

3235 Fernbrook Lane N • Plymouth, MN 55447
 Tel: 763.553.1144 • Fax: 763.553.9326
 Email: judie@jass.biz • Website: www.shinglecreek.org

April 26, 2019

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, May 9, 2019**, at Clubhouse at Edinburgh USA, 8700 Edinbrook Crossing, Brooklyn Park, MN. Lunch will be served at 12:00 noon and the meetings will convene concurrently at 12:45.

The Commissions will suspend their meetings at 12:45 p.m. for the purpose of conducting a public meeting on a proposed Minor Amendment to the Shingle Creek/West Mississippi Third Generation Watershed Management Plan. The regular meetings will resume immediately after the public meeting concludes.

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

Your meal choices are:

_____ Mango Chicken Salad, Bibb Lettuce, Grape Tomatoes, Cucumber, Mint, Scallion, Creamy Citrus Dressing (All Dressing will be served on the side), Freshly Baked Breads

_____ Creamy Tuna Salad Sandwich, Capers, Olive, Cornichon, Roasted Tomato, Lettuce, Tarragon, Shaved Fennel, Lemon Mayo, Focaccia, Kettle Chips

_____ Balsamic-Glazed Short Ribs, Roasted Garlic Potato Puree, Broccolini

_____ I will be attending but DO NOT want a meal.

_____ I will not be attending the regular meeting.

We must make final reservations by **noon Wednesday, May 2, 2018**. Please make a reservation, even if you are not requesting a meal, so we can arrange for sufficient seating and meeting materials. Thank you.

Regards,

Judie A. Anderson
 Administrator

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

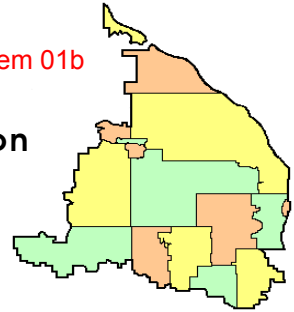
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Shingle Creek Watershed Management Commission



item 01b



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A combined regular meeting of the Shingle Creek and West Mississippi Watershed Management Commissions will be convened on Thursday, May 9, 2019, at 12:45 p.m. at Edinburgh USA, 8700 Edinbrook Crossing, Brooklyn Park, MN. **The Commissions will suspend their meetings at 12:45 p.m. for the purpose of conducting a public meeting on a proposed Minor Amendment to the Shingle Creek/West Mississippi Third Generation Watershed Management Plan. The regular meetings will resume immediately after the public meeting concludes.** Agenda items are available at <http://www.shinglecreek.org/minutes--meeting-packets.html>.

1. Call to Order.
 - SCWM a. Roll Call.
 - √ SCWM b. Approve Agenda.*
 - √ SCWM c. Approve Minutes of Last Meeting.*
 - √ SC d. Ratify actions of the April meeting (noted with a √ in the April minutes).
 2. Reports.
 - √ SC a. Treasurer's Report.*
 - √ SC b. Approve Claims* - voice vote.
 - √ WM c. Treasurer's Report.*
 - √ WM d. Approve Claims* - voice vote.
- Suspend regular meetings.*
- SCWM 3. Public Meeting for Minor Plan Amendment to SCWM Third Generation Plan.
 - SCWM a. Staff Report.*
 - SCWM b. Commission discussion.
 - SCWM c. Open Public Meeting.
 - 1) Receive Written Comments.
 - 2) Receive Comments from Public.
 - SCWM d. Close Public Meeting.
 - SCWM e. Commission Discussion.
 - √ SC f. Consider Resolution SC2019-01.*
 - √ WM g. Consider Resolution WM2019-01.*
- Resume regular meetings.*
- SCWM 4. Open forum.
 5. Project Reviews.
 - √ SC a. SC2019-007 Silver Creek on Main Expansion, Maple Grove.*
 - √ SC b. SC2019-008 The Woods at Taylor Creek, Plymouth.*
 - √ SC c. MAC Crystal Airport EA/EAW Comments.*
 6. 2020 Operating Budgets – initial discussion.
 - √ SC a. Shingle Creek.*
 - √ WM b. West Mississippi.*
 7. Watershed Management Plan.
 - √ SCWM a. Proposed CIP - Set 2020 Maximum Levies.*

(over)

- SCWM 8. Water Quality.
 - √ WM a. Authorize Replacement of Monitoring Equipment.*
 - √ SC b. Authorize Execution of 2019 CAMP Agreement.*
 - SCWM c. Next TAC meeting – tentatively 8:30 a.m., Thursday, May 23, 2019, Crystal City Hall.
 - 1) April 25, 2019 TAC Meeting Minutes* - information only.
- SCWM 9. Education and Public Outreach.
 - √ SCWM a. Education and Outreach – update.**
 - SCWM b. Next WMWA meeting – 8:30 a.m., Tuesday, May 14, 2019, Plymouth City Hall.
- 10. Grant Opportunities and Updates.
 - SC a. Becker Park - verbal update.
 - SC b. Bass and Pomerleau Lakes Alum Application – verbal update.
 - SC c. Twin Lake Carp Removal – verbal update.
 - SC d. SRP Reduction Project – verbal update.
 - SCWM e. Biochar Enhanced Sand Filters - update.
- SCWM 11. Communications.
 - SCWM a. Communications Log.*
 - SC b. Congrats from Rep. Kristin Robbins.*
 - SC c. Chloride Legislation – update.*
- SCWM 12. Other Business.
- SCWM 13. Adjournment.

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* In meeting packet or emailed ** Available at meeting ***Previously transmitted **** Available on website √ Item requires action

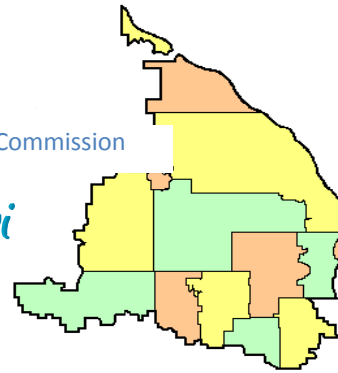


Watershed Management Commission



item 01c

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MINUTES Regular Meeting April 11, 2019

(Action by the SCWMC appears in blue, by the WMWMC in green and shared information in black.
*indicates items included in the meeting packet.)

I. A joint meeting of the Shingle Creek Watershed Management Commission and the West Mississippi Watershed Management Commission was called to order by Shingle Creek Chairman Andy Polzin at 12:45 p.m. on Thursday, April 11, 2019, at the Clubhouse at Edinburgh, USA, 8700 Edinbrook Crossing, Brooklyn Park, MN.

Present for Shingle Creek: David Vlasin, Brooklyn Center; John Roach, Brooklyn Park; Burton Orred, Jr., Crystal; Andy Polzin, Plymouth; Ed Matthiesen and Diane Spector, Wenck Associates, Inc.; Troy Gilchrist, Kennedy & Graven; and Judie Anderson, JASS.

Not represented: Maple Grove, Minneapolis, New Hope, Osseo and Robbinsdale.

Present for West Mississippi: David Vlasin, Brooklyn Center; Steve Chesney, Brooklyn Park; Gerry Butcher, Champlin; Ed Matthiesen and Diane Spector, Wenck Associates, Inc.; Troy Gilchrist, Kennedy & Graven; and Judie Anderson, JASS.

Not represented: Maple Grove and Osseo.

Also present: Andrew Hogg, Brooklyn Center; Mitchell Robinson, Brooklyn Park; Todd Tuominen, Champlin; Leah Gifford and Ben Scharenbroich, Plymouth; and Marta Roser, Robbinsdale.

It is noted that the Shingle Creek attendees present do not constitute a quorum. Actions taken by the Shingle Creek Commissioners (✓) will be reaffirmed at the May Shingle Creek meeting.

II. Agendas and Minutes.

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

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

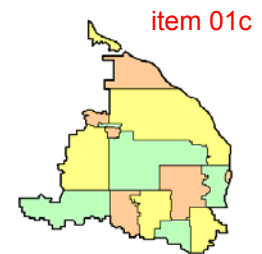
✓ Motion by Vlasin, second by Roach to approve the **minutes of the March meeting**. * Motion carried unanimously.

Motion by Chesney, second by Vlasin to approve the **minutes of the March meeting**. * Motion carried unanimously.

III. Finances and Reports.

✓ Motion by Orred, second by Roach to approve the **Shingle Creek April Treasurer's Report**. * Motion carried unanimously.

✓ Motion by Orred, second by Roach to approve the **Shingle Creek April claims**. * Claims totaling \$46,279.64 were approved by roll call vote: ayes – Vlasin, Roach, Orred, and Polzin; nays – none; absent – Maple Grove, Minneapolis, New Hope, Osseo and Robbinsdale.



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

Motion by Butcher, second by Chesney to approve the **West Mississippi April claims.*** Claims totaling \$10,774.13 were *approved by roll call vote: ayes – Vlasin, Chesney, and Butcher; nays – none; absent – Maple Grove and Osseo.*

IV. Open Forum.

V. Project Reviews.

A. SC2019-005 Park Center High School, Brooklyn Park.* Reconfiguration of parking lots, construction of new bituminous drives, new and reconstructed sidewalk, installation of artificial turf, and addition of infiltration basins and related utilities on a 53.9-acre site located at 7300 Brooklyn Boulevard. Following development, the site will be 48.3 percent impervious with 26.0 acres of impervious surface, an increase of 0.9 acres. A complete project review application was received on February 28, 2019. The application did not meet the Commission's requirements at that time and additional design changes unrelated to Commission requirements were requested by the Owner. An updated complete submittal was received on March 22, 2019.

To comply with the Commission's water quality treatment requirements, 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.

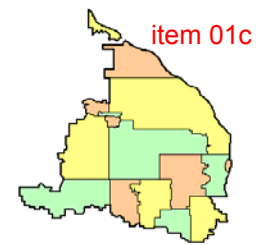
Three infiltration basins are proposed at the site to capture runoff. Two of the proposed infiltration systems are surface basins and one is an underground basin. The proposed infiltration basins are designed to infiltrate 1.0" of runoff from the new/reconstructed impervious surface. The project proposes 161,306 SF [3.7 acres] of new/reconstructed impervious surface. Reconstructed surface is defined as that which disturbs the existing aggregate base. The applicant provided MIDS model output demonstrating that the design will remove 92% of TP and 92% of TSS. Rain Guardian pretreatment devices are specified at the inlets of the surface infiltration basins and an isolator row with a 5.6 ft deep sump at the inlet of the underground infiltration basin. The applicant meets Commission water quality treatment requirements.

Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Runoff from the site is directed to Regent Avenue, to Brooklyn Boulevard, and to Shingle Creek, or to one of three proposed infiltration basins with overflow to Shingle Creek. The applicant meets Commission rate control requirements at all discharge points.

Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. The new/reconstructed impervious area on this site is 3.7 acres, requiring infiltration of 0.31 acre-feet (13,442 CF) within 48 hours. The applicant proposes to construct three infiltration basins to receive runoff from new and reconstructed impervious surface. An infiltration rate of 0.45 in/hr was assumed, which is representative of the B soils on site. These proposed infiltration basins have the capacity to infiltrate the required volume within 48 hours. The applicant meets Commission volume control requirements.

The National Wetlands Inventory identifies one probable wetland and one potential wetland in the southeast portion of the site. Shingle Creek WMC is LGU for WCA administration for the City of Brooklyn Park. No work is proposed in the wetland area. The applicant meets Commission wetland requirements.

Shingle Creek is a DNR Public Water on the south side of the site. It is impaired for aquatic life and aquatic recreation due to chloride, dissolved oxygen, and E. coli concentrations and poor aquatic macroinvertebrate bioassessment scores. The proposed project is not anticipated to negatively impact the creek or its Aquatic Consumption/Aquatic Recreation status. The applicant meets Commission Public Waters requirements.



There is FEMA 100-year floodplain on the southeastern portion of this site. The project does not propose any changes to the floodplain. The applicant meets Commission floodplain requirements.

An erosion control plan was submitted with the project review and includes a rock construction entrance, perimeter silt fence, silt fence surrounding infiltration basins, inlet protection, rip rap at inlets, and native seed specified on the pond slopes. The erosion control plan meets Commission requirements.

A neighborhood open house was conducted on Thursday, April 4, meeting Commission public notice requirements. A draft Operations & Maintenance (O&M) plan, which will be the responsibility of the Owner, was provided.

