Figure 1. Proposed Shingle Creek 2021 budget: operating budget by category.

2021 Budget Explanation

Income (see Table 2)

Line	Explanation
1	The application fee structure is intended to recover the cost of completing current project reviews. While the fees do not fully fund that activity, they are set and periodically reviewed and adjusted to recover a majority of the cost. It is difficult to predict and budget for project review revenues and fees because it varies based on the economy.
2	The proposed assessment of \$363,590 is no increase over the 2020 assessment. There was no increase from 2015 to 2016 and a 0.1% increase between 2016 and 2017.
3	The Blue Line Extension project will be built through the watershed, and there will be wetland and floodplain impacts and stream crossings. The Metropolitan Council will reimburse the Commission's cost for the Watershed Engineer's participation in planning meetings, which recently have been on hold.
4	The Commission uses the 4M fund to manage its funds, as do many of the member cities. Interest rates are low and likely to remain so, however, the commission is maintaining a high balance of funds encumbered for capital projects, so the amount of interest earned is rising.
5-6	The Commission is the fiscal agent for WMWA activities, and West Mississippi, Elm Creek, and Bassett Creek reimburse the Commission for those services. Participating cities reimburse the Commission for Metro Blooms workshops.

Expenditures (see Table 2)

Line	Explanation
8-11	These line items are to provide administrative support (scheduling, minutes, etc.) for regular Commission and TAC meetings and any special meetings that require support, as well as general administrative duties such as notices, mailings, and correspondence. The Watershed Engineer continues to request the administrator to take on tasks that she can perform more cost effectively.

Line	Explanation
12	This line item includes general engineering support, including preparation for and attendance at Commission and TAC meetings, general technical and engineering assistance, minor special projects, etc. There has been an increasing amount of work including more frequent TAC meetings, technical assistance to the member cities, CIP and grants, etc., so this line item is proposed for increase.
13	The Commission continues to be successful in obtaining grant funds. This line item funds both the development of grant applications and the work necessary to get them under contract, such as developing work plans, budgets, and schedules. Where possible grant administration is rolled into the grant project costs and is an eligible grant activity.
14-15	These line items are for project reviews, review of Local Water Management Plans and Comprehensive Plan amendments and updates, environmental assessments, and general inquiries about past and upcoming projects, and large projects. This activity has noticeably increased in the past few years, as there have been more planning and pre-submittal meetings and reviews. It is difficult to predict what the expense for a coming year will be, as it is based on the number of project reviews, inquiries, etc. received. In 2019 the Commission reviewed nine local water management plans.
16	In the lake and stream TMDLs, the Commission took on completing reviews of progress every five years on a rotating schedule. The Shingle and Bass Creeks Biota and DO TMDL review will be completed in 2020-2021, after which the first cycle will be complete.
17-21	Legal and administrative costs necessary to operate the Commission and hold meetings.
22-23	The Commission's routine stream monitoring program. Flow and water quality are monitored at two sites— SC-0 at Webber Park in Minneapolis and SC-3 at Brooklyn Boulevard in Brooklyn Park, and one site on Bass Creek – BC-1 in Bass Creek Park in Brooklyn Park. This also includes the Commission's share of operating the USGS real-time monitoring site at Queen Avenue in Minneapolis.
24	No monitoring equipment is proposed for replacement in 2021.
26	This line item is the routine lake water quality monitoring and aquatic vegetation surveys as set forth in the Third Generation Monitoring Program and in the lake TMDLs. In 2021 lakes monitored for water quality and aquatic vegetation will be Success and Cedar Island Lakes.
27-29	Volunteer lake, macroinvertebrate, and wetland monitoring. The lake monitoring is through the Met Council's Citizen Assisted Monitoring Program (CAMP), and the stream macroinvertebrate and wetland monitoring is coordinated by Hennepin County Environmental Services. In 2021 the CAMP lakes will be Eagle, Pike, Schmidt, and Magda. Two wetlands yet to be determined will be monitored in 2021.
30	This line item is the annual water quality report, which provides a record of all the monitoring results for the year as well as analysis of water quality trends and an overview of progress toward the TMDLs. West Mississippi also budgets funds for this report. Now that the Commissions has accumulated a long enough data record, more trend analysis is possible.
31-32	The cost of the Education program is split 50/50 between Shingle Creek and West Mississippi. The education grants are targeted to educators and other parties desiring to enhance education and outreach around water. Some past examples are: transportation to the annual Children's Water Fest; materials for a schoolyard rain garden; and interpretive signage at volunteer restoration sites.
33-40	Shingle Creek is the fiscal agent for the West Metro Water Alliance (WMWA). These lines show the Commission's share as well as the partners' share.
41	The Commission reviews its Capital Improvement Program (CIP) annually, and periodically formally revises the CIP through major and minor plan amendments. No amendment is anticipated in 2021.
42	Completion of subwatershed BMP assessments systematically in the areas of the watershed that could benefit from additional treatment as recommended in the Third Generation Plan.
43	A 2019 special project to update flood modeling and mapping that was last updated decades ago. The 2019 budget included funding to supplement the \$50,000 contributed by the DNR. The project will be complete in 2020.
44-45	Contributions to dedicated accounts: a reserve for the 4 th Generation Management Plan; and a grant match reserve. The 4 th Generation Plan Account will have a balance of \$62,000 at the end of 2019. No contribution is proposed to either the 4 th Gen Plan or the grant match fund in 2021.

Table 2. Proposed Shingle Creek WMC 2021 operating budget.

		2019 Budget	Pre-Audit Actual 2019	Approved 2020 Budget	Proposed 2021 Budget
REVENUE					
1	Application Fees	\$22,000	\$18,200	\$23,000	\$20,000
2	Member Assessments	356,900	356,900	363,590	363,590
3	Blue Line Extension	0	0	1,000	0
4	Interest	3,000	21,260	15,000	20,000
5	WMWA Education Reimbursement	33,000	23,382	33,000	33,000
6	WMWA Rain Garden Workshops	6,000	6,250	8,000	6,000
7	Miscellaneous Income	0	0	0	0
	TOTAL REVENUE	\$420,900	\$425,992	\$443,590	\$442,590
EXPENSES					
	ADMINISTRATION				
8	Administrative Services	\$71,000	\$71,268	\$71,000	\$71,000
9	Engineering Support	17,000	15,875	17,000	17,000
10	Project Reviews/WCA	1,700	1,516	1,500	1,500
11	Blue Line Extension		0	500	
	Subtotal	\$89,700	\$88,659	\$90,000	\$89,500
	ENGINEERING				
12	Engineering Services	62,000	95,518	62,000	75,000
13	Grant Application Writing	10,000	10,109	11,500	11,000
14	Project Reviews/WCA	37,000	43,480	45,000	44,000
	Local Plan Reviews	0	0	0	0
15	Blue Line Extension	0	0	500	0
16	TMDL 5 Year Reviews	12,000	12,008	12,000	10,000
	Subtotal	\$121,000	\$161,115	\$131,000	\$140,000
	LEGAL				
17	Legal Services	6,000	5,390	6,000	\$5,500
	MISCELLANEOUS				
18	Bookkeeping	7,000	7,005	7,000	7,000
19	Audit	6,000	6,000	6,500	6,500
20	Insurance & Bonding	3,100	2,441	3,100	3,100
21	Meeting Expense	4,700	4,010	5,000	5,000
	Subtotal	\$20,800	\$19,456	\$21,600	\$21,600
	PROGRAMS				
	<i>Monitoring</i>				
22	Stream Monitoring	33,000	36,047	35,000	36,000
23	Stream Monitoring-USGS	4,100	3,800	4,500	4,200
24	Monitoring Equipment	3,000		0	0
25	Stream Biomonitoring	0	(incl above)	0	0
26	Commission Lake Monitoring	22,500	22,491	24,000	24,000
27	Citizen Assisted Lake Monitoring	3,800	1,903	3,800	3,800
28	Vol Wetland Monitoring	2,000	0	2,000	2,000
29	Vol Stream Monitoring	2,000	2,000	1,000	1,000
30	Annual Monitoring Report	14,000	13,999	16,000	16,000
	Subtotal	\$84,400	\$80,240	\$86,300	\$87,000
	<i>Water Quality Education</i>				
31	Education Program	15,000	18,424	15,000	15,000
32	Education Grants	500	0	500	500

