

elm creek Watershed Management Commission

ADMINISTRATIVE OFFICE
3235 Fernbrook Lane • Plymouth, MN 55447
PH: 763.553.1144 • email: judie@jass.biz
www.elmcreekwatershed.org

November 2, 2022

Representatives

and

Technical Advisory Committee Members
Elm Creek Watershed Management Commission
Hennepin County, Minnesota

*The meeting packet for this meeting may be
found on the Commission's website:*
[http://www.elmcreekwatershed.org/minutes-
-meeting-packets.html](http://www.elmcreekwatershed.org/minutes-
-meeting-packets.html)

Dear Representatives and Members:

A regular meeting of the Elm Creek Watershed Management Commission will be held on **Wednesday, November 9, 2022, at 11:30 a.m.** in the Aspen Room at Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN. Directions are included below.

The Technical Advisory Committee (TAC) will meet at 11:00 a.m., prior to the regular meeting.

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

Thank you.



Judie A. Anderson

Administrator

JAA:tim

Encls: Meeting Packet

cc:	Alternates	Erik Megow	James Kujawa	Rebecca Carlson	Ed Matthiesen
	TAC Members	Karen Galles	Kris Guentzel	Kevin Ellis	Diane Spector
	City Clerks	Brian Vlach	BWSR	Met Council	MPCA
	Official Newspaper		DNR		

.Z:\Elm Creek\Meetings\Meetings 2022\11 Regular Meeting Notice.docx

The Plymouth Community Center is located at 14800 34th Avenue North in Plymouth, north of Plymouth City Hall. At the intersection of Highway 55 and Plymouth Boulevard, turn north on Plymouth Boulevard and proceed to 34th Avenue. Turn north (right) on 34th Avenue and proceed to the Community Center which is on the left side of the street. Turn left and proceed to the main (entry) parking lot. The Aspen Room is the first room on the left past the lobby inside the main entrance.

CHAMPLIN - CORCORAN - DAYTON - MAPLE GROVE - MEDINA - PLYMOUTH - ROGERS

elm creek Watershed Management Commission

ADMINISTRATIVE OFFICE
3235 Fernbrook Lane • Plymouth, MN 55447
PH: 763.553.1144 • email: judie@jass.biz
www.elmcreekwatershed.org

AGENDA Technical Advisory Committee November 9, 2022 | 11:00 a.m.

1. Call to Order.
 - a. Approve agenda.*
 - b. Approve Minutes of October 12, 2022, Meeting.*
2. Boundary revisions.
 - a. DNR QAQC Memo.*
3. Chloride Management Requirements.*
 - 1) Templates and Examples.*
4. MPCA Climate Resilience Grants.*
 - 1) RFP.*
5. Grant Opportunities and Updates.*
 - a. Dayton River Road Project.
 - 1) Good Stewart Grants.
 - 2) Commission Cost Share.
 - a) Cost Share Guidelines.*
 - b. WBIF Work Plan.
6. Other Business.
7. Next TAC meeting – _____.
8. Adjournment.

Z:\Elm Creek\TAC\2022\November 9, 2022 agenda .docx

*in meeting packet
**available at meeting

elm creek Watershed Management Commission

ADMINISTRATIVE OFFICE
3235 Fernbrook Lane • Plymouth, MN 55447
PH: 763.553.1144 • email: judie@jass.biz
www.elmcreekwatershed.org

Technical Advisory Committee Meeting Minutes | October 12, 2022

I. A meeting of the **Technical Advisory Committee (TAC)** of the Elm Creek Watershed Management Commission was called to order at 10:35 a.m., Wednesday, October 12, 2022, in the Aspen Room, Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN, by Chair Derek Asche.

Present: Heather Nelson, Champlin; Kevin Mattson, Corcoran; Nico Cantarero, Stantec, Dayton; Derek Asche, Maple Grove; Matt Danzl, Hakanson-Anderson, Medina; Ben Scharenbroich, Plymouth; Andrew Simmons, Rogers; Diane Spector and Erik Megow, Stantec; James Kujawa, Surface Water Solutions; Kris Guentzel and Kevin Ellis, Hennepin County Dept. of Environment and Energy (HCEE); and Judie Anderson, JASS.

Also present: Ken Guenther, Corcoran; and Doug Baines, Dayton.

II. Motion by Simmons, second by Nelson to approve the **agenda**. * *Motion carried unanimously.*

III. Motion by Danzl, second by Nelson to approve the **minutes*** of the May 18, 2022, meeting. *Motion carried unanimously.* Since the sign-in sheet has been misplaced, Anderson is asking members to confirm their attendance at the May meeting. The May 18 minutes will be updated accordingly.

IV. **Boundary Revisions.***

A. As discussed at the September regular meeting, the Commission has been notified by the Shingle Creek and West Mississippi WMOs (SCWM) that they are in the process of updating their hydrologic and legal boundaries and are requesting review and concurrence from the adjoining watershed organizations, including Elm Creek. The original legal boundary was established in the early 1980s using the best information available at that time, which included basic H & H modeling and USGS 10-foot topographic mapping. Since that time, finer resolution topography has become available, as has more refined hydrologic and hydraulic (H&H) modeling and storm sewer/drainage network information to establish the hydrologic boundaries more accurately.

B. There are many locations where the newer hydro boundary does not match the original hydro boundary. The West Mississippi WMO never established a hydro boundary; the legal boundary just followed the Elm boundary. In addition, the legal boundaries were drawn to parcel boundaries, and many of the larger agricultural parcels have since been subdivided, leaving many parcels on the edges of the watersheds in the wrong watershed.

Reasons it is desirable to have legal boundaries that match hydro boundaries as closely as possible include:

1. The annual operating budget is funded primarily from city assessments, and each individual city's share of those assessments is based on its share of the taxable market value of property in the watershed. Hennepin County computes these numbers by adding up the taxable market value of every parcel within each city in the watershed, so assigning each parcel to its proper watershed makes for a fairer division of assessments between cities.

2. Each of the affected watersheds annually certify capital project levies, which are spread as a special district tax over all the property in the watershed. Assigning each parcel to its proper watershed helps to assure that property owners are being taxed for the projects in the watershed to which it drains.

C. The SCWM engineer has used the recent HUC 8 study and other H&H modeling as well as storm sewer network and project review plans to propose a revised hydro boundary. The cities in Elm Creek that are also in the Shingle Creek and West Mississippi watersheds have already been working with the SCWM engineer to ground-truth the boundaries. The new proposed legal boundary conforms closely to the hydro boundary. However, the engineer developed certain rules to guide how that boundary is drawn to smooth the lines, follow parcel and right of way boundaries, and handle various oddball situations. As a result, there will be some differences between the proposed hydro and legal boundaries. The draft boundaries can be viewed at: [SCWM Legal Boundary Review - PUBLIC \(arcgis.com\)](#)

The SCWM Commissions have asked Elm Creek to review the proposed boundaries and issue a formal resolution of concurrence by November 30, 2022. Staff recommends that the cities that abut SCWM review and finalize those proposed boundaries so that the Commission can review and consider such a resolution at the November 10, 2022, meeting. Staff will send an email to the TAC members with a link so that they forward this information on to the appropriate persons in their cities.

V. WBIF Priority Assessments.*

A. During the WBIF process there was \$92,274 in remaining funds that were designated for “priority assessments.” To date, only two assessments were proposed by cities: Corcoran proposed completing the South Fork Rush Creek subwatershed assessment (SWA) similar to the previous Rush Creek Headwaters SWA and Dayton proposed further investigating the feasibility of a natural channel restoration of the Diamond Lake outlet channel to Diamond Creek. The estimated cost of the SWA, based on the cost of the Headwaters SWA, is \$65,000. An estimate of the cost for the channel restoration feasibility study has not been prepared. No other assessments were advanced by cities.

B. If the TAC and Commission elect to go forward with the South Fork SWA, the grant would fund \$59,090 of the project, leaving a balance \$33,184 to be allocated. The Diamond Creek SWA included a high-level estimate of cost for construction of the project (\$400,000 excluding land) based on a conceptual design, but more detailed survey and design work has not been completed. The \$33,184 is likely more than what would be required for another project.

