



Bassett Creek Water Management Commission

Introduction

The Bassett Creek Water Management Commission (BCWMC) is in the process of preparing its Second Generation Water Management Plan. Revisions are necessary to the existing plan in order to comply with the provisions of Minnesota Rules Chapter 8410, the Metropolitan Surface Water Management Act, the Water Resources Management Policy Plan, and other approved regional plans.

The BCWMC has prepared this handbook to serve as a guide in the preparation of the Second Generation Water Management Plan. The Commission felt it was necessary to prepare the handbook to make certain everyone was aware of the process the Commission would be undertaking in the preparation of the new plan. A draft handbook will initially be sent out to all interested parties for review and comment. Comments received will be considered for inclusion in the final draft of the handbook prior to distribution.

The handbook is intended to specifically address why a new plan is needed, what will be included, and the process for preparing the new plan. The handbook also defines the regulatory requirements for preparing new plans, non-regulatory issues that need to be considered, and how each requirement and issue will be addressed within the plan. The plan's appendix includes background information such as historical roles and responsibilities, the Commission's Joint Powers Agreement, and related state statutes and rules.

The BCWMC believes that public participation is an essential element in preparing its Second Generation Water Management Plan. This watershed planning process provides an excellent opportunity for all interested parties to review BCWMC's past, current, and future activities. The handbook lists specific events when public participation will be scheduled with the Commission. These events are typically in large groups with a formal format. Public feedback and comments are, however, encouraged throughout the entire planning process.

The respective roles and responsibilities of the cities and BCWMC will also be defined during the planning process. Defining roles and responsibilities will require certain guidelines to be established in the management of the watershed's water resources. Such guidelines could take the form of specific purpose and strategy statements that could eventually be included in the Commission's Second Generation Plan. The Commission has included a draft "Statement of Purpose and Strategy" to assist in developing the Commission's Second Generation Plan. The Commission believes this statement will likely provide the framework for the new plan, and is therefore requesting all cities and interested parties to review and comment on the draft "Statement of Purpose and Strategy" to make certain that there is consensus on the direction that the Commission is taking.

The attached Notice of Watershed Planning was sent out on March 9, 2000, to all parties who were known to have an interest in the Commission's watershed planning process, as well as all cities within the District and many media publications. Comments received from this notice were recorded and are kept at the office of Barr Engineering, the Commission's engineer.

Please contact Pat Schutrop (952-832-2652), the Commission's BCWMC representative, regarding any questions about this document. E-mail requests should be directed to Pat at pschutrop@barr.com.

Sincerely,

Lee Gustafson
Chairman, Bassett Creek Water Management Commission

January 5, 2001 Version

Second Generation Plan Planning Process Handbook Bassett Creek Water Management Commission

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Major Issues

As it prepares its second generation plan, the Bassett Creek Water Management Commission will consider a large number of water-management related issues. One of the most critical outcomes of the second generation planning process will be a renewed focus on the key water-management issues in the watershed. To develop that focus, the planning process will prioritize the issues and make a determination about the appropriate role for the Commission in addressing them in coming years. The topics have and will come from citizens, regulatory requirements, and other guidance received by the Commission.

Broadly, the issues will relate to:

- Understanding the condition of water bodies in the Bassett Creek watershed.
- Prioritizing the water bodies in the watershed for action by the commission and recommending action by other agencies or organizations.
- Review and/or revision of certain classifications that apply to the water bodies in the watershed.
- Review and/or revision of the water-body classification system used by the commission and its agents.
- Runoff collection and storm water management.
- Erosion.
- The effect of development and redevelopment projects on water quality and quantity in the watershed.
- The role of the commission relative to other groups, organizations, agencies and boards that have a stake and a role in management of water in the Bassett Creek watershed.
- The development of goals, as well as strategies and tactics for achieving them.
- The development and implementation of commission policies.

The following sections include a preliminary list of requirements and issues that need to be reviewed and possibly resolved as part of the Commission's second generation planning process. Section A includes primarily regulatory requirements that must be included within the new plan. Section B includes issues that were suggested and/or recommended to be included within the new plan by other regulatory agencies. Section C includes comments from citizens, commissioners, and cities that will be addressed during the planning process. Comments and recommendations that are received during the planning process will likely be added to one of the previously mentioned sections, or to another area of the handbook. Included within each section is a notation as to where each individual recommendation, issue, or comment will be addressed within the work plan phase.

The issues identified in the following list are a starting point. The list is neither comprehensive nor definitive. The issues included have not been prioritized and the order of presentation does not indicate priority.



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A. *Regulatory Requirements*

	<u>Work Plan Task</u>
1. Need to revise existing water management plan by late 2001 or early 2002.	9.0
2. Plan must contain an inventory of the functional value of wetlands, a provision to create the inventory within a set time frame or adopt a process to identify the functional values on a case-by-case basis for the review of the project proposals for those cities where the Commission is the Local Governmental Unit (LGU).	7.1
3. The relationship of the Commission's management envelop and any information published in a Federal Emergency Management Agency, flood insurance study must be tabulated and described.	4.1
4. Plan needs to contain groundwater information as required by County Groundwater Plan to allow groundwater issues to be addressed and pollutant sources included in County plan must be referenced.	7.2
5. The Commission must request a summary of the relevant water management policies and goals of local, regional and state review authorities identified in Minnesota state statutes. A tabulation of water resource-related problems should also be requested. Comments have been requested from appropriate state agencies and the Metropolitan Council. Requests for comments need to be submitted to the cities in the watershed and Hennepin County.	2.0 7.0 9.1.1
6. The criteria for, and purposes of, advisory groups and public information programs need to be addressed.	6.0
7. The possibility of managing public ditch systems in the watershed needs to be reviewed and the possibility that maintenance activities would affect Commission goals needs to be evaluated.	3.5.2
8. The Commission needs to decide the degree of involvement the organization will have in groundwater management.	7.0 7.2
9. The Commission will need to identify high priority areas for wetland preservation, restoration, and establishment.	7.1