		2019 Budget	Pre-Audit Actual 2019	Approved 2020 Budget	Proposed 2021 Budget
33	WMWA Admin/Tech: SC Share	5,000	12,025	5,000	5,000
34	WMWA Admin/Tech: Partners Share	15,000		15,000	15,000
35	WMWA Impl Activities: SC Share	2,000	3,879	2,000	2,000
36	WMWA Impl Activities: Partners Share	4,500		4,500	4,500
37	Rain Garden Workshops: SC Share	2,000	9,000	2,000	2,000
38	Rain Garden Workshops: Partners Share	6,000		6,000	6,000
39	WMWA Educators: SC Share	4,500	12,326	4,500	4,500
40	WMWA Educators: Partners Share	13,500		13,500	13,500
	Subtotal	\$68,000	\$55,654	\$68,000	\$68,000
	MANAGEMENT PLANS				
41	3 rd Gen Plan/Plan Amendments	1,000	2,168	1,000	0
42	Subwatershed BMP Assessment	0	19,992	20,000	10,000
	Subtotal	\$1,000	\$1,958	\$21,000	\$10,000
	PROJECTS				
43	Flood Modeling and Mapping	25,000	35,001	0	0
44	Contribution to 4 th Generation Plan	5,000	0	0	0
45	To/From Reserves	0	0	19,690	20,990
	Subtotal	\$30,000	\$35,001	\$19,690	\$20,990
	TOTAL OPERATING EXPENSE	\$420,900	\$422,208	\$443,590	\$442,590
	To be reimbursed by DNR		7,925		
	Amount Under (Over)		3,784		

Budget Background

INCOME

- Assessments: annual assessments to the member cities to pay the operating expenses of the Commission. Assessments are apportioned 50 percent based on land area within the watershed and 50 percent based on tax capacity of land within the watershed.
- Blue Line Extension: The Met Council reimburses the Commission for work the Engineer and WCA administrators undertake as part of planning for the Blue Line Extension.
- WMWA Education and Rain Garden Workshops: Shingle Creek serves as the fiscal agent for the West Metro Water Alliance. As that fiscal agent, Shingle Creek invoices the other three watersheds for general WMWA work and also works with individual cities or groups of cities who wish to contract with Metro Blooms for raingarden workshops.

EXPENSES

OPERATIONS: All activities **mandated** by statute or state administrative rule except where noted.

*1.0**Administration*

- Administrative Services: clerical and office support duties on behalf of the Commission, such as preparing for and attending meetings, preparing minutes and agendas, correspondence, mailings, official records, official publications, annual reporting, preparing budget.
- TAC/Engineering Support: correspondence, official publications, attendance and minutes at TAC and other special meetings, and other support regarding engineering activities.
- Project Reviews/WCA: correspondence and other support regarding project reviews and Wetland Conservation Act actions.

2.0

Engineering

- Engineering Services: technical and administrative duties on behalf of the Commission, such as: investigation and resolution of drainage, flood control, bank stabilization, erosion and water quality problems; research; preparing for and attending meetings; correspondence; responding to inquiries; annual reporting; preparing budget.
- Grant Application Writing: researching and writing grant applications to supplement Commission funds, preparing work plans and contracts for awarded grants. The Commission started funding grant applications in 2003 and has received grants totaling just over \$4.3 million from various sources. ***Not mandated.***
- Project Reviews/WCA: reviewing projects and wetland replacement plans for conformance with Commission and WCA requirements; reviewing local plans and comprehensive plan amendments; consultation on upcoming projects; reviewing environmental assessments.
- TMDL 5 Year Reviews/CIP Engineering: technical assistance to the Commission and cities in the ongoing implementation of TMDLs and projects and completion of TMDL Five Year Reviews. Each Five Year Review is published as a stand-alone report. ***Not mandated.***

3.0

Legal

- Legal Services: general counsel, preparing for and attending meetings, drafting policies and variances, drafting and reviewing contracts and agreements.

4.0

Miscellaneous

- Miscellaneous: annual audit, bookkeeping services, insurance and bonding, and meeting expenses.

MONITORING AND INFORMATION GATHERING: State administrative rules **mandate** monitoring programs that are “...capable of producing accurate data to the extent necessary to determine whether water quantity and quality goals are being achieved” but *do not specify* what those programs should entail. The Commission lake, stream, and biomonitoring are in accordance with the ongoing monitoring committed to by the Commission in the lake and stream TMDLs Implementation Plans.

- *Commission Stream Monitoring:* Field data collection, equipment maintenance, sample lab analysis, and data analysis for flow monitoring and water quality sampling at three sites (SC-0 Webber Park, SC-3 Brooklyn Boulevard, and BCP Bass Creek Park).
- *Stream Monitoring-USGS:* The Commission’s share of the cost of operating the USGS site at Queen Avenue (SC-1). Real-time data can be found at waterdata.usgs.gov/mn/nwis/uv?05288705.
- *Commission Stream Biomonitoring:* The Commission periodically performs fish and macroinvertebrate sampling at the water quality monitoring stations.
- *Commission Lake Monitoring:* Bimonthly water column water quality monitoring, aquatic vegetation surveys, and sediment core sampling (where necessary) to obtain a more robust assessment of lake water quality and biotic health.
- *Citizen Assisted Lake Monitoring Program (CAMP):* In partnership with the Metropolitan Council, volunteers are trained to take lake water samples and make observations. Met Council provides sample analyses and data compilation. The Commission provides equipment, training, and sample collection. Lakes are monitored on a rotating schedule set forth in the Third Gen Plan.
- *Volunteer Wetland Monitoring:* In partnership with Hennepin County Environment and Energy. Adults are trained to monitor and sample wetlands for plants and macroinvertebrates and to classify the sampled organisms and plants as an indicator of wetland health. Two to three sites are monitored each year.
- *Volunteer Stream Monitoring:* In partnership with Hennepin County Environment and Energy, high school and college students are trained to sample streambeds for macroinvertebrates and to classify the sampled organisms as an indicator of stream health. Various sites on Shingle Creek.
- *Annual Monitoring Report:* Information gathered through the various monitoring programs is presented and interpreted in an Annual Water Quality Report. This report also includes an analysis of water quality trends.

EDUCATION AND PUBLIC OUTREACH: A public information program is **mandated** by state administrative rules. The Commission also provides at the member cities’ request NPDES Phase II education and public outreach programs **mandated** by the federal and state governments.

- *Education:* General public information and NPDES education program: target one or two messages per year; coordinate messages with cities; prepare materials for distribution by member cities; work with lake associations; Great Shingle Creek Watershed Cleanup; work with

Watershed Partners; coordinate Education and Public Outreach Committee (EPOC); coordinate with West Metro Water Alliance (WMWA) (with West Mississippi, Bassett, and Elm Creek WMOs); work with area schools; maintain Web site.

- *Education Grants:* Financial assistance for activities such as classes or programs to improve water quality education; curriculum and educational materials for use in the classroom; expenses for field trips or fieldwork related to water quality education; implementation projects that include an education component.

