



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, December 20, 2023

Agenda Item

Item 5. H. – Accept Final Report from Scarborough Townhouses Cost Share and authorize reimbursement

Prepared By

Linda Loomis, Administrator

Summary

At the June 21, 2023, meeting of the LMRWD Board of Managers, five Cost Share Applications were approved for funding. Scarborough Townhouse Association was one of the Applications that was approved. The project proposed to improve the habitat around two stormwater retention ponds to improve the water quality.

The project is complete, and the townhouse association is requesting reimbursement. A final report has been prepared and submitted to the LMRWD, with receipts and pictures.

Attachments

2023 Cost Share Application from Scarborough Townhouses Association
Excerpt from June 20, 2023, meeting minutes approving the Application
Cost Share Agreement between LMRWD and Scarborough Townhouse Association
Scarborough Townhouses final report including receipt and pictures

Recommended Action

Motion to receive and file Final Cost Share report from Scarborough Association and authorize reimbursement of \$7,500.



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

Cost Share Grant Application 2023

Application type (check one) Homeowner Non-profit - 501(c)(3) School

Business or corporation Public agency or local government unit

Project type (check all that apply) Raingarden Vegetated Swale Infiltration Basin

Wetland restoration Buffer/shoreline restoration Conservation practice Habitat restoration

Pervious hard surface Other _____

Applicant Information

Name of organization or individual applying for grant (to be named as grantee):

Scarborough Townhouses Association

Address (street, city and ZIP code):

Scarborough Road, Rich Road, Bloomington, MN 55437

Phone: _____ Email address: _____

Primary Contact (if different from above)

Name of organization or individual applying for grant (to be named as grantee):

Lawrence Polyner, Board Secretary

Address (street, city and ZIP code):

10337 Scarborough Road, Bloomington, MN 55437

Phone: (616) 536-0727 Email address: lawrencepolyner@gmail.com

Project location

Address (street, city and ZIP code):

Scarborough Road & Rich Road, Bloomington, MN 55437

Property Identification Number (PID)

1902724220051, 1902724220113, & 1902724220078

Property owners:

Scarborough Townhouses Association

Project Summary

Title North & South Pond restoration and rehabilitation for Scarborough Townhouses Property

Total project cost \$28,646.54 Grant amount requested \$7,500.00

Estimated start date Summer 2023 Estimated completion date Fall 2024

Is project tributary to a water body? No, water remains on site Yes, indirectly Yes, directly adjacent

Is this work required as part of a permit? No Yes

(If yes; describe how the project provides water quality treatment beyond permit requirement on a separate page.)

Project Details

Checklist To be considered complete the following must be included with the application.

- | | |
|---|--|
| <input type="checkbox"/> location map | <input type="checkbox"/> project timeline |
| <input type="checkbox"/> site plan & design schematic | <input type="checkbox"/> proof of property ownership |
| <input type="checkbox"/> contracted items | <input type="checkbox"/> plant list & planting plan (if project includes plants) |

Project description Describe the project, current site conditions, as well as site history, and past management. Note any potential impacts to neighboring properties.

Both ponds will be excavated and re-lined as well as inlets/outlets cleaned and restored of any blockage to ensure proper flow and maintenance in the future. Shorelines will be restored and re-built as needed to prevent future erosion or premature collapse and refill of the restored ponds. Surrounding landscape will be revised and improved to remove overgrowth and replace with native vegetation that will inhibit regrowth of brush and invasive vegetation.

What are the project objectives and expected outcomes? Give any additional project details.

Clean and healthy restoration of the aquatic refuge on the property as well as restoring the perimeter vegetation and plantings to a natural, native, non-invasive species that will result in lower perpetual maintenance.

Which cost share goals does the project support? (check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> improve watershed resources | <input type="checkbox"/> foster water resource stewardship |
| <input checked="" type="checkbox"/> increase awareness of the vulnerability of watershed resources | |
| <input checked="" type="checkbox"/> increase familiarity with and acceptance of solutions to improve waters | |

How does the project support the goals you checked?