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	<u>Work Plan Task</u>
10. An assessment of potential water resource-related problems identified by residents, cities, regional and state agencies must be completed. At a minimum, the assessment must address: lake and stream water quality; flooding and stormwater rate control; effects of stormwater quantity and quality on recreation and wildlife; impact of erosion on water quality; impact of land-use practices on water quality and quantity; the adequacy of existing regulatory controls to minimize impacts on public waters and wetlands; the adequacy of existing programs to limit soil erosion, preserve and maintain the value of natural storage systems, and maintain water control structures; the adequacy of capital improvement programs to address water quality, management of water quantity, fish and wildlife habitat and public waters and wetland management and recreational opportunities and future problems that may occur in the next 20 years based on growth and development identified in local comprehensive plans.	3.0 4.0 5.0 7.1 7.2 8.1
11. The Commission will need to develop an implementation program to resolve problems, issues and goals. The responsibilities of the Commission and the cities in carrying out the implementation program needs to be defined.	8.1
12. An annual written communication must be prepared describing the activities of the Commission and published or distributed so that it reaches the general population.	6.0
13. The Commission must assess or require local plans to assess the following: need for and frequency of parking lot sweeping; need for and frequency of stormwater outfall, sumps and pond inspections; adequacy of maintenance programs for flood control and stormwater facilities; need for spill containment; and the need for other management programs. The entity responsible for implementation of these requirements must also be decided.	7.0
14. The Commission must investigate the feasibility of structural solutions to problems that cannot be mitigated by regulatory programs or preventative programs. Cost estimates and funding recommendations need to be prepared and priorities must be assigned for each structural solution.	3.0 4.0 7.0 8.0
15. The Commission must review existing local controls and programs and the administrative and financial ability of the local units of government to adopt and enforce needed controls and programs.	8.0
16. The Commission will need to analyze the financial impact of the implementation of regulatory controls and programs on cities and identify possible sources of funds.	8.0



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	<u>Work Plan Task</u>
17. The Commission must develop a schedule for implementation of needed controls or programs by the Commission or local units of governments.	8.0
18. The Commission must identify the procedure to be followed to enforce violations of controls of the Commission and the local units of government.	5.0 8.0
19. The Commission will need to review its plan amendment procedures.	8.2

B. Recommendations from Other Agencies

The Board of Water and Soil Resources/Metropolitan Council:

	<u>Work Plan Task</u>
1. Recommends that the plan identify methods for measuring success and for revising strategies over time.	5.0
2. Recommends that the Commission create an annual or biannual cycle to review and update the Capital Improvement Plan (CIP).	5.0
3. Recommends that the Commission develop a watershed education program relative to NPDES and Met Council load restrictions.	7.0
4. Recommends that the Commission outreach to large commercial/industrial and public landowners to identify natural resources restoration sites.	7.0
5. Recommends that the plan include a public land inventory to document opportunities for BMP retrofits.	Completed
6. Recommends that the Commission or cities be required to perform water quality compliance assessments.	3.4.1 5.2
7. Recommends that the Commission participate in educational programs (such as WOMP, CAMP, etc.).	Ongoing
8. Recommends that the Commission identify outside sources of funds and outside partners for implementing projects.	8.0
9. Recommends that the Commission establish a process to access private or public grant monies.	8.0
10. Recommends that the plan include a wetland function and value assessment.	7.0
11. Recommends that the Commission inventory and identify the potential of open space sites for restoration of stream, wetland, and upland habitat.	7.0



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		<u>Work Plan Task</u>
12.	Recommends that the plan identify appropriate BMPs to buffer the effects of impervious land cover.	Completed
13.	Recommends that the plan include quantifiable goals and policies that address water quantity, water quality, recreation, fish and wildlife, enhancement of public participation, groundwater, wetlands, and erosion control.	3.6 4.4 5.2 7.1.1 7.2.1
14.	Recommends that the plan address regional park issues.	7.0
15.	Recommends that the plan address Medicine Lake issues.	Ongoing
16.	Recommends that the Commission develop a water quality-monitoring program or partner with other agencies that may be monitoring streams, lakes, etc.	Ongoing
17.	Recommends that the plan identify regulatory controls that the Commission enforces and/or regulatory controls that the cities enforce.	7.0
18.	Recommends that the Commission adopts requirements for, or require cities to adopt requirements for wetland buffer zones.	7.1

C. Issues Identified by Citizens, Commissioners, and Cities

		<u>Work Plan Task</u>
1.	Commission needs to determine whether streambank erosion and maintenance is a Commission or city responsibility.	3.4.2 8.1 9.1
2.	Commission needs to decide how capital improvement projects are to be financed.	8.1
3.	Commission needs to establish a stakeholder involvement plan. Plan should determine need for a: <ul style="list-style-type: none"> • Citizen advisory group (CAG) • Technical advisory group (TAG) made up of local, regional, and state technical staff • Policy advisory group (PAG) 	6.0
4.	Commission needs to develop a plan for monitoring the success or failure of Commission and local water quality and quantity management programs and improvements. The responsibility of each entity must also be established.	5.0
5.	Commission shall assess its role regarding wetland issues.	7.1



