

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 HAYWARD AVENUE, OAKDALE, MINNESOTA 55082
Phone 651.796.2227 fax 651.330.7747 www.mscwmo.org



Regular Meeting of the Middle St. Croix Watershed Management Organization

Remotely held as posted on www.mscwmo.org

Physical location - Washington Conservation District, 455 Hayward Ave N

Thursday, April 13th, 2023

6:00PM

1. Call to Order – 6:00PM
 - a. Approval of Agenda
2. Approval of Minutes
 - a. Draft minutes – March 9th, 2023 **pg. 1-6**
3. Treasurer’s Report
 - a. Report of savings account, assets for April 13th, 2023
 - b. Approve payment of bills for April 13th, 2023
4. Public Comment
5. Old Business
6. New Business
 - a. St. Croix Workshop on the Water Sponsorship **pg. 7**
 - b. St. Croix Regional Trail TAC Support **pg. 8-9**
 - c. Minnesota Watersheds Membership Request **pg. 10-29**
7. Grant and Cost Share Applications
 - a. Drinkwine Native Planting **pg. 30**
8. Plan Reviews/Submittals
 - a. Plan Review and Submittal Summary **pg. 31-41**
 - i. Chapel Hill Flats **-ACTION**
 - ii. Ashford Residence **-INFORM**
 - iii. Oak Park Parking Lot **-INFORM**
 - iv. Stillwater 2023 Streets **-INFORM**
 - v. Stillwater Parking Lot and Trails **-INFORM**
 - b. Erosion and Sediment Control Inspection Reports **-NONE**
9. Staff Report **pg. 41-43**
10. 1W1P Updates
11. Other
12. Adjourn

Regular Meeting of the Middle St. Croix Watershed Management Organization
Washington Conservation District, 455 Hayward Ave N
Remote Locations: 5312 Fourwinds Way, Fort Pierce, FL 34949
Thursday, March 9th, 2023
6:00PM

Present: Brian Zeller, Lakeland Shores; Beth Olfelt-Nelson, St. Mary's Point; Mike Runk, Oak Park Heights; Phil Moosbrugger, West Lakeland Township; Tom McCarthy (remote), Lake St. Croix Beach; Ryan Collins, Stillwater; Administrator Matt Downing; Amanda Herbrand, WCD; Audience: Dawn Bulera, Tim Schneider

Call to Order

Manager Zeller called the meeting to order at 6:01PM.

Approval of Agenda

Administrator Downing requested one addition under "Other": Memo for burn quote. Manager Collins motioned to approve the agenda with the addition, Manager Runk seconded the motion. The motion carried on a roll call vote with all in favor.

Approval of Minutes

Manager Olfelt-Nelson motioned to approve the draft January 12th, 2023 board meeting minutes, and Manager Runk seconded the motion. The motion carried on a roll call vote with all in favor.

Treasurer's Report

Manager Olfelt-Nelson presented the treasurer's report. The remaining checking account balance on March 9th was \$88,373.75. First Bank CD's were valued at \$38,549.15. The ending value on the RBC savings account from January was \$89,408.17. Manager Runk motioned to approve the report of the savings account and assets for March 9th, 2023. Manager Collins seconded the motion. The motion carried on a roll call vote with all in favor.

Bills to approve this month are \$54.00 to MN Dept of Admin, \$2,768.00 to League of MN Cities, \$37.80 to Kennedy & Graven, \$44.54 to Michael Runk for mileage reimbursement, and six bills to the Washington Conservation District totaling \$23,548.31 for January and February Admin, January and February Technical Services, and January and February Grants. Manager Zeller motioned to approve payment of bills for March 9th, 2023. Manager Olfelt-Nelson seconded the motion. The motion carried on a roll call vote with all in favor.

Public Comment

None

Old Business

WMP Plan Update Resolution

Administrator Downing presented the official written resolution to update the Middle St. Croix Watershed Management Organization Watershed Management Plan.

Beth Olfelt-Nelson motioned to approve the resolution to update the Middle St. Croix Watershed Management Organization Watershed Management Plan. Manager Runk seconded the motion. The motion carried on a roll call vote with all in favor.

New Business

Request for Professional Services Summary

Pursuant to Minnesota Statutes Annotated 103B.227, Subd. 5, the Middle St. Croix Watershed Management Organization must solicit Letters of Interest Proposals for legal and engineering consulting services every two years. Per board direction, advertising was done via the Minnesota State Register and direct mail to local firms.

One proposal was received for legal services from the MSCWMO's current provider, Kennedy & Graven.

Four proposals for engineering services were received and are presented for review by the Board. The firms for consideration are as follows, with full proposals included in the meeting materials: cbec Inc. eco engineering, Geosyntec Consultants, Inc., Short Elliot Hendrickson Inc., and Emmons & Olivier Resources, Inc.

Manager Olfelt-Nelson motioned to select the current providers for legal and engineering services, Kennedy & Graven and Emmons & Olivier Resources, Inc. (EOR), for 2023-2024. Manager Zeller seconded the motion. The motion carried on a roll call vote with all in favor.

2022 Project Review Fee Summary

The MSCWMO conducts reviews of building permits submitted to member communities and recommends steps to be taken to ensure compliance with the MSCWMO standards that have been adopted by these communities. To accomplish this task, the MSCWMO budgeted \$5,040 in 2022 and requires a review fee by non-public entity applicants. The board has approved a fee schedule that scales with the size and scope of proposed projects to offset the cost of the review.

2022 was a well above average year for review workload with \$26,455 of labor costs were incurred. Review fees totaling \$7,050 have been secured, the associated review costs were \$18,171 resulting in a \$11,121 deficit. The remaining deficit was from time spent where no application has been formally received, or on reviews of public entity projects.

Policy set by the Board in 2021 was overages in review time over \$500 to be presented for approval to invoice. If the decision is made to request additional fees to cover review costs, the MSCWMO will send a request to the permitting entity (community) for the difference in fee vs. actual total cost. Total revenue recommended for recovery is \$10,267.25

Manager Zeller motioned to request \$10,267.25 from the applicable communities for permit reviews. Manager Collins seconded the motion. The motion carried on a roll call vote with all in favor.

2022 Annual Report Draft

The 2022 Annual Report draft is included in the board packet. Administrator Downing asks that board members read and submit comments for changes.

Manager Zeller motioned to finalize the 2022 Annual Report draft, subject to any comments Administrator Downing receives. Manager Runk seconded the motion. The motion carried on a roll call vote with all in favor.

Lily Lake Sign Draft Approval

Administrator Downing presented the draft of the Lily Lake sign created by EOR. Administrator Downing requests board members review the sign before leaving the meeting and make comments so the sign can be finalized. The sign is planned to be installed at the Lily Lake Basin prior to June.

Grant and Cost Share Applications

Sunnyside Condos Native Planting

Victoria Bradford, as a representative of Sunnyside Condos management, is applying for the Landscaping for Habitat Grant to establish a 500 square-foot pollinator garden at 6375 St. Croix Trail North. The estimated cost for the project is \$5,950, the cost share requested is \$250.00. Manager Zeller recommends increasing the cost share to \$500.00 due to the size and impact of the project. Manager Zeller motioned to approve encumbrance of \$500.00 cost share for the Sunnyside Condos Native Planting. Manager Olfelt-Nelson seconded the motion. The motion carried on a roll call vote with all in favor.

Kalambokidis Buffer Enhancement

Laura Kalambokidis is applying for the Landscaping for Water Quality Grant to enhance approximately 750 square feet of shoreline buffer on Lake McKusick with native grasses, sedges and forbs. The project is located within a prioritized catchment McK-18 of the Lake McKusick Stormwater Retrofit Assessment. The estimated cost for the project is \$3,281.25, the cost share requested is \$500.00. Manager Collins motioned to approve encumbrance of \$500.00 cost share for the installation of the Kalambokidis Buffer Enhancement. Manager Runk seconded the motion. The motion carried on a roll call vote with all in favor.

Plan Reviews/Submittals

Baylon Residence—ACTION

An application for project review was received December 20th, 2022 for the proposed home reconstruction located at 165 Lakeland Shores Rd. The project is within the St. Croix Riverway and involves 9,713 sf of new/fully reconstructed impervious surface. Numerous revisions and resubmittals were provided by the applicant at the request of MSCWMO staff and the City Engineer to provide complete submittal items, correct the stormwater management hydrologic and hydraulic calculations, remove proposed construction from within the 40' bluffline setback, and update erosion and sediment control plans to conform with MSCWMO performance standards. The proposed project as revised and resubmitted meets the MSCWMO performance standards, however, it is recommended that as a condition of approval that the City approves or has approved a variance and conditional use permit (CUP) for reconstruction of the boathouse, a connected project at the same property.

Manager Zeller motioned to approve the project with the one condition. Manager Olfelt-Nelson seconded the motion. The motion carried on a roll call vote with all in favor.

CSAH 5 Phase 2—ACTION

An application for project review was received on January 12th, 2023 for the proposed Washington County CSAH 5 Phase 2 Improvement Project in Stillwater. The proposed improvements create new/fully reconstructed impervious surface areas of 3.090 acres. In addition to the Phase 2 improvements, the stormwater management performance standards are carried over from the CSAH 5 Phase 1 improvements completed in 2018. The volume retention goal is controlled by 0.55 inches over a total of 3.580 acres of new/reconstructed impervious. Onsite volume retention is precluded by the prohibition of infiltration practices in ERAs and high vulnerability DWSMAs and right-of-way constraints. The applicant (Kimley-Horn on behalf of Washington County) has proposed to partially comply with FTO#2 with an annual 1.54 lbs TP reduction utilizing sump/baffle structures but 60% TP removal (FTO #2) would require an annual reduction of 4.00 lbs TP. The remaining 2.46 lbs TP reduction is proposed to be achieved through FTO #3 – offsite mitigation in the form of a cash-in-lieu payment of \$153,750 based upon the MSCWMO cash-in-lieu policy rate of \$62,500/lb TP removal. The MSCWMO staff recommends approval of the project contingent upon a County agreement for the cash-in-lieu payment.

