elm creek
Watershed Management Commission

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Technical Advisory Committee Meeting
Minutes | June 10, 2026

I. A meeting of the **Technical Advisory Committee (TAC)** of the Elm Creek Watershed Management Commission was called to order on Wednesday, June 10, 2026, at 11:03 a.m., in the Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN, by Chair Derek Asche.

Present: Steven Touney, Champlin; Lauren Letsche, Corcoran; Derek Asche, Maple Grove; Dusty Finke, Medina; Ben Scharenbroich, Plymouth; Mike Albers, Rogers; Kevin Ellis, Hennepin County Environment and Energy (HCEE); Brian Vlach, Three River Park District; Diane Spector, Lisa Tillman, Ben Otto, and Eric Osterdyk, Stantec; and Judie Anderson, JASS.

Also present: Loren Evenrud, Corcoran.

II. Motion by Scharenbroich, second by Touney to approve the **Agenda of the June 10, 2026, meeting.*** *Motion carried unanimously.*

Motion by Scharenbroich, second by Touney to approve the **Minutes of the May 13, 2026 meeting.*** *Motion carried unanimously.*

III. **2025 FUND BALANCES.*** The 2025 draft year-end balances and 2026 estimated available funds for non-operating accounts based on the in-progress financial audit are the following:

A. **Capital Projects Account.** These are funds levied for specific capital projects. The Commission holds these funds until such time as the member cities have completed the work. They then request reimbursement for their costs incurred. The City of Rogers has informed us they intend to complete the Fox Creek projects in the next 1-2 years. The two 2020 levies for ag BMPs supplement the WBIF funding Hennepin County is using for BMPs identified in the South Fork Rush and Diamond Creek SWAs. Three projects were submitted for reimbursement and excess funds transferred to the Closed Project Account (CPA).

Capital Project	Amount Held
Rogers Fox Creek Creekview Phase 2 (2016)	$80,206
Rogers Fox Creek Hyacinth Phase 3 (2017)	112,500
Corcoran Downtown Regional Stormwater Pond (2019)*	0
Livestock Exclusions, Buffers, Stabilizations (2020)	24,883
Agricultural BMPs Cost Share (2020)	19,790
South Fork Rush Creek (2023)*	0
Rogers Downtown Pond Expansion (2023)**	107,444
Rush Creek at Rush Hollow (2024)*	0
2024 direct admin costs for 2025 levy	-450
Account Balance YE 2025	**$344,373**
Levied in 2025 to be received in 2026	
Diamond Lake Alum Treatment	$330,000
Rush Creek – Rush Hollow to Fernbrook	200,000
Corcoran Sweeper	100,000

*Finaled, excess transferred to Closed Projects Account (CPA).
**Finaled in 2026, excess will be transferred to CPA in 2026.

*indicates enclosure

B. Cost Share Projects. The Commission operates two cost share projects, one for city projects and one for partnership projects on private property. The Dayton city cost share project was paid in November 2024 but is shown as a 2025 expense in the 2025 audit. In 2025 the Commission expressed a willingness to cost-share in a potential large shoreline restoration project on Fish Lake but stopped short of encumbering funds.

City Cost Share Projects	Balance
Year End 2024	$211,863
2023 Encumbrance-Dayton (Dayton Rd)	-50,000
Encumbered Account Balance YE 2024	**$161,724**
Levy funds (costs) in 2025	(-138)
2024 Dayton reimbursement (pd in '24, acct in '25)	47,351
2025 Encumbrance-none	-0
Estimated 2025 YE balance	**$164,374**

Partnership Cost Share Projects	Balance
Year End 2024	$93,386
2024 Encumbrance -none	-0
Encumbered Balance YE 2024	**$93,386**
Net levy funds received 2025	+52,488
2025 Encumbrance –	
Estimated 2025 YE balance	**$146,011**
2026 - encumbered for carp removal	10,000
2026 – possible Fish Lake Shoreline cost share*	35,000
Running balance	**$101,011**

*amount not formally encumbered by Commission

C. Closed Projects Account. The Commission's Closed Projects Account (CPA) houses levy funds that exceed final project costs. In addition, on occasion a project does not proceed, and the levy is then transferred to this fund. These funds are intended to be used for other capital improvement projects, including the cost of undertaking feasibility studies to preliminarily scope a future project. These funds may also be used to limit future capital levies for new projects.