Excavating and restoring the pond walls and depth to what they were previously will result in a cleaner, more stable and temperamental environment as the repository for the ambient flow, ground water and adjacent run-off in these areas. Revitalizing and restoring the shorelines as well as the adjacent landscaping will also help better control the amount of run-off as well as the residual material that might run into these two ponds. One primary objective is to obtain a short term and long term maintenance schedule for these two ponds to ensure that regular maintenance prevents future deterioration of the ponds and their surrounding landscaping.

Project Details (continued)

Project benefits Estimate the project benefits in terms of restoration and/or annual pollution reduction. If you are working with a designer or contractor, they can provide these numbers. If you need help contact the district administrator. Computations should be attached.

Benefit	Amount	
Water captures	1,498,543	gal/year
Water infiltrated		gal/year
Phosphorus removed		lbs/year
Sediment removed		lbs/year
Land restored	36,050	sq. ft.

How will you share the project results with your community and work to inform others about your projects environmental benefit?

A Pond Rehabilitation and Restoration Committee has been formed within our Association. The primary goal for this committee after the ponds have been restored would be to focus on perpetual maintenance as well as regular meetings to establish any necessary focus for the ponds or adjacent work with the Grounds Improvement Committee.

Please note that by obtaining cost share funding from the Lower Minnesota River Watershed District, your project may be shared with the community through our website, social media, or other media. Your project may also be highlighted on a tour or training event, with prior notice and agreement.

Maintenance Describe the anticipated maintenance and maintenance schedule for your project.

Specifics will be determined after project completion for both ponds to layout a plan for each based on what each specific needs will be. Generally speaking at this stage, the following items will be addressed:

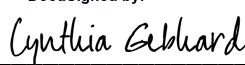
1. Monitoring of water height to ensure that erosion or collapsing of pond walls is not occurring.
2. Establish water flow to determine what type of algae mitigation is required to maintain a natural, healthy repository of water in each location.
3. Plant and maintain surrounding vegetation to minimize any invasive growth and enable success of plantings.

I acknowledge that receipt of a grant is contingent upon agreeing to maintain the project for the number of years outlined in the cost share guidelines. Yes

Authorization

Name of landowner or responsible party

Scarborough Townhouses Association

Signature  Date 4/21/2023 | 8:13 AM CDT

Type or handwrite your answers on this form. Attached additional pages as needed.

For questions, contact Linda Loomis at NaiadConsulting@gmail.com or call 763-545-4659.

Mail the completed application to

Lower Minnesota River Watershed District
c/o Linda Loomis, Administrator
112 E. Fifth St., Suite 102
Chaska, MN 55318

or email to:

Linda Loomis, Administrator
naiadconsulting@gmail.com

2023 Cost Share Worksheet

Labor Costs (contractors, consultants, in-kind labor)

Service Provider	Task	# Hours	Rate/Hour	Requested Funds from LMRWD	Matching/In-Kind Funds	Total Cost
Southview Design						
Total:				\$	\$	\$

