elm creek
Watershed Management Commission

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

October 28, 2026

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

Dear Representatives and Members:

A regular meeting of the Elm Creek Watershed Management Commission will be held on **Wednesday, November 4, 2026, at 11:30 a.m.** at Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN. We will meet in the **Birch Room** on the main level.

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

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	Eric Osterdyk	Lisa Tilman	Grace Neumiller	Rebecca Carlson
	TAC Members	Karen Galles	Kevin Ellis	City Clerks	Diane Spector
	Kris Guenthner	BWSR	Met Council	MPCA	Brian Vlach
	Reviewing Agencies		DNR	Official Newspaper	

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AGENDA
Technical Advisory Committee
November 4, 2026 | 11:00 a.m.

1. Call to Order.
   a. Approve agenda.*
   b. Approve minutes of last meeting.*
2. Policies, roles and responsibilities.
   a. Proposed Governance Policy Manual.*
3. WBIF Convene Meeting – update.*
4. Other Business.
5. Next TAC meeting _____.

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*in meeting packet
**available at meeting

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Technical Advisory Committee Meeting
Minutes | September 9, 2026

I. A meeting of the **Technical Advisory Committee (TAC)** of the Elm Creek Watershed Management Commission was called to order on Wednesday, September 9, 2026, at 10:37 a.m., in the Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN, by Chair Derek Asche.

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

Also present: Cathy Kennedy, Dayton.

II. Motion by Albers, second by Letsche to approve the **Agenda of the September 9, 2026, meeting.*** *Motion carried unanimously.*

The members introduced themselves to Kennedy, the new Commissioner from Dayton.

Motion by Albers, second by Touney to approve the **Minutes of the June 10, 2026 meeting.*** *Motion carried unanimously.*

III. **Presentation – 15175 North Point Drive.*** Osterdyk gave a presentation on a potential shoreline restoration project in Rogers, MN. It is a private residence along the Crow River and involves 200 linear feet of bank stabilization. The owner has a landscaper on board but does not have an engineer under contract. The owner is hesitant to proceed with the project without a guarantee that it will be approved by the permitting agencies and the Commission. A variance from the City of Rogers' Shoreline Ordinance may be required.

Discussion: Beyond providing assistance to the landowner with interpretation of regulatory requirements, does the Commission want to get involved in another way such as with a feasibility study or funding?

Included in the presentation was an outline of the requirements of the various permitting agencies – the City of Rogers, including completed Floodplain Development and Shoreland Land Alteration permits; a DNR public waters work permit; and Commission approval of Rules E, F, G, and I. Hennepin County may have some additional requirements.

It was a consensus of the members that the project likely requires an engineer and that the Commission should not lead the design. The Commission could offer financial assistance through the Partnership Cost-Share program which, if approved by the TAC, could reimburse the landowner for a portion of the design and construction costs after completion of the project.

IV. Proposed Policy Manual.*

The Commission and TAC (and Staff) have on various occasions expressed that it would be convenient and desirable to have a single document that summarizes all the various policies and operational guidance. This would serve as a good introduction to the Commission to new Commissioners and TAC as well as a handy reference.

The Bassett Creek WMO has a Policy Manual that Staff have reviewed as a potential model for Elm Creek. Using that document as a starting point, Staff have pulled together a rough draft for review and comment. It is the intent to go through one or two rounds of comments so that a final version can be adopted by the end of the year.

Not included in this draft are the Records Retention Policy and the Data Practices Act Procedures. The Commission has policies for both, but they are lengthy. Staff will review those to see if they can be condensed.

When reviewing, the members are asked to consider:

1. How much detail should we aim for in the descriptions?

2. What policies/guidelines would you like to see added to the document?

3. Is there anything that can be deleted?

4. Some of the policies need further discussion. For example, the policies regarding the desired maximum balances in the cost share and closed projects accounts and where excess funds should be transferred.

5. Are there any others that need further discussion?

V. OTHER BUSINESS.

The **next meeting** of the Technical Advisory Committee is scheduled for Wednesday, October 14, 2026.

There being no further business, the meeting was adjourned at 11:38 a.m.