Manager Zeller asked to see the site on a map and asked if there are any properties nearby where a new practice could be installed with the funds received, as Administrator Downing mentioned that projects for cash-in-lieu payments should be in the same drainage area as the original project. Manager Collins mentioned a couple churches nearby as possibilities. Administrator Downing states that if this recommendation is made by the board, the next step will be identifying a potential project and location. He also emphasizes for newer board members in attendance that it is very difficult for a project to achieve cash-in-lieu payment as an option as opposed to onsite treatment and it is almost only ever achieved by linear projects, such as road projects. Manager Zeller states that the agreement should include that payment needs to be made by a predetermined date, and Administrator Downing agrees.

Manager Zeller motioned to approve the project contingent upon a County agreement for cash-in-lieu payment, Manager Collins seconded the motion. The motion carried on a roll call vote with all in favor.

MnDOT I94—ACTION

An application for project review was received on January 18th, 2023 from MnDOT for proposed roadway improvements on I94. The proposed improvements consist of mill and overlay sections of impervious surfaces and will not fully reconstruct impervious surfaces and are therefore exempt from stormwater management performance goals. The project was reviewed for compliance with all other MSCWMO performance goals since it qualifies for project review by disturbing more than 10,000 square feet of land. The MSCWMO staff recommends the proposed project is approved with one condition: Exposed soils and stockpile stabilization timeframe in the SWPPP is changed from 14 days to 7 days to account for portions

of the project are within a mile of and that drain to special or impaired waters that have construction related impairments (Battle Creek, Goose Lake, Markgrafs Lake, Lake St. Croix).

Manager Zeller motioned to approve the project with the one condition. Manager Runk seconded the motion. The motion carried on a roll call vote with all in favor.

Chapel Hill Flats—INFORM

An application for project review was received on January 5th, 2023 for the proposed redevelopment of a vacant parcel at 110 Myrtle St E in Stillwater to construct multi-family apartment housing. The initial submittal utilized an underground infiltration facility to achieve MSCWMO volume retention performance goals, however, the City of Stillwater has communicated that infiltration practices will not be appropriate onsite based upon the potential impact to the neighboring property. A resubmittal by the applicant was received that does not comply with the MSCWMO FTOs since it only demonstrated a TP removal performance of 39%. The MSCWMO staff have requested the project is revised and resubmitted looking into alternatives to achieve volume control or with other non-infiltration practices capable of achieving the MIDS FTOs.

Ashford Residence—INFORM

An application for project review was received on February 7th, 2023 for proposed residential reconstruction and flood proofing at 850 Quixote Ave N in Lakeland. The proposed project creates or fully reconstructs more than 500 sf of impervious surfaces and is within the St. Croix Riverway. Plans and materials received were incomplete and did not demonstrate compliance with MSCWMO performance goals. The MSCWMO staff recommends that applicant revise and resubmit.

Oak Park Parking Lot—INFORM

An application for project review was received on January 27th, 2023 for proposed parking lot improvements for the Oak Park Building at 6355 Osman Ave N in Stillwater. The proposed project creates approximately 75,000 sf of new/reconstructed impervious surfaces. The proposed project is within a high vulnerability DWSMA, however, it is outside of the ERA therefore infiltration is not precluded without a higher level of engineering review. The applicant proposed the use of a filtration basin to achieve FTOs, however, the applicant must first demonstrate the site is inappropriate for infiltration and correct the MIDS calculations to address an overestimation of TP removal credit from pretreatment structures. The MSCWMO staff recommends that the applicant revise and resubmit.

Erosion and Sediment Control Inspection Reports

None

Staff Report

Administrator Downing presented the staff report for January and February. Administration items included preparation of the March meeting materials, coordination of grant and permit program, preparation of the 2022 Annual Report, and 2022 year-end reporting and audit preparation.

Year end reporting for the Lily Lake Basin project (CWF Grant C20-6055) has been completed, EOR has been contracted to design and install interpretive signage. Draft signage was presented earlier in the meeting.

Work for Phase II of the Lake St. Croix Small Communities Phosphorus Reduction Grant has begun: tree removal has commenced to prepare the site for rip rap placement in the spring. Lake St. Croix Beach has awarded the construction contract to Max Todo Marine Services for additional bluff toe stabilization (100 lf) north of the 2021 project area and utilization of the remaining Phase II funds.

WCD Water monitoring is working on their 2022 Water Monitoring Summary and equipment is being prepared for the 2023 season. BMP Maintenance is planning for the season and is expected to begin field work in April.

1W1P Updates

Manager Runk continues to attend 1W1P meetings on behalf of the MSCWMO Board. He states Sunrise River WMO withdrew from 1W1P due to legal concerns. Next meeting is at the end of April.

Other

Memo for Burn Quote

In spring 2022 the MSCWMO contracted with Minnesota Native Landscapes to conduct a prescribed burn at the Stillwater Country Club filtration basin for ongoing maintenance of warm-season prairie vegetation. The Rx burn was not performed due to weather and schedule delays.

The WMO submitted an RFQ to several qualified contractors in spring 2023 to burn the Stillwater Country Club basin along with two additional restoration sites located in Lake St. Croix Beach. The WMO received one reply from Prairie Restoration Inc., with estimated costs being:

Stillwater Country Club (Spring 2023) – Total Estimate: \$920.00
Lake St. Croix Beach Buffer (Spring 2023) – Total Estimate: \$945.00
Lake St. Croix Beach Basin (Spring 2024) – Total Estimate: \$1,185.00

The WMO will request reimbursement from the City of Lake St. Croix Beach for the buffer work after completion.

Manager Runk motioned to approve Administrator Downing to proceed with and execute the contract with Prairie Restorations Inc., for prescribed burn plans as presented. Manager Collins seconded the motion. The motion carried on a roll call vote with all in favor.

Adjourn

Manager Runk motioned to adjourn the meeting, Manager Zeller seconded the motion. The meeting adjourned at 7:05.



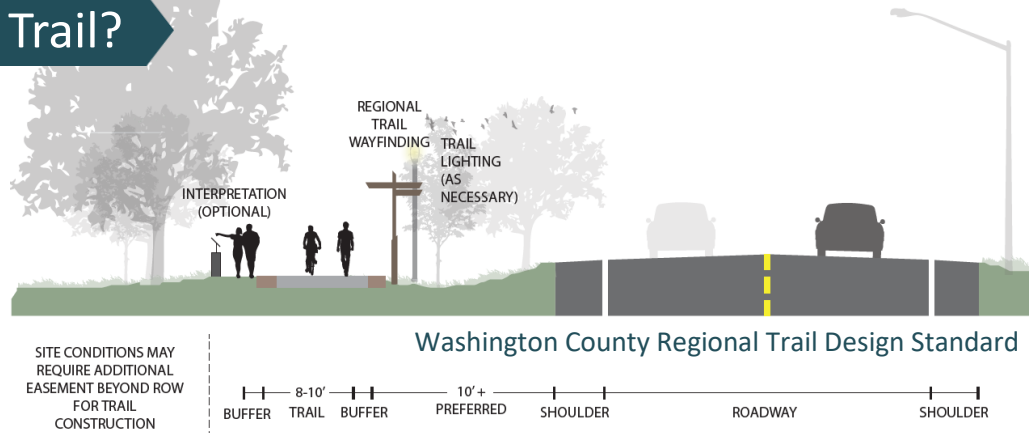
TO: Middle St. Croix WMO Board of Managers
FROM: Matt Downing, Administrator
DATE: March 27, 2023
RE: 6a.) St. Croix Workshop on the Water Sponsorship Request

The MSCWMO partners with over 20 entities in the St. Croix River basin and is entirely bordered by the river to the east. The Lower St. Croix Partnership, EMWREP and Washington County are planning to sponsor a workshop on the river to provide education and networking to local officials with ties to the river. They are seeking support from other local entities. I am seeking Board approval for MSCWMO to support this effort in the amount of \$500, this workshop would provide a lot of value to all 10 of our member communities.

Middle St Croix Valley Regional Trail Master Plan

What is a Regional Trail?

- Attracts regional users
- Connects regional destinations
- Multiuse and accessible
- “Tree trunks” or “highways” of trail network
- Amenities and wayfinding



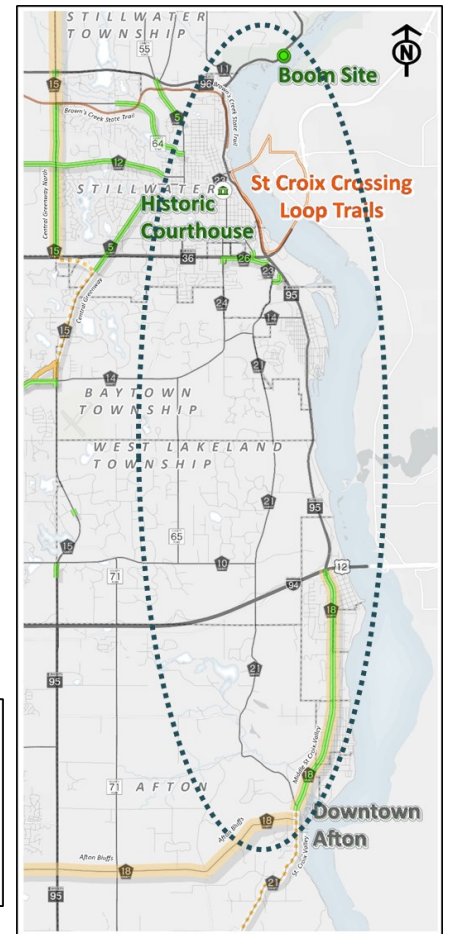
What is a Master Plan?