MANAGEMENT PLANS: The Commission is **mandated** by state statute and administrative rule to pursue an Implementation Program that consists of nonstructural, structural, and programmatic solutions to problems, issues, and management goals.

- *3rd Gen Plan/Plan Amendments:* Management Plans have been completed for water resources in the watershed, including approved TMDLs for each Impaired Water. Each year the Commission reviews the Capital Improvement program (CIP), and if necessary, modifies it through a major or minor plan amendment.
- *Subwatershed BMP Assessments:* These analyses evaluate and model smaller subwatersheds for possible small Best Management Practice implementation, including rain gardens, bioinfiltration and filtration basins, pond expansions and iron-enhanced filter retrofits, pervious pavement, tree trenches, capture and reuse, and other practices. Such assessments have been completed in several areas within the watershed.

CONSTRUCTION/MATCHING GRANT FUND: A capital contribution towards a fund to be used to match grants or for high-priority projects as designated by the Commission. **Not mandated**

CONTRIBUTION TO 4TH GENERATION MANAGEMENT PLAN: The Commissions are required by statute to update their plans at least every ten years. The commissions have been accumulating funds in a dedicated account to pay for this plan, expected in 2021-2022. **Not mandated**

Technical Memo

To: West Mississippi WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector
Jude Anderson

Date: June 5, 2020

Subject: Proposed 2021 Operating Budget

**Recommended
Commission Action**

This report presents a proposed 2021 budget for review and approval. The budget must be finalized prior to July 1.

The Joint Powers Agreement governing operations of the West Mississippi Watershed Management Commission requires a budget and the resulting proposed city assessments for the coming year to be reported to the member cities by July 1. The Commission discussed the proposed 2021 budget at its May meeting, and it has been reviewed by the Technical Advisory Committee (TAC).

The assessment cap in the Joint Powers Agreement limits the annual city assessment increase to the increase in the Consumer Price Index (CPI-U), using the assessment in 2004 as a base. As Table 1 shows, the Commission could under that cap increase member city assessments for 2021 to \$167,840. The draft 2021 budget assumes *an assessment of \$153,600*, which for the third year in a row is no increase.

Table 1. Calculation of allowable member city assessments according to the JPA assessment cap.

	June CPI-U	Annual CPI % Change	Cumul. CPI % Change	WM Allowed	WM Actual
2003	183.7				
2004	189.7			\$119,450	\$ 76,200
2005	194.5	3.3%	3.3%	123,350	77,950
2006	202.9	2.5%	5.9%	126,470	80,350
2007	208.352	4.3%	10.5%	131,930	125,600
2008	218.815	2.7%	13.4%	135,480	125,600
2009	215.693	5.0%	19.1%	142,280	130,620
2010	217.965	-1.4%	17.4%	140,250	128,000
2011	225.722	1.1%	18.7%	141,730	128,000
2012	229.478	3.6%	22.9%	146,770	128,000
2013	233.504	1.7%	24.9%	149,220	135,700
2014	238.343	1.8%	27.1%	151,830	135,700
2015	238.638	2.1%	29.7%	154,980	135,700
2016	241.018	0.1%	29.9%	155,170	135,700
2017	243.801	1.0%	31.2%	156,720	145,000
2018	251.989	1.6%	33.3%	159,280	150,000

	June CPI-U	Annual CPI % Change	Cumul. CPI % Change	WM Allowed	WM Actual
2019	254.202	1.9%	37.2%	163,850	153,600
2020	258.115*	0.9%	39.4%	165,290	153,600
2021		0.8%**	40.5%**	167,840	153,600

*March 2020 CPI-U is the latest available **June 2016 to March 2020

Proposed Budget. With a few exceptions the proposed budget shown in Table 2 generally continues the same activities at the same level of effort as 2020. Some of the line items have been adjusted and reallocations made. Overall the proposed 2021 budget is \$1,500 more than the 2020 budget, which is expected to be funded from increased interest earnings. Each line item is explained in the 2021 Budget Explanation below. Figure 1 shows the proposed 2021 expenditures by category. A few lines require more explanation:

Subwatershed Assessments (line 28). The Commission has set aside \$10,000-20,000 per year to complete subwatershed assessments, including one in Champlin in the vicinity of TH 169 and West River Road, and one in Brooklyn Center, in its Evergreen Park Neighborhood. No applications have been made for the past two years, so it is recommended that no funds be budgeted specifically for this. At the end of 2019 the estimated balance of that account was \$40,000. Should a member city request one in 2021, the Commission may consider amending the budget for that purpose.

Contribution to Construction/Grant Match Fund (line 29). The commission has set aside \$5,000 each year in a restricted fund for construction projects or to match grants. Aside from one project in Brooklyn Center, the funds have not been used and the audited balance at the end of 2018 was \$84,310. It is recommended that no funds be budgeted specifically for this.

Contribution to 4th Generation Plan (line 30). When the member cities agreed to an “above the cap” assessment for the Third Generation Plan, they advised the Commission to begin setting aside funds every year in a reserve to pay for the Fourth Generation Plan, which expires in 2022. Shingle Creek sets aside \$5-10,000 per year for this purpose and has accumulated \$62,000. Because of the significant balance in the cash reserves, the Commission had previously declined to specifically set aside funds. **Staff recommends that the Commission again consider segregating an amount in the reserves specifically for the Fourth Generation Plan and recommends that amount be \$25,000.**

Updated Floodplain Mapping (line 31). Commission staff are currently working with the DNR to undertake updated floodplain modeling in Shingle Creek. While the DNR is not prioritizing updating flood modeling and mapping in West Mississippi, the existing flood delineations are quite old and were prepared when the watershed was much less developed. The DNR has no funding available to underwrite this work in West Mississippi. Staff estimates that the cost of this work would be about \$25,000. The 2019 budget allocated \$25,000 from reserves for West Mississippi work, however, it was not a priority as the Shingle Creek work is still under way and was not completed. Should the Commission choose to go forward in 2021 the budget may be amended.

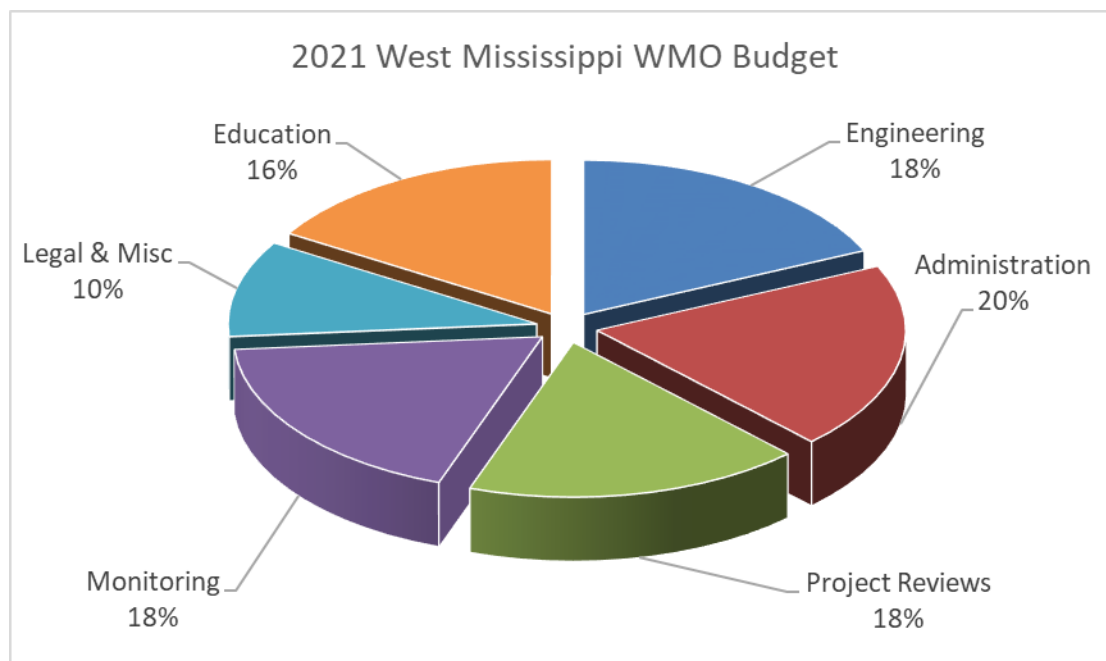


Figure 1. West Mississippi proposed 2021 budget by category.