During the discussion, Staff posed the following questions:

1. Are you comfortable recommending going forward with the South Fork SWA?
2. Do you wish to pursue the proposed Diamond Lake outlet channel study?
3. Do you want to add a stream condition assessment component to the South Fork SWA?
4. Are there any other assessments such as stream assessments, lake internal load or rough fish studies that you want to explore?
5. How do you want to proceed?

C. Simmons proposed re-meandering Rush Creek between CR 116 and Brockton Lane near Stieg Woods in the City of Rogers as another possible project.

VI. 16630/16750 Dayton River Road.*

In early September representatives from the Commission, County, and the City of Dayton met with two property owners on Dayton River Road, where the County will be doing roadwork, replacing several culverts and stabilizing ravines in 2023. Runoff from an area south of the road across from their

houses is conveyed to the north side by a culvert under the roadway. The County plans on widening the road, replacing the culvert and extending and adding pipe. The property owners' concern is the existing channel degradation on the intermittently flowing pipe and the expectation that it may get worse as development across from their properties increases runoff to the culvert.

It is the Staffs' conclusion that the culvert extension itself likely will not increase flow, but it will direct it into the opposite bank and increase the efficiency of flow. There are several feet of fall to the River, so with future increased flow continued head-cutting will occur, increasing erosion and sedimentation to the River. Hennepin County does not intend to include stabilization of this private channel in its project but would be willing to contribute financially to the cost of stabilizing this channel which, by quick estimate, would be about \$50,000. The City of Dayton has agreed to take the lead on this project and would like to request cost share funds from the Commission. The City would like to have its engineering consultant prepare a design and cost estimate to submit to the Commission and County for cost share.

The purpose of this discussion is to avoid conflicts of interest up front and request approval of the TAC and Commission to complete this work. Since Erik Megow will likely be working with Dayton City Engineer Jason Quisberg, a Stantec employee, on this project, Staff would ask Jim Kujawa or Rebecca Carlson to review the work and cost share application and make a recommendation to the Commission.

Motion by Nelson, second by Simmons recommend this project to the Commission for Cost-Share funding using the process described above. *Motion carried unanimously.*

[Mattson arrived 11:09 a.m.]

VII. Chloride.*

Commissioner Cesnik attended the 2022 Salt Symposium and found the presentations informative. Many of those presentations were high-level research or policy or were specifically oriented toward cities and counties and other road maintenance operators. There are other chloride-related topics that have come up recently that the TAC could explore or discuss further.

A. For some of the recent project reviews the Commissioners have asked that a provision be added recommending the developer or some other party consider developing a **salt management plan** to reduce potential chloride impacts. There are some watershed organizations in the Metro that do require this with their stormwater permits, with mixed success. In addition, the **Hennepin County Chloride Initiative (HCCI)** has developed voluntary salt management plan templates that are available for use by WMOs, cities, private parties, etc. The Commission has not yet reviewed those templates or discussed how they might be used.

B. The HCCI is just finishing up development of its marketing campaign **Low Salt No Salt Minnesota**. In addition to the logo and tag, there are short videos and other marketing materials. The intent was to first target HOAs and faith-based groups, but this is information that is more broadly applicable. As that campaign moves to implementation, the TAC and Commissioners can discuss future roles and responsibilities.

C. It was a consensus that this discussion be held at the Commission level regarding how to proceed, providing big picture guidance to MS4 permittees -- hear what the Commissioners have to say in order not to burden the cities. *Query: Should the Commission take the follow-up responsibility regarding salt management plans?*

[Scharenbroich arrived 11:19 a.m.]

VIII. PRAP Response.*

Several months ago, a small group of TAC representatives met to discuss the comments that were in the BWSR PRAP performance review.

1. Develop clear prioritized, targeted, and measurable actions for future watershed management plan
2. Complete an internal analysis of the Commission's Capital Improvement Program
3. Conduct a review of the Commission's regulatory program requirements and standards
4. Assess and develop a coordinated communication and outreach strategy for engaging individual landowners

The small group recommended documenting the status and processes for comments 2 and 4, then focus on comment 1, mainly as to the Third Generation Plan's water quantity goals. The concern was that, as the Commission sets the stage for development of the Fourth Gen Plan in 2024, we need to develop some way to measure and document progress towards goals A1 and A3 (below). Goals A2 and A4 are perhaps over ambitious and are proving difficult to achieve given the soils in the watershed. Some thought should be given to recrafting those goals or developing some other metrics. This is not a time-sensitive activity and could be completed in 2023 as we start thinking about the Fourth Gen Plan.

- A.1. Maintain the post-development 2-year, 10-year, and 100-year peak rate of runoff at predevelopment level for the critical duration precipitation event.
- A.2. Maintain the post-development annual runoff volume at pre-development volume.
- A.3. Prevent the loss of floodplain storage below the established 100-year elevation.
- A.4. Reduce peak flow rates in Elm, Diamond, and Rush Creeks and tributary streams to the Crow and Mississippi and preserve conveyance capacity.

This item will be tabled to a future meeting.

IX. Paul Stewart has left his position at the County. It had been recommended at the September regular meeting that the Commission write a letter to the County recommending that this position be made full-time. Guentzel reported that, currently, the position is being filled using funds from a BWSR grant as compensation. Staff will seek the name of the individual at the County to whom a letter should be sent recommending this position become full time in the future.

X. The next Technical Advisory Committee meeting is tentatively scheduled for November 9, 2022.

XI. There being no further business, the meeting was adjourned at 11:32 a.m.

Respectfully submitted,



Judie A. Anderson
Recording Secretary
JAA:tim

Z:\Elm Creek\TAC\2022\October 12 2022 TAC meeting minutes.docx

QAQC Memo

Date: 10/27/22

To: Judie Anderson, Elm Creek Watershed Management Commission
cc. Erik Megow, Stantec

From: Anne Toftegaard, PE
MN DNR Floodplain Mapping and Modeling Group

RE: QAQC of Elm Creek Floodplain Modeling and Mapping

This memorandum serves as the documentation for the quality assurance and quality control completed on the detailed and approximate studies within the Elm Creek Watershed Management Commission (ECWMC). The QAQC methodology completed for all the reaches is summarized below.

Summary of QAQC Checks that need action:

The following checks were performed to QAQC each of the HEC-RAS models and inundation shapefiles, and need action by the modeler:

1. Check-RAS was attempted, however the run was not executed due to an unknown error (see screenshot below). This error should be troubleshooted by the modeler and the Check-RAS output should be provided to the DNR.

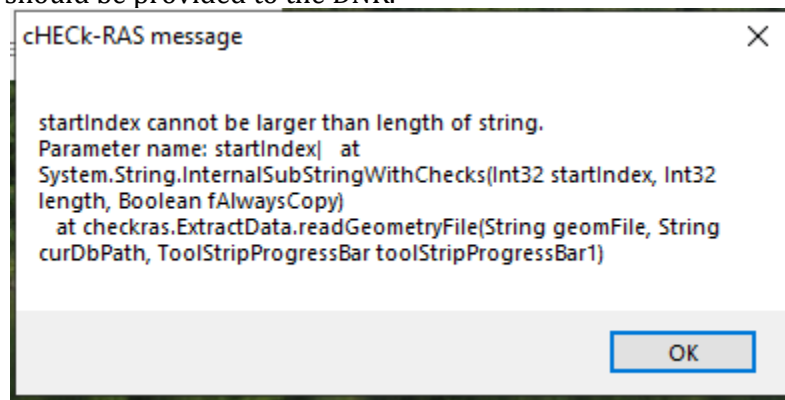


Figure 1. CheckRas Error

2. Please provide the terrain used for modeling and spatial data creation.
3. Any supporting survey data or as-built used to amend the cross sections and structures needs to be provided to the DNR.