- Provides guidance on future trail route alignment—not preliminary design
- Engagement and coordination with local public agencies and residents
- Vision for trail operations, stewardship of corridor resources
- Eligibility for regional/state funding

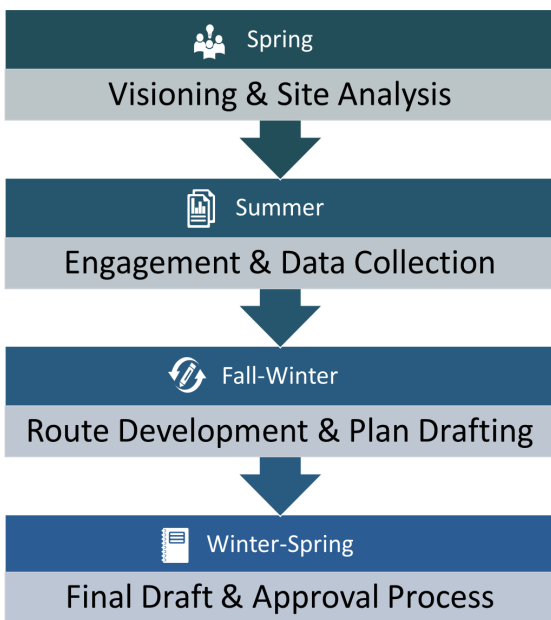
Middle St Croix Valley Corridor

- 14-mile North-South Arterial Trail
North terminus: St Croix Boom Site
South terminus: Downtown Afton

- Linking 11 St Croix River Valley towns and cities:
Afton
St Mary's Point
Lake St Croix Beach
Lakeland Shores
Lakeland
West Lakeland Township
Baytown Township
Bayport
Oak Park Heights
Stillwater
Stillwater Township



Project Timeline



Stay Informed:

For more information, search “Middle St Croix Valley Regional Trail” on the county website (www.co.washington.mn.us) or use the QR-code



Middle St Croix Valley Regional Trail Master Plan

Project Goals



Safety, Accessibility, and Comfort

Create a safe and comfortable recreational trail experience serving all ages and abilities.



Connectivity

Create regional connectivity and support local connections highlighting unique destinations of adjacent communities.



Natural Resources

Protect and enhance the natural resources along the trail corridor and foster stewardship of the river valley



Equity

Prioritize facility alignment and design that is inclusive of historically underrepresented populations.



Implementation

Prioritize implementation in identifying trail alignment and design

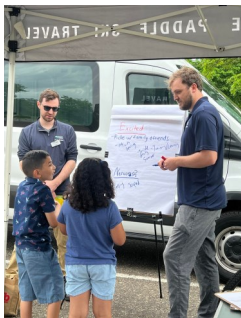
Public Engagement

Attended 12+ engagement events

Public engagement survey—1,103 responses!

Key findings from input received:

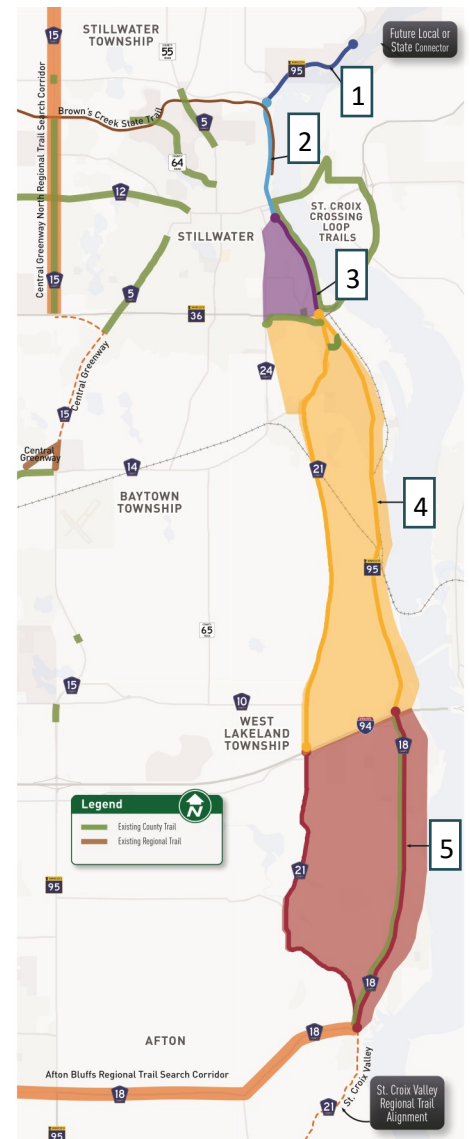
- Highlight local parks and destinations
- Make connections between communities
- Explore “loop” opportunities
- Provide views to river, where feasible
- Foster stewardship of area natural resources
- Wide trail to accommodate range of users
- Clear wayfinding, quality/frequent amenities



Segment Map/Study Area

Organized into 5 segments:

- 1) St Croix Boom Site to Brown's Creek Trail & Highway 95
- 2) Brown's Creek Trail & Highway 95 to Stillwater Lift Bridge
- 3) Stillwater Lift Bridge to Highway 36
- 4) Highway 36 to Interstate 94
- 5) Interstate 94 to Downtown Afton



Project Contact:

Connor Schaefer, Senior Planner, Washington County Public Works
Connor.Schaefer@co.washington.mn.us, 651-430-4303



TO: Middle St. Croix River WMO Board of Commissioners
FROM: Jan Voit, Minnesota Watersheds Executive Director
RE: Membership in Minnesota Watersheds

This correspondence is regarding membership in Minnesota Watersheds (formerly Minnesota Association of Watershed Districts). As an introduction, I began serving as the interim director in August of 2022 and stepped into the role full time on December 3. While I haven't been with Minnesota Watersheds for a long time, I do have 38 years' experience working for a watershed district (WD) in southern Minnesota. It is my humble opinion that communication is a key component to the success of an organization.

There have been many exciting changes for our organization in the past three and a half months. We adopted a new name and a new member-driven Strategic Plan (see attached). We have a Strategic Plan Committee that develops and recommends my work plan. This process is followed to ensure that we are accomplishing our goals and setting expectations for our membership.

One of the first things we wanted to do with our new plan was to ensure that we are building a community of watershed organizations that supports one another. To accurately represent our member WDs and WMOs, we have changed our name to Minnesota Watershed. As a non-profit organization, we provide services to WDs and WMOs.

Those services include:

- Providing a website that is an up-to-date and complete resource for board members and staff. The website (mnwatersheds.com) was recently redesigned and launched on February 17.
- Planning and hosting education, training, and networking opportunities in conjunction with our Legislative Event, Summer Tour, and Annual Conference.
- Holding regional caucus meetings at which members elect representatives to the Minnesota Watersheds Board of Directors.
- Lobbying for funding and programs that enhance protection of Minnesota's water resources. Our members drive our policy issues through an annual resolutions process and the Board of Directors sets each year's priorities.
- Developing a document that clearly articulates defined legislative policies so members can accurately state our positions.
- Representing our members at DWG meetings and advocating on behalf of drainage authorities.
- Utilizing committees that are co-chaired by a WD manager or a WMO commissioner and an administrator to sustain our operations. Committees include Events-Education, Bylaws-Manual of Policy and Procedures, Strategic Plan, Finance, Resolutions, Legislative, and Awards. Committees include a manager or commissioner and an administrator from each of our three regions.
- Distributing monthly newsletters that include training news, legislation changes that may affect our members, and highlight member projects and programs.

PRESIDENT
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lvavra@fedtel.net
 320-760-1774 | Term 2023

VICE PRESIDENT
 Peter Fjestad (Region 1)
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 612-819-6906 | Term 2024

Jan Voit
 Executive Director
jvoit@mnwatersheds.com
 507-822-0921



- Posting job announcements on our website for member organizations.
- Hosting a members-only section on our website that includes our online library, legislative information, and the watershed handbook. It should be noted that we are in the process of updating the handbook. It is designed to be a reference tool and to provide guidance for WD and WMO boards and staff.
- Supporting an organized peer-to-peer group of administrators that meets quarterly to discuss education and training, policy issues, funding, and networking opportunities.
- Bridging relationships with the Board of Water and Soil Resources (BWSR) through monthly meetings with BWSR leadership and reporting Minnesota Watersheds activities at monthly BWSR board meetings.
- Sending regular communication to the DNR, Minnesota Pollution Control Agency, Minnesota Department of Agriculture, University of Minnesota Extension, and the Clean Water Council (CWC) about Minnesota Watersheds and our members undertakings. Minnesota Watersheds is represented by three watershed board members as voting members on the BWSR Board. Minnesota Watersheds is represented by one watershed board member as a voting member on the CWC.

There are also changes being made to the traditional layout of the Summer Tour and Annual Conference. I hope that you will join us for these events.

The services we provide to our members are dependent upon the dues we collect on an annual basis. WMOs are welcome and encouraged to be members. Including WMOs as member organizations was approved at the annual business meeting in December of 2018. The dues structure for WMOs is \$500 for the first year, \$3,750 for the second year, and \$7,500 for the third year.

It is my hope that this correspondence answers questions regarding the future of our organization. I would greatly appreciate you renewing your membership. We are stronger together!

Please reach out to me at 507-822-0921 with any questions you may have. I look forward to hearing from you.

Enclosures

- New name communication
- Committee members
- Strategic Plan



MINNESOTA WATERSHEDS

Connecting People. Protecting Water.

NEW NAME, NEW MEMBER-DRIVEN STRATEGIC PLAN

The Minnesota Association of Watershed Districts is now **Minnesota Watersheds**. We changed our name to accurately engage and represent our member watershed district and watershed management organizations. We remain a 501(c) (4) non-profit and membership-based organization serving local governments that manage water on watershed boundaries rather than political boundaries. With our new Strategic Plan, we have adopted a mission to support and advocate for leaders in watershed management and a vision to establish excellence and innovation in member organizations. With this approach, we will focus on building relationships and partnerships.