✓ Motion by Orred, second by Vlasin to advise the City of Brooklyn Park that approval of project SC2019-005 is granted with no conditions. *Motion carried unanimously.*

B. Project Review Emery Village Reserve 3rd Addition, Champlin.* Construction of a 52 multi-family unit addition to the Emery Village Reserve Development on a 4.04-acre site located at the corner of Emery Village Drive and Business Park Boulevard. Following development, the site will be 62.6 percent impervious with 2.53 acres of impervious surface, an increase of 2.53 acres. A complete project review application was received on February 28, 2019. A revised complete application was received on March 28, 2018. Further revisions were received up to April 4, 2019.

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.

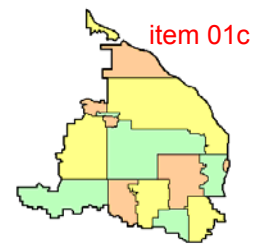
The site is located within a Drinking Water Supply Management Area and, therefore, infiltration practices may not be used. Runoff from the site is proposed to be routed to three filtration basins prior to discharge offsite to existing storm sewer. Outlet structures are designed for each of the three basins. The applicant used P8 to model TSS and TP load reduction from the site and demonstrated 94.9% removal of TSS and 66.1% removal of TP. The applicant meets Commission water quality treatment requirements.

Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. The 3rd Addition is part of a larger development plan that constructed regional ponds to provide rate control for future development. A storm sewer system was designed to convey future additions to the regional pond and, therefore, this development must not exceed the capacity of the existing 24" storm sewer stub. The applicant provided calculations showing that the capacity of the existing stub is not exceeded. Furthermore, the City of Champlin developed a HydroCAD model that includes this proposed project that shows the high-water level of the regional basin will not impact neighboring properties. Runoff from the site is directed into one of three proposed filtration basins prior to discharging through existing storm sewer to the east. The applicant meets Commission rate control requirements. Note: Post-development rates are higher, but are within the approved rate for the Emery Village Reserve development.

Commission rules require the site to filtrate 1.0 inch of runoff from new impervious area within 48 hours. The new impervious area on this site is 2.53 acres, requiring filtration of 0.21 acre-feet (9,184 CF) within 48 hours. The applicant proposes to construct three filtration basins that have the capacity to filtrate the required volume within 48 hours. The regional pond can handle the additional volume associated with the Emery Village Reserve 3rd Addition development. The applicant meets Commission volume control requirements.

The National Wetlands Inventory does not identify any wetlands on site. There are no Public Waters on this site. The applicant meets Commission wetland and Public Waters requirements.

There is no floodplain on this site. The City of Champlin requires a 3-foot freeboard between the 100-year high water level and the lowest opening unless it can be demonstrated that a 2-foot freeboard is sufficient. The low floor elevations of the buildings are at least two feet higher than the high-water elevation of the



detention ponds/infiltration basins according to Atlas 14 precipitation, and the applicant demonstrated that this is sufficient. The applicant meets Commission floodplain requirements.

An erosion control plan was submitted with the project review and includes rock construction entrances, perimeter silt fence, silt fence surrounding infiltration basins, inlet protection, rip rap at inlets, and native seed specified on the pond slopes. The erosion control plan meets Commission requirements.

A public hearing on the project was conducted on March 18, 2019 as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements. A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Champlin was provided.

Motion by Butcher, second by Vlasin to advise the City of Champlin that approval of project WM2019-002 is granted conditioned that the City review outlet control structure shop drawings to ensure conformance with intended design. *Motion carried unanimously.*

VI. Watershed Management Plan

A. Cost Share Projects. The Commissions have on hand approximately \$100,057 (2018 audit hasn't been completed) in the Partnership Cost Share account, with another approximately \$50,500 levied to be received in 2019.

1. Enhanced Street Sweeper.* The TAC and the Commissioners have previously discussed the use of capital or cost share funds for high performance street sweeping equipment. At the March meeting the Commission approved the TAC's recommendation to approve Plymouth's application conditioned that before-and-after performance reporting parameters be developed.

While the TAC and Commissions are favorable of this idea, it is ultimately the decision of Hennepin County as to whether this meets the state statutes regulating their capital bonding. Staff have been in contact with Karen Galles at Hennepin County Energy and Environment, who is supportive of the idea. She has been discussing this idea with various upper level managers and county attorneys. Gilchrist reported on his research into the definition of a capital improvement.

Staff will also contact the Board of Water and Soil Resources and the Commission's auditor to seek their opinions and report at the May meeting.

2. Included in the packet was a request for reimbursement of \$40,000 for the 2018 Autumn Ridge Stormwater retrofit project.* Sherman Associates is also requesting to roll over the remaining \$10,000 of the grant for use in 2019.

✓ Motion by Roach, second by Orred to authorize the payment of \$40,000. *Motion carried unanimously.*

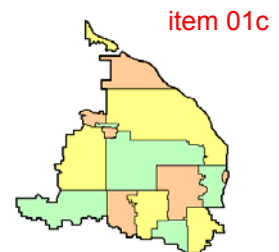
✓ Motion by Roach, second by Orred to approve the request to roll over the remaining \$10,000 for use in 2019. *Motion carried unanimously.*

B. Minor Plan Amendment. At the May 9 meeting a public meeting will be held where the Commissions take public comment, discuss the proposed revisions to the CIP, and establish a maximum levy for 2019.

VII. Water Quality.

A. Spector presented the Commissions' 2018 Annual Water Quality Report.* The report provides summary information for each of the water resources within the three management units of Shingle Creek and for West Mississippi as a whole. Spector reported that enough data is now available to begin to do some trend analyses. Both the report and the appendices, which are lengthy and were not included in the meeting packet, are available on the Commissions' website.

It was suggested to condense the material found in the report into a one-page information sheet



for transmittal to the cities and folks such as the County Commissioners and to also produce "lake report cards" for uploading to the website.

✓ **Motion by Roach, second by Orred to accept the Report. Motion carried unanimously.**

Motion by Butcher, second by Chesney to accept the Report. Motion carried unanimously.

B. Included in the meeting packet were the Services Agreements between the Commissions and Hennepin County Department of Environment and Energy for **River Watch** (macroinvertebrate monitoring) and **WHEP** (Wetland Health Evaluation Program).

✓ **Motion by Orred, second by Roach to approve the 2019 agreement in an amount not to exceed \$4,000. Motion carried unanimously.**

Motion by Butcher, second by Chesney to approve the 2019 agreement in an amount not to exceed \$3,000. Motion carried unanimously.

C. The March 14, 2019 Technical Advisory Committee (TAC) minutes* are included in the meeting packet. The next TAC meeting is scheduled for 8:30 a.m., Thursday, April 25, 2019, at Crystal City Hall.

VIII. **Education and Public Outreach.**

A. **Environmental Initiative** has awarded the Shingle Creek Watershed Management Commission an Honorable Mention in recognition of its Biochar- and Iron-Enhanced Sand Filters Project. The 2019 awards will be celebrated on May 22, 2019 at the Nicollet Island Pavillion. Contact Diane Spector if you are interested in attending.

Environmental Initiative (environmental-initiative.org/) is a nonprofit organization comprised of leading Minnesota businesses, environmental advocacy nonprofits, and state agencies with a goal of developing collaborative solutions to Minnesota's environmental problems.

B. The Commissions' draft **Annual Activity Reports** were included in the supplemental meeting packet. Staff is requesting acceptance of the reports pending review and comment by April 22, 2019. They will be transmitted to BWSR by the April 30 deadline.

✓ **Motion by Orred, second by Vlasin to accept the 2018 Annual Activity Report.* Motion carried unanimously.**

Motion by Butcher, second by Chesney to accept the 2018 Annual Activity Report.* Motion carried unanimously.

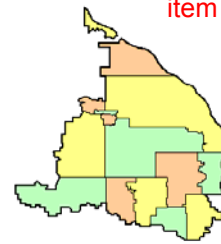
C. The next **West Metro Water Alliance (WMWA) meeting** is scheduled for 8:30 a.m., Tuesday, May 14, 2019, at Plymouth City Hall.

IX. **Grant Opportunities and Updates.** Staff provided verbal updates on the following:

- A. **FEMA Flood Mapping.**
- B. **Bass and Pomerleau Lakes Alum application.**
- C. **Twin Lake Carp removal.**
- D. **SRP Reduction project.**
- E. **Crystal Lake Management Plan Grant Application.**

X. **Communications.**

- A. **March Communications Log.*** No items required action.



B. Staff recapped the status of the **Limited Liability Legislation regarding commercial salt applicators.*** The House bill has been heard in the Environment and Natural Resources and Ways and Means Committees, and was to be heard in the Judiciary Committee on April 3. The Senate bill has been introduced in the Environment and Natural Resources Committee.

C. Scharenbroich informed the member of Plymouth's upcoming **Adopt-a-Highway Volunteer Clean-up Event**, Thursday, May 2, at 1 p.m. Volunteers will meet in the Cub Foods parking lot at the intersection of 36th Avenue and Highway 100 to kick off the event.

XI. Other Business.

A. The terms of representatives from **Champlin**, Maple Grove, and **Minneapolis** expired January 31, 2019. Staff have not received updated appointments as of this date.

B. Staff noted the death of Daniel Spanier, former Commissioner from the City of Osseo.

XII. Adjournment. There being no further business before the Commissions, the meetings were adjourned at 2:21 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Judie A. Anderson". The signature is written in a cursive style and is located below the "Respectfully submitted," text.

Judie A. Anderson
Recording Secretary
JAA:tim

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Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek/West Mississippi WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: May 3, 2019

Subject: Proposed Minor Plan Amendment
Public Meeting

**Recommended Commission
Action**

Discuss Minor Plan Amendment. Each Commission should approve a resolution adopting the amendment.

The Shingle Creek and West Mississippi Capital Improvement Programs (CIP) are proposed for a Minor Plan Amendment (MPA). This revision revises capital project cost share policies and adds one project and specifies the location of one project on the Shingle Creek CIP. The Board of Water and Soil Resources (BWSR) agreed with the Commissions' February 19, 2019 request to proceed as a MPA as long as Hennepin County did not object.

The Shingle Creek and West Mississippi Watershed Management Commissions on March 14, 2019 initiated a Minor Plan Amendment to the joint Third Generation Watershed Management Plan. Notice was sent to the member cities, county, and reviewing agencies, and published as required by statute and the Plan. The purpose of the May 9, 2019 Commission meeting is to discuss the proposed minor plan amendment and any comments received prior to or at a public meeting. (Note this is not a formal public hearing.) After that discussion, each Commission may consider a resolution adopting the Minor Plan Amendment contingent on County Board approval of the Minor Plan Amendment, which will be heard at a County Board hearing in June 2019.

Lake Internal Load Improvement Projects

The 2020 CIP includes a generic "Lake Internal Load" project. This revision would specify that the project would be the 2019 Crystal Lake Management Plan at an overall cost of \$370,500.

SRP Reduction Project

The proposed plan revision would revise some of the provisions of the CIP program, namely increasing the voluntary \$500,000 annual levy limit and lifting the \$250,000 per project maximum.

Recommended Commission Action

The proposed minor plan amendment is attached. To date, no comments on the proposed amendment have been received. Resolutions for each Commission adopting the proposed amendment are also attached.

**Notice of Minor Plan Amendment
Shingle Creek and West Mississippi Watershed Management Commissions**

The Shingle Creek and West Mississippi Watershed Management Commissions propose to amend their joint *Third Generation Watershed Management Plan* to adopt a revision to the Plan and to the Capital Improvement Program (CIP). This revision revises capital project cost share policies and adds one project and specifies the location of one project on the Shingle Creek CIP.

The proposed minor plan revision is shown as additions (underlined) or deletions (~~strike-outs~~).

Section 4.3.7 of the Shingle Creek WMC Third Generation Plan is hereby revised as follows:

Option 1 - Cost Share Policy. For capital projects that have been identified in a Commission-adopted or approved TMDL or management plan or as approved by the Commissions for cost participation. Projects constructed to meet Commission development or redevelopment requirements are not eligible for cost participation.

1. The Commission’s share will be 25 percent of the final cost of the project, with a minimum share of \$25,000 ~~and a maximum share of \$250,000.~~
2. The Commission’s share will be funded through the ad valorem tax method – spread across all taxpayers within the watershed.
3. If the 25 percent share of an individual project’s final project cost is less than the amount certified for that project, the balance of the levy will be deposited into a segregated Closed Project Account. The Commissions will administer that account according to a Closed Account Policy.
4. Each Commission will use a maximum annual levy of ~~\$500,000~~ \$750,000 as a working guideline.