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		<u>Work Plan Task</u>
6.	Commission shall evaluate benefits of classifying streams based on a physical and/or ecological classification system.	3.3
7.	Commission shall assess its role to review and verify that goals are being met (plat review, construction site inspections, etc.).	5.0



Bassett Creek Water Management Organization Statement of Purpose and Strategy — *DRAFT* (November 7, 2000)

The Bassett Creek Water Management Commission (BCWMC) was established as a joint powers organization in 1969 to resolve severe flood problems along Bassett Creek and to prepare and adopt plans to ensure that other flooding and water resource problems would not occur as the watershed developed. Since then, most of the flooding problems have been resolved by the BCWMC and member cities and the primary emphasis of the Commission has slowly evolved towards improving surface water quality. The BCWMC continues to work closely with its nine member cities to assign responsibility for water resource issues seeking to efficiently and effectively use the cities' and the Commission's planning and implementation resources. In an effort to enhance past and current initiatives, the BCWMC will continue to assist citizens and communities with the management of water resources, in the following areas:

- Partner with member communities in the management of surface and groundwater for the benefit of citizens within the watershed and region.
- Work with citizens, citizen advisory groups and member communities to establish goals and prioritize and implement initiatives that will preserve and improve water resources within the watershed.
- Collect, develop, and distribute information regarding watershed surface water and groundwater in the watershed to assist citizens and watershed communities in the preparation of local plans for the management of water resources.

1. Water Resource Management

The BCWMC will look to member communities for primary management of runoff and water management issues. The BCWMC will provide leadership and assist member communities with the following water management issues:

- ***Coordinate intercommunity stormwater runoff planning and design***— BCWMC will: (a) review community water resource management plans for consistency with BCWMC goals and intercommunity consistency, and (b) assist in calculating or calculate when necessary, the apportionment of costs between adjoining communities for water resource projects with intercommunity participation. This role applies to both water quantity and water quality issues.
- ***Water quality*** — BCWMC will require implementation of best management practices (BMPs) in the Bassett Creek Watershed that will improve the quality of stormwater runoff wherever possible. BCWMC, in cooperation with the member communities will continue to set reasonably attainable goals and identify areas where improved BMPs are desirable and will have the greatest effect



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This effort will continue to include monitoring of stormwater runoff to collect data about the quality of water in lakes, streams, and storm sewers within the BCWMC to create a water quality database. This database will be used to develop intercommunity water quality models for the purpose of planning watershed-based initiatives to improve runoff water quality, and to assess the success of past and future municipal water quality initiatives and applied BMPs. The member communities can also use the water quality database to do more localized water quality modeling.

- **Lake and stream management**—The BCWMC and member cities will, with input from the public, set goals for streams and water bodies in the watershed. The BCWMC will implement water management activities and water quality improvement projects for water bodies with regional significance based on feasibility, prioritization, and available funding.

The BCWMC has performed lake monitoring to determine the condition and use attainability of these major resources, classified the water resources according to their current and attainable uses (based on the data collected, municipal water management plans, and regional goals), and is developing management plans for these water bodies to help these priority resources meet their intended use. Management activities include recommendations for land-use controls, plans for integrated water resource management (parks/nature centers, etc.), and passive or active water treatment projects or facilities

- **Wetland management**— Unless assistance is requested from the BCWMC, cities will manage wetlands in accordance with the Wetlands Conservation Act.

2. Local Water Management Activity Assessment

The BCWMC will work with member communities to assess each community's progress toward agreed upon expectations. The BCWMC will use the following assessment process:

- The BCWMC and the cities will identify and prioritize initiatives that support outcome-based goals of the BCWMC water management plan. Outcome-based goals might include phosphorus limits for specific water resources, turbidity limits in streams, implementation of BMPs, education programs, etc. Together, the cities and the BCWMC will set expectations of performance in terms of effort and schedule.
- The water quality of the watershed's water resources will continue to be monitored. The monitoring program will be reviewed annually, or as needed, to determine progress. Successes will be celebrated, and failures will be brought to the attention of policy makers to encourage meeting the BCWMC goals. The BCWMC will work to support the staff and elected officials to meet the agreed upon expectations.



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3. Public Education and Participation in Water Management

A general goal of the BCWMC is to increase watershed awareness among its residents and provide them with information on how to live “properly” within the watershed. The strategy of the BCWMC is to work within existing education programs whenever possible and not duplicate the education efforts of others. Another general goal of the BCWMC is to (continue to) provide its member communities with useful information about the BCWMC, its activities, and water resource management. In addition to its required annual report and ongoing education efforts (e.g. brochures, news releases, internet website, citizen participation in resource monitoring), other efforts might include creating a standing citizens advisory group, establishing guides and issuing/distributing technical memoranda, and promoting active training (e.g. targeted presentations to neighborhood or public organizations). During the planning process, the BCWMC will be looking for recommendations from the Citizens Advisory Group regarding the development of an effective long-term public information and public involvement program.



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Work Plan

This work plan describes tasks that are necessary in preparing the Bassett Creek Water Management Commission's (BCWMC) second generation watershed management plan (WMP).

This work plan is not an outline of the WMP, only of the work. Most water management plans follow the format inferred by MN Rules 8410: an inventory of resources and related infrastructure; identification of issues or problems; establishment of standards, goals and policies relating to the issues; and description of implementation initiatives (including costs and financing) and capital improvement schedules. Within this format, the plan must present information regarding precipitation, geology, topography, ditches, wetlands, the hydrologic system, groundwater, soils, land use, parks and recreation, fish and wildlife habitat, unique features, and pollutant sources.

