

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 HAYWARD AVENUE, OAKDALE, MINNESOTA 55082
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



Regular Meeting of the Middle St. Croix Watershed Management Organization HELD REMOTELY DUE TO COVID -19 PANDEMIC

Attend ONLINE VIA ZOOM by clicking this link: <https://us02web.zoom.us/j/86552279517>

OR

Attend by CONFERENCE CALL by dialing +1 312 626 6799 – Meeting ID 865 5227 9517

Thursday, June 10th, 2021

6:00PM

1. Call to Order – 6:00PM
 - a. Approval of Agenda
2. Approval of Minutes
 - a. Draft minutes – May 13th, 2021 **pg. 1-7**
3. Treasurer's Report
 - a. Report of savings account, assets for June 10th, 2021
 - b. Approve payment of bills for June 10th, 2021
4. Public Comment
5. Old Business
 - a. 2020 WCD Water Monitoring Report
6. New Business
 - a. 3M PFAS Reimbursement Request **pg. 8-9**
 - b. 2020 Financial Audit **pg. 10-30**
 - c. 2022 Draft Budget **pg. 31**
 - d. Lily Lake Basin Award **pg. 32-33**
 - e. Insurance Renewal **pg. 34-38**
7. Grant and Cost Share Applications
 - a. Collier Native Habitat Planting **pg. 39-40**
 - b. Nelson Pay Request **pg. 40-44**
8. Plan Reviews/Submittals
 - a. Plan Review and Submittal Summary **pg. 45-55**
 - i. Lookout Trail-**ACTION**
 - b. Erosion and Sediment Control Inspection Reports **NONE**
9. Staff Report **pg. 56-58**
10. 1W1P Updates
11. Other
12. Adjourn

Regular Meeting of the Middle St. Croix Watershed Management Organization
HELD REMOTELY DUE TO COVID -19 PANDEMIC
Thursday, May 13th, 2021
6:00PM

Present: John Fellego, Baytown Township; Mike Runk, Oak Park Heights; Tom McCarthy, Lake St. Croix Beach; Beth Olfelt-Nelson, St. Mary's Point; Brian Zeller, Lakeland Shores; Dan Kylo, West Lakeland Township; Ryan Collins, Stillwater; Administrator Matt Downing; Cameron Blake, WCD; Erik Anderson, WCD; Dawn Bulera, Lake St. Croix Beach alt., Chris Smith, Public

Call to Order

Manager Zeller called the meeting to order at 5:58PM.

Approval of Agenda

Manager McCarthy motioned to approve the agenda and Manager Collins seconded this. The motion passed on a roll call vote.

Approval of Minutes

Manager Runk motioned to approve the draft March 11th, 2021 board meeting minutes and Manager Kylo seconded this motion. The motion passed on a roll call vote.

Treasurer's Report

The treasurer's report was presented by Manager Kylo. The remaining checking account balance on May 13th for the month of March and April 2021 was \$382,543.81. First State Bank CDs were valued at \$38,549.15. The ending balance in the RBC savings account for April 2021 was \$76,857.14.

Bills to be approved this month are: Emmons & Oliver: \$591.50; Emmons & Oliver \$2,758.00; Emmons & Oliver: \$676.00; Washington Conservation District (Water Monitoring): \$4,919.66; Washington Conservation District (EMWREP): \$1,575.00; Washington Conservation District (Administration- March): \$2,374.00; Washington Conservation District (Technical Services-March): \$5,574.00; Washington Conservation District (Grant hours): \$4,925.05; Washington Conservation District (Administration-April): \$1,170.00; Washington Conservation District (Technical Services-April): \$6,197.00; Total: \$30,750.21.

Administrator Downing noted that four communities (Afton, Lakeland, Lakeland Shores, and Oak Park Heights) had not paid their 1st half community contribution, but that it was not due yet.

Manager Runk motioned to approve the May 2021 Treasurer's Report and Manager McCarthy seconded the motion. The motion passed on a roll call vote. Manager Zeller motioned to pay the March 11th bills and Manager Runk seconded this motion. The motion passed on a roll call vote.

Public Comment

There was no public comment.

Old Business

There was no old business.

3M PFAS Reimbursement Request

Our consultant at EOR has been reviewing documents and providing technical input on the development of the water supply groundwater model as part of the 3M PFAS settlement. Staff is requesting reimbursement from MPCA totaling \$676.00 (EOR March).

Manager Zeller motioned to approve submittal of 3M PFAS reimbursement request totaling \$676.00 and Manager Collins seconded the motion. The motion passed on a roll call vote with Manager Kylo abstaining while addressing some technical issues with his Zoom.

2021 WCD Water Monitoring Recommendation

The Washington Conservation District has an agreement with the MSCWMO to perform water monitoring services in 2021. Those services include monitoring work on Lily Lake to assess buffering capacity for an alum treatment and the conditions of benthic water. With the alum treatment on Lily Lake being delayed until 2022 it is recommended to wait to collect data for assessing conditions for an alum treatment until next year.

The portion of the monitoring budget from Lily Lake alum treatment assessment could be reallocated and be utilized for better characterizing the water on Perro Creek and the Greeley Street Inlet to Lily Lake. Perro Creek has been converted to a fully automated monitoring station that collects stage, velocity, and discharge in 15-minute intervals at the Perro Creek outfall to Lake St. Croix this year but currently is contracted for limited analysis of water quality. It is recommended to use the budget from the Lily Lake alum treatment monitoring to instead analyze additional water quality parameters on Perro Creek for 2021.

This would total a \$1,100 shift in lump sum funding within the current contract. Manager Collins asked how the conversations were going with the apartment manager next to the Lily Lake project. Administrator Downing said they will have more final numerical estimates to give to them soon which should alleviate their concerns about how much they may be liable for. He understands their hesitation and believes they are close to moving forward.

Manager Zeller motioned to the reallocation of monitoring funds from Lily Lake to Perro Creek and Manager Runk seconded the motion. The motion passed on a roll call vote (Manager Kylo voted yes after fixing his Zoom technical issues).

2020 WCD Water Monitoring Report

Erik Anderson from the WCD presented the 2020 MSCWMO water monitoring report.

Administrator Downing asked the board to send any questions with him so the report can be finalized and posted to the MSCWMO website. Manager Fellegy asked about the E coli testing results from Perro Creek last year and Mr. Anderson clarified what the results from last year indicated and the plans for this year's testing. The type of testing did not produce a "level" description of high or low, but rather confirmed if it was detected or not and whether they were from a human source. There is no official action needed on this agenda item.

WCD-MSCWMO BMP Inspection Database Development

Beginning in December of 2020, the WCD and partner organizations began coordinating a search for a database and inspection software to replace Mapfeeder due to the need for increased functionality, more control over inspection forms, and to improve efficiency across several service areas including BMP implementation and maintenance, erosion control inspection, and permit tracking. After thorough review utilizing ESRI's ArcGIS Online suite of software was determined to be the most effective, affordable, and controllable solution by creating databases internally for participating watershed partners. Much of the up-front software license cost is assumed by WCD as a part of its basic organizational infrastructure needs. However, each participating watershed would need to purchase a basic set of license subscriptions to access the databases and inspection forms for staff who are not co-located with WCD. It is recommended MSCWMO purchase one Field Worker license. The requested MSCWMO Board Action is to approve purchase or development of One ESRI ArcGIS Online Field Worker License at a rate of \$350/yr and a one time cost for database and forms of \$1,220. Ultimately this will save the MSCWMO money compared to the current system in place, as that program costs the MSCWMO \$900 annually. Manager Zeller said he agreed with this. Manager Fellegly commented that the one time cost shouldn't hurt the MSCWMO budget too much. Administrator Downing recommended this extra cost come out of the contingency line item in the budget.

Manager Fellegly motioned to approve the first year \$1,220 cost and the annual \$350 cost for the new database and inspection software. Manager Collins seconded this and the motion passed.

Baytown Township Request

Bytown Township has officially requested the MSCWMO assist them in resolving a cross community drainage issue. Manager Fellegly explained that the issue was affecting more than one property in Baytown Township from drainage coming from a pipe leading from a well developed area in Oak Park Heights. Baytown Township is looking for assistance in finding more information on where the drainage is coming from and an analysis of the drainage in the issues it appears to be causing. They are hoping to understand what agreements led to this drainage pipe being placed where it is and what management may be required.

Manager Zeller clarified that the MSCWMO is not the permitting entity and does not issue permits; therefore this kind of application information should be on file with the respective communities. The MSCWMO only reviews on behalf of the municipalities. Manager Zeller wondered if drainage easement information could be identified. Administrator Downing said he had done a brief search for this sort of information but has been waiting for clear direction from the board. Manager Zeller said he had reviewed the research Oak Park Heights had performed on this issue which involved analyzing historical photos of the area. From these photos Manager Zeller said it appeared that this area has always conveyed water but acknowledged that he did not know if the amount of water had increased. Manager Zeller said he didn't mind asking Administrator Downing to do a quick search.

Manager Fellegly said he had also seen the historical photos and that some of the earlier photos from 1987/1992 showed a holding pond which is no longer there, and is now grassed

over. Manager Zeller said the receiving property was a recent construction and wondered if that development could be impacting the rate and movement of stormwater on site. He asked if this property was one that MSCWMO reviewed. Administrator Downing explained that it was not; the MSCWMO did not have a formalized review process until 2015, so prior to then any review the MSCWMO conducted would have been voluntary and at the request of the community.

Manager Fellegy noted that the homeowner in question did have stormwater features on his property as part of the construction. Administrator Downing reiterated that he can look for information based on the board's direction into easement or GIS information. Files prior to 2015 may be harder to search as many are not even digitized. Manager Zeller said he would like to request Administrator Downing to use his discretion to search and pass along any information that could point to the resolution of this issue.

