

MEETING DATE: April 23, 2015

TITLE: Authorization to Release the Annual Report to the Board of Water and Soil Resources

RESOLUTION NUMBER: 15-035

PREPARED BY: Becky Christopher

E-MAIL: bchristopher@minnehahacreek.org

TELEPHONE: 952-641-4512

REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 Board Committee Engineer Other

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): <u>Not reviewed at workshop</u>	

PURPOSE or ACTION REQUESTED:

Authorization to Release the 2014 Annual Report to the Board of Water and Soil Resources

SUMMARY:

The attached report has been prepared to satisfy the District's annual reporting requirements to the Board of Water and Soil Resources (BWSR).

Minnesota Statutes Chapter 103D.351 requires watershed districts to file an annual report with BWSR, and for metro watershed districts, the report must meet the requirements described in MR 8410.0150. This annual report includes assessment of the previous year's work plans, permits or variances issued or denied, enforcement actions, summary of water quality data, status of local plan adoption and implementation, and financial conditions of the watershed district. The annual report is due to BWSR by April 30th of each year.

RESOLUTION

RESOLUTION NUMBER: 15-035

TITLE: **Authorization to Release the Annual Report to the Board of Water and Soil Resources**

WHEREAS, Minnesota Statutes 103D.351 and Minnesota Rule 8410.0150 require that an annual report be submitted to the Board of Water and Soil Resources (BWSR) that includes an assessment of the previous year's work plans, permits or variances issued or denied, enforcement actions, summary of water quality data, status of local plan adoption and implementation, and financial conditions of the watershed district; and

WHEREAS, the report is due by April 30 of each year;

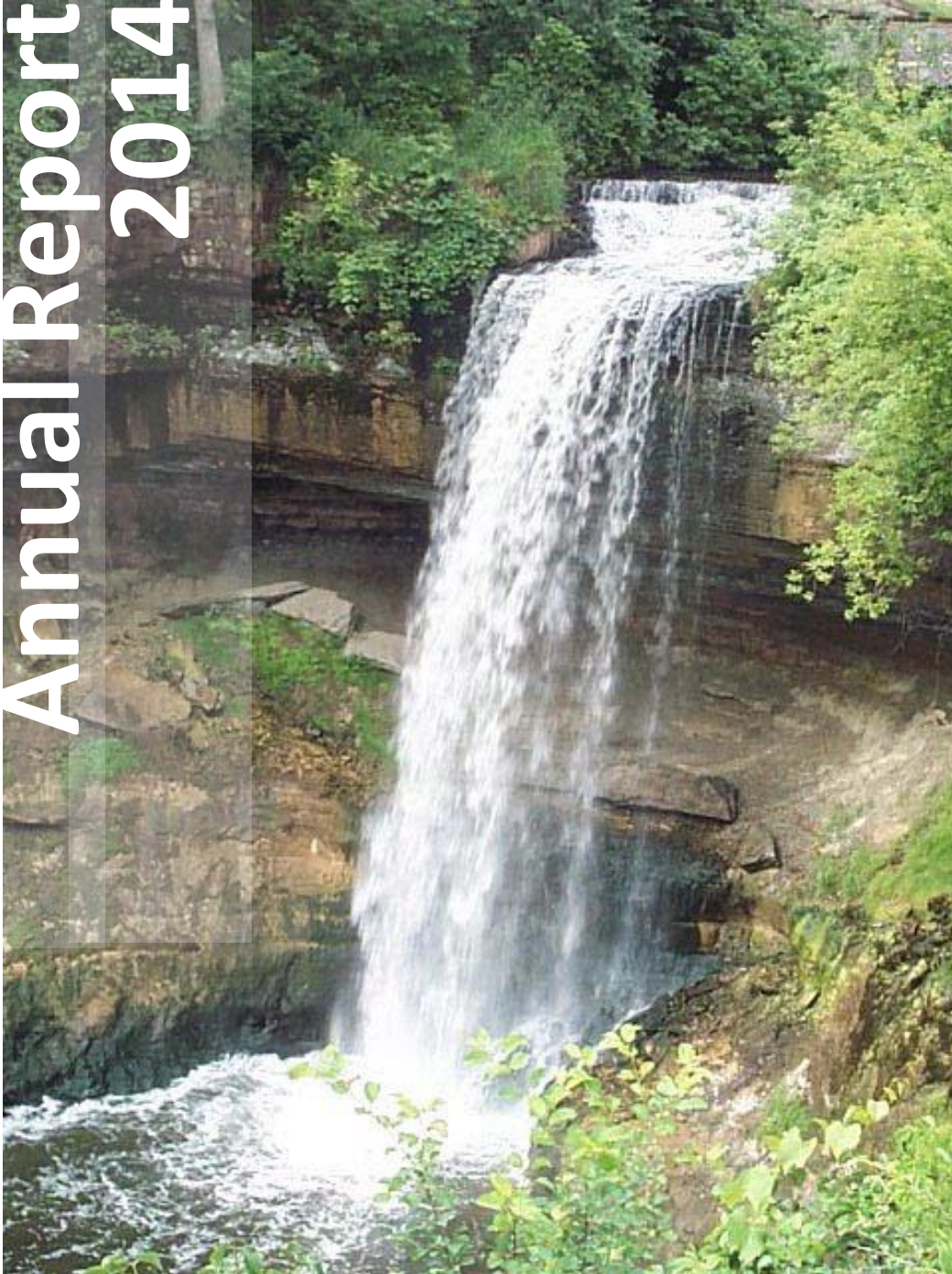
NOW, THEREFORE, BE IT RESOLVED, that the Minnehaha Creek Watershed Board of Managers accepts the 2014 Annual Report and authorizes its release to BWSR.