Although MN Rules 8410 describes the appropriate content of a WMP, rules allow the Commission to vary the format to best meet our needs. This work plan focuses on issues key to BCWMC rather than a presumed report format. This method allows the inventories, problem assessments, policies, and implementation plans to be built around the key issues. The key issues identified to date are:

Plan Emphasis

- Water quality in lakes, ponds and streams
- Management of surface water flows and flooding
- Development and redevelopment issues
- Developing a system of accountability and performance evaluation for the WMO and member communities
- Development/continuation of public information program

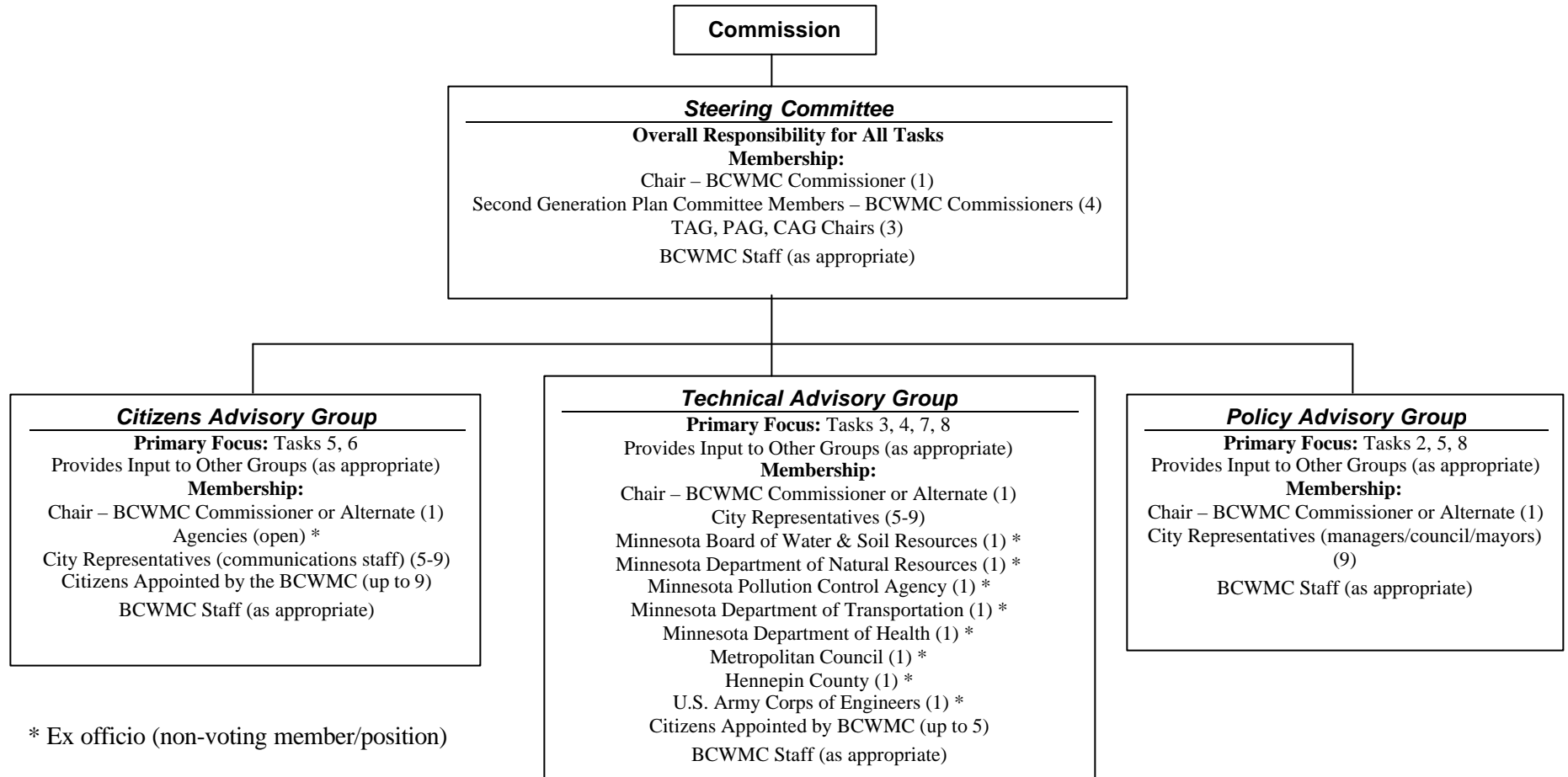
Work Plan Outline

Task	Description	Schedule
1.0	Develop Work Plan, Budget, and Planning Handbook	January–September 2000
2.0	Continue Evaluation of Draft Statement of Purpose and Strategy	January–September 2000
3.0	Review Existing Water Quality Goals and Policies	January–November 2000
4.0	Identify Past, Current, and Potential Flooding Issues	September–December 2000
5.0	Establish a Method for Monitoring and Evaluating Plan Implementation	November 2000–March 2001
6.0	Develop Effective, Long-Term Public Information Program	January–May 2001
7.0	Review and Address Wetland and Groundwater Goals, Characterize Watershed Climate, Topography and Soils, and Other Water Resource Elements	September 2000–May 2001
8.0	Define Structural and Nonstructural Programs Needed to Address Issues	November 2000–July 2001
9.0	Develop and Adopt Watershed Management Plan	November 2000–December 2001