Respectfully submitted,

Judie A. Anderson
Recording Secretary
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Stantec

Memo

To: Elm Creek WMO Commissioners
Elm Creek TAC

From: Eric Osterdyk, PE, CFM
Lisa Tilman, PE
Diane Spector
Judie Anderson

Date: October 6, 2026

Subject: Proposed Policy Manual

Recommended TAC/ Commission Action	Discuss and provide direction.

The Commission and TAC (and staff!) have on various occasions expressed that it would be convenient and desirable to have a single document that summarizes all the various policies and operational guidance. This would serve as a good introduction to the Commission to new Commissioners and TAC as well as a handy reference.

We have pulled together a rough draft of a Policy Manual for review and comment. Our hope is to go through one or two rounds of comments so that a final version can be adopted by the end of the year.

Please review the attached draft for our discussion, bearing in mind:

1. The descriptions are a summary of individual policies intended to provide an overview and highlights but not the policy in detail. Are there any policy descriptions that need more detail?
2. Are there any other policies/guidelines would you like to see added to the document?
3. Is there anything that can be deleted?
4. Some of the policies need further discussion. For example, the policies regarding the desired maximum balances in the cost share and closed projects accounts and where excess funds should be transferred.
5. Comments on the “position descriptions.”
6. Any other discussion?

ELM CREEK
POLICY MANUAL

D R A F T October 2026

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Appendix A. Roles and Responsibilities Document

References (not included)

A Elm Creek Watershed Management Plan, January 2026
B. ECWMC Bylaws
C. ECWMC Joint Powers Agreement
D. Records Retention Policy
E. Data Practices Act Procedures

INTRODUCTION

This Policy Manual is meant to facilitate consistent implementation of current governance and operational policies of the Elm Creek Watershed Management Commission, and to clearly document policies and procedures for new ECWMC Commissioners and Technical Advisory Committee members. This document is the result of the Board's request for a manual that collects those policies in one place. The foundation documents for the ECWMC are:

- Minnesota Statute 103B.201
- ECWMC Joint Powers Agreement
- ECWMC Bylaws
- The 2026 ECWMC Watershed Management Plan

1. INTERNAL GOVERNANCE POLICIES

1.1. CONSULTANT DIRECTION

Policy: The Administrator, Engineer, and Attorney work at the direction of the Commission to assist the Board in meeting its obligations under Minn. Stat. 103B and Minn. Rules 8410.

Description: The policies pertaining to the consultant's obligations are governed by their contracts and the Work Plan.

Strategies to implement policy: The Roles and Responsibilities Document in Appendix A sets forth the routine activities of the Administrator.

1.2. CONSULTANT ADDITIONAL SERVICES

Policy: The Commission will establish clear guidelines which will allow the Commission and consultants to share the same expectations of duties and responsibilities.

Description: The Commission's consultants (administrator, attorney, engineer, etc.) are sometimes called on to do work or provide services on behalf of the Commission when there is not an opportunity to secure prior authorization for the work by the Commission. These guidelines are intended to provide guidance to consultants in those situations.

Strategies to implement policy:

a. When reasonably practicable, consultants will secure prior approval of the Commission for providing services to the Commission.

b. No prior authorization by the Commission is needed in the following circumstances:
    I. Work or services included in the budget (if the budget for that item has not been exceeded).
    II. Project reviews in response to applications received by the Commission.
    III. Routine telephone calls or requests for information from Commissioners, member cities, government agencies, or citizens.

IV. Responding to requests for information or assistance from member cities when services will not exceed $2,000.

c. If the work or services ordered do not fall within the exceptions listed in strategy b, above, the consultant will contact the Administrator for authorization to proceed. If the consultant is unable to contact the Administrator, the consultant may contact the Chair. The Chair may give advice to the consultant as to whether to proceed with such work. The consultant may contact the Administrator for authorization to proceed at any time the consultant is in doubt about whether to proceed.

d. Budget exceedances must be approved by the Commission if they fall outside the $2,000 limit.

1.3. BOARD MEMBER INTERACTION WITH COMMISSION CONSULTANTS

Policy: All consultants to the Commission will work under the direction of the Administrator except for legal counsel and auditors who have a professional responsibility to the ECWMC. Consistent with this professional responsibility, Commissioners will endeavor to keep the Administrator and/or Commission Chair informed of conversations and other written communication with consultants as appropriate to facilitate the coordination of Commission activities.