Resolution Number 15-035 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary

Date: _____

Annual Report 2014



**Minnehaha Creek Watershed District
2014 Annual Report to the
Board of Water and Soil Resources**



2014 Annual Report

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1.0 Introduction

This report has been prepared to satisfy the Minnehaha Creek Watershed District's (MCWD or District) annual reporting requirements set forth in Minnesota Statutes Chapter 103D.351, which requires watershed districts to file an annual report with the Board of Soil and Water Resources. Metro watershed districts are required to follow reporting requirements described in MR 8410.0150.

2.0 Annual Financial Report

Provided below is a summary of the District's 2014 budget, revenues, and expenditures. The full 2014 audit is included as Appendix 1 and is available on the District website at: <http://www.minnehahacreek.org/about/district-finances/audit>.

Budget (by program)	
General Operations	2,379,686
Government Relations	31,410
Information Technology	155,000
Permitting	230,000
Water Quality	332,058
AIS Management and Control	642,140
Planning	530,850
Communications	168,600
Education	123,500
Grants	1,323,209
Project Maintenance & Land Management	326,000
Land Conservation and Restoration	2,800,000
Capital Projects	3,976,779
Total Budget	13,019,232
Revenues	
Levy	7,870,880
Intergovernmental	785,025
Permits	93,610
Investment income	80,993
Rental income	1,384,462
Other	12,859
Total Revenues	10,227,829
Total Expenditures	11,430,931

Table 1. 2014 Budget, Revenues, and Expenditures

3.0 Annual Activity Report

The following information is provided to satisfy the requirements of MN Rules 8410.0150, Subpart 3.

3.A. Board and Advisory Committee Members

Below is a list of the District's Board of Managers and Citizens Advisory Committee members as of the end of 2014.

Manager	County	Contact Information
Sherry Davis White, President	Hennepin	swhite@minnehahacreek.org
Brian Shekleton, Vice President	Hennepin	bshekleton@minnehahacreek.org
Richard Miller, Treasurer	Hennepin	rmiller@minnehahacreek.org
Jeff Casale, Secretary	Hennepin	jcasale@minnehahacreek.org
Jim Calkins	Hennepin	jcalkins@minnehahacreek.org
Pamela Blixt	Hennepin	pblixt@minnehahacreek.org
Bill Olson	Carver	bolson@minnehahacreek.org