2021 Budget Explanation

Income (see Table 2)

Line	Explanation
1	The application fee structure is intended to recover the cost of completing current project reviews. While the fees do not fully fund that activity, they are set and periodically reviewed and adjusted so as to recover a majority of the cost. It is difficult to predict and budget for project review revenues and fees because it varies based on the economy.
3	For the third year in a row, the 2021 assessment is no increase over the previous year.
4	The Blue Line Extension project will be built through the watershed, and there will be a number of wetland and floodplain impacts and stream crossings. While currently on hold, the Metropolitan Council will reimburse the Commission for the cost of the Watershed Engineer's participation in planning meetings.
5	The Commission has in the past maintained a very healthy cash reserve. In previous years, those reserves were used to subsidize the assessments. As the reserves have been drawn down, the assessments are now funding most of the operating expenses. In 2019, funds from the cash reserves were set aside to update flood modeling and mapping.

Expenditures (see Table 2)

Line	Explanation
6-9	These line items are to provide administrative support (scheduling, minutes, etc.) for regular Commission and TAC meetings and any Commission, TAC, or other meetings that require support, as well as general administrative duties such as notices, mailings, and correspondence. The Watershed Engineer continues to request the administrator to take on tasks that she can perform more cost effectively.
10-11	This line item includes general engineering support, including preparation for and attendance at Commission and TAC meetings, general technical and engineering assistance, minor special projects, writing and administering grants, etc. There has been an increasing amount of work including more frequent TAC meetings, more technical assistance to the member cities, managing the CIP process, etc., so this line item is proposed for increase.

Line	Explanation
12-13	These line items are for project reviews, review of Local Water Management Plans and Comprehensive Plan amendments and updates, environmental assessments, large projects such as the Blue Line Extension and general inquiries about past and upcoming projects. This activity has noticeably increased in the past few years, as there have been more planning and pre-submittal meetings and reviews. It is difficult to predict what the expense for a coming year will be, as it is based on the number of project reviews, inquiries, etc. received.
14-18	Legal and administrative costs necessary to operate the Commission and hold meetings.
19-20	At this time we are not recommending changes to the volunteer stream or wetland monitoring budgets. One stream site is monitored (Mattson Brook) through the RiverWatch program when volunteers are available, and two wetlands through the Wetland Health Evaluation Program, both volunteer programs managed by Hennepin County.
21	Routine flow and water quality monitoring at two stream and/or outfall sites each year on a rotating basis. The 2021 budget is proposed to be increased to reflect the increased cost of confined space entry to set up in-manhole monitoring equipment.
22	This line is the Commission's contribution to the Annual Shingle Creek and West Mississippi Water Quality Report.
23,26	The cost of the Education program is split 50/50 between Shingle Creek and West Mississippi.
24-25	The Commission participates in the West Metro Water Alliance (WMWA), contributes to funds to support rain garden workshops, classroom activities, and special projects on a regional basis.
27	The Commission reviews its Capital Improvement Program (CIP) annually, and periodically formally revises the CIP through major and minor plan amendments. No amendments are anticipated for 2021.
28	Completion of subwatershed BMP assessments systematically in the areas of the watershed that could benefit from additional treatment as recommended in the Third Generation Plan. No assessments have been requested for 2021, thus no funds are budgeted.
29	In the past the commission periodically has set aside funds in a segregated account to provide grant match, but as that account has not been used and carried a balance, no funds are budgeted for 2021.
30	The Commission could but does not at this time make regular contributions to a dedicated 4 th Generation Watershed Management Plan account.
31	A 2019 special project to update flood modeling and mapping that was last updated decades ago. Work was put on hold until similar modeling is completed in Shingle Creek.
32	When expenses are less than collected revenues, the balance is transferred to the cash reserves.

Table 2. Proposed West Mississippi Watershed Management Commission 2021 budget.

		2019 Budget	2019 Actual (pre-audit)	2020 Budget	Proposed 2021
INCOME					
1	Application fees	\$20,000	\$18,800	\$18,000	\$18,000
2	Interest income	2,000	10,807	5,000	7,000
3	Assessment	153,600	153,600	153,600	153,600
4	Blue Line Extension	0	0	500	0
5	Reserve - General	25,000	0	0	0
	TOTAL INCOME	\$200,600	\$183,207	\$177,100	\$178,600
EXPENSES					
	<i>Administration:</i>				
6	Administrative services	\$31,000	\$27,948	\$31,000	\$30,000
7	TAC/engineering support	4,500	4,849	4,500	5,000
8	Project reviews/WCA	1,500	1,169	1,500	1,500
9	Blue Line Extension	0	0	0	0
	Subtotal	\$37,000	\$33,966	\$37,500	\$36,500
	<i>Engineering:</i>				
10	Engineering services	30,000	\$29,244	31,000	31,500
11	Grant writing	1,500	414	1,000	1,000
12	Project reviews/WCA	27,000	34,984	27,600	30,000
13	Blue Line Extension	0	0	500	0
	Subtotal	\$58,500	\$64,642	\$60,100	\$62,500
	<i>Legal:</i>				
14	Legal services	5,000	\$3,736	5,000	4,000
	Subtotal	\$5,000	\$3,736	\$5,000	\$4,000
	<i>Miscellaneous:</i>				
15	Accounting	2,800	\$2,374	3,000	3,000
16	Audit	5,000	4,500	5,500	5,500
17	Insurance & bonding	2,800	2,343	2,800	2,800
18	Meeting expense	2,500	1,719	2,700	2,700
	Subtotal	\$13,100	\$10,936	\$14,000	\$14,000
	<i>Monitoring:</i>				
19	Vol stream monitoring	1,000	\$0	1,000	0
20	Vol wetland monitoring	2,000	0	2,000	2,000
21	Outfall & stream monitoring	18,000	18,183	20,000	22,600
22	Annual monitoring report	6,000	6,000	8,000	8,000
	Subtotal	\$27,000	\$24,183	\$31,000	\$32,600
	<i>Education:</i>				
23	Education program	15,000	\$18,523	15,000	15,000
24	Rain garden workshops	2,000	2,000	2,000	2,000
25	WMWA implementation activities	11,500	7,000	11,500	11,500
26	Education grants	500	0	500	500
	Subtotal	\$29,000	\$27,523	\$29,000	\$29,000
	<i>Management Plans:</i>				
27	3 rd Gen Plan/plan amendments	1,000	1,581	1,000	0
28	Subwatershed BMP assessment	0	0	0	0
	Subtotal	\$1,000	\$1,581	\$1,000	\$0
29	Contrib to constr/grant match	5,000	0	0	0
30	Contribution to 4th Gen Plan	0	0	0	0
31	Flood modeling and mapping	25,000	0	0	0
32	To (from) reserves		16,640		
	TOTAL OPERATING EXPENSE	\$200,600	\$183,207	\$177,100	\$178,600

Technical Memo



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1.0 Budget Background

2.0

3.0**INCOME**

- Assessments: annual assessments to the member cities to pay the operating expenses of the Commission. Assessments are apportioned 50 percent based on land area within the watershed and 50 percent based on tax capacity of land within the watershed.