Table 4.5. Shingle Creek WMC Third Generation Plan Implementation Plan is hereby revised as follows:

Action	2018	2019	2020	2021	2022
Lake Internal Load Improvement Project			200,000		200,000
-Commission Contribution			200,000		200,000
-Local Contribution			0		0
<u>Crystal Lake Management Plan</u>		<u>370,500</u>			
<u>-Commission Contribution</u>		<u>370,500</u>			
<u>-Local Contribution</u>		<u>0</u>			

Appendix F, CIP Descriptions is hereby revised as follows:*Lake Internal Load Improvement Projects*

The 13 lake TMDLs now in implementation in the Shingle Creek watershed recommend internal load improvements for several of the lakes. These projects could include rough fish removal and installation of fish barriers, chemical treatment such as alum, drawdowns, whole-lake aquatic vegetation treatment, etc. Typically implementation emphasizes reducing the load from external sources before completing internal load reductions. Some lakes not shown here may require internal load reductions if external load reduction is insufficient to meet state water quality goals. Potential lakes to be improved include the following (not in priority order):

1. Twin Lake. (Crystal, Brooklyn Center, Robbinsdale). 2015 Project: Rough fish tracking and removal, fish barriers, and aeration system; Future Project: aquatic vegetation treatment.
2. Pomerleau (Plymouth). 2018 Project: Chemical treatment.
3. Cedar Island (Maple Grove). Rough fish removal, fish barriers, drawdown.
4. Eagle Lake (Maple Grove.) Aquatic vegetation treatment.
5. Bass Lake (Plymouth). 2018 Project: Chemical treatment, aquatic vegetation management
6. Crystal Lake. 2019 Project: Chemical treatment, rough fish management, aquatic vegetation management.

**SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION
STATE OF MINNESOTA**

RESOLUTION NO. 2019-01

**RESOLUTION ADOPTING A MINOR PLAN AMENDMENT TO THE THIRD GENERATION PLAN REVISING
THE CAPITAL IMPROVEMENT PROGRAM**

WHEREAS, on April 11, 2013, the Commission and the West Mississippi Watershed Management Commission jointly adopted the Shingle Creek and West Mississippi Third Generation Watershed Management Plan (the "Plan"); and

WHEREAS, the Plan includes a Capital Improvement Program ("CIP"); and

WHEREAS, the Commission has proposed a Minor Plan Amendment that would revise the CIP to add specificity to a project and to revise certain cost-share policies; and

WHEREAS, the Minnesota Board of Water and Soil Resources on February 19, 2019 did approve proceeding as a Minor Plan Amendment; and

WHEREAS, the proposed Minor Plan Amendment has been reviewed in accordance with the requirements of Minnesota Statutes, Section 103B.231; and

WHEREAS, the Commission has determined that it would be reasonable and appropriate and in the public interest to adopt the Minor Plan Amendment.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Shingle Creek Watershed Management Commission that:

1. The Minor Plan Amendment is approved and adopted, subject to Hennepin County review.
2. Commission staff is directed to notify appropriate parties of the Amendment to the Plan.

Adopted by the Board of Commissioners of the Shingle Creek Watershed Management Commission this 9th day of May, 2019.

Andy Polzin, Chair

ATTEST:

Judie Anderson, Recording Secretary

**State of Minnesota
Hennepin County**

I, Judie Anderson, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the Board of Commissioners of said Shingle Creek Watershed Management Commission, that I have compared the above resolution with the original passed and adopted by the Board of Commissioners at a meeting thereof held on the ninth day of May, 2019, at 12:45 pm., that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

In witness whereof, I have hereunto placed my hand and signature this ninth day of May, 2019.

Print name: Judie A. Anderson Title: Administrator

Authorized signature: _____ Date: _____

(NO SEAL)

**WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION
STATE OF MINNESOTA**

RESOLUTION NO. 2019-01

**RESOLUTION ADOPTING A MINOR PLAN AMENDMENT TO THE THIRD GENERATION PLAN REVISING
THE CAPITAL IMPROVEMENT PROGRAM**

WHEREAS, on April 11, 2013, the Commission and the Shingle Creek Watershed Management Commission jointly adopted the Shingle Creek and West Mississippi Third Generation Watershed Management Plan (the "Plan"); and

WHEREAS, the Plan includes a Capital Improvement Program ("CIP"); and

WHEREAS, the Commission has proposed a Minor Plan Amendment that would revise the CIP to add specificity to a project and to revise certain cost-share policies; and

WHEREAS, the Minnesota Board of Water and Soil Resources on February 19, 2019 did approve proceeding as a Minor Plan Amendment; and

WHEREAS, the proposed Minor Plan Amendment has been reviewed in accordance with the requirements of Minnesota Statutes, Section 103B.231; and

WHEREAS, the Commission has determined that it would be reasonable and appropriate and in the public interest to adopt the Minor Plan Amendment.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the West Mississippi Watershed Management Commission that:

1. The Minor Plan Amendment is approved and adopted, subject to Hennepin County review.
2. Commission staff is directed to notify appropriate parties of the Amendment to the Plan.

Adopted by the Board of Commissioners of the West Mississippi Watershed Management Commission this 9th day of May, 2019.

Gerry Butcher, Chair

ATTEST:

Judie Anderson, Recording Secretary

State of Minnesota

Hennepin County

I, Judie Anderson, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the Board of Commissioners of said Shingle Creek Watershed Management Commission, that I have compared the above resolution with the original passed and adopted by the Board of Commissioners at a meeting thereof held on the ninth day of May, 2019, at 12:45 pm., that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

In witness whereof, I have hereunto placed my hand and signature this ninth day of May, 2019.

Print name: Judie A. Anderson Title: Administrator
Authorized signature: _____ Date: _____

(NO SEAL)

May 2, 2019

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW SC2019-007: Silver Creek on Main Expansion**

Owner: AS SILVERCREEK LAND OWNER, LLC
Company: 5402 Parkdale Drive #301
Address: St. Louis Park, MN 55416

Engineer: Adam Ginkel
Company: Plowe Engineering
Address: 6776 Lake Drive NE, #110
Lino Lakes, MN 55014
Phone: 651-361-8234
Email: adam@plowe.com

Purpose: Expansion of existing senior living community by 75 units on 1.27 acres.

Location: 8200 North Main Street, Maple Grove, MN 55369 (Figure 1).

Exhibits:

1. Project review application and project review fee of \$1,700, dated 3/29/19, received 4/24/19.
2. Site plan, preliminary plat, grading, utility, erosion control, and landscaping plans dated 4/22/19, received 4/24/19 (Figure 2).

Findings:

1. The proposed project is the expansion of existing senior living community by 75 units. The site is 1.27 acres. Following development, the site will be approximately 62 percent impervious, with an increase of 0.79 acres of net new impervious surface.
2. The complete project application was received on 4/24/19. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 6/13/19 meeting. Sixty calendar-days expires on 6/23/19.
3. 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-inch storm event, or BMPs providing a similar level of treatment, i.e., 85% TSS removal and 60% TP removal. This project is located within the Gravel Mining Area at Arbor Lakes (Figure 3) and all water leaving the site has been accounted for by the regional ponds under City ownership. Two 4-foot sumps are provided for pretreatment of stormwater entering the regional ponds. 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. This project is located within the Gravel Mining Area at Arbor Lakes. Runoff is proposed to be routed to nearby regional ponds. The applicant meets the Commission's rate control requirements.
5. 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 0.79 acres. However, this project falls within the Gravel Mining Area at Arbor Lakes, and the applicant proposes to use the city infiltration credit that has the capacity to infiltrate the required volume

SC2019-007: Silver Creek on Main Expansion

within 48 hours. The applicant meets Commission infiltration requirements.

6. The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.
7. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
8. There is no FEMA-regulated floodplain on this site. The low floor elevations of the buildings are at least two feet higher than the high water elevation of the nearby regional ponds. The applicant meets Commission floodplain requirements.
9. The erosion control plan includes a rock construction entrance, silt fence, and inlet protection. The erosion control plan meets Commission requirements.
10. A public hearing on the project is schedule for 4/29/19 as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.
11. A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Maple Grove has not yet been provided.
12. A Project Review Fee of \$1,700 has been received.

Recommendation: Recommend approval subject to the following condition:

1. Provide a draft Operations & Maintenance agreement between the applicant and the City of Maple Grove.

Wenck Associates, Inc.
Engineers for the Commission

Ed Matthiesen, P.E.

Date

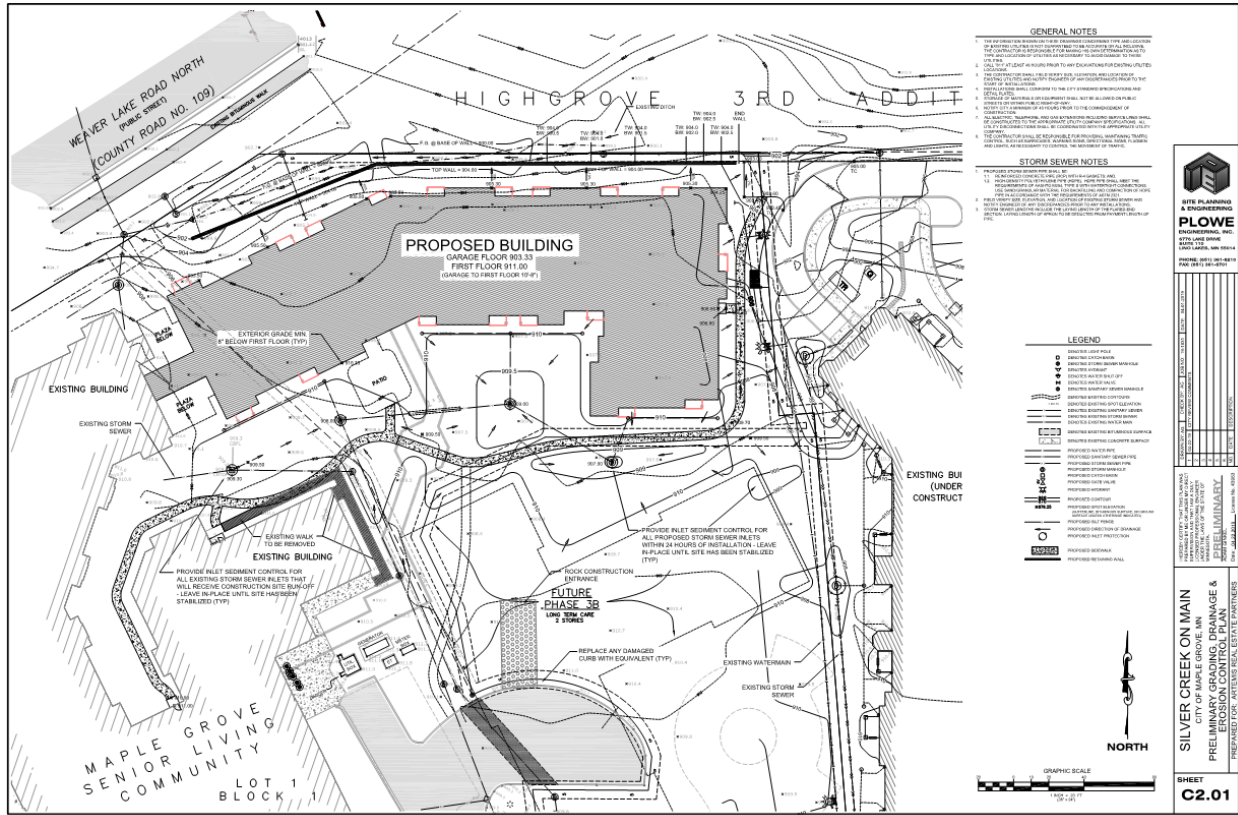
SC2019-007: Silver Creek on Main Expansion

Figure 1. Site location.