4. The model description has not been updated since March 2021, and still states that Barr is the modeler. The model description should be updated. Additionally, the Steady Flow Data description should be populated with the hydrology information.
5. The inline structure 189 ElmCreek_Dam within the ElmCreek Reach appears to be modeled incorrectly. The water surface elevations upstream of this structure appear critically low when compared to historical data. The Letter of Map Revision (LOMR) number 17-05-3893P was effective in 2018 is within this area. The model should be revised to represent any changes associated with this LOMR.
6. The most downstream part of the stream must go to a named road, confluence or County or City boundary. The model should either end within 25-ft of the dam (inline structure 189 ElmCreek_Dam) at West River Road or within 25 feet of the confluence with the main channel of the Mississippi River. We recommend ending the model at the dam because the flood elevations downstream of the dam are controlled by backwater from the Mississippi River.
7. The bank stations do not contain the channel centerline in some reaches. The cross sections should be horizontally readjusted here to match the terrain and stream centerline or a justification should be made on why there is a misalignment in the following locations:
 - a. **Multiple locations throughout Reach ElmCreek_BR5**
 - b. **Multiple locations throughout RushCreek_BR6**
 - c. **ElmCreek_BR2, 9168**
 - d. **ElmCreek_BR3, 552**
 - e. **Multiple Locations ElmCreek_BR4**



Figure 2. Screen shot Example of bank stations not in line with stream centerline – ElmCreek_BR5

8. A number of culverts were not aligned correctly. The centerline stationing of the culvert is outside of the bounding cross sections. This included the following:
 - a. **Reach ElmCreek_BR4:**
 - i. 10363 Hackamore RoadUpstream
 - ii. 9394 Brockton LnUpstream
 - iii. 4858 Troy LnUpstream
 - iv. 3392 58th Circle Upstream
 - b. **Reach RushCreek_BR7:**
 - i. 355 Territorial RoadUpstream (inverts seem high here, verify with survey information)

To: Elm Creek TAC

From: Erik Megow, P.E.
Diane Spector
Katie Kemmitt

Date: November 2, 2022

Subject: Chloride Management Requirements for Project Applicants

Recommended TAC Action

For discussion.

The Elm Creek TAC and WMO have a thorough understanding of how road salt (chloride) use for winter safety can negatively impact water bodies. Elm Creek and South Fork Rush Creek are impaired for chloride. Road salt can contaminate drinking water, have negative impacts on aquatic organisms, and corrode infrastructure, among other impacts.

To help minimize sources of chloride in the watershed, the TAC and Commission have been more frequently recommending development projects to the cities pending submittal of a chloride management plan from developers. The purpose of a chloride management plan is to ensure proper winter maintenance BMPs are used for developments in the watershed to minimize the amount of excess chloride applied to pavement and to reduce the amount of chloride that makes its way to water bodies in the watersheds. There are some difficulties with requiring chloride management plans from project applicants. The entity submitting project plans for permitting often doesn't have a strong relationship with the entity who will ultimately be doing winter maintenance, making it difficult to ensure management plans get upheld and implemented. Winter maintenance crews are often contracted out especially for large developments. Requiring chloride management plans, however, may help increase awareness of chloride issues in the watershed and be an additional tool to educate people on the negative impacts of salt use.

Stantec researched chloride management plan requirements from various cities and watersheds in the Metro Area to understand what is currently being done, what is working well, and what options there are for Elm Creek WMO to require a chloride management plan with project applications. Stantec reviewed chloride management requirements from Nine Mile Creek, Coon Creek Watershed, Mississippi Watershed Management Organization, City of Edina, City of Bloomington, and City of Plymouth. Stantec also reviewed the draft Winter Maintenance Management Plan templates created for the Hennepin County Chloride Initiative by Fortin Consulting (attached). Chloride management plans as a requirement for development is a relatively new idea and hasn't been implemented in many places, so there was not much overall feedback from the watersheds and cities on how requiring chloride management plans has been going.

Based on the review described above, Stantec proposes four potential options for the Commissions to implement a chloride management requirement with project submittals ranging from 1 (easier to implement) to 3 (more difficult/resource intensive to implement):

- 1). Do not add a chloride management plan requirement and instead continue efforts on chloride education and outreach in the watersheds.

- 2). Require project applicants to name an individual or multiple individuals responsible for winter chloride management onsite.
- 3). Require project applicants to submit a Chloride Management Plan using the templates provided in Winter Maintenance Management Plan created for the Hennepin County Chloride Initiative by Fortin Consulting. Project applicants will use the calculator to choose which template to use: basic, intermediate, or detailed.
- 4). Add chloride management requirements to the Operations and Maintenance agreements between the site owner and the City.

Stantec recommends Option 1, the Commission refrain from adding any additional requirements to project review submittals and continue to focus on chloride education and outreach in the watersheds.

DRAFT Winter Maintenance Management Plan: Templates & Examples

Created for the Hennepin County Chloride Initiative

By Fortin Consulting Inc.
August 2021

Connie Fortin – Fortin Consulting Inc.
Sarah Kinney – Fortin Consulting Inc.

Credits	3
Project Background.....	3
Process	4
Project Results	4
Template Selection Tool	5
Winter Maintenance Plan Cover Sheet.....	6
Basic Plan Criteria	7
Basic Plan Example.....	8
Intermediate Plan Criteria	9
Intermediate Plan Example.....	10
Detailed Plan Criteria	12
Detailed Plan Example	14

Credits

Project Manager:

Laura Jester – Keystone Waters

Advisory Team:

Kevin Ponce – Dominion Inc.

Brett Crowe – Davey Corp.

LouAnn Waddick – SOS

Ben Scharenbroch – City of Plymouth

Kevin Neuman – Hopkins Schools

Ryan Foudray – Prescription Landscape

Amy Juntunen - JASS

Laura Gibson - Currents

Brian DeRemer – City of Edina

Jason Dow -Dow's Lawn and Snow

Patrick Amore - PA Lawn and Snow

Others who contributed:

Brooke Asleson – MPCA

Erica Sniegowski – Nine Mile Creek Watershed District

Shahram Missaghi – City of Minneapolis

Lianna Goldstein – City of Minneapolis

FCI Staff involved:

Jessica Jacobson

Connie Fortin

Sarah Kinney

Project Background

On behalf of a group of watershed organizations, cities and other organizations in Hennepin County called the Hennepin County Chloride Initiative (HCCL), Fortin Consulting was hired to develop a winter maintenance/chloride management plan template(s). The vision was for this template to be used at the time of development or redevelopment permitting to require/request the property manager/responsible party to develop a winter maintenance plan. The group also recognized the templates would have value beyond the permitting process.

Due to the variety of organizations that may use this template and the variety of situations for its use, 3 levels of sophistication were created in the winter maintenance plan templates.

Once filled in, the management plan template, could be used by property managers or winter maintenance leadership to communicate a variety of high-level information contained in their winter maintenance plan with an organization such as a city/watershed/permitting organization/other. It is the intent of the HCCL that this template and communication tool would allow for better communication on winter maintenance practices between the property and the governing organization and encourage Smart Salting practices as described in the MPCA Smart Salting training classes and training manuals.

Process

As part of this effort, Fortin Consulting with the help of the HCCL gathered an advisory panel to provide input and feedback on the draft template. The panel consisted of representatives from multiple stakeholder groups including property managers (single properties, association of properties), in-house winter maintenance crew members, winter maintenance contractors, and others wishing to provide input. The large panel met formally twice, all panel members who agreed to be interviewed were interviewed privately to better understand their opinions and knowledge in this area. Panel members were also contacted by phone and/or email to provide additional input, as needed throughout the project. Subsets of the larger group were called into group meetings to vet various ideas and strategies as the project progressed.

Reviews were held on written materials and PPT concepts by technical advisors, then the larger HCCL group. A training will be held for larger HCCL group on how to use the templates once the product has been finalized.

As the template grew into 3 templates, a calculator was developed to help permitting agencies better select the level of winter maintenance plan template that would be appropriate for a development/redevelopment site.

Project Results

This project resulted in the creation of three winter maintenance management plan templates were created ranging from basic, intermediate, and detailed to allow for entities to select an appropriate level of winter maintenance management plan template for each site.

To make it easier for these entities to determine which management plan is most appropriate for a given site, a calculator was crafted that allows the user to answer a few simple questions to get a recommendation on which winter maintenance management template might work best. However, the user need not follow the advice of the calculator and may choose which template they feel is appropriate.