Manager Kylo agreed and noted that the MSCWMO hadn't existed until 2006 and so some of these historical issue may be difficult to find any information on from the MSCWMO's perspective. Manager Zeller agreed that he was skeptical they could find any information that could point to one accountable party and wondered if the time would be better spent in identifying a solution to the problem instead. He recalled Oak Park Heights as offering an amount of money to go towards resolving or mitigating the issue and asked if there was a simple fix. Administrator Downing said he couldn't make that statement yet without additional information that the MSCWMO could look into. Manager Zeller said he was ok with some time being spent in trying to identify the source of the issue but would prefer to spend more time towards identifying a solution if it comes down to that.

Manager Fellegy asked if Administrator Downing could meet him and the resident at the property in question. Manager Zeller recommended someone from Oak Park Heights be present as well.

Administrator Downing said he felt that he understood the direction from the board to do some light searching for information that could be helpful, and to see if it provides enough information for the MSCWMO to make any recommendations.

Manager Zeller noted that there had been some turnover in the community staff and asked if the MSCWMO could re-introduce themselves as an organization to the communities. He asked Administrator Downing for a simple explanation as to what the MSCWMO is in order to start these discussions.

Manager Olfelt-Nelson joined the meeting at 6:43PM.

1175 Quinlan Ave

Required submittal items were received April 7th, 2021 for a proposed riprap shoreline stabilization project at 1175 Quinlan Ave South in Lakeland (Hubbard Property). Staff recommends approval with three conditions.

Manager Zeller said that riprap on the river shoreline is a project that is often demanded by residents, and asked if the MSCWMO offered incentives to install vegetation as well. He also wondered if there wasn't a way to streamline or come up with a pre-engineered plan for these kinds of projects to avoid the costs to the landowner. Administrator Downing said the MSCWMO requirements on these projects are minor compared to the permit from the Army Corps, and that it involves an erosion and sediment control plan which tend to be site specific. The Army Corps regulates the floodplain in order to avoid fill. Administrator Downing said there

may be some ways to streamline the MSCWMO permit for this type of project. The three recommended conditions for the 1175 Quinlan Ave project are to: provide location of all bluff lines on plans, provide notes or practices on plans to minimize sediment track out from the site, and to provide notes for pollution prevention measures.

Manager Zeller motioned to approve this plan with the three conditions as outlined and Manager Fellegly seconded this motion. The motion passed on a roll call vote. Manager Olfelt-Nelson is stuck on mute but texted her vote of aye to Administrator Downing.

2159 River Road S

Required submittal items were received on April 22nd for the proposed Riley residence reconstruction located at 2159 River Rd S, St. Mary's Point. Staff recommends approval with one condition. Manager Zeller was kicked out of Zoom and is working on logging back in but there is still a quorum to continue. Manager McCarthy motioned to approve this plan with the one conditions as outlined and Manager Fellegly seconded this motion. The motion passed on a roll call vote.

Lookout Trail

Submittal items were received on April 22nd for the proposed reconstruction of Lookout Trail in Oak Park Heights. Staff have requested additional documentation to support the utilization of offsite MnDOT stormwater basins to provide treatment required to meet MSCWMO standards. No board action is needed on this agenda item.

Stensland Woods

The 2nd lot in a 3 lot development in West Lakeland township at 15047 8th st Cir.N is preparing to develop. Each of the 3 lots was initially approved by the MSCWMO and had meet volume and rate control standards for 3,000 square feet of impervious surface on each lot. The developer is proposing to construct up to 6,000 square feet of impervious surface on Lot 2 which will require Lot 1 to provide on-site stormwater management for the impervious surface when it eventually develops. No board action is needed on this agenda item.

2711 Itasca Ave S

Required submittal items were received on April 21st for the proposed Morris residence reconstruction located at 2711 Itasca Ave S, St Mary's Point. Staff recommends board have further discussion regarding underground treatment/storage and fraction of impervious routed to BMP facility. This house is being tore down and rebuilt due to flooding issues. Some of the issues in the initial plans were addressed such as the MSCWMO's requirement of a 2ft elevation. Discussion is needed on the requirement for "all reasonable efforts made to treat stormwater away from the bluff". The proposed stormwater facility has the capacity to treat all the stormwater on the site but only 53% of stormwater is bring directed towards it. The board reviewed the plan set and asked if the builder could include some surface features to treat runoff form the driveway and patios, such as a depression along the driveway. Administrator Downing said that there was room on site for surface treatment but that the builder is currently proposing an underground treatment system because they are avoiding surface feature son the landscape from a design standpoint. The board felt that the builder should be able to meet 100%

compliance for stormwater treatment on this site. They felt 100% was important to recommend in order to set a consistent precedent. Manager Olfelt-Nelson asked if this recommendation could be made to the community of St. Mary's Point. She feels that Administrator Downing needs strong backing on this recommendation from the MSCWMO board. She said she wants to see residents take the opportunity to do better and more treatment rather than less.

Manager Zeller noted that these residents are spending a lot of money to live on the river and they should feel like protecting it. Manager Olfelt-Nelson said she hasn't heard much environmental stewardship lately from residents designing their homes on these river properties.

Manager Zeller said he wanted the MSCWMO to recommend simple solutions to the builder on how to meet 100% treatment of stormwater. Administrator Downing said there were many options, turf swales on the side of the driveway, dry creekbeds, etc. He would give them more direction based on the board's wish.

The other piece for discussion was the underground stormwater facility. Administrator Downing said he felt uncomfortable with allowing a large underground treatment chamber for a private residence due to the difficulty in assuring the practice is functioning correctly and the difficulty of maintaining it. He said that in these situations communities feel obligated to maintain but they are not equipped to perform this maintenance and neither is the MSCWMO/WCD. Manager Zeller asked Administrator Downing to include that language in the recommendation to the community. Administrator Downing said he felt it was in the community's best interest to require annual inspectors (not by the homeowner) to ensure the practice is functioning and whether it needs maintenance. Manager Olfelt-Nelson asked who would be able to inspect this kind of practice and Administrator Downing said it would depend on the details of the underground facility (depth of tank, type of entry, etc.) they are proposing and they had not provided those yet.

Manager Olfelt-Nelsons said the board supports Administrator Downing in this communication to the community that this facility is not the MSCWMO's preferred recommendation and would require annual inspections at a minimum. She said she was willing to look over the letter before it is sent. Manager Zeller asked who the builder was and asked that the applicants are made aware of the options for stormwater treatment as he knows they are good stewards of the landscape.

Administrator Downing requested a formal motion so as to not delay this decision to the next board meeting in June. Managers Zeller and Kylo both agreed that they felt comfortable giving Administrator Downing authority in moving forward based on the discussion. Manager Zeller motioned as such and Manager Runk seconded that motion. The motion passed on a roll call vote.

Erosion and Sediment Control Inspection Reports

The first round of ESC inspections went well. Aaron DeRusha produced a flyer this spring for developers that included helpful information as well as a supplier list for erosion and sedimentation control products. Administrator Downing presented the inspection reports found in the board packet and noted the grades received and any additional comments. The MSCWMO's bluff stabilization project in Lake St. Croix Beach was looking ok and as expected after the winter/spring we had.

Staff Report

Administrator Downing presented the staff report. The Lily Lake project's design is complete and is going out to bid on May 14th. He is still working with the Auditor. After Lily Lake is done the focus will shift to the Phase II funding from the state which will go to smaller projects with direct drainage to the St. Croix.

1W1P Updates

Manager Fellegly has nothing to report. Administrator Downing said there was workplan approval for the Agronomist and Educator position and that the goal now is to identify shovel ready projects for the implementation funds. He will check when the next Policy Committee meeting is scheduled and let Manager Fellegly know.

Other

Manager Zeller reported that he is no longer a Minnesota resident although he still owns property in Lakeland Shores. There is no requirement in the bylaws that the managers need to be residents of their respective communities and he is still appointed through the year by Lakeland Shores, but he wanted to ask the MSCWMO board their thoughts on the matter.

The board concurred that they did not want to lose Manager Zeller's experience and knowledge and hoped he would stay out the end of his term. Manager Zeller said he would be happy to and noted that there was a lot of turnover in Lakeland Shores so thus would be a bad time to find a replacement anyway, especially with the learning curve that comes from serving on the MSCWMO board. He asked the managers to reach out to Administrator Downing if they wished to anonymously express any concerns. There is no motion needed.

Manager Runk asked how the MSCWMO will be meeting in the future. Now that the mask mandate is lifted it questions the reason to have Zoom meetings due to health regulations. Manager Zeller said they should follow the recommendations and only meet maskless if everyone is vaccinated. The board discussed capacity of meeting rooms and decided to stay tuned to further updates from the state. Manager Fellegly had offered the Baytown townhall/community center as an option with more space than the Bayport Library meeting room. Manager Kylo said that Lakeland had not yet held a meeting at their new building as they are also waiting for more guidance. Administrator Downing will check with Brian and get direction on how to proceed.

Adjourn

Manager Runk motioned to adjourn the meeting and Manager Kylo seconded this. The meeting was adjourned at 7:29pm.

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue N. Oakdale, MN 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Matt Downing, Administrator
DATE: May 25th, 2021

RE: 6a.) 3M PFAS Contamination Groundwater Model Technical Services Reimbursement Request

Our consultant at EOR has been reviewing documents and providing technical input on the development of the water supply groundwater model as part of the 3M PFAS settlement. Staff is requesting reimbursement from MPCA totaling \$692.75 (EOR February).

Recommended Board Action- Approve Submittal of 3M PFAS Reimbursement Request Totaling \$692.75

Invoice

Emmons & Olivier Resources, Inc.
1919 University Ave. W, Ste 300
St. Paul, MN 55104-3455
Phone 651.770.8448
Fax 651.770.2552
www.eorinc.com



Invoice Total \$692.75

Matt Downing
Middle St. Croix WMO
C/O WCD
455 Hayward Avenue North
Oakdale, MN 55128

March 9, 2021
Invoice No: 00405-0011 - 14

Job 00405-0011 3M Groundwater Model Review

Summary of Work Performed:
•Attended subgroup one meeting on February 17, 2021.
•Project management and invoicing.