FORTIFY THE INFRASTRUCTURE TO ENSURE RELIABLE DELIVERY OF SERVICES

We maintain regular communication with our members to ensure they are informed of the latest watershed news including trainings they may find useful, changes to legislation that may impact them, and information to help them stay in compliance with governmental regulations and laws.

NEW STRATEGIC PLAN EFFORTS: develop a communication plan, ensure our governance and management are aligned with the Strategic Plan, and launch a platform for data sharing.



SERVE AS A LIAISON TO COLLABORATE WITH STATEWIDE AGENCIES AND ASSOCIATIONS

We continue to maximize relationships with state agencies and associations as the best way to advance initiatives, especially with the legislature.

NEW STRATEGIC PLAN EFFORTS: increase collaborative efforts with the MN Association of Watershed Administrators and the MN Board of Water and Soil Resources.



ENSURE STRONG LEGISLATIVE POLICIES ARE IN PLACE FOR WATERSHED MANAGEMENT

Members drive the organization's policies through an annual resolutions process. From these resolutions, our Board of Directors sets each year's priorities. Our lobbyist works to influence political decisions on our behalf.

NEW STRATEGIC PLAN EFFORT: develop clearly defined legislative policies that accurately state our positions.



ENHANCE THE SKILLS OF WATERSHED DISTRICT & WATERSHED MANAGEMENT ORGANIZATION BOARDS

Every year, we provide members with opportunities to learn from other members and industry experts at our events. Training topics include watershed planning, permitting, flood control, education and outreach programs, innovative technologies, public relations, data collection and analysis, aquatic invasive species, drainage, governance, and leadership.

NEW STRATEGIC PLAN EFFORT: maintain an up-to-date watershed handbook and review it annually.



BUILD A WATERSHED COMMUNITY THAT SUPPORTS ONE ANOTHER

The Board of Directors appreciates your watershed's support through attendance at the Legislative Day at the Capitol, Summer Tour, and Annual Conference. We value the opportunity to work with board members and staff at these events and welcome your involvement in the Board and on our committees. This is YOUR organization. We look forward to serving you.

NEW STRATEGIC PLAN EFFORT: change our name to Minnesota Watersheds and develop and share member services information.

MORE on reverse



MINNESOTA WATERSHEDS OFFERS OPPORTUNITIES TO BUILD RELATIONSHIPS, DEVELOP PARTNERSHIPS WITH LIKE-MINDED GROUPS & ORGANIZATIONS

For more information, contact Jan Voit, Executive Director at 507-822-0921 or admin@mnwatershed.org.

OUR MEMBERS

REGION I

- Joe River
- Sand Hill River
- Middle-Snake-Tamarac Rivers
- Two Rivers
- Wild Rice
- Pelican River
- Roseau River
- Buffalo-Red River
- Red Lake
- Cormorant Lakes
- Bois de Sioux

REGION II

- Upper Minnesota River
- Shell Rock River
- Turtle Creek
- Okabena-Ocheda
- Cedar River
- Yellow Medicine River
- Clearwater River
- Crooked Creek
- Middle Fork Crow River
- North Fork Crow River
- Kanaranzi-Little Rock
- Lac Qui Parle-Yellow Bank

REGION III

- Browns Creek
- Minnehaha Creek
- Nine Mile Creek
- Comfort Lake-Forest Lake
- South Washington
- Valley Branch
- Ramsey-Washington Metro
- Carnelian Marine St. Croix
- Rice Creek
- Riley-Purgatory-Bluff Creek
- Capitol Region
- Coon Creek
- Vadnais Lake Area WMO
- Bassett Creek WMC
- Mississippi WMO





MINNESOTA WATERSHEDS

10-Year Strategic Plan

December 2, 2022

Abstract

This document defines Minnesota Watersheds' mission and vision for the future and identifies goals, objectives, strategies, and tactics.

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MINNESOTA WATERSHEDS

STRATEGIC PLAN GOALS AND OBJECTIVES

MISSION: To support and advocate for leaders in watershed management.

VISION: To establish excellence and innovation in all watershed-based organizations.

GOALS AND OBJECTIVES:



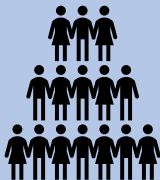
Fortify the infrastructure of Minnesota Watersheds to ensure reliable delivery of services.

- Ensure Minnesota Watersheds governance and management are aligned with the Strategic Plan.
- Develop concentrated communication efforts.
- Empower Minnesota Watersheds to accomplish its goals and objectives.
- Invest in technological resources to accommodate access to information.
- Better utilize member and executive committees for healthy and sustainable Minnesota Watersheds' operations.



Build a watershed community that supports one another.

- Enhance member engagement through inclusivity.
- Grow membership.
- Expand participation at Minnesota Watersheds' events.
- Increase member involvement on committees and the Minnesota Watersheds Board of Directors to assure member needs are met.



Serve as a liaison to collaborate with statewide agencies and associations.

- Increase collaborative efforts between the Board of Water and Soil Resources and Minnesota Watersheds.
- Increase partnership activities with statewide entities.



Ensure strong legislative policies are in place for watershed management.

- Streamline the resolutions and legislative platform processes.
- Articulate clearly defined legislative policies so members and Minnesota Watersheds' representatives can accurately state our positions.
- Focus and prioritize lobbying efforts
- Increase member engagement in the legislative process.



Enhance the skills of watershed district and watershed management organization boards.

- Provide guidance and direction for efficient and effective member board operations.

Introduction

This document is intended to be a **long-range, 10-year Strategic Plan**. Each year the Strategic Plan Committee will make recommendations to the Minnesota Watersheds Board of Directors on the organization's top priorities. The Tactics Timetable will be developed based upon priorities determined by the Strategic Plan Committee and recommended to the Minnesota Watersheds Board of Directors as follows: annual work plan for the Minnesota Watersheds Board of Directors; two-year work plan for the Executive Director; and five- and 10-year work plans based on Strategic Plan Committee priorities and work accomplished. This process will be done to better ensure accomplishing the goals and setting expectations for member watershed districts, watershed management organizations, the Minnesota Watersheds Board of Directors, and the Executive Director.

Definitions

Members – dues paying Watershed districts and Watershed management organizations

Non-members – Watershed districts and Watershed management organizations that have chosen not to pay dues

Strategic Plan

Mission

To support and advocate for leaders in watershed management.

Vision

To establish excellence and innovation in all watershed-based organizations.

Values

Collaborate: work with partners to enhance members' watershed management skills and initiatives.

Efficient: provide services to maximize effective science-based principles for watershed management.

Support: promote and assist members' efforts in watershed management.

Member-driven: seek and consider input to ensure the organization's decisions reflect members' voices.

Transparent: communicate information about the performance, financial position, and governance of the organization in an open and honest manner.

Goals, Objectives, Strategies, and Tactics

Goal 1: Fortify the infrastructure of Minnesota Watersheds to ensure reliable delivery of services.

Objectives, Strategies, and Tactics to Achieve Goal 1

1. Ensure Minnesota Watersheds' governance and management are aligned with the Strategic Plan.
 - Focus the organization's efforts on defined goals, strategies, objectives, and tactics.
 - i. Confirm, each month, that Board of Directors' actions reflect the Strategic Plan.
 - ii. If new issues arise that require significant resources, seek member support before pursuing.
 - iii. Do not adopt major policies or expenditures without staff review and recommendations that consider pros and cons, alternatives, costs, and member perspectives.
2. Develop concentrated communication efforts.
 - Communication plan.
 - i. Develop a communication plan that brings structure and consistency to all Minnesota Watersheds' communication efforts.

- Newsletters.
 - i. Adhere to a consistent process for newsletter development and distribution, as well as a process for posting newsletters on the website.
 - ii. Ensure newsletters are distributed to members and non-members.
 - Minnesota Watersheds Board of Directors agendas and meeting packets.
 - i. Distribute agendas and meeting packets directly to each member organization ahead of each meeting and post agendas on the website.
3. Empower Minnesota Watersheds to accomplish its goals and objectives.
 - Sufficient staffing.
 - i. Invest in sufficient staff to complete identified strategies and tactics.
 - Suitable policies.
 - i. Set policies that ensure adequate funding for staffing and technological resources.
 - ii. Develop an annual work plan for the Minnesota Watersheds Board of Directors.
 4. Invest in technological resources to accommodate access to information.
 - Robust website.
 - i. Update the website to be an up-to-date and complete resource for boards and administrators.
 - Efficient internal communication tool.
 - i. Work with Minnesota Association of Watershed Administrators to launch a platform for data sharing.
 - ii. Transition electronic files to the cloud for reliable backup and document sharing among staff.
 5. Better utilize member and executive committees for healthy and sustainable Minnesota Watersheds' operations.
 - Member committees.
 - i. Maintain four member committees: Awards, Events/Education, Legislative, and Resolutions/Policy.
 - ii. Adjust committee leadership to one manager and one administrator who serve as co-chairs. Continue to populate the committee with one manager and one administrator from each region.
 - iii. Refine committee scopes of work annually.
 - iv. Develop annual work plans for committees.
 - Executive committees.
 - i. Form three executive committees: Governance, Personnel, and Finance.
 - ii. Governance Committee: Members include one Minnesota Watersheds Board member from each region and the Executive Director.
 1. Combine the bylaws, Manual of Policy and Procedures, and Committee into one executive governance committee. This committee would handle minor issues and make recommendations to the board. When major reviews or revisions are warranted, form a member committee, as defined above, to perform the assigned work.
 - iii. Personnel Committee: Members include the Minnesota Watersheds President, Vice President, and Treasurer.
 - iv. Finance Committee: Members include the President, Vice President, Treasurer, and Executive Director.
 1. The executive finance committee will prepare a budget and make the annual recommendation to the board on dues. Form a member committee, as defined above, when major projects are warranted, such as proposing a new dues structure.

- v. Refine committee scopes of work annually.
- vi. Develop annual work plans for committees.