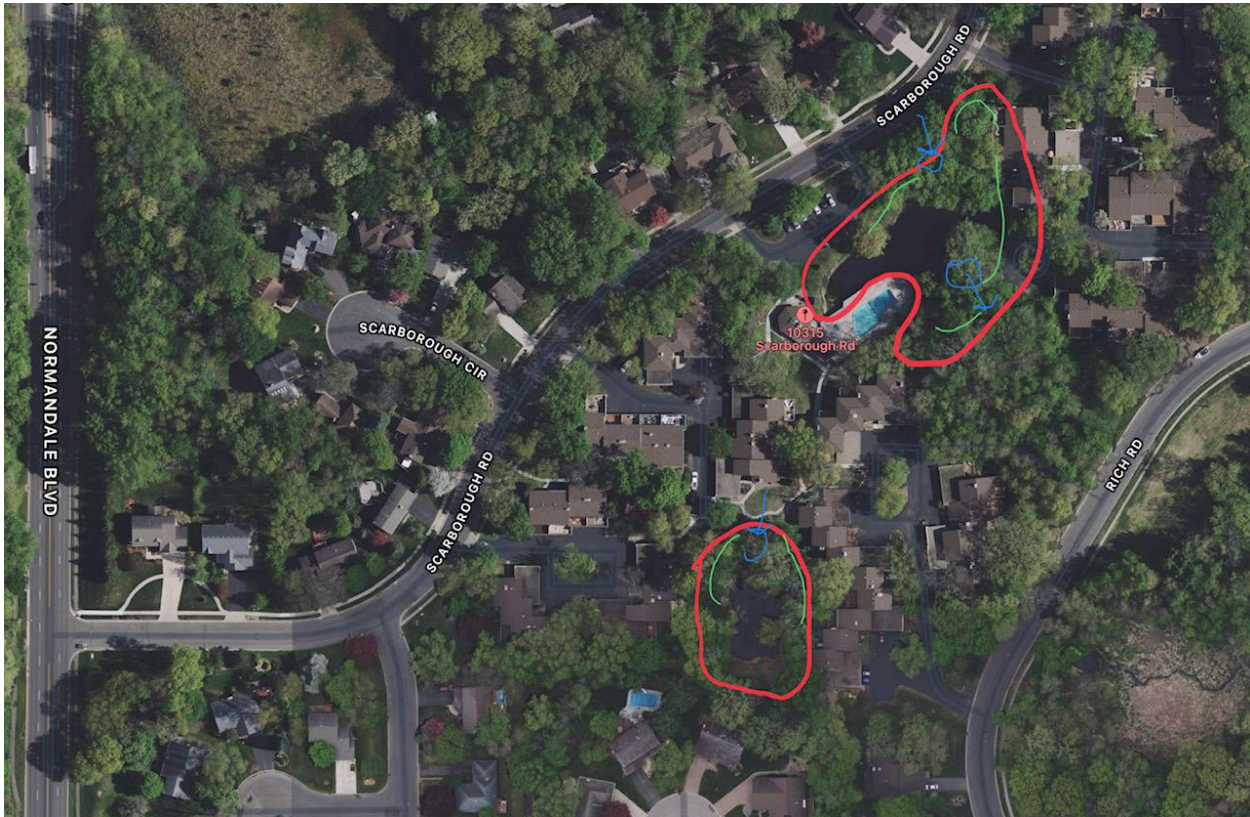
Project Materials

Material Description	Unit Cost	Total # of Units	Requested Funds from LMRWD	Matching/In-Kind Funds	Total Cost
Inlet/Outlet, North Pond	\$13.94	339	\$4,723.34		\$4,723.34
Inlet/Outlet, South Pond	\$13.66	308	\$2,776.66	\$1,428.45	\$4,205.11
Shoreline Clean-up, North Pond	\$1,926.55	2		\$3,853.09	\$3,853.09
Shoreline Clean-up, South Pond	\$2,850.23	2		\$5,700.46	\$5,700.46
Planting and Seeding for Shoreline Stabilization, North Pond	\$1.16	5826		\$6,743.63	\$6,743.63
Planting and Stabilization for Shoreline Stabilization, South Pond	\$1.26	2713		\$3,420.91	\$3,420.91
Total:			\$ 7,500.00	\$ 21,146.54	\$ 28,646.54

Total Requested Funds from LMRWD*:	\$ 7,500.00	(A)
Total Matching/In-Kind Funds:	\$ 21,146.54	(B)
Project Total:	\$ 28,646.54	(C)

*Please note: total requested funds (A) cannot be more than 50% of the Project Total (C)

OVERALL SITE PLAN



Red Circles – Pond Locations – perimeter to be cleared out selectively

Blue Circles – Inlet/Outlet – to be cleaned and cleared of debris to allow for proper flow. Sides next to existing concrete culvert pipes to receive approximately 6' wide boulder rip rap to help stabilize areas and protect culverts.

Green – locations of plantings. Shrubs to be field located to help stabilize shoreline where best needed. All areas to be seeded with native shoreline mix.