- This document includes the template language for each of the three templates.
- The basic template is fixed, offering no choice of tasks to add into this management plan.
- The intermediate template includes the basic template plus additional criteria.
- The detailed template includes the basic and intermediate templates plus additional criteria.
- The intermediate and detailed templates lay out various options for the entity to pick from to create a meaningful maintenance plan for that site.
- This document includes examples of how each of the three template types might be completed by the property manager or maintenance supervisor.

Template Selection Tool

Purpose: This Excel tool helps the user determine which winter maintenance management plan template would likely be most appropriate for the site. It is only a suggestion and any of the three templates can be selected by the user regardless of what the tool suggests.

How it works: The tool has a series of questions about the site with drop-down selection choices. When selections are made, a number is assigned to it. At the end, the spreadsheet averages those numbers. The user can use their numerical score to see what template is recommended for this site. See interpretation of results by scrolling to the right of the calculations.

The tool can be reached using this link:

<https://fortinconsulting.com/wp-content/uploads/2021/08/Calculator-Chloride-Management-Plan.xlsx>

Winter Maintenance Plan Cover Sheet

Property Manager Name:

Name of Development:

Address of Development:

Date:

Watershed:

Winter Maintenance Management Plan Used: (basic/intermediate/detailed)

I will work to reduce salt use at this location to protect our natural resources.

Signed: _____

Basic Plan Criteria

Required information:

- ☐ Individual responsible for the winter maintenance at this site
 - Name
 - Phone number
 - Email
- ☐ MPCA Smart salting certificate of at least one person involved in winter maintenance operations at this site
 - Name
 - Company
 - Phone number
 - Email
 - Proof of Certificate

*MPCA list of certified applicators

*MPCA-approved salt training calendar

Recommended:

Other low-salt practices (as described in intermediate and detailed plan)

*Parking lot manual (includes recommended practices for lowering salt use).

Basic Plan Example

Property Manager Name: Julie Jones

Name of Development: Park N Ride West

Address of Development: 123 main street, Wayzata MN 55391

Date: 7/3/21

Watershed: Minnehaha Creek

Winter Maintenance Management Plan Used: (basic/intermediate/detailed)

I will work to reduce salt use at this location to protect our natural resources.

Signed: *Julie Jones*

- ☒ Individual responsible for the winter maintenance at this site
 - **Name:** Joe Smith
 - **Phone number:** 688-876-3445
 - **Email:** Joes@gmail.com
- ☒ Smart salting certificate of at least one person involved in winter maintenance operations at this site:
 - **Name:** Sarah Kinney
 - **Company:** FCI
 - **Phone number:** 123-321-1234
 - **Email:** Sarah@Fortinconsulting.com
 - **Proof of Certificate:** 4/5/21



Intermediate Plan Criteria

All components of the [basic plan](#) + [intermediate plan](#)

Required information:

- ☐ Individual responsible for the winter maintenance at this site
 - Name
 - Phone number
 - Email
- ☐ MPCA Smart salting certificate of at least one person involved in winter maintenance operations at this site
 - Name
 - Company
 - Phone number
 - Email
 - Proof of Certificate

[*MPCA list of certified applicators](#)

[*MPCA-approved salt training calendar](#)

Permit issuer chooses from recommended fields:

Easy to verify:

- ☐ X% of winter maintenance crew are MPCA Smart Salting certified
- ☐ Subcontractors' organizations are level 2 MPCA Smart Salting certified

Easy to observe:

- ☐ No granular salt on surfaces after the event
- ☐ Proper storage of granular deicers
- ☐ Proper storage of liquid deicers
- ☐ Proper storage of snow (not in waters of the state)
- ☐ Educational signs on property (i.e. lower salt use and why, MPCA poster in lobby, MPCA window clings, Slippery area signs, It is winter: Walk carefully & drive carefully, Eco path no salt use area, How to use the salt bucket sign...)

[*Proper liquid storage requirements](#)

[*Smart salting resources for applicators](#)

Intermediate Plan Example

Property Manager Name: Julie Jones

Name of Development: Park N Ride West

Address of Development: 123 main street, Wayzata MN 55391

Date: 7/3/21

Watershed: Minnehaha Creek

Winter Maintenance Management Plan Used: (basic/intermediate/detailed)

I will work to reduce salt use at this location to protect our natural resources.

Signed: *Julie Jones*

- ☒ **Individual responsible for the winter maintenance at this site**
 - **Name:** Joe Smith
 - **Phone number:** 688-876-3445
 - **Email:** Joes@gmail.com
- ☒ **Smart salting certificate of at least one person involved in winter maintenance operations at this site:**
 - **Name:** Sarah Kinney
 - **Company:** FCI
 - **Phone number:** 123-321-1234
 - **Email:** Sarah@Fortinconsulting.com
 - **Proof of Certificate:** 4/5/21



- ☒ **50% of winter maintenance crew are MPCA Smart Salting certified**

10-person full time crew, 50% certified. More part time crew will be added during winter months and will work under the direction of the full-time crew. It is up to our subcontractors to train their own crew. We request that the subcontractors organization be level 2 certified as shown below.

Certified Crew and Date of Certification:

- Sarah Kinney, 4/5/2021
- Tom Johnson, 5/18/2021
- Maggie Halloway, 5/4/2021
- Trish Johnston, 5/7/2021
- Luis Lopez, 4/18/2021

- ☒ Subcontractors' organizations are level 2 MPCA Smart Salting certified
Certified subcontractors and Date of Certification:

- Jose's Snow and Ice, 5/6/21
- Walleye Landscaping, 6/8/21

- ☒ No granular salt on surfaces after the event

- We will strive to use the right amount. However, if we've overapplied, we will recover the extra and use it at a different event.

- ☒ Proper storage of granular deicers

- Our granular deicers will be stored under a cover and on an impermeable surface.

- ☐ Proper storage of liquid deicers

- We do not use liquid deicers

- ☒ Proper storage of snow (not in waters of the state)

- Snow will not be pushed into wetland #215 or Plymouth Creek.

- ☒ Educational signs on property

- Educational signage about smart salting use will be posted for our tenants at entrances from November through March.

Detailed Plan Criteria

*All components of the **basic** and **intermediate plans** + detailed plan*

Required information:

- ☐ Individual responsible for the winter maintenance at this site
 - Name
 - Phone number
 - Email
- ☐ MPCA Smart salting certificate of at least one person involved in winter maintenance operations at this site
 - Name
 - Company
 - Phone number
 - Email
 - Proof of Certificate

[*MPCA list of certified applicators](#)

[*MPCA-approved salt training calendar](#)

Choose from recommended fields:

Easy to verify:

- ☐ X% of winter maintenance crew are MPCA Smart Salting certified
- ☐ Subcontractors' organizations are level 2 MPCA Smart Salting certified

Easy to observe:

- ☐ No granular salt on surfaces after the event
- ☐ Proper storage of granular deicers
- ☐ Proper storage of liquid deicers
- ☐ Proper storage of snow (not in waters of the state)
- ☐ Educational signs on property

[*Proper liquid storage requirements](#)

[*Smart salting resources for applicators](#)

Choose from the recommended list:

- ☐ Documentation
 - ☐ Map or spreadsheet
 - ☐ Size of entire maintenance area
 - ☐ Estimated amount of deicer per pass*
 - ☐ Size of each maintenance area (i.e. main parking lot, front sidewalk...)