Table 2. MCWD Board of Managers

Members	City	Email	Phone
Tom Baltutis	Minneapolis	Tfbaltutis@gmail.com	(612) 824-1925
Priscilla Bue	St. Louis Park	prisbue6@gmail.com	(612) 600-6444
Bill Bushnell (Chair)	Minnetrista	wcbushnell@frontiernet.net	(952) 472-4447
Sylvia Carlson	Woodland	slivcarlson@usinternet.com	(952)-475-0586
Tom Casey	Mound	tcasey@frontiernet.net	(952) 472-1099
Jerry Ciardelli (Treasurer)	St. Louis Park	erdahl@spacestar.net	(952) 270-1219
Susan Diaz Rydstrand	Minneapolis	kingslynn25@yahoo.com	(612) 741-8064
Chris Dovolis	Minnetonka Beach	dovolis@cs.umn.edu	(612)625-7512
Nina Holiday-Lynch	Edina	lucymilt@msn.com	(952) 947-0834
Heather Johnson	Minneapolis	h20_johnson@hotmail.com	(612) 600-9933
Lee Keeley (Secretary)	Plymouth	lekelee@aol.com	(763) 473-6808
Mark Kjolhaug	Shorewood	mkjol@kjolhaugenv.com	(612) 759-1010
Joe Lofgren	Minneapolis	jlofgren@cahillswift.com	(612) 849-9433
Richard Manser	Edina	richardmanser@icloud.com	(415) 519-0195
Steve Mohn	Laketown Tshp	srmohn@comcast.net	(952) 829-5306
David Oltmans	Minneapolis	dmoltmans@comcast.net	(612) 861-3288
Michael Osterholm	Greenwood	mto@umn.edu	(612) 325-7959
Peter Rechelbacher (Vice Chair)	Plymouth	prechelbacher@msn.com	(763) 249-1405
Marc Rosenberg	Minnetonka	mrosenberg@advanceins.com	(952) 938-5848
Neil Weber	Long Lake	nw@weberarchitects.com	(952) 476-4434

Table 3. MCWD Citizens Advisory Committee

3.B. Staff and Consultants

The District currently employs 30 staff. The names, job titles, and contact information are provided in Table 4. The District maintains an office for staff and meetings. The address is given below:

Minnehaha Creek Watershed District Office
15320 Minnetonka Blvd.
Minnetonka, MN 55345
Ph: 952-471-0590 Fax: 952-471-0682
Email: admin@minnehahacreek.org
www.minnehahacreek.org

Name	Job Title	E-mail	Phone
Lars Erdahl	District Administrator	lerdahl@minnehahacreek.org	(952) 641-4505
Telly Mamayek	Communications and Education Director	tmamayek@minnehahacreek.org	(952) 641-4508
Darren Lochner	Education Program Manager	dlochner@minnehahacreek.org	(952) 641-4524
Trevor Born	Communications Coordinator	tborn@minnehahacreek.org	(952) 641-4520
Sarah Fellows	Education Coordinator	sfellows@minnehahacreek.org	(952) 641-4507
Brett Eidem	Cost Share Grant Administrator	beidem@minnehahacreek.org	(952) 641-4523
David Mandt	Operations and Support Services Director	dmandt@minnehahacreek.org	(952) 641-4503
Debora Smith	Office Administrator	dsmith@minnehahacreek.org	(952) 641-4502
Jen Scharlow	Technical Support Services Specialist	jscharlow@minnehahacreek.org	(952) 641-4500
Chris Lizee	Receptionist / Administrative Assistant	clizee@minnehahacreek.org	(952) 641-4500
Courtney Hall	Permitting Technician	chall@minnehahacreek.org	(952) 473-2855
Tom Dietrich	Permitting Technician	tdietrich@minnehahacreek.org	(952) 641-4518
Elizabeth Brown	Permitting Technician	ebrown@minnehahacreek.org	(952) 641-4504
Theresa Zerby	Permitting Clerk	tzerby@minnehahacreek.org	(952) 641-4519
Lauren Sampedro	District Representative - - Permitting	lsampedro@minnehahacreek.org	(952) 641-4517
James Wisker	Planning and Projects Director	jwisker@minnehahacreek.org	(952) 641-4509
Rena Clark	Planner -- Project Manager	rclark@minnehahacreek.org	(952) 641-4510
Becky Christopher	Lead Planner -- Project Manager	bchristopher@minnehahacreek.org	(952) 641-4512
Michael Hayman	Planner -- Project Manager	mhayman@minnehahacreek.org	(952) 471-8226
Tiffany Schaufler	Project and Land Program Manager	tschaufler@minnehahacreek.org	(952) 641-4513
Laura Domyancich	Project and Land Technician	ldomyancich@minnehahacreek.org	(952) 641-4582
Craig Dawson	Research and Monitoring Director	cdawson@minnehahacreek.org	(952) 471-8306
Eric Fieldseth	AIS Program Manager	efieldseth@minnehahacreek.org	(952) 471-7873
Yvette Christianson	Water Quality Manager	ychristianson@minnehahacreek.org	(952) 641-4514