Description: In order for the Commission to function as a cooperative entity and avoid contradictory assignments, it is necessary for the Administrator and/or Commission Chair to be kept informed of communications with consultants.

Strategies to implement policy:

a. To comply with Open Meeting law requirements, Commissioners will route communications with other Board members through the Administrator.
b. Commissioners will bring suggestions, requests and recommendations for consultant assignments and preparation of work products to the Commission Chair for approval and assignment.
c. Individual Commissioners are encouraged to seek information and explanations, especially on upcoming agenda items, from consultants, but will exercise judgment to ensure such requests are reasonable in scope and number, and that substantial costs are not incurred in complying with such requests.
d. Individual Commissioners may not request the preparation of work product or substantial expenditures of time/effort by consultants to the Commission without authorization. The Chair, at her/his discretion, may request preparation of work product when necessary to expediently pursue the Commission's business, subject to the policies in this manual.

1.4. RECORDS AND DATA RETENTION

Policy: The Commission will establish and maintain an active, continuing program for the economical and efficient management of its records as required by Minnesota Statutes 138.17, Subdivision 7.

Adopted:

Description: The Commission has adopted a Record Retention Schedule to manage its records by

establishing minimum retention periods for the records based on their administrative, fiscal, legal and historic value and statutory requirements. It lists categories of records that are maintained by the Commission, identifies how long the Commission will retain them, their classification under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and how they are being stored.

Strategies to implement policy: The Administrator is the responsible authority and the data practices compliance official for compliance with the Act and will maintain data and records in accordance with the policy and state law.

1.5. POLICIES AND PROCEDURES FOR PUBLIC ACCESS TO DOCUMENTS

Policy: Data will be available to the public as per the Data Practices Act (DPA), Minnesota Statutes, Chapter 13 and as outlined in the ECWMC Data Practices Procedures.

Adopted:

Description: This policy is adopted pursuant to Section 13.03, subdivision 2 of the DPA, which states that every public body shall establish procedures to implement the DPA. The DPA states that data of public bodies are to be available to the public unless specifically exempted under the law in cases where individual privacy would be violated or where other valid concerns outweigh the interest in public availability. The Commission recognizes the public interest in open access to its data as well as the public interest that requires that certain types of data not be publicly available. It is the intent of the Commission to comply fully with the DPA and, where the DPA allows for the exercise of judgment, to exercise that judgment consistent with the public interests underlying the law.

Strategies to implement policy: The Administrator is the responsible authority and the data practices compliance official for compliance with the Act and will provide access to data and records in accordance with the policy and state law.

1.6. CODE OF ETHICS/CONFLICT OF INTEREST

Policy: The Commission operates in accordance with high ethical standards and has established clear guidelines for the ethical conduct of Commission business.

Adopted:

Description: Ensuring that conflicts of interest do not affect Commission proceedings is an essential element of maintaining high ethical standards. In addition to compliance with the Ethics in Government Act, Minnesota Statutes section 10A.07, the Commission has adopted a conflict of interest policy.

Strategies to implement policy:

a. **Disclosure of conflicts**. A Commissioner who has a personal financial interest, or other private interest or relationship that limits the Commissioner's ability objectively to consider, deliberate or vote, in a matter scheduled to come before the board must inform the Chair of the nature of the potential conflict, prior to the board's consideration of or taking action on the matter.
b. **Abstention**. A Commissioner must abstain from chairing any meeting, participating in any vote,

offering any motion, or participating in any discussion on any matter that may substantially affect the Commissioner's financial interests or those of an associated business or family member.

2. EXTERNAL/OPERATIONAL POLICIES

2.1. PROJECT REVIEW FEES

Policy: The Commission will charge a fee for review of all project plans triggering the Commission's Requirements for Rules and Standards for Development and Redevelopment, including projects submitted by member cities and other government agencies.

Description: Review fees are charged to the applicants for review to recover costs of the program. The project review fee is the actual cost to review the project from initial contact through final submittals. The Commission will maintain a fee schedule establishing initial fee escrows. If that escrow is exceeded the review is considered incomplete until additional funds are deposited. If the cost is less than the escrow, on completion the Commission will promptly refund the balance.

2.2. GENERAL OPERATIONS

Policy: Commission administration and programmatic costs will be funded through charges to member cities based on area and taxable value.