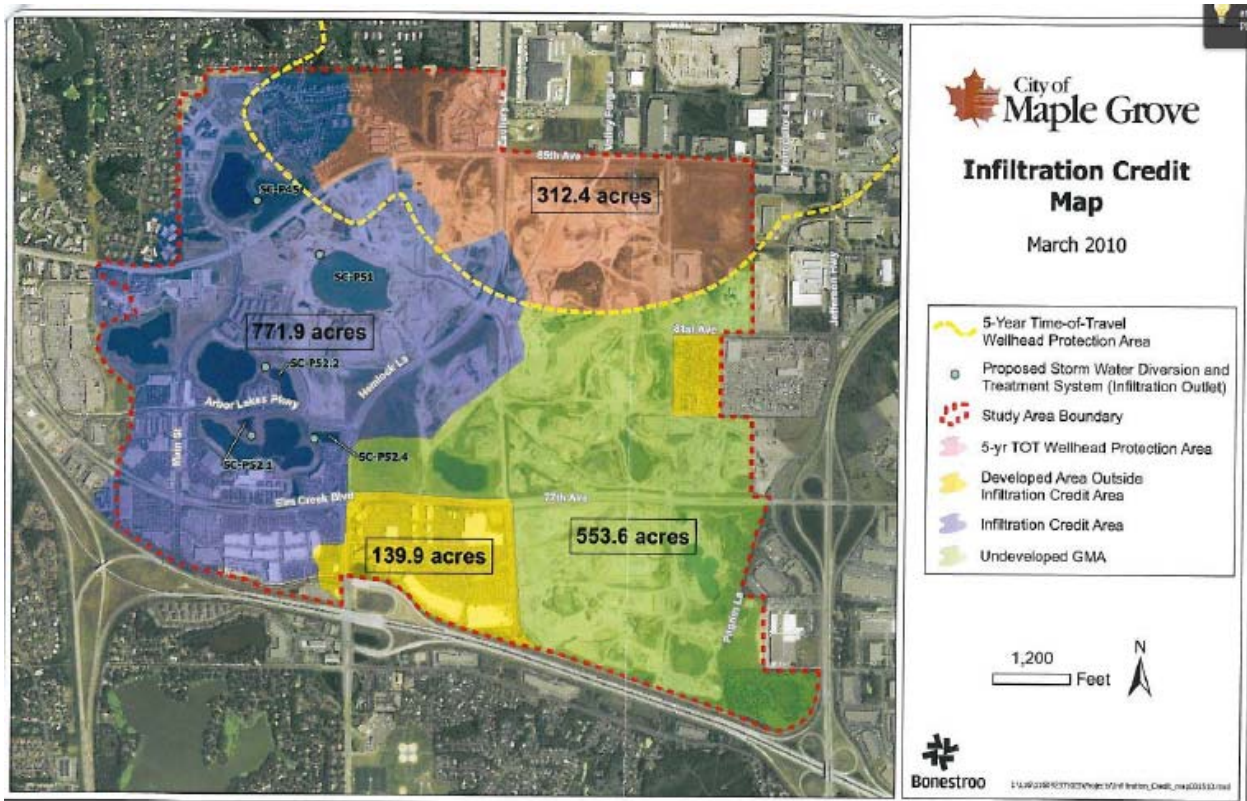
SC2019-007: Silver Creek on Main Expansion

Figure 2. Site grading, drainage and erosion control plan.



SC2019-007: Silver Creek on Main Expansion

Figure 3. Gravel Mining Area



SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW SC2019-008: The Woods at Taylor Creek**

Owner: SVK Development, LLC
Company: SVK Development, LLC
Address: 3335 Pennsylvania Avenue
 Crystal, MN

Engineer: Dan Schmidt
Company: Sathre-Bergquist, Inc.
Address: 150 South Broadway
 Wayzata, MN

Phone: 612-741-9830
Fax: N/A
Email: schmidt@sathre.com

Purpose: Construction of 24 single family homes on 19.2 acres.

Location: The development (5100 Ranchview Lane North, Plymouth) is located at the end of Ranch View Lane across the railroad tracks from Providence Academy (Figure 1).

- Exhibits:**
1. Project review application and project review fee of \$1,800, submittal dated April 11, 2019, received April 11, 2019.
 2. Site plan, preliminary plat, grading, utility, erosion control, and landscaping plans by Sathre-Bergquist dated April 29, 2019, received April 29, 2019 (first submittal dated December 2018, received April 11, 2019).
 3. Hydrologic calculations by AE2S, dated April 2019, received April 29, 2019 (first submittal dated December 2018, received April 11, 2019).

- Findings:**
1. The proposed project is the construction of 24 single family homes. The undeveloped site is 19.2 acres. Following development, the site will be 11 percent impervious with 2.19 acres of impervious surface, an increase of 2.19 acres.
 2. The complete project application was received on April 11, 2019. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the May 9, 2019 meeting. Sixty calendar-days expires on June 10, 2019.
 3. 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.

The site is primarily comprised of Type C soils, and relatively high groundwater conditions. Therefore, runoff from the site is proposed to be routed to a wet stormwater detention pond with a biofiltration bench, prior to discharging to the adjacent wetland. The applicant used P8 to model TSS and TP load reduction from the site and demonstrated 96.4% removal of TSS and 67.8% removal of TP.

SC2019-008: The Woods at Taylor Creek

In addition, three sumps with SAFL baffles are proposed by the applicant. One of the SAFL baffles will serve as pretreatment to the proposed stormwater detention pond. The other two SAFL baffles will provide pretreatment within the new storm sewer that will transport offsite water across the project site to the wetlands containing FES-9 and FES-14. All SAFL baffles will be in the City street.

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. Runoff from the site will be routed to Ranchview Lane, which is routed to a proposed detention pond with a filtration bench via a new storm sewer system. The applicant meets Commission rate control requirements (Table 1).

Table 1. Runoff from site (cfs).

Drainage Area	2-year event		10-year event		100-year event	
	Pre-	Post-	Pre-	Post-	Pre-	Post-
Whole Site	26.0	21.5	56.7	46.8	131.8	124.5

5. Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. However, due to the presence of soils with low infiltration capacity and relatively high groundwater levels, the applicant proposes to provide filtration instead of infiltration. The new impervious area on this site is 2.19 acres, requiring abstraction of 0.18 acre-feet [7,950 cubic feet] within 48 hours. The applicant proposes to construct a detention pond with a biofiltration bench that has the capacity to filtrate the required volume within 48 hours. The applicant meets Commission volume control requirements.
6. The National Wetlands Inventory identifies probable and potential wetlands on the site. The City of Plymouth is LGU for WCA administration. Wetland buffers 30 feet in width are provided. The applicant meets Commission wetland requirements.
7. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
8. There is no FEMA-regulated floodplain on this site. The low floor elevations of the buildings are at least two feet higher than the high-water elevation of the detention ponds/infiltration basins according to Atlas 14 precipitation. The applicant meets Commission floodplain requirements.
9. The erosion control plan includes a rock construction entrances, perimeter silt fence/biolog, silt fence surrounding detention ponds/infiltration basins, inlet protection, rip rap at inlets, slope checks, and native seed specified on the pond slopes. The erosion control plan meets Commission requirements.
10. A public hearing on the project was held on February 7, 2018 as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.

SC2019-008: The Woods at Taylor Creek

11. The City of Plymouth will maintain the stormwater systems related to this project.
12. A Project Review Fee of \$1,800 has been received.

Recommendation: Recommend approval with no conditions.

Wenck Associates, Inc.
Engineers for the Commission

Ed Matthiesen, P.E.

Date

SC2019-008: The Woods at Taylor Creek

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: May 3, 2019

Subject: MAC Crystal Airport EA/EAW Comments

Recommended Commission Action

The Metropolitan Airports Commission (MAC) is contemplating making improvements to Crystal Airport and has prepared a draft Environmental Assessment/Environmental Assessment Worksheet to identify the potential environmental impacts and mitigation strategies. Such a document is not expected to set forth specific solutions, simply to identify potential impacts and how they might be mitigated. In general, the improvements include making various changes to the runways and facilities on site as well as potentially releasing unused land along 63rd Avenue on the north side of the airport for potential aviation or non-aviation development.

The EA/EAW does evaluate potential impacts to water resources, including surface waters and stormwater, floodplains, groundwater, and wetlands. The site is tributary to Upper Twin Lake and to Wetland 639W, both waters of concern to the Commission. The proposed actions would add approximately 6.3 acres of impervious surface associated with the runway, taxiways, run-up pads, perimeter roads, and aircraft parking apron. However, approximately 5.1 acres of existing impervious surface will also be removed, for a net increase of about 1.2 acres.

The proposed improvements would alter the existing stormwater management system. The new taxiway system would fill approximately 0.8 acres of land that is currently a stormwater infiltration area. Stormwater management practices will be investigated during final design to replace the lost stormwater storage volume. The document acknowledges that because of the size of the project it will need to be reviewed by and meet the standards of the Shingle Creek Commission. There are no expected impacts to groundwater or to floodplains. Erosion control practices will be followed to minimize sedimentation.

Two components of the proposed improvements potentially affect onsite delineated wetlands. The area along 63rd Avenue that might be released for private development contains three small wetlands (Figure 1). Two are located on the east side of the development area near the Twin Creek corridor, and the other is located west of the Airport access road. The MAC will require developers of this site to comply with any wetland rules and buffer requirements set by the SCWMC. A proposed new perimeter road segment on the south side of the airport (Figure 2) will likely require fill in two small Type 1 Seasonally Flooded wetlands. Because the disturbance to the wetlands is likely below this de minimis threshold,

impacts will be minimal, and replacement of these wetlands is not expected to be required. If during detailed design it is determined that more than 1,000 square feet of wetlands will be affected, a replacement plan will be developed and implemented.

In general the EA/EAW adequately identifies the potential water resources impacts and appropriate mitigation strategies. Staff recommends that the Commission notify the Metropolitan Airports Commission that Shingle Creek 's concerns are adequately addressed.



Figure 1. Wetlands along 63rd Avenue in the area potentially to be released for private development.

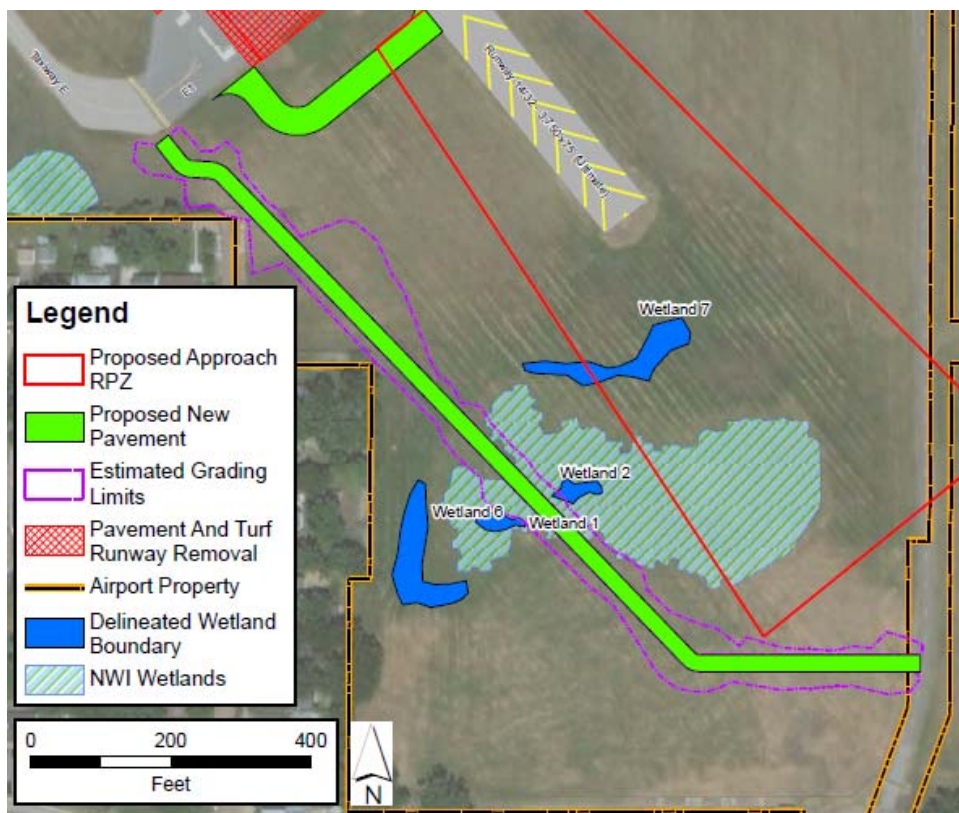


Figure 2. Wetlands on the south side potentially impacted by the new perimeter road segment.