4.0**EXPENSES**

OPERATIONS: All activities **mandated** by statute or state administrative rule except where noted.

*5.0**Administration*

- Administrative Services: clerical and office support duties on behalf of the Commission, such as preparing for and attending meetings, preparing minutes and agendas, correspondence, mailings, official records, official publications, annual reporting, preparing budget.
- Engineering Support: correspondence, official publications, attendance and minutes at TAC and other special meetings, and other support regarding engineering activities.
- Project Reviews/WCA: correspondence and other support regarding project reviews and Wetland Conservation Act actions.

*6.0**Engineering*

- Administration: technical and administrative duties on behalf of the Commission, such as: investigation and resolution of drainage, flood control, bank stabilization, erosion and water quality problems; research; preparing for and attending meetings; correspondence; responding to inquiries; annual reporting; preparing budget
- Grant Application Writing: researching and writing grant applications to supplement Commission funds. ***Not mandated.***
- Project Reviews/WCA: reviewing projects and wetland replacement plans for conformance with Commission and WCA requirements; reviewing local plans and comprehensive plan amendments; consultation on upcoming projects; reviewing environmental assessments.

*7.0**Legal*

- Legal Services: general counsel, preparing for and attending meetings, drafting policies and variances, reviewing contracts and agreements.

8.0

Miscellaneous

- Miscellaneous: annual audit, bookkeeping services, insurance and bonding, and meeting expenses.

MONITORING AND INFORMATION GATHERING: State administrative rules **mandate** water quantity and quality monitoring programs that are “...capable of producing accurate data to the extent necessary to determine whether water quantity and quality goals are being achieved” but *do not specify* what those programs should entail.

- Volunteer Stream Monitoring: Macroinvertebrate monitoring: in partnership with Hennepin County Environmental Services, students are trained to sample streambeds for macroinvertebrates and to classify the sampled organisms as an indicator of stream health. Monitoring is done on Mattson Brook when volunteers are available.
- Volunteer Wetland Monitoring: Macroinvertebrate and vegetation monitoring: in partnership with Hennepin County Environmental Services, adults are trained to monitor and sample wetlands for plants and macroinvertebrates and to classify the sampled organisms and plants as an indicator of wetland health. Two to three sites are monitored each year.
- Commission Stream and Outfall Monitoring: Field data collection, equipment maintenance, sample lab analysis, and data analysis for flow monitoring and water quality sampling at two sites which rotate among Mattson Brook, the outlet of the Brooklyn Park Environmental Preserve, and various Mississippi River storm sewer outfalls.
- Water Quality Monitoring Report: An annual report that presents data gathered in the previous year and evaluates whether water quantity and quality goals are being achieved.

EDUCATION AND PUBLIC OUTREACH: A public information program is **mandated** by state administrative rules. The Commission also provides at the member cities’ request NPDES Phase II education and public outreach programs **mandated** by the federal and state governments; the NPDES specifies the types of education and outreach that should be provided.

8.1

8.2 *EDUCATION*

- General public information and NPDES education program: target one or two messages per year; coordinate messages with cities; prepare materials for distribution by member cities; work with lake associations; Great Shingle Creek Watershed Cleanup; work with Watershed Partners; coordinate Education and Public Outreach Committee (EPOC); coordinate with the West Metro Water Alliance (WMWA) (with Shingle, Bassett, and Elm WMOs); work with area schools; maintain Web site.

Education Grants:

- Financial assistance for activities such as classes or programs to improve water quality education; curriculum and educational materials for use in the classroom; expenses for field trips or fieldwork related to water quality education; implementation projects that include an education component.

MANAGEMENT PLANS: The Commission is **mandated** by state statute and administrative rule to pursue an Implementation Program that consists of nonstructural, structural, and programmatic solutions to problems, issues, and management goals, although it does not specify what must be included.

3rd Gen Plan/Management Plans: Each year the Commission reviews the Capital Improvement program (CIP), and if necessary, modifies it through a major or minor plan amendment.

Subwatershed BMP Assessments: Using a method developed by the Metro Conservation District and the Center for Watershed Protection, these analyses evaluate and model smaller subwatersheds for possible small Best Management practice implementation, including rain gardens, bioinfiltration and filtration basins, pond expansions and iron-enhanced filter retrofits, pervious pavement, tree trenches, capture and reuse, and other practices. Such an assessment has been completed in Champlin, in select direct drainage areas to the Mississippi River, and in Brooklyn Center, in the Evergreen Park area.

CONSTRUCTION/MATCHING GRANT FUND: **Not mandated**

An annual capital contribution towards a fund to be used to match grants or for high-priority projects as designated by the Commission.

CONTRIBUTION TO 4TH GENERATION MANAGEMENT PLAN

The Commissions are required by statute to update their plans at least every ten years. The Shingle Creek Commission is accumulating funds in a dedicated account to pay for this plan, expected in 2021-2022. The West Mississippi Commission at this time expects to pay its share from fund balance.

PROJECTS: The Commission is **mandated** by state statute and administrative rule to pursue an Implementation Program that consists of nonstructural, structural, and programmatic solutions to problems, issues, and management goals. The Commission maintains an updated Capital Improvement Program (CIP) identifying potential projects and has a policy of participating in 25 percent of the cost of qualifying capital projects. The Commission does not have the authority to construct capital projects; all projects are completed by the member cities who fund the balance of the cost.

Technical Memo



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To: Shingle Creek/West Mississippi WMC Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: June 5, 2020

Subject: Proposed CIP: Set 2020 Maximum Levies

Recommended Commission Action

Each Commission should by motion set its 2019 maximum capital projects levy: Shingle Creek = \$1,405,165; West Mississippi = \$287,660.

This action is to set the maximum amount of capital projects levy the Commissions expect to certify to Hennepin County. The actual levies will be certified in September, after the Commissions hold public hearings on the proposed projects. Tables 1 and 2 show the CIP projects that will be considered in September. The Maximum Levy sets the ceiling for the capital levy; the Commissions can certify a lesser levy but cannot increase it. In 2016 the Commissions began levying an additional 5% to cover administrative costs, and an additional 1% to cover uncollected levies, based on the historical rate of uncollectables. These maximum levies will be forwarded to Hennepin County.

At its May 28 meeting the TAC reviewed the potential impacts to individual property owners of the proposed levy for 2020 Capital Improvement Projects. Table 3 shows the estimated impact on the median single family home value by city based on the tax capacity rate experienced in the certify 2018/pay 2019 year. That levy of \$479,900 resulted in a Tax Capacity Rate of \$0.00355.

Bear in mind the following when considering this data:

- The Tax Capacity Rate is variable year to year depending on the overall net tax capacity in the county and distribution by city.
- The median value data is for all the single-family properties in the city, so it may not be representative of the median value of the homes in the Shingle Creek watershed.
- This is a one-time levy, so the values in the table are the total estimated cost of each project to a median valued home. In other words, if all the Shingle Creek projects are certified, the total one-time cost to the owners of a median-valued home in Brooklyn Center would be an estimated \$20.31 and in Plymouth \$39.92.

Table 1. Shingle Creek 2020 CIP Projects (2021 levy).