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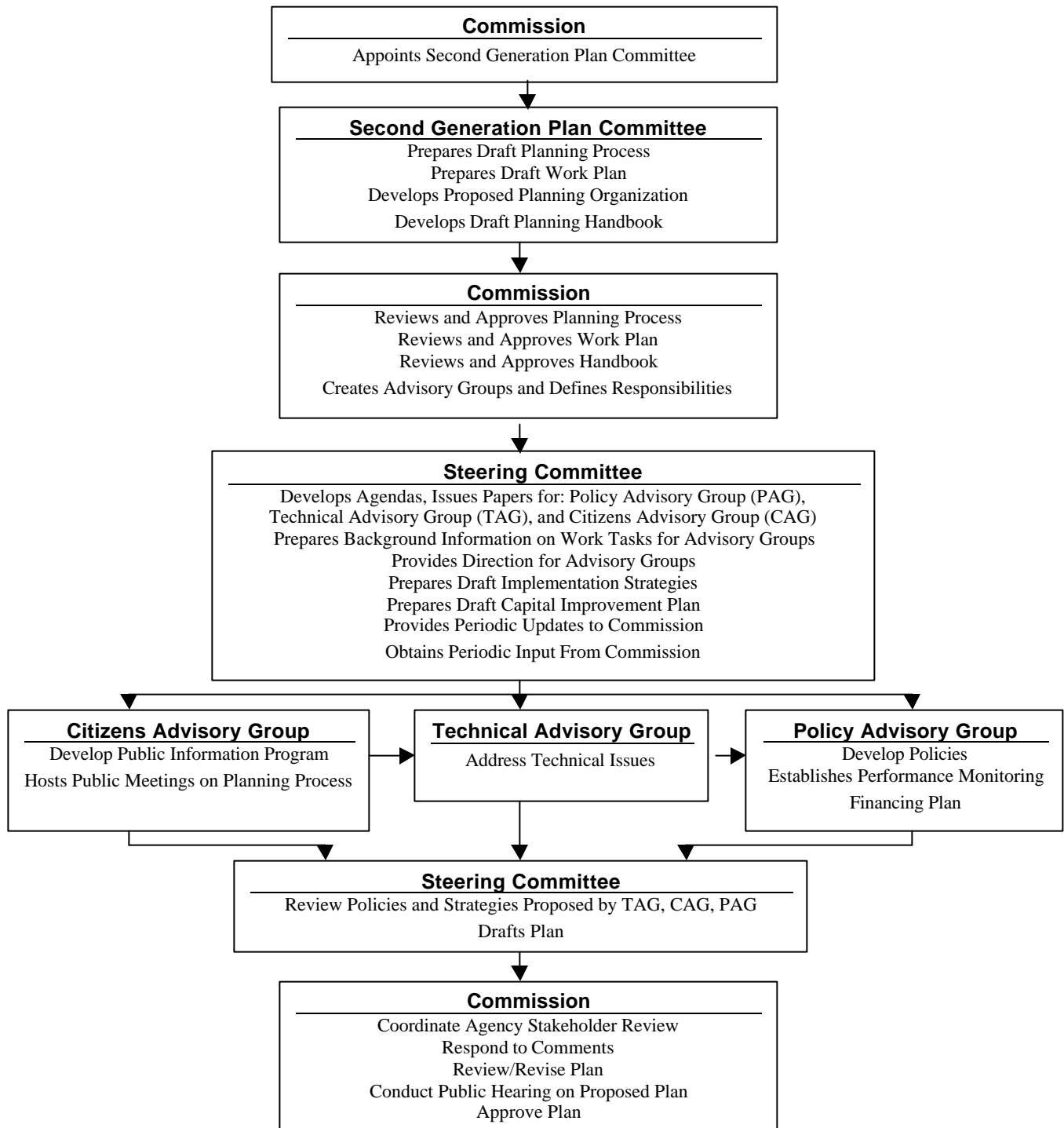
Planning Process Organizational Structure





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Planning Process Flowchart





Work Tasks

Task 1.0 – Develop Work Plan, Budget, and Planning Handbook

Develop work plan tasks and budget for plan preparation process. Prepare planning handbook to guide preparation of Second Generation Plan.

Task 2.0 – Continue Evaluation of Draft Statement of Purpose and Strategy

The Second Generation Plan Committee will draft a Statement of Purpose and Strategy for the BCWMC. Draft Statement of Purpose and Strategy prepared by Second Generation Plan Committee will be submitted to Commission for their review and adoption. From the statement, work plan tasks will be revised/finalized.

Identify stakeholders to review and comment on draft statement and planning handbook.

Task 3.0 – Review Existing Water Quality Goals and Policies

Summarize the Commission’s (and member cities’) past resource-based goal setting, assess if goals are achievable, and identify alternatives or remedies for identified problems. Other task objectives are to review classifications systems, identify if any primary water bodies need to be added or removed from BCWMC’s list of water bodies to be assessed, review/revise stream classifications, determine if a different stream classification system needs to be established, establish regional and local significance of water bodies and responsibilities for their management, design storm water runoff monitoring and data collection systems, identify erosion problem areas, identify water resource related development/redevelopment issues, and review goals, policies and implementation strategies.

An inventory and classification of primary lakes and water bodies, an assessment of the existing condition of primary lakes and water bodies, and an estimate of future water quality conditions of primary lakes and water bodies were completed as part of BCWMC’s lake management plans for individual water bodies and their watersheds.

An identification and evaluation of remedies or alternatives for those resources where predictions indicate the resources do not meet the desired goals was also completed as part of BCWMC’s lake management plans for individual water bodies and their watersheds. These lake management plans and the resultant implementation tasks are parallel work outside of the planning process; the information will be brought into the watershed management plan.