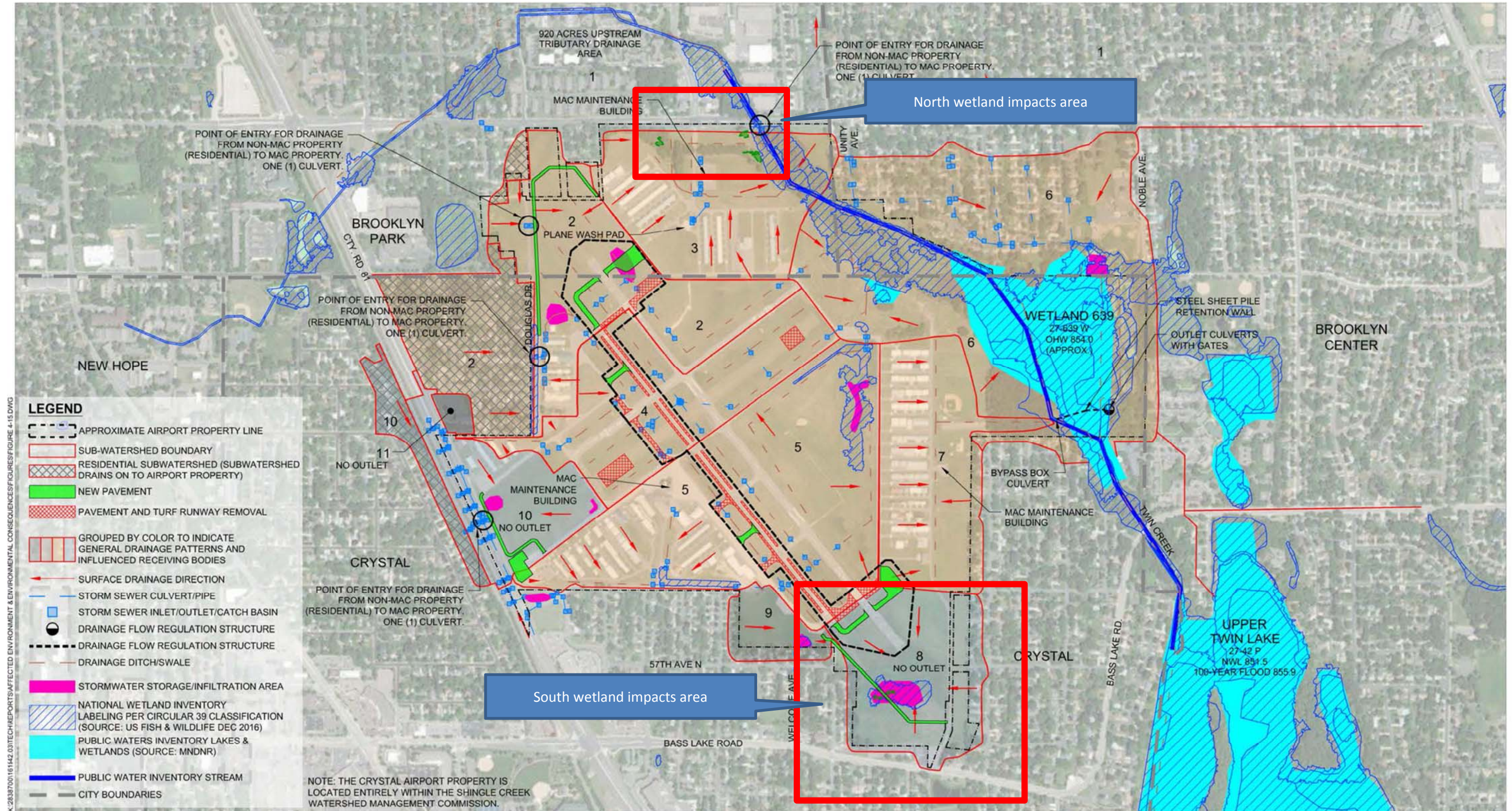


Figure 3. Crystal Airport drainage system.

Technical Memo



To: Shingle Creek WMO Commissioners

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

Date: May 3, 2019

Subject: Initial Discussion of 2020 Proposed Operating Budget

**Recommended
Commission Action**

This report presents a proposed 2020 budget for Commission discussion and comment. The TAC will review the proposed budget at its May 23 meeting. Based on these discussions, we will prepare a final budget for consideration at the June 13, 2019 Commission meeting. 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. This memo is the first step in the 2020 budget process.

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. As Table 1 shows below, the “SC Allowed” is the amount of assessment that could have been made based on accumulated CPI-U change compared to the “SC Actual,” which is the amount actually assessed. While the current estimate of annual inflation is 0.9%, the allowable increase is based on the accumulated inflation rate since 2003. This preliminary recommended draft 2020 budget assumes an assessment of \$363,590, which is a 1.9% 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

Year	June CPI-U	Annual CPI % Change	Cumul. CPI % Change	SC Allowed	SC Actual
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
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		0.9%**	38.4**	363,690	363,590

*March 2019 is the latest available. **June 2018 to March 2019

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 2019. Each line item is explained in the 2020 Budget Explanation below. Figure 1 shows the proposed 2020 expenditures by category. A few lines require more explanation:

Interest (line 4): The Commission currently has about \$1 million 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 2019 budget allocated \$20,000 from 2019 funds 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 (the DNR is contributing \$50,000). Those funds have been carried over to 2019 as that project continues. This line item restores the \$20,000 annual contribution to the Subwatershed Assessment account.

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 will be \$65,000. 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.

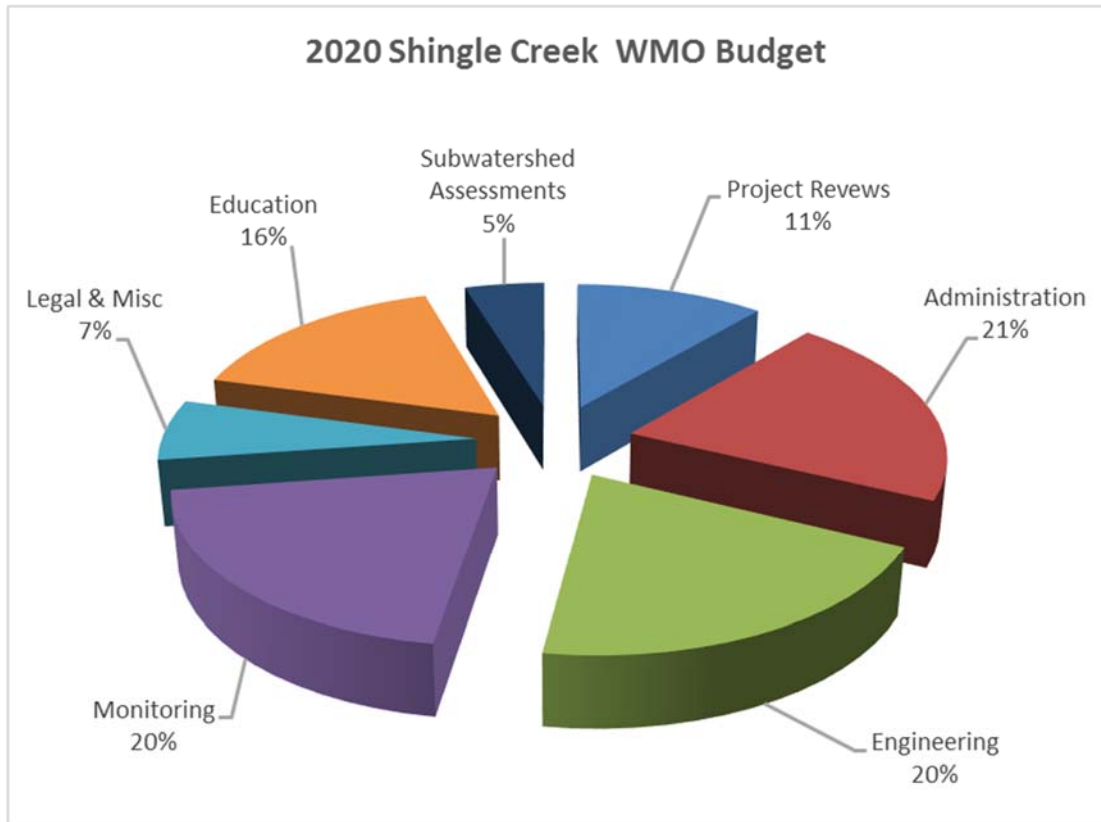


Figure 1. Proposed Shingle Creek 2020 budget: operating budget by category.

2020 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.
2	The proposed assessment of \$363,590 is a 1.9% increase over the 2019 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 a number of 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. In 2019 the Meadow and Magda Lakes review will be completed, and the Shingle and Bass Creeks Biota and DO TMDL review will be completed in 2019-2020.
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 2020.
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 2020 lakes monitored for water quality and aquatic vegetation will be Eagle and Pike 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 2020 the CAMP lakes will be Upper, Middle, and Lower Twin Lakes and Ryan Lake. Two wetlands yet to be determined will be monitored in 2020.
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, and the budget is proposed to be increased.
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.
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 supplements \$50,000 contributed by the DNR. The unspent balance is carried over to 2019 to complete this work.
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 \$65,000 at the end of 2019. No contribution is proposed to either the 4 th Gen Plan or the grant match fund in 2020.

Table 2. Proposed Shingle Creek WMC 2020 operating budget.

		2018 Budget	Pre-Audit Actual 2018	Approved 2019 Budget	Proposed 2020 Budget
REVENUE					
1	Application Fees	\$22,000	\$23,200	\$22,000	\$23,000
2	Member Assessments	348,710	348,710	356,900	363,590
3	Blue Line Extension	2,000	0	0	1,000
4	Interest	1,000	22,637	3,000	15,000
5	WMWA Education Reimbursement	30,000	16,334	33,000	33,000
6	WMWA Rain Garden Workshops	6,000	0	6,000	8,000
7	Miscellaneous Income	0	0	0	0
	TOTAL REVENUE	\$409,710	\$410,881	\$420,900	\$443,590
EXPENSES					
	ADMINISTRATION				
8	Administrative Services	\$71,000	\$67,687	\$71,000	\$71,000
9	Engineering Support	12,500	13,924	17,000	17,000
10	Project Reviews/WCA	1,000	1,284	1,700	1,500
11	Blue Line Extension		0		500
	Subtotal	\$84,500	\$82,895	\$89,700	\$90,000
	ENGINEERING				
12	Engineering Services	60,000	70,267	62,000	62,000
13	Grant Application Writing	10,000	11,382	10,000	11,500
14	Project Reviews/WCA	37,000	45,014	37,000	45,000
	Local Plan Reviews		22,840	0	0
15	Blue Line Extension	2,000	1,273	0	500
16	TMDL 5 Year Reviews	12,000	12,007	12,000	12,000
	Subtotal	\$121,000	\$162,783	\$121,000	\$131,000
	LEGAL				
17	Legal Services	7,000	5,015	6,000	6,000
	MISCELLANEOUS				
18	Bookkeeping	5,500	6,630	7,000	7,000
19	Audit	5,000	6,000	6,000	6,500
20	Insurance & Bonding	3,100	2,564	3,100	3,100
21	Meeting Expense	4,100	4,493	4,700	5,000
	Subtotal	\$17,700	\$19,687	\$20,800	\$21,600
	PROGRAMS				
	<i>Monitoring</i>				
22	Stream Monitoring	31,220	39,548	33,000	35,000
23	Stream Monitoring-USGS	3,990	3,800	4,100	4,500
24	Monitoring Equipment			3,000	0
25	Stream Biomonitoring	6,000	(incl above)	0	0
26	Commission Lake Monitoring	22,000	21,795	22,500	24,000
27	Citizen Assisted Lake Monitoring	3,800	0	3,800	3,800
28	Vol Wetland Monitoring	0	0	2,000	2,000
29	Vol Stream Monitoring	2,000	2,000	2,000	1,000
30	Annual Monitoring Report	14,000	17,770	14,000	16,000
	Subtotal	\$83,010	\$84,913	\$84,400	\$86,300
	<i>Water Quality Education</i>				
31	Education Program	15,000	13,047	15,000	15,000
32	Education Grants	2,000	0	500	500

		2018 Budget	Pre-Audit Actual 2018	Approved 2019 Budget	Proposed 2020 Budget
33	WMWA Admin/Tech: SC Share	4,000	12,920	5,000	5,000
34	WMWA Admin/Tech: Partners Share	15,000		15,000	15,000
35	WMWA Impl Activities: SC Share	2,000	4,746	2,000	2,000
36	WMWA Impl Activities: Partners Share	4,500		4,500	4,500
37	Rain Garden Workshops: SC Share	2,000	11,697	2,000	2,000
38	Rain Garden Workshops: Partners Share	6,000		6,000	6,000
39	WMWA Educators: SC Share	4,500	14,622	4,500	4,500
40	WMWA Educators: Partners Share	13,500		13,500	13,500
	Subtotal	\$65,500	\$57,032	\$68,000	\$68,000
	MANAGEMENT PLANS				
41	3 rd Gen Plan/Plan Amendments	1,000	1,451	1,000	1,000
42	Subwatershed BMP Assessment	20,000	507	0	20,000
	Subtotal	\$21,000	\$1,958	\$1,000	\$21,000
	PROJECTS				
43	Flood Modeling and Mapping	0	7,925	25,000	0
44	Contribution to 4 th Generation Plan	10,000	0	5,000	0
45	To/From Reserves	0	0	0	19,690
	Subtotal	\$10,000	\$7,925	\$30,000	\$19,690
	TOTAL OPERATING EXPENSE	\$409,710	\$422,208	\$420,900	\$443,590
	To be reimbursed by DNR		7,925		
	Amount Under (Over)		(3,402)		

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.