Description: Member cities are allocated their share of administrative costs based on a formula in the Joint Powers Agreement. Each year the Commission adopts a budget in accordance with the joint powers agreement between the member cities. The budget is adopted before July 1, and cities may comment on or object to the budget before August 15. The Commission adopts a budget after adjustments as necessary at the August meeting.

2.3. ADEQUATE FUND BALANCE POLICY

Policy: it is considered good financial practice to retain a reserve of funds to help with monthly cash flow and as a "rainy day reserve" in the event something unusual occurs.

Adopted: May 10, 2023

Description: The Commission's policy is to maintain a cash reserve equal to the greater of five months of operating expenses or 50% of annual operating revenues. This is reviewed each year during the budget and audit process.

2.4. CAPITAL IMPROVEMENT PROGRAM FUNDING

Policy: To facilitate implementation of improvement projects within the watershed, the Commission may elect to share in the costs of high-priority watershed capital improvements and demonstration projects that go above and beyond general city management activities and are intended to provide a significant improvement to the water resources in the watershed.

Adopted: Revised March 9. 2022

Description: The Commission operates in accordance with a CIP Cost Share Policy. As called for in the approved watershed management plan, the Commission's share of projects are funded using an ad valorem tax levy administered by Hennepin County (MN Statutes 103B.251). The member cities are responsible for constructing the CIP projects. Other funds such as grants and cash on hand may be used to fund or supplement levy funding. The member cities are responsible for constructing the CIP projects.

Strategies to Implement Policy:

a. The Commission will use a maximum annual levy of $750,000 as a working guideline.
b. The cities' share will be a minimum of 75% of the cost of the project. The 75% share will be apportioned to the city/cities in some other manner acceptable to them. Each city will decide the funding mechanism for their share that is best suited to them.
c. Lake internal Load projects may be eligible for up to 100% cost share
d. Approved non-structural practices such as street sweepers and chloride management equipment may be eligible for up to 25% cost share.
e. Early each year, the Commission and TAC will review the working CIP with recommendations from the TAC to consider whether new projects should be added to the CIP or whether project implementation dates and funding sources should be changed, as necessitated by changing priorities, funding availability, partnering opportunities, or other factors.
f. The Commission will enter an agreement with the responsible city to design and construct the project.
g. The Commission may apply for grant funding for the implementation of CIP projects.

2.5. ADMINISTRATIVE EXPENSE CHARGES TO CAPITAL IMPROVEMENT PROJECTS

Policy: The Commission will recover administrative and legal costs incurred to review, approve, levy, and manage CIP costs.

Description: The Commission will charge a flat fee to reimburse its General Fund for administrative expenses associated with CIP projects.

Strategies to Implement Policies:

a. $5,000 per capital project and $2,500 for each cost share program is included in the CIP project levy to reimburse the Commission for administrative expenses.
b. These fees are transferred from the CIP account to the Administrative Account

2.6. CAPITAL IMPROVEMENT PROGRAM CLOSED PROJECT ACCOUNT POLICY

Policy: Funds remaining in the CIP construction account from completed projects may be used to reduce future tax levies for future CIP projects.

Adopted: November 14, 2018

Description: The Commission established CIP Closed Project Accounts to receive remaining funds from

completed project accounts and may utilize these funds in accordance with the Closed Projects Account Policy.

Strategies to Implement Policy:

a. Upon completion of CIP projects funded in whole or in part by a County tax levy and after reimbursement of Commission expenses and administrative charges and final payment to the City with responsibility for construction of the project, the construction account for that project will be closed and remaining funds will be transferred to the Closed Project Account.
b. As a general guiding principle, the Account will be used for expenses incurred for other projects in the Commission's CIP that are proposed to be funded with a County tax levy. Such expenses include:
    I. The administrative and construction costs of CIP projects. Monies from the Account may be used to reduce or eliminate a tax levy for capital projects in the CIP by transferring monies to the construction accounts for those projects.
    II. Reimbursement to the Commission's General Fund of expenses or administrative fees incurred in connection with a project if the tax settlement for that project is not sufficient to cover such expenses.
    III. Reimbursement to cities that construct projects for administrative or construction costs if tax settlements received from the County are not sufficient to cover such costs. These costs might include cost overruns on projects, change orders, corrective follow-up work or repairs, or other unforeseen project costs.
    IV. Prepayment of project costs to the Commission or to cities for project costs that are incurred before receipt of tax settlement from the County for that project.
    V. Completion of feasibility and subwatershed assessments that will identify, plan, design, or redesign capital projects to be funded with a County tax levy.
c. The Commission does not intend to accumulate unreasonable balances in the Account. Because the Account could be used to fund projects in advance of receipt of tax settlement from the County, and because a number of larger projects in the CIP have total costs, or annual project costs, the Commission finds that an accumulation of funds of up to $100,000 is reasonable. Money will not be accumulated to an amount in excess of $100,000 unless a specific use for such funds has been identified. The Account balances may be kept within this amount by expending funds for any of the purposes identified in this policy.
d. Each year the Commission will consider the status of the Account prior to certification to Hennepin County of requests for tax levies for capital projects.
e. If project costs exceed projections, cities responsible for construction may request additional funds.

2.7. COST SHARE PROGRAM ACCOUNT POLICY

Policy: The Commission will from time to time make funds available to its member cities to help fund the cost of Best Management Practices (BMPs) projects not on the CIP. Funds are levied as needed.

Adopted: August 11, 2021

Description: The Commission established the City Cost Share Program for city projects and the Partnership Cost Share Program for projects on private property.

Strategies to Implement Policy:

a. 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.
b. The Commission will share in funding city projects on a 1:1 basis up to $100,000. The Commission may reimburse up to 100% of the cost of private qualifying BMPs up to $50,000.
c. Projects must be reviewed by the Technical Advisory Committee (TAC) and recommended to the Commission for funding. The TAC has discretion on a case-by-case basis to consider and recommend to the Commission projects that do not meet the letter of the guidelines
d. Unallocated funds are carried over from year to year. Accumulated funds in excess of $100,000 in the Partnership Cost Share Account may be transferred to the City Cost Share Account.
e. For Partnership projects the property owner must dedicate a public easement or equivalent sufficient to install and maintain the BMP. The Member City must obtain a recordable maintenance agreement from the property owner that specifies maintenance requirements and schedule; authorizes the City to inspect the BMP and order maintenance and improvement; and authorizes the City to undertake ordered maintenance and improvement not completed by the property owner and assess the cost that work to the property.

APPENDIX A

Elm Creek Watershed Management Commission
Roles and Responsibilities
DATE

ADMINISTRATOR

1. Implements the strategic direction as set by the Commission.
2. Responds to direction from the Commission.
3. Acts as the primary point of contact and maintains direct communication with Commissioners, TAC members, member cities, consultants, state and local agencies, the public, the media, and other partners (e.g. Met Council, West Metro Water Alliance, Hennepin County, park districts, Metro Blooms, etc.).
4. Coordinates logistics, prepares agendas and materials, writes minutes, and attends meetings of the Commission, Technical Advisory Committee, and other Commission Committees.
5. Represents the Commission at various meetings and through correspondence with partners, and outside interests or groups.
6. Provides primary coordination during the development of the Watershed Management Plan, policy manuals, Education and Outreach Plan, and other organizational documents.
7. Updates and follows the policy manual in coordination with the Commission, and the Commission engineer, legal counsel, and deputy treasurer.
8. Communicates the work of the Commission to commissioners, partners, and the public (with assistance, as needed, from Commission engineer and others) including maintaining an updated website, giving interviews and presentations, submitting press releases, etc.
9. Coordinates and oversees work of the Commission Engineer, consultants, contracts and agreements; and reviews all invoices to the Commission.
10. With input from commissioners, the TAC and Commission Engineer develops annual CIP for Commission consideration.
11. Serves as Deputy Treasurer; tracks status of Commission budget, including CIP project budgets, grants, and special accounts; prepares monthly Treasurer's report; and coordinates the annual financial audit.
12. Coordinates administrative tasks related to capital projects, including Plan amendments, Hennepin County approval process, BWSR approval process, cooperative agreements, and interim and final accounting and reimbursements
13. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals, in coordination with Commission Engineer.
14. Tracks progress and implementation of Commission programs and activities including objectives, schedules and budgets in coordination with Commission Engineer.
15. Leads the development of annual budget (in coordination with Budget Committee), annual report, and annual work plan; communicates with Hennepin County regarding maximum and actual annual levy amounts.