3.1 Identify additional primary water bodies that need to be inventoried, assessed, etc.

3.2 Identify any primary water bodies that need to be removed or reclassified on the existing BCWMC list.

3.3 Stream classifications .

3.3.1 Review and revise (if needed) stream classifications.

3.3.2 Consider applying physical and ecological classification system to streams, rather than current water quality based system.



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3.4 Water quality of stormwater runoff.

3.4.1 Develop monitoring and data collection programs to characterize runoff and assess trends. This activity will be coordinated with Task 5.1, below. For example, operate a continuous monitoring station at downstream end of Bassett Creek watershed (possibly other locations, too).

3.4.2 Identify and map current or potential erosion problem areas.

3.5 Development and redevelopment.

3.5.1 Review and revise generalized maps of existing and future land use; show areas of community and public infrastructure redevelopment.

3.5.2 Review and update water resource related development and redevelopment issues.

3.6 Review existing goals and policies pertaining to water body quality, storm water runoff quality, development and redevelopment planning, erosion and sediment control, and the use of BMPs.

3.7 Review the current priority list of improvements needed to meet water quality goals for each water body and revise, if necessary. Review the Commission's role in implementing these improvements.

3.8 Public involvement - water quality.

3.8.1 Hold a large "public forum" for stakeholders (and general public) to present background on BCWMC water quality activities and identified problems and obtain input from stakeholders (and general public) on water quality issues.

3.8.2 Hold second meeting with same group to report back on the problems/issues identified, and the response of the BCWMC and the advisory groups to citizen concerns. Develop draft water quality management plan (or report) and receive input at public meeting.

Task 4.0 – Identify Past, Current, and Potential Flooding Issues

Review issues and problems associated with the main stem conveyance systems. Identify past, current, and potential flooding issues, and propose strategies for addressing them.

4.1 Review historical flooding problems.

4.2 Review BCWMC work completed previously to address flooding issues.

4.3 Inventory and map past unresolved, current, and potential flooding problems.

4.4 Develop goals and policies pertaining to flooding issues.

4.4.1 Determine BCWMC role in resolving current and future flooding issues.

4.5 Develop implementation strategies for addressing inventoried surface water management issues.

4.6 Obtain public input on this topic in conjunction with the meetings described in Task 3.8.



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Task 5.0 – Establish a Method for Monitoring and Evaluating Plan Implementation

Develop a method for ongoing review of the progress of plan implementation and the performance of completed plans. This task will facilitate discussion of that method, and, if necessary, develop a data collection plan to support the evaluation. The evaluation concept could have two tracks: trend analysis and performance analysis. The trend analysis could demonstrate water quality and other significant trends at selected lakes and ponds. The performance analysis could evaluate the implementation of written maintenance plans, capital improvement plans, and nonstructural management programs.

- 5.1 Develop a performance review system that could include reporting formats for cities to use in reports to the WMO, and for the WMO to use as part of its annual report.**
- 5.2 Obtain public input on this topic in conjunction with the meetings described in Task 3.8.**

Task 6.0 – Develop Long-Term Public Information Program

Develop a public information program and review public participation in Commission operations. This task will emphasize the dissemination of available information collected routinely by the Commission.

- 6.1 Create a “client list” of persons and organization that would benefit from specialized or continuing information from the WMO.**
- 6.2 Create a “source list” of information types and locations, and a means for keeping the source list current.**
- 6.3 Establish information strategies intended to put the “clients” together with the “sources.”**
- 6.4 Review annual communications goals and strategies.**
- 6.5 Obtain public input on this topic in conjunction with the meetings described in Task 3.8.**

Task 7.0 – Review and Address Wetland and Groundwater Goals, Characterize Watershed Climate, Topography and Soils, and Other Water Resource Elements

The plan will need to review and address other elements of water resource planning specified by the Minnesota Chapter 8410 rules (attached).

- 7.1 Review BCWMC role in wetland management.**
 - 7.1.1 Develop goals and policies pertaining to wetlands.
 - 7.1.2 Identify implementation activities to achieve goals.
- 7.2 Identify how the geologic history of the watershed may impact the relationship of surface waters to groundwater, and how surface water decisions may need to consider such impacts.**
 - 7.2.1 Develop goals and policies pertaining to groundwater resources.
 - 7.2.2 Identify implementation activities to achieve goals.
- 7.3 Characterize the climate of the watershed and the relationship to issues of importance.**



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- 7.4 Characterize the soils of the watershed and the relationship to issues of importance.**
- 7.5 Obtain public input on this topic in conjunction with the meetings described in Task 3.8.**

Task 8.0 – Define Structural and Nonstructural Programs Needed to Address Issues

Develop cost estimates and financing strategies for implementing the activities and initiatives identified in the above work tasks. Structural measures are typically physical features constructed to control surface water or improve water quality. Nonstructural measures include management policies, standards, ordinances, and other non-physical measures. Structural and nonstructural measures will be identified to resolve identified issues.