- ☐ Level of service for each area
- ☐ Estimated amount of deicer needed per pass for each area
- ☐ Annual report
 - ☐ Total deicer use (in lb/gal)
 - ☐ Challenges in reducing salt use
 - ☐ Successes in reducing salt use
 - ☐ Plans for smart salting next year

Choose from the list of best practices:

- ☐ Remove snow before applying deicer
 - ☐ Snow removal early and often to prevent compaction
 - ☐ Better and or more snow removal tools (brooms, segmented blades, blowers, underbody blades, shovels by salt bucket...)
- ☐ Measure pavement temperature and trend, use this information to guide deicer selection and application rates.
- ☐ Have available a variety of deicer/abrasive materials so you can select the product that will work best in the lowest commodity depending on the conditions.
 - ☐ If deicers are being use, they should include liquid deicers
- ☐ Improve salt bucket situation (educate users, provide alternatives like shovels and brooms, provide application rate guidance, restrict use, provide small scoops)
- ☐ Calibrate spreaders, put calibration card on spreaders.
 - ☐ Use equipment capable of spreading at low rates suggested in MPCA parking lot manual or work towards this goal as you acquire new equipment.
 - ☐ Create application rate charts so applicators can see calibration card, and application rate guidance and be able to choose most appropriate setting on their spreaders.
 - ☐ If your application rate charts are more than twice the rate of the MPCA Smart Salting application rate charts explain why this is necessary.
- ☐ Sweep up extra salt after events
- ☐ Hold post storm meetings or debrief with maintenance crew on what went well and how to continue to work toward smart salting goals.
- ☐ Educate building and grounds users on smart salting and the role they play with safe driving and walking practices.
- ☐ Close areas not needed in winter so there is less surface area to salt
- ☐ Consider areas where you might change level of service from bare pavement to not bare pavement. (Salted walking path to eco-path for dog walkers (no salt))
- ☐ Other

Detailed Plan Example

Property Manager Name: Julie Jones

Name of Development: Park N Ride West

Address of Development: 123 main street, Wayzata MN 55391

Date: 7/3/21

Watershed: Minnehaha Creek

Winter Maintenance Management Plan Used: (basic/intermediate/detailed)

I will work to reduce salt use at this location to protect our natural resources.

Signed: *Julie Jones*

☒ **Individual responsible for the chloride management onsite:**

- **Name:** Joe Smith
- **Phone number:** 688-876-3445
- **Email:** Joes@gmail.com

☒ **Smart salting certificate of at least one person involved in winter maintenance operations at this site:**

- **Name:** Sarah Kinney
- **Company:** FCI
- **Phone number:** 123-321-1234
- **Email:** Sarah@Fortinconsulting.com
- **Proof of Certificate:** 4/5/21



☒ 50% of winter maintenance crew are MPCA Smart Salting certified

- 10-person full time crew, 50% certified. More part time crew will be added during winter months and will work under the direction of the full-time crew. It is up to our subcontractors to train their own crew. We request that the subcontractors organization be level 2 certified as shown below.

Certified Crew and Date of Certification:

- Sarah Kinney, 4/5/2021
- Tom Johnson, 5/18/2021
- Maggie Halloway, 5/4/2021
- Trish Johnston, 5/7/2021
- Luis Lopez, 4/18/2021

☒ Subcontractors' organizations are level 2 MPCA Smart Salting certified

Certified subcontractors and Date of Certification:

- Jose's Snow and Ice, 5/6/21
- Walleye Landscaping, 6/8/21

☒ No granular salt on surfaces after the event

- We will strive to use the right amount. However, if we've overapplied, we will recover the extra and use it at a different event.

☒ Proper storage of granular deicers

- Our granular deicers will be stored under a cover and on an impermeable surface.

☐ Proper storage of liquid deicers

- We do not use liquid deicers

☒ Proper storage of snow (not in waters of the state)

- Snow will not be pushed into wetland #215 or Plymouth Creek.

☒ Educational signs on property

- Educational signage about smart salting use will be posted for our tenants at entrances from November through March.

☒ Documentation

☒ Map or spreadsheet

☒ Size of entire maintenance area: 6,168 sq. Ft

☒ Estimated amount of deicer per pass*: 25 lbs

*This is very close to the recommended rates in the MPCA Smart Salting for Parking Lots and Sidewalk manual.

☒ Size of each maintenance area (i.e., main parking lot, front sidewalk...): (see map/spreadsheet)

- ☒ Level of service for each area: (see map/spreadsheet)
- ☒ Estimated amount of deicer needed per pass for each area: (see map/spreadsheet)



Blue = bare pavement
 Purple = patches of bare
 Green = compacted snow

Location: Park-and-Ride	Area (sq. ft)	Average Material per Pass (lb)	Target	How Fast
Sidewalks around bus station	961	12	bare pavement	24 hours after snow
Entrance driveway	671	5	patches of bare	48 hours after snow
First row of parking lot	208	4	patches of bare	48 hours after snow
Rest of parking lot	3889	0	compacted snow	24 hours after snow
Exit drive	439	4	patches of bare	48 hours after snow

*Use abrasive if needed for traction on the compacted snow.

- ☒ Annual report
 - ☒ Total deicer use (in lb/gal) per pass: 625 pounds

- Salting Events: 25; 18 snow events, 5 freezing rain events, 2 melt and refreeze events
- ☒ Challenges in reducing salt use
 - It is difficult to stay within the MPCA Smart Salting Guidelines. We really want to add more salt than that, we are trying it out as an experiment. Our maintenance crew changed throughout the season, so it was difficult to get them in a training class.
 - We had a big snow event, and a lot of users of park-and-ride complained that they wanted higher salt use.
- ☒ Successes in reducing salt use
 - By the end of the season, most of the crew had at least one experience using liquid deicers.
- ☒ Plans for smart salting next year
 - Next year, we will improve performance by using more liquid deicers.
 - We hope to do a better job of sticking to the level of service plans highlighted in our spreadsheet.

Best Practices:

- ☒ Remove snow before applying deicer
 - ☒ Snow removal early and often to prevent compaction
 - We will remove snow before applying deicer. We will do our best to remove it early and often so that compaction doesn't occur.
 - ☐ Better and or more snow removal tools (brooms, segmented blades, blowers, underbody blades, shovels by salt bucket...)
- ☐ Measure pavement temperature and trend, use this information to guide deicer selection and application rates.
- ☒ Have available a variety of deicer/abrasive materials so you can select the product that will work best in the lowest commodity depending on the conditions.
 - We will have more than one type of deicer available and choose the most effective one based on our pavement temperature and trend.
- ☐ If deicers are being use, they should include liquid deicers
- ☒ Improve salt bucket situation (educate users, provide alternatives like shovels and brooms, provide application rate guidance, restrict use, provide small scoops)
 - The salt bucket by the entrance to the park-and-ride booth will contain a very small scooper and a sign about why we want to reduce salt use. ("Chloride pollutes our waters. Please use salt sparingly.")
- ☒ Calibrate spreaders, put calibration card on spreaders.
 - We will calibrate our spreaders before the first snow.

- ☐ Use equipment capable of spreading at low rates suggested in MPCA parking lot manual or work towards this goal as you acquire new equipment.
- ☐ Create application rate charts so applicators can see calibration card, and application rate guidance and be able to choose most appropriate setting on their spreaders.
 - ☐ If your application rate charts are more than twice the rate of the MPCA Smart Salting application rate charts explain why this is necessary.
- ☐ Sweep up extra salt after events
- ☒ Hold post storm meetings or debrief with maintenance crew on what went well and how to continue to work toward smart salting goals.
 - We will start conducting post-storm meetings, discussing the challenges and successes we had with salt use.
- ☒ Educate building and grounds users on smart salting and the role they play with safe driving and walking practices.
 - We are going to educate the grounds crew and work staff at the Park-and-Ride about the lower salt use and why it is necessary. We will encourage them to walk and drive carefully to avoid falls/crashes.
- ☐ Close areas not needed in winter so there is less surface area to salt
- ☐ Consider areas where you might change level of service from bare pavement to not bare pavement. (Salted walking path to eco-path for dog walkers (no salt))
- ☒ Other
 - We will speak about our efforts to reduce salt at the annual Minnesota Park-and-Ride meeting.

To: Elm Creek WMO Commissioners
Elm Creek TAC

From: Erik Megow, PE
Diane Spector

Date: November 3, 2022

Subject: MPCA Climate Resilience Grants

**Recommended TAC/
Commission Action**

Discuss. TAC consider making a recommendation to the Commission regarding preparation of grant application. Commission consider authorizing staff to prepare a grant application.