Professional Services from February 1, 2021 to February 28, 2021

Professional Personnel

	Hours	Rate	Amount	
Professional 4				
Grubb, Stuart	4.00	169.00	676.00	
Support Staff				
Nelson, Susan	.25	67.00	16.75	
Totals	4.25		692.75	
Total Labor				692.75
				Total this Invoice \$692.75

**MIDDLE ST. CROIX
WATERSHED MANAGEMENT ORGANIZATION
FINANCIAL STATEMENTS
DECEMBER 31, 2020**

DRAFT

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
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FOR THE YEAR ENDED DECEMBER 31, 2020**

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**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
ORGANIZATION
DECEMBER 31, 2020**

Board of Managers:

	<u>City or Township</u>
Brian Zeller (Chair)	Lakeland Shores
Joseph Paiement (Vice Chair)	Lakeland
Dan Kylo (Treasurer)	West Lakeland Township
Annie Perkins	Afton
John Dahl	Bayport
John Fellegy	Baytown Township
Tom McCarthy (Secretary)	Lake St. Croix Beach
Mike Runk	Oak Park Heights
Ryan Collins	Stillwater
Beth Olfelt-Nelson	St. Mary's Point

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INDEPENDENT AUDITOR'S REPORT

To the Board of Managers
Middle St. Croix Watershed Management Organization
Oakdale, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of Middle St. Croix Watershed Management Organization, as of and for the year ended December 31, 2020, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Middle St. Croix Watershed Management Organization's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of Middle St. Croix Watershed Management Organization, as of December 31, 2020, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Although not a part of the basic financial statements, such missing information, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule on page 15, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Middle St. Croix Watershed Management Organization's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 18, 2021, on our consideration of the Middle St. Croix Watershed Management Organization's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Middle St. Croix Watershed Management Organization's internal control over financial reporting and compliance.

Peterson Company Ltd

Peterson Company Ltd
Certified Public Accountants
Waconia, Minnesota

May 18, 2021

DRAFT

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
STATEMENT OF NET POSITION
DECEMBER 31, 2020**

	Governmental Activities
Assets:	
Cash and cash equivalents	\$ 503,948
Due from other governments	36,378
Total Assets	540,326
Liabilities:	
Accounts payable	39,269
Unearned revenue	265,658
Total Liabilities	304,927
Net Position:	
Unrestricted	235,399
Total Net Position	\$ 235,399

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**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2020**

<u>Functions/Programs</u>	Program Revenues				Net (Expense) Revenue and Net Position
	Expenses	Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:					
General government	\$ 167,524	\$ -	\$ 148,720	\$ -	\$ (18,804)
Programs	145,784	-	157,427	-	11,643
Total Governmental Activities	\$ 313,308	\$ -	\$ 306,147	\$ -	(7,161)
General Revenues:					
General property taxes					142,348
Unrestricted interest earnings					1,373
Other					3,886
Total General Revenues					147,607
Change in Net Position					140,446
Net Position - January 1					94,953
Net Position - December 31					\$ 235,399

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
BALANCE SHEET
GOVERNMENTAL FUND
DECEMBER 31, 2020**

	<u>General Fund</u>
Assets	
Cash	\$ 503,948
Due from other governments	<u>36,378</u>
Total Assets	<u>\$ 540,326</u>
 Liabilities and Fund Balance	
Liabilities	
Accounts payable	\$ 39,269
Unearned revenues	<u>265,658</u>
Total Liabilities	<u>304,927</u>
 Fund Balance	
Unassigned	<u>235,399</u>
Total Fund Balance	<u>235,399</u>
 Total Liabilities and Fund Balance	<u>\$ 540,326</u>
 Total Fund Balance	<u>\$ 235,399</u>
 Net Position of Governmental Activities	<u>\$ 235,399</u>

The accompanying notes are an integral part of these financial statements.

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>Total General Fund</u>
Revenues	
Intergovernmental	\$ 306,147
General property taxes	142,348
Interest income	1,373
Other	3,886
Total Revenues	<u>453,754</u>
Expenditures	
Current:	
General government:	
Contracted personnel services	162,331
Insurance	2,275
Professional fees	2,918
Programs:	
Local	2,906
State	142,878
Total Expenditures	<u>313,308</u>
Net Change in Fund Balance	140,446
Fund Balance - January 1	<u>94,953</u>
Fund Balance - December 31	<u>\$ 235,399</u>
Net Change in Fund Balance - Governmental Fund	<u>\$ 140,446</u>
Change in Net Position of Governmental Activities	<u>\$ 140,446</u>

The accompanying notes are an integral part of these financial statements.

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2020**

Note 1 - Summary of Significant Accounting Policies

The Middle St. Croix Watershed Management Organization (the WMO) was established by a Joint Powers Agreement in 1984, between the cities and townships of Afton, St. Mary's Point, Lake St. Croix Beach, Lakeland Shores, Lakeland, Bayport, Oak Park Heights, Stillwater, West Lakeland Township, and Baytown Township, Minnesota. The WMO was formed to meet the requirements of the Metropolitan Surface Water Management Act under the provisions of Minnesota Statutes 103B.211 and 471-59.

The purpose of the Watershed Management Plan is to:

- Protect, preserve, and use natural surface and groundwater storage and retention systems.
- Minimize public capital expenditures needed to correct flooding and water quality problems.
- Identify and plan for the means to effectively protect and improve surface and groundwater quality.
- Establish more uniform local policies and official controls for surface and groundwater management.
- Prevent erosion of soil into surface water systems.
- Promote groundwater recharge.
- Protect and enhance fish and wildlife habitats and water recreational facilities.
- Secure the other benefits associated with the proper management of surface and groundwater.

The WMO submitted its Watershed Management Plan to the Minnesota Board of Water and Soil Resources in 1984. Each municipality within the WMO has developed, or is in the process of developing, a specific local water management plan to accomplish the various watershed management objectives of the WMO. The work plan includes guidelines for employees and technicians to follow in order to achieve the Organization's objections.

The WMO is governed by a ten-member Board of Managers. The Board consists of ten representatives appointed by each of the member municipalities.

The financial statements of the WMO have been prepared in conformity with generally accepted accounting principles as applied to government units by the Governmental Accounting Standards Board (GASB). The WMO's accounting policies are described below:

Financial Reporting Entity

Generally accepted accounting principles require that the financial reporting entity include the primary government and component units for which the primary government is financially accountable. Under these principles the WMO does not have any component units.

Government-Wide Fund Financial Statements

The government-wide fund financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the WMO. The governmental activities are supported by member contributions and intergovernmental revenues.

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2020**

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not included among program revenues are reported instead as general government revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the WMO considers all revenues, except reimbursement grants, to be available if they are collected within 60 days of the end of the current fiscal period. Reimbursement grants are considered available if they are collected within one year of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Intergovernmental revenues and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the WMO.

The WMO reports one major governmental fund. The General Fund (Administrative Fund) is the general operating fund of the WMO. It is used to account for financial resources to be used for general administrative expenditures and programs of the WMO.

Budgets

Budgets are adopted annually by the Board of Managers. During the budget year, supplemental appropriations and deletions are, or may be, authorized by the Board. The amounts shown in the financial statements as "Budget" represent the original budgeted amounts plus all revisions made during the year and/or for the year. Encumbrance accounting, under which purchase orders, contracts and other commitments of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the WMO.

The WMO monitors budget performance on the fund basis. All amounts over budget have been approved by the Board through the disbursement approval procedures.

At December 31, 2020, the WMO's actual expenditures exceeded final budget by \$176,710.

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2020**

Cash and Investments

Cash and investment balances are invested, to the extent available, in authorized investments.

In accordance with the provisions of GASB Statement No. 31, the WMO reports investments at fair value in the financial statements. In accordance with the provisions of GASB Statement No. 31, the WMO has reported all investment income, including changes in fair value of investments, as revenue in the operating statements.

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles (GAAP) requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

Unearned Revenue

Governmental funds and government-wide financial statements report unearned revenue in connection with resources that have been received, but not yet earned.

Classification of Net Position

Net position in the government-wide financial statements is classified in the following categories:

Unrestricted net position – the amount of net position that does not meet the definition of restricted or investment in capital assets.

Fund Balance Classifications

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

Non-spendable – consists of amounts that are not in spendable form, such as prepaid items.

Restricted – consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed – consists of internally imposed constraints. These constraints are established by resolution of the WMO Board.

Assigned – consists of internally imposed constraints. These constraints reflect the specific purpose for which it is the WMO's intended use. These constraints are established by the WMO Board and/or management.

Unassigned – is the residual classification for the general fund.

When both restricted and unrestricted resources are available for use, it is the Board's policy to first use restricted resources, and then use unrestricted resources as they are needed.

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2020**

When committed, assigned or unassigned resources are available for use, it is the Board's policy to use resources in the following order: 1) committed 2) assigned and 3) unassigned.

Subsequent Events

In preparing these financial statements, the WMO has evaluated events and transactions for potential recognition or disclosure through May 18, 2021, the date the financial statements were available to be issued.

Recently Issued Accounting Standards

In February 2016, the FASB issued Accounting Standards Update, Leases (Topic 842), intended to improve financial reporting about leasing transactions. The ASU affects all companies and other organizations that lease assets such as real estate, airplanes, and manufacturing equipment. Under the new guidance, a lessee will be required to recognize assets and liabilities for leases with lease terms of more than 12 months. Consistent with current Generally Accepted Accounting Principles (GAAP), the recognition, measurement, and presentation of expenses and cash flows arising from a lease by a lessee primarily will depend on its classification as a finance or operating lease. However, unlike current GAAP, which requires only capital leases to be recognized on the statement of net position and statement of activities, the new ASU will require both types of leases to be recognized on the statement of net position and the statement of activities. The ASU leases will take effect for all non-public companies for fiscal years beginning after December 15, 2021.

Note 2 - Deposits and Investments

Deposits

In accordance with Minnesota Statutes, the WMO maintains deposits at those depository banks authorized by the WMO Board, all of which are members of the Federal Reserve System.

Minnesota Statutes require that all WMO deposits be protected by insurance, surety bond or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or bonds.