Project	Total Estimated	City/ Private	Grant	Commission Share
Cost share (city projects)	\$200,000	\$100,000	0	\$100,000
Connections II Stream Restoration	400,000	0	0	400,000
Plymouth Street Sweeper	350,000	275,000	0	75,000
Meadow Lake Management Plan	300,000	0	0	300,000
Bass Creek Restoration	400,000	0	0	400,000
Partnership cost share (private projects)	100,000	50,000	0	50,000
Subtotal	\$1,750,000	\$425,000	\$0	\$1,325,000
5% additional for legal/admin costs				66,250
Subtotal				1,391,250
TOTAL LEVY (101% for uncollectable)				\$1,405,165

Table 1b. Levy by Project

Project	Total Levy
Cost share (city projects)	\$106,050
Connections II Stream Restoration	424,200
Plymouth Street Sweeper	79,540
Meadow Lake Management Plan	318,150
Bass Creek Restoration	424,200
Partnership cost share (private projects)	\$53,025
Total	\$1,405,165

Table 2. West Mississippi 2019 CIP Projects (2020 levy).

Project	Total Estimated	City/ Private	Grant	Commission Share
Cost share (city projects)	\$100,000	\$50,000	0	\$50,000
Miss Crossings Phase B Infiltration Vault	400,000*	300,000		100,000
River Park Stormwater Improvements	485,000	363,750		121,250
Subtotal	\$985,000	\$713,750	\$ 0	\$271,250
5% additional for legal/admin costs				13,560
Subtotal				284,810
TOTAL LEVY (101% for uncollectable)				\$287,660

*Champlin is still working to finalize this number.

Table 2b. Levy Excluding Cost Share Project.

Project	Total Estimated
Cost share (city projects)	\$53,025
Miss Crossings Phase B Infiltration Vault	\$106,050
River Park Stormwater Improvements	128,585
Total	\$287,660

Table 3. 2020 median value and tax capacity of a single family home by city and estimated Shingle Creek levy by project.

City	2020 Median Value	Tax Capacity	City Cost Share	Partnership Cost Share	Plymouth Street Sweeper	Meadow Lake Management Plan	Connections II	Bass Creek Restoration	Total Levy
Brooklyn Center	\$207,000	\$2,070	\$1.53	\$0.77	\$1.15	\$4.60	\$6.13	\$6.13	\$20.31
Brooklyn Park	259,400	2,594	\$1.92	\$0.96	\$1.44	\$5.76	\$7.68	\$7.68	\$25.44
Crystal	220,000	2,200	\$1.63	\$0.81	\$1.22	\$4.89	\$6.51	\$6.51	\$21.57
Champlin	260,000	2,600							
Maple Grove	351,200	3,512	\$2.60	\$1.30	\$1.95	\$7.80	\$10.40	\$10.40	\$34.45
Minneapolis-Camden	169,500	1,695	\$1.25	\$0.63	\$0.94	\$3.76	\$5.02	\$5.02	\$16.62
New Hope	257,000	2,570	\$1.90	\$0.95	\$1.43	\$5.71	\$7.61	\$7.61	\$25.21
Plymouth	407,000	4,070	\$3.01	\$1.51	\$2.26	\$9.04	\$12.05	\$12.05	\$39.92
Robbinsdale	216,000	2,160	\$1.60	\$0.80	\$1.20	\$4.80	\$6.40	\$6.40	\$21.20

Median values from the Hennepin County Assessment Report 2020. Tax capacity is 1% times the value up to \$500,000, plus 1.25% on incremental value greater than \$500,000.

Informational data

2020 Proposed Project	Levy	Tax Capacity Rate
Cost share (city projects)	\$106,050	\$0.0007403
Connections II Stream Restoration	424,200	0.0029612
Plymouth Street Sweeper	79,540	0.0005552
Meadow Lake Management Plan	318,150	0.0022209
Bass Creek Restoration	424,200	0.0029612
Partnership cost share (private projects)	53,025	0.0003701

Tax capacity rate is based on the ratio of the \$479,900 levy 2018/2019 having a tax capacity rate of .00335

Technical Memo



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To: Shingle Creek/West Mississippi WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: June 5, 2020

Subject: New Hope MOU Regarding Meadow Lake Drawdown Project

**Recommended
Commission Action**

Authorize execution of the MOU.

Attached is a Memorandum of Understanding (MOU) between the City of New Hope and the Commission regarding the Meadow Lake Drawdown. Typically, when the Commission orders a project and certifies a levy, it also enters into a Cooperative Agreement with the member city or cities undertaking the project. That document spells out conditions, including an agreement to reimburse the member city from levy and/or grant proceeds. This project has not yet been formally ordered (that will be in September).

New Hope would like to go forward this fall, and will be incurring expenses relating to design, monitoring, and permitting. By way of this MOU, the Commission is agreeing to reimburse the City for these expenses from future levy. The MOU is limited to "Phase 1," which is the preparation for and implementation of the fall drawdown. As is the usual case, when the project is ordered this fall, the City and Commission will enter into a cooperative agreement that will cover the whole project.

This MOU was drafted by the Commission's attorney and has been reviewed by the City's attorney. It will be considered at the June 9 City Council meeting.

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION AND THE CITY OF NEW HOPE

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into by and between the Shingle Creek Watershed Management Commission, a joint powers watershed management organization, (“Commission”) and the City of New Hope, a Minnesota municipal corporation (“City”). The Commission and the City may hereinafter be referred to individually as a “party” or collectively as the “parties.”

RECITALS

- A. The City intends to undertake a project to draw down Meadow Lake (“Lake”) within the City in accordance with engineering plans to be developed (“Project”).
- B. The Project will be conducted in two phases, with phase 1 including the initial 2020 monitoring work necessary to scope and permit the drawdown; the installation, operation, and removal of the pumps; and design of one or more fish barriers, and the work to draw down the Lake. Phase 2 work will include work in 2021 and beyond and may include further drawdowns; alum treatments; and fish and invasive aquatic vegetation treatment (“Phase 2”).
- C. The City is seeking up to \$70,000 in funding from the Commission to reimburse the City for the costs it incurs for the Project.
- D. The Project is among the types of capital projects the Commission may fund and it has received \$18,129 in BWSR Watershed Based Funding (“BWSR Grant”) that may be allocated to the Project.
- E. The Commission intends to consider and act in the fall of 2020 to include the Project in its levy request for payable 2021, but for now is supportive of the Project and the parties desire to enter into this MOU to address the initiation of the Project and its future funding.

AGREEMENT

In consideration of the mutual promises contained herein, the parties agree as follows:

- 1. **Funding.** The Commission agrees to undertake the procedures needed to allocate up to \$70,000 in funding, inclusive of the BWSR Grant, to reimburse the costs the City incurs to complete the Project. The costs eligible for reimbursement will be identified in a cooperative and subgrant agreement (“Cooperative Agreement”) the parties must enter into before the Commission may reimburse any of the City’s costs. The Cooperative Agreement will also require the City to comply with the requirements of the BWSR Grant to ensure the funds may properly be used for the Project.
- 2. **Project.** The City is solely responsible for undertaking the Project, obtaining all required permits, and for otherwise complying with all applicable laws.
- 3. **Implementation.** The parties agree to work in good faith to negotiate and enter into the Cooperative Agreement and to undertake the required procedures and to seek the required approvals to undertake and fund the Project.

The parties have entered into this MOU effective as of the date of the last party to execute it.