The MPCA is now taking applications for the Planning Grants for Stormwater, Wastewater, and Community Resilience program (attached). \$395,000 is available to support climate-planning projects in communities across Minnesota. This funding will help communities assess vulnerabilities and plan for the effects of Minnesota's changing climate in three areas:

- Improving stormwater resilience and reducing localized flood risk
- Improving the resilience of wastewater systems
- Adapting community services, ordinances, and public spaces

This was a new grant program in 2021, and the TAC considered applying for a grant then to use the HUC8 model to estimate the potential impacts of future precipitation patterns. At that time the TAC believed the model was not yet ready to be used for that purpose. Given the updates made to the model earlier this year, we expect it to be now more useful for planning.

Last year Shingle Creek did submit a grant application, but was unsuccessful, and we expect that Commission will reapply this year. We recommend that the Commission consider the same general work plan as Shingle Creek. Last year the grant program did fund grants to a few other WMOs and cities to undertake essentially the same activities:

1. Model and map midcentury precipitation scenarios to create projected flood inundation areas for the 1%+ 24-hour rainfall event and the 1%+ 10 day event. A 'plus' is a rainfall depth taken from the 90th percentile estimate for the given rainfall frequency. FEMA often evaluates not only the 1% storm event but also the 1%+ storm event as a way to provide perspective on the range of values one COULD expect in the 1% event. The State Climatology Office also suggests using the 90th percentile as a proxy for midcentury precipitation.
2. Identify potential future flooding risks in the watershed by reviewing known flooding areas, infrastructure, structures, and emergency vehicle routes in or in close proximity to predicted future hazardous flood conditions.

3. Develop policy recommendations for using the scenario data. For example, this modeling could be used to help the cities and county better understand how to properly design new infrastructure such as culverts, bridges, etc. that would be expected to have a mid-century useful life.

The cost of undertaking the Shingle Creek workplan activities was estimated as just under \$25,000, with a grant request of about \$22,000 and a 10% local match of about \$2,500. We believe completing the same work for Elm Creek will likely be in that ballpark but haven't yet updated that estimate.

Applications are due January 12, 2023. If the TAC recommends and the Commission approves pursuing this grant, we will bring a draft workplan and application to the Commission at the December 14, 2022 meeting. The level of effort to prepare the application and associated documents will be minimal since we can reuse much of what was prepared for Shingle Creek last year.



520 Lafayette Road North
St. Paul, MN 55155-4194

Planning Grants for Stormwater, Wastewater, and Community Resilience Request for Proposals (RFP)

The RFP assists applicants in applying for state grants. This document describes the State Fiscal Year 2023 (FY23) Planning Grants for Stormwater, Wastewater, and Community (SWC) Resilience, including information on who may apply for funding, activities eligible for funding and other information that will help the applicants plan their project and submit a competitive application. Applications are due no later than **Thursday, January 12, 2023, at 4:00pm Central Time (CT)**.

The applicant should check the [SWIFT Supplier Portal](#) and the Minnesota Pollution Control Agency (MPCA) [Planning Grants for SWC Resilience](#) webpage for any updates.

Contents

1. Project overview	1
2. Funding	2
3. Eligible and ineligible applicants.....	2
4. Eligible and ineligible projects	2
5. Eligible and ineligible costs.....	4
6. Priorities	5
7. Application instructions	5
8. Application submission instructions	5
9. Application questions.....	5
10. Application review process.....	6
11. Grantee responsibilities	6
Exhibit A: Application evaluation score sheet.....	9

The Grant Application Form, Workplan and Budget, Sample Grant agreement, Questions and Answers, and any addendums can be found in the [SWIFT Supplier Portal](#).

1. Project overview

Minnesota's climate is changing, causing harmful effects in communities across our state today. The impacts experienced include risks to health and safety, overwhelmed infrastructure, damaged property, dying trees and culturally important native species, and the inability of population centers to cool off overnight. Climate trends identified through monitoring over decades of changes in temperature and precipitation, snow depth, and lake ice, storms and droughts, our growing season, and more show that Minnesota is becoming warmer and wetter, with more damaging rains, and cold weather warming. More extreme heatwaves and extended periods of drought alternating with intense precipitation are expected in the future.

During the 2021 Legislative Session, 1st Special Session, ongoing funding was appropriated in the Omnibus bill [Chapter 6 – S.F.No.20](#), Article 1, Sec. 2, Subdivision 7(h) to increase the resilience of water infrastructure and communities in Minnesota. This is the third RFP for funding from this new grant program.

This funding provides an opportunity for communities to assess vulnerabilities and plan for the effects of Minnesota’s changing climate in three areas: how to increase resilience to stormwater and reduce localized flood risk, how to improve the resilience of wastewater systems, and how to reduce human health effects and adapt community services, ordinances, and public spaces to the changing climate.

2. Funding

Approximately \$395,000 is available for planning projects to be awarded during FY23. Grant projects must be completed no later than June 30, 2024. There is no minimum and no maximum grant award under this RFP.

Match requirement

The minimum match requirement is 10% (ten percent) of the grant amount, either cash or in-kind, provided by any organization involved in the project. Grantees will be expected to track and report all match provided for the project by kind and source, even if the amount exceeds 10%. This will assist MPCA with better understanding of project funding needs for future grant solicitations.

Reimbursement schedule

Grant funding for eligible costs of the planning project will be reimbursed during and upon completion of the approved project with approved invoices.

Invoices for expenses incurred to-date may be submitted as frequently as monthly. Grantees are required to submit their first invoice no later than midway through the project. A final invoice for payment of remaining grant funds expended by the project is required to be submitted at the completion of the project. Payment of the final 10% of grant funds will be held back until the project is completed satisfactorily and all deliverables have been submitted and approved. Invoices are sent directly to MPCA Accounts Payable with cc to the MPCA Authorized Representative.

3. Eligible and ineligible applicants

Eligible applicants

Tribal Nations, and Local Governmental Units (LGUs) including only cities, counties, towns (townships), soil and water conservation districts (SWCDs), water management organizations (WMOs), water districts (WDs), regional development commissions (RDCs), and the Metropolitan Council of the Twin Cities region, and that are located within the geographic boundaries of the state of Minnesota are eligible applicants.

An eligible applicant may designate a different organization to serve as fiscal agent for the grant, upon approval by the MPCA.

Note: Applicants who applied for the FY23 Small Communities Planning Grants for Stormwater, Wastewater, and Community Resilience RFP are eligible to apply or to be included in an application as a partner under this RFP, HOWEVER awarded applicants will not be eligible to receive an award under this RFP for the same project.

Ineligible applicants

- Any other organization or individual not listed above as an eligible applicant.
- Entities that are currently suspended or debarred by the State of Minnesota and/or the federal government are ineligible applicants.
- The MPCA may also deem an applicant ineligible because of, but not limited to: enforcement issues, labor standards, tax status, past grant performance, or other such issues.

4. Eligible and ineligible projects

Eligible projects

Eligible projects are those that conduct **planning for increased resilience** to the impacts of Minnesota's changing climate (i.e. already becoming warmer and wetter with more damaging rains and cold weather warming, and expected to have more extreme heat and drought in the future) **within any of the following three focus areas: stormwater, wastewater, community resilience**.

Some examples of eligible planning projects in the three focus areas –

Stormwater resilience:

- Vulnerability assessment using a hydrologic/hydraulic model such as XP-SWMM or equivalent to identify areas (e.g. creek corridors, bridges, intersections, etc.) within a tribal/local governmental unit that are at risk for flooding. Includes assessment of changes in future precipitation with storm events of greater intensity and frequency to evaluate how to optimize resiliency of stormwater infrastructure.
- Inventory of water infrastructure issues developed using new or existing modeling information to identify critical impacts (e.g. number of structures flooded, frequency of flooding, social vulnerability, local environmental impacts, etc.), including but not limited to consideration of existing asset management plans. Provides a prioritized list of critical areas needing infrastructure improvements to increase resilience.
- Feasibility study that compares design alternatives (e.g. replacing small or undersized stormwater infrastructure, adding surface or underground stormwater storage areas, increasing infiltration of stormwater, etc.) to address known or predicted areas of flooding within a tribal/local governmental unit. Identifies a preferred alternative with sufficient information to support consideration for future construction funding.
- Plan development (conducted in-house or by contract) for the bidding or contracting, design work, modeling, etc. needed for self-funded projects (those not on the Project Priority List (PPL) / Intended Use Plan (IUP) but which may include other outside funding sources) that have been identified by a tribal/local governmental unit risk assessment or adaptation/resilience plan.