Closed Project Account Funds	Balance
Year End 2024	$232,118
2025 Transfers in:	
Corcoran Downtown Pond	+1,639
Rush CR to Rush Hollow	+21,480
2025 transfer unused S Fork Rush Creek levy	+46,399
Estimated 2025 YE balance	**$301,636**

D. Other Assigned Funds Balances. The Commission has also in past years acted to segregate or assign some of its unrestricted reserves to be held for a specific purpose, for example to fund the 4th Generation Plan. These assigned funds may continue to be set aside to be used for these purposes or the Commission may elect to unassign the funds and transfer them to Unrestricted Reserves. From time to time the Commission has budget funding for projects or special studies and set that aside in an Assigned For Projects and Studies Account.

Other Assigned Funds Balances	Balance
Balance YE 2025	**$118,341**
Encumbered for chloride mgt plan	1,582
Encumbered for Fortin Low Salt Design	10,000
Encumbered for website update	15,000
Estimated 2025 YE encumbered balance	**$91,759**

E. Unrestricted Reserve. The last category of funds is the Commission's Unrestricted Reserves, which is cash on hand that has not been designated for a particular use. This helps with monthly cash flow and is a "rainy day reserve" in the event something unusual occurs. The policy is to maintain a cash reserve equal to the greater of five months of operating expenses (line 4) or 50% of annual operating revenues (line 5). Excess interest (line 2) is subtracted out so as not to inflate the amount of operating revenue typically received. Since line 6 is greater than the greater of lines 4 or 5, the Commission's reserves are adequate.

Unrestricted reserve desirable balance calculation using 2025 year-end amounts.

Component		Operating Expenses	Operating Revenues
1	2025 operating year end (unaudited)	$336,231	$388,342
2	Less interest exceeding budget		45,925
3	Net amount	$336,231	$342,417
4	5/12ths of yearly expenses	$140,096	
5	50% of yearly revenues		$171,208
6	**YE 2025 Unrestricted Balance (preliminary)**	**$237,333**	**$237,333**

IV. 2026 ANNUAL CIP.* The next step in the annual Capital Improvement Program process is to adopt a proposed annual CIP that reflects input to date. Adopting the CIP does not mean all the projects will necessarily go forward this fall, it simply indicates the projects we are considering.

A. Staff recommendations.

1. Since both the City and Partnership Cost Share programs are currently adequately funded (~$160,000 and ~$101,000 respectively), Staff recommend that you do not levy this year for these programs.

2. The Commission's CIP cost share policy established $750,000 as a desirable maximum annual levy. Since the potential levy is greater than that amount, Staff recommend postponing phase 2 of the levy for the Diamond Lake internal load project to 2027. That proposed project would be completed over multiple years 2027-2030. Funds already levied and on hand will be sufficient for the 2027-2028 phase of the project.

3. The Fish and Rice Lake Fish Management Plan is compiling data and will soon begin discussion about potential fish barriers to control migration of carp. The project shown on the CIP is a placeholder: the cost and funding plan is not yet known, but it is shown as "TBD." If the Commission does agree to cost share, it could not be from 2026 levy but could be from other sources such as the Closed Projects Account (current balance ~$300,000), or from the 2027 levy. Staff recommend leaving the project on the CIP for 2026 until the Management Plan makes a firm recommendation as to how to proceed. If that is to wait until 2027, the project can simply be rescheduled.

B. Future actions.

1. In August, call for a public hearing on proposed 2026 projects.

2. In September, hold a public hearing to adopt the projects and certify a levy to Hennepin County.

Proposed 2026 Annual CIP

PROJECT	Estimated Cost	Staff Recommendation
City Cost Share Program		
Commission Contribution-Capital Levy	$0	$0
Local Contribution	0	0
Partnership Cost Share Program		
Commission Contribution-Capital Levy	0	0
Local Contribution	-	-
Diamond Lake Internal Load Improvement		
Commission Contribution-Capital Levy	330,000	0
Local Contribution	0	0
Reconstruct Bridge at Cartway and Elm Creek		
Commission Contribution-Capital Levy	250,000	250,000
Local Contribution	1,910,000	1,910,000
Fish and Rice Lakes Carp Management		
Commission Contribution-TBD	100,000	100,000
Local Contribution	TBD	TBD
Maple Grove Street Sweeper		
Commission Contribution-Capital Levy	100,000	100,000
Local Contribution	300,000	300,000
Elm Creek Valley Stream Restoration		
Commission Contribution-Capital Levy	150,000	150,000
Local Contribution	450,000	450,000
SUBTOTAL Commission Contribution-TBD	**$100,000**	**$100,000**
SUBTOTAL Commission Contribution-Capital Levy	**$830,000**	**$500,000**
SUBTOTAL Local Contribution	**$2,660,000**	**$2,660,000**
TOTAL	**$3,590,000**	**$3,260,000**

Motion by Finke, second by Scharenbroich to recommend approval of the foregoing 2026 Annual CIP with inclusion of Staff's recommendations. *Motion carried unanimously.*

V. 2026 MAXIMUM LEVY.* At this time the Commission must set the maximum amount of capital projects levy it expects to certify to Hennepin County. The actual levy will be certified in September, after the Commission holds public hearings on the proposed projects. The table below shows the projects that will be considered in September. The Maximum Levy sets the ceiling for the capital levy; the Commissions can certify a lesser levy amount but cannot increase it. In addition to the project cost, as recently approved, the Commission levies an additional $5,000 per project and $2,500 per cost share program to cover administrative costs, and 1% to cover uncollected levies. These maximum levies must be reported to Hennepin County by mid-June.