Minnesota Statutes require that securities pledged as collateral be held in safekeeping by the WMO Treasurer or in a financial institution other than that furnishing the collateral. Authorized collateral includes the following:

- a) United States government treasury bills, treasury notes and treasury bonds;
- b) Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- c) General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- d) General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2020**

- e) Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc. or Standard & Poor's Corporation; and
- f) Time deposits that are fully insured by any federal agency.

At December 31, 2020, the carrying amount of the WMO's deposits were \$503,948 and the bank balance was \$523,094.

Custodial Credit Risk Deposits

Custodial credit risk is the risk that in the event of a bank failure, the WMO's deposits may not be returned to it. State statutes require that insurance, surety bonds or collateral protect all WMO deposits. The market value of collateral pledged must equal 110% of deposits not covered by insurance or bonds. The WMO has no additional deposit policies addressing custodial credit risk. As of December 31, 2020, the WMO's deposits were not exposed to custodial credit risk.

Note 3 - Unearned Revenue

Unearned revenue represents unearned advances from the Minnesota Board of Water and Soil Resources (BWSR) for clean water funds. Revenues will be recognized when the related program expenditures are recorded. Unearned revenue for the year ending December 31, 2020 consisted of a BWSR Watershed Based Funding grant for \$18,000 and a Lily Lake Delisting grant for \$247,658, for a grand total of \$265,658.

Note 4 - Grants

The WMO receives financial assistance from governmental agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the applicable fund. However, in the opinion of management, any such disallowed claims will not have a material effect on any of the financial statements of the individual fund types included herein or on the overall financial position of the WMO at December 31, 2020.

Note 5 - Risk Management

The WMO is exposed to various risks of loss for which the WMO carries commercial insurance policies.

There were no reductions in insurance coverage from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2020**

Note 6 - Stewardship, Compliance and Accountability

Excess of expenditures over budget – The General Fund had expenditures in excess of budget for the year as follows: Expenditures \$313,308; Budget \$136,598; Excess \$176,710.

Note 7 - Commitments and Contingencies

The WMO is not aware of any existing or pending lawsuits, claims or other actions in which the WMO is a defendant.

Note 8 - Risk and Uncertainty

In December 2019, a novel strain of coronavirus (COVID-19) was reported in Wuhan, China. The World Health Organization has declared the outbreak to constitute a "Public Health Emergency of International Concern." During 2020 the stock market was unpredictable and interest rates decreased. The economy is still managing, but eventually it could slow down. Once that happens, we are not sure how that will impact the WMO's future financial condition or results of its operations.

DRAFT

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2020**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Intergovernmental	\$ 142,348	\$ 142,348	\$ 306,147	\$ 163,799
General property taxes	-	-	142,348	142,348
Interest income	-	-	1,373	1,373
Other	-	-	3,886	3,886
Total Revenues	<u>142,348</u>	<u>142,348</u>	<u>453,754</u>	<u>311,406</u>
Expenditures				
Current:				
General government:				
Contracted personnel services	32,340	32,340	162,331	(129,991)
Insurance	2,600	2,600	2,275	325
Office expenses	1,250	1,250	-	1,250
Professional fees	4,650	4,650	2,918	1,732
Programs:				
Local	47,768	47,768	2,906	44,862
State	47,990	47,990	142,878	(94,888)
Total Expenditures	<u>136,598</u>	<u>136,598</u>	<u>313,308</u>	<u>(176,710)</u>
Net Change in Fund Balance	<u>\$ 5,750</u>	<u>\$ 5,750</u>	\$ 140,446	<u>\$ 134,696</u>
Fund Balance - January 1			<u>94,953</u>	
Fund Balance - December 31			<u>\$ 235,399</u>	

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Managers
Middle St. Croix Watershed Management Organization
Oakdale, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of Middle St. Croix Watershed Management Organization as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Middle St. Croix Watershed Management Organization's basic financial statements, and have issued our report thereon dated May 18, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Middle St. Croix Watershed Management Organization's internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Middle St. Croix Watershed Management Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Middle St. Croix Watershed Management Organization's internal control over financial reporting.

A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control over financial reporting such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We did identify two deficiencies in internal control over financial reporting, described in the accompanying Schedule of Findings and Responses as items 2020-001 and 2020-002.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Middle St. Croix Watershed Management Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Middle St. Croix Watershed Management Organization's Response to Findings

Middle St. Croix Watershed Management Organization's response to the internal control finding identified in our audit has been included in the Schedule of Findings and Responses. Middle St. Croix Watershed Management Organization's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose.

Peterson Company Ltd

PETERSON COMPANY LTD
Certified Public Accountants
Waconia, Minnesota

May 18, 2021

**INDEPENDENT AUDITOR'S REPORT ON
MINNESOTA LEGAL COMPLIANCE**

To the Board of Managers
Middle St. Croix Watershed Management Organization
Oakdale, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of Middle St. Croix Watershed Management Organization, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Middle St. Croix Watershed Management Organization's basic financial statements, and have issued our report thereon dated May 18, 2021.

In connection with our audit, nothing came to our attention that caused us to believe that Middle St. Croix Watershed Management Organization failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statutes 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Middle St. Croix Watershed Management Organization's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

Peterson Company Ltd

PETERSON COMPANY LTD
Certified Public Accountants
Waconia, Minnesota

May 18, 2021

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2020**

2020-001 Segregation of Duties

Criteria: Generally, a system of internal control contemplates separation of duties such that no individual has responsibility to execute a transaction, have physical access to the related assets, and have responsibility or authority to record the transaction.

Condition: Substantially all accounting procedures are performed by one person.

Cause: This condition is common to organizations of this size due to the limited number of staff.

Effect: The lack of an ideal segregation of duties subjects the WMO to a higher risk that errors or fraud could occur and not be detected in a timely manner.

Recommendation: Any modification of internal controls in this area must be viewed from a cost/benefit perspective.

Management Response: The WMO has adequate policies and procedures in place to compensate for the lack of segregation of duties, including having all disbursements approved by the Board of Managers.

2020-002 Reliability of Financial Information

Criteria: The financial information for the year ended December 31, 2020 included errors in certain balance sheet accounts that were the result of ineffective monitoring procedures and closing processes throughout the year. Specific issues related to incorrect balances in Unearned Revenue accounts on the balance sheet and not updating the accounts payable balance throughout the year caused misstatements on both the balance sheet and income statement and resulted in audit adjustments. Because these errors were not detected prior to the information being provided for the audit and because the same types of errors were noted during the previous years' audit, there is an indication that the closing procedures, specifically the monitoring and review of financial information by management and the Board, is not being effectively performed. It is our understanding that these errors were present in the financials for several months during the year and were not corrected through month-end closes and ultimately the year-end closing process.

Condition: Financial statements being provided to management and the Board are inaccurate.

Cause: This condition is due to not having a thorough review process.

Effect: The lack of a thorough review process subjects the WMO to a higher risk that errors or fraud could occur and the financial statements may be inaccurate.

Recommendation: We strongly recommend a manager or Board member be more involved with the review process and making sure everything is getting adjusted monthly and that it ties back to supporting schedules.

Management Response: The WMO managers have been made aware of the concerns and staff has taken steps to resolve the issues, among those are more frequent program log updates to both the accountant and the board. Additionally, the managers have requested that the Auditor attend their next board meeting and walk through the concerns.

MSCWMO 2022 Draft Budget

	2021 MSCWMO Budget	2022 MSCWMO Budget	% CHANGE
ADMINISTRATION			
Administration - General	\$ 31,160.00	\$ 31,160.00	0.00%
Accounting	\$ 1,550.00	\$ 1,550.00	0.00%
Legal Fees - General	\$ 1,000.00	\$ 1,000.00	0.00%
Audit	\$ 2,100.00	\$ 2,100.00	0.00%
Insurance & Bonds	\$ 2,600.00	\$ 2,600.00	0.00%
Office supplies/equipment/postage	\$ 625.00	\$ 625.00	0.00%
Minutes/Clerical	\$ 1,180.00	\$ 1,180.00	0.00%
Copying/printing/reproduction/minutes	\$ 625.00	\$ 625.00	0.00%
Admin Total	\$ 40,840.00	\$ 40,840.00	0.00%
PROJECT FUNDS			
Project Contingency	\$ 2,000.00	\$ 2,000.00	0.00%
Engineering - Project	\$ 5,700.00	\$ 5,700.00	0.00%
Development Plan Reviews	\$ 5,040.00	\$ 5,040.00	0.00%
Erosion Monitoring Program	\$ 2,250.00	\$ 2,250.00	0.00%
BMP Cost-Share (general)	\$ 20,000.00	\$ 20,000.00	0.00%
BMP TA & Admin	\$ 27,768.00	\$ 27,768.00	0.00%
Community TA	\$ 3,000.00	\$ 3,000.00	0.00%
Water Resource Educator	\$ 6,300.00	\$ 6,300.00	0.00%
Website	\$ 800.00	\$ 800.00	0.00%
Inspections and Tracking Database	\$ 900.00	\$ 900.00	0.00%
Project Total	\$ 73,758.00	\$ 73,758.00	0.00%
WATER MONITORING			
Water Monitoring	\$ 22,000.00	\$ 22,000.00	0.00%
Water Monitoring Total	\$ 22,000.00	\$ 22,000.00	0.00%
LONG TERM PROJECT SAVINGS			
Water Monitoring - Set aside for equipment replacement & Monitoring Costs	\$ 750.00	\$ 750.00	0.00%
WMP Update	\$ 5,000.00	\$ 5,000.00	0.00%
Savings Total	\$ 5,750.00	\$ 5,750.00	0.00%
MSCWMO Member Contribution Budget	\$ 142,348.00	\$ 142,348.00	0.00%

Project Name	Lily Lake Stormwater Basin	Date	May 25, 2021
To / Contact info	Board of Managers, Matt Downing, MSCWMO		
Cc / Contact info	Dan Mossing, PE, EOR Jay Michels, EOR		
From / Contact info	Kyle Crawford, PE, EOR Britta Hansen, PLA, EOR		
Regarding	Recommendation for Award of Contract		

The purpose of this memorandum is to provide a recommendation for selecting a Contractor to construct the Lily Lake Stormwater Basin project.

