



MINUTES

June 10, 2010

I. A meeting of the West Mississippi Watershed Management Commission was called to order by Secretary-Treasurer Karen Jaeger on Thursday, June 10, 2010, at 2:50 p.m., at the Clubhouse at Edinburgh, 8700 Edinbrook Crossing, Brooklyn Park, MN.

Present were: Abiy Assefa, Brooklyn Center; Jon Knutson, Champlin; Karen Jaeger, Maple Grove; Charles LeFevere, Kennedy & Graven; Ed Matthiesen, Wenck Associates, Inc.; and Judie Anderson, JASS.

Not represented: Brooklyn Park and Osseo.

Also present: Shelley Schwaninger, Brooklyn Center; and Todd Tuominen, Champlin.

II. Motion by Knutson, second by Assefa to approve the **agenda**. * *Motion carried unanimously.*

III. Motion by Jaeger, second by Knutson to approve the **minutes of the May 13, 2010 meeting**. * *Motion carried unanimously.*

IV. Motion by Knutson, second by Jaeger to approve the **minutes of the May 13, 2010 public hearing**. * *Motion carried unanimously.*

V. Reports from Officers.

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

B. Motion by Assefa, second by Knutson to approve the **June claims**. * Claims totaling \$12,972.13 were *approved by roll call vote*: ayes - Assefa, Knutson, and Jaeger; nays - none; absent – Brooklyn Park and Osseo.

VI. Open Forum.

No one wished to speak about non-agenda items.

VII. Communications.

The Commissioners reviewed the **Communications Log**. *

VIII. Water Quality.

IX. Watershed Management Plan.

The **Technical Advisory Committee (TAC)** will meet on Thursday, June 24, 2010, to receive feasibility reports for projects identified in the 2010 CIP.

X. Project Reviews.

WM2010-01 CR 14 / 9410 Douglas Drive Reconstruction, Champlin. Reconstruction of CSAH 14/CP 9410 from north of 109th Avenue to CSAH 12 (West River Road) and the intersection of CSAH 12 from Colorado Avenue North to Edgewood Court. A complete project review was received on May 12, 2010.

The proposed project reconstructs 1.2 miles of roadway between West River Road and 109th Avenue, converting it from a rural to urban roadway. The project will replace drainage ditches and

culverts with curb and gutter, storm sewer, infiltration dry ponds, and underground storm infiltration chambers. 19.9 acres will be disturbed. With removal of existing roadway, trails, and houses, the increase in impervious surface is 3.4 acres (23.3%). There are currently 11.2 acres of impervious surface (pre-reconstruction).

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, i.e., 80-85% TSS removal and 50-60% TP removal. This project proposes to direct the majority of site runoff through two infiltration ponds and a portion of the site through a set of underground infiltration galleries. There are small areas of the site that are untreated. The Hennepin County Soil Survey indicates soils on the site are sandy. Soil borings provided indicate the proposed pond bottoms will be sand. The applicant has provided computations that show that these infiltration ponds will remove greater than 80% of the annual phosphorus load and greater than 90% of the annual TSS load. All of the runoff from a 2.5" storm directed to the infiltration basins infiltrates. The Commission's treatment requirements are met.

Commission rules require that site runoff be limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Existing conditions have no runoff control. The applicant has provided a rate control summary to show the overall discharge from the project area decreases for proposed conditions. Commission standards are met.

The applicant is relying on the infiltration ponds to provide all the stormwater rate control, water quality treatment, and volume management for this site. Commission rules require the site to infiltrate 0.5" of runoff from new impervious area (3.4 acres), or 0.14 acre-feet, within 48 hours. The applicant assumes an infiltration rate of 1.63 inches per hour; but using a conservative infiltration rate of 0.3 inches per hour, the ponds provide a 48 hour infiltration capacity of 0.32 acre-feet, meeting Commission standards. Pretreatment sump manholes are provided to preserve long-term infiltration capacity. In addition, the infiltration basins are indicated on the erosion control plan to serve as a temporary sedimentation basin during construction. Initially they will be excavated to within 1-foot of the finish grade. Once the site is stabilized they will be excavated to their final grade to re-establish the design permeability and infiltration capacity.

There are no wetlands on the site. The applicant has provided a No Wetland Determination dated December 1, 2008. There are no public waters or floodplain on this site. Ponds have been constructed with emergency overflows to maintain or reduce existing flood flow levels. The Erosion Control Plan and Storm Water Pollution Prevention Plan specify inlet protection, silt fence, bioroll, and other BMPs. Plans meet Commission requirements.

Public notices have been made according to City staff.

Motion by Knutson, second by Assefa to advise the City of Champlin that project 2010-01 has been approved with one stipulation:

1. Applicant is requested to provide an updated copy of the project plans showing all the drainage details from the drainage plans provided on May 12, 2010.

Motion carried unanimously.