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.

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 \$3.6 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.**

Legal

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

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 are 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: May 3, 2019

Subject: Initial Discussion of Proposed 2020 Operating Budget

Recommended Commission Action

This report presents a proposed 2020 budget for Commission discussion and comment. The TAC will review the proposed budget at its May 23 meeting. Based on these discussions, we will prepare a final budget for consideration at the June 13, 2019 Commission meeting. 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. This memo is the first step in the 2020 budget process.

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 2020 to \$165,290. The draft 2020 budget assumes *an assessment of \$153,600*, no increase over 2019. In past years the Commission supplemented the assessments with a contribution from the cash reserves to draw down what was a substantial balance. The proposed 2020 budget assumes no contribution from the cash reserves. The unrestricted fund balance at the end of 2017 was estimated to be about \$90,000, and staff recommends that assessments continue to be increased if necessary by steps over a few years to fully fund the operating budget without that supplement.

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

	June CPI-U	Annual CPI % Change	Cumul. CPI % Change	WM Allowed	WM Actual
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
2019	254.202*	1.9%	37.2%	163,850	153,600
		0.9%**	38.4%**	165,290	153,600

*March 2019 CPI-U is the latest available **June 2018 to March 2019

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 2018 the estimated balance of that account was \$40,000. Should a member city request one in 2020, 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 2017 was \$79,320. 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 \$10,000 per year for this purpose and has accumulated \$65,000. 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 staff recommends that amount be \$25,000, and that no contribution from the annual budget be made.**

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. Staff has recommended updating the modeling and mapping at the same time as Shingle Creek for economies of scale. 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; if not completed in 2019 those funds could be carried over to 2020.

With the above exceptions the proposed budget shown in Table 2 generally continues the same activities at the same level of effort as 2019. Each line item is explained in the 2020 Budget Explanation below. Figure 1 shows the proposed 2020 expenditures by category.

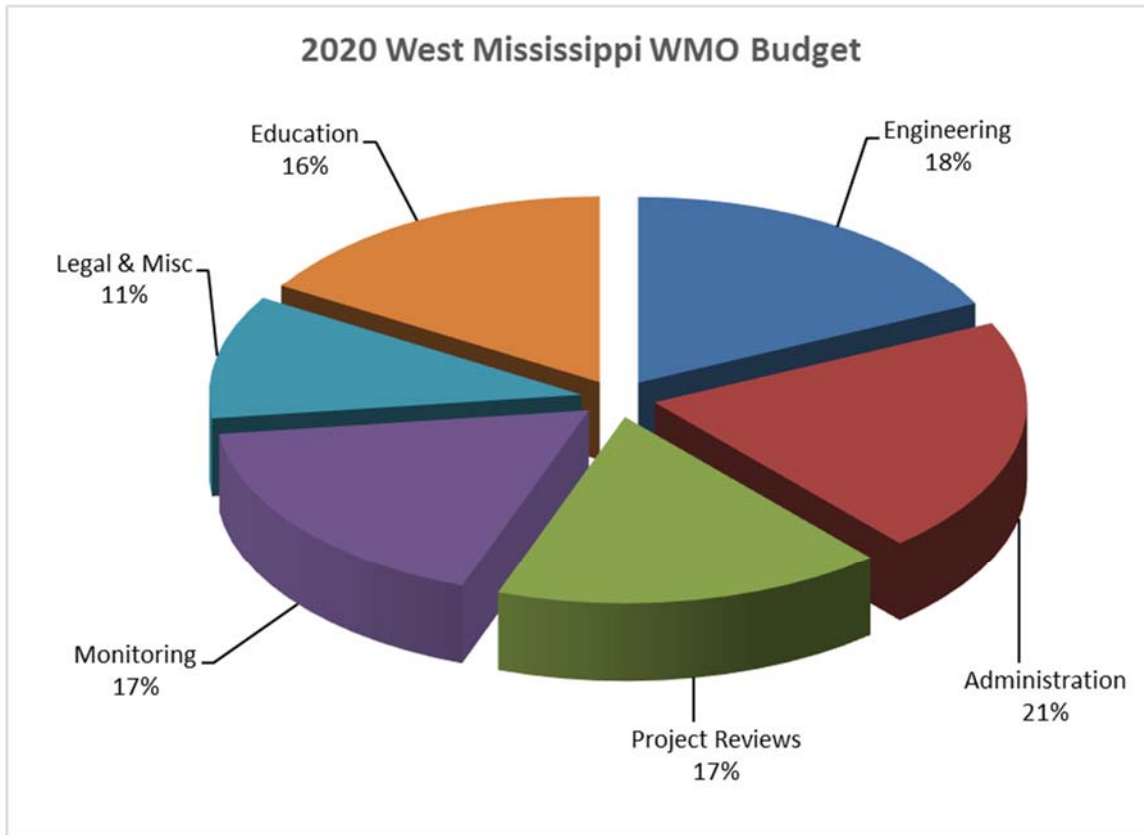


Figure 1. West Mississippi proposed 2020 budget by category.

2020 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	No increase is proposed in the 2020 assessment to member cities. The assessment increased by 2.4% for 2019 to continue to phase out the use of cash reserves to subsidize the budget.
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. 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, 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.
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.
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 2020, 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 2020.
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.
32	When expenses are less than collected revenues, the balance is transferred to the cash reserves.

Table 2. Proposed West Mississippi Watershed Management Commission 2020 budget.

		2018 Budget	2018 Actual (pre-audit)	2019 Budget	Proposed 2020
INCOME					
1	Application fees	\$20,000	\$13,900	\$20,000	\$18,000
2	Interest income	500	8,488	2,000	5,000
3	Assessment	150,000	150,000	153,600	153,600
4	Blue Line Extension			0	1,000
5	Reserve - General	13,000		25,000	0
	TOTAL INCOME	\$183,500	\$172,388	\$200,600	\$177,600
EXPENSES					
	<i>Administration:</i>				
6	Administrative services	\$31,000	\$30,007	\$31,000	\$31,000
7	TAC/engineering support	4,000	4,379	4,500	4,500
8	Project reviews/WCA	1,000	444	1,500	1,500
9	Blue Line Extension	0		0	500
	Subtotal	\$36,000	\$34,830	\$37,000	\$37,500
	<i>Engineering:</i>				
10	Engineering services	30,000	\$30,812	30,000	31,000
11	Grant writing	1,500	0	1,500	1,000
12	Project reviews/WCA	25,000	25,197	27,000	27,600
13	Blue Line Extension	2,000	1,273	0	500
	Subtotal	\$58,500	\$57,282	\$58,500	\$60,100
	<i>Legal:</i>				
14	Legal services	5,000	\$3,781	5,000	5,000
	Subtotal	\$5,000	\$3,781	\$5,000	\$5,000
	<i>Miscellaneous:</i>				
15	Accounting	2,700	\$2,697	2,800	3,000
16	Audit	5,000	4,500	5,000	5,500
17	Insurance & bonding	2,800	2,466	2,800	2,800
18	Meeting expense	2,000	1,926	2,500	2,700
	Subtotal	\$12,500	\$11,589	\$13,100	\$14,000
	<i>Monitoring:</i>				
19	Vol stream monitoring	1,000	\$0	1,000	1,000
20	Vol wetland monitoring	2,000	2,000	2,000	2,000
21	Outfall & stream monitoring	17,000	17,006	18,000	20,000
22	Annual monitoring report	6,000	6,059	6,000	8,000
	Subtotal	\$26,000	\$25,065	\$27,000	\$31,000
	<i>Education:</i>				
23	Education program	15,000	\$13,047	15,000	15,000
24	Rain garden workshops	2,000	2,294	2,000	2,000
25	WMWA implementation activities	10,500	8,174	11,500	11,500
26	Education grants	2,000	0	500	500
	Subtotal	\$29,500	\$21,221	\$29,000	\$29,000
	<i>Management Plans:</i>				
27	3 rd Gen Plan/plan amendments	1,000	0	1,000	1,000
28	Subwatershed BMP assessment	10,000	0	0	0
	Subtotal	\$11,000	\$0	\$1,000	\$1,000
29	Contrib to constr/grant match	5,000	0	5,000	0
30	Contribution to 4th Gen Plan	0	0	0	0
31	Flood modeling and mapping	0	0	25,000	0
32	To (from) reserves		18,620		
	TOTAL OPERATING EXPENSE	\$183,500	\$172,388	\$200,600	\$177,600

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.

EXPENSES

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

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.

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.

Legal

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

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.

- 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.

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



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Technical Memo

To: Shingle Creek/West Mississippi WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: May 3, 2019

Subject: Set 2020 Maximum Levies

Recommended Commission Action	Each Commission should by motion set its 2019 maximum capital projects levy: Shingle Creek = \$551,990; West Mississippi = \$53,025.
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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.

Note that even though the Shingle Creek Commission has been awarded a Section 319 grant by the MPCA for the Crystal Lake Management Plan, the EPA has not yet officially approved it. Therefore, we recommend that Commission use the full project cost as the maximum levy. The final EPA approval should be known by September when the final levies are certified.

Table 1. Shingle Creek 2019 CIP Projects (2020 levy).

Project	Total Estimated	City/ Private	Grant	Commission Share
Cost share (city projects)	\$200,000	\$100,000	0	\$100,000
Crystal Lake Management Plan	\$370,506	\$0	0	\$370,500
Partnership cost share (private projects)	\$100,000	\$50,000	0	\$50,000
Subtotal	\$670,506	\$150,000	\$ 0	\$520,500
5% additional for legal/admin costs				26,025
Subtotal				546,525
TOTAL LEVY (101% for uncollectable)				\$551,990

Project	Total Levy
Cost share (city projects)	\$106,050
Crystal Lake Management Plan	\$392,915
Partnership cost share (private projects)	\$53,025
Total	\$551,990

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
Subtotal	\$100,000	\$50,000	\$ 0	\$50,000
5% additional for legal/admin costs				2,500
Subtotal				52,500
TOTAL LEVY (101% for uncollectable)				\$53,025

Project	Total Estimated
Cost share (city projects)	\$53,025
Total	\$53,025

Technical Memo



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To: West Mississippi WMO Commissioners

From: Ed Matthiesen, P.E.
Sarah Nalven

Date: May 3, 2019

Subject: Authorize Replacement of Monitoring Equipment

**Recommended
Commission Action**

Authorize replacement of a Jobox with the insurance deductible funded from the cash reserves..

Over the winter one of the Commission's Joboxes used to house monitoring equipment was stolen from its location in Coon Rapids Dam Regional Park, just off West River Road in Brooklyn Park. This is the site of the channel discharging from the Environmental Preserve. The box had been chained down, but thieves apparently cut through the chain and hauled out the heavy steel box. Fortunately the monitoring equipment had been removed for the winter. This is the second time a box has been stolen from this location; in 2011 thieves did the same thing. Shingle Creek also lost a box to theft a few years ago. We did discuss whether we should start to remove the boxes and store them over the winter. We estimated that it would take a two person crew at least four hours to make three trips to haul the five boxes away (only two fit in a truck at a time), which would add roughly \$2,000 to the monitoring budget each year.

We replaced the box with a backup one from our inventory of Commission equipment. The theft has been reported to the police and to the Commission's insurance carrier.

Recommended Commission Action

The cost of a new box is \$720. The Commission has a \$250 insurance deductible. Staff recommends replacement of the Jobox, with the \$250 insurance deductible funded from cash reserves.



Z:\WestMiss\Water Quality\2019 Water Monitoring Program\M-replace jobox.docx

Metropolitan Council Contract No. 19R023

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE
METROPOLITAN COUNCIL AND THE
SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION**

THIS AGREEMENT is made and entered into by and between the Metropolitan Council (the "Council") and the Shingle Creek Watershed Management Commission (the "Watershed"), each acting by and through its duly authorized officers.

THE ABOVE-NAMED PARTIES hereby agree as follows:

I. GENERAL SCOPE OF AGREEMENT

The Council and the Watershed agree to undertake a volunteer lake monitoring study in order to provide an economical method of broadening the water quality database on lakes in the Twin Cities Metropolitan Area.