Bid Summary

The Request for Bids was posted on QuestCDN on April 27, 2021. Bids were due electronically through QuestCDN online bidding platform on May 14, 2021 at 9:00am, with an online bid opening at that time via Zoom; contractors were invited to attend virtually.

For us to formulate our recommendation, we compared the Total Bid values for each of the contractors. There were no Add Alternates for this project.

A total of eight bids were received and the overall low bidder was Miller Excavating, with a Total Bid of \$248,793.58. Review of the submitted bid packages was performed by Emmons & Olivier Resources, Inc. (EOR). After review of the eight submitted bid packages, it has been determined all eight bids are responsive.

COMPANY	BID SECURITY INCLUDED	TOTAL BID
Engineer's Estimate	N/A	\$357,841.00
Miller Excavating	✓	\$248,793.58
Vinco	✓	\$322,291.00
Parkstone Contracting	✓	\$344,638.50
Urban Companies	✓	\$364,630.00
Sunram Construction	✓	\$372,999.00
Veit & Company	✓	\$378,194.00
Northwest	✓	\$379,822.59
Lametti and Sons	✓	\$407,669.00

Recommendation

Miller Excavating is a reputable area contractor that has performed numerous large-scale excavation and utility projects. Following our review, we are recommending approval of the Total Bid and award of the contract to the low responsive bidder, Miller Excavating, in the amount of

\$248,793.58. This amount is well below the total grant funding allocated for this project through the Clean Water Fund and match funds from project stakeholders which equals \$416,216.00.

In addition, it is recommended the Board authorize the District Administrator to execute change orders, if necessary, in an amount not to exceed (in total) 5% of the construction contract to prevent extra construction delays or costs.



Invoice

Member Name and Address

Middle St. Croix River
Watershed Management
Organization
455 Hayward Ave
Oakdale, MN 55128-5374

Invoice Date

05/20/2021

Agent

Arthur J Gallagher Risk Management Services Inc
3600 American Blvd W Ste 500
Bloomington, MN 55431-4502
(952)358-7500

Account Number: 10002740
Account Type: Property/Casualty Coverage Premium
Current Balance: \$ 2,282.00
Minimum Due: \$ 2,282.00
Due Date: 07/01/2021

Summary of activity since last Billing Invoice	Date	Activity	Account Balance	Minimum Due
		Previous Invoice Balance	2,275.00	
		Payments Received	-.00	
		Total of Transactions and Fees shown on reverse or attached	2,282.00	
See reverse side and attachments for additional information		Current Balance	\$ 2,282.00	\$ 2,282.00

Detach and return this Payment Coupon with your payment	Account Number 10002740	Invoice Date 05/20/2021	Due Date 07/01/2021	Current Balance \$ 2,282.00	Minimum Due 2,282.00
					Amount Enclosed \$ _____

Member Name Middle St. Croix River Watershed Management Organization

BILLING INVOICE - Return stub with payment - make checks payable to:

Mail payment
7 days before
Due Date to
ensure timely
receipt

League of MN Cities Insurance Trust P&C
c/o Berkley Risk Administrators Company
222 South Ninth Street, Suite 2700
P.O. Box 581517
Minneapolis, MN 55458-1517



Invoice

Detail of activity since last Invoice		Transaction Amount	Minimum Due
Package 1000889-5 Agreement Period 02/01/2021 - 02/01/2022			
	Agreement Previous Balance	\$ 0.00	
	Renewal - PR 05/18/2021	\$ 2,282.00	
	Agreement Ending Balance	\$ 2,282.00	\$ 2,282.00
Defense Cost Reimbursement 1000890-5 Agreement Period 02/01/2021 - 02/01/2022			
	Agreement Previous Balance	\$ 0.00	
	Agreement Ending Balance	\$ 0.00	\$ 0.00
	Total Current Balance	\$ 2,282.00	
	Total Minimum Due		\$ 2,282.00



Invoice

Thank you for choosing us as your Coverage carrier. The following information is to assist you in reviewing your Billing Invoice.

Billing Inquiries: CONTACT YOUR AGENT FOR QUESTIONS ON YOUR AGREEMENT OR CHANGES IN COVERAGE. For billing inquiries, please call 1-612-766-3000

BILLING PROCEDURES

New Agreements and renewals: If your Agreement is issued after the date that coverage began, your first Billing Invoice for the agreement may include more than one installment payment due.

Application of Payments and Cancellation: If you pay more than the Minimum Due, the extra payment will be applied to your next installment proportionately to all agreements on your account. For Accounts owned on agreements with the same Due Date, the payment will be applied proportionately to all agreements with the same Due Date.

Minimum Due is the amount to pay to avoid any agreements on your account from going into a late pay status which could cause cancellation of coverage. If you fail to pay the Minimum Due by the Due Date, a Direct Notice of Cancellation for Non Payment may be issued for one or more agreements on your account. If your account has more than one agreement and you pay less than the Minimum Due, your payment will be applied first to amounts owed on agreements with the oldest balance due.

If we receive a payment after the cancellation effective date and we elect not to reinstate your agreement, the payment will be applied toward any unpaid earned premium on your account before any remainder is refunded.

After an agreement is cancelled, we will bill you for any unpaid earned premium. If you do not pay, the matter may be referred to collections.

Audit Premium: Any Audit Premium owed will be included in both Current Balance and Minimum Due balance shown on the Billing Invoice. Payment of Audit Premium is due in full by the Due Date. If Audit Premium is owed, your payment may be applied first to Audit Premium owed and then to amounts owed on agreements with the earliest Due Date. If special arrangements are needed for repayment of audit premium you MUST contact the Billing Unit at the number shown above for consideration of any such arrangements.

Refunds: Any refund due will be mailed from our office within 15 days after the Invoice date.

Payment address: ALL PAYMENTS SHOULD BE SENT TO OUR PAYMENT PROCESSING CENTER ALONG WITH THE PAYMENT COUPON. The address change from below is printed on the back of the payment coupon. If needed it may also be sent along with your payment to the Payment Processing Center at:

222 South Ninth Street, Suite 2700 Minneapolis, MN 55402 . Please do not send any other correspondence to the payment processing center.

CHANGE OF ADDRESS AND/OR NAME

PLEASE FILL IN THE NAME, AGREEMENT NUMBER AND CHECK APPROPRIATE BOX

- Name Change Only
- Name and Address Change
- Address Change Only

Name: _____

Address: _____

Former Name: _____

Address: _____

Agreement Number: _____

City: _____

State

Zip Code: _____

Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 6/1/2021, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

	COVERAGE/CARRIER
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Crime
	League of Minnesota Cities Insurance Trust
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Petrofund
	League of Minnesota Cities Insurance Trust
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Municipal Liability
	League of Minnesota Cities Insurance Trust
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Automobile
	League of Minnesota Cities Insurance Trust
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Defense Cost Reimbursement
	League of Minnesota Cities Insurance Trust

The above coverage may not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those addressed in the coverage considerations included in this proposal, please list below:

Producer/ Insured Coverage Amendments and Notes:

Exposures and Values

We confirm the payroll, values, schedules, and other data contained in the proposal, and submitted to the underwriters, are compiled from information provided by you and we acknowledge it is our responsibility to see that such information is updated and maintained accurately. For renewal policies, if no updates were provided to Gallagher, the values, exposures and operations used were based on the expiring policies.

Provide Quotations or Additional Information on the Following Coverage Considerations:

Gallagher recommends that you purchase the following additional coverages for which you have exposure. By rejecting a quotation for this valuable coverage, you understand that there will be no coverage and agree to hold Gallagher harmless in the event of a loss.



Other Coverages to Consider

Yes No - Property

Yes No - Equipment Breakdown

Gallagher's liability to Client arising from any acts or omissions of Gallagher shall not exceed \$20 million in the aggregate. Gallagher shall only be liable for actual damages incurred by Client, and shall not be liable for any indirect, consequential or punitive damages or attorneys' fees. No claim or cause of action, regardless of form (tort, contract, statutory, or otherwise), arising out of, relating to or in any way connected with this Agreement or any Services provided hereunder may be brought by either party any later than two (2) years after the accrual of such claim or cause of action.

Gallagher has established security controls to protect Client confidential information from unauthorized use or disclosure. For additional information, please review Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>.

I have read, understand and agree that the above information is correct and has been disclosed to us prior to authorizing Gallagher to bind coverage and/or provide services to us.

By: _____
Print Name (Specify Title)

Company

Signature

Date: _____

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue N. Oakdale, MN 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Brett Stolpestad, landscape Restoration Technician, Washington Conservation District
DATE: May 24, 2021

RE: Collier Native Planting – 107 Laurel St E, Stillwater, MN 55082 United States

The Colliers' are applying for the Landscaping for Habitat grant. They would like to install a 1,600 sq. ft. native planting for the front (north) and side (west) home landscape. Their property is located less than a block west of Pioneer Park and less than 0.5 miles from the St. Croix River, making it an ideal location for a water quality and habitat improvement project.

Total Contractor Estimate: \$4,681.63 (*Materials Estimate: \$1,419.57*)

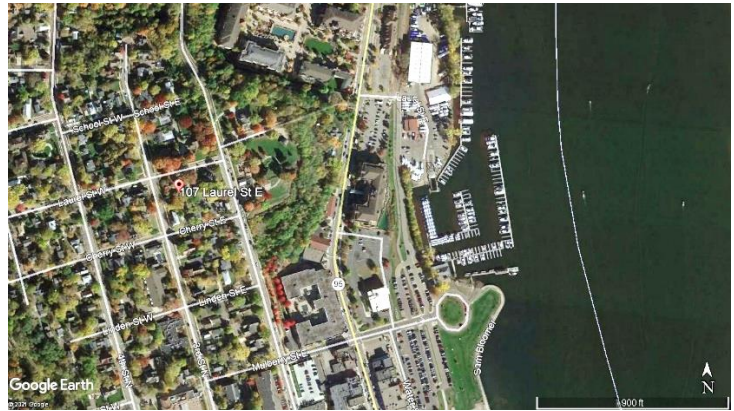
Amount of Phosphorus Removed: n/a

Cost Share Requested: \$250.00

Requested Board Action:

Motion by Board Member 1, seconded by Board Member 2, to approve encumbrance of \$250.00 cost share for the installation of the Collier native planting.