Goal 2: Build a watershed community that supports one another.

Objectives, Strategies, and Tactics to Achieve Goal 2

1. Enhance member engagement through inclusivity.
 - Change the name of the organization to accurately represent membership.
 - i. Adopt Minnesota Watersheds as the new name of the organization.
2. Grow membership.
 - Develop and share membership benefits information.
 - Meet individually with non-members to address concerns and increase the number of watershed districts and watershed management organizations as Minnesota Watersheds members.
 - i. Start discussions with the 10 non-member watershed districts and 15 non-member Watershed management organizations on the benefits of membership.
 - ii. Use Minnesota Watersheds Regional Directors and/or Administrators to advocate for Minnesota Watersheds around the state.
3. Expand participation at Minnesota Watersheds events.
 - Increase the number of members that attend Minnesota Watersheds events.
 - i. Be inclusive of members and non-members for Minnesota Watersheds events and meetings to maintain a sense of fairness, apply discounts to members.
 - ii. Hold regional caucuses in conjunction with all Minnesota Watersheds events.
 - iii. Increase the current average attendance of members at Minnesota Watersheds events: Legislative Meeting (75), Summer Tour (130), and Annual Conference (500).
4. Increase member involvement on committees and the Minnesota Watersheds Board of Directors to assure member needs are met.
 - Promote the importance of member involvement in the Minnesota Watersheds Board of Directors and on the committees to provide direction and guidance for the organization.
 - i. Ensure members have opportunities to voice concerns and provide input at board and committee meetings.
 - ii. Advocate for Minnesota Watersheds activities through newsletters and the website.

Goal 3: Serve as a liaison to collaborate with statewide agencies and associations.

Objectives, Strategies, and Tactics to Achieve Goal 3

1. Increase collaborative efforts between the Board of Water and Soil Resources and Minnesota Watersheds.
 - Work with Board of Water and Soil Resources leadership to address member concerns.
 - i. Identify points of contention, develop a work plan to address issues, and develop opportunities for reducing concerns.
2. Increase partnership activities with statewide entities.
 - Identify opportunities to work with Minnesota Association of Watershed Administrators, Minnesota Association of Soil and Water Conservations Districts, the Association of Minnesota Counties, the League of Minnesota Cities, Local Government Water Roundtable, Drainage Work Group, Clean Water Council, Red River Watershed Management Board, and others as deemed appropriate to promote watershed management.

- i. Ensure Minnesota Watersheds staff attend Board of Water and Soil Resources, Clean Water Council, and Drainage Work Group meetings and provide updates for members.
- ii. Strengthen the partnership with Minnesota Association of Watershed Administrators through the Executive Director's attendance at Minnesota Association of Watershed Administrators meetings and collaboration on education opportunities at Minnesota Watersheds events.
- iii. Increase opportunities to partner and track collaboration with Minnesota Association of Soil and Water Conservation Districts, League of Minnesota Cities, Local Government Water Roundtable, and Association of Minnesota Counties.
- iv. Advocate for the appointment of effective watershed district board members with Board of Water and Soil Resources and Association of Minnesota Counties.

Goal 4: Ensure strong legislative policies are in place for watershed management.

Objectives, Strategies, and Tactics to Achieve Goal 4

1. Streamline the resolutions and legislative platform processes.
 - Evaluate the current resolutions and legislative platform process.
 - i. Identify alternative methods to achieve concurrence on resolutions, adopt a revised process, or reaffirm the current process.
2. Articulate clearly defined legislative policies so members and Minnesota Watersheds representatives can accurately state our positions.
 - Develop a comprehensive platform of clearly defined policies.
 - i. Work with Minnesota Association of Watershed Administrators and the Resolutions Committee to develop a full legislative policy document that is inclusive of policies that can remain on the books indefinitely or until members approve changes to those positions.
 - ii. Draft expectations for support and advocacy for Minnesota Watersheds representatives that serve on the Board of Water and Soil Resources Board, Clean Water Council, and the Local Government Water Roundtable.
3. Focus and prioritize lobbying efforts.
 - Identify legislative issues impacting the most members.
 - i. Support legislation that promotes watershed management.
 - ii. Fend off legislation that limits member abilities to protect and restore water resources.
 - iii. Ensure the Minnesota Watersheds lobbyist(s) have clear direction on Minnesota Watersheds legislative priorities.
 - iv. Align workload with the resources set aside for lobbying and manage member expectations.
4. Increase member engagement in the legislative process.
 - Encourage member involvement on the resolutions and legislative committees.
 - i. Solicit more direct input from members when setting legislative priorities by surveying members or provide another avenue for members to get feedback to the committee before they make a recommendation to the board.
 - ii. Promote committee membership to ensure members' voices are reflected in the legislative platform.
 - Increase communication with members about legislative activity.
 - i. Provide timely and useful reminders to members about how and when engagement with legislators is needed.

- ii. Present members with information that describes how they can assist the Minnesota Watersheds lobbyist during and outside of the legislative session.
- iii. Host an annual event for members to learn about Minnesota Watersheds' legislative platform and receive guidance on how to discuss and interact with legislators on issues.
- iv. Personally call and invite legislators to attend Minnesota Watersheds events.
- v. Set up appointments with members and legislators.

Goal 5: Enhance the skills of watershed district and watershed management organization boards.

Objectives, Strategies, and Tactics to Achieve Goal 5

1. Provide guidance and direction for efficient and effective member watershed district and watershed management organizations board operations.
 - Offer comprehensive training for watershed district and watershed management organizations boards.
 - i. Provide training sessions at all Minnesota Watersheds events.
 - ii. Increase opportunities for the sharing of knowledge between members at Minnesota Watersheds events.
 - iii. Maintain an up-to-date watershed handbook by reviewing the handbook annually and revising it as warranted.
 - iv. Work collaboratively with BWSR to provide regional training.
 - v. Utilize the expertise, knowledge, and experience of Minnesota Watersheds staff and Minnesota Association of Watershed Administrators in the development of education and training for watershed district and watershed management organization boards.

Supporting Resources

In addition to the Strategic Plan, Minnesota Watersheds has developed supporting resources for its governance and management. The Bylaws and Manual of Policy and Procedures will be reviewed annually and updated as necessary. The Minnesota Watersheds Board of Directors can update all documents except the bylaws which requires adoption by the membership. For the most up-to-date versions of these documents, visit www.mnwatershed.org.

Bylaws

Bylaws are the written rules for conduct of the organization. The Bylaws can be found [here](#).

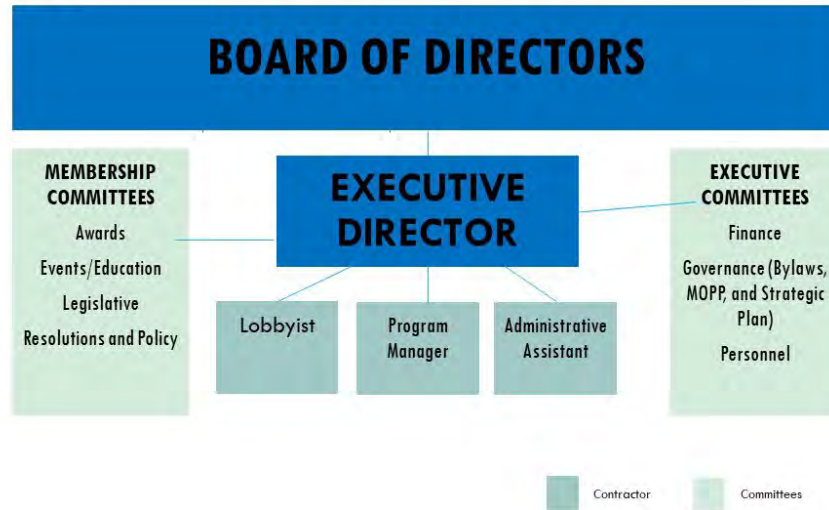
Manual of Policy and Procedures

The Manual of Policy and Procedures is designed to regulate all major decisions, actions, and principles of Minnesota Watersheds. The Manual of Policy and Procedures can be found [here](#).

Organizational Chart

An organizational chart shows the chain of command within an organization and can be found below.

ORGANIZATION CHART



Tactics Timetable

The Tactics Timetable¹ was developed based upon priorities determined by the Strategic Plan Committee and recommended to the Minnesota Watersheds Board of Directors as follows: annual work plan for the Minnesota Watersheds Board of Directors; two-year work plan for the Executive Director²; and five- and 10-year work plans based on work accomplished. This is done to better ensure accomplishing the goals and setting expectations for member watershed districts, watershed management organizations, the Minnesota Watersheds Board of Directors, and the Executive Director.

¹ Hours in the Tactics Timetable are ESTIMATED.

² In addition to the information contained in the Tactics Timetable, the Executive Director also carries out the daily operations of Minnesota Watersheds as shown in the table on page 10. The Tactics Timetable and Daily Operations tables together form the two-year Work Plan for the Executive Director. All hours are ESTIMATED and based on a 40-hour work week containing 2,088 work hours.