Wastewater resilience:

- Risk assessment of wastewater facilities using the Environmental Protection Agency (EPA) Climate Resilience Evaluation and Awareness Tool (CREAT) or similar analysis to discover which extreme weather hazards pose significant challenges to the utility, identify the critical assets at risk, and explore various actions to protect them.
- Climate vulnerability assessment of public and/or privately-owned sewer and/or sewer sheds.
- Planning and investigative work for climate resiliency of wastewater, sewer, and or Inflow & Infiltration (I&I) projects to determine implementation plan for self-funded projects (that are not anticipated to be part of a Facilities Plan for a Public Facilities Authority (PFA) /Project Priorities List (PPL) but which may include other outside funding sources)
- Plan development (conducted in-house or by contract) for the bidding or contracting, design work, modeling, etc. needed for self-funded projects (those not on the Project Priority List (PPL) / Intended Use Plan (IUP) but which may include other outside funding sources) that have been identified by a risk assessment or adaptation/resilience plan (CREAT or other).

Community resilience:

- Community-wide climate vulnerability assessment involving stakeholders and authentic community engagement processes to identify community assets (such as parks and recreational areas,

roads, public buildings, local power infrastructure, etc.) at risk from more extreme weather and changing climate conditions, as well as local population segments at greater risk from harm, stress or displacement due to climate change.

- Community-wide climate adaptation planning involving stakeholders and authentic community engagement to identify specific strategies, policies, actions, and responsible parties needed for equitable adaptation.
- Plan development (costing, bidding or contracting, design work, modeling, etc.) needed for projects that will increase the climate resilience of one or more community assets identified by a community-wide vulnerability assessment or climate adaptation plan.

Ineligible projects

Projects that do not fit any of the three focus areas – stormwater, wastewater, or community resilience – and **projects that are not planning-oriented are ineligible.**

5. Eligible and ineligible costs

Eligible costs

Any cost that is directly related to the workplan tasks of an eligible planning project and not deemed ineligible below or by MPCA staff.

Ineligible costs

Ineligible costs include costs that are not directly related to the workplan tasks of an eligible planning project. The following costs, including but not limited to, even if they are directly related to the project, are ineligible:

- Any expenses incurred before the contract is fully executed including applicant's expense for preparing the eligibility and cost applications
- Bad debts, late payment fees, finance charges or contingency funds, interest, and investment management fees
- Attorney fees
- Employee worksite parking
- Lobbying, lobbyists and political contributions
- Mark-up on purchases and/or subcontracts
- Taxes, except sales tax on eligible equipment and expenses
- Activities associated with permit fees
- Activities addressing enforcement actions or that involve a financial penalty
- Memberships (including subscriptions and dues)
- Reimbursement to or stipends to non-staff stakeholders for their attendance at stakeholder participation meetings or their related expenses
- Food (other than staff per diem)
- Alcoholic refreshments
- Entertainment, gifts, prizes and decorations
- Merit awards and bonuses
- Donations and fundraising
- Purchase of equipment (leasing or paying for services that include use of equipment during an eligible project are allowed)

- Computer(s), tablets, and software, unless unique to the project and specifically approved by the MPCA as a direct expense
- Purchase or rental of mobile communication devices such as pagers, cell phones, and personal data assistants (PDAs), unless unique to the project and specifically approved by the MPCA.

6. Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant prioritizes communities with higher concentrations of low-income residents and people of color, including tribal communities. Click on the link below for MPCA's criteria and interactive mapping tool (recently updated on the MPCA website with data from a five-year 2016-2020 summary of the American Community Survey) to see if the project is located in an area of concern for Environmental Justice (EJ):

<http://mpca.maps.arcgis.com/apps/MapSeries/index.html?appid=f5bf57c8dac24404b7f8ef1717f57d00>.

This grant also prioritizes:

- Projects located in Minnesota outside of the 7-county Metropolitan Area comprised of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties.
- Stormwater projects that address localized flooding.

7. Application instructions

All applicants must complete the Grant Application Form, work plan and budget. Applications without all forms submitted will be deemed ineligible.

8. Application submission instructions

Applications must be received electronically by the MPCA by **Thursday, January 12, 2023, at 4pm CT**. Application submissions received after the deadline will not be considered eligible.

Applications must be submitted through the [SWIFT Supplier Portal](#). Note: The RFP is termed an "Event" within SWIFT. MPCA is not responsible for any errors or delays caused by technology-related issues.

Applicants do not need to log in to view the RFP and associated documents in the SWIFT system. Applicants interested in applying will need to register as a bidder in the system by clicking on the [SWIFT Supplier Portal](#), then *Register for an Account and Register as a Bidder*. Applicants should allow up to two business days to become registered as a Bidder.

Questions regarding submitting an application can be directed to the Vendor Assistance Help Desk at 651-201-8100, option 1 or by clicking on *Supplier Portal Help* within the [SWIFT Supplier Portal](#).

Applications submitted via any other method, including but not limited to email, fax, mail, in-person deliveries, will not be accepted.

9. Application questions

The MPCA is obligated to be transparent in all aspects surrounding grant work. To meet this obligation, **all questions must be submitted in the same manner, and answers are only provided via the [SWIFT Supplier Portal](#)**. It is the applicant's responsibility to check the [SWIFT Supplier Portal](#) and [MPCA website](#) for the most recent updates.

Applicants who have any questions regarding this RFP must email questions to grants.pca@state.mn.us, subject line: “FY 23 Planning Grants for SWC Resilience”, no later than 4pm CT on **Friday, January 6, 2023**. Answers to questions will be posted frequently in the [SWIFT Supplier Portal](#).

MPCA personnel are not authorized to discuss this RFP with applicants outside of the Question-and-Answer forum. Contact regarding this RFP with any MPCA personnel may result in disqualification.

10. Application review process

Applicants are encouraged to review the Evaluation Score-Sheet (Exhibit A) before submitting their application and make sure they are providing all the relevant information. Formal review of applications will be conducted by a team of MPCA staff.

Applications received by the grant deadline will be reviewed by MPCA staff using a two-step process described below. **Late applications will not be considered for review.**

Step 1: Eligibility review

The MPCA will determine if eligibility requirements are met. Any application found to be ineligible will be eliminated from further evaluation. Minimum requirements:

- Applicant is eligible as described in section 3.
- Project is eligible as described in section 4.
- All required forms submitted by the deadline.

Step 2: Application scoring

Only applications meeting the eligibility criteria under Step 1 will be considered for scoring in Step 2. Reviewers will evaluate applications per project using the weighted criteria listed in Exhibit A.

In addition to the ability to partially award projects, the MPCA reserves the right to refrain from awarding any grants.

In the event two applicants are tied in the scoring and there isn't sufficient funding to award both projects, the MPCA will select the applicant with the highest score in the following criteria, in descending order, until a winner is able to be determined:

- Environmental Justice
- Project located outside the 7-county Twin Cities Region
- Stormwater project that addresses localized flooding

Notification

All applicants will be notified by MPCA staff after approximately 4-6 weeks of application due date. Applicants selected for funding will be contacted concerning the next steps in the award process, including execution of the appropriate agreements with follow-up by the grantee within a reasonable time frame.

11. Grantee responsibilities

Awardees are required to be a registered vendor in SWIFT and will sign the grant agreement using DocuSign.

Grant agreement

Each awardee must enter into a grant agreement. The agreement will address the conditions of the award. Once the agreement is signed, the recipient is required to comply with all conditions.

Reporting requirements

Email updates about the status of the project are required to be provided to the MPCA Authorized Representative whenever an invoice is submitted to MPCA Accounts Payable. The MPCA Authorized Representative will not approve an invoice through the state system without this project update. A Grant Project Final Report, in a format provided to the Grantee by the MPCA, is required to be submitted to the MPCA Authorized Representative at the same time as the final invoice is submitted to MPCA Accounts Payable.