Plant List –

North Pond

- (14) #5 Red Sprite Winterberry
- (5) #5 Jim Dandy Winterberry
- (6) #5 Gray Dogwood

South Pond

- (7) #5 Red Sprite Winterberry
- (2) #5 Jim Dandy Winterberry
- (3) #5 Gray Dogwood

Seed Mix

Native Shoreline and Wildflower Mix

Purple Prairie Clover – 30%

Black Eyed Susan – 20%

Yellow Coneflower – 16%

Golden Alexanders – 8%

Swamp Milkweed – 5%

New England Aster – 4%

Prairie Blazing Star – 4%

Showy Tick Trefoil – 4%

Blue Vervain – 3%

Common Ironweed – 2%

Great St. John's Wart – 1%

Project Timeline

Shoreline Clean up – North Pond – 1.5 days

Shoreline Clean up – South Pond – 1.5 days

Inlet/Outlet work – North Pond – 1 day

Inlet/Outlet work – South Pond – 1 day

Planting and seeding – North Pond – 1 day

Planting and seeding – North Pond – 1 day

TOTAL PROJECT - 7 days

Attorney Kolb reviewed his presentation on the One Watershed One Plan operational arrangements. He discussed joint power entities, determining an appropriate structure, and the decisions that need to be made prior to entering one of these agreements. He also discussed the key elements of implementation for a One Watershed One Plan. He stated that they do not have to decide tonight on whether or not they participate in this, but they will need to make the decision soon.

Administrator Loomis discussed that part of this has to do with the amount of sediment and nutrients that are coming from upstream, in areas that are outside of a certain district. She gave the example of Scott County and how the upper part of Sand Creek is outside of their county, and they are not able to do projects in that area. She added that it is possible that this plan may impact the LMRWD's ability to get watershed-based implementation funding as funding may be split.

The Board discussed the values and the drawbacks of this plan.

Attorney Kolb reviewed the difference between a joint powers collaboration or a joint powers entity.

Administrator Loomis shared that the LMRWD has given funding to projects that were outside of the district and stated that there is nothing prohibiting them from giving these funds as long as they see it as beneficial to the district.

The Board gave feedback on the information that was presented at this meeting. No action required.

6. OLD BUSINESS

A. 2021 Financial Audit

Administrator Loomis introduced this item and shared that Redpath and Company has agreed to doing a two year audit which will cost \$25,000 per year. She shared the recommendation from legal counsel to get the legislature to give resources to the Office of the State Auditor so that they can provide audit services to some of the smaller, local governmental units, such as watershed districts. Legal counsel noted that the LMRWD is not alone in its difficulty finding auditors and getting audits prepared. She stated that they will be sending a letter to the former audit firm. Attorney Kolb stated that this letter should go out within the next week.

President Hartmann made a motion to authorize a request for proposals to provide audit services for FY 2023. Manager Amundson seconded the motion. Upon a vote being taken, the motion carried unanimously.

B. 2027 World EXPO – “Healthy People, Healthy Planet – Wellness and Well Being for All”

Administrator Loomis introduced and provided background on this item. Bloomington was not chosen as the site of the 2027 World Expo.

C. 2023 Cost Share Applications

Administrator Loomis reviewed the five applications for cost share projects. She stated that the total of all five projects would come to over \$21,000 and funding could come from the Water Resource Restoration fund.

The Board asked if they would not accept any other applications for the rest of the year.

Administrator Loomis explained that decision is up to the Board. She noted that there is an applicant that is interested in submitting an application, but that is for a project for 2024.

The Board discussed potentially limiting funding to the same groups to every other year and not back to back years.

Administrator Loomis shared that she has looked into cost share programs for other watershed districts and stated that the LMRWD is the most conservative. She added that there will be a draft budget at the July meeting.

The Board discussed the May deadline being a little late in the year for these applications to be submitted.

Manager Amundson made a motion to approve all cost share applications as presented and the amounts requested. Manager Kuplic seconded the motion. Manager Salvato offered a friendly amendment to the motion, asking that LMRWD staff evaluate cost share programs offered by other watershed districts and recommend changes to the LMRWD. Managers Amundson and Kuplic accepted Manager Salvato's amendment. Upon a vote being taken, the motion carried unanimously.

D. City of Carver Levee

No new information to report since the last update.