- 8.1 Develop capital improvement program which establishes the schedule, estimated cost, and financing method for identified activities and initiatives.**
- 8.2 Develop plan amendment process.**
- 8.3 Develop revised Joint Powers Agreement if necessary.**
- 8.4 Review current policies for maintenance of watershed infrastructure, including ponds, streams, and enclosed structures that implementation strategies are dependent on for satisfactory performance to determine if current practices adequately protect watershed resources.**
- 8.5 Obtain public input on this topic in conjunction with the meetings described in Task 3.8.**

Task 9.0 – Develop and Adopt Watershed Management Plan

9.1 Preliminary review draft

- 9.1.1 Pull together all the above information and prepare a preliminary review draft. Plan sections will likely be:
 - Executive Summary (includes introduction, background, history)
 - Resource Inventory
 - Identification of Problems and Issues
 - Goals and Policies
 - Implementation Program (including plan amendment process)
- 9.1.2 Review of preliminary draft plan by the Second Generation Plan Committee. After review by subcommittee, revise plan and submit to full Commission. The Second Generation Plan Committee may add other stakeholder members for this review.
- 9.1.3 Commission review of preliminary review draft. After review by full Commission, revise plan and submit to all stakeholders.
- 9.1.4 Formal review of preliminary review draft by BWSR, member cities, Metropolitan Council, MnDNR, MPCA, other state agencies, and other identified stakeholders and citizens.
- 9.1.5 Respond in writing to comments received.
- 9.1.6 Hold public hearing on preliminary review draft.



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9.2 Final review draft

9.2.1 Revise preliminary review draft based on comments received in writing and at hearing and prepare final review draft.

9.2.2 Submit final review draft to state review agencies and Metropolitan Council for review. Review by cities and public not required at this time.

9.3 Final draft

9.3.1 Revise plan and prepare final draft.

9.3.2 Submit final draft to BWSR for approval.

9.3.3 Attend BWSR subcommittee review meeting.

9.4 Final plan

9.4.1 Conduct public hearing on proposed plan.

9.4.2 Adopt plan by Commission.

9.4.3 Prepare final plan.

9.5 Final plan publication and distribution.



Stakeholder Involvement Process

1. Commission Workshops

Workshop 1

When – September 7, 2000

Goal – Discuss the planning process, organization, work plan, and responsibilities of advisory groups. Commissioners consider advisory group members. Commissioners provide input regarding the issues affecting BCWMC and the second generation plan.

Format – Special workshop outside of regular Commission meeting.

Products needed – Planning Process Handbook.

Location of workshop – City of Golden Valley.

Presenters – The Second Generation Plan Committee.

Later Workshops

When – January 2001

Goal – Review draft revised water quality goals and policies. Review draft goals and policies pertaining to flooding issues. Review proposed implementation strategies for addressing surface water management issues.

Format – Special workshop outside of regular Commission meeting.

Products needed – Recommended draft revised water quality goals and policies. Identification of strategies for addressing water quality issues.

Location of workshop – City of Golden Valley.

Presenters – To be determined.

When – February 2001

Goal – Review draft groundwater goals and wetland policy. Review draft monitoring and evaluation plan. Review draft maintenance responsibilities.

Format – Special workshop outside of regular Commission meeting.

Products needed – Draft discussion of groundwater and wetland issues. Draft monitoring and evaluation plan. Draft proposed maintenance policy.

Location of workshop – City of Golden Valley.

Presenters – To be determined.

When – June 2001

Goal – Review proposed structural and nonstructural water resource management programs. Review identified issues and proposed methods to address issues. Review draft long-term public information program.

Format – Special workshop outside of regular Commission meeting.



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Products needed – Draft discussion of water resource management programs. Issues identification and outline of options for public information.

Location of workshop – City of Golden Valley.

Presenters – To be determined.

When – August 2001

Goal – Review Draft Watershed Management Plan.

Format – Special workshop outside of regular Commission meeting.

Products needed – Text of Review Draft Plan.

Location of workshop – City of Golden Valley.

Presenters – To be determined.

2. Public Meetings/Hearings with Stakeholders

Meeting 1

When – November 2000

Goal – Provide information regarding BCWMC history and second generation plan, present/discuss adopted purpose and strategy statement, present/discuss issues list, and obtain stakeholder input on BCWMC purpose/strategy and issues.

Format – Combination public information meeting followed by an open house.

Products needed – Handouts with information about BCWMC history, second generation planning, individual water body goals, BCWMC's water quality capital improvement program, issues list, and the adopted purpose and strategy statement.

Location of meeting – City of Golden Valley.

Presenters – Len Kremer regarding history, Karen Chandler regarding second generation plans, and Len and/or Karen regarding the issues and purpose and strategy statement. For open house portion of meeting, some commissioners or alternate commissioners should be available to answer questions and hear comments.

Meeting 2

When – July 2001

Goal – Present the draft plan implementation program to stakeholders and receive comments.

Format – Combination public information meeting followed by an open house.

Products needed – Handouts with information about the proposed implementation program (and funding).

Location of meeting – To be determined.

Presenters – To be determined.



Bassett Creek Water Management Commission

Last Meeting/Public Hearing

When – After formal review of draft plan.

Goal – Present the plan, including capital improvements plan (and reviewer comments, if possible) to the public and solicit their comments.

Format – Public information meeting followed by formal public hearing.

Products needed – First formal Review Draft and reviewer comments.

Location of meeting – City of Golden Valley.

Presenter – To be determined.

3. Citizens Advisory Group

When – After Meeting 1 and before the public hearing.

Time – To be determined.

Goal – Obtain citizen input for the planning process, draft long-term public information program. The purpose of this group is to provide input to the Commission and the other advisory groups during the plan process, which will end when the process is complete.

Format – Meetings every month during the planning process.

Group members – Commission to appoint up to nine citizens to the advisory group. Technical advisors, such as agency reviewers (i.e. Metropolitan Council, MPCA, DNR) will also be invited to attend and provide input. Cities will be asked to send a communications staff person.

Products created – Comments on issues, policies, and plan elements. Proposed long-term public information program.

Location of meeting – City of Golden Valley.