Kelly Dooley	Water Quality Manager	kdooley@minnehahacreek.org	(952) 641-4515
Kailey Kreatz	Water Quality Technician	kkreatz@minnehahacreek.org	(952) 641-4501
Jill Bjorklund	District Representative - - AIS	jbjorklund@minnehahacreek.org	(952) 471-8976
Brianna Haugen	District Representative - - Water Quality	bhaugen@minnehahacreek.org	(952) 641-4584
Mulu Fratkin	District Representative - - Water Quality	mfratkin@minnehahacreek.org	(952) 641-4584
Andy Swanson	District Representative - - Water Quality	aswanson@minnehahacreek.org	(952) 641-4584

Table 4. MCWD Staff Contacts

The District also retains consultants for services. The District Engineer and District Counsel are listed below:

District Engineer
Chris Meehan, PE, CFM
Wenck Associates, Inc.
1800 Pioneer Creek Center
Maple Plain, Minnesota 55359
763-479-4244
cmeehan@wenck.com

MCWD Counsel
Louis Smith
Chuck Holtman
Smith Partners, PLLP
123 North 3rd Street, Suite 808
Minneapolis, Minnesota 55401
612-344-1400
smith@smithpartners.com
holtman@smithpartners.com

3.C. 2014 Work Plans and Goals

Appendix 2 includes the District's annual report publication and individual reports of major 2014 activities from each of the District's programs. Table 5 links these 2014 activities to the District's goals established in the 2007 Comprehensive Water Resources Management Plan (WRMP).

WRMP Goal ID->	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Abstraction	Ecological Integrity	Water Quality	Public Health	Water Quantity	Shoreline/Streams	Navigation	BMPs	Education/Comm.	Public Ditches	Wetlands	Groundwater	Floodplain	Recreation	Erosion Control	Regulation	Public Input
2014 Project/ Program/ Initiative																	
Rapid Response to Zebra Mussel Infestation		X												X			
AIS Early Detection and Monitoring Program		X												X			
AIS Watercraft Inspections		X							X					X			
Public Access AIS Prevention Improvements		X							X								
Carp Assessment - Six-Mile Creek		X	X														
USGS Zequanox® Trials		X							X								
AIS Economic Study									X								
Flowering Rush Removal		X												X			
AIS Symposium		X							X								
Spring Flooding Communications									X								X
Creek Cleanup			X	X					X								
Media relations									X								
Online presence									X								
Videotaping meetings									X								
Watershed Heroes Awards									X								X
Minnehaha Creek Sign and Landing Standards									X					X			
Districtwide Signage									X								
Cynthia Krieg Stewardship Grant Program			X			X		X	X								X
MS4 Education									X								
Big Watershed Game									X								
Watershed Association Initiative (WAI)									X								X
Clean Water Summit									X								
Master Water Stewards Program									X								
Cost Share Projects			X			X		X	X								
Ecosystem Evaluation Program		X	X		X				X		X	X					
Hydrodata Monitoring			X		X				X								
Permit Reviews and Inspections	X		X		X	X	X		X		X		X		X	X	
Wetland Conservation Act Administration											X					X	
Wetland Bank		X							X		X						
Reach 20 Trails									X					X			
Long Lake Creek Corridor - Phase II	X	X	X		X	X		X	X		X		X	X			
Cottageville Park		X	X		X	X		X	X					X			
325 Blake Road (Cold Storage)			X		X	X		X	X								
Comprehensive Plan Revisions																	X
Flood Response					X				X								
Flood Damage Repair/FEMA Coordination					X	X											X
Dam Operations					X				X								
Natural Resource Management Plans		X															
Stormwater Pond Survey			X														
Vegetation Management		X															

Table 5. WRMP Goals Addressed by 2014 Projects, Programs & Initiatives

3.D. 2015 Work Plans

District staff prepared 32 project and program work plans for 2015 which can be found on the District website at: <http://www.minnehahacreek.org/about/district-finances/budget>.

3.E. Permits and Variances

In 2014, MCWD staff received and processed 626 permits. This is the highest number since 2004 and represents a 27 percent increase from average. No variances were issued in 2014. A total of 979 inspections of permitted sites and 92 non-permitted inspections were completed. Non-compliant sites are generally resolved through on-site meetings, inspection reports, and other correspondence with permittees. No formal enforcement action was taken by the MCWD Board in 2014.