16. Prepares annual report and annual plan; maintains website; appropriately notices all public meetings; maintains official records of commissioner appointments; maintains official records, follows records retention schedule and data practices act.

ENGINEER

1. Responds to direction from the Commission and Administrator.
2. Reviews development plans and reports to Commission and member cities on compliance of the plans with regards to Commission review standards, requirements, policies and procedures.
3. Performs inspections of the Commission's CIP projects, as needed or directed and prepares report with recommendations.
4. Develops and writes the Watershed Management Plan in cooperation with the Administrator at the direction of the Commission and with input from the TAC, watershed residents, state agencies, and partners; and assists the Administrator with coordinating certain aspects of Watershed Management Plan development.
5. Represents the Commission on a technical level at various meetings and through correspondence with partners and others as directed by the Commission or Administrator.
6. Provides technical recommendations to the Commission on projects, plans, Rules, and monitoring programs.
7. Coordinates and performs (as directed) science-based decisions on water monitoring activities, feasibility studies, project designs and other projects or programs as directed by the Commission.
8. Coordinates with the TAC, helps set TAC meeting agendas, provides meeting materials as needed, and assists Administrator with preparation of TAC memo to Commission.
9. Provides meeting agenda items and meeting materials to the Administrator.
10. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals.
11. Reviews member cities' local water management plans for conformity with Commission plan, as directed by the Commission.
12. Assists Commission with reporting on TMDL implementation progress (including water quality modeling).
13. Maintains and updates the Commission's watershed-wide hydrologic and hydraulic model and water quality model for use in floodplain management and to assess impacts of water quality best management practices.
14. Apprises the Commission of technical innovations in stormwater management and proposed policy/rule/statute changes that could affect the Commission.
15. Stores development/project review files and technical data.

DEPUTY TREASURER

1. Takes direction from the Commission Treasurer and Commission
2. Advises the Commission on financial practices, investments, and depositories
3. Maintains access to Commission accounts including checking and investment accounts
4. Assists with the transfer of funds between accounts in order to maintain appropriate balances in checking account and investment funds
5. Assists with maintaining appropriate collateral on all accounts
6. Assists with developing and implementing the Commission's fiscal policies
7. Assists with and review the annual financial audit
8. Maintains signatory authority for checking account; signs monthly checks as needed

LEGAL COUNSEL

1. Responds to direction from the Commission and Administrator
2. Reviews or prepares contracts and agreements; makes recommendations to the Commission.
3. Advises the Commission on pertinent legal matters.
4. Represents the Commission in lawsuits or other matters, as necessary.
5. Develops resolutions for Commission action, as requested.
6. Provides meeting agenda items and/or meeting materials to the Administrator.

TECHNICAL ADVISORY COMMITTEE

1. Responds to requests for input from the Commission and Administrator.
2. Acts as a forum for the exchange of ideas between the member cities, presentation of city activities, and one source of ideas for projects, programs, etc. This may help avoid duplication among cities on watershed-wide activities.
3. Acts as a vehicle for communication from member cities to the Commission.
4. Provides technical advice and local knowledge to Commission; offers recommended alternatives and solutions.
5. Discusses possible CIP projects and project budgets each year for Commission consideration.
6. Recommends projects to be funded through the Commission's channel maintenance fund for Commission consideration.
7. Reviews recommendations from flood control project and CIP project inspections.
8. Performs other duties as assigned by the Commission.

COMMISSIONER

1. Provides overall direction for the Commission; monitors and controls its function.
2. Establishes policies of the Commission.
3. Directs the development and implementation of the Watershed Management Plan.
4. Adheres to the bylaws and Joint Powers Agreement of the Commission including provisions regarding the appointment of Commissioners.
5. Directs the work of the administrator, engineer, and legal counsel.
6. Recruits, supervises, retains, evaluates and compensates all consultants to carry out the work of the Commission.
7. Attends Commission meetings or arranges for alternate commissioner to attend if unable to attend and communicates this to the Chair and Administrator.
8. Participates in Committees, as assigned.
9. Takes action each year to set the annual operating budget, set the annual levy amount, review and approve the annual activity report; review and accept the annual financial audit.
10. Conducts performance reviews of contractors.
11. Reviews and approves invoices.
12. Makes decisions using sound science pertaining to water resources management for entire watershed.