Goal 1. Fortify the infrastructure to ensure reliable delivery of services	Start Date	Completed	Process	2023 Staff Hours	2024 Staff Hours
Tactics					
<i>Governance and Management</i>					
Confirm, each month, that Board of Directors actions reflect the Strategic Plan			Staff review	24	24
Seek member support if new issues arise that require significant resources			Staff review	6	6
Staff review and recommendations for major policies or expenditures			Staff review	12	12
<i>Communication</i>					
Develop a communication plan			Staff development	160	100
Adhere to a consistent process for newsletter development and distribution	9/30/2022	Ongoing service	Staff development	120	120
Post newsletters on website	9/30/2022	Ongoing service	Board approval	6	6
Distribute newsletters to members and non-members	9/30/2022	Ongoing service	Board approval	6	6
Distribute meeting packets directly to members	10/18/2022	Ongoing service	Board approval	6	6
Post agendas on website	10/18/2022	Ongoing service	Board approval	6	6
<i>Empower Accomplishing Goals and Objectives</i>					
Invest in sufficient staff to complete identified strategies and tactics			Board approval	6	6
Set policies that ensure adequate funding for staffing and technology			Board approval	6	6
<i>Technological Resources</i>					
Update and maintain website			Board approval Staff development	24	33
Work with Minnesota Association of Watershed Administrators to launch a platform for data sharing			Board approval Staff development	40	12
Transition electronic files to the cloud for reliable backup and document sharing among staff			Board approval Staff development	80	40
				502	383

Goal 2. Build a watershed community that supports one another	Start Date	Completed	Process	2023 Staff Hours	2024 Staff Hours
Tactics					
<i>Enhance member engagement through inclusivity</i>					
Adopt Minnesota Watersheds as the new name of the organization			Board approval	10	0
<i>Grow membership</i>					
Develop and share membership benefits information			Staff development	80	40
Meet individually with non-members to address concerns and increase membership			Staff development Partnership with MW BOD & MAWA	200	100
<i>Expand participation at MW events</i>					
Include members and non-members in events			Board approval	3	3
Hold regional caucuses in conjunction with events			Staff development	12	12
				305	155

Goal 3. Serve as a liaison to collaborate with statewide agencies and associations	Start Date	Completed	Process	2023 Staff Hours	2024 Staff Hours
Tactics					
<i>Increase collaborative efforts between Board of Water and Soil Resources and Minnesota Watersheds</i>					
Identify points of contention and develop opportunities for reducing concerns			Staff development	200	120
<i>Identify Opportunities to Partner to Promote Watershed Management</i>					
Attend Board of Water and Soil Resources, Clean Water Council, and Drainage Work Group meetings and provide updates			Staff attendance	110	110
Strengthen partnership with Minnesota Association of Watershed Administrators through the Executive Director's attendance at Minnesota Association of Watershed Administrators meetings and collaboration on education opportunities at Minnesota Watersheds' events			Staff attendance	40	40
Increase opportunities to partner and track collaboration with Minnesota Association of Soil and Water Conservation Districts, League of Minnesota Cities, Local Government Water Roundtable, Association of Minnesota Counties, and Red River Watershed Management Board			Staff development	40	40
Advocate for the appointment of effective watershed board members with Board of Water and Soil Resources and Association of Minnesota Counties			Staff outreach	10	10
				400	320

Goal 4. Ensure strong legislative policies are in place for watershed management	Start Date	Completed	Process	2023 Staff Hours	2024 Staff Hours
Tactics					
<i>Evaluate Current Resolutions and Legislative Platform Process</i>					
Identify alternative methods, adopt revised process, or reaffirm current process			Staff development Partnership with MW BOD & MAWA	60	60
<i>Develop Comprehensive Platform of Policies</i>					
Work with Minnesota Association of Watershed Administrators and the Resolutions Committee to develop a full legislative policy position document			Staff development Partnership with MW BOD & MAWA	100	180
Draft expectations for support and advocacy for representatives on the Board of Water and Soil Resources Board, Clean Water Council, and Local Government Water Roundtable			Staff development	40	60
<i>Identify Legislative Issue Impacting Members</i>					
Support legislation that promotes watershed management			Staff time	11	60
Fend off legislation that limits abilities to protect and restore water resources			Staff time	10	10
Ensure lobbyist(s) have clear direction on legislative priorities			Staff time	20	60
Align workload with the resources set aside for lobbying and manage member expectations			Staff time	20	80
				261	510

Goal 5. Enhance the skills of watershed district and watershed management organization boards	Start Date	Completed	Process	2023 Staff Hours	2024 Staff Hours
Tactics					
<i>Offer comprehensive training for watershed district and watershed management organization boards</i>					
Provide training sessions at all Minnesota Watersheds' events			Staff development	40	40
Enhance the sharing of knowledge between members at Minnesota Watersheds' events			Staff development	20	20
Maintain an up-to-date watershed handbook by reviewing it annually and revising it as warranted			Staff development Partnership with MW BOD & MAWA	100	150
Work collaboratively with Board of Water and Soil Resources to provide regional training			Staff time	30	80
Utilize the expertise of staff and Minnesota Association of Watershed Administrators in the development of education and training for watershed officials			Staff development in partnership with MAWA	40	40
				230	330

Minnesota Watersheds 2023 Committee Members

Executive Governance

This committee will meet as needed.

- Linda Vavra, Bois De Sioux WD (lvavra@fedtel.net)
- Peter Fjestad, Buffalo-Red River WD (pfjestad@gmail.com)
- Wanda Holker, Upper Minnesota River WD (ewholker@fedtel.net)
- David Ziegler, Riley-Purgatory-Bluff Creek WD (dziegler@rpbcwd.org)
- Jan Voit, Executive Director (admin@mnwatershed.org)

Bylaws-Manual of Policy and Procedure (MOPP)

The committee will meet only if there are recommendations in the resolutions that require changes to the bylaws or MOPP. *Committee Co-chairs: David Ziegler and Jamie Beyer*

- Region 1: Linda Vavra, Bois de Sioux WD (M)* (lvavra@fedtel.net), Jamie Beyer, Bois de Sioux WD (A) (bdswd@runestone.net)**
- Region 2: Wanda Holker, Upper Minnesota River WD (M) (ewholker@fedtel.net), Colton Henjum, North Fork Crow River WD (A) (technfcrwsd@tds.net)
- Region 3: David Ziegler, Riley-Purgatory-Bluff Creek WD (M) (dziegler@rpbcwd.org), Mike Bradley, Rice Creek WD (M) (MBradley@ricecreek.org), John Hanson, Valley Branch WD (A) (jhanson@barr.com), **[Ann Warner, Carnelian-Marine-St. Croix WD (M) (annwarner24@gmail.com) – alternate***]**

Strategic Plan

The committee will meet quarterly in 2023 to review progress on the Executive Director's Work Plan and annually to review the Strategic Plan and prioritize the Executive Director's work plan for the next year.

Committee Co-chairs: David Ziegler and Andy Henschel

- Region 1: Linda Vavra, Bois de Sioux WD (M) (lvavra@fedtel.net), Dennis Kral, Pelican River WD (M) (dkral@arvig.net), April Swenby, Sand Hill River WD (A) (April.swenby@sandhillwatershed.org)
- Region 2: Wanda Holker, Upper Minnesota River WD (M) (ewholker@fedtel.net), Andy Henschel, Shell Rock River WD (A) (andy.henschel@co.freeborn.mn.us)
- Region 3: David Ziegler, Riley-Purgatory-Bluff Creek WD (M) (dziegler@rpbcwd.org), Mike Welch, Bassett Creek WMC (M) (mjewelch@gmail.com), Phil Belfiori, Vadnais Lake WMO (A) (phil.belfiori@vlawmo.org), **[Jill Crafton, Riley-Purgatory-Bluff Creek WD (M) (jcrafton@rpbcwd.org) – alternate]**

Executive Personnel

This committee will meet as needed.

- Linda Vavra, Bois De Sioux WD (lvavra@fedtel.net)
- Peter Fjestad, Buffalo-Red River WD (pfjestad@gmail.com)
- Wanda Holker, Upper Minnesota River WD (ewholker@fedtel.net)
- David Ziegler, Riley-Purgatory-Bluff Creek WD (dziegler@rpbcwd.org)

Executive and Finance

The Executive Finance Committee will handle the day-to-day financial decisions. The Finance Committee will deal with the larger picture issues, such as preparing an annual budget and making recommendations on the annual dues structure. *Committee Co-chairs: David Ziegler and Matt Moore*

- Region 1: Linda Vavra, Bois de Sioux WD (M) (lvavra@fedtel.net), Dennis Kral, Pelican River WD (M) (dkral@arvig.net), Tera Guetter, Pelican River WD (A), **[Peter Fjestad, Buffalo-Red River WD (pfjestad@gmail.com) – alternate]**

- Region 2: Jeff Gertgen, Middle Fork Crow River WD (M) (jlgliaison@gmail.com), Amber Doschadis, Upper Minnesota River WD (A) (amber@umrwd.org), **[Brad Kramer, Shell Rock River WD (M) (Brad.Kramer@co.freeborn.mn.us) – alternate]**
- Region 3: David Ziegler, Riley-Purgatory-Bluff Creek WD (M) (dziegler@rpbcd.org), Matt Moore, South Washington WD (A) (mmoore@ci.woodbury.mn.us), **[Jill Crafton (jcrafton@rpbcd.org) and Tom Duevel, Riley-Purgatory-Bluff Creek WD (tduevel@rpbcd.org) – alternates]**

Resolutions

The committee will meet annually in early OCTOBER. Follow-up conference calls may be necessary to finish business from the October meeting. Members should be present at the annual meeting to assist with the resolutions process and answer questions by other members. Committee Co-chairs: Linda Vavra and Jamie Beyer

- Region 1: Linda Vavra, Bois de Sioux WD (M) (lvavra@fedtel.net), Don Andringa, Sand Hill River WD (M) (donand@gvtel.com), Jamie Beyer, Bois de Sioux (A) (bdswd@runestone.net), **[Craig Engelstad, Sand Hill River WD (M) (craigengelstad@gmail.com) – alternate]**
- Region 2: Brad Kramer, Shell Rock River WD (M) (Brad.Kramer@co.freeborn.mn.us), Dan Livdahl, Okabena-Ocheda WD (A) (dan.livdahl@okabenaokedawd.org)
- Region 3: Joe Collins, Capitol Region WD (M) (jpcollins534@centurylink.net), Nick Tomczik, Rice Creek WD (A) (NTomczik@ricecreek.org), **[Sherry Davis-White, Minnehaha Creek WD (swhite@minnehahacreek.org) – alternate]**