3.F Water Quantity and Quality Monitoring

MCWD has monitored lake water quality, stream flow and quality, precipitation and other hydrologic parameters annually beginning in 1968. Since 1997, the District has actively coordinated with other agencies to collect additional monitoring data. The ongoing program was expanded in 2002 and again in 2003 to include more monitoring locations and additional automatic monitoring equipment. The District staff publishes an electronic data report each year, including water quality grades for major lakes and streams. The report contains a calculation of annual runoff, flow, pollutant loads, and precipitation. The report is made available each year on the MCWD web page.

The District's Monitoring Program:

- Tracks long term lake and stream water quality trends,
- Quantifies nutrient and sediment export and watershed runoff
- Informs feasibility studies,
- Tracks efficacy of District Projects
- Provides model calibration datasets, and
- Provides the foundation for the Districts Capital Improvement Program.

The monitoring plan is described in detail in the 2014 MCWD Hydrological Data Monitoring & Research Department Annual Report available on the District website at:

<http://www.minnehahacreek.org/data-center/annual-monitoring-reports>.

3.G. Status of Local Plans

The District's 2007 Comprehensive Plan requires that local government units (LGUs) report annually to the District regarding implementation of their Local Water Management Plans. The District had limited success in receiving these reports prior to 2011. In April of 2011, the Board adopted an amendment to the District's Comprehensive Plan that provided greater specificity to the annual reporting requirements. As a part of this amendment, staff developed a reporting form for LGU's to use to simplify and streamline the process.

Reports for the 2013 calendar year were due June 30, 2014 and annual meetings were held from July to early September. In 2014, staff received reports from 20 of the 29 LGU's and held meetings with 13 LGU's. Topics discussed at these annual meetings include:

- Upcoming projects and initiatives for both the District and LGU
- Progress towards achieving phosphorus load reduction targets in the Comprehensive Plan and TMDLs
- Municipal housekeeping activities, such as street sweeping, winter salt application, and stormwater pond inventory/maintenance
- Opportunities for partnership and collaboration on projects or programs

The following table summarizes the results of this process:

LGU	Report Submitted	Meeting
Chanhassen	No	No
Deephaven	Yes	Yes
Edina	Yes	Yes
Excelsior	Yes	No
Golden Valley	No	No
Greenwood	Yes	Yes
Hopkins	No	No
Independence	Yes	No
Laketown Twp	Yes	No
Long Lake	Yes	No
Maple Plain	No	No
Medina	Yes	No
Minneapolis	No	No
Minnetonka	Yes	Yes
Minnetonka Beach	Yes	Yes
Minnetrista	Yes	Yes
Mound	Yes	Yes
Orono	No (requested extension)	No
Plymouth	Yes	No
Richfield	Yes	Yes
Shorewood	Yes	Yes
Spring Park	No	No
St. Bonifacius	Yes	No
St. Louis Park	Yes	Yes
Tonka Bay	Yes	Yes
Victoria	No (requested extension)	No
Watertown Twp	No	No
Wayzata	Yes	Yes
Woodland	Yes	Yes

Table 6. Local Water Plan Status

3.H. Written Communications

MCWD developed a strategic plan for communications in 2013 which guides how the District delivers messages to key audiences. In 2014, MCWD issued a total of 31 news releases, 16 newspaper columns, and 53 e-newsletters on topics including capital projects, program activities, water quality data, events, and finances. The District distributed both a mid-year and annual report to cities, counties, state agencies, and other stakeholders. The annual report can be found in Appendix 2. Other past news releases and newsletters can be found at: <http://www.minnehahacreek.org/about/newsroom>.

The District has also enhanced its online presence. The MCWD website received 399,631 views in 2014, up 80 percent from 2013. The District also instituted a system for recording meetings and posting them online, both on the MCWD site and the District's YouTube channel.

3.I. Solicitation of Professional Services

In 2013, in accordance with MN Statutes 103B.227, the District solicited professional services for legal counsel, engineering, accounting, and government relations. This process will be repeated in 2015. The 2013 request for qualifications can be found at: <http://www.minnehahacreek.org/rfq-professional-services>.

3.J Assessment of Fund Balances

A full reporting of the changes in fund balances by program area can be found in the 2014 Audit, included as Appendix 1.

3.K Wetland Banking Program

There are currently no locally adopted wetland banking programs in the District.