Location & Photos:



Cost Estimate

MIDDLE SAINT CROIX WATERSHED DISTRICT

MSCWMO Cost-Share

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

Landowner: Collier

Project Address: 107 Laurel St E, Stillwater, MN 55082

Mailing Address: Same

Property Pin: 2803020130079

5/25/2021

Job Description	Cost Summary	
Native pollinator garden.	Project Cost = \$ 4,681.63	Phosphorus Reduction (lbs/yr)
	Cost Share = \$ 250.00	TP= 0.00

Job Estimate				
Compost, Mulch, and Rock				
Double-Shredded Hardwood Mulch (3" depth)	13.0	cy	\$ 32.51	\$ 422.57
Compost, Mulch, and Rock Subtotal				\$ 422.57
Plants, Shrubs, and Trees				
Shrub #1	24	each	\$ 20.00	\$ 480.00
Shrub #5	1	each	\$ 45.00	\$ 45.00
4" Pot	56	each	\$ 3.50	\$ 196.00
Plug	184	each	\$ 1.50	\$ 276.00
Plants Subtotal				\$ 997.00
Misc				
Mulch Delivery (14cy/load)	1	job	\$ 100.00	\$ 100.00
Plant Delivery	1	job	\$ 100.00	\$ 100.00
Misc Subtotal				\$ 200.00
ADDITIONAL NOTES			PROJECT SUBTOTALS	
			Materials	\$ 422.57
			Plants	\$ 997.00
			Excavation/Grading	\$ -
			Misc	\$ 200.00
			Materials Estimate	\$ 1,419.57
			Labor Estimate	\$ 3,039.13
			Contingency 5%	\$ 222.93
			Project Estimate	\$ 4,681.63

COST SHARE ESTIMATE	Cost-Share
MSCWMO Cost-Share	\$250.00
The MSCWMO small grants track offers eligible projects up to \$250 for eligible project installation materials.	

Summary	Project Cost	Phosphorus Removed	Cost Share Grant
Project Item	\$4,681.63	TP= 0.00	\$250.00

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue N. Oakdale, MN 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers

FROM: Bryan Pynn, WCD Staff

DATE: June 3, 2021

RE: 7b) Nelson Native Plantings - Cost Share Reimbursement Request

Brad Nelson is requesting reimbursement for the MSCWMO Water Quality grant that was approved in September 2020. Two seedmixes were used in the installation (Grand Diversity mix and Shortgrass Woods Edge mix). The total seedmix cost plus tax is \$270.71. WCD staff have visited the site and germination of seed is going well.

Staff recommend payment of this reimbursement request.

Example Motion

Motion Board Manager 1, second Board Manager 2 to approve cost-share reimbursement to Brad Nelson in the amount of \$270.21.



Thank you for your Prairie Moon Nursery Order #229021

1 message

Prairie Moon Nursery <weborders@prairiemoon.com>
Reply-to: Prairie Moon Nursery <weborders@prairiemoon.com>
To: banelson11@gmail.com

Sun, Sep 20, 2020 at 2:41 PM



PRAIRIE MOON NURSERY®

Prairie Moon Nursery

32115 Prairie Lane

Winona, MN 55987

866-417-8156



Your Order Has Been Received.

Your Order # [229021](#)

Order Date: 09/20/2020 15:41:39 EDT

Hello,

Thank you for your order! Below is a summary for your records. You will be notified once your order ships.

Order Details

Ship To

Brad Nelson
428 GREELEY ST N
STILLWATER, MN 55082-4713
US

Bill To

Brad Nelson
428 GREELEY ST N
STILLWATER, MN 55082-4713
US

Payment Method

Shipping Method

Shipping: Domestic Shipping

Order Instructions

Item	Qty	Price	Total
Shortgrass Woods Edge or Savanna Seed Mix Catalog Number: SWE1000-X 1000 sq ft	1	\$74.00	\$74.00
Shady Woodland Seed Mix Catalog Number: SWD500-X 500 sq ft	1	\$84.00	\$84.00
Tallgrass Exposed Clay Subsoil Seed Mix Catalog Number: TEC8-X 1/8 acre	1	\$139.00	\$139.00
Grand Diversity Prairie Seed Mix Catalog Number: GRAND1000-X 1000 sq ft	1	\$75.00	\$75.00
Tallgrass Woods Edge or Savanna Seed Mix Catalog Number: TWE8-X 1/8 acre	1	\$179.00	\$179.00

Shipping: Domestic Shipping: \$27.55

Sales Tax: \$41.25

Total: \$619.80

We hope to see you again soon.

Do you have questions?  Email Us  Call 866-417-8156

[Cancellation & Guarantee Policy](#)

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue N. Oakdale, MN 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org

MEMORANDUM



TO: Matt Downing, Administrator
FROM: Rebecca Nestingen, PE
DATE: June 3, 2021

RE: 8a) Plan Reviews/Submittals

The following is a summary of recent activity on projects submittals which qualify for plan review under the MSCWMO 2015 Watershed Management Plan (WMP):

- **Lookout Trail.** Submittal items were received on April 22nd for the proposed reconstruction of Lookout Trail in Oak Park Heights with additional requested materials received May 10th. The project has proposed to utilize offsite MnDOT stormwater basins to provide the volume control required to meet MSCWMO standards. *MSCWMO staff recommend approval with two conditions.*

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 HAYWARD AVE. N, OAKDALE, MINNESOTA 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



June 1, 2021

Eric Johnson, Administrator
City of Oak Park Heights
14168 Oak Park Blvd. N.
Oak Park Heights, MN 55082

RE: MSCWMO Lookout Trail Reconstruction Project Review

Dear Mr. Johnson,

The Middle St. Croix Watershed Management Organization (MSCWMO) received an application for project review on April 22nd, 2021 for the proposed Lookout Trail Improvements, located within MSCWMO boundaries and in the City of Oak Park Heights. Additional submittal materials were received May 10th2021. The proposed project qualifies for full review under the MSCWMO 2015 MSCWMO Watershed Management Plan (WMP). The revised submittals contain sufficient information to determine compliance with the performance standards identified in Section 7.0 of the MSCWMO Watershed Management Plan. The MSCWMO recommends approval with the following two conditions:

1. A complete Stormwater Pollution Prevention Plan that meets the National Pollutant Discharge Elimination System requirements. (see items needed in checklist)
2. Submittal of a computer modeling analyses that includes secondary overflows for events exceeding the storm sewer systems level-of-service up through the critical 100-year event and demonstrates the peak rate of stormwater runoff from a newly developed or redeveloped site shall not exceed the 2-, 10-, and 100-year 24-hour storms with respective 2.8, 4.2, and 7.3-inch rainfall depths with MSCWMO approved time distribution based on Atlas 14 for existing and proposed conditions.

The enclosed checklist contains detailed information on project review and the policies and performance standards of the WMP. Feel free to contact me at 651-330-8220 x22 or mdowning@mnwcd.org if you have any questions regarding these comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Downing".

Matt Downing
MSCWMO Administrator

Enclosure



PROJECT REVIEW

MSCWMO Project Review ID: 21-004

Project Name: Lookout Trail Improvements

Applicant: Lee Mann | Stantec

Purpose: Road Reconstruction

Location: Lookout Trail between Beach Road and St. Croix Trail N

Review date: 5/27/2021

Recommendation:

Approval with the following two conditions:

1. A Stormwater Pollution Prevention Plan is completed that meets the National Pollutant Discharge Elimination System requirements. (see items needed in checklist)
2. Submittal of a computer modeling analyses that includes secondary overflows for events exceeding the storm sewer systems level-of-service up through the critical 100-year event and demonstrates the peak rate of stormwater runoff from a newly developed or redeveloped site shall not exceed the 2-, 10-, and 100-year 24-hour storms with respective 2.8, 4.2, and 7.3-inch rainfall depths with MSCWMO approved time distribution based on Atlas 14 for existing and proposed conditions.

Applicability:

- Any project undertaking grading, filling, or other land alteration activities that involve movement of 100 cubic yards of earth or removal of vegetation on greater than 10,000 square feet of land
- Any project that creates or fully reconstructs 6,000 square feet or more of impervious surface
- All major subdivisions or minor subdivisions that are part of a common plan of development. Major subdivisions are defined as subdivisions with 4 or more lots.
- Any project with wetland impacts
- Any project with grading within public waters
- Any project with grading within buffers
- Any project with grading within 40-feet of the bluff line
- Development projects that impact 2 or more of the member communities

- New or redevelopment projects within the St. Croix Riverway that require a building permit that adds five hundred (500) square feet or more of additional impervious surface
- Any project requiring a variance from the current local impervious surface zoning requirements for the property
- Any land development activity, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or may violate any other erosion and sediment control standard set by the member community.

SUBMITTAL ITEMS:

Electronic submittals are highly encouraged

- A completed and signed project review application form and review fee
- Grading Plan/Mapping Exhibits
 - a. Property lines and delineation of lands under ownership of the applicant.
 - b. Delineation of existing on-site wetlands, shoreland and/or floodplain areas (including any buffers).
 - c. Ordinary High Water (OHW) elevations and datum, as determined by the MDNR (if applicable).
 - d. Existing and proposed site contour elevations related to NAVD 1988 datum (preferred) or NGVD, 1929. Datum must be noted on exhibits.
 - e. Drainage easements covering land adjacent to ponding areas, wetlands, and waterways up to their 100-year flood levels and covering all ditches and storm sewers. Access easements to these drainage easements and to other stormwater management facilities shall also be shown.
 - f. Minimum building elevation for each lot.
 - g. Identification of downstream water body.
- Permanent Stormwater Management System in compliance with the requirements of the NPDES SDS Construction Stormwater Permit and MSCWMO Performance Standards.
 - a. Impervious areas (Pre- and Post-Construction).
 - b. Construction plans and specifications for all proposed stormwater management facilities.
 - c. Location(s) of past, current or future onsite well and septic systems (if applicable).
- Other exhibits required to show conformance to these Performance Standards
- A Stormwater Pollution Prevention Plan in compliance with the requirements of the NPDES SDS Construction Stormwater Permit
- Grading Plan/Mapping Exhibits:
 - a. Delineation of the subwatersheds contributing runoff from off-site, proposed and existing on-site subwatersheds, and flow directions/patterns.