II. SPECIFIC SCOPE OF SERVICES

2.01 Lake Monitoring Program. The Watershed and the Council agree to jointly undertake a volunteer lake monitoring program as specified below:

- a. **General Purposes of Program.** The volunteer lake monitoring program involves the use of citizen-scientist volunteers to monitor lakes in the Twin Cities Metropolitan Area. The volunteers will collect surface water samples which will be analyzed for total phosphorus (TP), total Kjeldahl nitrogen (TKN), and chlorophyll-a (CLA). In addition, the volunteers will measure surface water temperature, water transparency, and fill out a monitoring form that describes the lake and weather conditions at the time of the monitoring event. Lakes will be visited from April through October of 2019 (the "Monitoring Period") for the number of times and at the approximate intervals specified in paragraph (b) below. Each lake will be sampled at the location as indicated on the site location map provided by the Council. The Council will arrange for chemical analysis of the samples either through its own laboratory or an outside laboratory.
- b. **Specific Lakes Involved.** The following lakes and specific lake site(s) listed below will be involved in the Council's Citizen-Assisted Lake Monitoring Program (CAMP) in 2019.

Lake name	DNR ID#	Number of monitoring events	Approximate monitoring interval	Quantity of new kits
Cedar Island	27-0119	8 to 14	Biweekly	0
Meadow	27-0057	8 to 14	Biweekly	0
Success	27-0634	8 to 14	Biweekly	0

2.02 Watershed Responsibilities. The Watershed agrees that it will have sole responsibility for:

- a. Recruiting volunteers (who have access to a boat) to monitor the lakes the Watershed wishes to involve in the program as listed in section 2.01(b) above.
- b. Providing the Council and/or volunteers with needed lake information such as lake bathymetric maps and access locations.
- c. Paying for the laboratory analysis cost of the samples collected by volunteers which cost is included in the amounts specified in Article III below.
- d. Ensuring that the volunteers participate in the training program and follow CAMP methods and procedures.
- e. Ensuring that the volunteers fill out a monitoring form during each monitoring event.
- f. Picking up the samples and the lake monitoring forms from their volunteers and delivering those items to the Watershed's central storage location. The Watershed will be responsible for providing the central storage location. The central storage location can be a Council facility, but the Watershed will be required to deliver the samples and monitoring forms to this facility. The samples are required always to be frozen.
- g. Storing its volunteers' samples until picked up by Council staff. The samples are required always to be frozen.
- h. Maintaining, storing, and restocking its monitoring kits.
- i. Delivering and picking up its monitoring kits to and from their volunteers.

2.03 Council Responsibilities. The Council agrees that it will:

- a. Organize the survey.

- b. Provide training for the volunteers.
- c. Pick up the samples and lake monitoring forms from the Watershed's central storage location and deliver them to the laboratory at approximately 2-month intervals starting in June.
- d. Review the results of the monitoring data.
- e. Prepare a final report containing the physical, chemical, and biological data obtained during the Monitoring Period and a brief analysis of the data.
- f. Provide quality control by collecting lake samples from random lakes involved in the volunteer program. The resulting parameter values will then be compared to the volunteers' results to determine if any problems exist involving the volunteer's monitoring activities and what should be done to correct the problem.
- g. Provide and deliver to the Watershed the expendable monitoring items (e.g. sample containers, labels, filters, aluminum sheets, zip-style plastic bags, and lake monitoring forms). The expendable monitoring items will be delivered in the weeks preceding the start of the monitoring season. The cost of the expendable monitoring items is included in the annual participation fee.

III. COMPENSATION; METHOD OF PAYMENT

3.01 Payment to Council. For all labor performed and reimbursable expenses incurred by the Council under this agreement during the Monitoring Period, the Watershed agrees to pay the Council the following amounts per lake site listed in section 2.01(b). The participation fee will be billed for the contracted amount regardless whether the volunteer collects samples from or monitors a lake site fewer times than the contracted quantity.

Number of Monitoring events	Participation Fee (excludes monitoring equipment)
8 to 14	\$760
1 to 7	\$380

For lake sites requiring monitoring equipment, the cost for a kit of monitoring equipment is \$225 per kit.

3.02 Payment Schedule. Payment of the total amount owing to the Council by the Watershed shall be made by October 30, 2019. An invoice specifying the amount owed by the Watershed will be sent under separate cover.

3.03 Additional Analyses. The total amount specified in paragraph 3.01 does not include the cost of any additional analyses requested by the Watershed, such as analysis of bottom

samples. The Council will carry out any such additional analyses at the request of the Watershed and subject to the availability of Council resources for carrying out such analyses. The Council will bill the Watershed after the end of the Monitoring Period for any such additional analyses at the Council's actual cost, and the Watershed will promptly reimburse the Council for any such costs billed. The costs for additional analyses are provided in Exhibit A.

3.04 Replacement of Durable Equipment. The total amount specified in paragraph 3.01 does not include the cost of replacing durable monitoring equipment, such as thermometers, Secchi disks, filter holders, hand pumps, graduated cylinders, sampling jugs, forceps, and tote boxes. The Council will provide and deliver durable monitoring equipment that needs replacement upon request from the Watershed. The Council will bill the Watershed for any such replaced durable monitoring equipment at the Council's actual cost, and the Watershed will promptly reimburse the Council for any such costs billed.

IV. GENERAL CONDITIONS

4.01 Period of Performance. The services of the Council will commence on April 1, 2019, and will terminate on March 30, 2020, or following work completion and payment, whichever occurs first.

4.02 Amendments. The terms of this agreement may be changed only by mutual agreement of the parties. Such changes will be effective only on the execution of written amendment(s) signed by duly authorized officers of the parties to this agreement.

4.03 Watershed Personnel. Diane Spector, or such other person as may be designated in writing by the Watershed, will serve as the Watershed's representative and will assume primary responsibility for coordinating all services with the Council.

Diane Spector
Shingle Creek Watershed Management Commission
7500 Olson Memorial Highway, Suite 300
Golden Valley, MN 55427
763-252-6880

4.04 Council's Contract Manager. The Council's Contract Manager for purposes of administration of this agreement is Brian Johnson, or such other person as may be designated in writing by the Council's Regional Administrator. The Council's Contract Manager will be responsible for coordinating services under this agreement. However, nothing in this agreement will be deemed to authorize the Contract Manager to execute amendments to this agreement on behalf of the Council.

Brian Johnson
Metropolitan Council
2400 Childs Road
St. Paul, MN 55106
651-602-8743

4.05 Equal Employment Opportunity; Affirmative Action. The Council and the Watershed agree to comply with all applicable laws relating to nondiscrimination and affirmative action. In particular, the Council and the Watershed agree not to discriminate against any employee, applicant for employment, or participant in this study because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age; and further agree to take action to assure that applicants and employees are treated equally with respect to all aspects of employment, including rates of pay, selection for training, and other forms of compensation.

4.06 Liability. Each party to this agreement shall be liable for the acts and omissions of itself and its officers, employees, and agents, to the extent authorized by law. Neither party shall be liable for the acts or omissions of the other party or the other party's officers, employees or agents. Nothing in this agreement shall be deemed to be a waiver by either party of any applicable immunities or limits of liability including, without limitation, Minnesota Statutes, sections 3.736 (State Tort Claims) and chapter 466 (Municipal Tort Claims).

4.07 Copyright. No reports or documents produced in whole or in part under this agreement will be the subject of an application for copyright by or on behalf of the Council or Watershed.

4.08 Termination of Agreement. The Council and the Watershed will both have the right to terminate this agreement at any time and for any reason by submitting written notice of the intention to do so to the other party at least thirty (30) days prior to the specified effective date of such termination. In the event of such termination, the Council shall retain a pro-rata portion of the amounts provided for in Article III, based on the number of monitoring events occurring for each lake before termination versus the total monitoring events specified for each lake. The balance of the amounts will be refunded by the Council to the Watershed.

4.09 Force Majeure. The Council and the Watershed agree that the Watershed shall not be liable for any delay or inability to perform this agreement, directly or indirectly caused by, or resulting from, strikes, labor troubles, accidents, fire, flood, breakdowns, war, riot, civil commotion, lack of material, delays of transportation, acts of God or other cause beyond reasonable control of Council and the Watershed.

4.10 Audits. Pursuant to Minn. Stat. Section 16C.05, Subd. 5, the books, records, documents, and accounting procedures and practices of Provider relative to this agreement shall be subject to examination by the Watershed and the State Auditor. Complete and accurate records of the work performed pursuant to this agreement shall be kept by provider for a minimum of six (6) years following termination of this agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving the Watershed regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed or until the authorized agent of the Watershed notifies Provider in writing that the records need no longer be kept.

4.11 Relationship of Parties and their Employees. Nothing contained in this agreement is intended, or should be construed, to create the relationship of co-partners or a joint venture between the Council and the Watershed. No tenure or any employment rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, retirement, or other benefits available to the employees of one of the parties, including indemnification for third party personal injury/property damage claims, shall accrue to employees of the other party solely by the fact that an employee performs services under this agreement.

4.12 Severability. If any part of this agreement is rendered void, invalid or unenforceable such rendering shall not affect the remainder of this agreement unless it shall substantially impair the value of the entire agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on the dates set forth below. This agreement is effective upon final execution by, and delivery to, both parties.

**SHINGLE CREEK WATERSHED
MANAGEMENT COMMISSION**

Date _____

By _____

Name _____

Its _____

METROPOLITAN COUNCIL

Date _____

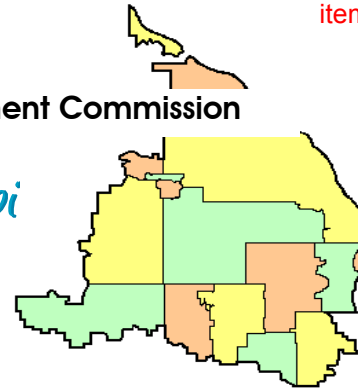
By _____

Name _____

Water Resources Assistant Manager

EXHIBIT A

Metropolitan Council Environmental Services Laboratory Prices for Additional Analyses		
Parameter	Laboratory Code	Price (per sample)
Nutrients (TP & TKN)	NUT-AHLV	\$15.25
Chlorophyll	CLA-TR-CS	\$15.50
Phosphorus	P-AHLV	\$15.25
Chloride	CL-AV	\$15.75
Ortho-phosphorus	ORTHO-AV	\$15.50
Hardness	HARD-AV	\$7.25
Alkalinity	ALK-AV	\$13.50
Sulfate	SO4-ICV	\$13.50
Metals (Cd, Cr, Cu, Pb, Ni, Zn)	MET-MSV	\$36.00
Individual metal/mineral (e.g. Fe)	XX-MSV	\$6.00 (per element)
A parameter not on this list		Contact the Council's Contract Manager for specific pricing.



MINUTES
April 25, 2019

A meeting of the Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions was called to order by Vice Chairman Mark Ray at 8:31 a.m., Thursday, April 25, 2019, at Crystal City Hall, 4141 Douglas Drive North, Crystal, MN.

Present were: Andrew Hogg, Brooklyn Center; Mitchell Robinson, Brooklyn Park; Todd Tuominen, Champlin; Mark Ray, Crystal; Derek Asche, Maple Grove; Ben Scharenbroich, Plymouth; Marta Roser, Robbinsdale; Ed Matthiesen and Diane Spector, Wenck Associates, Inc.; and Judie Anderson, JASS.

Not represented: Minneapolis, New Hope, and Osseo.

- I. Motion by Hogg, second by Asche to **approve the agenda.** * *Motion carried unanimously.*
- II. Motion by Asche, second by Hogg to **approve the minutes** of the March 14, 2019 meeting. * *Motion carried unanimously.*
- III. **Proposed 2019 CIP.**

At their May 9 meeting the Commissions will start the 2019 CIP process by considering which projects would potentially go forward to a public hearing in September, and establish a maximum levy. Any proposed plan amendments and the maximum levy must be reported to Hennepin County by May 15, and will be considered by the County Board in late June 2019. The tables on the last pages of these minutes show the potential maximum levy and the current CIP (with the proposed Minor Plan Amendment revisions) for each Commission.

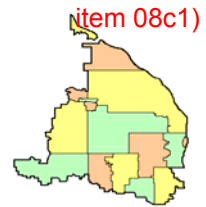
The members discussed the project proposed for 2019. Some projects such as the Maple Grove ponds have already been rescheduled to future years at the request of the cities. There are also some placeholder projects for which there may not be anything planned yet that could be rescheduled. As part of their discussion the members suggested, as the levy cap is increased, adding subwatershed assessments as the proposed cost share projects to complete/update all the assessment areas in the watersheds. A map will be created to identify each area.