CITY OF NEW HOPE

**SHINGLE CREEK WATERSHED
MANAGEMENT COMMISSION**

Mayor

Chair

City Manager

Secretary

Date

Date

Natural Resources “Opportunity” Grant Program



This Natural Resources “Opportunity” Grant Application Form is available at:

<http://www.hennepin.us/residents/environment/natural-resources-funding>

Guidelines for submitting Natural Resource “Opportunity” Grants

Please **email** your application to Kris Guentzel at Kristopher.guentzel@hennepin.us or send to:

U.S. Postal Mailing Address:

Hennepin County
Environment and Energy
Attn: Kris Guentzel
701 Fourth Avenue South, Suite 700
Minneapolis, MN 55415-1842

Find out more at <http://www.hennepin.us/residents/environment/natural-resources-funding>

About the Natural Resources “Opportunity” Grant Program

In an effort to work with partners to preserve, establish and restore our natural resources, reduce erosion and protect and improve water quality, Hennepin County Environment and Energy Department has initiated the *Natural Resources “Opportunity” Grant* program. Through the *Natural Resources “Opportunity” Grant* program, Hennepin County provides funds to potential partners to implement projects that address an identified natural resource management problem or need and/or undertake assessments that directly lead to the siting of projects that meet common natural resource management goals.

Questions & technical assistance

Prospective applicants are encouraged to contact the program managers shown below for assistance, including feedback on ideas, suggestions for activities, help with the application or any general questions and concerns.

Hennepin County Project Managers:

Kris Guentzel	612-596-1171	Kristopher.guentzel@hennepin.us
Kristine Maurer	612-348-6570	Kristine.maurer@hennepin.us
Karen Galles	612-348-2027	Karen.galles@hennepin.us

Selection criteria

The Natural Resources “Opportunity” Grant review committee will evaluate the application based on the following criteria to determine if the project sufficiently meets the threshold for partial funding of the project, assessment and/or project grant application:

- The primary purpose of the proposed must address a natural resource problem or need including:
 - Improving water quality
 - Preserve, establish or restore the County’s natural resources including critical habitats, natural resource corridors and greenways, and designated open spaces.
 - Reduce erosion and sedimentation
- Special consideration is given to applications that are able to leverage resources (e.g., Clean Water Land and Legacy Amendment funds (CWL&L) or other funding sources).
- The proposed project helps meets goals, objectives and strategies identified in the [Hennepin County Natural Resources Strategic Plan](#).
- Severity of the natural resource problem or need:

- Relates directly to a total maximum daily load (TMDL) impairment load reduction
- Addresses loading to a water resource on the State's 303d list of impaired waters
- Is identified as a priority in the potential partner's plan(s) (i.e., watershed management plan, comprehensive plan Capital Improvement Project (CIP), etc.)
- Addresses critical habitat for federally listed species or provides/improves habitat for state listed species with preference for species of greatest conservation need
- Conserves or enhances habitat for rare plants or community types
- Environmental importance:
 - Addresses approved TMDL or subwatershed priority area(s)
 - Addresses climate resiliency goal such as reduced flooding or improved carbon sequestration
 - Falls within priority natural resource corridor(s) or Significant Natural Area(s)
 - Located adjacent to protected high quality natural areas like regional parks, Scientific and Natural Area (SNA), and/or wildlife refuges
 - Located in subwatershed of sensitive waters (nearly or barely impaired waterbody or watercourse, phosphorus-sensitive waterbody, lake of biological importance)
 - Addresses human health concern (area with high E coli, cyanobacteria bloom)
- Scientific feasibility:
 - Draft or final design/engineering plans completed or substantially underway, even at a conceptual level
 - Restoration plan and actions are clearly identified and follow recommendations of current scientific literature
 - Likelihood for long-term sustainability of practice with clear plan for operation and maintenance
- Need for County role:
 - Project that includes multiple jurisdictions and would benefit from higher level coordination
 - Project unlikely to happen without County resources
 - Project is on County property

All contracts recommended by the Hennepin County Environment and Energy Department are subject to approval by the Hennepin County Board of Commissioners.

Program guidelines and requirements

ELIGIBILITY	<ul style="list-style-type: none"> ● The project must be located in Hennepin County ● Eligible organizations include: <ul style="list-style-type: none"> – Local, state or regional governmental unit; – Non-profit organization; – Business; and/or – Landowner. ● The project must have consent of all landowners.
FUNDING	<p>Funding is available to share the costs with eligible applicants to implement water quality projects to preserve, establish and restore urban, suburban and rural natural resources and to meet common natural resource management goals. Special consideration is given to applications that are able to leverage resources (e.g., Clean Water Land and Legacy Amendment funds (CWL&L)).</p>

AWARD AMOUNT	Up to \$100,000, per the discretion of the <i>Natural Resources “Opportunity” Grant</i> review committee and Hennepin County Administration.
TIMELINES	<ul style="list-style-type: none"> • <i>Natural Resources “Opportunity” Grant</i> requests are non-competitive, and applications can be submitted year-round, with funds being allocated to projects substantially meeting one or more selection criteria as funds are available. • Each application is ranked against a set of criteria and must meet a minimal score in order to be funded. • In an effort to emphasize the desire to award Opportunity grants that catalyze and leverage additional investment, grant award notifications will be timed to allow recipients to use an Opportunity grant award to support competitive grant programs operated by the State of Minnesota, although other sources of leveraged funds are encouraged as well. • Funding reimbursement cannot occur before contract approval by Hennepin County. • Semi-annual project progress/summary reports must be provided as determined through contract agreement. • Final report within 2 months after project completion.
REPORTING REQUIREMENTS FOR AWARDED PROJECTS	<ul style="list-style-type: none"> • Work plan and budget. • Project design and specifications. • All invoices for consultant and/or contractor work. • Approval of in-kind contributions prior to work. • Certification that the project was installed according to the approved plans and specifications. • Operation and maintenance plan covering the life of the practice. • Final project report
ACCEPTABLE EXPENSES	Grant funds may be used for environmental/engineering consulting fees, materials, supplies, labor and inspection fees.
PROJECT AGREEMENT	Each project recipient must formally enter into a project agreement with the county. The agreement will address the conditions of the award, including implementation of the project and a final report. The agreement is a legal, binding document. Project recipients are expected to keep accurate financial records of the project which includes documentation of all expenses.
PAYMENTS	Final payment will be provided after the final report is approved by the County Project Manager. Interim payments can be made on a project by project basis as documented in the project agreement. Interim payments will be based on documentation of expenditures and project stage of completion.

Application instructions

The Application

The Natural Resources “Opportunity” Grant application is to be used by local, state or regional governmental units, landowners, and other organizations to seek Natural Resources “Opportunity” Grant program funds from the County. Please complete all required sections of the application. Incomplete applications will not be considered for funding.

Part 1 of the application requests background information on the applicant, the project area, project type and funding request. Part 2 of the application requests detailed information on the project, natural resources problem or need being addressed, scope of work and project budget.

Application Resources

An overview of all Hennepin County Natural Resource funding opportunities, programs, guidelines and applications can be found at <http://www.hennepin.us/residents/environment/natural-resources-funding>

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Technical Memo



To: Shingle Creek/West Mississippi WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: June 5, 2020

Subject: Hennepin County 2020 Opportunity Grants

Recommended Commission Action

Authorize preparation of a Hennepin County Opportunity Grant for \$100,000 with a match of \$10,000, to be reviewed by the TAC and authorize the Chair to approve its submittal.

Hennepin County has reopened its Opportunity Grants program for another round of funding. These grants are for a maximum \$100,000 and do not require a match, although matching funds increases the likelihood of award.

Staff and the TAC had previously discussed options for “phase 2” of the SRP (soluble reactive phosphorus, a dissolved form) Reduction Project at the outlet of Wetland 639W. Phase 1 retrofit the wetland outlet weir box with filters to test three different media for efficiency at reducing SRP in outflow from the wetland. The original Phase 2 was to be installing another filter in Bass Creek at the outlet of the Cherokee Wetland using the best performing medium. Since the Commission is considering a Bass Creek restoration project, there is a potential to include the SRP filter in that project.