E. Dredge Management

i. Vernon Avenue Dredge Material Management site

Administrator Loomis introduced this item and provided an update on the project to improve Vernon Avenue.

ii. Private Dredge Material Placement

No new information to report since last update.

F. Watershed Management Plan

No new information to report since the last update.

G. 2023 Legislative Action

Administrator Loomis introduced and provided background on this item. She discussed the projects that received funding.

The Board asked about the funding provided for water storage. Administrator Loomis explained that BWSR is going to try to identify larger projects and how they can make more of a difference with water storage.

H. Education and Outreach Plan

No new information to report since the last update.

I. LMRWD Projects

(Only projects that require Board action will appear on the agenda. Informational updates will appear on the Administrator Report)

i. Area #3

Administrator Loomis introduced and provided background on this item. She shared that she met with the property owners on site at the property and she asked them to consider selling the portion of their property or allowing an easement for the property in the City's right-of-way for Riverview Road and the river. She noted that State funds can be used for this purchase. She stated that they will need to determine how they can raise their match from the State. She added that she contacted a consulting firm who may be able to assist and

LOWER MINNESOTA RIVER WATERSHED DISTRICT
2023 COST SHARE INCENTIVE AND WATER QUALITY RESTORATION PROGRAM
Cost Share Grant Agreement

The parties to this Agreement, made this 21st day of June 2023, are the Lower Minnesota River Watershed District, a Minnesota Watershed District ("LMRWD") a public body with purposes and powers set forth in Minnesota Statutes Chapters 103B and 103D and Scarborough Townhouses Association ("APPLICANT"). The purpose of this Agreement is to provide for the installation and maintenance of a project designed to protect and improve natural resources within the District, by managing storm water and said project to be located at: Scarborough Road, Bloomington, MN 55437 (PID 1902724220051, 1902724220113 & 1902724220078).

1. Scope of Work. APPLICANT will install the Project in accordance with the Application submitted to the LMRWD, attached as Exhibit A. A final report must be presented to the LMRWD at the time a request is made for reimbursement of expenses as specified in Section 2 of this Agreement.
2. Reimbursement. When the installation of the project is complete in accordance with Exhibit A, the LMRWD, on receipt of adequate documentation, will reimburse the APPLICANT up to 50% of the APPLICANT's cost to install the Project, including materials, equipment rental, delivery of materials and labor, in an amount not to exceed \$7,500. APPLICANT will document with receipts all direct expenditures. At the time reimbursement is requested, APPLICANT will provide the LMRWD with copies of all documents concerning the work. Volunteer time and labor will be considered an in-kind contribution and may be used as a match, but APPLICANT will not receive reimbursement for in-kind contributions. Labor may be credited at \$20.00 per hour.
3. Public Access. LMRWD may enter APPLICANT's property at reasonable times to inspect the work to ensure compliance with this Agreement and monitor or take samples for the purpose of assessing the performance of the Project. APPLICANT will permit the LMRWD, at its cost and discretion, to place reasonable signage on APPLICANT's property informing the general public about the Project and the LMRWD's Cost Share Incentive and Water Quality Restoration Program. The LMRWD may request APPLICANT's permission to allow members of the public periodically to enter APPLICANT's property to view the Project in the company of a LMRWD representative. This paragraph does not create any right of public entry onto APPLICANT's property except as coordinated with APPLICANT and accompanied by a LMRWD representative.
4. Maintenance. APPLICANT will maintain the Project for at least five (5) years from the date installation is complete. If APPLICANT does not do so, the LMRWD will have a right to reimbursement of all amounts paid to APPLICANT, unless:
 - a. The LMRWD determines that the failure to maintain the Project was caused by reasons beyond the APPLICANT's control; or
 - b. APPLICANT has conveyed the underlying property, provided APPLICANT notifies the LMRWD at least 30 days before the property is conveyed and facilitates communication between the LMRWD and the prospective owner regarding continued maintenance of the project.