Middle St. Croix Watershed Management Organization

MEMBER COMMUNITIES:

Afton, Bayport, Baytown Township, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary's Point, Stillwater and West Lakeland Township

- b. Location, alignment, and elevation of proposed and existing stormwater facilities.
- c. Existing and proposed normal water elevations and the critical (the highest) water level produced from the 100-year 24-hour storms.
- d. Location of the 100-year flood elevation, natural overflow elevation, and lowest floor elevations.

Hydrologic/Hydraulic Design Exhibits:

- a. All hydrologic and hydraulic computations completed to design the proposed stormwater management facilities shall be submitted. Model summaries must be submitted. The summaries shall include a map that corresponds to the drainage areas in the model and all other information used to develop the model.
- b. A table (or tables) must be submitted showing the following:
 - i. A listing of all points where runoff leaves the site and the existing and proposed stormwater runoff rates and volumes.
 - ii. A listing of the normal water levels under existing and proposed conditions and the water levels produced from the storm and runoff events listed above for all on-site wetlands, ponds, depressions, lakes, streams, and creeks.

Dedications or easements for the portions of the property which are adjacent to the facility and which lie below the 100 year flood level. For sites within public right-of-way, no easement is required.

A proposed maintenance agreement, which may be in the format of Appendix K, or other form approved by the city.

HISTORY & CONSIDERATIONS:

SPECIAL OR IMPAIRED WATER

- This site drains to, and is within one mile of special or impaired water and complies with enhanced protections.
- a. Scenic or Recreational river C.1., C.2., C.3.
 - b. Scientific and Natural area C.1., C.2., C.3.
 - c. Waterbody with a TMDL C.1., C.2.
 - C.1. Stabilization initiated immediately and all soils protected in seven days/provide temp basin for five acres draining to common location.
 - C.2. Treat water quality volume of one inch of runoff by retaining on site unless not feasible due to site conditions (See Part III.D.1. design requirements).
 - C.3. Maintain buffer zone of 100 linear feet from Special Water.

EROSION AND SEDIMENT CONTROL [A checked box indicates compliance]

A Stormwater Pollution Prevention Plan (SWPPP) that meets the National Pollutant Discharge Elimination System (NPDES) requirements.

Middle St. Croix Watershed Management Organization

MEMBER COMMUNITIES:

Afton, Bayport, Baytown Township, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary's Point, Stillwater and West Lakeland Township

Narrative

- Identify the person knowledgeable and experienced who will oversee the implementation of the SWPPP; the installation, inspection, and maintenance of the BMPs.
- a. Identifies the person who will oversee the BMP inspection and maintenance.
 - b. Identify the training requirements are satisfied.
 - c. Inspections performed once every 7 days.
 - d. Inspections performed within 24 hours of a rain event greater than 0.5 in/24 hours.
 - e. Inspection and Maintenance records include:
 - i. Date and time of inspection.
 - ii. Name of person(s) conducting inspections.
 - iii. Finding of inspections, including the specific location where corrective actions are needed.
 - iv. Corrective actions taken (including dates, times, and party completing maintenance activities).
 - v. Date and amount of rainfall events greater than 0.5 in/24 hours.
 - vi. Rainfall amounts must be obtained by a properly maintained rain gauge installed onsite, or by a weather station that is within one mile or by a weather reporting system.
 - vii. Requirements to observe, describe, and photograph any discharge that may be occurring during the inspection.
 - viii. All discovered nonfunctional BMPs must be repaired, replaced, or supplemented with functional BMPs within 24 hours after discovery, or as soon as field conditions allow.
- Describes procedures to amend the SWPPP and establish additional temporary ESC BMPs as necessary for site conditions.
- Describes the installation timing for all Erosion Sediment Control (ESC) Best Management Practices (BMPs).
- Describes final stabilization methods for all exposed areas.
- Methods used to minimize soil compaction and preserve topsoil must be described.
- NA Describes dewatering technique to prevent nuisance conditions, erosion, or inundation of wetlands?
- NA Identifies any specific chemicals and the chemical treatment systems that may be used for enhancing the sedimentation process on the site, and how compliance will be achieved with the permit requirements.
- Describes pollution prevention management measures
- a. Storage, handling, and disposal of construction products, materials, and wastes.
 - b. Fueling and maintenance of equipment or vehicles; spill prevention and response.
 - c. Vehicle and equipment washing.
 - d. No engine degreasing allowed on site.
 - e. Containment of Concrete and other washout waste.

Middle St. Croix Watershed Management Organization

MEMBER COMMUNITIES:

Afton, Bayport, Baytown Township, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary's Point, Stillwater and West Lakeland Township

f. Portable toilets are positioned so that they are secure.

Plan sheets

NA Temporary Sediment Basins required (10 acres draining to common location or **5 acres** App. A) Basin design meets the following criteria:

- a. Adequately sized – 2-year, 24-hour storm, minimum 1,800 feet/acre; or no calculative minimum 3,600ft³/acre.
- b. Designed to prevent short circuiting.
- c. Outlets designed to remove floating debris.
- d. Outlets designed to allow complete drawdown.
- e. Outlets designed to withdraw water from the surface
- f. Outlets have energy dissipation.
- g. Have a stabilized emergency spillway.
- h. Situated outside of surface waters and any natural buffers.

Locations and types of all temporary and permanent Erosion Control BMPs.

- a. Exposed soils have erosion protection/cover initiated immediately and finished within 7 days.
- b. Wetted perimeters of ditches stabilized within 200 feet of surface water within 24 hours.
- c. Pipe outlets have energy dissipation within 24 hours of connecting.

Locations and types of all temporary and permanent Sediment Control BMPs.

- a. Sediment control practices established on down gradient perimeters and upgradient of any buffer zones.
- b. All inlets are protected.
- c. Stockpiles have sediment control and placed in areas away from surface waters or natural buffers.
- d. Construction site entrances minimize street tracking?
- e. Plans minimize soil compaction and, unless infeasible to preserve topsoil.
- f. 50 foot natural buffers preserved or (if not feasible) provide redundant sediment controls when a surface water is located within 50 feet of the project's earth disturbances and drains to the surface water.

Tabulated quantities of all erosion prevention and sediment control BMPs.

Stormwater flow directions and surface water divides for all pre- and post-construction drainage areas.

Locations of areas not to be disturbed (buffer zones).

NA Location of areas where construction will be phased to minimize duration of exposed soil areas.

Middle St. Croix Watershed Management Organization

MEMBER COMMUNITIES:

Afton, Bayport, Baytown Township, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary's Point, Stillwater and West Lakeland Township

- NA Blufflines are protected from construction activities in urban (40 foot buffer) areas and rural areas (100-foot buffer).

LAKE, STREAM AND WETLAND BUFFERS

- NA A buffer zone of unmowed natural vegetation is maintained or created upslope of all water bodies (wetlands, streams, lakes).
- NA A 50 foot natural buffer or (if a buffer is infeasible) provide redundant sediment controls when a surface water is located within 50 feet of the project's earth disturbances and stormwater flows to the surface water.
- NA If adjacent to a Special or Impaired Water an undisturbed buffer zone of not less than 100 linear feet from the special water is maintained both during construction and as a permanent feature post construction.

STORMWATER MANAGEMENT *[A checked box indicates compliance]*

- Water quality treatment is provided prior to direct discharge of stormwater to wetlands and all other water bodies.

Rate and Flood Control Standards

- The peak rate of stormwater runoff from a newly developed or redeveloped site shall not exceed the 2-, 10-, and 100-year 24-hour storms with respective 2.8, 4.2, and 7.3-inch rainfall depths with MSCWMO approved time distribution based on Atlas 14 for existing and proposed conditions. The runoff curve number for existing agriculture areas shall be less than or equal to the developed condition curve number. The newly developed or redeveloped peak rate shall not exceed the existing peak rate of runoff for all critical duration events, up to and including the 100-year return frequency storm event for all points where discharges leave a site during all phases of development.
- Predevelopment conditions assume "good hydrologic conditions" for appropriate land covers as identified in TR-55 or an equivalent methodology. Runoff curve numbers have been increased where predevelopment land cover is cropland:
- Hydrologic Soil Group A: Runoff Curve Number 56
 - Hydrologic Soil Group B: Runoff Curve Number 70
 - Hydrologic Soil Group C: Runoff Curve Number 79
 - Hydrologic Soil Group D: Runoff Curve Number 83
- Computer modeling analyses includes secondary overflows for events exceeding the storm sewer systems level-of-service up through the critical 100-year event.
- NA In sub-areas of a landlocked watershed, the proposed project does not increase the predevelopment volume or rate of discharge from the sub-area for the 10-year return period event.
- NA Flowage easements up to the 100-yr flood level have been secured for stormwater management facilities (such as ditches and storm sewers).

Middle St. Croix Watershed Management Organization

MEMBER COMMUNITIES:

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NA Lowest floor elevations of structures built adjacent to stormwater management features and other water bodies are a minimum of two feet above the 100-year flood elevation and a minimum of two feet above the natural overflow of landlocked basins.

Volume Control Standards

- Calculations/computer model results indicate stormwater volume is controlled for new development and redevelopment requirements per the MSCWMO Design Standards.
 1. New Nonlinear Development 1.1" * new impervious surfaces
 2. Reconstruction/Redevelopment Projects 1.1" * reconstructed impervious surfaces
 3. Linear Projects 0.55" * new and/or fully reconstructed impervious surface and 1.1" from net increase in impervious area
 4. Sites with Restrictions- flexible treatment options documentation has been provided.