Public data

Applications are private or nonpublic until opened. Once the applications are opened, the name and address of the applicant and the amount requested is public. All other data in an application is private or nonpublic data until all agreements are fully executed. After all agreements are fully executed, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#). A statement by a grantee that the application is copyrighted or otherwise protected does not prevent public access to the application ([Minn. Stat. § 13.599](#), subd. 3).

Conflict of interest

MPCA will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Grant Monitoring

[Minn. Stat. §16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher.
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

The monitoring schedule will be determined at a later date.

Grantee Bidding Requirements

For Municipalities

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)
- The requirements of prevailing wage for grant-funded projects that include construction work and have a total project cost of \$25,000 or more, per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>.

Audits

Per [Minn. Stat. § 16B.98](#) Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination

by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination requirements for all Grantees:

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. [Minnesota Rules, part 5000.3500](#).
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration Requirement:

The grantee will comply with [Minn. Stat. § 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Exhibit A: Application evaluation score sheet

A 100 – point scale will be used to evaluate eligible applications and develop final recommendations.

Evaluation Category	Maximum Points
Project has clearly defined objectives, tasks that describe how those objectives will be met, a realistic timeframe, and a detailed budget that includes reasonable and cost-effective expenses.	20
Organizations and specific individuals that will do the work on the project are well-qualified for their roles with the knowledge, skills and abilities to carry out the project successfully.	15
Project will benefit and engage communities within area(s) of concern for EJ. Points will be scored as follows: <ul style="list-style-type: none"> • 5 pts: project located in an EJ area • 5 pts: substantive engagement • 5 pts: project will yield benefits in an EJ area 	15
Project methodology effectively incorporates consideration of current climate trends and projections of future climate conditions and how the impacts are anticipated to affect the general location of the project.	10
The project will address a much-needed resiliency planning issue that can make a meaningful difference to the community's preparedness for Minnesota's changing climate, including human health impacts.	15
The project will provide results that position a tribal/local government to take further action, assign responsibility for implementation, and/or pursue further funding to implement the resilience project(s) for which planning was completed	15
The project is located in Minnesota outside the 7-county Metropolitan Area.	5
The project is a stormwater project to address localized flooding.	5
Total	100

To: Elm Creek WMO Commissioners
Elm Creek TAC

From: Diane Spector

Date: November 3, 2022

Subject: Grant Update

**Recommended
Commission Action**

Discuss. Approve cost share application.

This is an update on the status of some grant-funded projects we've previously discussed:

16630/16750 Dayton River Road

At the October meeting, the TAC and Commission discussed an issue with erosion in a channel between the homes at 16630/16750 Dayton River Road that is expected to be exacerbated when a culvert under CSAH 12 is replaced as part of the upcoming County project. Erosion is contributing excess sediment to the Mississippi River. At the October meeting the TAC and Commission discussed sharing the cost of stabilizing this channel.

Good Steward Grants. This is a Hennepin County grant program that county staff recommended as a good source for a county contribution to the cost of channel stabilization. The City of Dayton will prepare and submit a grant application. Grants are due November 15.

Commission Cost Share. The City of Dayton is in the process of completing an updated cost estimate and Cost Share Program application. A draft is attached for your review; we will have an updated cost estimated by the November 9, 2022 meeting. Staff recommends approval of the Cost Share application.

Watershed Based Implementation Funding (WBIF)

Hennepin County has submitted a workplan to BWSR for the shared Education and Outreach coordinator. The Commission is now able to submit an application and work plan to BWSR for the balance of the grant. As previously discussed, that work plan will include \$175,000 for implementation of BMPs identified in the Rush Creek and Diamond Creek subwatershed assessments and \$92,774 for priority assessments. We will include as example assessments the proposed South Fork Rush Creek SWA, the Diamond Lake outlet channel, and the Rush Creek meandering near Stieg Woods as potential priorities. We are still developing options and cost estimates for each of those for further Commission consideration.

elm creek Watershed Management Commission

ADMINISTRATIVE OFFICE
3235 Fernbrook Lane
Plymouth, MN 55447
PH: 763.553.1144
email: judie@jass.biz
www.elmcreekwatershed.org

ELM CREEK WATERSHED MANAGEMENT COMMISSION Partnership Cost-Share Program Guidelines on Municipal Property

The Elm Creek Watershed Management Commission will from time to time make funds available to its member cities to help fund the cost of Best Management Practices (BMPs) projects that cost less than \$100,000. The following are the guidelines for the award of cost-share grants from this program:

1. Projects must be for water quality improvement and must be for improvement above and beyond what would be required to meet Commission rules. Only the cost of “upsizing” a BMP above and beyond is eligible.
2. Priority is given to projects identified in a subwatershed assessment or TMDL.
3. Projects should cost less than \$100,000; projects costing more than \$100,000 should be submitted to the CIP. Projects cannot receive funding from both the CIP and the Cost-Share Program.
4. Commission will share in funding projects on a 1:1 basis.
5. The cost of land acquisition may be included as City match.
6. The minimum cost-share per project is \$10,000 and the maximum is \$50,000.
7. Projects must be reviewed by the Technical Advisory Committee (TAC) and recommended to the Commissions for funding.
8. The Commissions will call for projects in December of each year, with potential projects reviewed by the TAC at its end of January meeting.
9. Cost-share is on a reimbursable basis following completion of project.
10. The TAC has discretion on a case-by-case basis to consider and recommend to the Commissions projects that do not meet the letter of these guidelines, including projects submitted mid-year.
11. Unallocated funds will carry over from year to year and be maintained in a designated fund account.
12. The standard Commission/Member Cooperative Agreement will be executed prior to project construction.

Adopted August 11, 2021)

**Elm Creek Watershed Management Commission
City Cost-Share Program Guidelines**

City:	Dayton
Contact Name:	Jason Quisberg
Contact Phone:	763 252-6873
Contact Email:	jason.quisberg@stantec.com
Project Name:	Dayton River Road Channel Stabilization
Year of Construction:	2023
Total Project Cost:	`\$50,000 (These are still being updated but are ballpark)
Amount Requested:	~\$25,000 (There will be an updated request at the Nov meeting)
Project Location:	Between 16630 and 16750 Dayton River Road

1. Describe the BMP(s) proposed in your project. Describe the current condition and how the BMP(s) will reduce pollutant loading and/or runoff volume. Note the estimated annual load and volume reduction by parameter, if known, and how they were calculated. Attach figures showing project location and BMP details including drainage area to the BMP(s).

Runoff from an area south of Dayton River Road is conveyed to the north side by a culvert under the roadway, which is CSAH 12. The culvert discharges into a channel that flows north between two properties to the Mississippi River. Hennepin County plans a 2023 project to replace various culverts along CSAH 12. This project involves widening the road, removing the guard rails, and extending and adding pipe. The two property owners' concern is the existing channel degradation on the intermittently flowing pipe and the expectation that it may get worse as development across Dayton River Road from their properties increases runoff to the culvert. Hennepin County does not intend to include stabilization of this private channel in its CSAH 12 project.

The Commission's engineers and county staff visited the site and observed that the channel is worn and with proposed development will likely get worse. The culvert extension likely will not increase flow, but it will direct it into the opposite bank and increase the efficiency of flow. There are several feet of fall to the River, so with future increased flow continued head cutting will occur, increasing erosion and sedimentation to the River.

Removing trees to encourage bioremediation is unlikely to gain property owner approval, thus it is proposed to stabilize the channel with rock armoring. The estimated cost of this project is \$50,000. The channel erosion is contributing about 2.6 tons sediment and 2.2 lbs TP to the river each year.

2. If this request is for cost share in "upsizing" a BMP, explain how the upsize cost and benefit were computed.

N/A

3. Show total project cost, amount of cost share requested, and the amount and source of matching funds.

The City is applying for a Hennepin County Good Steward Grant to contribute 50% of the cost of the project.

4. What is the project schedule, when will work on the BMP(s) commence and when will work be complete?

Site survey and design – late 2022; Obtain quotes – early 2023; Site work – winter 2023



Culvert and direction of flow