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3235 Fernbrook Lane N • Plymouth, MN 55447  
Tel: 763.553.1144 • Fax: 763.553.9326  
Email: [judie@jass.biz](mailto:judie@jass.biz) • Website: [www.shinglecreek.org](http://www.shinglecreek.org)

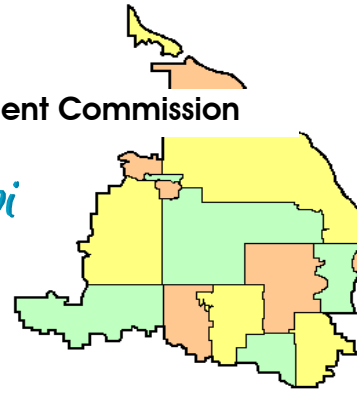
A meeting of the joint Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions is scheduled for 8:30 a.m., Thursday, June 22, 2017, at Crystal City Hall, 4141 Douglas Drive North, Crystal, MN.

#### A G E N D A

Meeting docs (\*) are posted on the website at  
<http://www.shinglecreek.org/tac-meetings.html>

1. Approve agenda.\*
2. Approve Minutes of April 27, 2017 meeting.\*
3. Closed Projects Account Balance and Policy
4. Bass, Schmidt, and Pomerleau TMDL Five Year Review Final Draft
5. Lake Fish Surveys
6. Other business.
7. Next Meeting \_\_\_\_\_

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**MINUTES**  
 April 27, 2017

A meeting of the Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions was called to order by Chairman Richard McCoy at 8:31 a.m., Thursday, April 27, 2017, at Crystal City Hall, 4141 Douglas Drive North, Crystal, MN.

Present were: Andrew Hogg, Brooklyn Center; Jesse Struve, Brooklyn Park; Todd Tuominen, Champlin; Rick Lestina, Maple Grove; Liz Stout, Minneapolis; Ben Scharenbroich, Plymouth; Richard McCoy, Robbinsdale; Ed Matthiesen and Diane Spector, Wenck Associates, Inc.; and Judie Anderson, JASS.

Not represented: Crystal, New Hope and Osseo.

- I. Motion by Stout, second by Struve to approve the **agenda**.\* *Motion carried unanimously.*
- II. Motion by Struve, second by Scharenbroich to approve the **minutes of the March 9, 2017 meeting**\* with the following correction:

Not represented: Champlin, New ~~Osseo~~ Hope, and Osseo.

*Motion carried unanimously.*

*[Hogg arrived 8:33 a.m.]*

**III. 2018 Operating Budgets.\***

Included in the meeting packet were the draft initial 2018 Shingle Creek and West Mississippi operating budgets and associated member assessments. Some discussion points:

**A. Shingle Creek.**

- 1. **Revenues.** Member assessments total \$348,710.
  - a. Assessments are a 2.4% increase, at the assessment cap; current CPI-U is 2.4%.
  - b. WMWA partner revenues and expenses have been moved into separate assigned fund
  - c. Capital projects have been moved into separate assigned funds
- 2. **Expenses.** Total \$379,710.
  - a. No change to Administration
  - b. Increase in General Engineering and Project Reviews: more activity
  - c. Expecting small increases in insurance and bonding and meeting expenses
  - d. Separated out the USGS stream monitoring: expecting a small increase
  - e. Propose to do invertebrate and fish monitoring at the four monitoring sites in preparation for the DO and biotic TMDL 5-year review in 2019
  - f. Recommend tabling volunteer wetland monitoring for 2018, budget for only two stream sites

g. Lake monitoring: completed coring in lakes, now updating fish surveys where DNR has not

h. Education grants: very little interest, consider small grants to rain garden workshop attendees who install rain gardens? Consensus was to continue grant program, do more promotion.

i. Construction match fund: showing no contribution, need to revisit closed projects account and capital projects levy policies

Motion by McCoy, second by Scharenbroich to recommend the budget as proposed to the Shingle Creek Commission. *Motion carried unanimously.*

[Tuominen arrived 8:41 a.m.]

**B. West Mississippi.**

1. **Revenues.** Member assessments total \$150,000.  
a. Assessments are a 3.4% increase, but still less than the assessment cap of \$158,530

b. Phasing out use of reserve to subsidize assessments

2. **Expenses.** Total \$183,500.

a. No change to Administration

b. Increase in General Engineering and Project Reviews: more activity

c. Expecting small increases in insurance and bonding and meeting expenses

d. No change to monitoring program

e. Should the Commission create a designated Fourth Generation Plan Account? At the end of 2015 unassigned balance was \$77,000. Consensus was to move funds from reserve at the normal 70/30 ratio to Fourth Generation line item.