A tentative list of meeting topics follows:

CAG Meeting #	Meeting Topic
1 (Dec. 2000)	Present introductory information and education items
2 (Jan. 2001)	Discuss and comment on BCWMC purpose and strategy
3 (Feb. 2001)	Discuss problems and issues in BCWMC according to topic (i.e., lake water quality, flooding, stream classification)
4 (Mar. 2001)	Discuss goals and policies to address identified problems and issues, review policy advisory group recommendations regarding performance monitoring and financing. Identify needs for public education and begin development of public information program
5 & 6 (Apr./May 2001)	Develop draft public information program
7 (June 2001)	Discuss implementation tasks
8 (July 2001) FINAL	Discuss/review preliminary review draft of plan



Bassett Creek Water Management Commission

4. Policy Advisory Group

When – Group should be formed as soon as possible after the Commission has finalized planning process.

Time – To be determined.

Goal – Identify respective roles of BCWMC and the member cities in watershed management, prepare guidelines regarding who performs and how to fund studies and capital improvement projects, identify methods for measuring BCWMC/city success. The purpose of this group is to provide input to the Commission and the other advisory groups during the plan process, which will end when the process is complete.

Format – Meetings every other month during the planning process.

Group members – City staff, council members or other individuals knowledgeable about the operation and financing of city government; each city to appoint one member.

Products created – Draft proposed BCWMC and member city roles, draft proposed responsibilities for completion and funding capital improvement plan, and draft measures for measuring success.

Location of meeting – To be determined.

5. Technical Advisory Group

When – Group should be formed as soon as possible after the Commission has finalized planning process.

Time – To be determined.

Goal – Provide comment on technical issues, including: water quality goals, water quality improvement plans, flooding issues, water quality policy, groundwater goals, wetland policy, draft maintenance policy, implementation strategies, draft capital improvements plan. The purpose of this group is to provide input to the Commission and the other advisory groups during the plan process, which will end when the process is complete.

Format – Meetings every other month during planning process.

Group members – One representative from each city knowledgeable about water resource issues, up to five citizens appointed by the Commission and nonvoting representatives from each of interested regulatory agencies.

Products created –

Location of meeting – To be determined.



Bassett Creek Water Management Commission

6. Information to Stakeholders

Goal – Inform stakeholders of planning process and solicit comments.

Products needed–

Mailing 1, sent: March 2000

Notice of Watershed Planning, broadly distributed to stakeholders by the member cities. The notice included information about the history of BCWMC, the second generation planning process, and BCWMC water management activities.

Mailing 2, August 9, 2000; Notice of September 7th Commission Workshop

Mailing 3, September 8, 2000, Notice of Public Forum

Mailing 4, September 22, 2000, Notice of Planning Process Update (after public information meetings):

Memorandum regarding planning status, summarizing stakeholder comments from public information meeting and BCWMC responses to comments.

Mailing 5, Notice of January 2001 Commission Workshop

Mailing 6, Notice of February 2001 Commission Workshop

Mailing 7, Notice of June 2001 Commission Workshop

Mailing 8, Notice of August 2001 Commission Workshop

Mailing 9, Date to be determined. Notice of Draft Plan and Public Hearing (after preliminary review draft completed): Memorandum regarding planning status and availability of plan for review at city offices and libraries.

Mailing 10, Date to be determined if necessary. Notice of Extension of Draft Plan Review

Web Page: schedule for all meetings will be posted on Bassett web page. All Planning Handbook materials will be posted on Bassett web page. Draft goals, policies, programs, and plans will be posted on Bassett web page. Web page will be modified to permit comments to be sent directly over the Internet. Web address: <http://www.bassettcreekwmo.org>.

7. Agency Involvement

When – Beginning with workshop meeting on September 7, 2000.

Goal – Receive agency input and agency buy-in prior to formal review of plan (preliminary review draft), with emphasis on Commission/agency discussions.

Format – Agency involvement will be incorporated into other meetings. Agency staff will be invited to Commission workshops, Commission regular meetings, all public meetings/hearings, citizen advisory group meetings, and technical advisory group meetings. They will also receive all mailings, including copies of the plan in process.



Bassett Creek Water Management Commission

Second Generation Plan? Public Involvement Calendar

Activity	2000					2001								
	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept
Commission Workshops		7 th							TBD	TBD		TBD		TBD
Public Meeting/Hearing #1 on Workshops				1 st										
Public Meeting/Hearing #2													TBD	
Public Hearing/Final Plan Approval	Fall 2001 or early 2002 (after formal review of draft plan)													
Citizens Advisory Group						23 rd	26 th	26 th	#4 TBD	#5 TBD	#6 TBD	#7 TBD	#8 TBD *	
Policy Advisory Group						23 rd	5 th	19 th	16 th	21 st				
Technical Advisory Group						23 rd	26 th	26 th	#4 TBD					
Agency Involvement		7 th	Ongoing – TBD											
Mailing #1: Notice of Watershed Planning	Mailing #1 was sent out in March 2000													
Mailing #2: Notice of Commission Workshop	18 th													
Mailing #3: Notice of Public Forum and the Planning Process		8 th												
Mailing #4: Notice of Planning Process Update		22 nd												
Mailing #5: Notice of Commission Workshop									TBD					
Mailing #6: Notice of Commission Workshop										TBD				
Mailing #7: Notice of Commission Workshop												TBD		
Mailing #8: Notice of Commission Workshop														TBD
Mailing #9: Notice of Draft Plan and Public Hearing	Fall 2001 or early 2002 (after formal review of draft plan)													
Mailing #10: Notification of Extension of Draft Plan Review	TBD (if necessary)													

TBD Date to be determined.
 * Final public meeting.