ALTERNATE COMMISSIONER

1. Attends meetings (most importantly if the primary Commissioner is not able to attend) and engages in all discussions of the Commission.
2. Performs duties of the primary Commissioner (as noted above) when the primary Commissioner is not in attendance at a meeting including making motions, seconding motions, and voting on motions. Motioning and voting is performed by the Alternate Commissioner only when the primary Commissioner is not present.
3. Participates in committees, as assigned.
4. Adheres to the bylaws and Joint Powers Agreement of the Commission including provisions regarding the appointment of Commissioners.
5. Makes decisions using sound science pertaining to water resources management for entire watershed.

Stantec

Memo

To: Elm Creek WMO Commissioners
Elm Creek TAC

From: Lisa Tilman, PE

Date: October 26, 2026

Subject: Watershed Based Implementation Funding (WBIF) Convene Process

Recommended TAC/ Commission Action	Discuss and direction on funding priorities.

The Board of Water and Soil Resources (BWSR) biennially appropriates funding for a program called Watershed-Based Implementation Funding (WBIF). The WBIF funding is allocated to targeted watersheds to be distributed according to guidelines agreed upon by the eligible entities in the allocation area (Cities, Watershed, County). The BWSR-approved Elm Creek allocation for fiscal year 2026-2027 is $373,588. A minimum 10% local match is required. These funds are allocated to the Elm Creek Allocation Area. As a partnership, the Cities, Commission, and Hennepin County can apply for WBIF grants. WBIF grant agreements must be completed by June 1, 2027 and the grant funding expires Dec. 31, 2029.

The Convene process is the way BWSR requires the entities in the allocation area to decide how to solicit and evaluate projects and activities and decide which activities to recommend for funding. The Elm Creek watershed's first convene meeting was held September 18, 2026. At the first meeting the partnership determined who will serve as coordinator/facilitator, confirmed voting members, and confirmed a decision process for the allocation request. We also began discussion on what projects and efforts we'd like to see funded in the Elm Creek watershed.

Voting representatives chosen at the Elm Creek convene meeting were Drew Kessler, Commissioner, as Watershed representative, Kris Guentzel, Hennepin County, as Hennepin County in its capacity as the SWCD representative, and Steven Touney, Champlin and Derek Asche, Maple Grove as the two representatives from Cities. Lisa Tilman, Stantec on behalf of the Elm Creek WMC, was selected as facilitator. The selected decision process was voting with a simple majority.

Activities eligible for funding must be focused on *prioritized and targeted cost-effective actions with measurable water quality results* that protect, enhance, or restore water quality in lakes, rivers, or streams or protect groundwater and drinking water sources from degradation. Funding is not limited to capital projects; anything in the Watershed Management Plan or Local Plans may be eligible as long as the end goal is the protection and improvement of water quality. The partnership may also recommend that relevant projects or activities be included in the Elm Creek Watershed Management Plan through a minor plan amendment to be completed prior to applying for WBIF funding. The WBIF funding request could then include the additional projects beyond those listed below.

The convene partnership reviewed The convene partnership may prioritize project funding as desired. Prioritization could consider the water quality impact of each project, targeting of priority subwatersheds, and implementation of projects identified in past studies.

Requested Action: The members of the convene partnership requested input from the TAC on project funding within the Elm Creek watershed. Please consider priorities for funding based on the list above.

Table 1 which shows the range of past funded projects and activities and reviewed Table 2 which shows the Implementation Program for Elm Creek Watershed for 2027-2029. The facilitator reached out individually to each City to request input on priorities and additional projects to include for funding consideration.

The current initial list of potential projects for funding consideration includes:

- WMWA Conservation Specialist (current request $51,000)
- AgBMPs (current request $175,000)
- Rush Creek Bank Stabilization (current request $85,000)
- Diamond Lake Alum Treatment (funding request TBD following completion of current study)
- French Lake Internal Load Carp Management (funding request TBD if study demonstrates need)
- Rice Lake Alum Treatment (funding request TBD if study demonstrates need)

The convene partnership may prioritize project funding as desired. Prioritization could consider the water quality impact of each project, targeting of priority subwatersheds, and implementation of projects identified in past studies.