Motion by Lestina, second by Hogg to recommend the budget as proposed to the West Mississippi Commission. *Motion carried unanimously.*

**IV. Minor Plan Amendment.**

Included in the meeting packet were the Legal Notice\* of the Public Meeting to consider the proposed management plan minor amendment and the long form version of the amendment\* as it will appear in Table 4.5 and Appendix F of the Third Generation Plan

In the Shingle Creek watershed the amendment would, in the 2017 CIP, add a second phase to the Shingle Creek Reaeration Project in 2017 at a project cost / Commission contribution of \$145,000; and would add specificity of description to the Shingle or Bass Creek project, now known as the Palmer Creek Estates Bass Creek Stream Restoration, in 2021 at a project cost of \$450,000 and a Commission contribution of \$337,500. Three other projects would be moved to future years. In the West Mississippi watershed the 2017 CIP would be revised to move three projects to future years.

Motion by Scharenbroich, second by Struve to recommend to the Commissions approval of the proposed amendment. *Motion carried unanimously.*

**V. Project Updates.**

A. **Public Art Reaeration Projects.** Due to cost exceedances, the artist is redesigning the art piece at the Brooklyn City Hall site.

**B. Iron/Biochar Enhanced Sand Filter Projects.** Work has started at the Champlin site. The other two sites are awaiting Army Corps permits.

The Commission has been approached by Beth Fisher, PhD candidate, at the University of Minnesota, Department of Soil, Water and Climate about using their rock biochemistry staff and laboratory resources to analyze interactions of bacteria and nutrient uptake in the strata depths of the iron/biochar filters. Matthiesen will follow up with Fisher and the University and the MPCA to determine if there is a probable connection and if grant funding is available for this project.

**C. Twin Lake Carp Project.** Spector reported that carp have jumped the weir in Ryan Lake. Deadfall is blocking the creek, but the carp have found a hole in the fence to swim through.

**VI. Other Business.**

**A.** There is a potential maintenance project in Brooklyn Park/Maple Grove. Blockages in Eagle Creek in Brooklyn Park have caused flooding impacts in Maple Grove.

**B.** The **next meeting** is scheduled for June 22, 2017, at 8:30 a.m. at Crystal City Hall.

**C.** The meeting was adjourned at 9:35 a.m.

Respectfully submitted,



Judie A. Anderson  
Recording Secretary

# Technical Memo



Responsive partner.  
Exceptional outcomes.

**To:** Shingle Creek/West Mississippi TAC

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

**Date:** June 22, 2017

**Subject:** Closed Projects Account Balance and Policy

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When the Commissions first began sharing in the cost of capital projects through certifying a levy to Hennepin County, the cooperative agreement for each project limited the amount of levy to be reimbursed to the member city(ies) to the amount of levy received less the Commission costs to certify. In addition, the amount of levy to be cost-shared with the member city(ies) was limited to 25% of the final project cost. When a few projects were completed for significantly less than the project cost estimated for purposes of the levy, in 2012 the TAC recommended and the Commissions adopted a Closed Projects Account Fund Policy. That policy enabled the costs of certification and any shortfall in levy to be made up from the Closed Projects Account. The Commissions directed that member city(ies) receive the full amount of levy certified, up to 25% of the final project cost.

The potential liability to the Closed Projects Account continues to accumulate, although the recent policy change to certify 101% of the proposed levy will help. A number of projects will be submitted for final reimbursement soon, and the certification costs and shortfalls will significantly reduce the balance in this account. The Closed Projects Fund balance at year end 2016 was just over \$74,100, while the levy shortfall and admin costs for the projects yet to be finalized totals almost \$20,800, or about 28% of the total available funds.

It also should be noted that the 2016 audit showed the Shingle Creek Commission to have a negative unrestricted/unassigned fund balance of almost \$-83,700. That figure is a snapshot in time and does not reflect some pending reimbursements for grant projects that the auditor does not recognize unless they are expected to be received in 60 days. It also does not reflect expenses that have accrued on some capital projects that will be reimbursed from levy to be received in 2017. However, that places additional strain on the Closed Projects Account as it is the only source of funding to make up that balance.

**Table 1. Shingle Creek WMC Closed Projects Account Fund liabilities and balances 12/31/16.**

<b>Project</b>	<b>Levy Shortfall</b>	<b>Admin Costs</b>	<b>Total</b>
Minneapolis 37th Avenue	\$5,127	\$523	\$5,650
Connections	0	3,022	3,022
Plymouth Bass Lake Pond	7,498	855	8,353
2015 BMP retrofits	1,788	544	2,332
2016 BMP retrofits	160	560	720
Twin Lake Carp	216		216
2016 Private BMPs	80	399	479
<b>TOTAL</b>	<b>\$14,869</b>	<b>\$5,903</b>	<b>\$20,772</b>
Closed Projects Acct Balance 12/31/16			\$74,155
Commission Unrestricted/Unassigned Fund Balance 12/31/16			\$-83,690
Pending grant receipts			\$25,612
Expenses reimbursed via 2017 levy			\$34,264
Estimated Net Fund Balance			\$-23,814

*Recommendation:* Staff recommends that the TAC recommend to the Commissions that the practice of using the Closed Projects Account fund balance to pay costs and make up shortfalls be discontinued. The Closed Projects Account Fund Policy allows the Fund to be used this way but does not require it. The Commissions may simply discontinue this practice without having to revised the Policy.