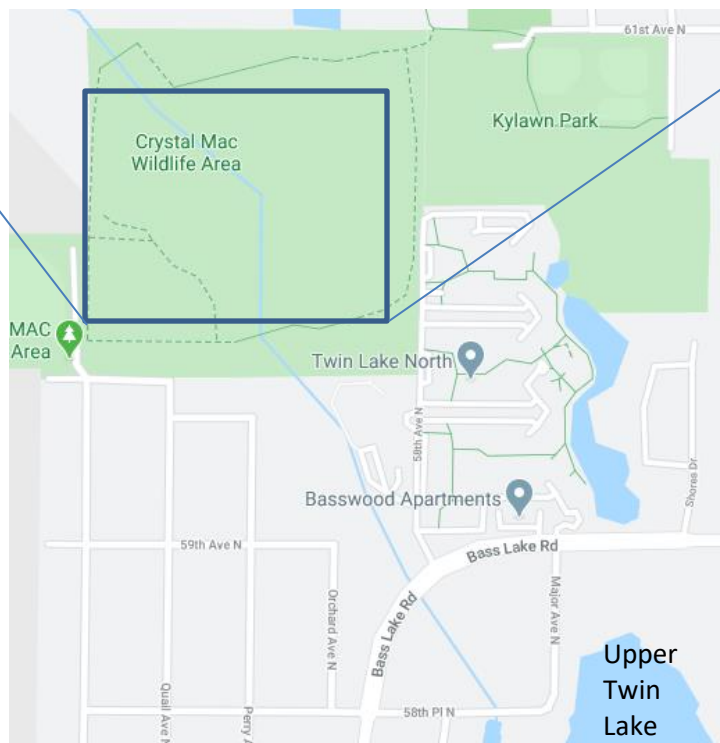
While the Wetland 639W filter has successfully demonstrated that SRP can be reduced by filter media, because at high flows the weir box is being bypassed, the amount of volume being filtered is very low. There is a channel downstream of the weir box which conveys overflow and outlets that water further downstream back into the wetland. When it was constructed the channel was lined with limestone to attempt to remove SRP from channel flow. We have not measured any appreciable reduction in SRP from the limestone. We propose that Phase 2 instead be lining the channel with the best-performing media. Preliminary calculations indicate that the most cost-effective option would be creating a short “cell” of the Alcan proprietary media, which is the best performing medium but is quite expensive, and the balance with iron-enhanced sand.

Our preliminary cost estimate for this retrofit is around \$250,000. However, since the proposed design would be “cells,” it is possible to do this work in stages. Our recommendation would be to request a \$100,000 Opportunity Grant and match it with \$10,000 from the funds that would have been spent on the original Phase 2 in Bass Creek.

This grant application period is open from June 1 to June 30, 2020. Our recommendation, should you choose to proceed, would be to direct the TAC to review the application at its June 25 meeting and authorize the Chair to approve its submittal upon the TAC’s recommendation.



Figure 1. The overflow weir and channel at wetland 639W.



Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek/West Mississippi WMC Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: June 5, 2020

Subject: May 2020 Monthly Staff Report

Watershed Based Funding

Work is continuing regarding the Board of Water and Soil Resources' (BWSR) Mississippi Twin Cities West -Metro Watershed-based Implementation Funding. The Commissioners will recall that the pilot of this program two years ago allocated just over \$1 million to watersheds in Hennepin County. The WMOs decided simply to divvy up the funds to each WMO based on size and tax base. Shingle received \$68,129 and West Mississippi \$35,442. The Commissions allocated those funds to the city cost share program.

The second meeting of the group, to determine a process for allocating the funds, will be held Monday, June 8. Results of that meeting will be available at the Commission's June 11 meeting.

Project Review Fees

The TAC at its May 28 meeting reviewed information that compares the cost of undertaking project reviews to the project review fee collected. The results are quite variable, with some project costs exceeding the fee and others significantly less than the fee. The TAC asked staff to research alternative fee structures, including potentially simply charging the applicant the actual cost of the project review. The TAC will consider options at its June 25 meeting and bring a recommendation to the Commissions.

Maintenance Levy

The Commissions' attorney has been in discussion with the county regarding the possibility of a maintenance levy to fund the ongoing costs associated with maintaining a capital improvement or the benefits of a capital improvement. Wenck staff estimate that the annual maintenance need would be \$30,000 - \$50,000 per year.

The county's attorney and HCEE staff did not have a strong opinion as to the use of this authority, but did caution that given the current economic conditions, it may be difficult politically. County staff were going to continue to discuss internally.

Project Updates

SRP Reduction Project. The flow meters have been installed and monitoring has resumed. We will be slightly modifying the outlet box design to provide a boom or some other method of keeping large debris from being swept into the box.

Crystal Lake Management Plan. Wenck and Robbinsdale staff met with DNR staff to discuss the proposed method and how to proceed. Sediment cores have been taken and sent to UW-Stout for processing. Water quality monitoring has begun.

Bass and Pomerleau Lakes. Curly-leaf pondweed treatment has been completed on Bass. The second round of alum treatment is expected in late summer/early fall. There was a significant filamentous algae bloom on bass Lake this spring, likely due to the combination of a warm spring and the water clarity. Other lakes, including those that had been treated with alum, also experienced such a bloom. Staff are exploring potential prevention and treatment actions and are preparing educational materials for residents.

Twin Lakes. A carp removal from Ryan Creek occurred on May 28. Unfortunately, only 49 fish totaling approximately 280 pounds were removed.

SHINGLE CREEK / WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION
MONTHLY COMMUNICATION LOG
May 2020

Date	From	To	SC	WM	Description
5-7-20	Tim Olson @ Bolten and Menk	Ed Matthiesen.		X	Add bridge to Three Rivers Park WM2019-009 in Brooklyn Park
5-8-20	Jordan Thole @ SEH	Ed M	X		Boardwalk at MAC park/TRPRD upcoming project in Crystal
5-8-20	Stephen Mastey @ Landscape Architecture, Inc	Ed M.	X		Twin Lake North Apartments final inspection in Crystal
5-8-20	Surafel Nardos, Plymouth resident	Ed M.	X		Email re: channel cleanout question at 6220 Deerwood Cir, Plymouth
5-8-20	Ben Scharenbroich	Ed M. and Diane Spector	X		Filamentous algae removal on Bass Lake
5-8-20	Eric Roerish @ SRF	Ed M	X		CSAH 81 bridge project review
5-13-20	Keegan Lund @ MnDNR	Ed M.	X		Curly Leaf Pondweed treatment permit for Upper Twin Lake
5-21-20	MPARS, DNR permitting system	WM WMO		X	Notice of temporary water appropriation permit for dewatering to repair 5 manholes in Brooklyn Park
5-22-20	Mitch Robinson @ BP	Ed M.		X	Excell Academy impervious expansion
5-22-20	Jody Yungers @ BP Parks	Ed M.		X	River restoration project
5-22-20	Mary Karius, HCEE	Diane S	X	X	Notice that Hennepin county is interested in making in-stream monitoring kits a part of the RiverWatch curriculum so students can learn how water quality might affect macroinvertebrates. Requested input on monitoring parameters.
5-26-20	Phil Jubert@ Save Your Shade in Crystal	Commission	X		Question re: Partnership Cost Share for roof BMP
5-28-20	Kris Guentzel, HCEE	Diane S	X	X	Notice that additional funds are available in the Hennepin County Opportunity Grants program, applications due June 30.
5-29-20	Andrew Toay @SRF	Ed M.	X		Location of Maple Grove project in Shingle or Elm Creek.