5. Agreement Void. This Agreement is void if the project installation is not complete by November 30, 2023. This Agreement may not be modified in any way except in writing and signed by both parties.
6. Indemnification. The LMRWD will be held harmless against all liability and loss in connection with the installation of the Project.
7. Compliance with Laws. APPLICANT is responsible to comply with any permits or other legal requirements applicable to the work.
8. Notices. Any notice or demand, authorized or required under this Agreement shall be in writing and shall be addressed to the other party as follows:

To LMRWD:

Administrator
Lower Minnesota River Watershed District
112 East Fifth Street, Suite 102 Chaska, MN 55318

To APPLICANT:

Lawrence Polyner, Board Secretary; Primary Contact
Scarborough Townhouses Association
10337 Scarborough Road
Bloomington, MN 55437

The parties being in agreement to be signed as follows:

APPLICANT:

LOWER MINNESOTA RIVER WATERSHED DISTRICT:

By: Lawrence John Polyner V
Lawrence John Polyner V (Jun 26, 2023 10:37 CDT)

By: 

Its: Scarborough Townhome Board Secretary

Its: President

Date: Jun 26, 2023

Date: 6-21-23



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

Lower Minnesota River Watershed District
112 East Fifth Street #102
Chaska, MN 55318

(763) 545-4659

lowermnriverwd.org

Cost Share Final Report

Overview

The Final Report documents the entire grant period and must be within 30 days of project completion. The report should be no longer than six pages. Upon staff approval of the report, you will receive the final reimbursement for your grant. Please note, checks are only issued once per month by the District.

Email your report to Linda Loomis, District Administrator, at naiadconsulting@gmail.com. Contact Linda with questions at 763-545-4659 or by email.

Cost Share Grant Final Report

Project title:

Year grant was awarded:

Project location:

Project manager's name:

Project manager's contact information:

Time period addressed in the final report:

How much is the reimbursement request?

Who should the reimbursement check be made out to?

Where should reimbursement check be mailed?

1. Summary of Major Activities

Provide a short overview of Cost Share activities. Include dates and time periods during which activities were completed and who was involved.

2. Project Goals

Describe how the project addressed one or more of the goals of the Cost Share Program:

- Improve water quality or increase the capacity of the watershed to store water
- Preserve, protect, and restore native plant and wildlife habitats
- Protect and preserve groundwater quality and quantity

3. Educational Value

Describe how the project provided education value regarding the project's environmental benefits. What education and outreach was done about the project and what were the impacts? How were the results of the project shared and with whom?

4. Project Outcomes

- Describe the outcomes of the project.
- Describe what makes you most proud about the project.

5. Project Challenges

- Describe any changes that had to be made to original plans due to site conditions, regulatory processes, etc. and any challenges with implementing the project.
- Indicate any ways in which Lower Minnesota River Watershed staff could have better assisted you in addressing the challenges.

6. Project Longevity

- What will the long-term impact of the project be?
- Describe any follow-up projects that will occur because of the Cost Share grant.

7. Photos

- Provide at least three high resolution photos of the project. If you include the pictures in the document file, **also** email the photos as separate jpg files.
- Include a photo of each phase of the project, if applicable (before, during, after).

8. Reimbursement

- How much is the reimbursement request?

- What is the total amount of match?

Submit receipts and/or paid invoices for the reimbursement request and match documentation. Project expenditures without receipts will not be eligible for reimbursement. Copies of paid checks may be asked for with reimbursement requests.









2383 Pilot Knob Road
 Mendota Heights, MN 55120
 651-203-3000
 www.southviewdesign.com

INVOICE

Date	Invoice No.
08/03/23	38617
Terms	Due Date
Due on Receipt	08/03/23

BILL TO
AP Gassen Gassen Company 6438 City West Parkway Eden Prairie, MN 55344

PROPERTY
Scarborough Townhouses 10337 Scarborough Rd Bloomington, MN 55437

A 2.75% convenience fee
 will be applied to all payments made via credit card

Amount Due	Enclosed
\$28,646.54	

Please detach top portion and return with your payment.

QTY	ITEM	EXT PRICE	SALES TAX	LINE TOTAL
	#40870 - Scarborough Townhomes_pond project_2023 complete	\$28,646.54	\$0.00	\$28,646.54
-		\$0.00	\$0.00	\$0.00
Total		\$28,646.54	\$0.00	\$28,646.54