XI. Education and Public Outreach Program.

The **West Metro Water Alliance (WMWA)** proposes to organize under a simple cooperative agreement. For administrative simplicity, the Shingle Creek WMC will act as the lead agency and fiscal

agent for WMWA. Each participating organization agrees to execute the **Agreement for Administrative Services*** with Shingle Creek whereby it agrees to:

1. Participate in WMWA.
2. Adopt the West Metro Education and Outreach Plan to supplement its own education and outreach plan.
3. Designate a representative to WMWA (although the meetings are open to any interested participant) and an official contact person.
4. Share in the annual administrative cost of WMWA.
5. Share in the cost of any special projects in which it chooses to participate.

Currently the group has been operating informally, with staff support provided by Shingle Creek WMO consultants Judie Anderson and JASS and Diane Spector from Wenck Associates. Hennepin County and Three Rivers Park District staffs also provide support. The participating WMOs share the cost of this administrative and technical support, including scheduling meetings, providing notifications and posting official meetings; taking and disseminating meeting minutes; providing centralized information distribution; accounting and billing; and technical assistance and attendance at meetings. For 2011 the estimated cost of these activities is \$10,000, which is allocated to the five participating WMOs equally. Both Shingle Creek and West Mississippi have included the \$2,000 cost of participation in the 2011 budget for education and outreach activities.

Special projects, such as the joint opinion survey and the *Ten Things You Can Do* brochures, have been funded by the participating organizations according to a formula developed for each unique activity. For example, the cost of the opinion survey was shared equally, while the cost of developing, designing, and printing the brochure was shared based on the number of copies each organization ordered.

WMWA has developed a West Metro Education and Outreach Plan (WMEOP) using the East Metro Water Resource Education Program and the Scott County Joint Stormwater Education Program as models. This Plan is intended to provide details on joint activities and to provide a framework that the participating organizations can use to develop or refine their own education and outreach plans. The actions in the WMEOP are based around, but not limited to, the education and outreach requirements of the Minnesota Pollution Control Agency's General Stormwater Permit. The following is a summary of the goals set forth for the Plan.

1. Provide a guide for WMOs and communities to focus their educational efforts;
2. Identify partnerships and opportunities to work within Hennepin County on joint educational programs;
3. Develop a centralized list of available information regarding water resources issues; and
4. Present one common, useable document for all participating communities and WMOs to help them deliver a common message to the general public.

Motion by Knutson, second by Jaeger to participate in WMWA and approve the Agreement for Administrative Services. *Motion carried unanimously.*

A representative from the Commission will be appointed at the July meeting. Commissioners were also requested to review the West Metro Education and Outreach Plan (distributed at the May meeting) and provide comment at the July meeting.

The **next meeting** of WMWA is scheduled for 8:30 a.m., Tuesday, July 13, 2010.

XII. Grant Opportunities.

XIII. Other Business.

A. The Commissioners continued their discussion of a **2011 operating budget**. The initial draft budget prepared by Staff assumed a total operating and capital expense budget of \$161,600, with assessments to the member communities totaling \$128,000, the same as in 2010.

At the May Commission meeting Staff recommended that the Commission propose the operating budget to the member cities, but provide information about the upcoming Third Generation Plan, noting that the Plan would be funded from accumulated cash reserves. Approval of that expenditure would only be considered after the Commission met with BWSR staff to develop a workplan for the Third Generation Plan.

At their May 27, 2010 meeting the Technical Advisory Committee (TAC) reviewed the budget and discussed strategies for funding the upcoming Third Generation Plan. The TAC recommends that the Commission propose both the operating budget and assessments and the budget and reserves funding for the Third Generation Plan at this time. Their argument is that Shingle Creek will require a Supplemental Assessment and cities need to know for sure now what they should have in their budgets for 2011. The Commission could still have that scoping meeting with BWSR this fall and would then have a known amount of funding when establishing the workplan. The TAC further recommends that the Third Generation Plan be conducted jointly, the cost split 70/30 between Shingle Creek and West Mississippi, with 70% of the estimated \$100,000 cost of the Plan budgeted in 2011 and 30% in 2012.

The revised 2011 budget includes \$21,000 (70 percent of 30 percent) for the Third Generation Plan and allocates funding from the cash reserves for that purpose. It also includes a line item for the proposed Champlin Stream Stabilization project at the Mill Pond which was inadvertently omitted on the first draft budget and is now shown under the capital projects section. This results in an overall operating budget of \$432,600. Assessment to the membership remains at \$128,000.

Motion by Knutson, second by Jaeger to approve the 2011 operating budget as revised.
Motion carried unanimously.

B. Motion by Knutson, second by Jaeger to approve the **Liability Waiver Coverage Form**, electing to not waive the monetary limits on municipal tort liability. *Motion carried unanimously.*

C. **Joint meeting protocol** will be discussed at the July meeting.

D. Adjournment. There being no further business before the Commission, motion by Knutson, second by Assefa to adjourn. The meeting was adjourned at 3:00 p.m.

Respectfully submitted,



Judie A. Anderson
Recording Secretary
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