Volume Retention Required (cu. ft.)	Volume Retention Provided (cu. ft.)
68,473 sf *0.55" = 3.138 cu. ft. 10,393 sf *1.1" = 953 cu. ft.	BMP Excess from St. Croix Crossing MNDOT Project
Total Required 3,138 cu. ft.	Volume 0.24 ac-ft Total Proposed 10,454 cu. ft.

Flexible Treatment Options (when applicable)

- NA Applicant demonstrated qualifying restrictions as defined in Section 7.2.2 (4) of the 2015 MSCWMO Watershed Management Plan that prohibits the infiltration of the entire required volume.
- NA MIDS calculator submission removes 75% of the annual total phosphorous.

Infiltration/Filtration Design Standards

- NA Proposed stormwater management features meet or exceed NPDES General Construction Permit requirements are designed in conformance with the most recent edition of the State of Minnesota Stormwater Manual.
- NA None of the following conditions exist that prohibit infiltration of stormwater on the site
 - a. Areas where vehicle fueling and maintenance occur.
 - b. Areas with less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
 - c. Areas where industrial facilities are not authorized to infiltrate industrial stormwater under an National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Industrial Stormwater Permit issued by the MPCA.
 - d. Areas where contaminants in soil or groundwater will be mobilized by infiltrating stormwater.
 - e. Areas of Hydrologic Soil Group D (clay) soils

Middle St. Croix Watershed Management Organization

MEMBER COMMUNITIES:

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- f. Areas within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features unless allowed by a local unit of government with a current MS4 permit.

NA Minimum setbacks from the Minnesota Department of Health for infiltration practices are met

Setback	Minimum Distance (ft)
Property line	10
Building foundation*	10
Private well	35
Public water supply well	50
Septic system tank/leach field	35
*Minimum with slopes directed away from the building	

Pretreatment devices(s) remove at least 50% of sediment loads. If downstream from a potential hot spot, a skimmer is in place to facilitate cleanup.

Water quality volume will be discharged through infiltration or filtration media in 48 hours or less.

- a. For bioretention (biofiltration and bioinfiltration) volume control management facilities above ground with vegetation the period of inundation shall be calculated using the maximum water depth below the surface discharge elevation and the soil infiltration rate.
- b. For infiltration basin volume control management facilities the period of inundation shall be calculated using the maximum water depth below the surface discharge elevation and the soil infiltration rate.

NA Appropriate soil borings have been conducted that meet the minimum standards.

- a. A minimum of one boring was conducted at the location of the infiltration facility for facilities up to 1,000 ft²; between 1,000 and 5,000 ft², two borings, between 5,000 and 10,000 ft², three borings and greater than 10,000 ft² 4 borings plus an additional boring for every 2,500 ft² beyond 12,500 ft²
- b. Soil borings extend a minimum of five feet below the bottom of the infiltration practice. If fractured bedrock is suspected, the soil boring goes to a depth of at least ten feet below the proposed bottom of the volume control facility.
- c. A minimum of three feet of separation to the seasonal water table and/or bedrock.
- d. Identify unified soil classification.

NA The least permeable soils horizon identified in the soil boring dictated the infiltration rate.

NA Additional flows are bypassed and are routed through stabilized discharge points.

NA Filtration basin demonstrates a basin draw down between 24 hours and 48 hours.

Middle St. Croix Watershed Management Organization

MEMBER COMMUNITIES:

Afton, Bayport, Baytown Township, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary’s Point, Stillwater and West Lakeland Township

- NA Filtration system Iron Enhanced Sand Filter is sized to bind soluble phosphorous removal for 30 year functional life of the system using the published value of 17lbs.phosphorous removal per 20 yards of 5% by weight iron filings to 95% sand.
- NA Identify as build survey and method to demonstrate infiltration or filtration basin is functioning.
- NA Construction plans provide adequate construction guidance to prevent clogging or compaction and demonstrate performance.
- a. Excavation within 2.0 feet of final grade for infiltration/filtration systems is prohibited until contributing drainage areas are constructed and fully stabilized.
 - b. Rigorous sediment and erosion controls planned to divert runoff away from the system.
 - c. Installation of volume control facilities must occur in dry soil conditions. Excavation, soil placement and rapid stabilization of perimeter slopes must be accomplished prior to the next precipitation event.
 - d. Excavation shall be performed by an excavator with a toothed bucket. Use excavator bucket to place materials. Construction equipment shall not be allowed into the basin.
 - e. Prior to the release of any remaining fee or security, the permit holder must provide documentation that constructed volume control facilities perform as designed.
- NA There is a way to visually verify the system is operating as designed.
- NA A minimum 8.0' maintenance access is provided to all stormwater facilities.

WETLAND PERFORMANCE STANDARDS

- NA Direct discharge of stormwater to wetlands and all other water bodies without water quality treatment is prohibited.
- NA Any potential changes to the hydrology of the wetland (i.e. changes to the outlet elevation or contributing drainage area) must be reviewed to evaluate the impact of both the existing and proposed wetland conditions and approved by the MSCWMO.
- NA Land-altering activities shall not increase the bounce in water level or duration of inundation from a 2.0-inch 24-hour storm for any downstream wetland beyond the limit specified in Table 7.2 for the individual wetland susceptibility class.

Middle St. Croix Watershed Management Organization

MEMBER COMMUNITIES:

Afton, Bayport, Baytown Township, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary's Point, Stillwater and West Lakeland Township

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 HAYWARD AVENUE, OAKDALE, MINNESOTA 55082
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



Staff Report- May 2021

Administration

- Prepared June meeting materials
- Coordination of Grant and Permit Program
- Continued work on the audit process

Project Reviews

- Lookout Trail-ACTION

Lily Lake Phosphorus Reductions for Delisting – CWF Grant C20-6055

Description: Awarded \$513,500 for in-lake alum treatment and filtration basin to remove 120lbs of phosphorus from Lily Lake.

Activities This Month: Emmons, Olivier Resources (EOR) has completed designs and the project went out to bid. The winning bid and contract have been presented for approval at this June board meeting.

Staff: Bryan Pynn-WCD; Matt Downing-MSCWMO

Watershed Based Funding- Lily Lake Raingardens/LSCB Bluff

Description: \$39,636 CWF Watershed Based Funding was reallocated to Lake St Croix Small Communities Phosphorus Reduction CWF grant in 2020.

Activities This Month: See LSCSCPR Grant Phase I description below for activities.

Staff: Bryan Pynn - WCD

Lake St. Croix Small Communities Phosphorus Reduction Grant – PHASE I

Description: \$200,000 grant for stormwater quality improvement south of Bayport (2019-2021). Partnership with City of Lake St. Croix Beach to stabilize the bluff on the north side of town.

Activities This Month: Contractor has installed 293 LF of the project in October of 2020. Contractor recently began the remaining 2021 construction and should be wrapping up in the coming weeks. Staff hopes to close out project by July meeting.

Staff: Bryan Pynn - WCD; Matt Downing – MSCWMO

Lake St. Croix Small Communities Phosphorus Reduction Grant – PHASE II

Description: \$158,000 grant for stormwater quality improvement south of Bayport (2021-2023). Implement practices in the LSCD South SWA area to achieve a load reduction of up to 7lbs of TP/yr.

Activities This Month: Awarded grant in January 2021. Workplan was approved. Outreach to 4 potential sites has begun. Preliminary discussions with LSCB and Bayport have taken place to gauge where city partners can be leveraged for installations.

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Staff: Bryan Pynn - WCD; Matt Downing - MSCWMO

3M PFAS Settlement MPCA Staff Reimbursement Grant

Description: Up to \$40,000 reimbursement of staff time for both the Administrator and consultant (Stu Grub with EOR) to participate in the development of the groundwater model for the PFAS contamination in the southern portion of the watershed.

Activities This Month: None.

Staff: Matt Downing, MSCWMO; Stu Grub, EOR

Water Monitoring Program

Description: The MSCWMO water monitoring program includes the monitoring of flow at three sites. These sites have that equipment serves to collect data on the total volume of water flowing into Lily Lake at the Greeley Street Inlet, through Perro Creek at the Diversion Structure, as well as, the Perro Creek Diversion Structure Overflow. Water quality is also collected at the Greeley Street Inlet and the Perro Creek Diversion Structure on a monthly basis, as well as during storm events.

Additionally, the MSCWMO monitors two lakes, Lily and McKusick for several parameters from April-October. Data is collected on both lakes on a biweekly basis and includes: water level, clarity, pH, temperature and dissolved oxygen profiles, an aesthetics and user profile, and field conditions. Additionally, water quality samples are collected from the surface of the lakes and analyzed for total phosphorus, total Kjeldahl nitrogen, and chlorophyll.

Activities This Month: Lake sampling has begun with four samples collected so far, on both Lily Lake and McKusick Lake. Two storm samples have been collected at the Greeley Street Inlet and two samples have been collected at the Perro Creek Diversion Structure.

Staff: Rebecca Oldenburg Giebel, WCD; Aaron DeRusha, WCD

Erosion and Sediment Control Inspections

Description: The MSCWMO has contracted with the WCD to conduct erosion and sediment control inspections for construction projects that have been reviewed and recommended for permit approval by partner communities.

Activities This Month: Notice was received from the 1635 Rivercrest project that vegetation is establishing on the re-stabilized portion of the bluff that washed out last summer.

Staff: Aaron DeRusha, WCD

BMP Maintenance

Description: The MSCWMO has a maintenance obligation for its Capital Improvement Projects and projects funded by Clean Water Fund grants. The MSCWMO partners with the Washington Conservation District to fulfill this maintenance requirement.

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May Activities: Vegetative maintenance starting in early June as well as the first round of weeding. Coordination with Bryan Pynn, WCD about the SCC project.

Staff: Cameron Blake, WCD

Meetings

- Lily Lake Bid Opening – May 14th
- LSC Steering Team– May 26th
- Audit Breakdown – May 26th