Requested Action: The members of the convene partnership requested input from the TAC on project funding within the Elm Creek watershed. Please consider priorities for funding based on the list above.

Table 1. History of Elm Creek WBIF funding

Biennium	Project/Activity	Amount
2018-2019	Elm Creek Phase IV Restoration (Champlin)	$134,486
2020-2021	Elm Creek Phase V Restoration (Champlin)	$200,000
	S Fork Rush Creek Restoration (Maple Grove)	$314,153
2022-2023	Priority Assessments	$92,774
	Ag BMPs *	175,000
	WMWA Conservation Specialist **	30,000
	TOTAL	**$297,774**
2024-2025	AG BMPs *	$175,000
	Diamond Lk Neighborhood BMPs (Dayton)	108,000
	Fish & Rice Lake Carp Mgmt (Maple Grove)	44,590
	WMWA Conservation Specialist **	46,000
	TOTAL	**$373,590**
2026-2027	TBD	$373,590

*Awarded to Commission but implemented by Hennepin County

** Contracted directly to Hennepin County

Table 2. Elm Creek Watershed Management Commission Implementation Program 2027 - 2029

IMPLEMENTATION PROGRAM	2027	2028	2029
Watershed-wide Programs			
City Cost Share Program			
Commission Contribution-Capital Levy	100,000		100,000
Local Contribution	100,000		100,000
Partnership Cost Share Program			
Commission Contribution-Capital Levy	50,000		50,000
Local Contribution			
Rush Creek Subwatershed (Rush Creek, South Fork Rush Creek, Jubert Lake, Henry Lake)			
Capital Projects			
Lake Internal Load Improvement			
Commission Contribution-Capital Levy			
Local Contribution			
Storage/Infiltration Project			
Commission Contribution-Capital Levy			
Local Contribution			
South Fork Rush, south of 101st			
Commission Contribution-Capital Levy		750,000	
Local Contribution		2,250,000	
Stream Project			
Commission Contribution-Capital Levy			
Local Contribution			
Special Studies			
Subwatershed Storage and Infiltration SWA			
Commission Contribution-Other		50,000	
Other		0	
Diamond Creek Subwatershed (Diamond Creek, Diamond Lake, French Lake)			
Capital Projects			
Diamond Lake Internal Load Improvement			
Commission Contribution-Capital Levy	330,000		
Local Contribution	0		
Lake Internal Load Improvement Project-			
Commission Contribution-Capital Levy			300,000
Local Contribution			0
Stream Project			
Commission Contribution-Capital Levy			
Local Contribution			
Special Studies			
Diamond Lake Neighborhood BMPs			
Commission Contribution-Other			
Local Contribution			
Elm Creek Subwatershed			

IMPLEMENTATION PROGRAM	2027	2028	2029
(Elm Creek, Weaver Lake, Rice Lake, Fish Lake, Hayden Lake, Mill Pond, Other Lakes)			
Capital Projects			
Lake Internal Load Project			
Commission Contribution-Capital Levy	300,000		
Local Contribution	0		
Rice Lake Trail and Shoreline Restoration			
Commission Contribution-Capital Levy			200,000
Local Contribution			600,000
Storage/ Infiltration Project			
Commission Contribution-Capital Levy			400,000
Local Contribution			0
Elm Creek Stream Project			
Commission Contribution-Capital Levy			
Local Contribution			
Brockton Ln WQ Improvements			
Commission Contribution-Capital Levy			
Local Contribution			
Special Studies			
Fish and Rice Lakes Carp Management			
Commission Contribution-Other			
Other			
Subwatershed Storage and Infiltration SWA			
Commission Contribution-Other			50,000
Other			0
Crow River Subwatershed (Cowley Lake, Sylvan Lake, Lake Laura, Fox Creek)			
Capital Projects			
New Project			
Commission Contribution-Capital Levy			
Local Contribution			
Special Studies			
Study			
Commission Contribution-Other			
Local Contribution			
Stormwater BMP Projects			
Capital Projects			
Agricultural BMPs			
Commission Contribution-Capital Levy	150,000		
Commission Contribution-Other			
Local Contribution			
Other Watershed-Wide			
Special Study-Flood Resiliency Modeling			
Commission Contribution-Other	100,000		
Local Contribution			