Legislative

The committee will meet two times per year; one to set the preliminary legislative platform and one to recommend the final legislative platform. Meetings will be held either in-person or by Zoom. Committee Co-chairs: Jackie Anderson and Michelle Overholser

- Region 1: Linda Vavra, Bois de Sioux WD(lvavra@fedtel.net); Gene Tiedemann, Red Lake WD (M) (gtiedemann@rrv.net), Dan Money, Two Rivers WD (A) (dan.money@tworiverswd.com), **[Jason Beyer, Bois de Sioux WD (jasonbeyer1971@gmail.com) – alternate]**
- Region 2: Jeff Gertgen, Middle Fork Crow River WD (M) (jlgliaison@gmail.com), Michelle Overholser, Yellow Medicine River (A) (michelle.overholser@ymrwd.com), **[Brad Kramer, Shell Rock River WD (M) (Brad.Kramer@co.freeborn.mn.us) – alternate]**
- Region 3: Jackie Anderson, Comfort Lake-Forest Lake WD (M) (jackie.anderson@clflwd.org), Shawn Mazanec, Capitol Region WD (M) (mazanecshawn@gmail.com), Phil Belfiori, Vadnais Lake WMO (A) (phil.belfiori@vlawmo.org), **[Grace Butler, Nine Mile Creek WD (M) (gracesheely@gmail.com) and Joan Hauer, Bassett Creek WMC (joanhauer@comcast.net) – alternates]**

Events-Education

The committee is the most active. It will meet in advance of each of the Minnesota Watersheds events (legislative days, summer tour, and annual conference) to assist with planning the events. Committee Co-chairs: Gene Tiedemann and Tina Carstens

- Region 1: Linda Vavra, Bois de Sioux WD (lvavra@fedtel.net), Gene Tiedemann, Red Lake WD (M) (gtiedemann@rrv.net), Cathy Affield, Buffalo-Red River WD (M) (cathy.affield@gmail.com), Mori Maher, Middle-Snake-Tamarac Rivers WD (A) (morteza.maher@mstrwd.org)
- Region 2: Brad Kramer, Shell Rock River WD (M) (Brad.Kramer@co.freeborn.mn.us), Jon Roeschlein, Sauk River WD (A) (jon@srwdmn.org), **[Jeff Gertgen, Middle Fork Crow River WD (jlgliaison@gmail.com) – alternate]**
- Region 3: Rick Sanders, Capitol Region WD (M) (buhckwheet@msn.com), Tina Carstens, Ramsey-Washington Metro WD (A) (tina.carstens@rwmwd.org), **[Jackie Anderson, Comfort Lake-Forest Lake WD (jackie.anderson@clflwd.org) – alternate]**

Awards

The committee will conduct its business almost exclusively via email. Occasional phone calls occur to coordinate logistics. Follow up conference calls and emails may be requested. Committee Co-chairs: Gerald Van Amburg and Karen Kill

- Region 1: Linda Vavra, Bois de Sioux WD (M) (lvavra@fedtel.net), Gerald Van Amburg, Buffalo-Red River WD (M) (vanambur@cord.edu), Kristine Altrichter, Buffalo-Red River WD (kaltrichter@brrwd.org) and Tara Jensen, Wild Rice WD (A) (tara@wildricewatershed.org), [**Laurie Olson, Pelican River WD (M)** (lauriejolson@gmail.com) – alternate]
- Region 2: Casey Ingenthron, Okabena-Ocheda WD (M) (cri.caseyi@gmail.com), Dan Livdahl, Okabena-Ocheda (dan.livdahl@okabenaochedawd.org) and Trudy Hastad, Lac Qui Parle-Yellow Bank WD (A) (Trudy.hastad@lqpc.com)
- Region 3: Marcie Weinandt, Rice Creek WD (M) (mweinandt@ricecreek.org), Karen Kill, Brown's Creek WD (karen.kill@mnwcd.org) and Nick Tomczik, Rice Creek WD (A) (NTomczik@ricecreek.org), [**Peggy Kvam, Nine Mile Creek (M)** (ppkvam@gmail.com) – alternate]

Note:

*(M) Manager

** (A) Administrator

*** **Alternate:** should a manager be unable to attend, it is his or her responsibility to contact the alternate to attend

The Minnesota Watersheds President is a member of all committees. All committees are supported by the Executive Director. The Events-Education Committee is also supported by the Program Manager.

Minnesota Association of Watershed Administrators 2023 Committee Members

Executive

- Region 1: Mori Maher, Middle-Snake-Tamarac Rivers WD (morteza.maher@mstrwd.org) and Tracy Halstengard, Roseau River WD (tracyh@roseariverwd.com)
- Region 2: Andy Henschel, Shell Rock River WD (andy.henschel@co.freeborn.mn.us) and Michelle Overholser, Yellow Medicine River WD (michelle.overholser@ymrwd.com)
- Region 3: Mark Doneux, Capitol Region WD (mark@capitolregionwd.org) and Tina Carstens, Ramsey-Washington Metro WD (tina.carstens@rwmwd.org)

State Policy

- Region 1: Tracy Halstengard, Roseau River WD (tracyh@roseauriverwd.com) and Jamie Beyer, Bois de Sioux WD (bdswd@runestone.net)
- Region 2: Michelle Overholser, Yellow Medicine River WD (michelle.overholser@ymrwd.com) and Colton Henjum, North Fork Crow River WD
- Region 3: Mark Doneux, Capitol Region WD (mark@capitolregionwd.org) and Terry Jeffery, Riley-Purgatory-Bluff Creek WD (tjeffery@rpbcd.org)

Handbook

- Region 1: April Swenby, Sand Hill River WD (april.swenby@sandhillwatershed.org)
- Region 2: Andy Henschel, Shell Rock River WD (andy.henschel@co.freeborn.mn.us)
- Region 3: Laura Jester, Bassett Creek WMC (laura.jester@keystonewaters.com), Tina Carstens, Ramsey-Washington Metro WD (tina.carstens@rwmwd.org), and John Hanson, Valley Branch WD (jhanson@barr.com)

Legislative Platform

- Region 1: Dan Money (dan.money@tworiverswd.com), Two Rivers WD and Tara Jensen, Wild Rice WD (tara@wildricewatershed.org)
- Region 2: Michelle Overholser, Yellow Medicine River WD (michelle.overholser@ymrwd.com) and Andy Henschel, Shell Rock River WD (andy.henschel@co.freeborn.mn.us)
- Region 3: Mark Doneux, Capitol Region WD (mark@capitolregionwd.org) and Phil Belfiori, Vadnais Lake Area WMO (phil.belfiori@vlawmo.org)

The Minnesota Watersheds Executive Director will also attend these meetings.



TO: Matt Downing, Administrator
FROM: Rebecca Nestingen, PE
DATE: April 7, 2023
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):

- **Chapel Hill Flats.** An application for project review was received on January 5th, 2023 for the proposed redevelopment of a vacant parcel at 110 Myrtle St E in Stillwater to construct multi-family apartment housing. Resubmittals per the request of the City of Stillwater and MSCWMO staff were received on February 20th, March 10th, and April 4th. *The MSCWMO staff recommends conditional approval with two conditions.*
- **Ashford Residence.** An application for project review was received on February 7th, 2023 for proposed residential reconstruction and flood proofing at 850 Quixote Ave N in Lakeland. The proposed project creates or fully reconstructs more than 500 sf of impervious surfaces and is within the St. Croix Riverway. Plans and materials received were incomplete and did not demonstrate compliance with MSCWMO performance goals. The application has been withdrawn.
- **Oak Park Parking Lot.** An application for project review was received on January 27th, 2023 for proposed parking lot improvements for the Oak Park Building at 6355 Osman Ave N in Stillwater. The proposed project creates approximately 75,000 sf of new/reconstructed impervious surfaces. The proposed project is within a high vulnerability DWSMA and the City of Stillwater has communicated that infiltration is not preferable or appropriate for the site. The applicant proposed the use of a filtration basin to achieve FTOs. The MSCWMO staff recommends that the applicant revise and resubmit to correct the MIDS calculations and address an overestimation of TP removal credit from pretreatment structures.
- **City of Stillwater 2023 Street Improvements.** An application for project review was received on March 8th, 2023 which qualifies for MSCWMO project review since it fully reconstructs more than 6,000 sf of impervious. The applicant was requested to revise and resubmit the project utilizing infiltration (as opposed to a filtration practice) to meet MSCWMO volume control standards if deemed appropriate by soils investigations.
- **City of Stillwater Parking Lot and Trail Improvements.** An application for project review was received on March 9th, 2023 which qualifies for MSCWMO project review since it fully reconstructs more than 6,000 sf of impervious. The applicant was requested to revise and resubmit the project to provide rate control and volume control in the same subwatershed as the net new impervious trail surface. Portions of the project that are fully reconstructed and within the Lily Lake subwatershed are eligible to utilize the Lily Lake bioretention basin credits.



April 7, 2023

Shawn Sanders
City of Stillwater
216 N Fourth Street
Stillwater, MN 55082

Dear Mr. Sanders,

The Middle St. Croix Watershed Management Organization (MSCWMO) received submittal items on January 5th, 2023 for proposed parking lot improvements for the Chapel Hill Flats Apartments at 110 Myrtle St E within MSCWMO boundaries and in the City of Stillwater. The proposed project qualifies for full review under the MSCWMO 2015 Watershed Management Plan (WMP) since it creates or fully reconstructs more than 6,000 sf of impervious surface. MSCWMO staff and the City of Stillwater requested revisions of the stormwater management system and revisions were received on February 20th, March 10th, and April 4th. The MSCWMO staff recommends conditional approval with the following conditions:

1. A stormwater facilities maintenance declaration and easement agreement over the stormwater facilities up to the 100-year flood level is secured.
2. A stormwater pollution prevention plan in compliance with the requirements of the NPDES SCS Construction Stormwater Permit is prepared.