Motion by Scharenbroich, second by Roser to recommend to the Commission approval of the \$551,990 (Shingle Creek) and \$53,025 (West Mississippi) maximum levies for 2019, pay 2020.

IV. Minor Plan Amendment.

Discussion continued regarding the inclusion of capital equipment on the CIP, specifically the enhanced street sweeper proffered by the City of Plymouth. At their April 25 meeting, the TAC recommended to the Commission approval of the Plymouth application conditioned that before-and-after performance reporting parameters be developed.

A conference call has been scheduled for April 29, 2019, at 11:00 a.m. with BWSR, the Commissions' attorney, and other interested parties to further discuss this matter.



V. Project Updates.

Matthiesen and Spector provided updates on the Twin Lake Carp Removal and HUC-8 Modeling projects.

VI. Other Business.

A. Maple Grove wetlands district revisions. Asche is seeking some alternative language regarding the sizing of buffers when location or other conditions make the current buffer requirements infeasible.

B. Spector reported that **Meadow Lake** is undergoing its 5-year review. No improvement has been noted in the past years. She is meeting with Lake Association members on Saturday, August 27. In the past, she found that they have not been prepared to do a lake draw-down to facilitate improvement to the lake. However, they may be more amenable now. [Spoiler alert- they are! Members are meeting with the City of New Hope on May 21.]

C. The next meeting of the Technical Advisory Committee is scheduled for 8:30 a.m., Thursday, May 23, 2019, Crystal City Hall.

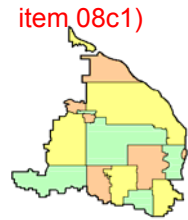
D. The meeting was adjourned at 9:27 a.m.

Respectfully submitted,

Judie A. Anderson
Recording Secretary

Z:\Shingle Creek\TAC\2019 TAC\04-25-2019 minutes.docx

Tables follow.....



Shingle Creek current 2019 CIP projects.

Project	Total Estimated Cost	City/Private	Grant	Commission Share
Cost share (city projects)	\$200,000	\$100,000	0	\$100,000
Shingle/Bass Cr Restoration	\$500,000	\$375,000	0	\$125,000
Crystal Lake Management Plan	\$370,500	\$0	0	\$370,500
Partnership cost share (private projects)	\$100,000	\$50,000	0	\$50,000
Subtotal	\$1,170,500	\$525,000	\$ 0	\$645,500
5% additional for legal/admin costs				32,275
TOTAL LEVY (101% for uncollectable)				\$684,550

Shingle Creek recommended 2019 CIP projects and max levy.

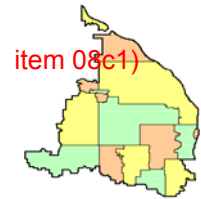
Project	Total Estimated Cost	City/Private	Grant	Commission Share
Cost share (city projects)	\$200,000	\$100,000	0	\$100,000
Crystal Lake Management Plan	\$370,506	\$0	0	\$370,500
Partnership cost share (private projects)	\$100,000	\$50,000	0	\$50,000
Subtotal	\$670,506	\$150,000	\$ 0	\$520,500
5% additional for legal/admin costs				26,025
TOTAL LEVY (101% for uncollectable)				\$551,990

Shingle Creek likely 2019 CIP projects and levy.

Project	Total Estimated Cost	City/Private	Grant	Commission Share
Cost share (city projects)	\$200,000	\$100,000	0	\$100,000
Crystal Lake Management Plan	\$370,500	\$0	\$216,066	\$154,440
Partnership cost share (private projects)	\$100,000	\$50,000	0	\$50,000
Subtotal	\$670,500	\$150,000	\$216,066	\$304,440
5% additional for legal/admin costs				15,220
TOTAL LEVY (101% for uncollectable)				\$322,860

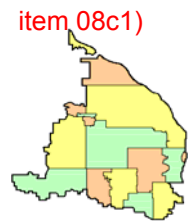
West Mississippi current 2019 CIP Projects.

Project	Total Estimated	City/Private	Grant	Commission Share
Cost share (city projects)	\$100,000	\$50,000	0	\$50,000
Champlin Woods Tr Rain Gardens	\$180,000	\$135,000	0	\$45,000
Miss Crossings Phase B Infiltration Vault	\$200,000	\$150,000	0	\$50,000
Subtotal	\$480,000	\$335,000	\$ 0	\$145,000
5% additional for legal/admin costs				7,250
TOTAL LEVY (101% for uncollectable)				\$152,250



Current Shingle Creek WMC CIP.

CAPITAL IMPROVEMENT PROGRAM	2018	2019	2020	2021	2022
Cost Share Program	200,000	200,000	200,000	200,000	200,000
Commission Contribution	100,000	100,000	100,000	100,000	100,000
Local Contribution	100,000	100,000	100,000	100,000	100,000
Partnership Cost-Share BMP Projects	100,000	100,000	100,000	100,000	100,000
Commission Contribution	50,000	50,000	50,000	50,000	50,000
Local Contribution	50,000	50,000	50,000	50,000	50,000
Lake Internal Load Improvement Project			200,000		200,000
Commission Contribution			200,000		200,000
Local Contribution			0		0
Bass and Pomerleau Lakes Alum Treatment	390,000				
-Commission Contribution	390,000				
-Local Contribution	0				
SRP Reduction Project	124,680				
-Commission Contribution	124,680				
-Local Contribution	0				
Becker Park Infiltration Project	2,500,000				
Commission Contribution	250,000				
Local Contribution	2,250,000				
Crystal Lake Management Plan Project		370,500			
-Commission Contribution		370,500			
-Local Contribution		0			
Shingle Creek or Bass Creek Restoration		500,000			
Commission Contribution		125,000			
Local Contribution		375,000			
Maple Grove Pond P57			648,000		
Commission Contribution			162,000		
Local Contribution			486,000		
Maple Grove Pond P33			574,000		
Commission Contribution			143,500		
Local Contribution			430,500		
Shingle Cr Brookdale Park Habitat Enhance			150,000		
Commission Contribution			37,500		
Local Contribution			112,500		
Mpls Webber Park Stream Restoration			500,000		
Commission Contribution			125,000		
Local Contribution			375,000		
Mpls Flood Area 5 Water Quality Projects			6,000,000		
Commission Contribution			250,000		
Local Contribution			5,750,000		
Maple Grove Pond P55			855,000		
Commission Contribution			213,800		
Local Contribution			641,200		
Shingle Creek, Regent to Brooklyn Blvd			400,000		
Commission Contribution			100,000		
Local Contribution			300,000		
Palmer Creek Estates Bass Creek Restoration				450,000	
Commission Contribution				112,500	
Local Contribution				337,500	
TOTAL PROJECT COST	\$3,314,680	\$1,170,500	\$9,427,000	\$750,000	\$500,000
TOTAL COMMISSION SHARE	914,680	645,500	1,181,800	262,500	350,000
TOTAL CITY SHARE	2,400,000	525,000	8,245,200	487,500	150,000



Current West Mississippi WMC CIP.

CAPITAL IMPROVEMENT PROGRAM	2018	2019	2020	2021	2022
Cost Share Program	100,000	100,000	100,000	100,000	100,000
Commission Contribution	50,000	50,000	50,000	50,000	50,000
Local Contribution	50,000	50,000	50,000	50,000	50,000
Mississippi Crossings Phase B Infiltration Vault		200,000			
Commission Contribution		50,000			
Local Contribution					
Champlin Woods Trail Rain Gardens		180,000			
Commission Contribution		45,000			
Local Contribution		135,000			
Wetland Restoration Project			250,000		
Commission Contribution			62,500		
Local Contribution			187,500		
TOTAL PROJECT COST	100,000	480,000	350,000	100,000	100,000
TOTAL COMMISSION SHARE	50,000	145,000	112,500	50,000	50,000
TOTAL CITY SHARE	50,000	335,000	237,500	50,000	50,000

SHINGLE CREEK / WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION
MONTHLY COMMUNICATION LOG
April 2019



Date	From	To	SC	WM	Description
4-3-19	Mark Ray, City of Crystal	Ed Matthiesen.	X		Retaining wall replacement email
4-3-19	Mitchell Cookas, Kimley Horn	Sarah Nalven.	X		Email re 2,000 SF pavement addition to 5100 Boone Avenue. Had questions about SCWMC rules—told him he only had to go through City of New Hope but should make good faith effort to incorporate BMPs.
4-3-19	Lane Christensen, City of Minneapolis	SC WMC	X		Request to share info about the Adopt A Drain project
4-4-19	John Bender, Westwood Professional Services	Ed M.		X	Oak Village construction start email.
4-4-19	Cyndy Penny, MPCA	SC WMC	X		Notice that the Crystal Lake Mgmt Plan Section 319 grant was awarded, and requesting more work plan information
4-10-19	Marion Rucker, Brooklyn Park	Ed M.	X		Complaint re: Shingle Creek in Brooklyn Park. City is handling.
4-15-19	Della Young and Liz Stout, City of Mpls	Ed M. and Diane Spector.	X		Coordination meeting re: updating the Minneapolis stormwater ordinance.
4-15-19	Brady Busselman, Sambatek	Ed M.		X	610 Crossings in Brooklyn Park project review questions.
4-16-19	Tim Olson, Bolton & Menk	Ed M.	X	X	Opportunity Site in Brooklyn Center coordination w/ SC and WM.
4-16-19	Steve Christopher, BWSR	Ed M.	X	X	Equipment on CIP opinion
4-17-19	Lance Hoff, Momentum Environmental	Ed M.		X	Project review questions for a project in W. Mississippi
4-19-19	Lance Elliot, Elliot Design	Ed M.		X	Project review question for site at 4505 Oak Grove Pkwy in Brooklyn Park near CVS
4-19-19	Lynn Klocek, MAC	SC WMC	X		Draft EA/EAW for proposed projects at Crystal Airport. Nothing in the EA requires a formal Commission comment.
4-25-19	Ken Knuckles Development Management Group	Sarah N.		X	Question about whether proposed Panera in Brooklyn Park is within 610 Crossings development. It is—therefore we told him he did not have to submit application to watershed.
4-29-19	Joel Meyer, BKBM	Diane S./Ed M.	X		Folwell Park redevelopment in Mpls. 1615 Dowling re: Commission rule
4-29-19	Stephanie Hatten WSB	Judie Anderson/Diane S	X		Request for Commission data re fish and SAV surveys on Pike Lake
4-29-19	Diane S/Judie	MPCA	X	X	1 st quarter reimbursement invoices for grant projects
4-29-19	Brad Wozney BWSR	Diane S	X	X	Request for presentation to BWSR staff on results of biochar project

Kristin Robbins
State Representative
District 34A



Minnesota House of Representatives

April 19, 2019

Judie Anderson
Administrator
Shingle Creek Watershed Management Commission
3235 Fernbrook Lane North
Plymouth, Minnesota 55447

Dear Judie,

Congratulations on being awarded an Honorable Mention for the Environmental Initiative's Environmental Initiative Awards! I am so impressed with the Shingle Creek Watershed's innovations in reducing bacteria contamination in stormwater runoff. Thank you for your environmental commitment to the cities of Maple Grove and Osseo.

Representing the residents of District 34A is an honor and privilege. Please let me know if I can be of assistance to you in the future.

Best wishes,

A handwritten signature in blue ink that reads "Kristin Robbins".

Kristin Robbins
State Representative

*Congratulations on this
well-deserved honor!
Thanks for all you do for our
community!*

A handwritten signature in blue ink, appearing to be "KR".

From: Sue Nissen <n.sue4408@gmail.com>

Sent: Tuesday, April 30, 2019 9:13 PM

To Diane F. Spector <dspector@wenck.com>; Judie Anderson <Judie@jass.biz>;

Cc: Sue Nissen <n.sue4408@gmail.com>

Subject: SOS Update: Chloride Legislation Passes Minnesota House

Good news today from St Paul. The 'Salt Bill', HF 1502 (Rep Fischer) passed the Minnesota House this afternoon as part of the Environment and Natural Resources Omnibus Bill, HF2209 (Rep Hanson).

Next stop for HF2209 is a bi-partisan conference committee. We understand that conference committee members will be named in the next week. Expectations continue that the Senate will adopt House language for the chloride legislation in conference committee.

Sue Nissen

StopOverSalting.org

952-221-9626