A. Project descriptions.

1. Reconstruct Bridge at Cartway. Reconstruction of the Cartway Drive bridge over Elm Creek. The proposed crossing will reduce velocities in and around the crossing, reducing erosion and sediment load transport downstream. The proposed crossing decreases the floodplain elevation and width upstream, reducing flood risk and increasing conveyance capacity. The proposed crossing is conducive to aquatic organism passage. The widened culvert opening more closely mimics bank full conditions to align with the creek restoration that has been completed up and down stream and restores aquatic connectivity.

2. Elm Creek Valley Stream Restoration. Stream restoration and erosion repair of 1,600

linear feet of Elm Creek upstream (south) of Elm Road. Estimated phosphorus reduction of 100 lbs/year, improved riparian environment, enhanced habitat, and improved recreation and access to the creek.

3. Maple Grove Sweeper. Cost participation in the purchase of a street sweeper to expand the City's systematic municipal street sweeping program.

B. 2026 CIP projects to be levied.

Project	Total Cost	City/ Private	Commission Share	Commission Levy
Reconstruct Bridge at Cartway	2,160,000	1,910,000	250,000	255,000
Maple Grove Sweeper	400,000	300,000	100,000	105,000
Elm Creek Valley Stream Restoration	600,000	450,000	150,000	155,000
Subtotal	**$3,160,000**	**$2,660,00**	**$500,000**	**$515,000**
TOTAL LEVY (101% for uncollectable)				**$520,150**

Motion by Scharenbroich, second by Finke to recommend setting the Commission's 2026 maximum levy per the foregoing table. *Motion carried unanimously.*

VI. PROPOSED 2027 OPERATING BUDGET REVISED.*

A. According to the Joint Powers Agreement, the Commission must on or before June 15 of each year adopt a budget for the coming year. The budget must be transmitted along with notice of the apportionment of costs to each city by July 1. Member cities have until August 15 to comment on or raise objections to the budget. If no objections are submitted, the budget proceeds as adopted. If objections are submitted in writing, then the Commission must hold a public hearing to consider modifying the budget or proceeding with no change.

The proposed budget separates the operating expenses from the capital and other non-operating expenses and revenues in order to more clearly determine if member assessments and project review fees are adequately funding operating expenses, or whether the Commission is operating at a deficit or surplus. As discussed at the May 13 meeting, this budget removes the direct costs and revenues relating to project reviews to a separate account. Overhead and non-refundable fees remain in the operating budget.

B. As proposed, the 2027 budget is a continuation of the programs and activities undertaken in 2026, with some slight modifications. The overall proposed 2027 operating budget is about a $20,800 increase over the 2026 budget, mainly due to increases in the monitoring budget and planning for local water management plan reviews starting in 2027. Total general operating expenses equal $357,036.

1. Staff assumed 45 project reviews in 2027 compared to 40 in 2026. No changes are proposed to the review fee structure.

2. Some adjustments have been made to individual line items based on experience, contracts with Three Rivers, USGS, and Hennepin County, and the increasing cost of doing business.

3. A line item has been added for completing reviews of Local Stormwater Management Plans.

4. This budget assumes a modest amount of interest; anything earned above that will accrue to the reserves.

5. This budget assumes a transfer of $5,000 per capital project from levy funds (total of $20,000) to offset administrative costs of supporting capital projects.

C. City Assessments. A 2.6% increase is proposed for 2027 member city assessments to keep up

with inflation. There was no increase in 2024 and 2026 and a 3% increase in 2025. The 2027 budget assumes a $13,436 contribution from cash reserves to limit any increase in assessments. Assessments are based on each city's share of taxable market value and total $263,700. Taxable market value was remarkably steady from 2025 to 2026, so there was not much change between the cities. Other general operating revenue totals $56,500.

VII. OTHER BUSINESS.

The **next meeting** of the Technical Advisory Committee is tentatively scheduled for Wednesday, July 8, 2026.

There being no further business, the meeting was adjourned at 11:31 a.m.

Respectfully submitted,

Judie A. Anderson
Recording Secretary
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