This recommended approval is based on the technical review of MSCWMO performance standards and does not constitute approval by the City of Stillwater. MSCWMO review process information can be downloaded from www.mscwmo.org. Please contact me at 651-796-2227 or mdowning@mnwcd.org if you have any questions or comments regarding this correspondence.

Sincerely,

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

Matt Downing | Administrator
Middle St. Croix Watershed Management Organization



PROJECT REVIEW

MSCWMO Review ID: 23-001

Project Name: Chapel Hill Flats Apartments

Applicant: T. J. Rose

Purpose: Construction of new apartment buildings with underground parking

Location: 110 Myrtle St E, Stillwater

Review Date: 4/7/2023

Recommendation: Conditional approval with the following 2 conditions:

1. A stormwater facilities maintenance declaration and easement agreement over the stormwater facilities up to the 100-year flood level is secured.
2. A stormwater pollution prevention plan in compliance with the requirements of the NPDES SCS Construction Stormwater Permit is prepared.

Applicability:

- Any project undertaking grading, filling, or other land alteration activities which 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 reconstruct 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, grading within public waters, grading within buffers or 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 add 500 square feet 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:

- A completed and signed project review application form and review fee.
- Grading Plan/Mapping Exhibits:
 - Property lines and delineation of lands under ownership of the applicant.

NA Delineation of existing on-site wetlands, shoreland and/or floodplain areas (including any buffers).

NA Ordinary High Water (OHW) elevations and datum, as determined by the MDNR (if applicable).

- Existing and proposed site contour elevations related to NAVD 1988 datum (preferred) or NGVD, 1929. Datum must be noted on exhibits.
- 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. (Not required for sites within public right-of-way)
- Minimum building elevation for each lot.
- Identification of downstream water body.
- Delineation of the subwatersheds contributing runoff from off-site, proposed and existing on-site subwatersheds, and flow directions/patterns.
- Location, alignment, and elevation of proposed and existing stormwater facilities.
- Existing and proposed normal water elevations and the critical (the highest) water level produced from the 100-year 24-hour storms.
- Location of the 100-year flood elevation, natural overflow elevation, and lowest floor elevations.
- A Stormwater Pollution Prevention Plan in compliance with the requirements of the NPDES SDS Construction Stormwater Permit.
- Permanent Stormwater Management System in compliance with the requirements of the NPDES SDS Construction Stormwater Permit and MSCWMO Performance Standards.
 - Impervious areas (Pre- and Post-Construction).
 - Construction plans and specifications for all proposed stormwater management facilities.
- NA Location(s) of past, current or future onsite well and septic systems (if applicable).
- Other exhibits required to show conformance to these Performance Standards.
- Hydrologic/Hydraulic Design Exhibits:
 - 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.
 - A table (or tables) must be submitted showing the following:
 - A listing of all points where runoff leaves the site and the existing and proposed stormwater runoff rates and volumes.
 - 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.
- A proposed maintenance agreement, which may be in the format of Appendix K, or other form approved by the city.

Special or Impaired Water:

- This site drains to, and is within one mile of special or impaired water and complies with the following enhanced protections: [The site drains to the St. Croix](#)
 - Stabilization initiated immediately and all soils protected in seven days**/provide temp basin for five acres draining to common location.
 - Treat water quality volume of one inch of runoff by retaining on site unless not feasible due to site conditions
 - Maintain buffer zone of 100 linear feet from Special Water.

STORMWATER MANAGEMENT PERFORMANCE STANDARDS

- 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. ~~Proposed peak discharge rates leaving the site to Myrtle St & 3rd Street are higher than existing rates for the 10-year and 100-year events.~~ Additionally the following corrections should be made to the proposed model:
 - ~~1.—Model the outlet from the storage area as a 12” pipe @ 2.0% to demonstrate it’s not controlling the outlet conditions and route it to a “catch basin” that represents the outlet structure as configured.~~
 - ~~2.—Check the size/elevations of the outlet structure orifices and weir. It is likely not constructible as configured since the crown of the 6” orifice will be at 728.3’ which is the same as the weir.~~
 - ~~3.—Proposed subcatchment B shall be routed to a depression area with the hydraulic capacity of the inlet (modeled as a horizontal orifice) as the primary routing to the pipe storage and a secondary overflow to Myrtle Street to account for discharges bypassing the underground pipe storage during large events.~~
- 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. [See comment 3 above.](#)

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.

- Flowage easements up to the 100-yr flood level have been secured for stormwater management facilities (such as ditches and storm sewers).**

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.

Volume Retention Required (cu. ft.)	Volume Retention Provided (cu. ft.)
$9240 \text{ sq. ft.} \times \frac{1.1 \text{ in}}{12 \text{ in/ft}} = 847 \text{ cu. ft.}$	BMP Volume BMP #1 97 cu. ft.
Total Required Volume Retention = 847 cu. ft.	Total Provided Volume Retention = 97 cu. ft.

Flexible Treatment Options (when applicable)

- 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 FTO #1: MIDS calculator submission removes 75% of the annual total phosphorous.

- FTO #2: MIDS calculator submission removes 60% of the annual total phosphorous. [MIDS model demonstrates 64% TP removal](#)

NA FTO #3: Offsite mitigation equivalent to the volume reduction standard is provided.

Infiltration/Filtration Design Standards

- 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. [The proposed infiltration system is within a high vulnerability DWSMA but outside of the ERA. Infiltration is prohibited unless a higher level of engineering review approved by the MS4 permittee \(City of Stillwater\) indicates infiltration is acceptable \(NPDES/SDS Permit for Construction Activity 16.19\).](#)
- 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. 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.
 - c. Areas where contaminants in soil or groundwater will be mobilized by infiltrating stormwater.
 - d. Areas of Hydrologic Soil Group D (clay) soils
 - e. 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.

- 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
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*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.
- NA Water quality volume will be discharged through infiltration or filtration media in 48 hours or less.
- NA 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.
- NA 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.
- 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.
- The least permeable soils horizon identified in the soil boring dictated the infiltration rate.
- 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.
- 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.
- Identify as build survey and method to demonstrate infiltration or filtration basin is functioning.
- 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.
- There is a way to visually verify the system is operating as designed. ~~An observation port/riser structure should be provided on the perforated section of pipe for future inspection and maintenance.~~
- A minimum 8.0' maintenance access is provided to all stormwater facilities.

EROSION AND SEDIMENT CONTROL PERFORMANCE STANDARDS

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

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.
- Describes dewatering technique to prevent nuisance conditions, erosion, or inundation of wetlands.
- 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 the following 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.
 - 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) and 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. Fifty 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.

NA 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.

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

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.

LAKE, STREAM AND WETLAND BUFFER PERFORMANCE STANDARDS

- 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.

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 HAYWARD AVENUE, OAKDALE, MINNESOTA 55082
Phone 651.796.2227 fax 651.330.7747 www.mscwmo.org



Staff Report- March 2023

Administration

- Prepared April meeting materials
- Coordination of Grant and Permit Program
- Participated in Lower St. Croix Partnership meetings

Project Reviews

- Chapel Hill Flats -INFORM
- Ashford Residence -INFORM
- Oak Park Parking Lot –INFORM
- Stillwater 2023 Streets –INFORM
- Stillwater Parking Lots and Trails –INFORM

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: EOR has been instructed to finalize the Lily Basin sign and prep for installation this spring.

Staff: 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: Lake St. Croix Beach has awarded the construction contract to Max Todo Marine Services for additional bluff toe stabilization (100 lf) north of the 2021 project area and utilization of the remaining Phase II funds. Tree removal has commenced to prepare the site for rip rap placement in spring. Survey planned to begin design of the Lakeland Beach restoration/stabilization.

Staff: Brett Stolpestad - WCD; Matt Downing - MSCWMO

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

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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: All MSCWMO monitoring equipment has been brought in and stored for the winter season. Equipment cleaning and testing is complete, and no major repairs or replacements are needed. Equipment is being prepared for 2023 deployment. The annual Water Monitoring Summary is being prepared.

Staff: Rebecca Oldenburg, 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. The WCD also maintains an ArcGIS Online based database for project plan review tracking, erosion control inspection, and BMP implementation and maintenance activities.

Activities This Month: A spring erosion control reminders message, including a flyer and erosion control materials supplier list, was sent to all projects that were active at the end of 2022, reminding applicants to check and maintain erosion control measures to minimize spring runoff. Inspections will resume as the weather warms and building continues.

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.

Activities this month: Field work planned to start in April.

Staff: Cameron Blake, WCD

Small Scale Habitat & Water Quality Enhancement Projects

Description: The WCD has been granted Conservation Corps crew time on behalf of the WMO under FY23 Clean Water Funding to continue small-scale habitat and water quality enhancement projects in throughout the District. Projects will include a vegetative buffer enhancement along Perro Creek in Bayport, support for a 215-foot buffer expansion between Riviera Avenue S and the St. Croix River in Lake St. Croix Beach under the WCD FY22 Lawns to Legumes Grant, and continued support for private shoreline enhancement. The MSCWMO has partnered with WCD to develop proposals for each project.

Activities This Month: WCD staff are in the process of scheduling CCM crew time and project installation dates. Site prep for the LSCB buffer enhancement and Perro Creek buffer expansion is underway with installation planned for the spring. The MSCWMO has selected Prairie Restorations Inc. to burn the 0.25-acre LSCB buffer site in preparation for planting and seeding. Plant and seed material will be funded through

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the WCD Lawns to Legumes Demonstration Neighborhood Grant. Perro Creek buffer enhancement prep is underway, and will continue into early spring 2023.

Staff: Brett Stolpestad – WCD

Meetings

- Lakeland LSWMP – March 1st
- Lower St. Croix Steering Committee – March 22nd
- 2159 River Road Landscape Plan Management – March 23rd
- St. Croix Local Officials Outreach – March 27th
- Watershed Partners Presentation Planning – March 29th

Middle St. Croix Watershed Management Organization Member Communities

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